

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, Android phone). 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 go to the Table of Contents.

Step 2: Click on the “Panopto” module at the bottom of the Table of Contents:

The screenshot shows the D2L Table of Contents page. On the left, there's a sidebar with icons for Overview, Bookmarks, and Course Schedule. Below these are three collapsed sections: Table of Contents, Course Information, and Panopto. The 'Table of Contents' section has a red circle around its name. The main content area shows a progress bar at 100% completion for 2 of 2 topics. Under 'Course Information', there's a link to 'BUS 3000-011 Syllabus--TR 1120-1245--Spring 2020 012020201' (Word Document). Under 'Panopto', there's a link to 'Panopto Recordings' (External Learning Tool).

Step 3: Once you are in the Panopto module, you will see a link for Panopto Recordings. Click on "Panopto Recordings":

The screenshot shows the Panopto module interface. On the left, there's a sidebar with links like 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Course Information', and 'Panopto'. The 'Panopto' link is circled in red. The main area displays a progress bar at 100% completion for 1 of 1 topics. A 'Print' button is located in the top right corner.

Step 4: Once inside the Panopto Recordings Folder, you will see a folder with “[assignments]” as the end of the folder name. You can hover over the folder to verify that this is the correct folder. Click on the “[assignments]” folder:

The screenshot shows the contents of the 'Panopto Recordings' folder. At the top, there's a search bar, a 'Create' button, and some navigation icons. Below that, a list of recordings is shown, with the first item being 'Spring 2020 - DC Communication & Hum Rel Sem - BUS-3000-011'. This folder name is circled in red. There are also buttons for sorting and creating new recordings.

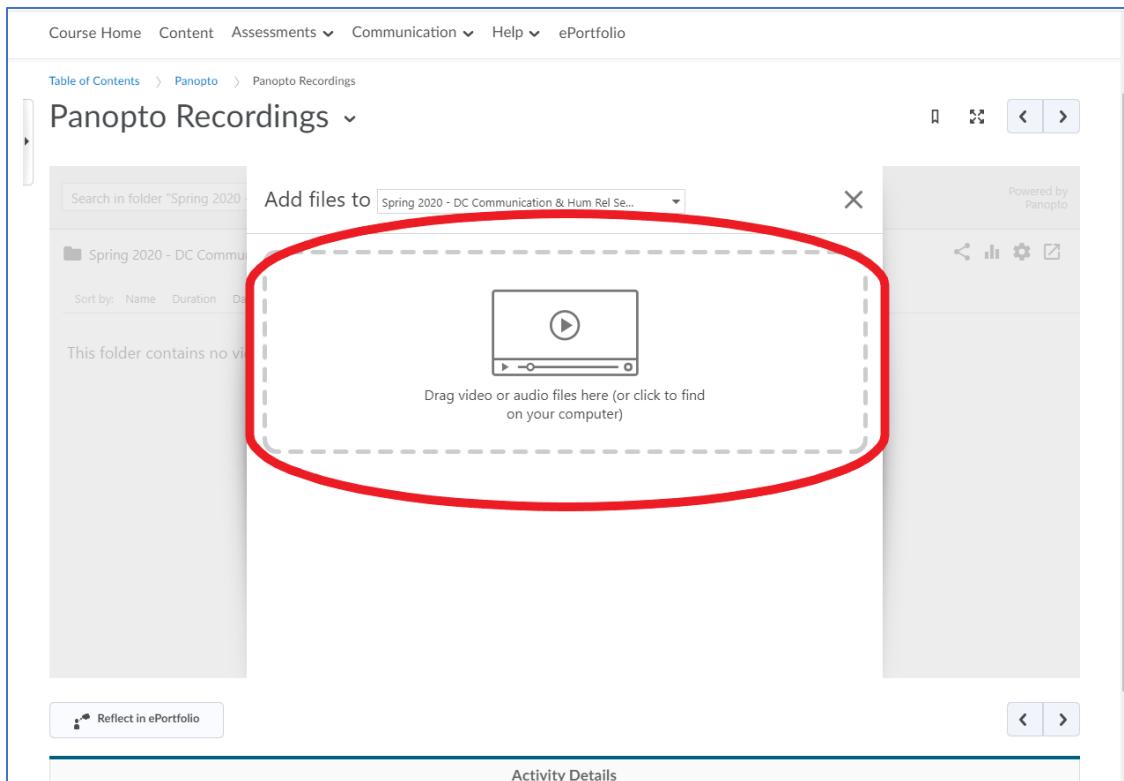
Step 5: Once you are in the “[assignments]” folder, you can click “Create” to upload your video:

The screenshot shows the Panopto Recordings page within a course in trueBLUE LEARNING. At the top, there's a navigation bar with icons for home, course info, and user profile. Below it is a secondary navigation bar with links like Course Home, Content, Assessments, Communication, Help, and ePortfolio. Underneath these is a breadcrumb trail: Table of Contents > Panopto > Panopto Recordings. The main title is "Panopto Recordings". In the center, there's a search bar with placeholder text "Search in folder 'Spring 2020 - DC Co...'" and a "Create" button with a dropdown arrow. A red circle highlights the "Create" button. To the right of the search bar, it says "Powered by Panopto". Below the search area, there's a folder icon followed by the folder name "Spring 2020 - DC Communication & Hum Rel Sem - DC COMM 1011 [assignments]". Further down, there are sorting options: Sort by: Name, Duration, Date, Rating. A message states "This folder contains no videos.".

Step 6: Now select “Upload Media”:

This screenshot shows the same Panopto Recordings page as the previous one, but with a dropdown menu open from the "Create" button. The menu items are: "Record a new session" (with a camera icon), "Upload media" (with a cloud icon, highlighted by a red circle), "Playlist" (with a play button icon), and "New Folder" (with a folder icon). The background of the menu is white, and the text is black, except for the highlighted item which has a blue outline.

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



Step 8: Using the documents folders, locate the video you want to upload. 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: 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. Rename your video using the following naming method:

Session Lastname Firstname

Example: If your video is for Session 7A and your name is Jane Doe, you would rename your video

7A Doe Jane

Make sure to put a space between the session and the last name and a space between the last name and the first name. You may have to click outside of the file name area to complete the renaming process.

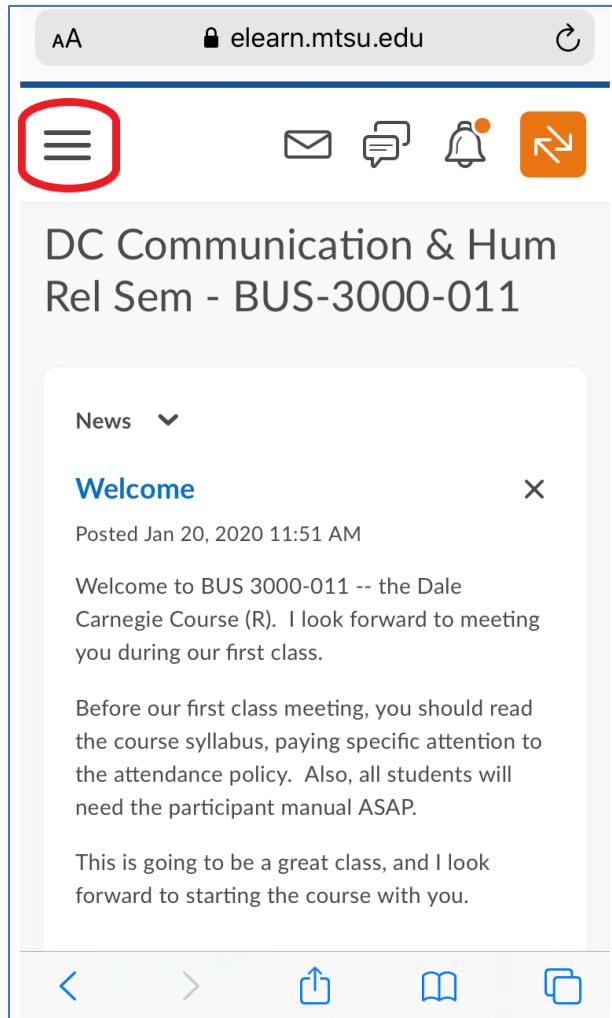
Step 10: You can now “X” out of the popup window or simply wait for the file to complete its processing routine. Your video will now appear in the “[assignments]” folder.

