

UPLOAD PANOPTO VIDEO

CANVAS QUICK START

UNC

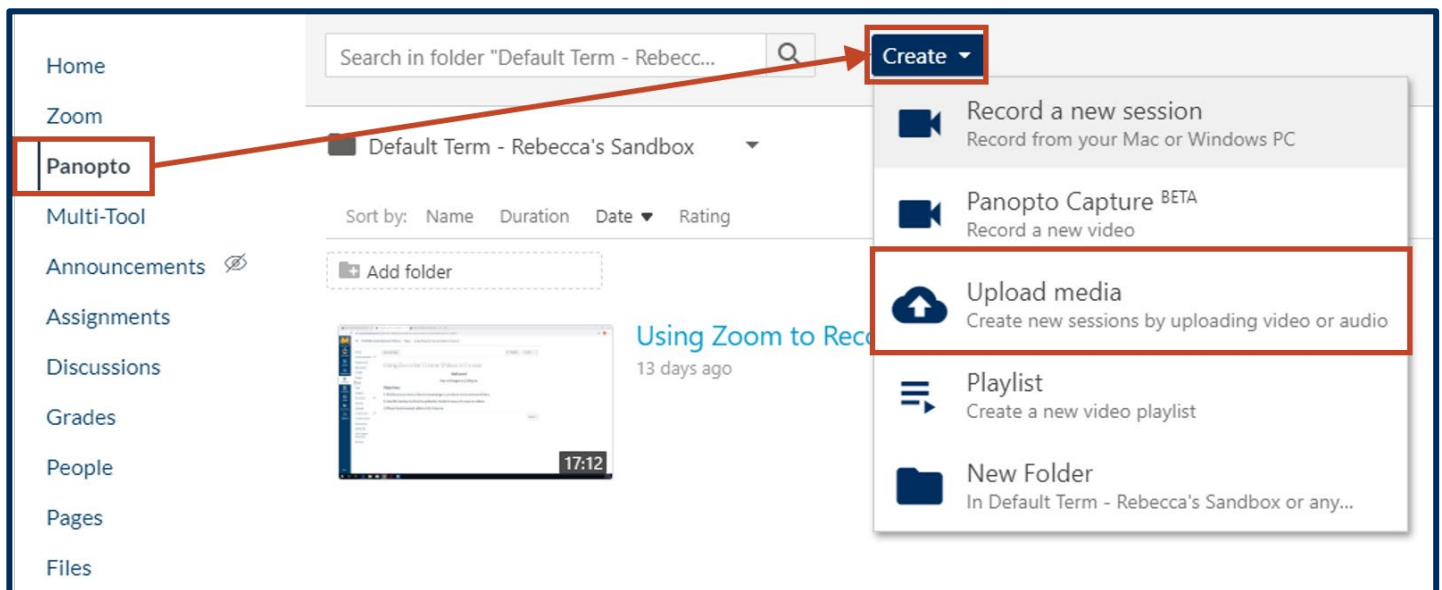
Instructional Design & Development

STEP ONE

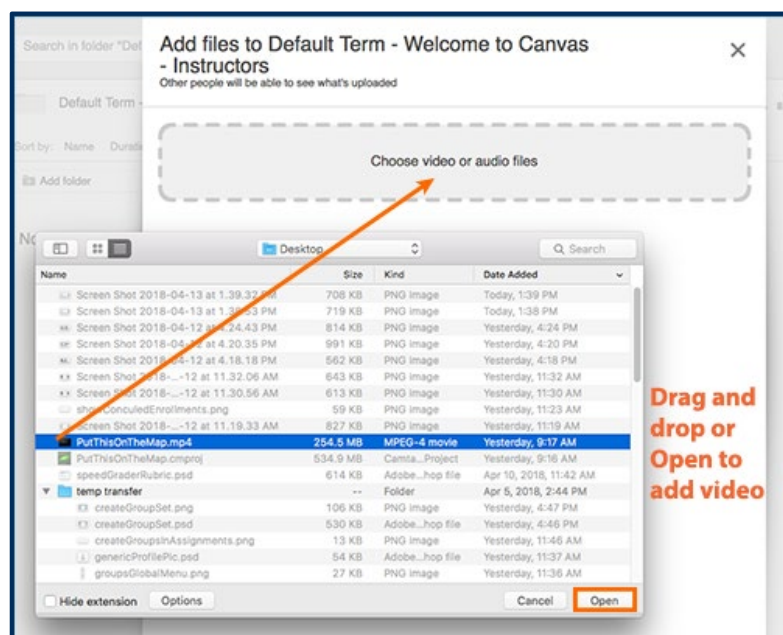
Make sure the Panopto application in Canvas is in your course navigation menu. If it is not, go to Settings, then to Navigation, and enable Panopto from the list of tools that are currently hidden. For help with this, see the guide [How do I manage Course Navigation](#).

STEP TWO

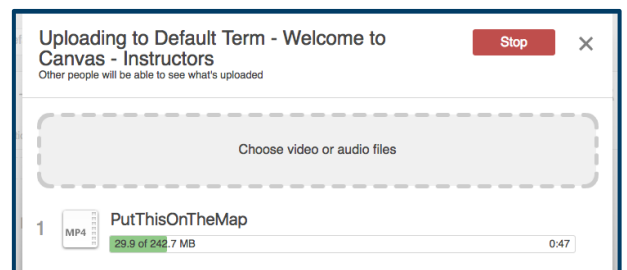
Select Panopto from the Course Navigation, and then select **Create**. Pull down the menu, and select **Upload media**.



