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1. Overview

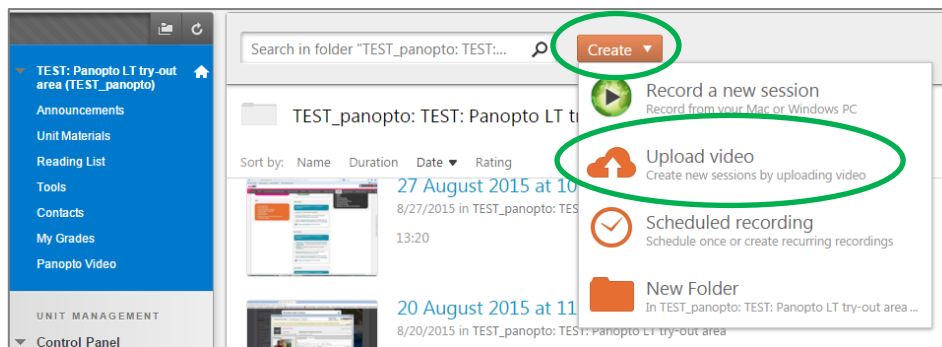
Pre-recorded video content can be uploaded directly to the Panopto system where it will be processed and then made available for streamed playback. Video can be uploaded directly from Panopto folders within provisioned myBU units or via the BU Panopto website. Permissions can then be managed to set the appropriate level of access.

In order to upload video you need to have 'creator' permission. You will have this permission if you are an Instructor or TA of a unit that has a **Panopto Video** link in the menu or if you have a folder that has been setup specifically for you.

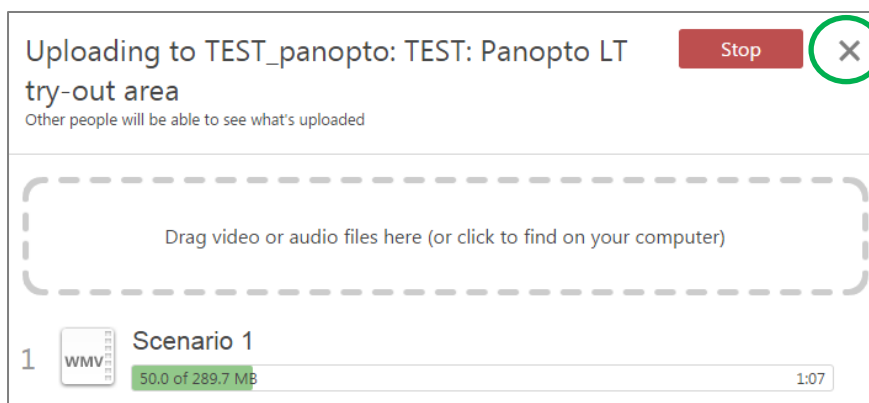
2. Upload video via myBU unit

To upload video from a myBU unit, the unit must first be provisioned for Panopto which adds the **Panopto Video** link. If this link is not visible contact learningtechnology@bournemouth.ac.uk

1. Log into myBU and enter your chosen unit.
2. Click on **Panopto Video** link from the left hand menu.
3. Click the **Create** button and then click **Upload Video**.



4. Now either drag your video into the upload window or click to browse for your video.



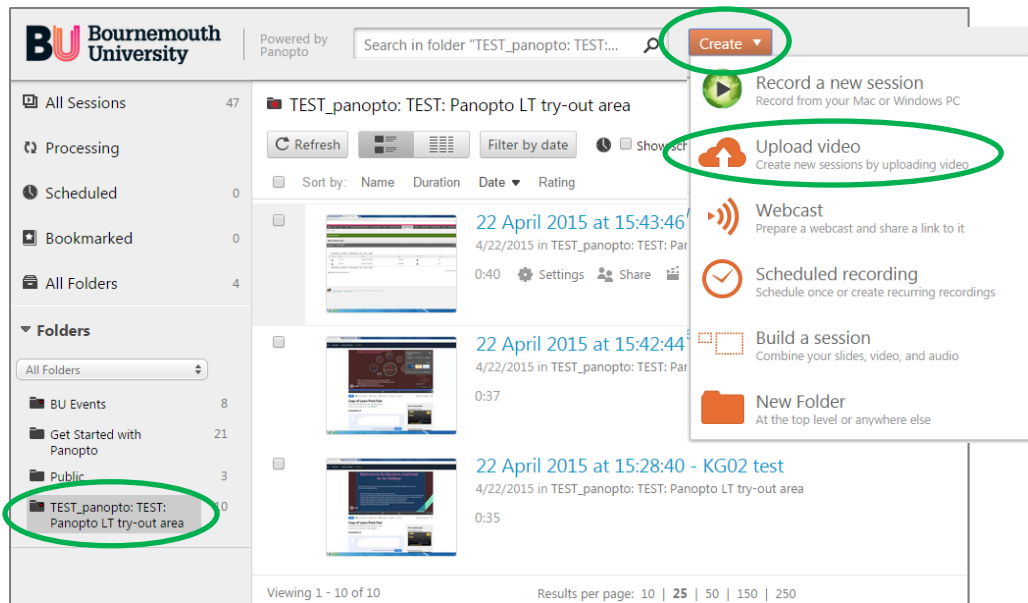
5. Once the video has completed uploading click the 'X' icon to close the upload window.

