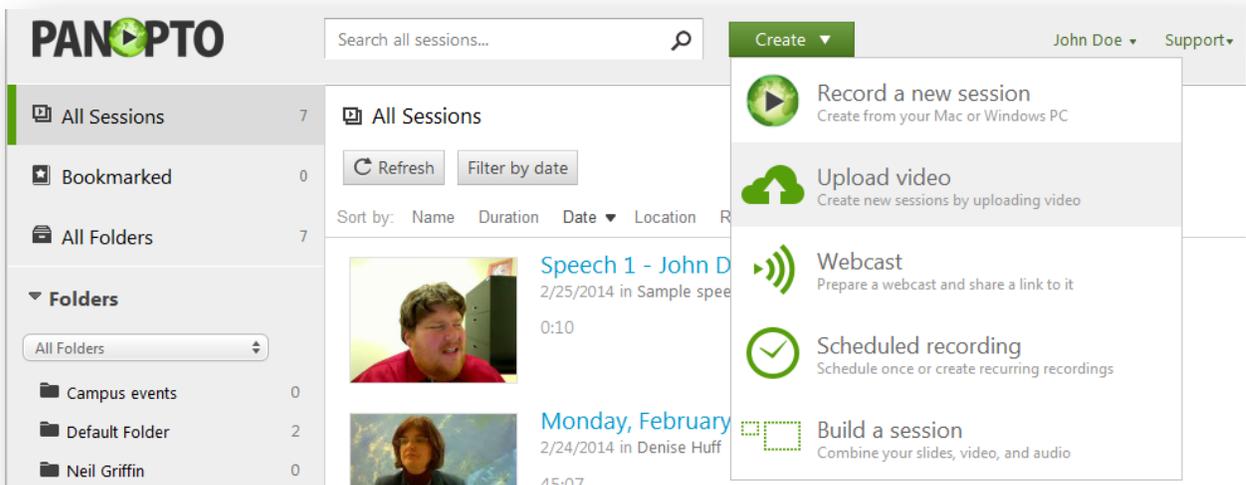


## Panopto Drop Box Video Upload (Student)

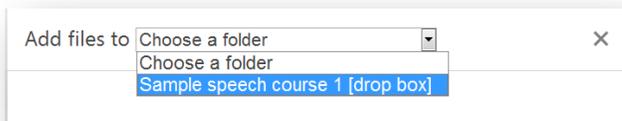
SCC is evaluating new lecture capture/presentation recording software to replace our current version of Panopto. Your class is testing the latest version of Panopto and a new drop box feature that simplifies student submission of videos. Thank you for your help in this project.

One of the new features in this version of Panopto is the ability to upload video files that have been previously recorded on your computer (Panopto Recorder not required). These can be in many popular formats including Windows Media, Quicktime, MPEG-2, and MPEG-4. Students planning to use this option may want to upload a short test recording to ensure that their files are compatible.

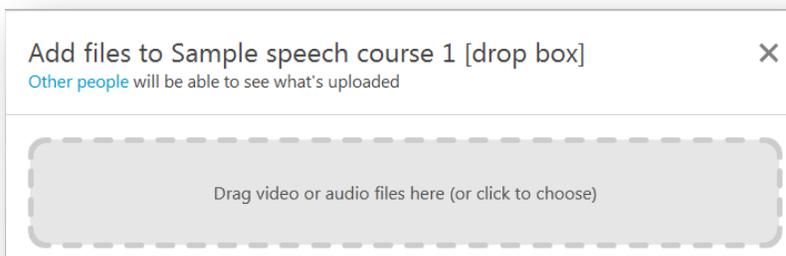
1. Log into the Panopto website.
2. Click the **Create** button and select **Upload Video**.