METHOD 2: From a Mobile Browser

Screenshots are from iPhone, but the Android phone we tested was very similar.

Step 1: Open D2L (elearn.mtsu.edu) on your mobile browser. Select your BUS 3000 class.

Step 2: Click on the Menu icon:



Step 3: Select "Content":

The screenshot shows a mobile browser window for the URL elearn.mtsu.edu. At the top, there are icons for text size (AA), lock (secure), and refresh. Below the header is the **trueBLUE LEARNING** logo. The main content area displays the course navigation menu for "DC Communication & Hum Rel ...". The menu items are: Course Home, Content (which is circled in red), Assessments, Communication, Help, ePortfolio, and Admin Tools. At the bottom of the screen are standard mobile navigation icons: back, forward, search, and others.

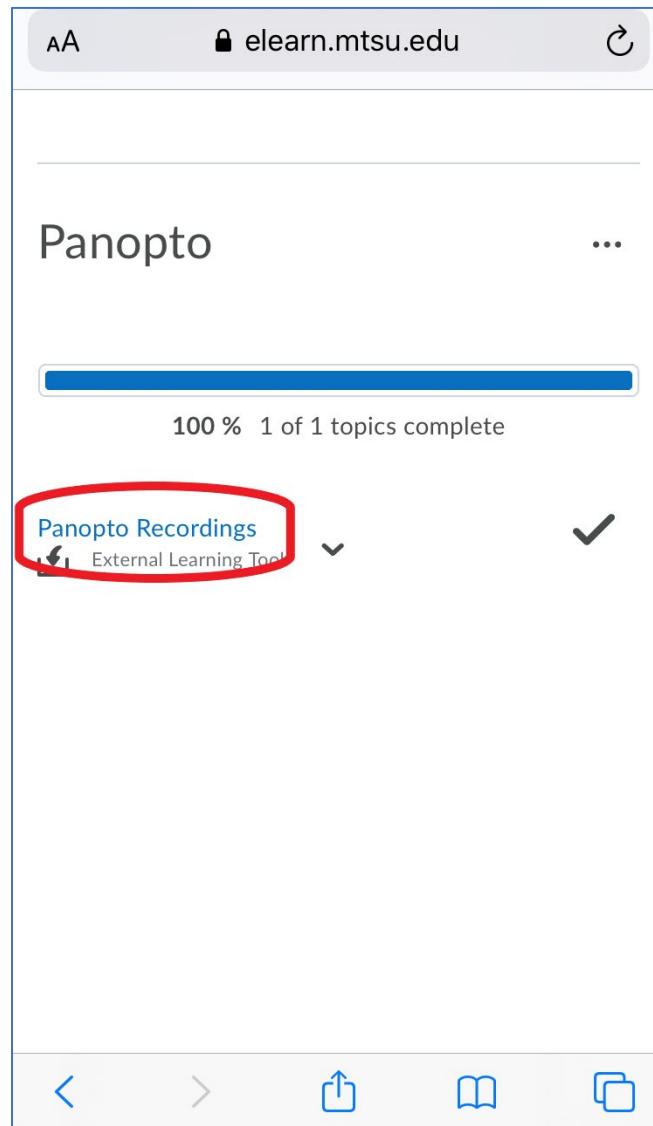
Step 4: Select “Panopto” at the bottom of the Table of Contents. You may have to scroll down.

The screenshot shows a mobile application interface for elearn.mtsu.edu. At the top, there is a header bar with a font size icon (AA), a lock icon, the URL 'elearn.mtsu.edu', and a refresh button. Below the header are several icons: a menu icon (three horizontal lines), an envelope, a speech bubble, a bell with a red dot, and a share icon. A search bar labeled 'Search Topics' with a magnifying glass icon is positioned below these. The main content area displays a list of course sections:

Section	Status
Overview	✓
Bookmarks	✓
Course Schedule	✓
Table of Contents	✓
Course Information	✓
Panopto	✓

At the bottom of the screen are navigation icons: a left arrow, a right arrow, a download icon, a bookmark icon, and a share icon. The 'Panopto' row is highlighted with a red oval circle around it.

