Upload an .mp4 to Panopto

Panopto allows us to upload .mp4 videos to their Streaming Server which creates a link that is much faster to view in Blackboard than an .mp4 file.

To upload an .mp4 to Panopto, do the following:

Step 1: Go to the Blackboard Course where you would like to put the video.

Step 2: Go to Tools/Panopto Focus Content:



Step 2: Choose Create – Upload media:

Search in folder "New_Fac-Orient_201 🔎	Create 🔻
New_Fac-Orient_2016: New Faculty Orient	Record a new session Record from your Mac or Windows PC
Sort by: Name Duration Date Rating	Create new sessions by uploading video or audio
Add folder	Scheduled recording Schedule once or create recurring recordings
This folder is empty	New Folder In New_Fac-Orient_2016: New Faculty Orientation

Step 3: Open up the folder where the .mp4 resides and drag it to Panopto (or click to find on your computer).



You will see the progress of the video as it is uploading:



Step 4: Wait until the video is finished uploading and close the window:

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Step 5: You will see the video in Panopto. Click on Share:



Step 6: Select the link and copy and paste it into Blackboard:

