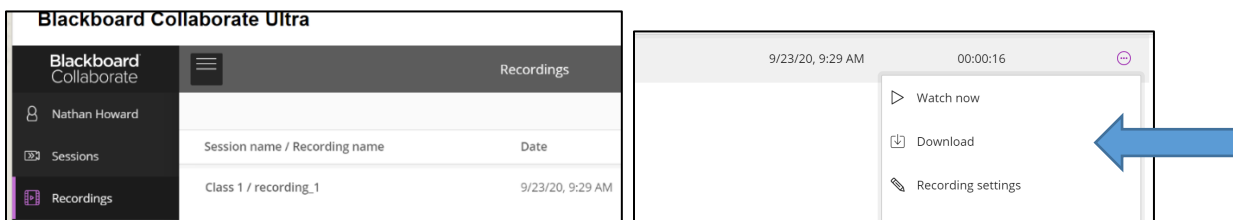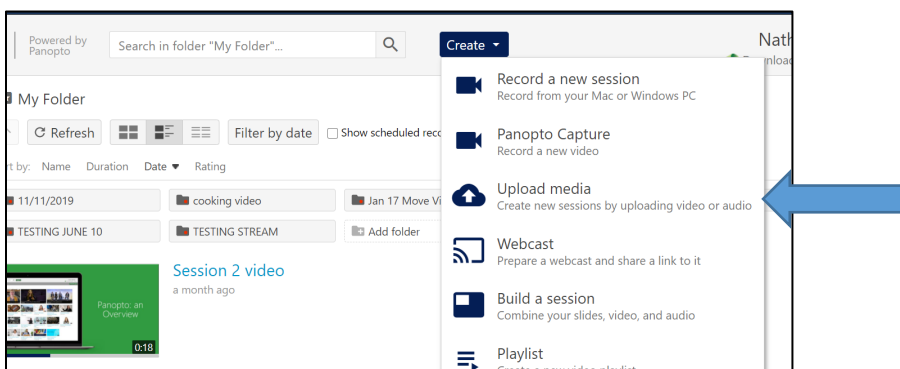## Uploading a video from Blackboard Collaborate into Panopto

Downloading your recorded session from Blackboard Collaborate Ultra, and uploading it into Panopto allows you to add auto-generated captions to your video, use Panopto's fine-tuned sharing abilities, and see your videos' analytics.
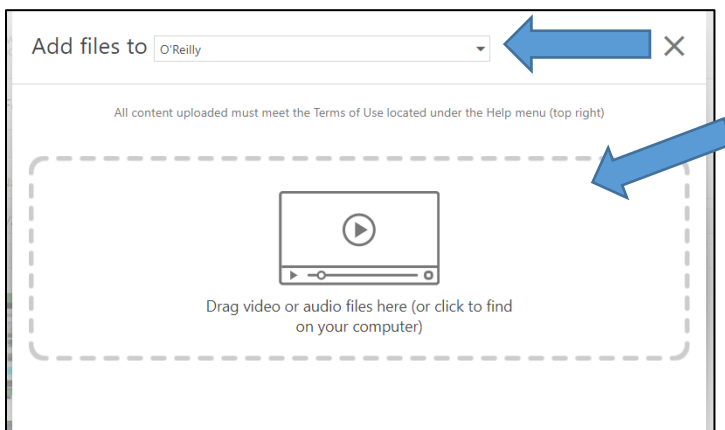
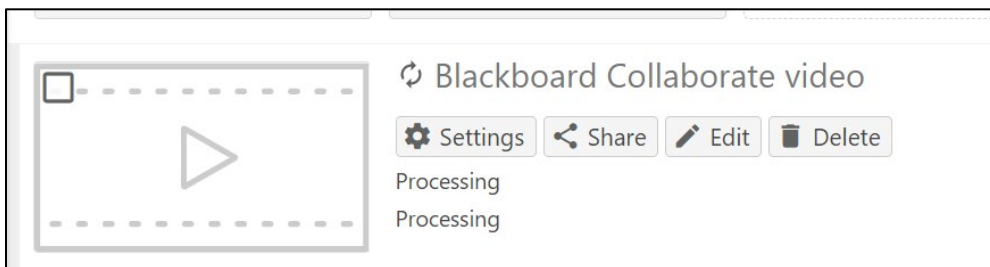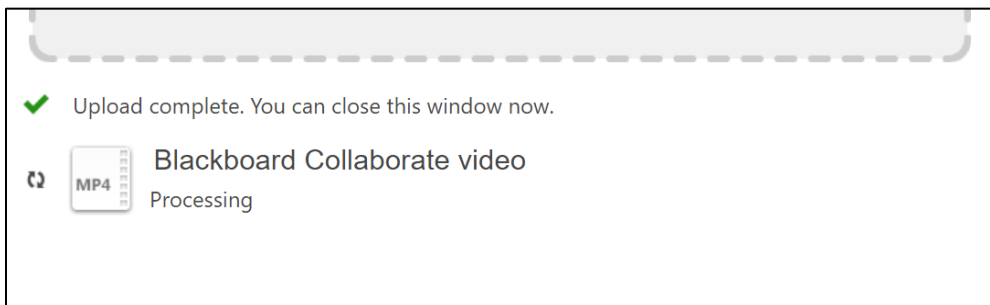1. **Download** the video from Blackboard Collaborate Ultra
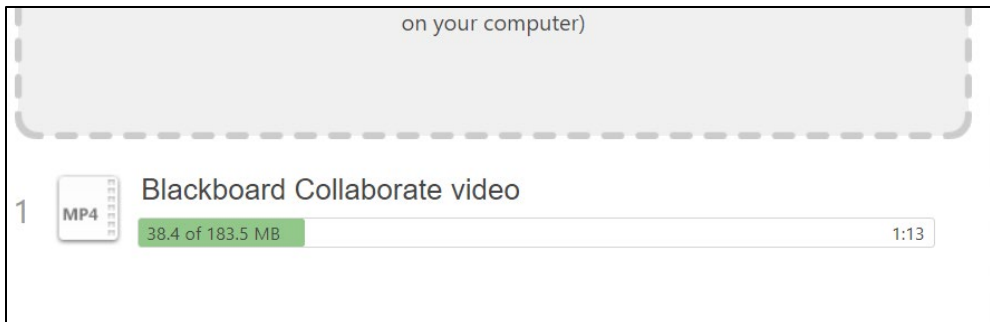

