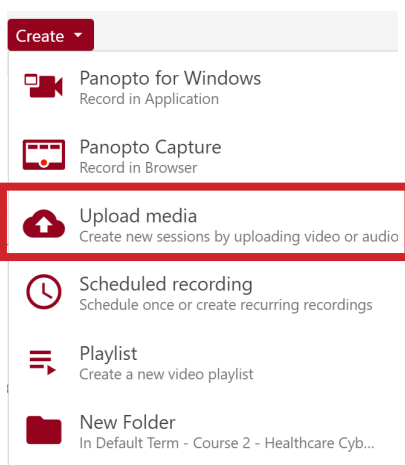


UPLOADING TO PANOPTO

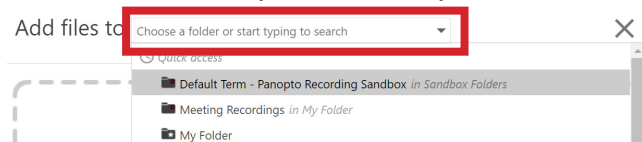
1.1. Login to Canvas and access Panopto Recordings from the tool bar.



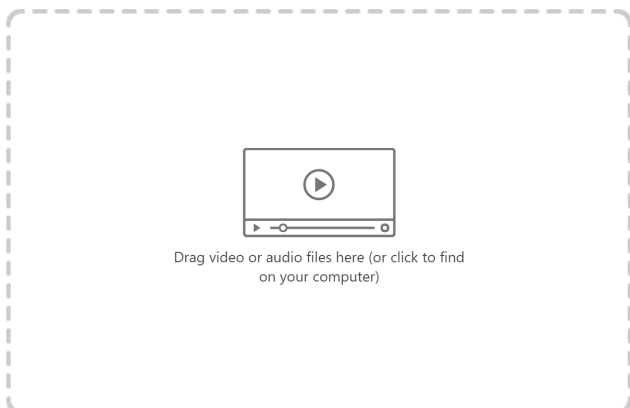
1.2. Click the Create button and choosing Upload Media.



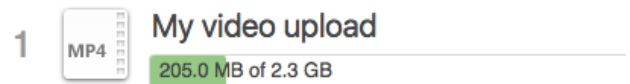
1.3. A new window will open. There you choose the folder you wish to upload to.



1.4. You can upload files from your computer by dragging them into the "Choose video or audio files" area or by clicking and selecting file(s) from your computer browser.



1.5. Your video will begin to upload. While your video uploads you can edit the title.



1.6. Once the video is uploaded it will begin processing. At this stage you can exit the upload screen.

