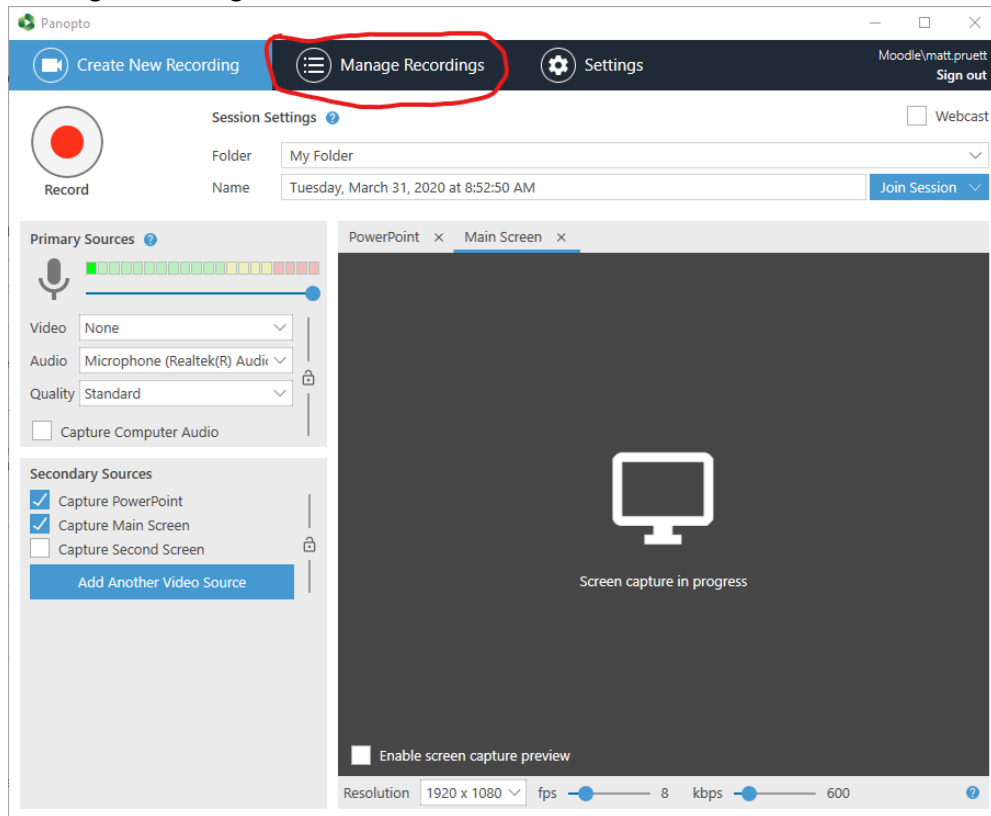


Uploading an Existing Video to Panopto

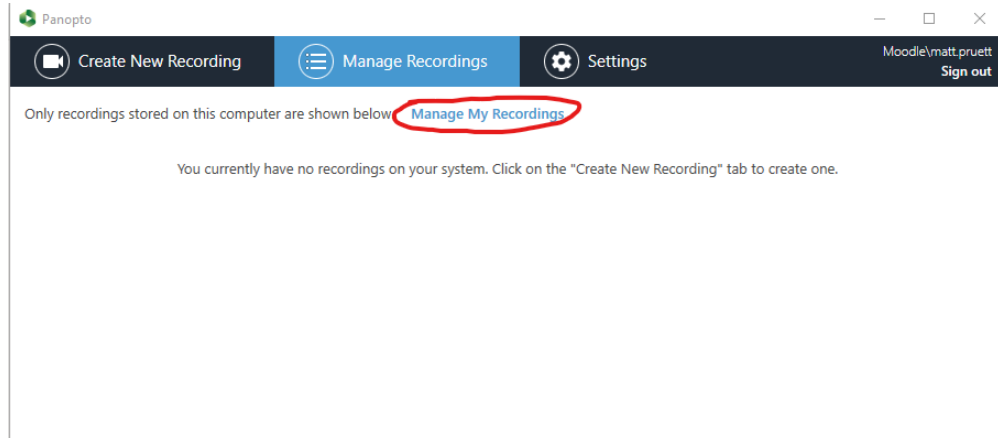
The Panopto Recorder software is great for recording lectures and immediately uploading them to the cloud, but you can also upload other recordings to Panopto. This will allow you to upload any video in one of Panopto's supported formats even if it was recorded with non-Panopto software.

