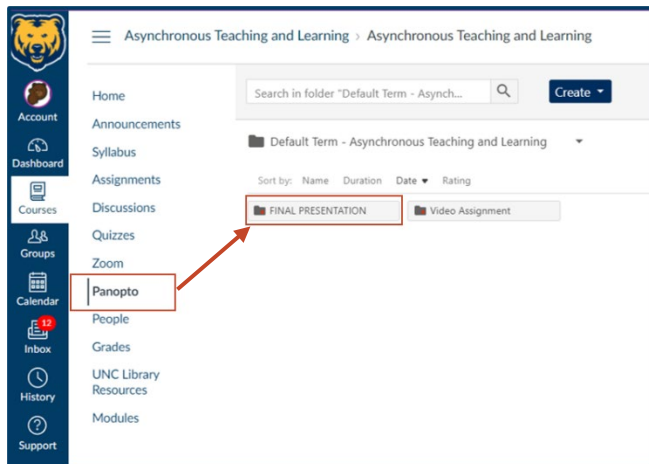


### Before you Begin

The purpose of this guide is to take you through the steps of uploading a video into a Panopto assignment folder. You should have already completed your video creation and have it in an MP4 file on your computer before you begin the following steps.



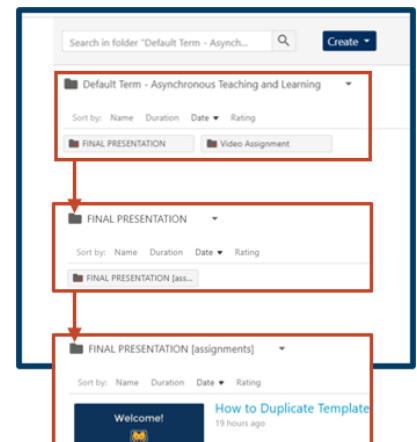
### Step One: Go to the Panopto Tool

Select **Panopto** from your Course Navigation.

### Step Two: Open the Assignment Folder

Open the **Assignment** folder where your instructor wants you to submit your Panopto video file.

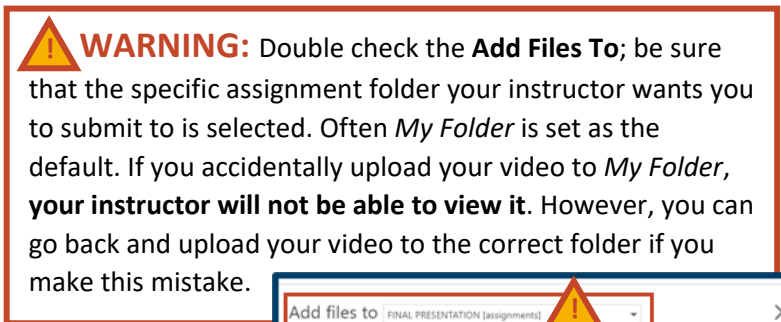
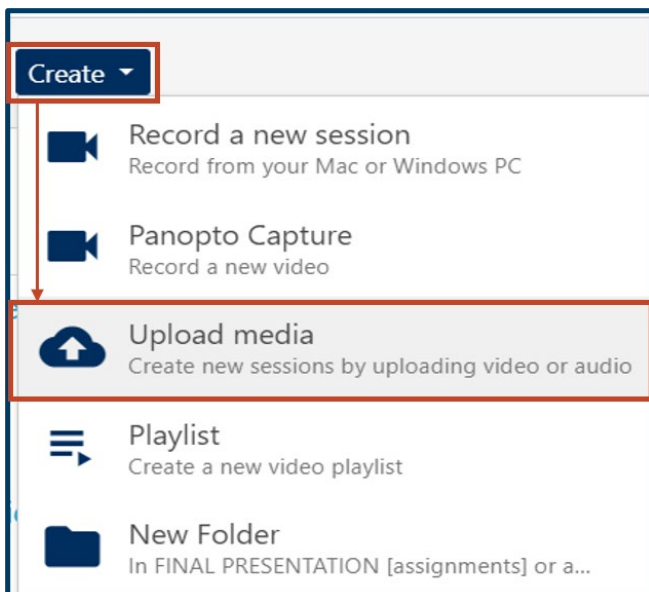
You may need to open the folders until you reach the sub-folder, which will have



**[assignments]** next to the folder name. If you are the first to submit, or if your instructor has not set the folders up for you to view other students' work, you will see a message: "This folder contains no videos." Otherwise, you will see other video submissions in the folder.

