



## Panopto

Uploading a video using the [UTSA Panopto](#) website.

### Uploading a Video to Panopto

1. Click **All Folders** or **My Folders** on the left-hand column and choose the **Folder** where the session will be created.
2. Click the **Create** option on the top panel after choosing your folder, then select **Upload Media** (Fig. 1).

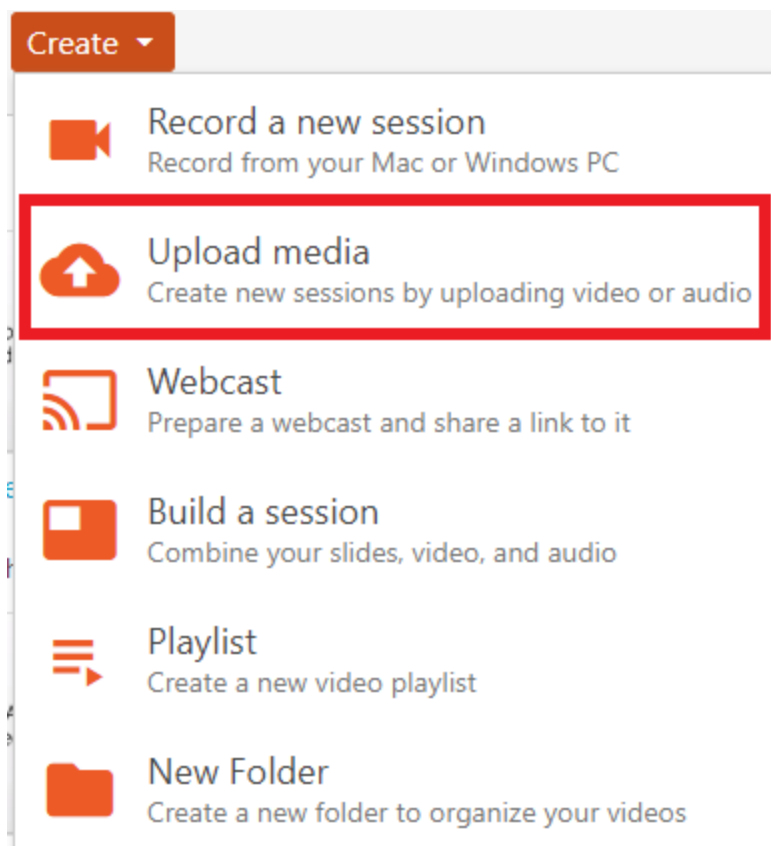


Figure 1

3. If you didn't already choose your folder, you can do that here. Then drag and drop the video file(s) or click inside of the box to select the file from your computer (Fig. 2). You can drop multiple files into the video upload window at one time to create multiple sessions.

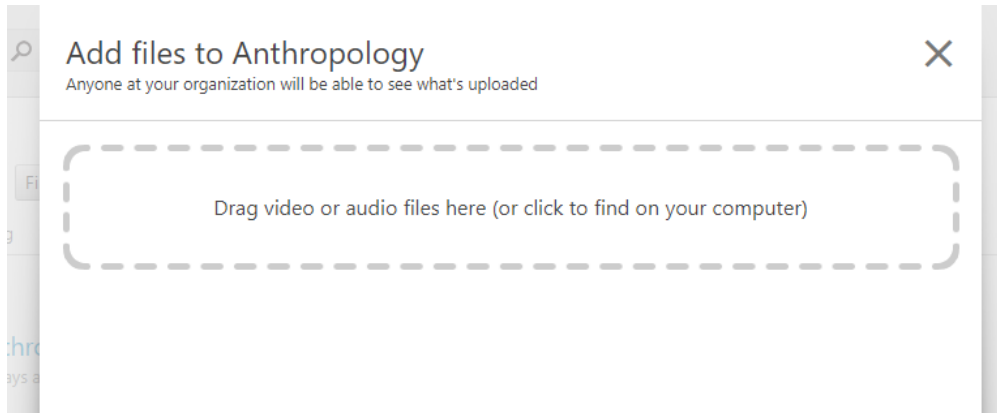


Figure 2

4. Wait for **Uploading** to finish, which may take a while based on the size and amount of files (Fig. 3 and 4).
  - **Note:** There are certain factors, such as bitrate, aspect ratio, file size, and video length, can impact the time it takes for the video to process. For supported media file types, see [Learn About Supported Media File Types for Uploading](#).