Please follow the steps below to upload an existing video file to Panopto:

1. Open the Panopto Recorder software
 - If you do not have the Panopto Recorder installed on your computer, please follow the Configuring and Installing Panopto for your Moodle Course instructions located at <https://www.statetechmo.edu/resources-for-alternative-teaching-methods/>.
 - If the recorder prompts for a login, please sign in with your EagleOnline / Moodle credentials.
2. Click the Manage Recordings tab

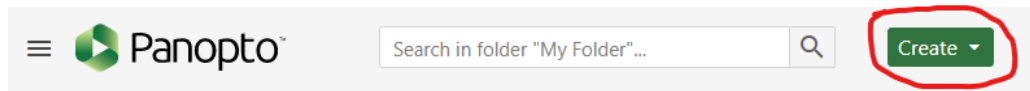


3. Click the Manage My Recordings link:

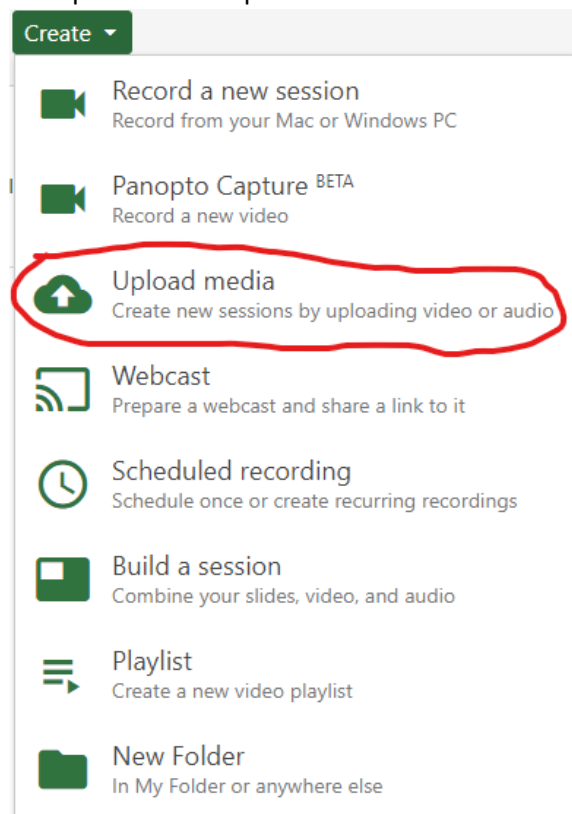


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- This will take you to Panopto's web site. If you are prompted for a login, please use your EagleOnline / Moodle credentials.

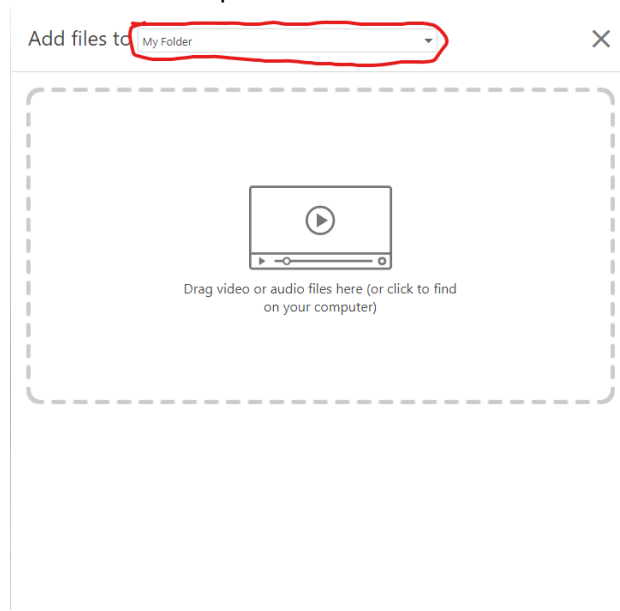
4. On Panopto's site, click the Create button at the top of the screen:



5. Choose the Upload Media option:

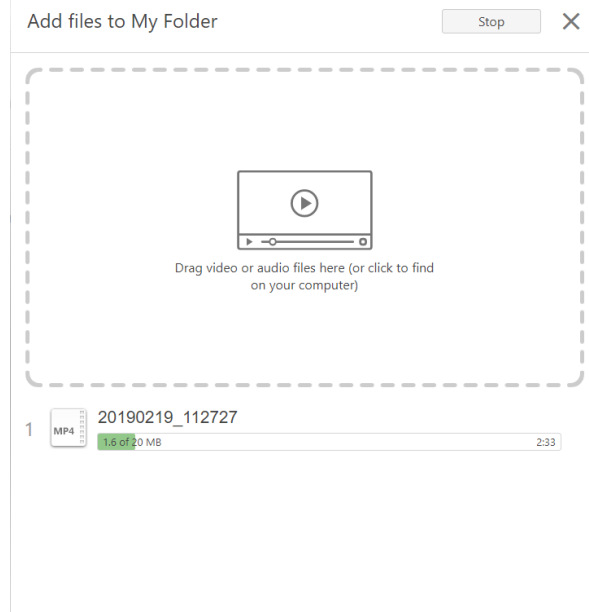


6. Use the “Add files to” dropdown to select the folder or course you wish to upload your video to:

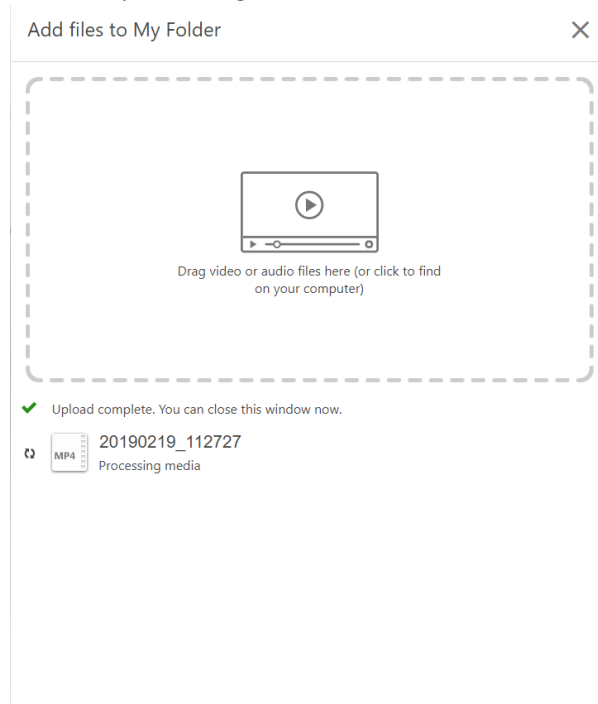


7. Upload your file to Panopto using one of the methods below:
 - The easiest way to upload your file is to drag it into the upload window. You can do this by opening the file’s location on your computer, clicking the file with your left mouse button, and holding the button as you drag the mouse over to the upload window. Release the mouse button to drop the file and upload it to Panopto
 - You can also upload your file by clicking Panopto’s upload window. This will open a window that will allow you to browse to your file and select it.

8. You will see a progress bar as your video uploads. Please wait patiently for the upload to complete. Video files are usually very large and may take a considerable amount of time to upload if your Internet connection speed is not very fast.



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- When the upload is finished, Panopto will process your file. It will be available for use after the processing is finished:



That's all there is to it! Uploaded videos can be used anywhere that videos recorded through the Panopto Recorder can. Now you can show your videos through Panopto no matter which program was used to create them!