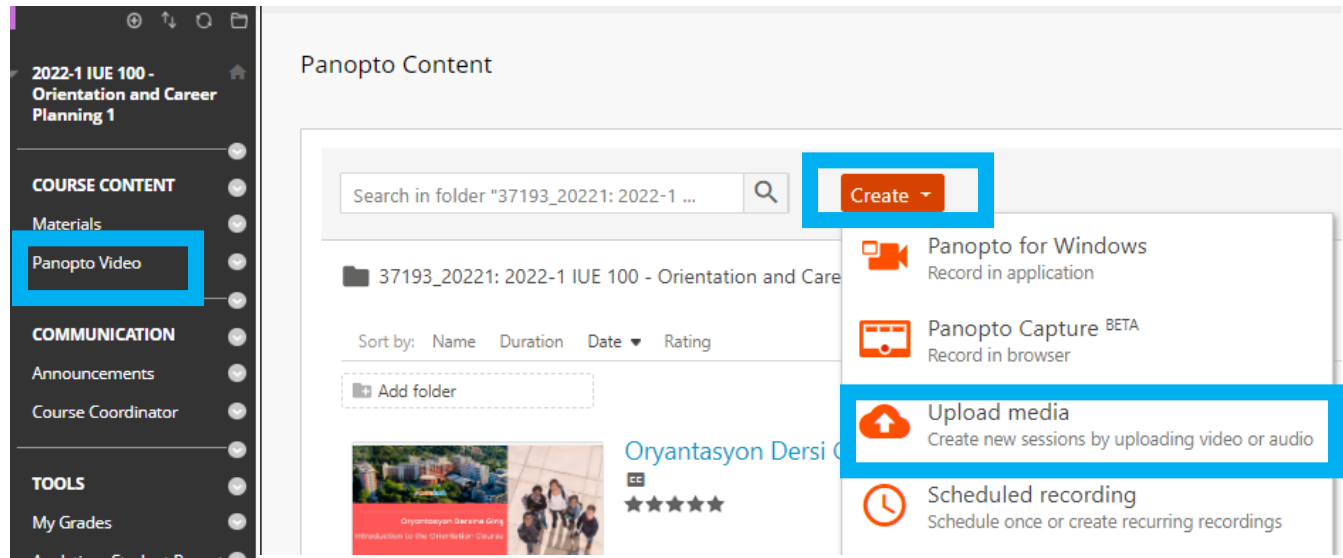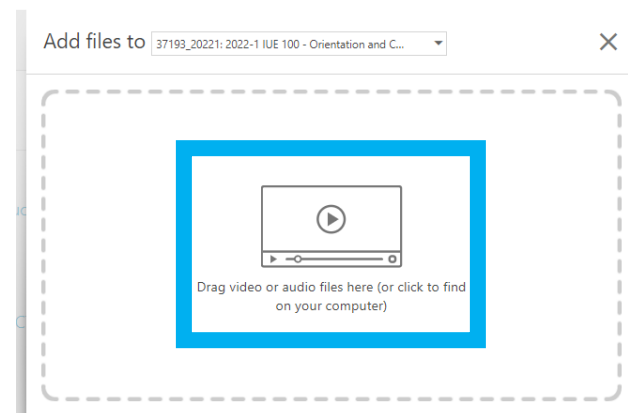**Uploading Videos to Panopto Course Folders**

If you would like to share an external video (MP4 or MOV files) that reside on your own computer with your students, you can upload that video to your course folder on Panopto by following the steps below:

1. Login to Blackboard. Select the relevant course. Click on **Panopto Video** in the course menu. Click on "Create" and select "Upload media".
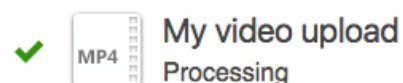

2. You can upload video files from your computer by dragging them into the "Choose video or audio files" area or by clicking and selecting file(s) from your computer browser.

3. The video will begin uploading.

4. Once the video is uploaded it will begin processing. Once it has reached this stage you can exit the upload screen.

5. Once returned to the course playlist the new media asset will show the processing status and will become active for all viewers when complete.