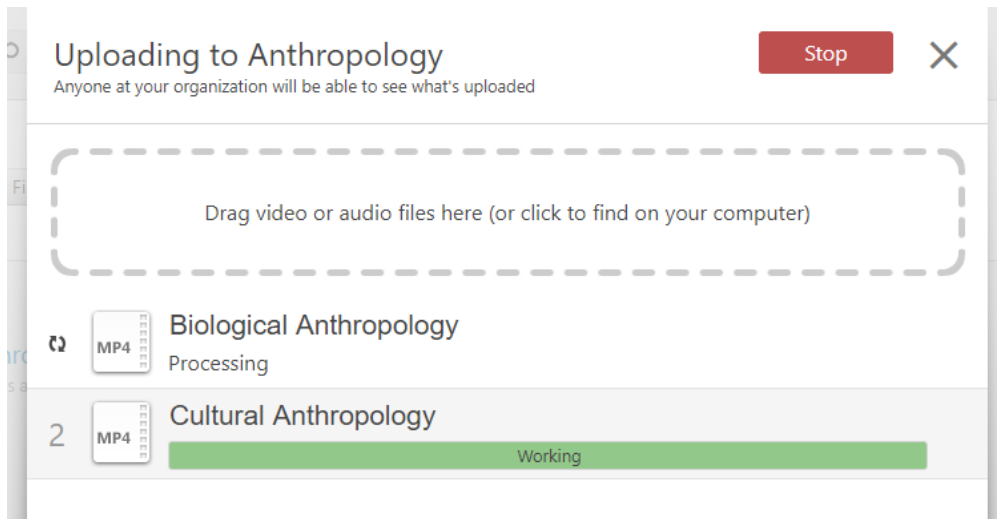


Figure 3

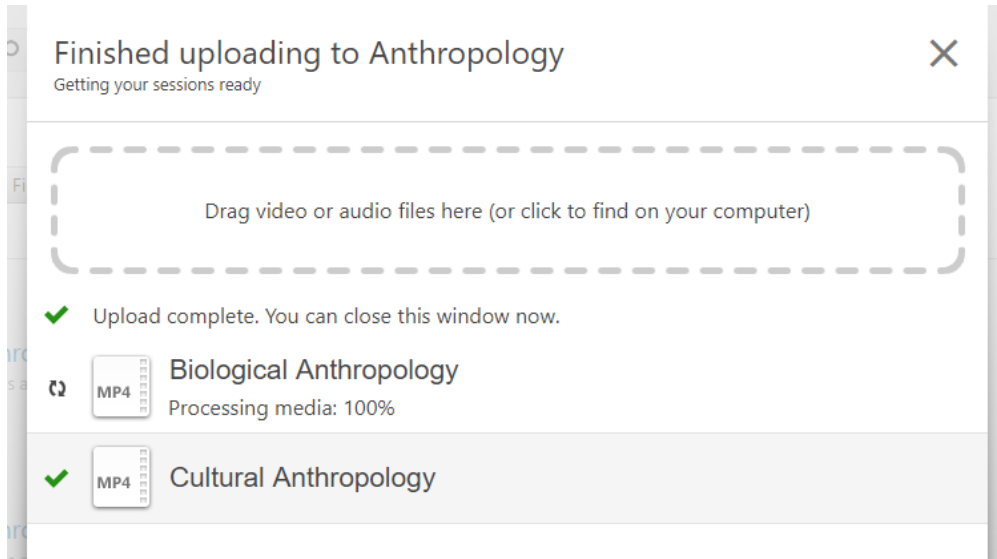


Figure 4

5. When processed, the session can be edited right away. You can close the window when it is finished uploading. Once the publishing completes, you will be notified that the sessions are ready to view (Fig. 5).

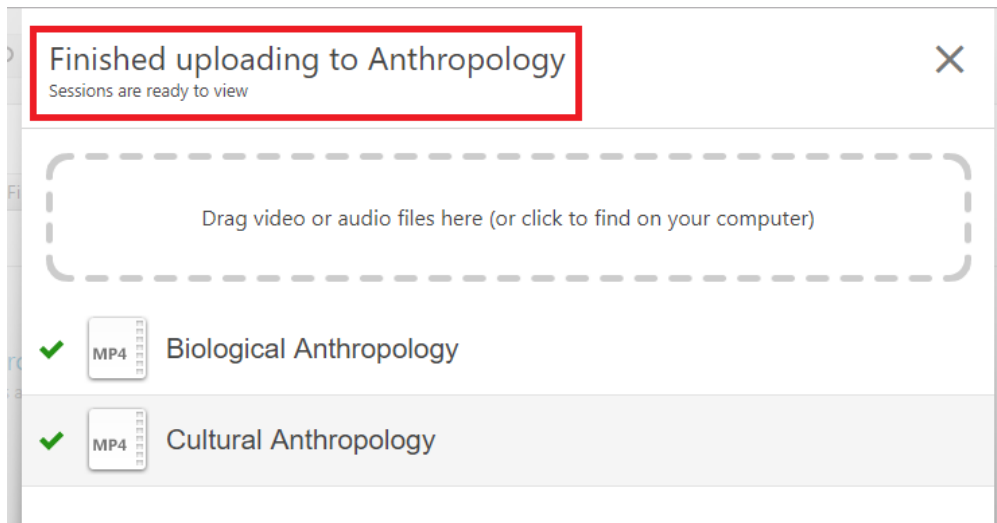


Figure 5