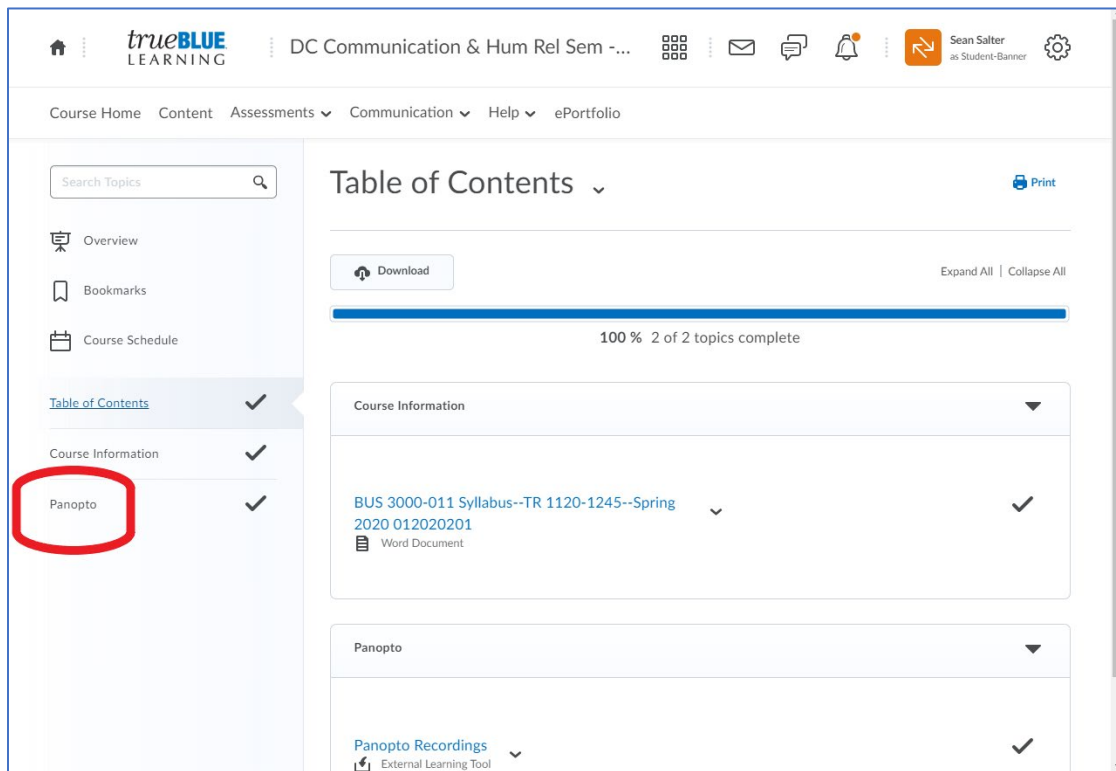# How to Upload Videos to D2L

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

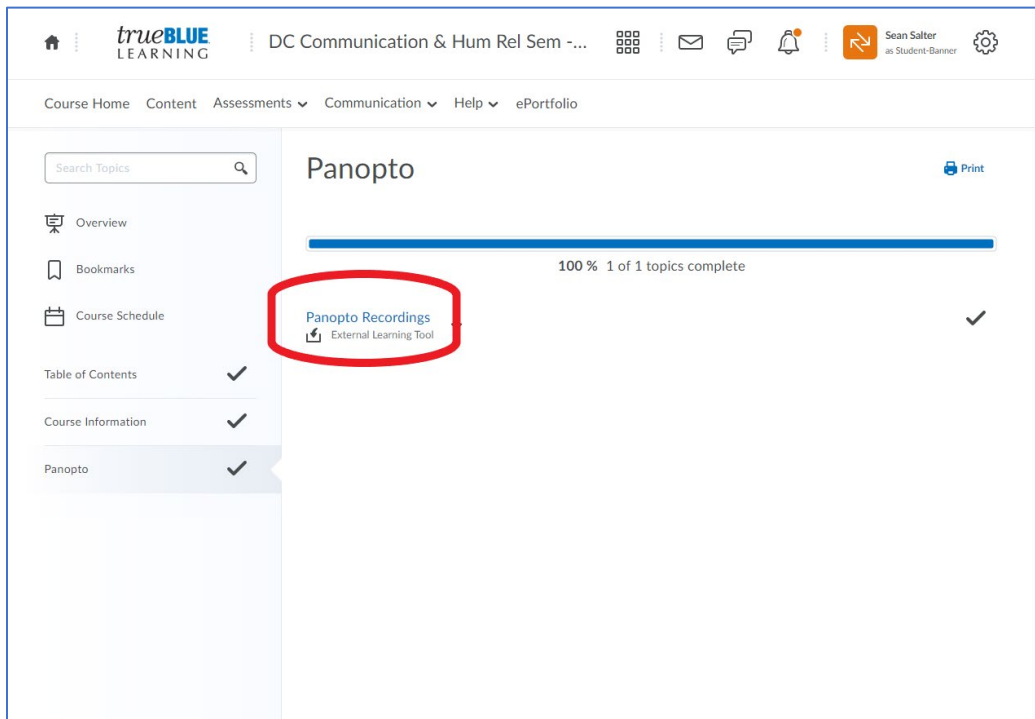Step 1: Log into D2L and go to the Table of Contents.