2. **Login** to Panopto

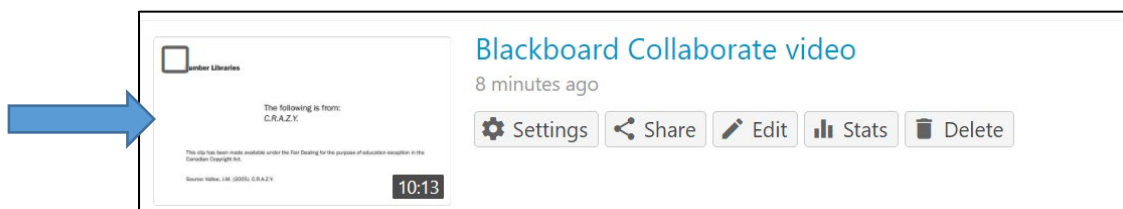3. In Panopto, click the "**Create**" button and choose "**Upload Media**"

4. **Choose** the folder that you want to upload this video to via the dropdown. To upload your video, either **drag the file** onto the gray box, or **click** the gray box to find it on your computer.
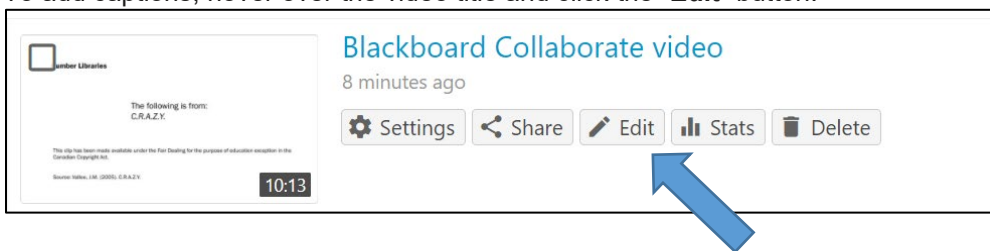
5. Allow the video to upload and process.

on your computer)

1 MP4 **Blackboard Collaborate video**
38.4 of 183.5 MB   1:13

✔ Upload complete. You can close this window now.

