

How to Upload Videos to D2L

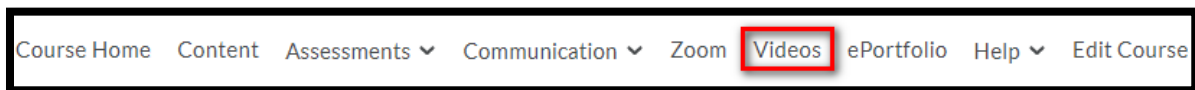
These instructions provide examples of how to upload videos from two different types of devices – PC browsers (e.g., Google Chrome) and mobile devices (e.g., iPhone). Other specific devices will function in a similar way, but there may be slight differences. You may have to investigate your device to see which method works best for you.

In the screen shots included in these methods, items of interest are enclosed in a red capsule. This is usually the place you will have to click or select to move forward.

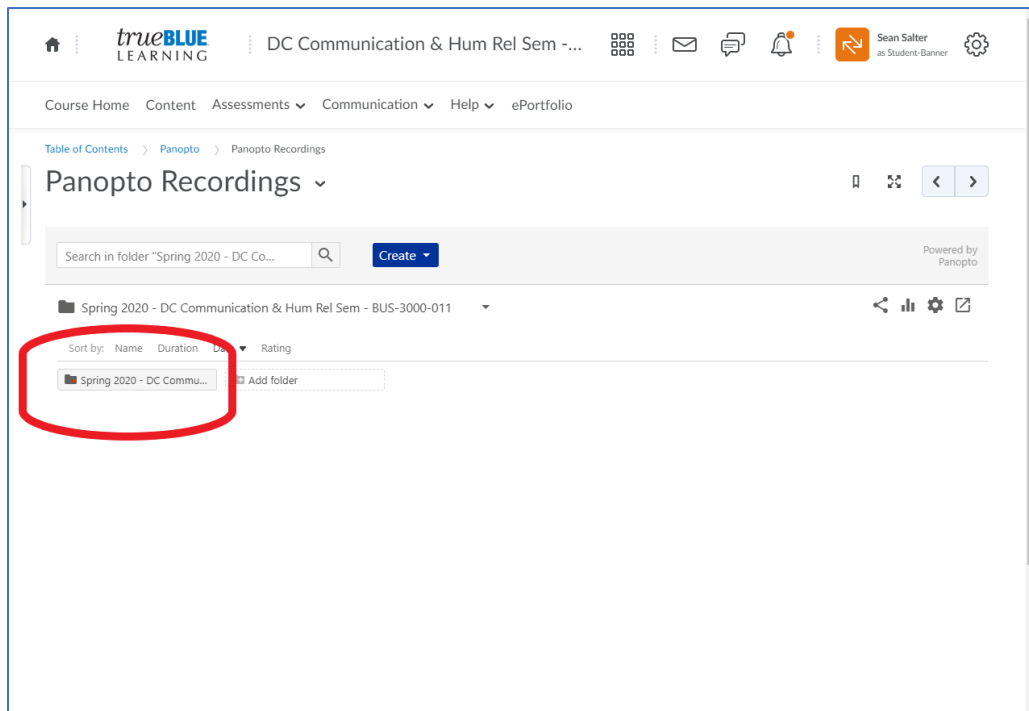
METHOD 1: From a PC Browser

Step 1: Log into D2L and on the D2L course nav bar

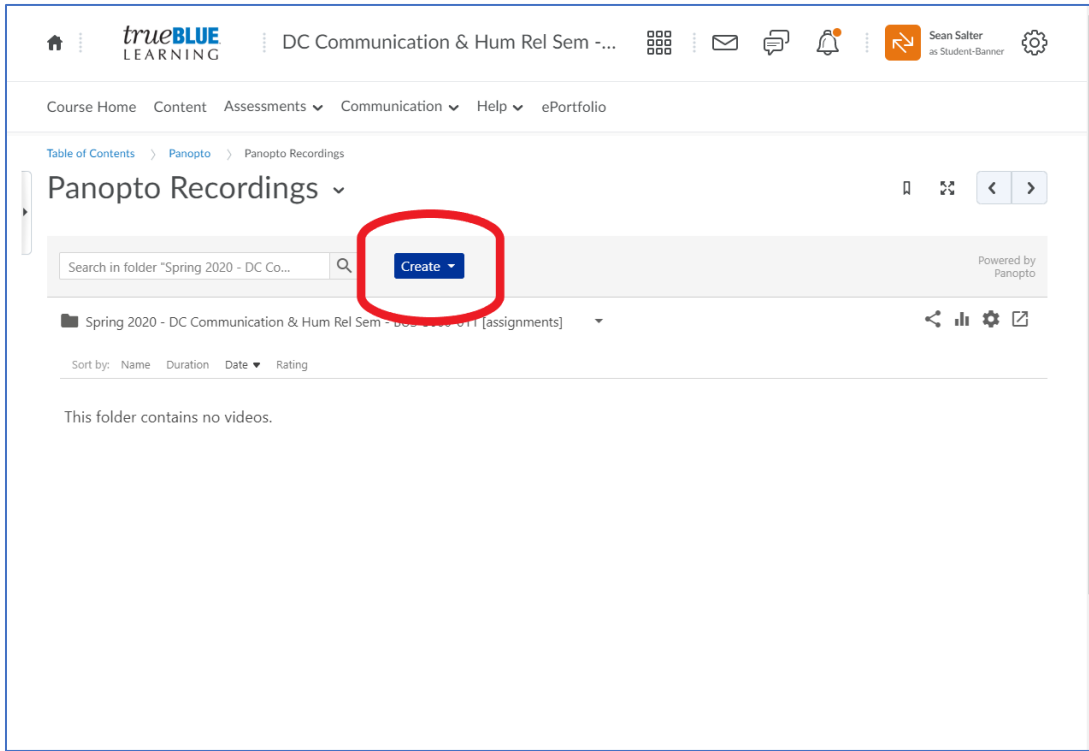
Step 2: Click on the “Videos” link. (your teacher may use a different name):



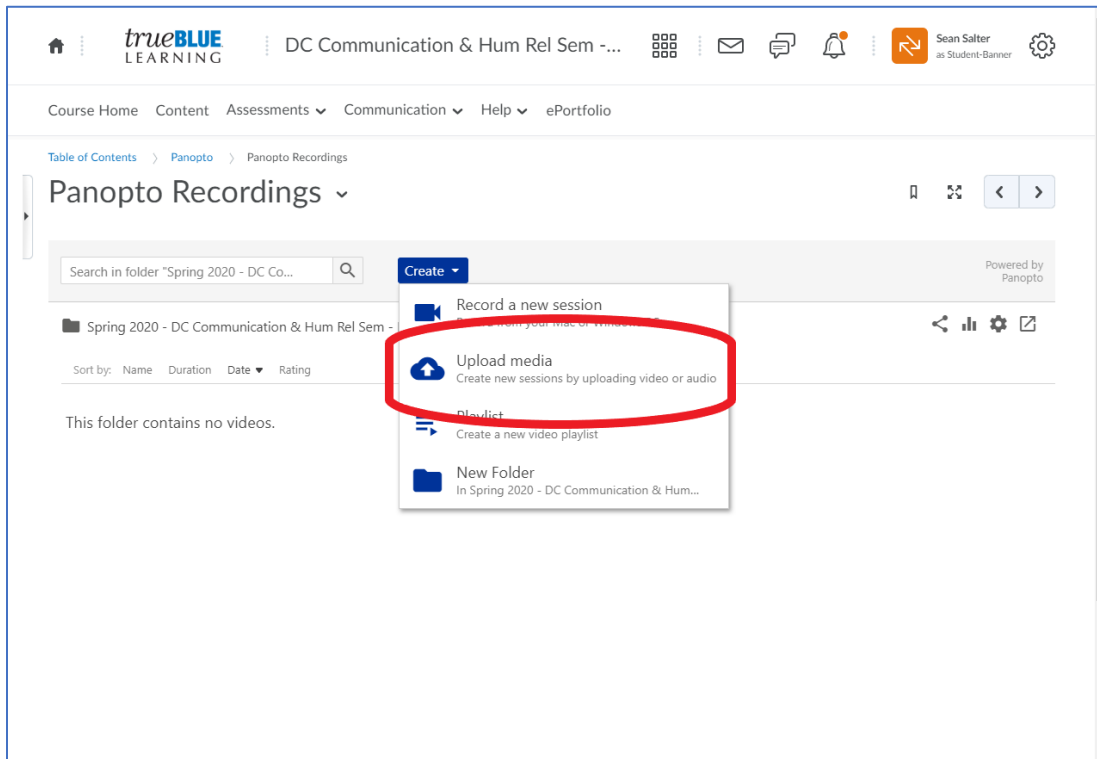
Step 3: Once you are inside the Panopto Recordings Folder, you will see a folder with “[assignments]” as the end of the folder name (teacher may change name). You can hover over the folder to verify that this is the correct folder. **Click on the “[assignments]” folder:**