Step 2: Click on the "Panopto" module at the bottom of the Table of Contents:
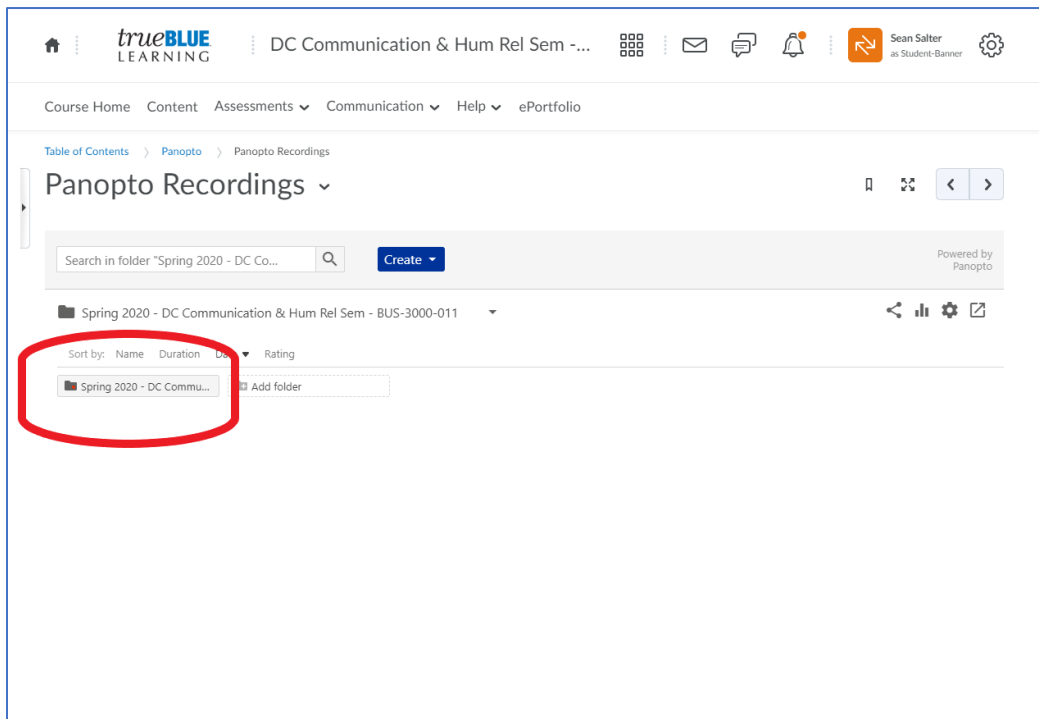
Step 3: Once you are in the Panopto module, you will see a link for Panopto Recordings. Click on "Panopto Recordings":
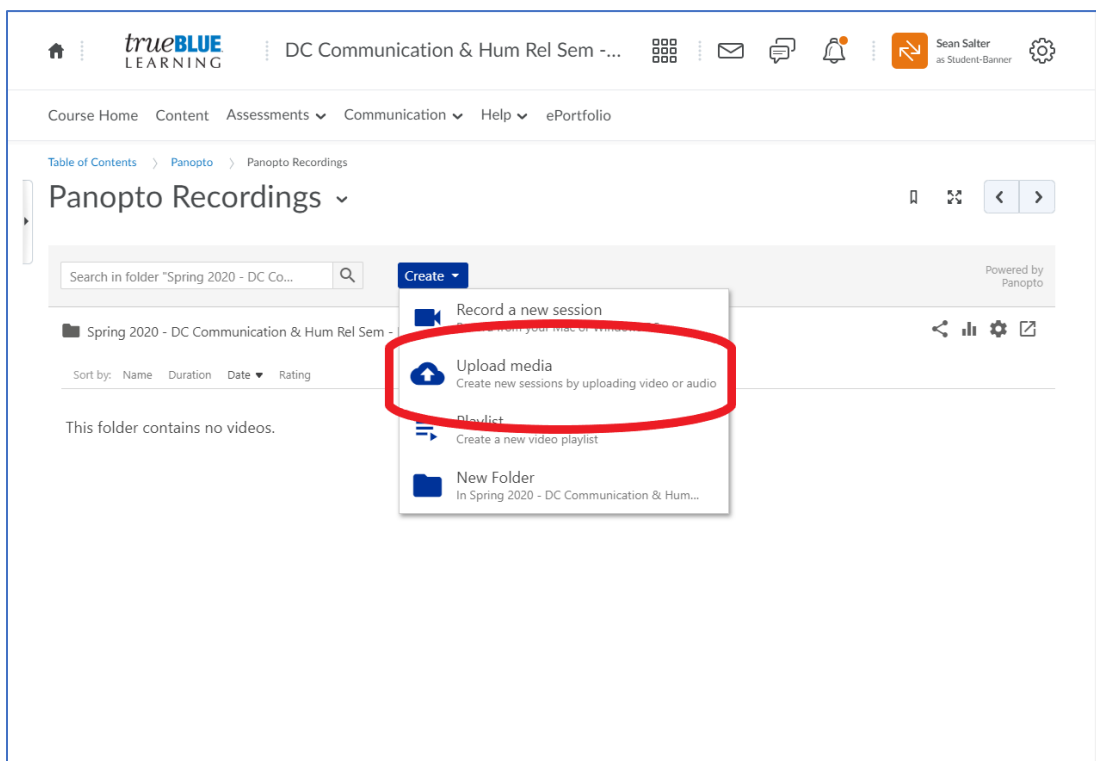

