

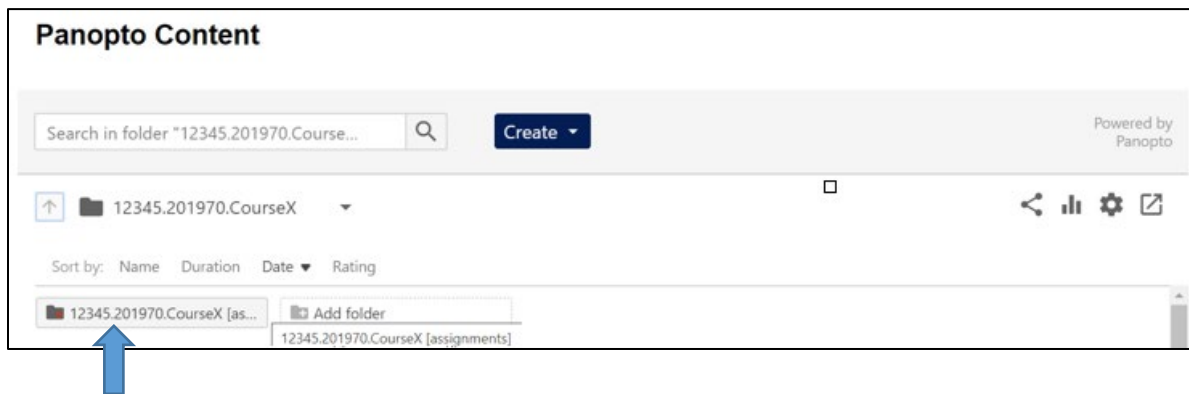
## Using Panopto to Upload Student Work

Panopto is Humber's video streaming platform. Your professor may have asked you to complete a video, and submit it using the Panopto tool. This guide will show you how to upload using a desktop computer, an Android device, and an iOS device.

**Note:** Before you will be able to submit your assignment, you must first activate your Panopto account using the Panopto Portal link in the Blackboard course menu. Simply click on the Panopto link, ensure you have logged in and accepted the terms, and you have now established your account with Panopto.

### Upload using a Desktop Computer

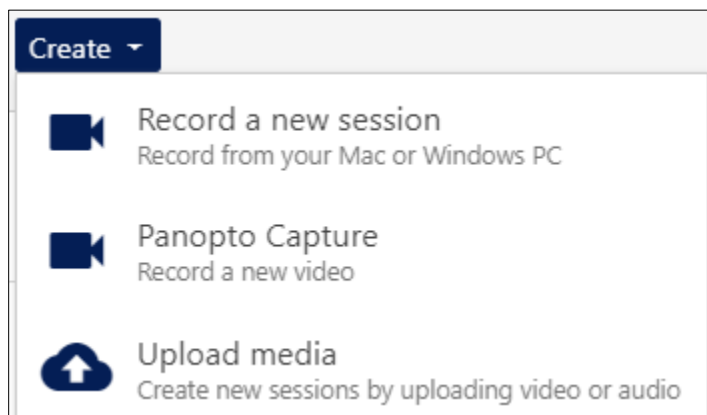
1. Choose the Panopto Portal link found in the left-hand sidebar of your Blackboard course.  
*Note: your professor will let you know the name of the link.*
2. Open the course assignment folder.  
*Note: your professor will let you know the name of the folder.*



3. If you have a pre-existing video, click **Upload media**.

If you'd like to use Panopto's Desktop apps to record a new video, click **Record a new session**.

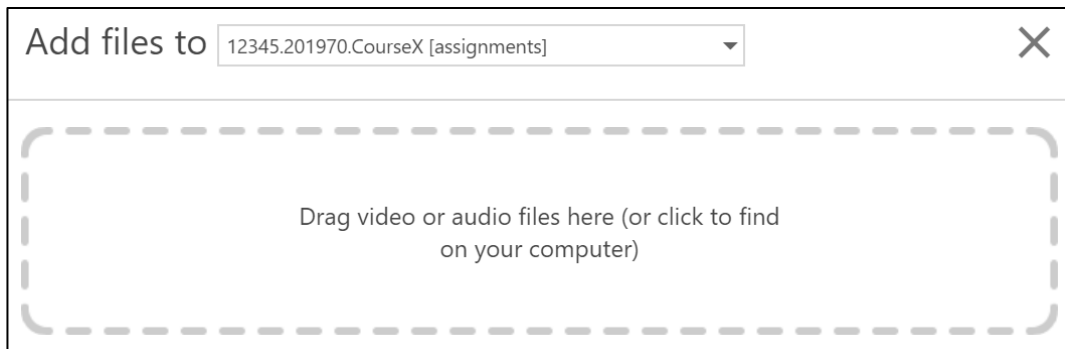
For a browser-based recording alternative, use **Panopto Capture**.



