

How do I upload an audio or video file to Panopto?

Log in to luc.hosted.panopto.com and open a folder to which you have creator access.

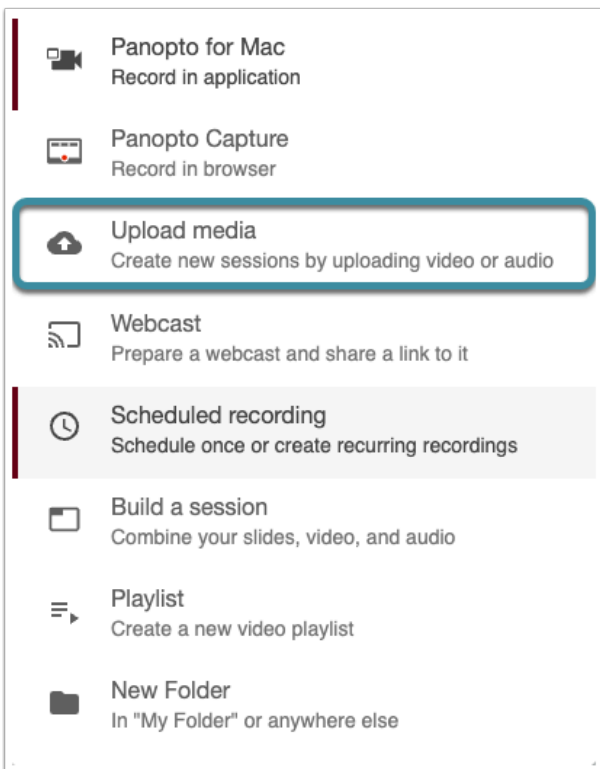


All Loyola users have the ability to create recordings within their **My Folder**.



MAC USERS: If you are using iOS to record a video for uploading, please be sure to turn off "High Efficiency Mode" to ensure your recording is compatible with Panopto: [CLICK HERE FOR DIRECTIONS](#)

Select Upload Media.



Select **Create** and choose **Upload Media**.



Upload files.

Add files to My Folder



Only you will be able to see what's uploaded

Drag video or audio files here (or click to find on your computer)

Drag your audio or video file into the rectangle or select within the rectangle to browse your computer for the file.

Uploading to My Folder

Stop



Only you will be able to see what's uploaded

Drag video or audio files here (or click to find on your computer)

1

MP4

EEEEEE

zoom_0

20.0 of 22.3 MB

0:00

Your file will upload.

Finished uploading to My Folder

Getting your sessions ready



Drag video or audio files here (or click to find on your computer)

✓ Upload complete. You can close this window now.



zoom_0

Processing media

Once you see the green check mark you can exit out of this window.



Your Panopto session will need to process before it is available to viewers.