Step 4: Once inside the Panopto Recordings Folder, you will see a folder with "[assignments]" as the end of the folder name. You can hover over the folder to verify that this is the correct folder. Click on the "[assignments]" folder:
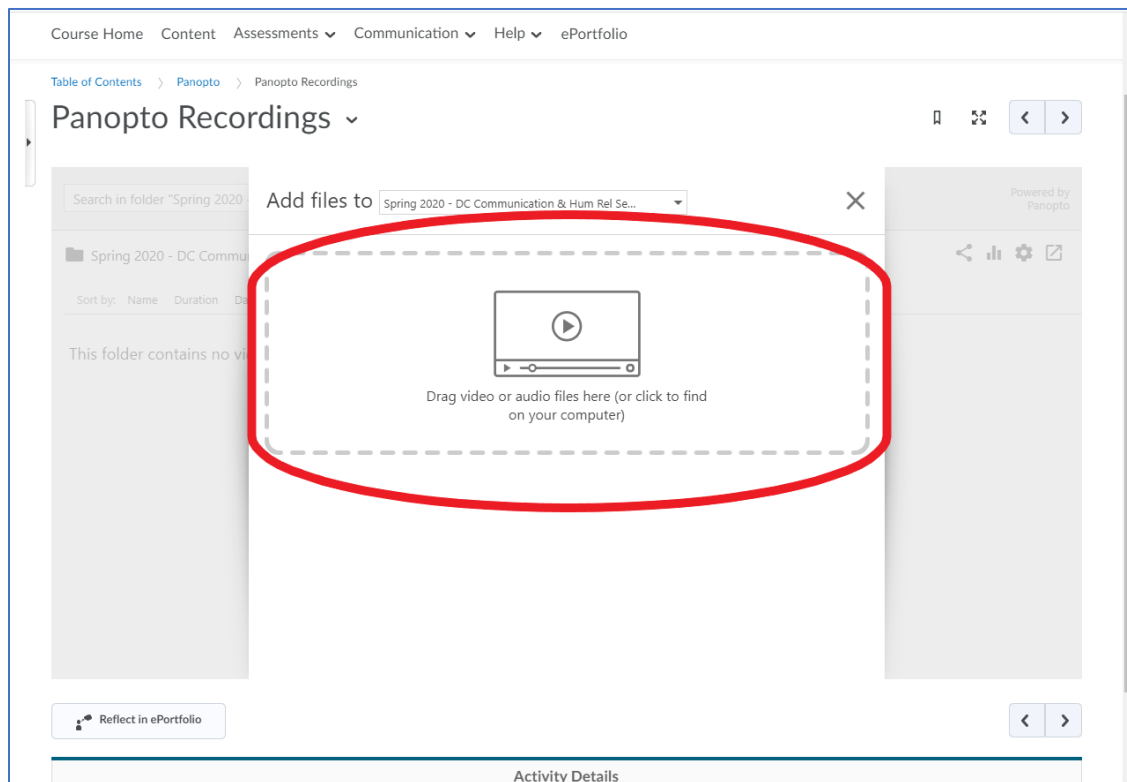
Step 5: Once you are in the "[assignments]" folder, you can click "Create" to upload your video:
