

## Panopto – Uploading Existing Videos into your Panopto Folders

*Panopto enables users to upload media including audio and video. Below are steps:*

1. *Go to Panopto Video in the course navigation menu.*

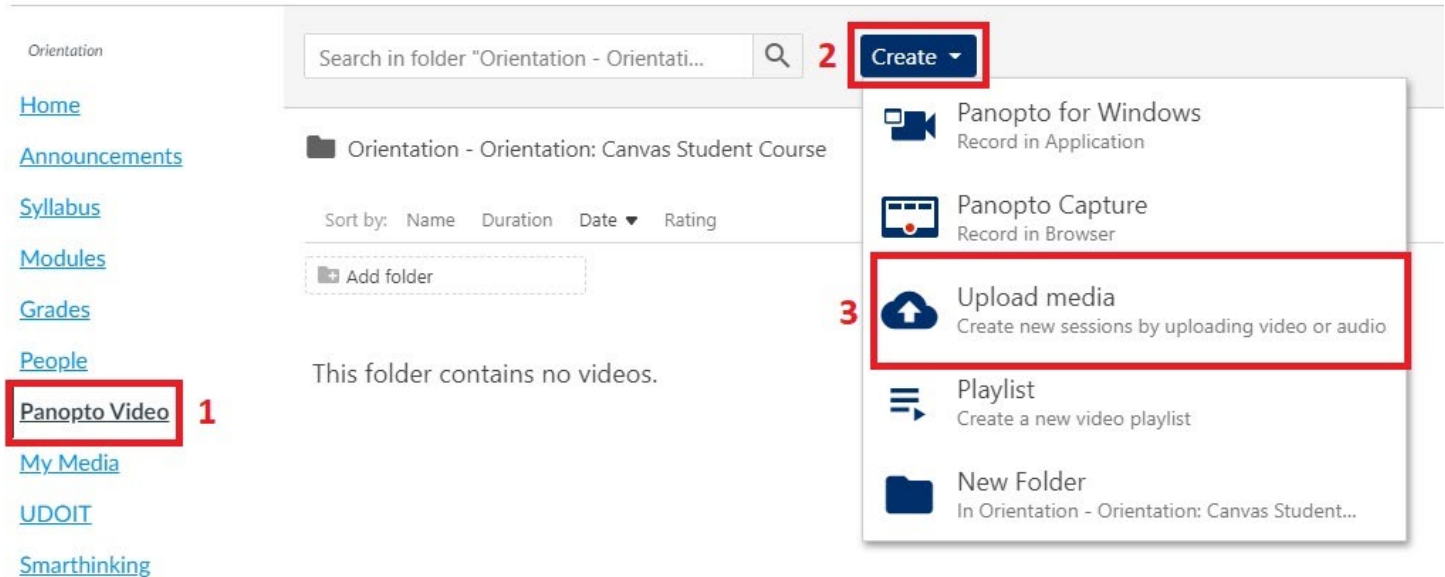
### **\*If you do not see the Panopto Link**

- **Instructors:** You will need to add it to the course using instructions [HERE](#)
- **Students:** Message your Instructor to ask if they will allow Panopto Submissions

