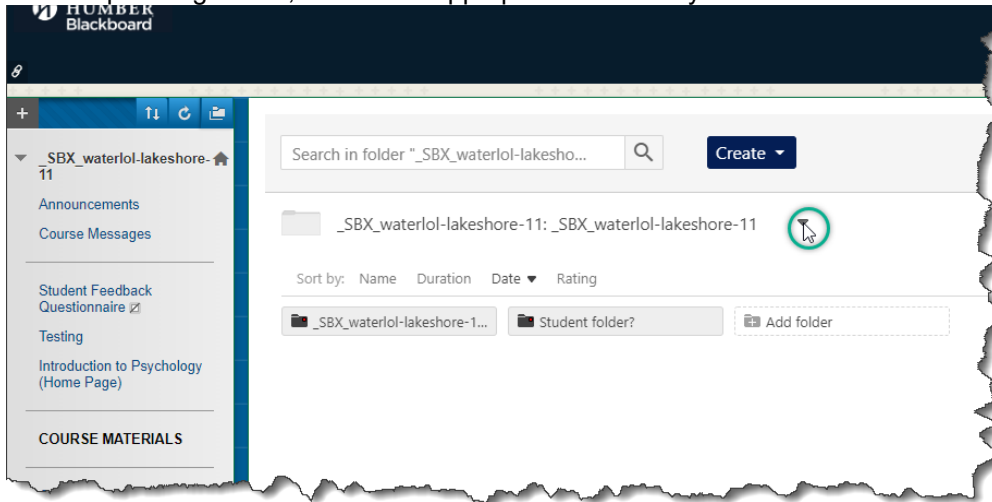


How to Upload Media to Panopto

STEP 1: Choose the right folder.

1. Before uploading media, choose an appropriate folder for your content:



Course Folder

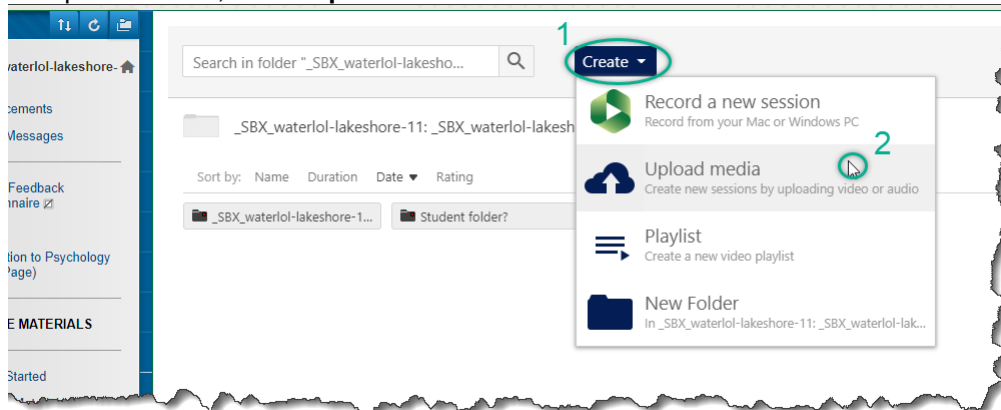
If your video is only intended for use in one class, you may wish to upload the video to the Blackboard Course Folder within Panopto. You can do this by navigating to your course folder within Panopto, before uploading your media. Videos uploaded to the course folder will automatically be available to students enrolled in the course.

My Folder

If you intend on using your content repeatedly, navigate to your My folder before uploading media. Note that your My Folder, by default, does not allow for anyone else to view it. So, before you share, you need to adjust the permissions.

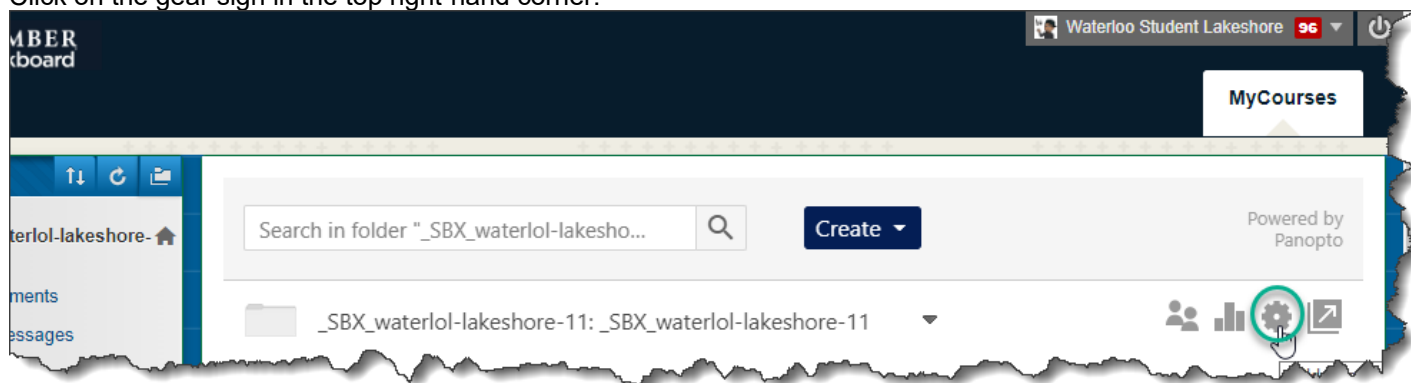
Step 2: Upload media.

1. Click **Create**.
2. From the dropdown menu, select **Upload media**.



Step 3: Adjust permissions.

1. Click on the gear sign in the top right-hand corner.



2. Click on **Share**.

3. Adjust the permissions to match your preference.
- a. **Specific people** – if you wish to manually invite people to view your video.
 - b. **Anyone at your organization with the link** – If you do not want anyone to discover the video, but require that viewers have to sign in to view it.
 - c. **Anyone with the link** – if you are ok with the content being shared possibly outside of Humber College.