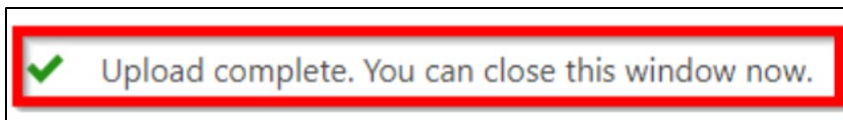
Installation instructions: [Panopto for Windows](#) | [Panopto for Mac](#)

Using the desktop apps: [Panopto for Windows](#) | [Panopto for Mac](#) | [Panopto Capture](#)

4. Drag your video/audio files onto the grey box or click the grey box to find the file



5. Wait for the “upload complete” message to appear before closing the window. The time it takes to upload depends on your upload speed, and the size of the file.



Congratulations, your video has now been submitted! If your professor has provided you with instructions to complete after submitting your assignment, please proceed to do those.

### Add Captions to Your Video

- To support accessibility, you can [add captions](#) to your own video by using the video’s Edit option.
- Find the **Edit** button by hovering over the title of your video in the Assignment Folder.

### Comment on Another Student’s Video

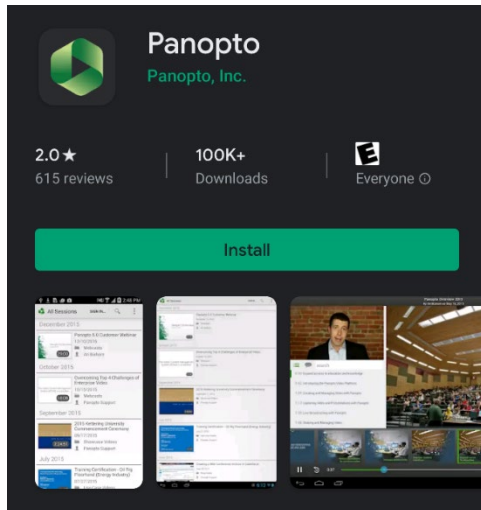
- If your professor has enabled the Discussion feature then you can post a comment directly in another student’s video.
- You can [add a comment](#) and view other comments in the same section of the Panopto [embedded player](#).

### Upload using an Android phone/tablet

#### Important note about cellular data:

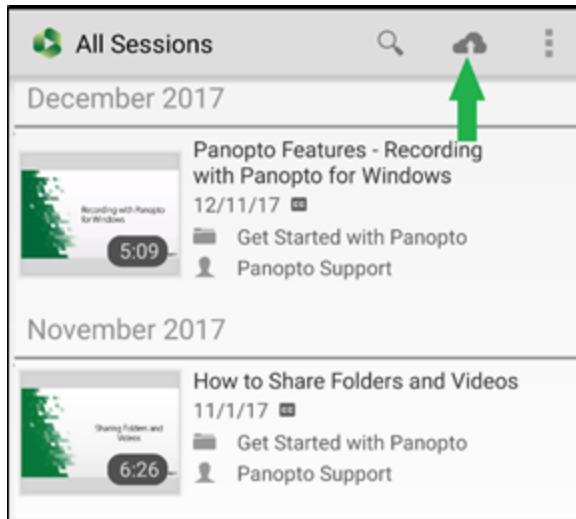
Video can consume a considerable amount of data. Consider connecting to Wi-Fi before uploading your assignment and [disabling your cellular data](#).

1. Panopto for Android will only work if you have first signed in to Panopto using a web browser. Please click on the Panopto Portal, located in the left-hand sidebar of your relevant Blackboard course, to activate your Panopto account.
2. Download [Panopto for Android](#) from the Google Play store, and then launch Panopto from your device by locating the app on your home screen.

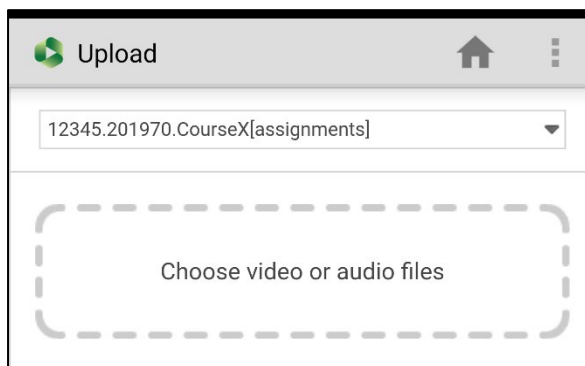


3. Within the Panopto app, **Type in the e-mail address** that you provided Humber with, and this will locate Humber's version of Panopto. Click on the Humber logo, then login using your Humber credentials.