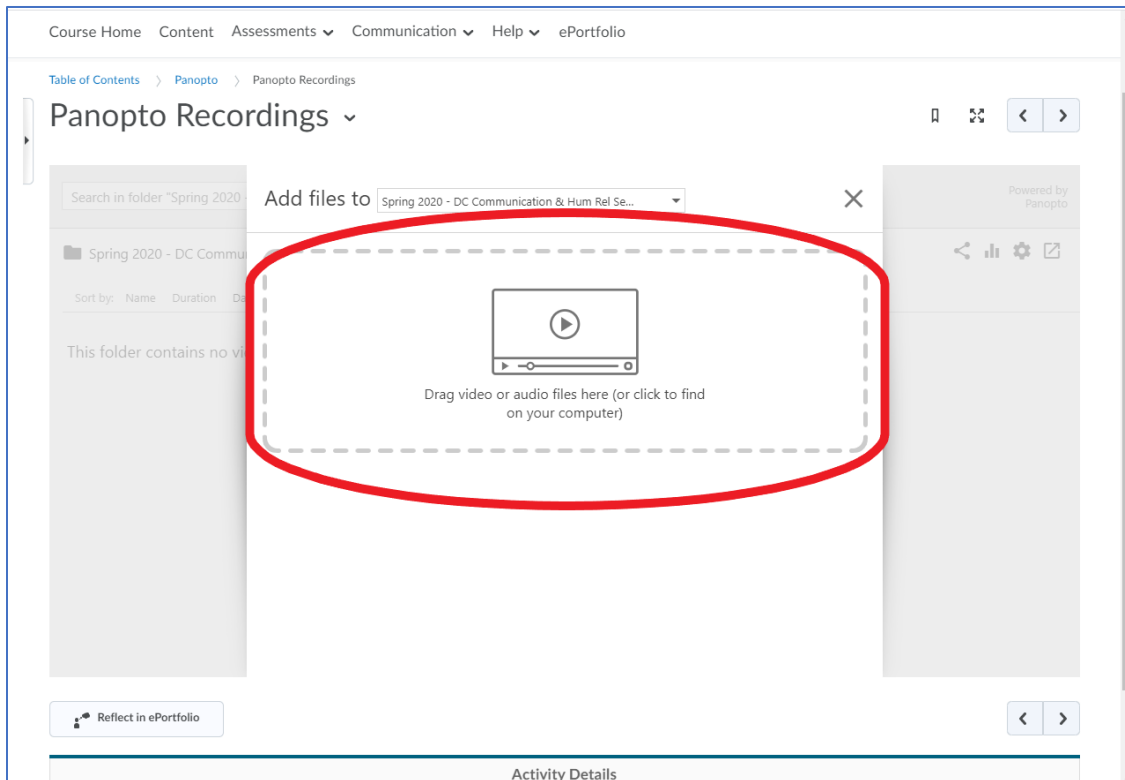
Step 4: Once you are in the “[assignments]” folder, click “Create” to upload your video:



Step 6: Now select “Upload Media”:



Step 7: Click on the large icon in the middle of the screen to access the documents folders on your PC:



Step 8: Locate the video you want to upload and select it. Click **“Open”** to start the upload process. You will know the file has uploaded when you see **“Upload Complete”** and the **green checkmark**. Panopto may continue **“processing”** the video, but the green checkmark indicates that you are good to continue to Step 9.

