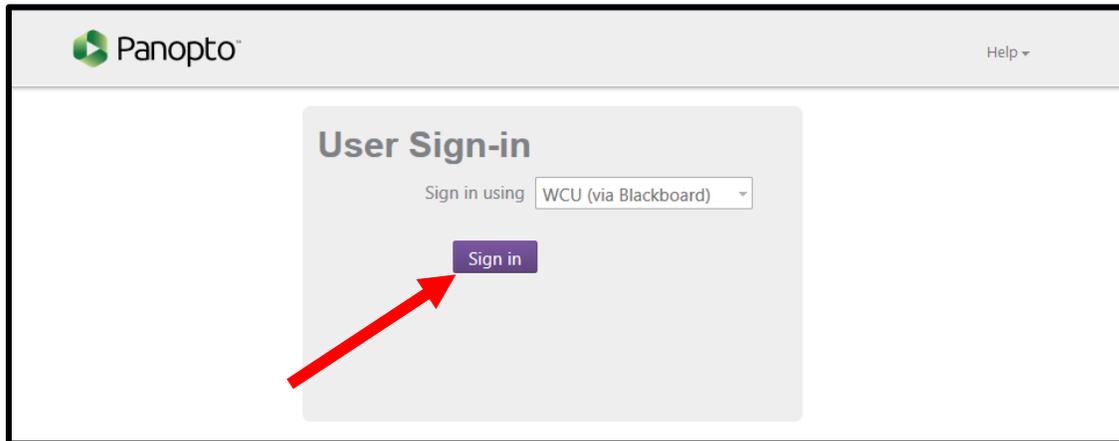
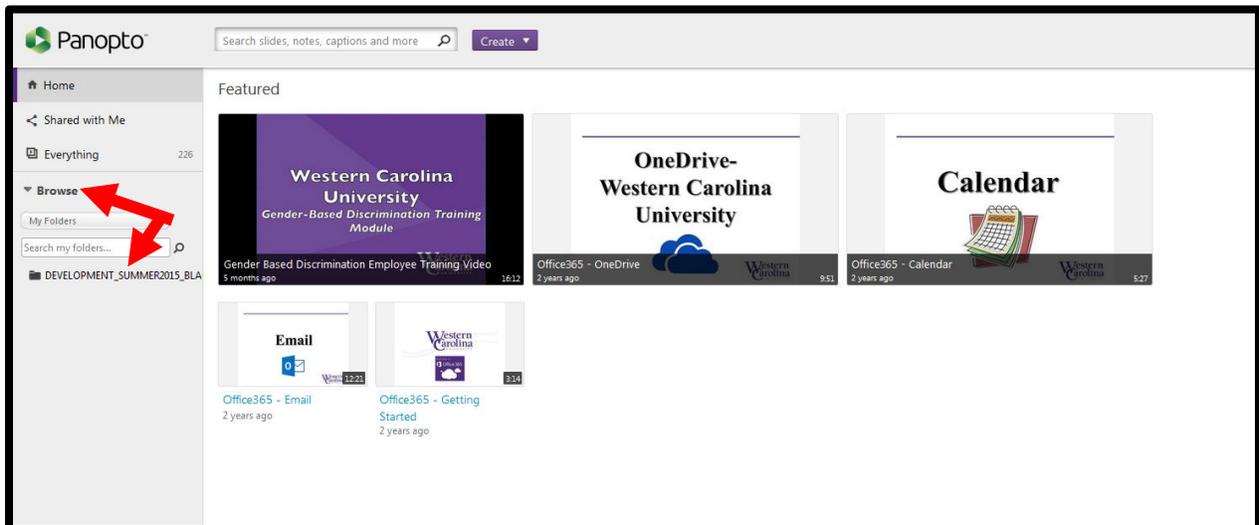


How to Upload Media to a Panopto Course Folder

1. First, log in to **Blackboard** and then open a second tab in your browser and enter the following address: **panopto.wcu.edu**. When this screen opens you will see:

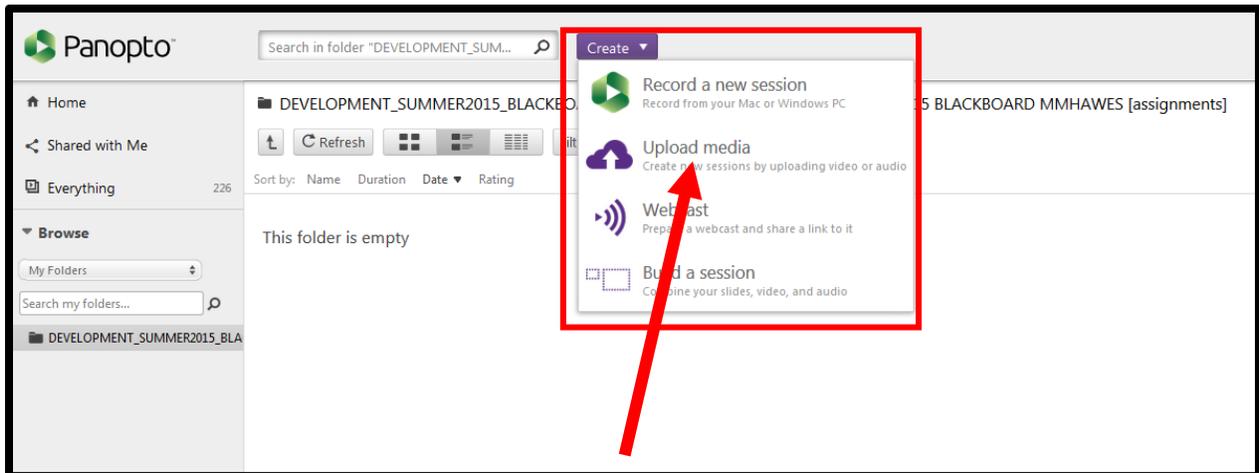


2. Click the purple **Sign in** button to automatically logged in to Panopto.
3. The main Panopto screen opens and you will see various video links. On the left side of the screen is the tool bar.
4. Click the **Browse** link to see your **My Folders**, which shows you a list of all of your courses.