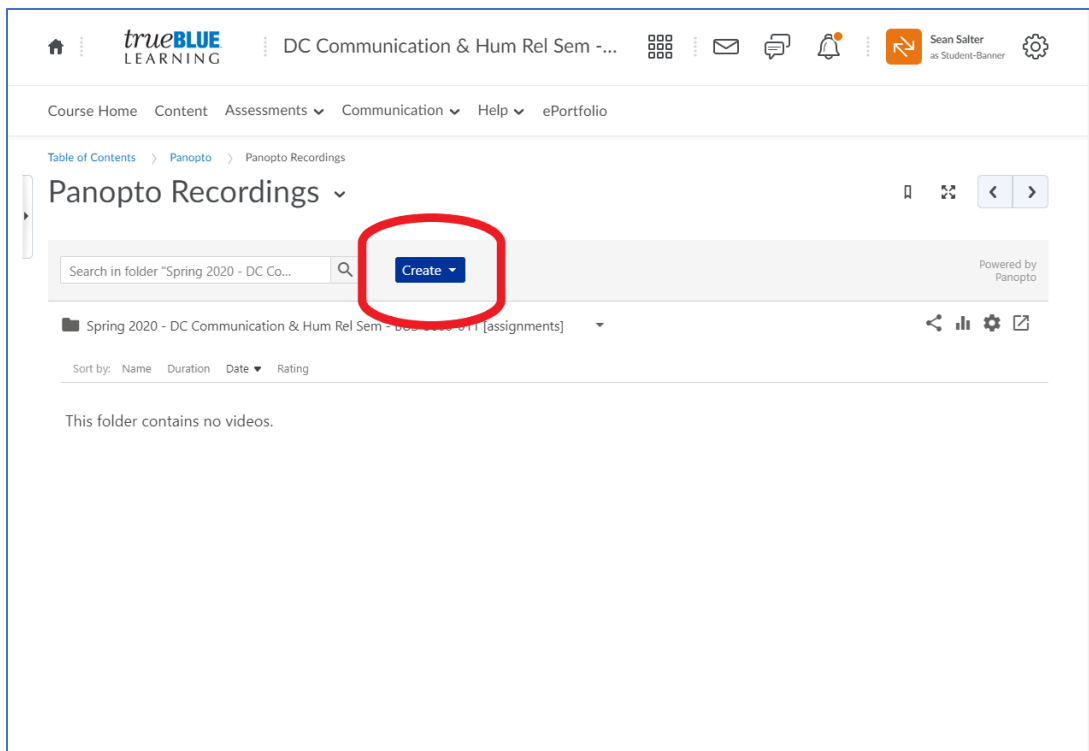
Step 6: Now select "Upload Media":

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

Step 8: 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 you name is Jane Doe, you would rename you 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.