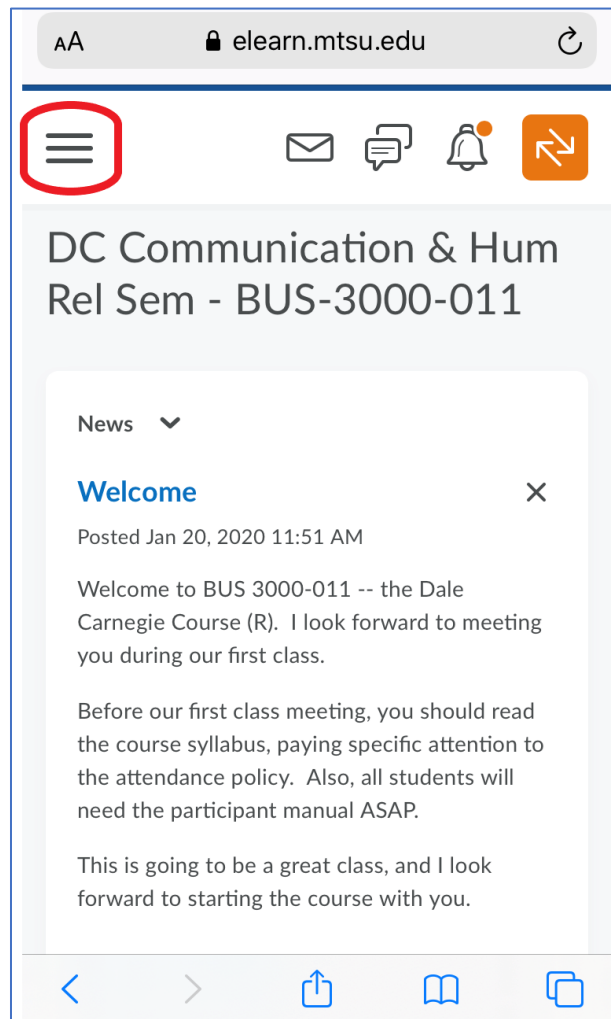
Step 9: You can rename the uploaded file name. Click on the file name in the middle of your screen. Clicking on the file name allows you to change the name of the video.

Step 10: You can now **“X”** out of the popup window or simply wait for the file to complete its processing routine. Your video will now appear in the **“[assignments]”** folder.

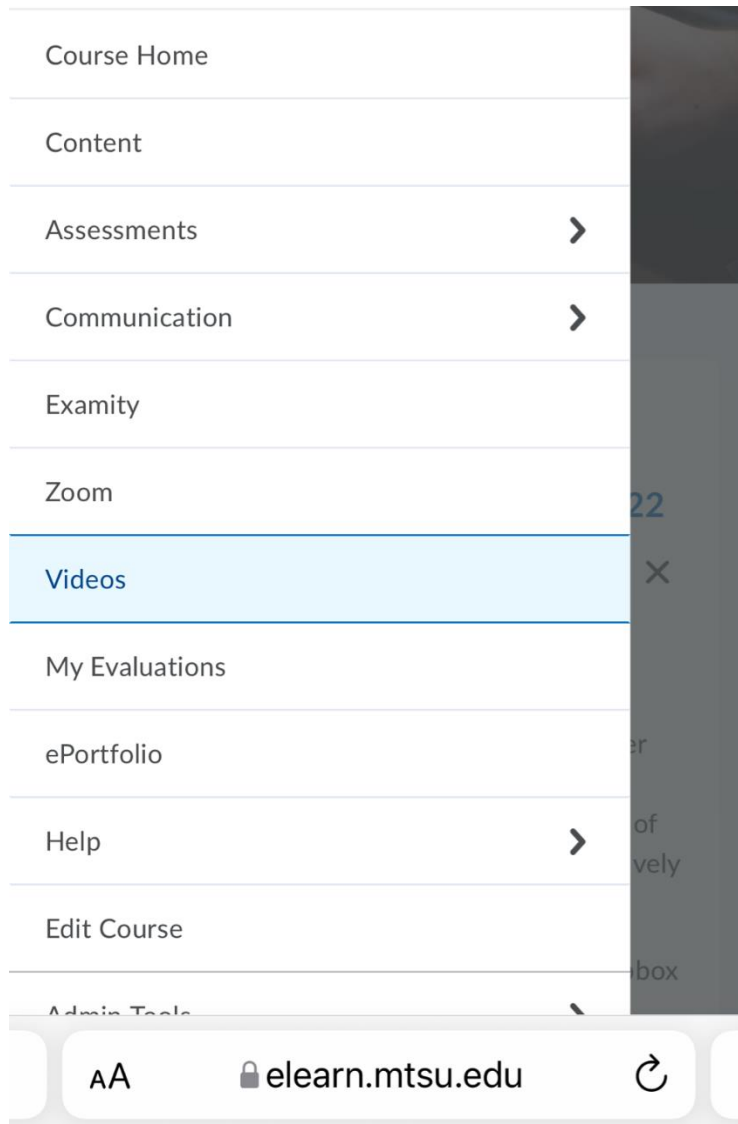
METHOD 2: From a Mobile Browser

Step 1: Open D2L (elearn.mtsu.edu) on your mobile browser. Navigate to your class.