### Step Three: Select the Create Button

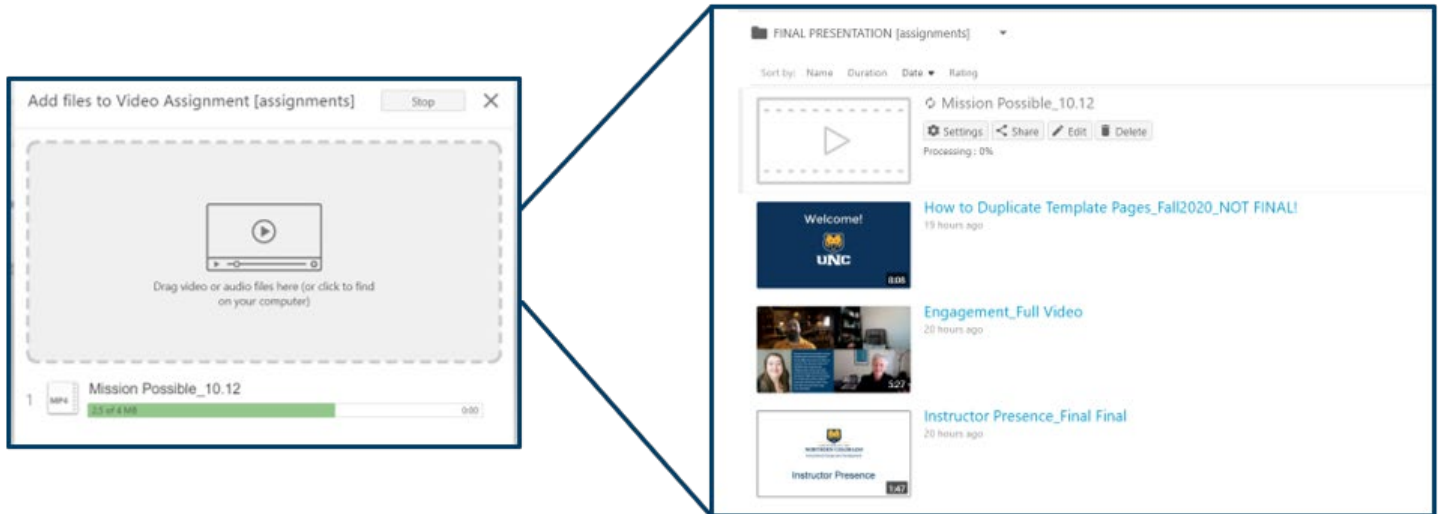
Select the **Create** button at the top of the page and choose **Upload media**. A new box will pop up to prompt you to "Drag video or audio files here (or click to find on your computer)."



# HOW TO UPLOAD A PANOPTO VIDEO

## Step Four: Submit Your Video

Once you have selected the MP4 file that you wish to submit for your assignment, select **Submit**. Your video will then go through a series of processing and publishing. Please note that if your video is longer than 5 minutes, this process can take some time to complete. You do not have to stay on the Panopto page while it processes, but you should check back to verify that the video has uploaded.



## Step Five: Verify Your Submission

If you followed these steps correctly, you will see your video in the **[assignments]** folder. If you do not see your video, check to make sure you uploaded it to the correct folder. If you still do not see your video, Panopto may have timed out, and you will need to upload again. If this error persists, contact [help@unco.edu](mailto:help@unco.edu).

