

Upload Videos to Panopto

Panopto Video File Upload

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Video files need to be stored in our digital media platform Panopto. All Blackboard courses have access to Panopto. You can choose to record your videos using Panopto, but this document will cover uploading videos not recorded using Panopto into your course. Additionally, recordings from Zoom and Collaborate Ultra can be uploaded to Panopto.

Download Recordings from Collaborate Ultra

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the **course** with the recording
4. Navigate to the **Blackboard Collaborate Ultra** area inside the course and locate the recording
5. Click the three dots to the right of the recording name and select **Download**
6. **Save** the video to your computer. You can now upload the video to Panopto.

Download Recordings from Zoom

Please Note: Videos will only be available on the Zoom cloud for 30 days after the recording. After 30 days, the video is deleted and will only be accessible through Panopto.

1. Navigate to <https://zoom.towson.edu> and click **Sign In**
2. Log in with your TU **NetID and Password**
3. Click **Recordings** on the left
4. Locate the recording you wish to download
5. Under the **File Size** heading, click on the number of recordings listed
6. On the next page, select which recording you'd like to download. Panopto will only accept video files so you cannot upload the chat or audio transcriptions.
7. Save the video(s) to your computer. You can now upload them to Panopto.

Download Recordings from WebEx

1. Navigate to <https://towson.webex.com> and click **Sign In**
2. Log in with your TU **NetID and Password**
3. Click **Recordings** on the left
4. Locate the recording you wish to download
5. To the far right, click the download icon (an arrow pointing downward above an underscore)
6. The video will now be saved to your computer and you can upload to Panopto.

Upload Videos through your Blackboard Course

Configure Your Course through Blackboard

If you have never configured your course for Panopto, you will need to complete these steps. If you have, please skip to step 9.

1. Navigate to <https://blackboard.towson.edu/>
2. Log in with your TU **NetID and Password**
3. Select your desired **Course**
4. Click on **Tools**
5. Click on **Panopto Content**
6. Click **Configure**
7. Click **Add Course to Panopto**
8. Clicking **Return to Course** will take you back to Blackboard course
9. Click **Tools** then **Panopto Content**
10. Click **Create** at the top and select **Upload**

Upload Videos through Panopto Website

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Log in with your **NetID and Password**
3. Locate the folder you would like to upload the video to
4. Click **Create** at the top, then select **Upload Media**
5. Locate the file (or files) to upload and click **Submit**