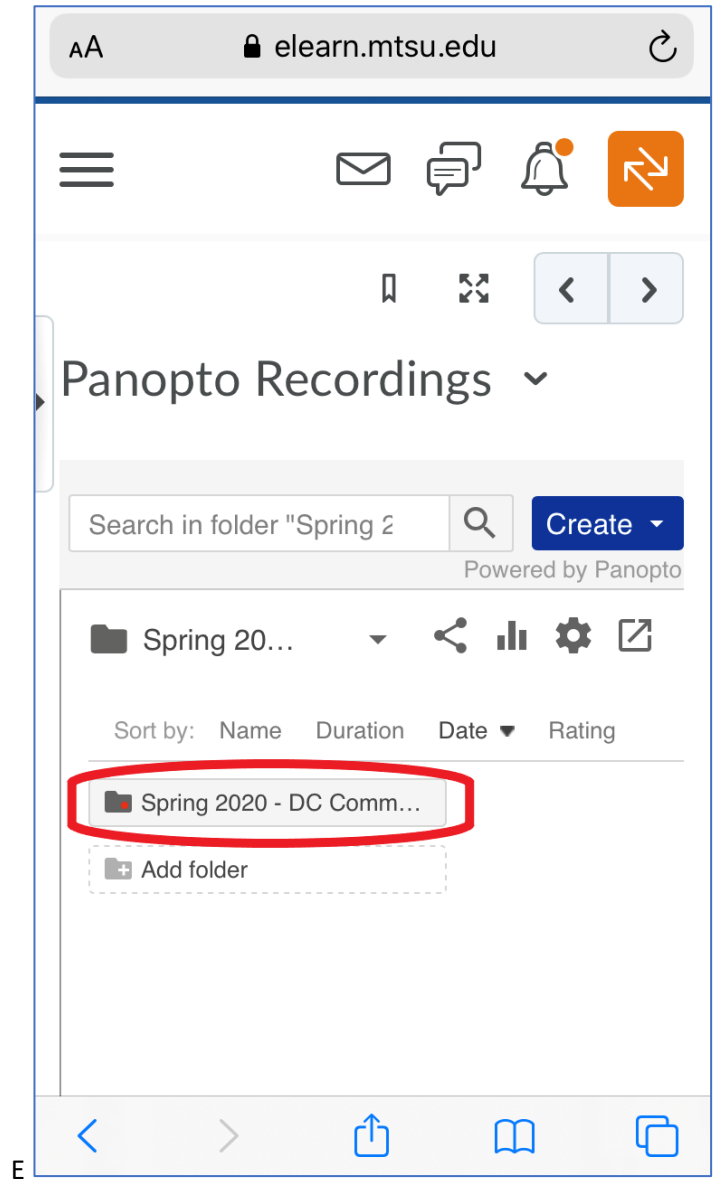
Step 2: Click on the Menu icon:



Step 3: Select “Videos”:

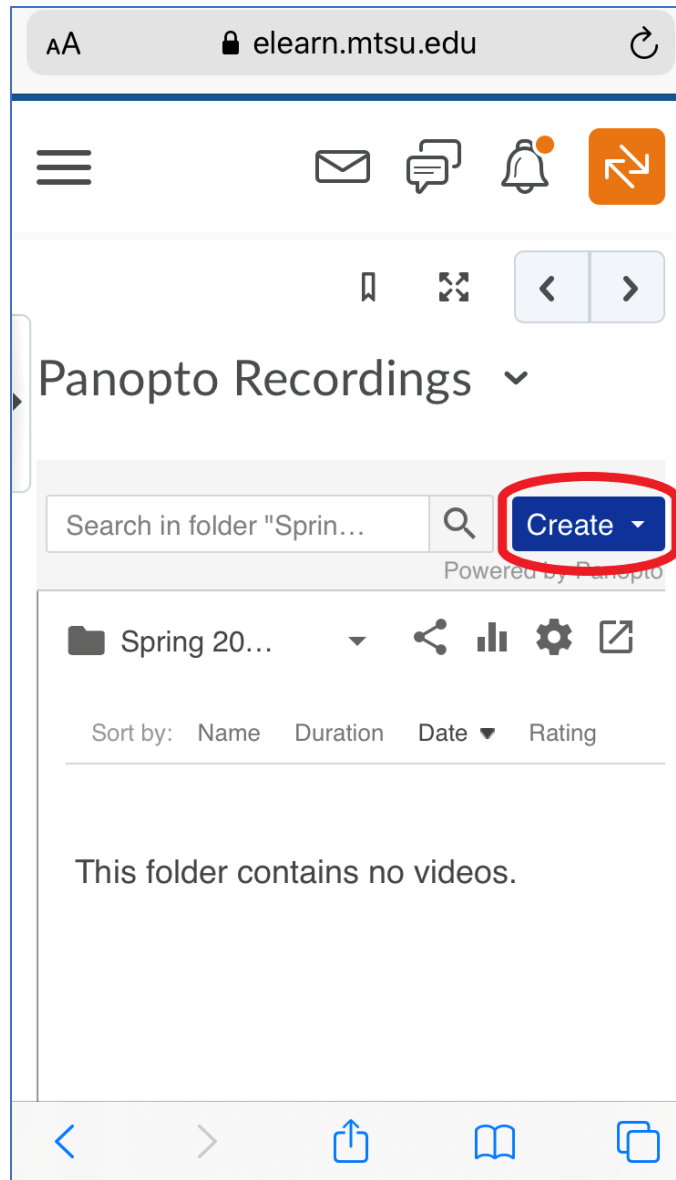


Step 4: Once inside the Panopto Recordings Folder, you will see a folder with “[assignments]” as the end of the folder name (teacher may change name). You may not be able to see the entire name. **Click on the “[assignments]” folder:**

