
Uploading Media Content to Panopto via TWEN

Media files recorded in a variety of formats both audio and video can be uploaded to Panopto. The following instructions describe uploading audio files but apply to video as well.

- ❑ Open your Westlaw/Twen course page
- ❑ Open the “Panopto Videos” folder in the navigation panel. This link should be added prior to using Panopto. (Panopto dialog assumes the inclusion of video and may refer to your recording as a video even if it is just an audio file.)
- ❑ Panopto should open the course folder, otherwise follow on-screen directions.
- ❑ Click the “Create” button, mouse down to and select “Upload Media”
- ❑ In the window that opens you may either drag the file into the area surrounded by a dashed line, or click within that same area to search for the file(s) to upload.
- ❑ A progress bar will display as the file(s) upload. When finished, a message will display indicating it’s OK to close the upload window.
- ❑ Some processing will occur before the file is available to users and will depend on the size of the audio file.
- ❑ Most audio recorders name the recording file with the date and time that the recording ended. It uses the recorder’s date and time settings, so it must be set correctly.