Step 5: Select “Panopto Recordings”:



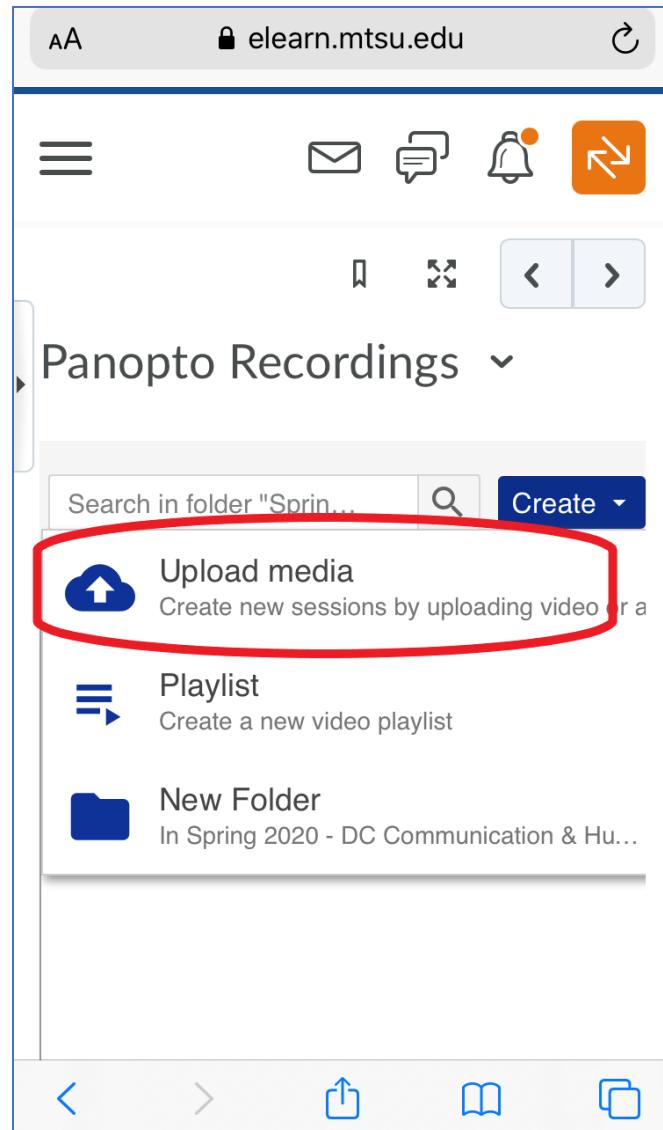
Step 6: Select the “[assignments]” folder as shown below. You may not be able to see the entire folder name, but it will be the only folder available.

The screenshot shows a web browser window for elearn.mtsu.edu displaying the Panopto Recordings interface. The title bar says "elearn.mtsu.edu". The main content area is titled "Panopto Recordings". At the top, there are navigation icons for menu, mail, messages, notifications (with one notification), and a refresh button. Below the title is a search bar with "Search in folder 'Spring 2..." and a "Create" button. A "Powered by Panopto" watermark is visible. The main list area shows a folder named "Spring 2020 - DC Comm..." which is circled in red. Below it is a dashed box containing an "Add folder" button. At the bottom are standard browser navigation buttons: back, forward, upload, bookmark, and refresh.