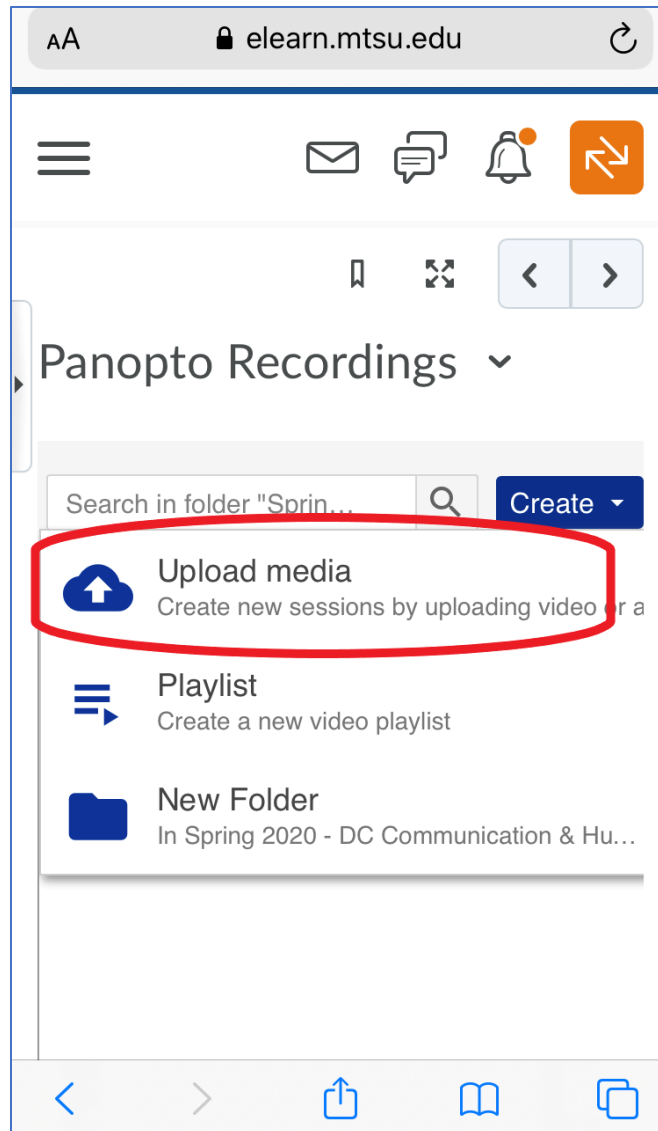


E

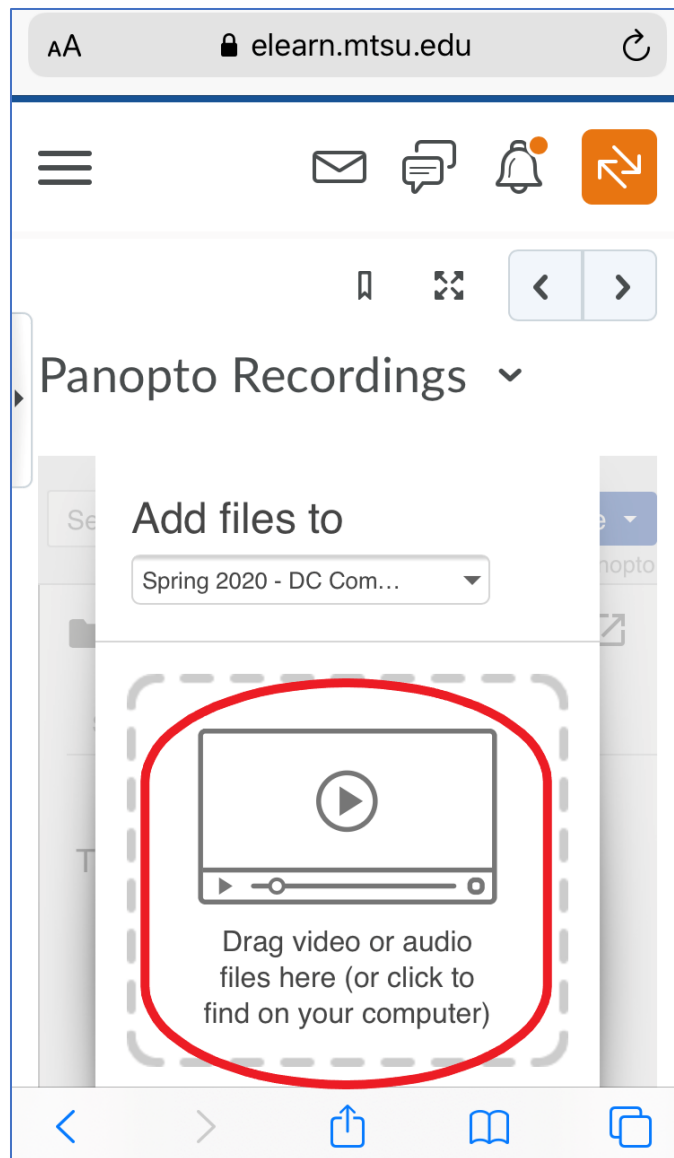
Step 7: Select “Create”:



Step 8: Select “Upload Media”:



Step 9: Select the large icon to find your video on your device:

