Uploading Other Video Files into Panopto

If you have created videos previously using another program, you can upload those video files into Panopto to share in your course.

Before uploading your videos to Panopto and posting them in your course, you will need to configure your course for Panopto. Please refer to the Getting Started with Panopto guide available on myAIC for details on configuring your course, best practices for recording videos and steps for linking to videos.

Here are the steps to upload outside videos into Panopto:

1. Log into your Blackboard course and go to Course Tools > Panopto Content.
2. Click on the orange Create button at the top of the page and select Upload video.
3. Click on the dotted-line box to search for video and audio files on your computer.
4. Search for the video file on your computer and click Open.
5. Your video will begin to process. You can repeat these steps to upload additional videos.

When you have chosen all of the videos you would like to upload, click on the X in the upper right corner of the window to close it. You can close the window while it is still processing.

When the video is ready to be shared, you will receive a confirmation email. You can share the video using one of the links provided in the email, or you can follow the steps in the previous section (“Sharing Your Video in Blackboard”) to add a link to the video within your course.