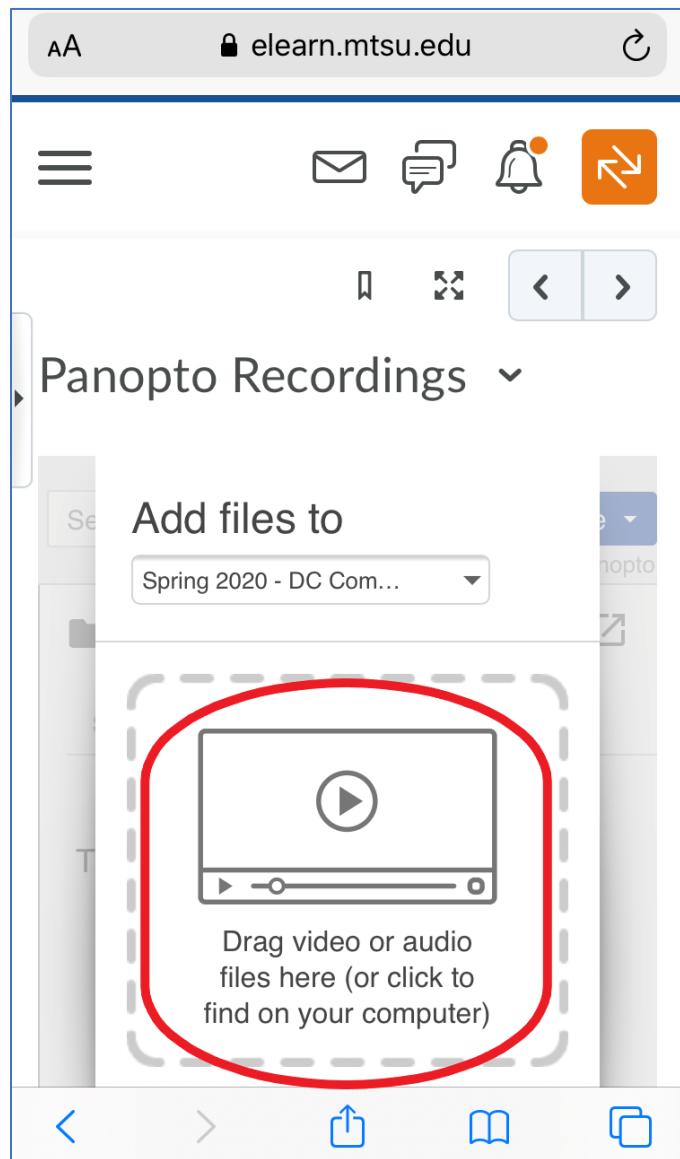
Step 7: Select "Create":

The screenshot shows a web browser window for elearn.mtsu.edu displaying the Panopto Recordings interface. At the top, there are navigation icons for a menu, mail, messages, notifications, and a large orange 'Create' button. Below these are standard browser controls for back, forward, and search. The main title 'Panopto Recordings' is followed by a dropdown arrow. A search bar contains the placeholder 'Search in folder "Sprin..."' with a magnifying glass icon. To the right of the search bar is the previously mentioned 'Create' button, which is highlighted with a thick red circle. Below the search bar, the text 'Powered by Panopto' is visible. The main content area shows a folder named 'Spring 20...' with a dropdown arrow, and several icons for sharing, filtering, and settings. A sorting menu below the folder lists 'Sort by: Name Duration Date Rating'. A message at the bottom states 'This folder contains no videos.' At the bottom of the page are additional navigation icons for back, forward, upload, and file operations.

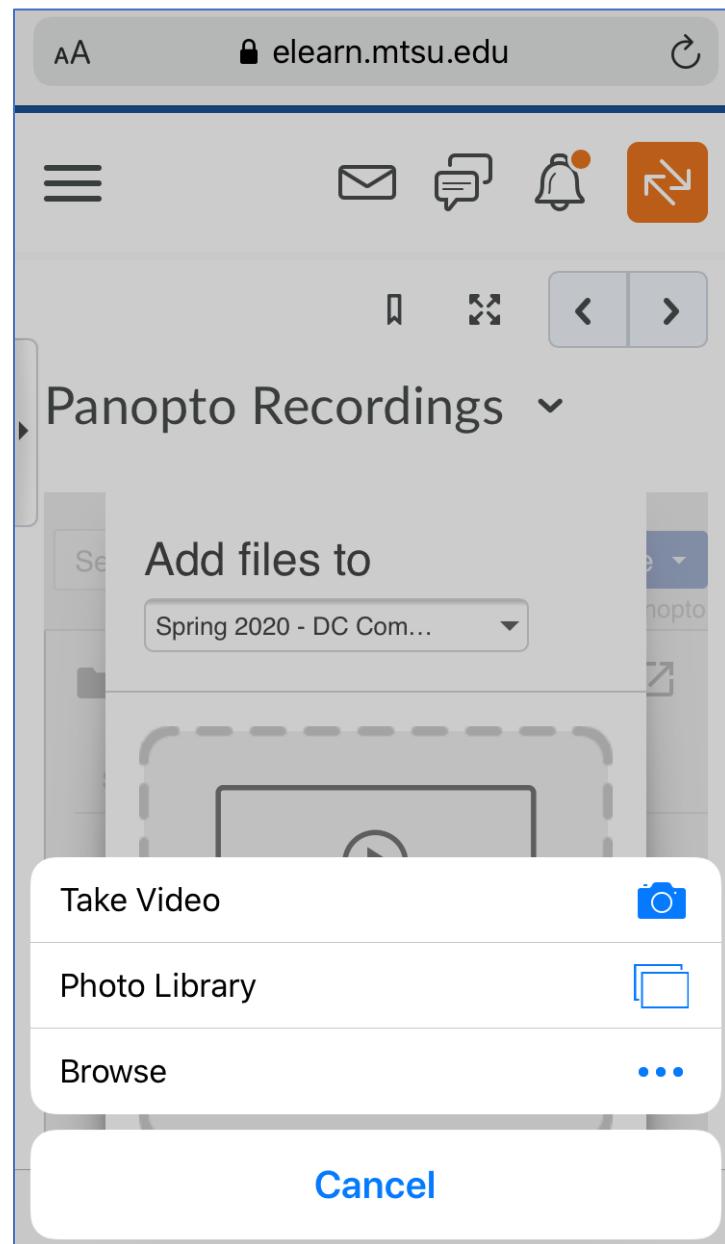
Step 8: Select “Upload Media”:



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

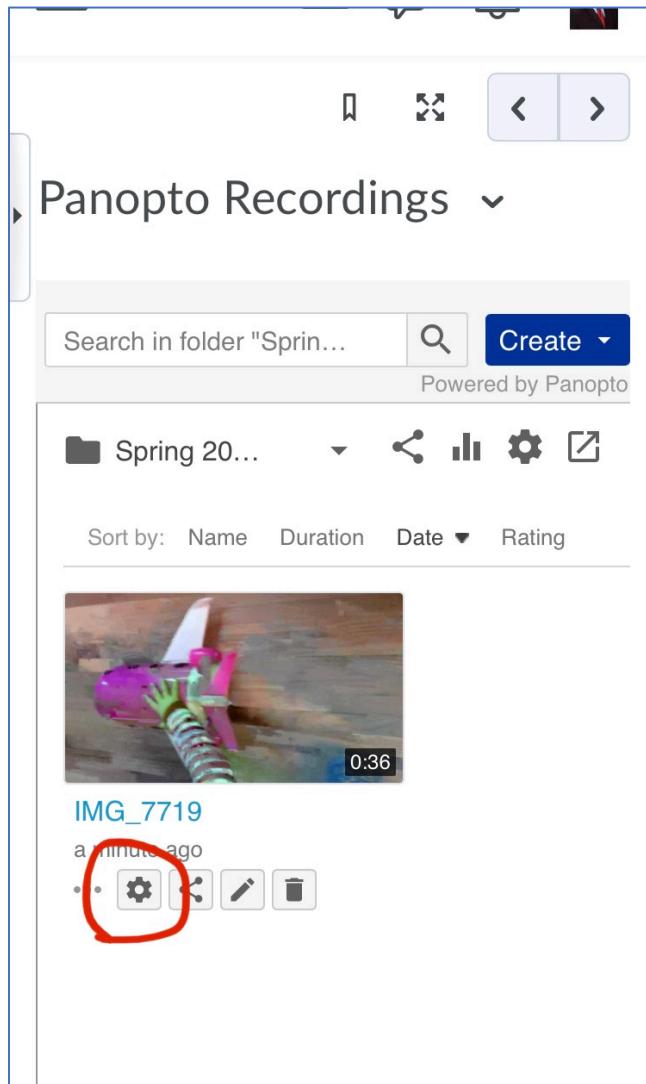


Step 10: Select “Take Video” to record a new video or “Photo Library” to select a pre-recorded video from your camera roll/library. Continue until you can Upload the video. You may have to select “Done” to start the upload. You will know the file has uploaded when you see “Upload Complete” and the green 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: 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. Use the following naming method:

Session Lastname Firstname

Example: If your video is for Session 7A and you name is Jane Doe, you would rename your video

7A Doe Jane

Make sure to put a space between the session and the last name and a space between the last name and the first name. You may have to click outside of the file name area to complete the renaming process.

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.