The video will now be processed; once processing is complete the video will be available for playback to the members of the specific myBU unit.

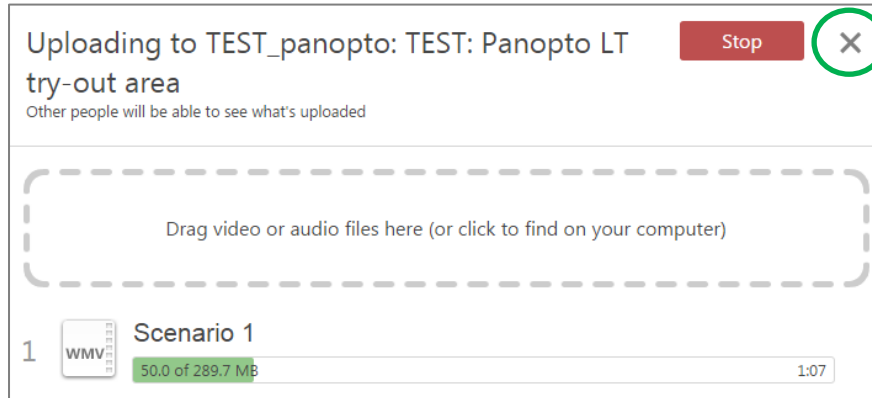
3. Upload video via the BU Panopto website

If you wish to upload video to a Panopto folder that is not directly linked to a myBU unit then you will need to log in to Panopto website.

1. Go to <https://bournemouth.cloud.panopto.eu/>
2. Choose 'sign in using Blackboard' and click **Sign in**.
3. Enter your BU username and password.
4. Use the folder navigation in the left hand menu to find the folder to which you wish to upload video.
5. Click the **Create** button and then click **Upload Video**.



6. Now either drag your video into the upload window or click to browse for your video.



7. Once the video has completed uploading click the 'X' icon to close the upload window.

The video will now be processed; once processing is complete the video will be available for playback with viewing permissions inherited from the containing folder.

4. Setting Video Permissions

The following permissions can be set for Panopto videos:

- **Specific users** – By name or username
- **Members of a specific myBU unit(s)**
- **Anyone at BU with the link** – Requires login although not searchable via the BU Panopto website
- **Anyone at BU (searchable)** – Requires Login
- **Anyone with a link** – No login required although not searchable via the BU Panopto website
- **Public on the web** – No login required, searchable via the BU Panopto website

To set permissions:

1. Locate your video either via myBU or the BU Panopto website (<https://bournemouth.cloud.panopto.eu/>).
2. Mouse over the video thumbnail and click 'Share'.
3. Select your chosen permissions and click **Save Changes**.

5. File types

The following video files can be uploaded to Panopto.

- **ASF (Advanced Systems Format)** – .wmv, .asf, .wma
- **Flash Video** - .flv, .f4v, .f4a,
- **AVI** - .avi
- **MP3** - .mp3
- **MPEG2 / MPEG1** - .mpg, .mpeg, .mps, .ps, .mp2, .m2v, .m2a, .ts, .tsv, .tsa, .mts, .m2ts, .mpg, .mpeg, .mod, .tod
- **MP4** - .mp4, .m4a, .m4v, .3gp

Further information: <http://support.panopto.com/documentation/upload/470-upload-support-matrix>

6. Editing and menu creation

As with other Panopto recordings you can edit uploaded videos using the Panopto browser based editor. This can be used to remove parts of the video or even to add menu navigation for specific parts of the video.

To edit video:

1. Locate your video either via myBU or the BU Panopto website (<https://bournemouth.cloud.panopto.eu/>).
2. Mouse over the video thumbnail and click 'Edit' ().

Full guidance on editing: <http://support.panopto.com/documentation/editing>

Note: The Panopto editor requires the Silverlight plugin. This plugin is currently blocked by the Google Chrome browser.

7. Further support

- Getting started videos: <http://goo.gl/k2ijnU>
- Further support guides: <http://support.panopto.com/documentation/>
- Further support videos: <http://support.panopto.com/videos>
- Accessibility features: <http://support.panopto.com/documentation/viewing/accessibility-features>
- How to troubleshoot viewing issues: <http://support.panopto.com/documentation/viewing/how-troubleshoot-panopto-viewing-issues>
- For further information contact learningtechnology@bournemouth.ac.uk