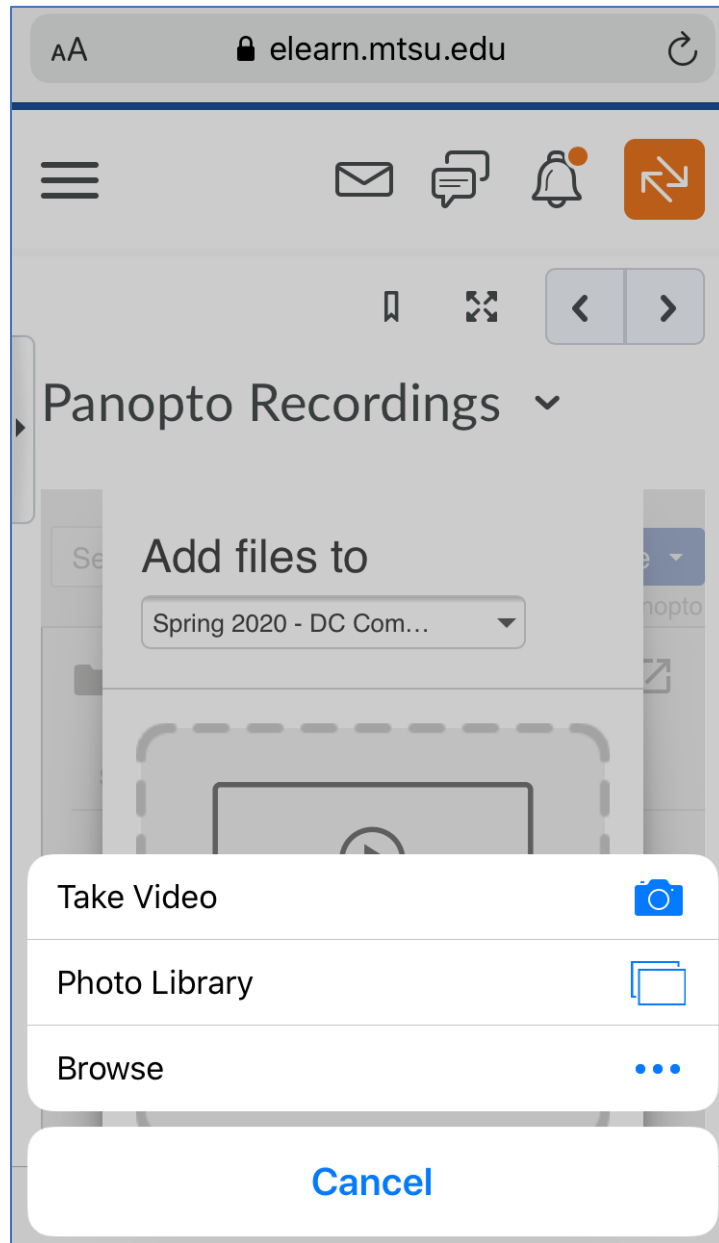


Step 10: You have a couple of options:

Select **“Take Video”** to record a new video or

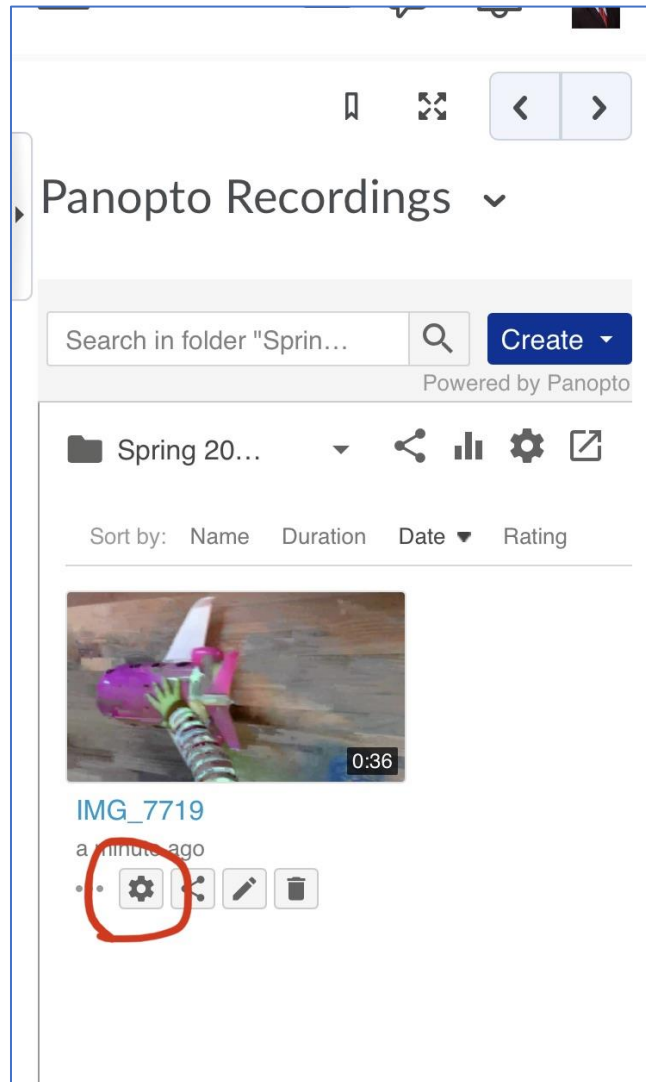
“Photo Library” to select a pre-recorded video from your camera roll/library.

Continue until you upload the video. You may have to select **“Done”** to start the upload. You will know the file has uploaded when you see **“Upload Complete”** and the **green checkmark**. Panopto may continue “processing” the video, but the green checkmark indicates that you are good to continue to Step 11.



Step 11: You may now “X” out of the popup window.

Step 12: To Rename a video. Select the video file name. You will see a “widget” or “gear” icon appear. Select the “**widget**” or “**gear**” icon:



Step 13: You can now edit the video name by clicking on the blue “Edit” link to the right of the existing video name.

Step 14: You can now “X” out of the popup window. Your video will now appear in the “[assignments]” folder with the proper video name.