

Panopto

Uploading Video or Audio Files Guide

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Uploading Video or Audio Files

Panopto can be used to upload video or audio files that are saved on your device. If you have a video or audio file which has been saved by computer software, a video camera or audio recorder you can upload it directly to a Panopto folder. Panopto is compatible with many different video and audio file formats.

Upload a Pre-Recorded Video

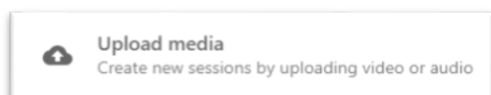
If you have pre-recorded your video or audio on a PC, Mac, video camera, audio recorder or mobile device you can **upload it to Panopto** via your Blackboard course. This can be done **straight from the web browser** on your desktop, laptop or mobile device.

If your recording is stored on a **video camera or audio recorder** you will need to insert the **removeable storage** (e.g. SD card) into a card reader or connect the device directly to your PC or Mac via USB.

Via a web browser

Panopto has a **web interface** for viewing and uploading recordings.

- Open the web browser (Google Chrome is preferred) on your device
- Login to Blackboard and go to the relevant course
- Click the '**Recorded Content**' link (or equivalent link setup by your tutor)
 - *For Blackboard Original courses – Home Hub > Module Information and Support*
 - *For Blackboard Ultra courses – Important Links and Information*
- Within the Panopto Content window, click the '**Create**' button and choose '**Upload media**'

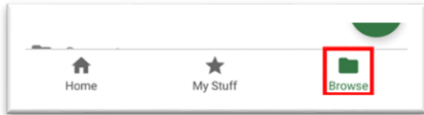


- Click the '**video or audio files**' box
- Locate and select the file **stored on your device** to upload it

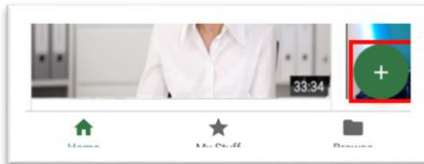
Via the Panopto mobile app

Panopto has a dedicated **mobile app** that can be used to view and upload recordings. Video or audio files stored on your mobile device can be uploaded directly to a Panopto folder.

- Install the **Panopto app** from your mobile device's **app store**
- Open the **Panopto app** on your mobile device and **sign in**
- Tap the **'Browse' button** and navigate to the relevant module code



- Tap the **'+' icon** and choose **'Upload media'**



- Locate and select the file **stored on your device** to upload it