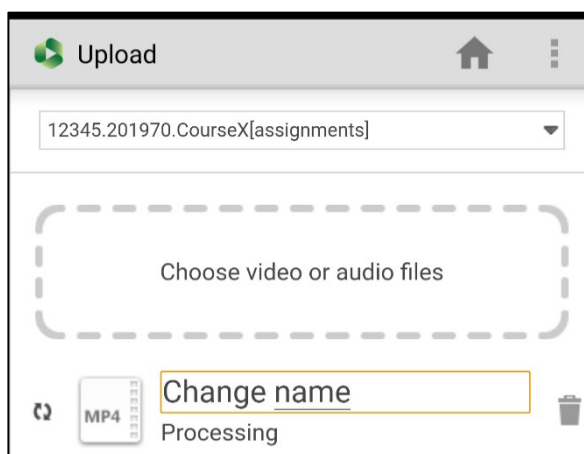
4. We recommend first creating the video using your device's built-in Camera app. To upload your video, **tap the Upload icon** at the top right. *Note: you will see some help videos on the sessions page.*



5. Tap the **Choose video or audio files** box to upload your file to the course assignment folder. Once you select your video, it will begin uploading. Depending on the size of your video, this may take some time. Please keep the app open while your video is uploading.



6. You can change the title to include your name to easily identify the video. *Note: your professor may ask for other title changes.*



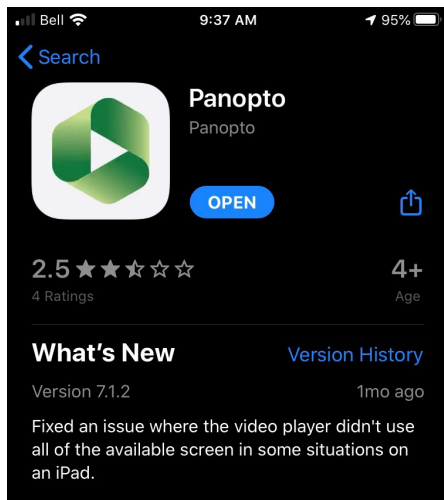
Congratulations, your video has now been submitted! If your professor has provided you with instructions to complete after submitting your assignment, please proceed to do those.

### Upload using an iOS Device (iPhone/iPad)

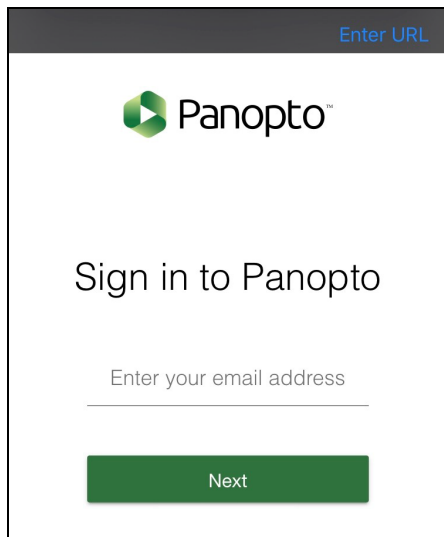
#### Important note about cellular data:

Video can consume a considerable amount of data. Consider connecting to Wi-Fi before uploading your assignment and [disabling your cellular data](#).

1. Panopto for iOS will only work if you have first signed in to Panopto using a web browser. Please click on the Panopto Portal from within your instructor's course, to activate your Panopto account.
2. Download [Panopto for iOS](#) from the App Store, and then launch Panopto from your device by locating the app on your iOS home screen.

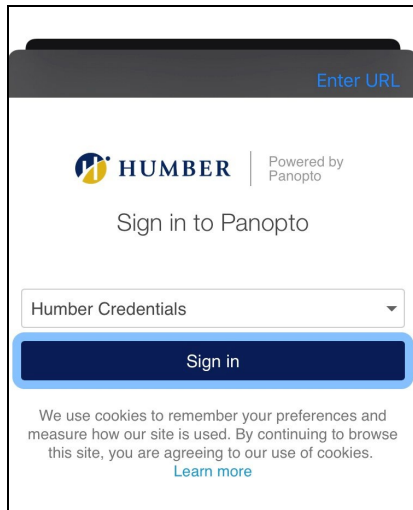


3. Within the Panopto app, **type** the e-mail address that you provided Humber with, and this will locate Humber's version of Panopto.

