

## Overview

The purpose of this guide is to walk instructors through the process of uploading previously recorded and saved video into **Panopto**, a third-party recording tool, from within your Canvas course.

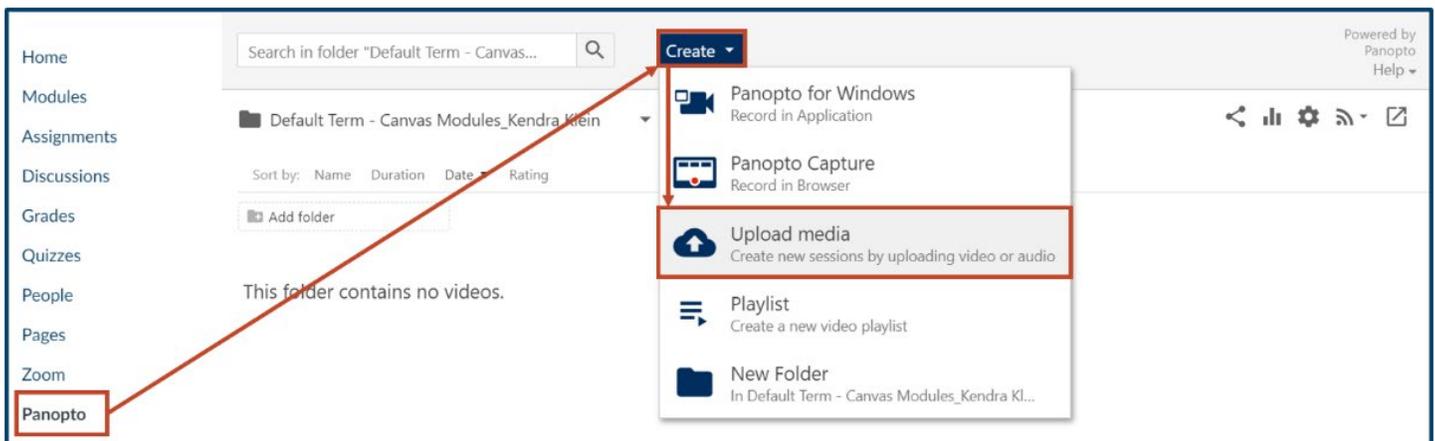
## Step One: Enable Panopto

Make sure that the Panopto application in Canvas is in your **Course Navigation** menu. If it is not, go to **Settings** and enable Panopto from the list of tools that are currently hidden within the Navigation tab. For more information, select the link below.

- [How do I manage Course Navigation links?](#)

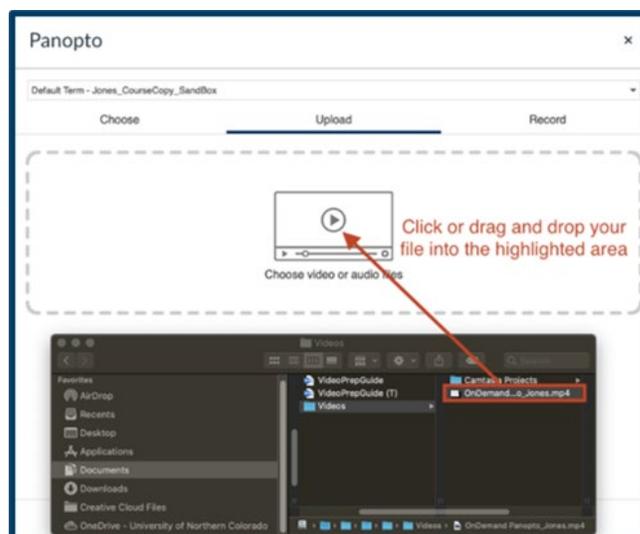
## Step Two: Create Video

Select Panopto from the Course Navigation. Select **Create** and a new menu will open. Then select **Upload media**.



## Step Three: Drag and Drop Video

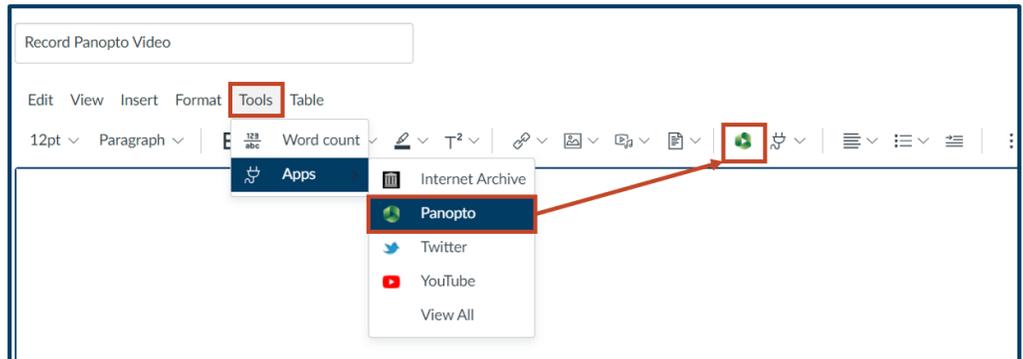
Select your video from your computer files and then drag and drop the video onto the Panopto page. If your video is long, it may take several minutes for Panopto to completely process and add the uploaded video.



# UPLOAD PANOPTO VIDEO

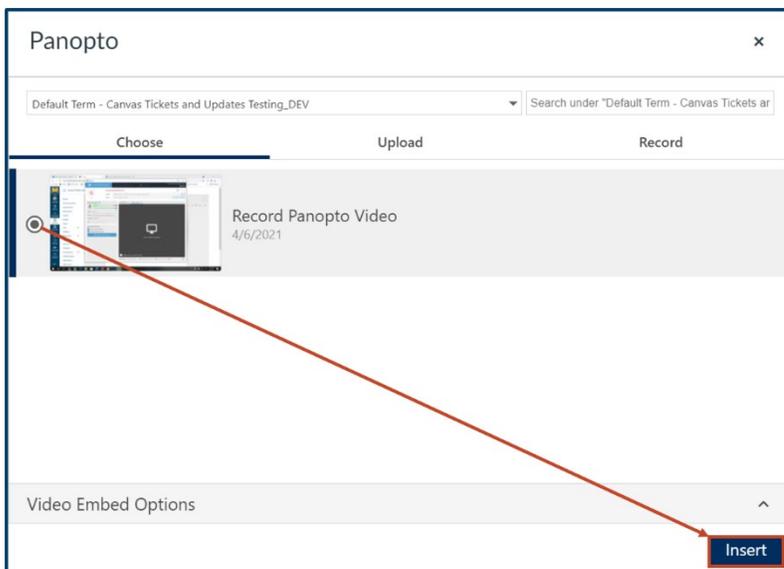
## Step Four: Select Location

Once your video is processed, you can now add your uploaded video anywhere that has a Rich Content Editor. Go to a page, announcement, discussion, etc. and select **Edit**. Then, select Panopto within the **Tools** tab, or the green **Panopto icon** in the Rich Content Editor menu (see image right).



## Step Five: Insert Video

You will then be taken to all Panopto videos that you have recorded in the course in which you are working. If you have been using **My Folder** for all your course recordings, you can select recordings you have uploaded in other courses from My Folder. Then, from the Panopto window, select the video you want to place, and select **Insert** (see image left). The default Video Embed Options produce a quality embedded video, but you can make changes if you wish.



## Step Six: Save Your Video

Once you select **Save**, your video will be available to view. If your video is still processing/buffering, it may take a few minutes to become available.