STEP THREE



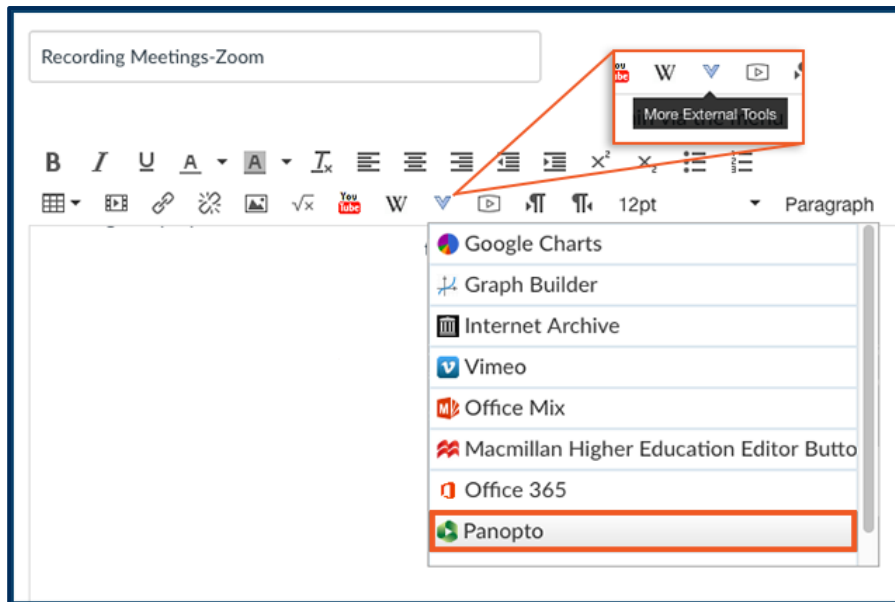
Select your video, and drag and drop the video onto the Panopto page as shown on the graphic to your left. If your video is long, it may take several minutes for Panopto to completely process and add the uploaded video.



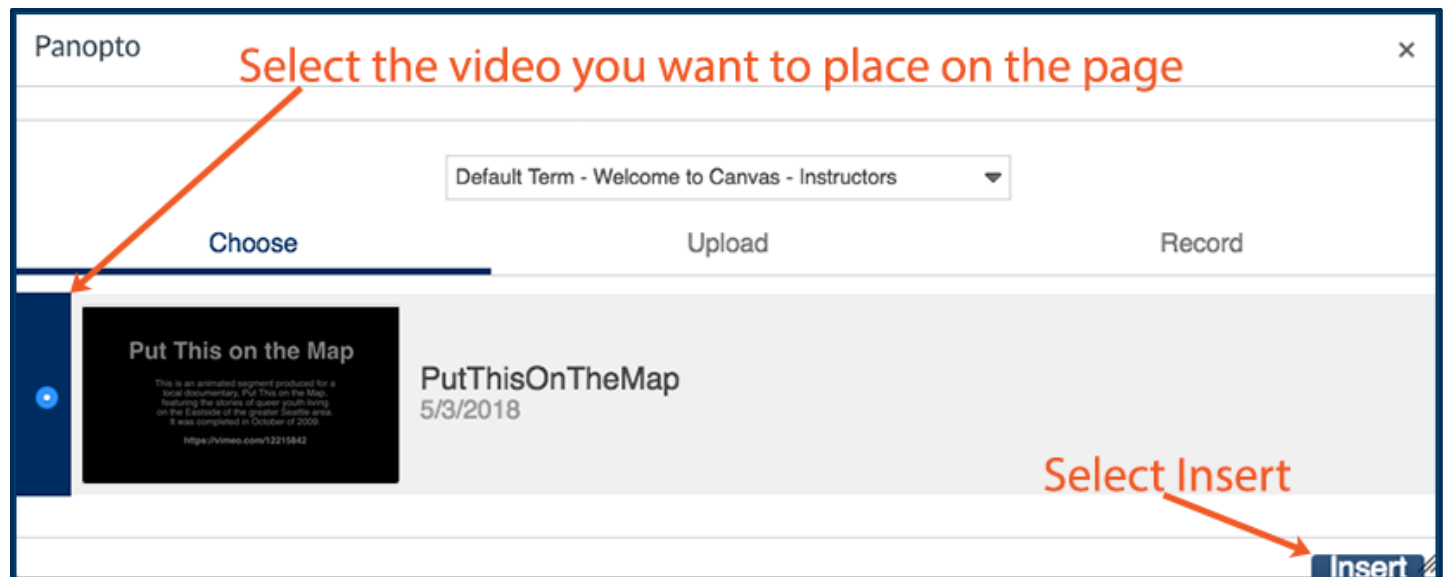
STEP FOUR

Once your video is completely processed and uploaded in Panopto, go to the page, discussion, or assignment in Canvas where you want to show the video. You can embed this video anywhere that Canvas has the Rich Content Editor.

Click “Edit” and then select More External Tools (see image left) on your Rich Content Editor, and select Panopto in the list.

**STEP FIVE**

From the Panopto window, select the video you want to place, and then select Insert.



The video will now be embedded on your page and ready to be viewed.