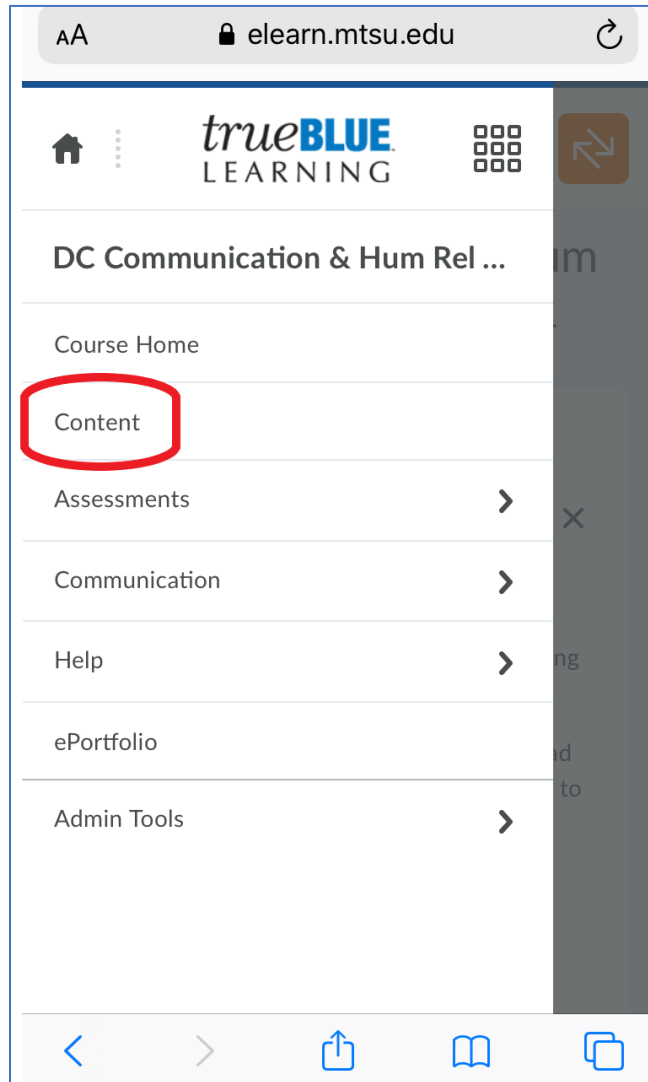
METHOD 2: From a Mobile Browser

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

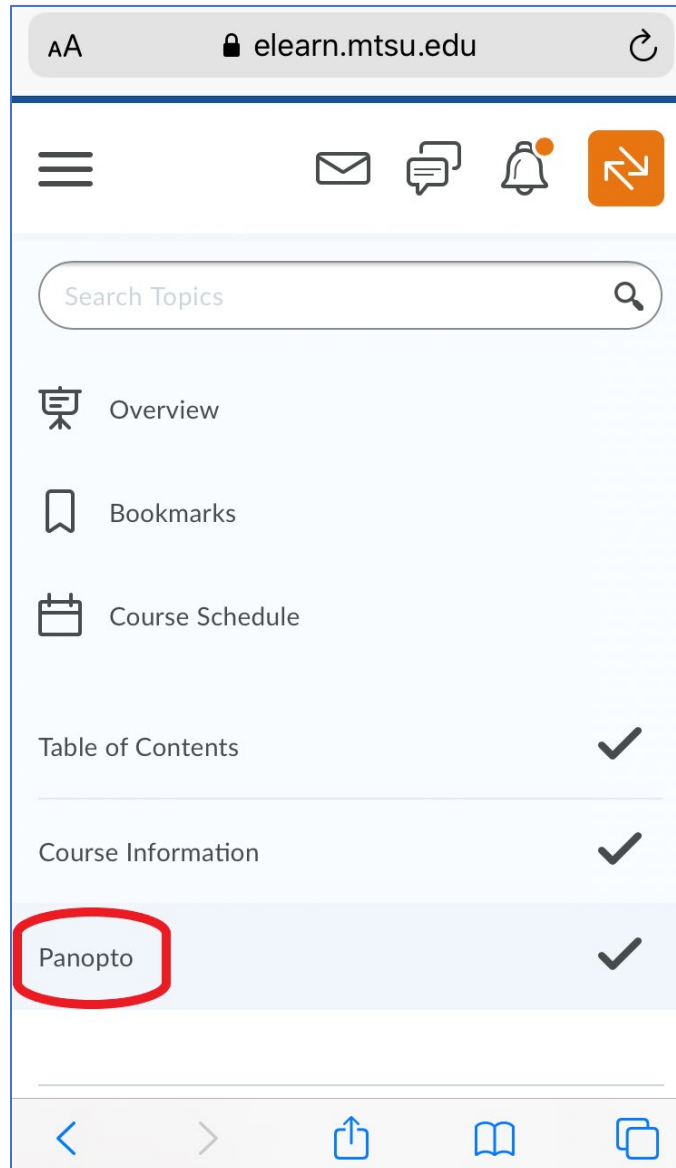Step 1: Open D2L (elearn.mtsu.edu) on your mobile browser. Select your BUS 3000 class.
