

Upload Media into Canvas Course via Panopto

- From the Canvas course, click the “Panopto Lecture Capture” item in the left navigation column.
- Next, click the blue “Create” button at the top of the window and select the “Upload media” option in the pull-down menu.

The screenshot displays the Panopto interface within a Canvas course. The breadcrumb path at the top is "ERM1 > Endocrinology, Reproduction and Metabolism I", which is highlighted with a red box. The left navigation sidebar includes "Panopto Lecture Capture", also highlighted with a red box. In the main content area, the "Create" button is highlighted with a red box, and its dropdown menu is open, showing the "Upload media" option selected with a red arrow. The dropdown menu includes options for "Record a new session", "Upload media", "Playlist", and "New Folder". The main content area shows a search bar, a folder name "Spring 2020 - Endocrinology, Reproduction and Metabolism I", and a message stating "This folder contains no videos."

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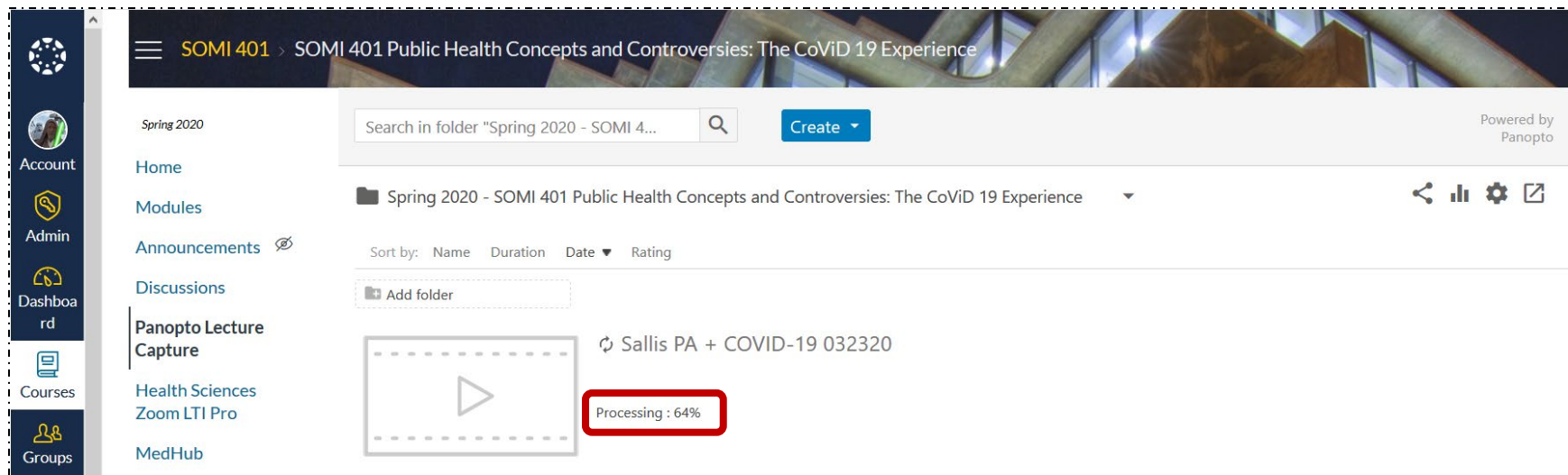
- Then, perform one of these actions:
 - Drag and drop the desired media file into the gray-shaded portion of the screen;
OR
 - Click inside the gray-shaded area of the screen to open a dialog window to browse for the desired media file. Click the file to select it and then click the “Open” button.

The screenshot displays the Canvas LMS interface for a course titled "ERM1 > Endocrinology, Reproduction and Metabolism I". A Panopto "Add files to" dialog is open, showing a gray-shaded area with a play button icon and the text "Drag video or audio files here (or click to find on your computer)". A red box highlights this area. In the foreground, a Windows "File Upload" dialog is open, showing the file "Gervais 07May2015.wmv" selected in a list. A red box highlights the file name, and a red arrow points to the "Open" button at the bottom right of the dialog.

Name	Date modified	Type	Size
Amy Zheng	2/7/2017 1:26 PM	File folder	
Jain Folder	2/7/2017 1:26 PM	File folder	
Gervais 07May2015.wmv	5/7/2015 4:27 PM	WMV File	11,534 KB

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- The file will be uploaded into the Panopto folder for the course. After uploading the file, a message will display that the “window can be closed now”.
- The Panopto system will process the file for online delivery – which could take time, depending on the run-time duration of the video and the current network bandwidth available.



The screenshot displays the Panopto interface within a Canvas course. The course is identified as 'SOMI 401 > SOMI 401 Public Health Concepts and Controversies: The CoViD 19 Experience'. The interface includes a left-hand navigation menu with options like Account, Admin, Dashboard, Courses, and Groups. The main content area shows a search bar, a 'Create' button, and a folder named 'Spring 2020 - SOMI 401 Public Health Concepts and Controversies: The CoViD 19 Experience'. Below the folder, there is a 'Sort by' dropdown menu and an 'Add folder' button. A video titled 'Sallis PA + COVID-19 032320' is shown with a play button icon and a red-bordered box indicating 'Processing : 64%'. The interface is powered by Panopto.