

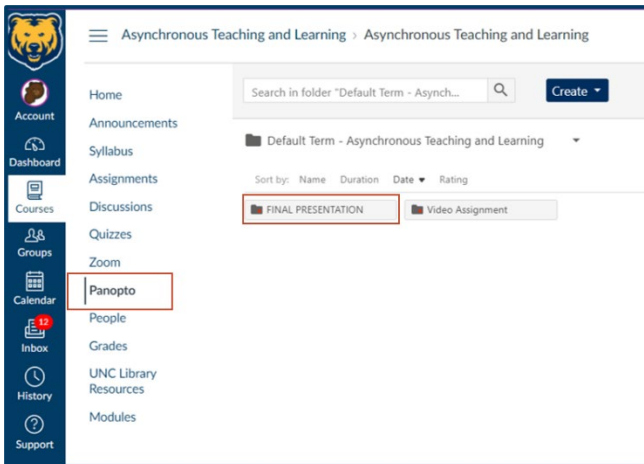
# HOW TO UPLOAD A PANOPTO VIDEO

## CANVAS STUDENT GUIDE



### 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.



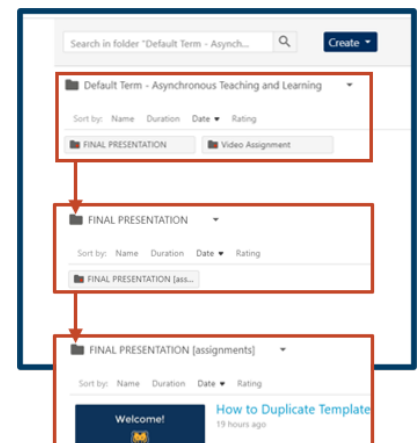
### STEP ONE: Go to the Panopto tool

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.

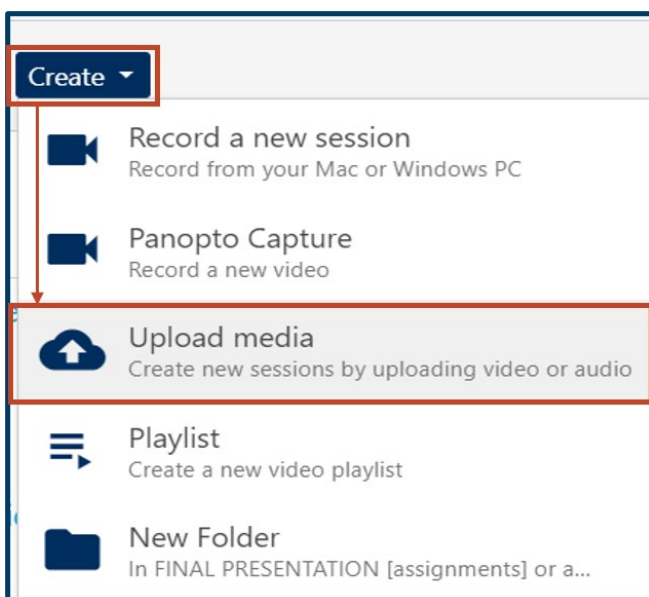
You may need to open the folders until you reach the sub-folder, which will have [assignments] next to the



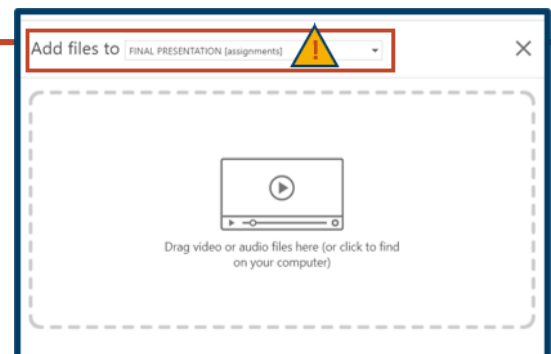
folder name. If you are the first to submit, or if your instructor has not set the folders up for you to view other students' work, you will see a message: "This folder contains no videos." Otherwise, you will see other video submissions in the folder.

### 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)."

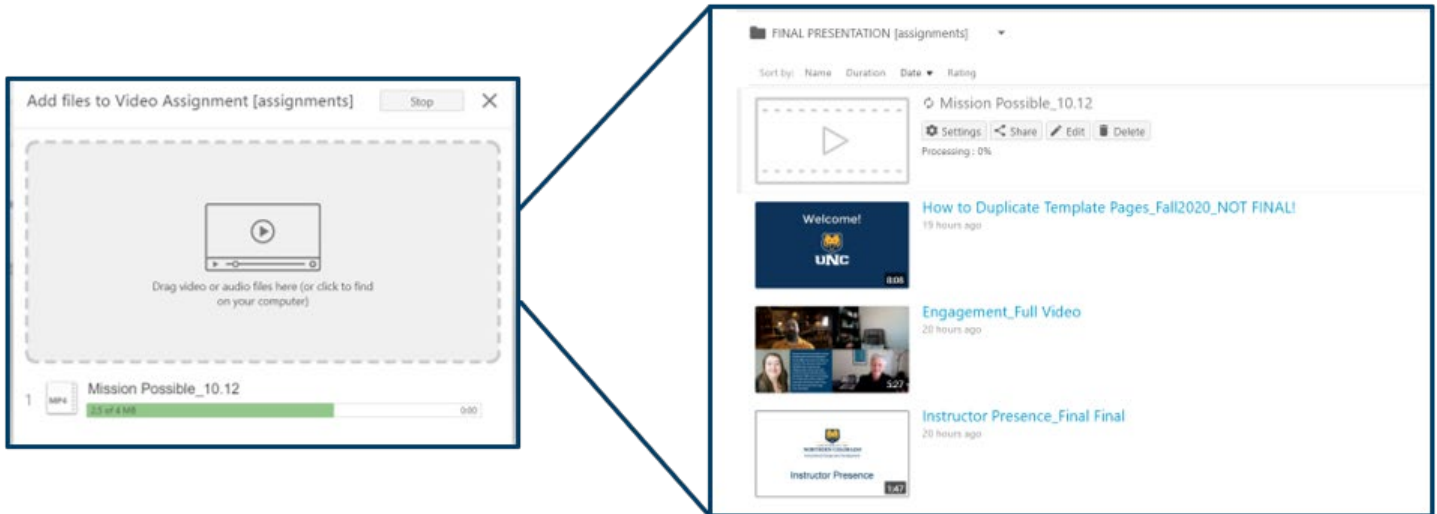


**WARNING:** Double check the "Add Files To," be sure that the specific assignment folder your instructor wants you to submit to is selected. Often "My Folder" is set as the default. If you accidentally upload your video to "My Folder," **your instructor will not be able to view it.** However, you can go back and upload your video to the correct folder if you make this mistake.



## 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).