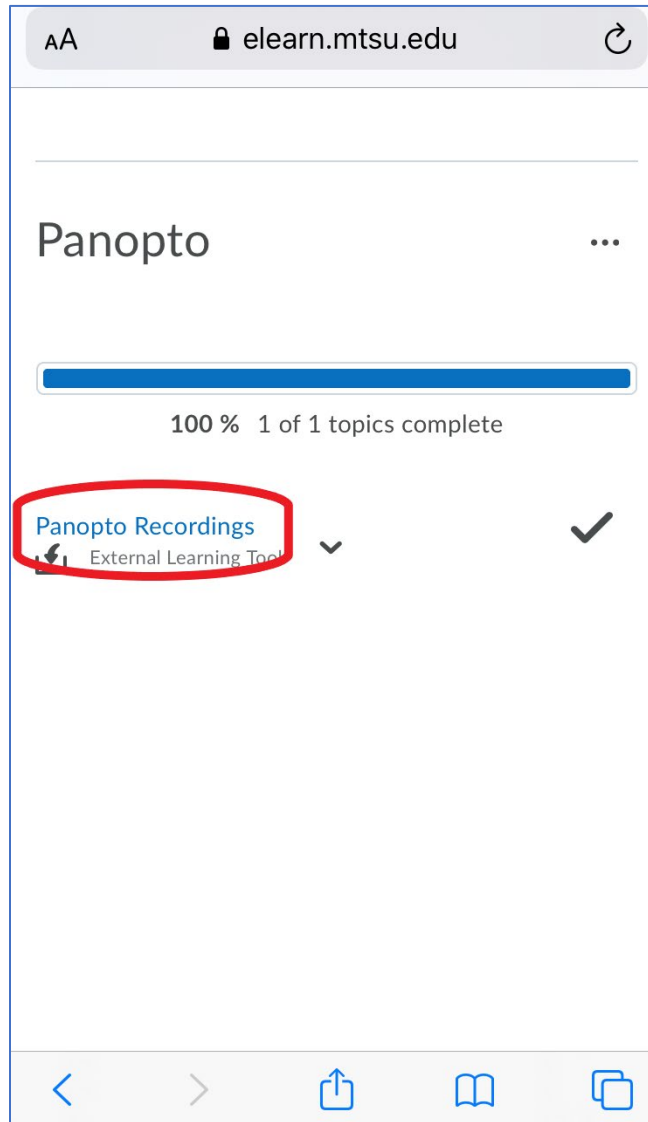
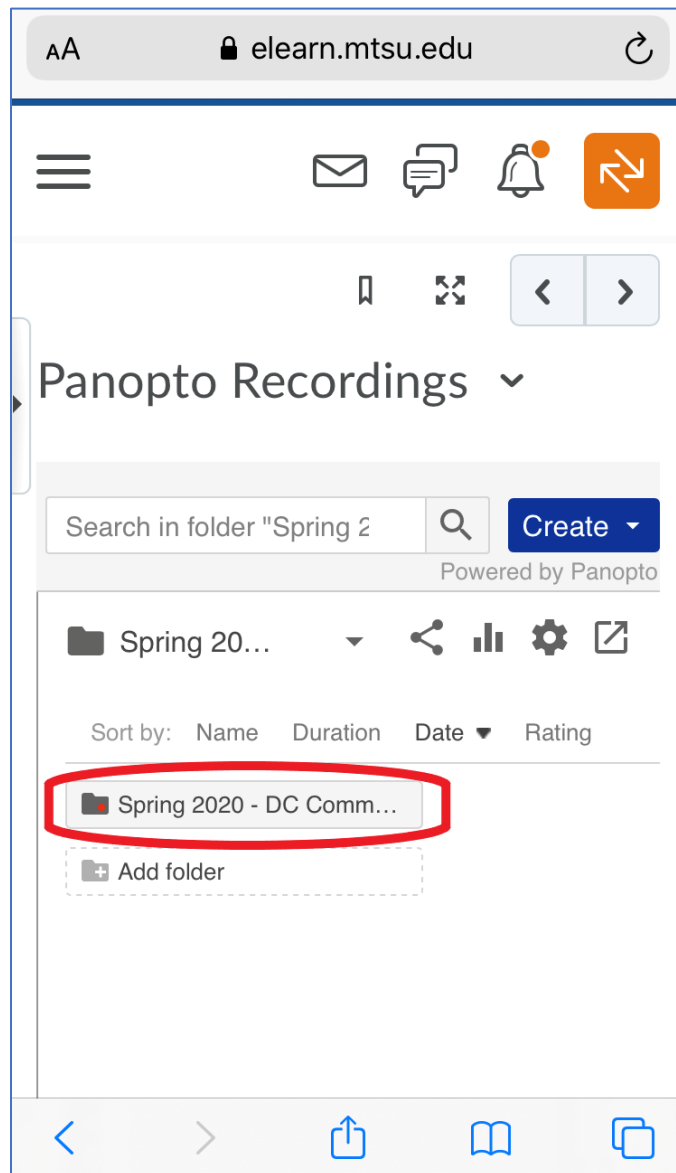Step 2: Click on the Menu icon:
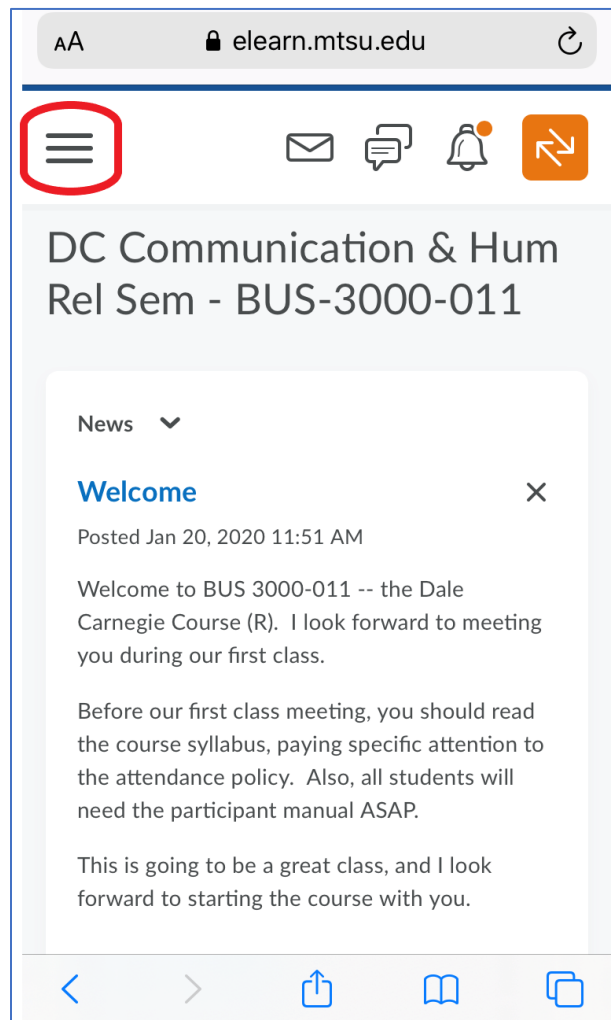