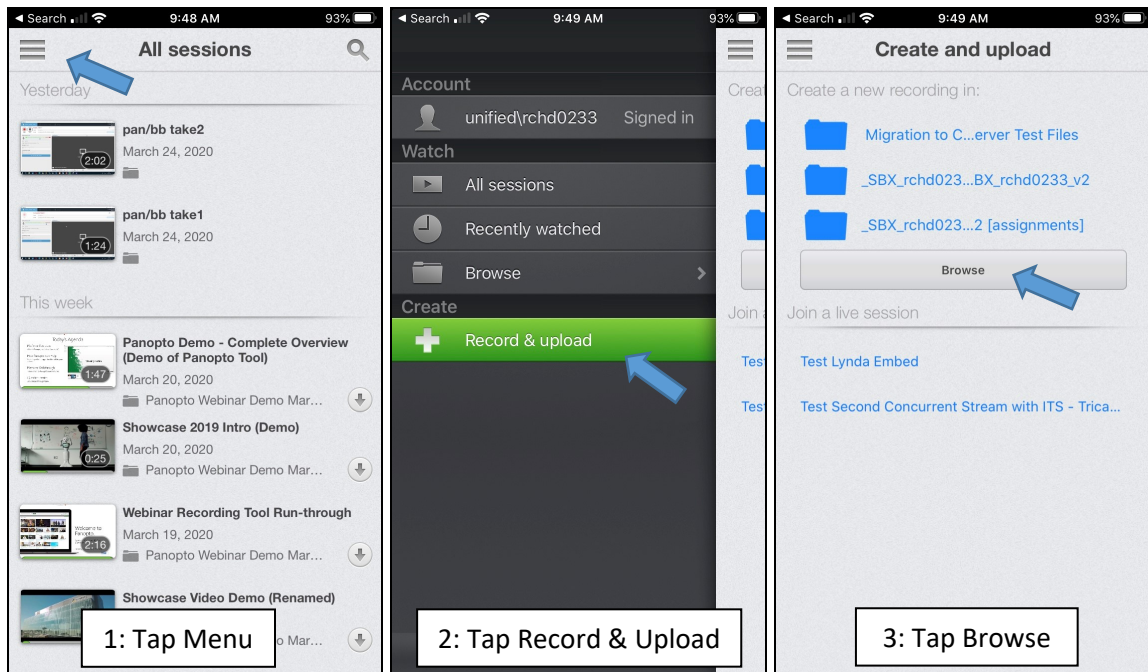


4. Wait for the app to re-direct you to this screen, then click "Sign In", and you will be brought to Humber's login page. Login using your Humber credentials. If you do not see this screen, click

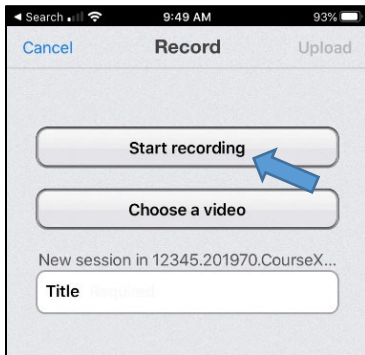
the URL that starts with Humber.ca, in the site list.



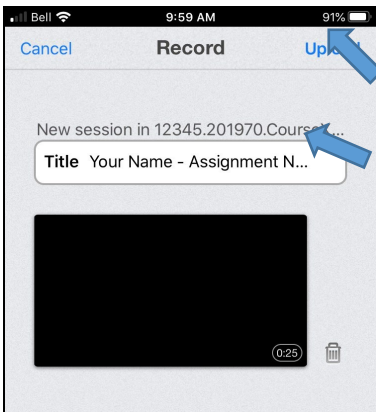
5. We recommend creating the video using your Camera App. To upload your video, tap the **Menu** at the top left, tap **Record & upload**, then tap **Browse** to select your professor's folder. Uploading to the correct folder is incredibly important. Your professor will share the name of the folder with you.



6. On the following screen, select **Choose a video** to select your video.



7. After you have selected your video, you will be asked to name your video. **Enter your name**, followed by the name of your assignment (or follow instructions that your professor has given you).



8. Tap **Upload** to submit your assignment. Depending on the size of your video, this may take some time. Please keep the app open while your video is uploading.

Congratulations, your video has now been submitted! If your professor has provided you with instructions to complete after submitting your assignment, please proceed to do those.