2. *Click Create*

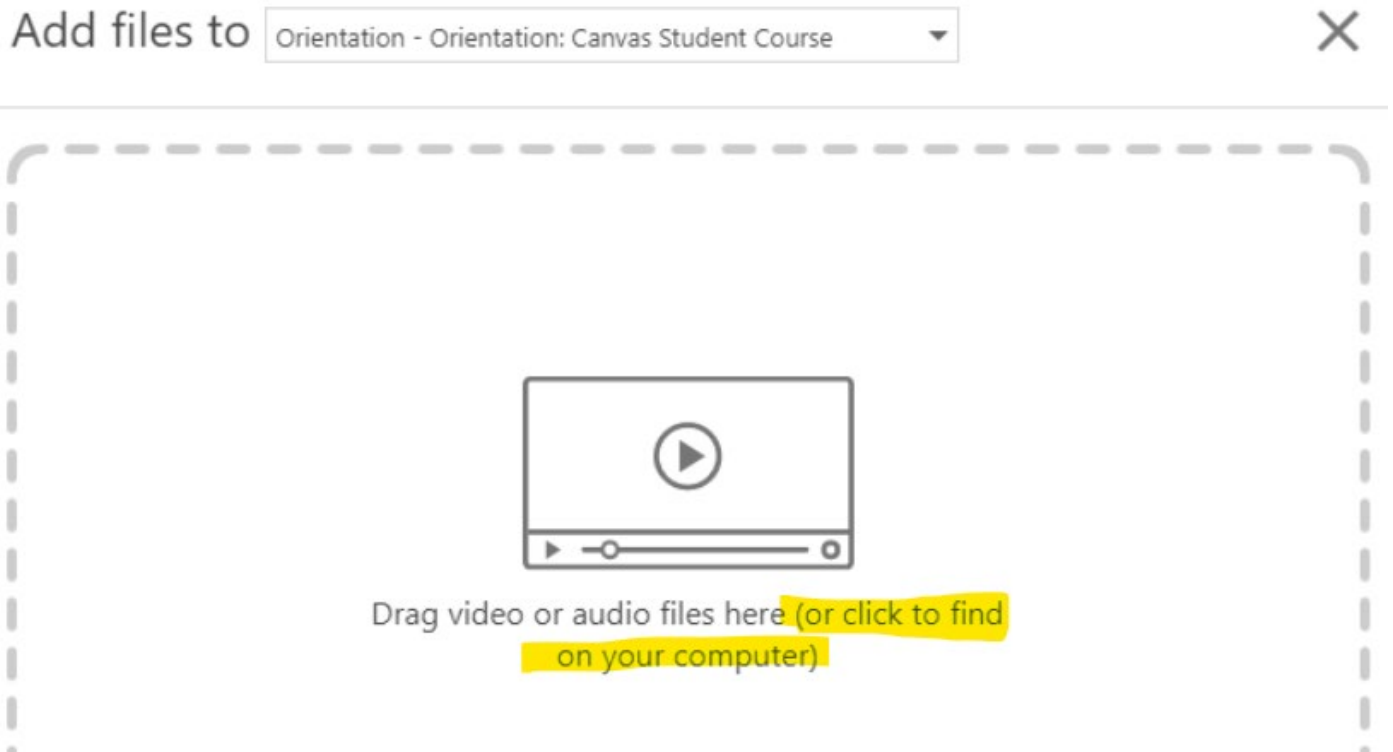
3. *Choose Upload Media*

☰ [Orientation: Canvas Student Course](#) > [Orientation: Canvas Student Course](#)



The screenshot displays the Panopto interface within a Canvas LMS course. On the left-hand navigation menu, the 'Panopto Video' link is highlighted with a red box and labeled with the number '1'. The main content area shows a folder named 'Orientation - Orientation: Canvas Student Course'. At the top right of this folder view, a 'Create' button is highlighted with a red box and labeled with the number '2'. A dropdown menu is open from this button, and the 'Upload media' option, which includes the subtext 'Create new sessions by uploading video or audio', is highlighted with a red box and labeled with the number '3'. Other options in the dropdown include 'Panopto for Windows', 'Panopto Capture', 'Playlist', and 'New Folder'. The folder currently contains no videos.

4. *Drag the file into the box or click the box and select the file from your device*



1. *The file will process and begin uploading*
2. *Once complete the upload can be viewed and edited in Panopto Video for the course you loaded it in.*

Panopto Resource: [Uploading Media Files \(Video\)](#)

Source credits: [Panopto Support](#) and SCC Student Canvas Tutorial

**Register for the Canvas Student Orientation course today! Go to SCC Hub Main Page > My Courses > SCC Student Canvas Tutorial (Optional)**