Step 3: Select "Content":

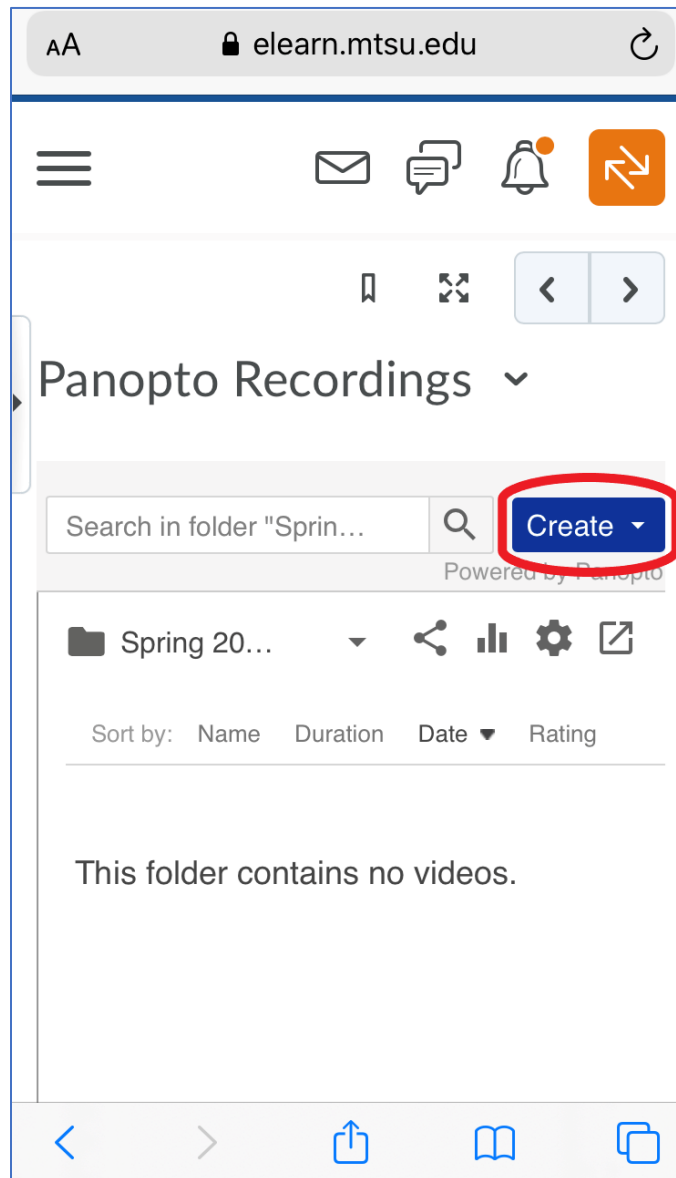Step 4: Select "Panopto" at the bottom of the Table of Contents. You may have to scroll down.