3. The **Add Files** dialog box will appear. Use the drop-down menu to select the class drop box.

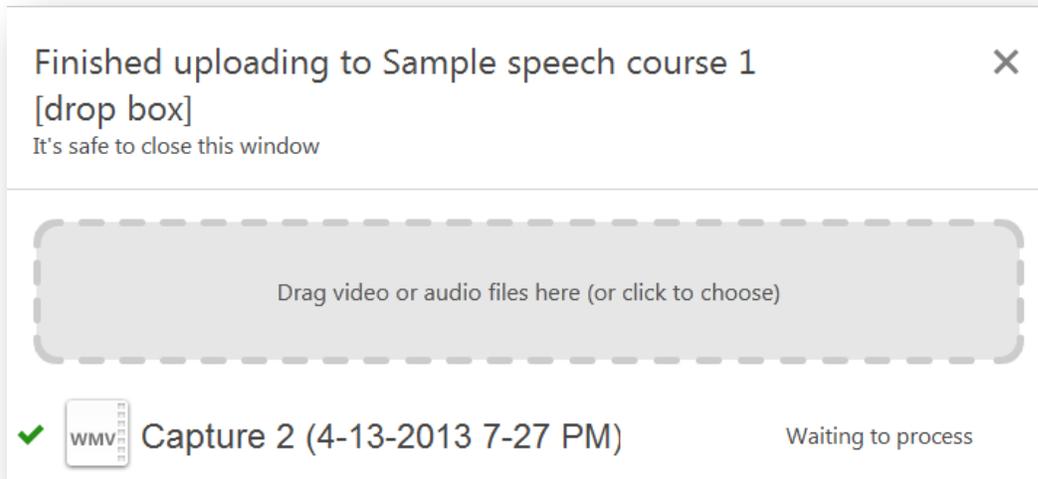


4. Click on the **Drag Video** rectangle to begin selecting your file.

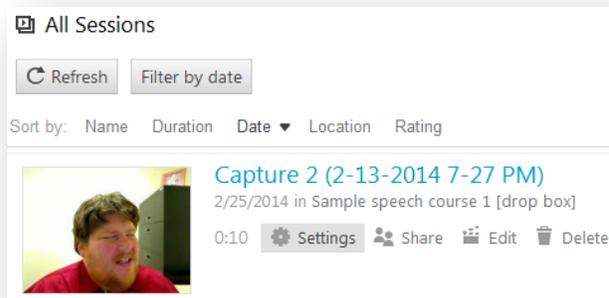


5. A dialog box will appear where you can locate and select your video.

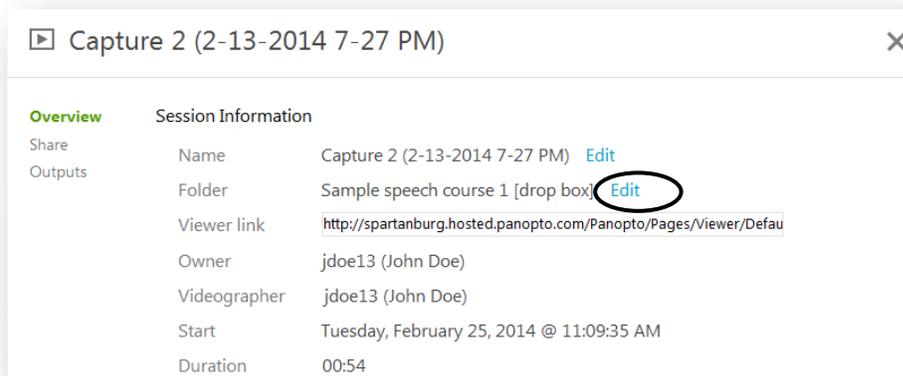
6. Panopto will begin uploading the video file and then processing will begin. You can click the **X** in the upper right-hand corner to close. When the video is ready, Panopto will send you an e-mail.



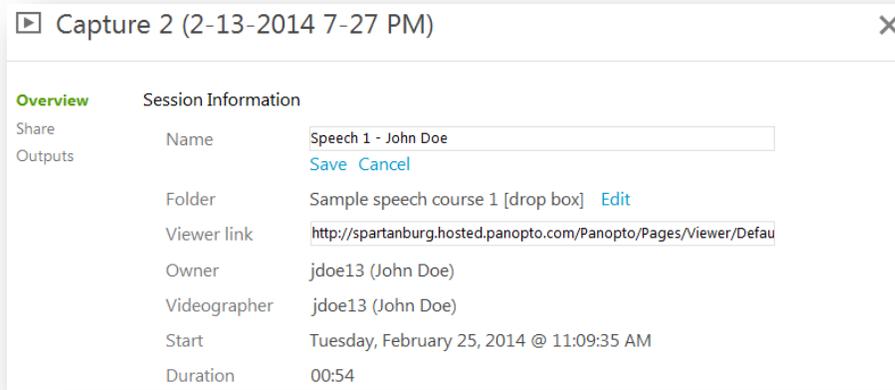
7. Next we need to change the name of the uploaded file. **Your instructor will give you specific instructions on the recording should be named.** Find the video you just uploaded and click the **Settings** button below its title.



8. Under **Session Information**, click on the **Edit** link next to the current title.



9. Enter the new name as required by your instructor. Then click the **Save** link below to update.



10. Click the **X** to close the window and go back to the main screen. Your video has been submitted. You should play your video from Panopto to ensure that it converted properly.