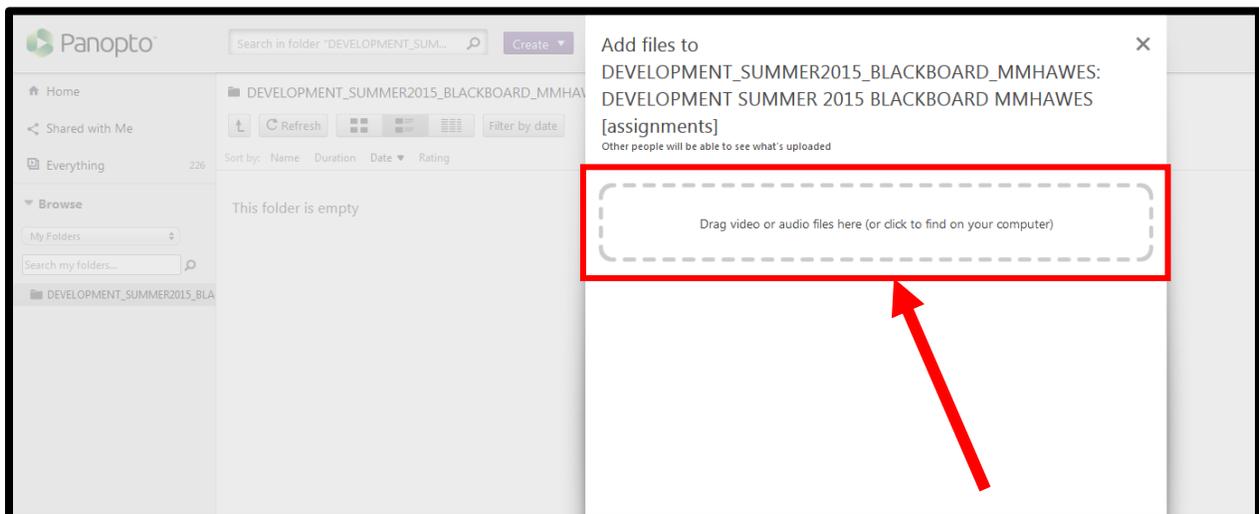
5. Click on the **Course** from your list that you want to upload files to. In this example there is only one course, but you will have several courses listed in the sidebar.

6. Next, click on the purple **Create** button. A drop down menu will appear:



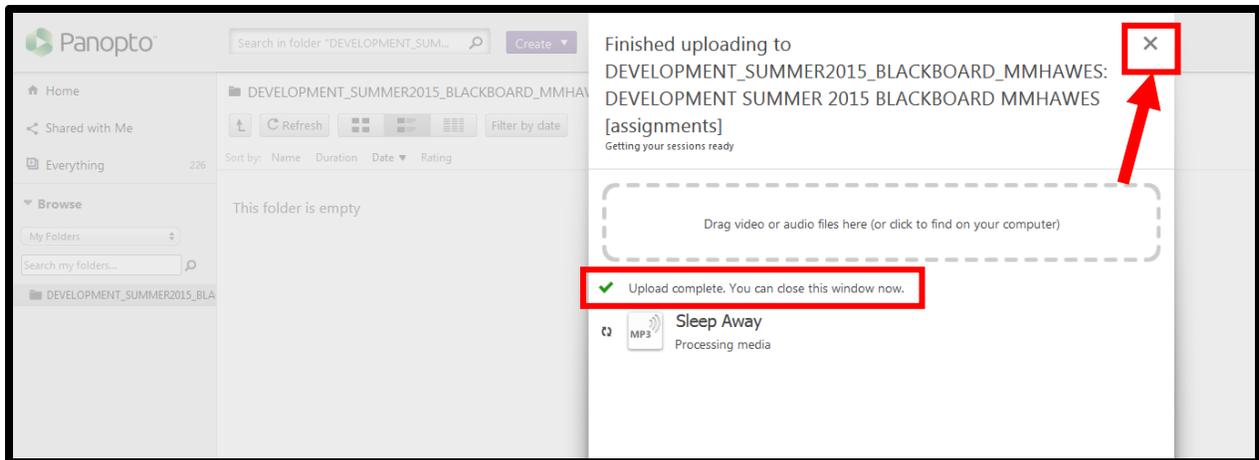
7. From here, click on the **Upload media** link.

8. A new window appears:



9. From this window, you can **drag or drop video or audio files** or **click the link** to find the files you want to upload on your computer.

10. Once you select a file, Panopto will begin to process the file and will prompt you to **close this window**.



11. Once the file has been completely processed, Panopto will send you an email confirmation and you will see the file located in the Panopto folder.
12. From here you can click on the **title** or the **file image** to **play** the file.
13. Your media file has now been successfully uploaded to Panopto.
14. To make the video available via a link, click on the “Share” icon
 - a. At this point you can choose who you want to have access to the video.
 - b. The default is “Anyone at your Organization (Course)”
 - i. If you want to email a link to someone outside of your course, you would choose “Anyone with the Link” and copy the link at the top of the Share screen.
15. To log off, simply **click on your name** in the upper right hand corner of the screen and select **Sign out**.