↻ MP4 **Blackboard Collaborate video**
Processing

↻ Blackboard Collaborate video

⚙ Settings   ⋖ Share   ✎ Edit   🗑 Delete

Processing
Processing

6. You will know the video is done processing once you see the thumbnail of the video and the timestamp.

Blackboard Collaborate video
8 minutes ago

⚙ Settings   ⋖ Share   ✎ Edit   ▪ Stats   🗑 Delete

Humber Libraries
The following is from:
C.R.A.Z.Y.
This clip has been made available under the Fair Dealing for the purpose of education exception in the Canadian Copyright Act.
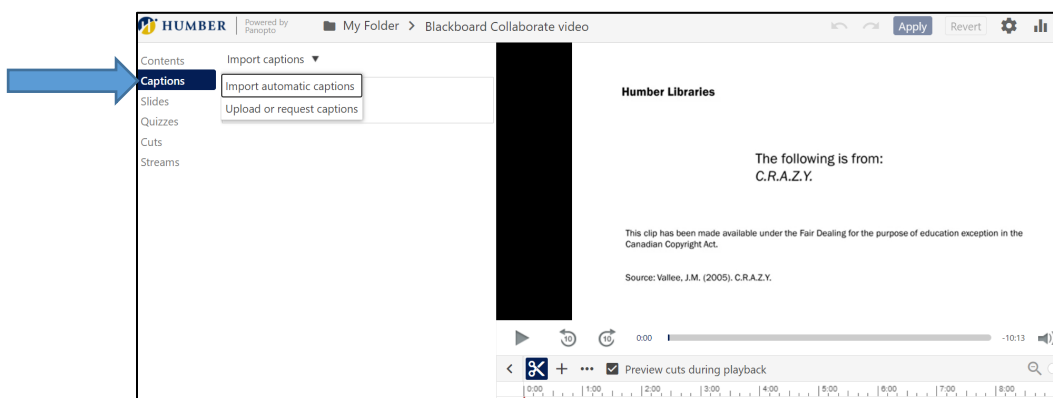Source: Vallee, J.M. (2005). C.R.A.Z.Y.
10:13

7. The video is now uploaded and can now have captions added.

Adding Closed Captions to your Uploaded Video

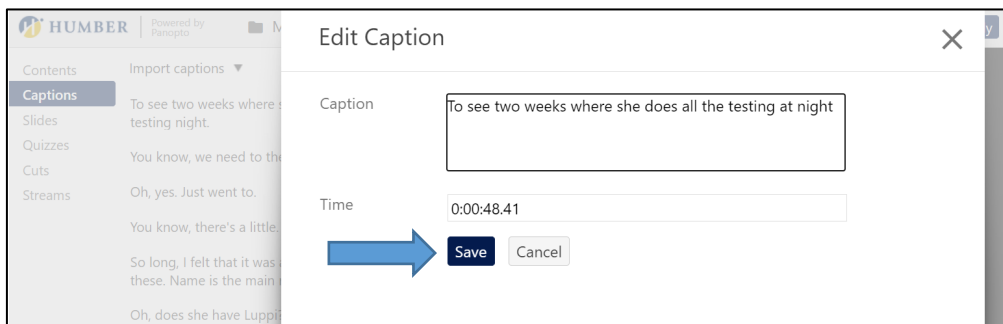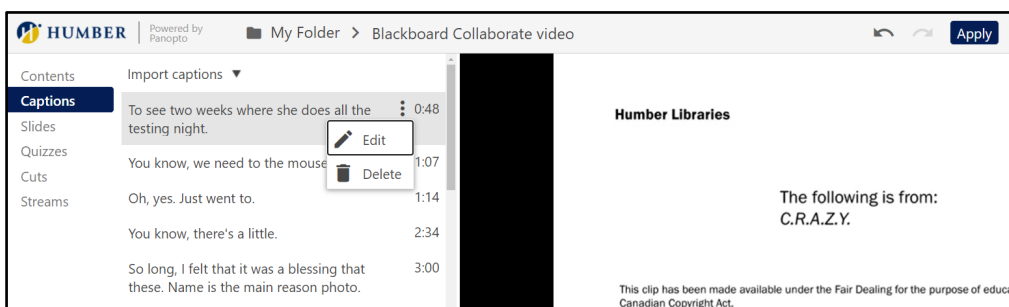1. To add captions, hover over the video title and click the "**Edit**" button.

2. In the "Edit" window, choose "**Captions**" on the left hand side. Click the "**Import Captions**" dropdown and select "**Import automatic captions**". If you don't see this option yet, the captions are still processing. Come back later.

3. **Check** for spelling & grammar, and edit as needed.

4. Captions have now been added to your video! Make sure to click "**Apply**" at the top right to make the captions available to your students.