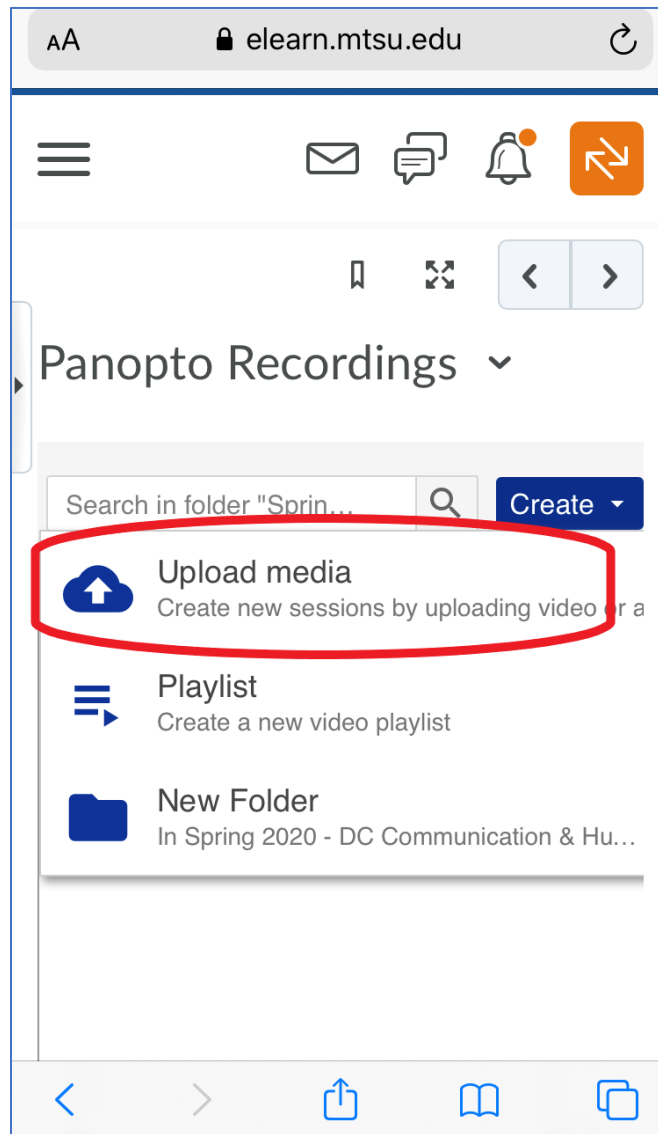Step 5: Select "Panopto Recordings":

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.
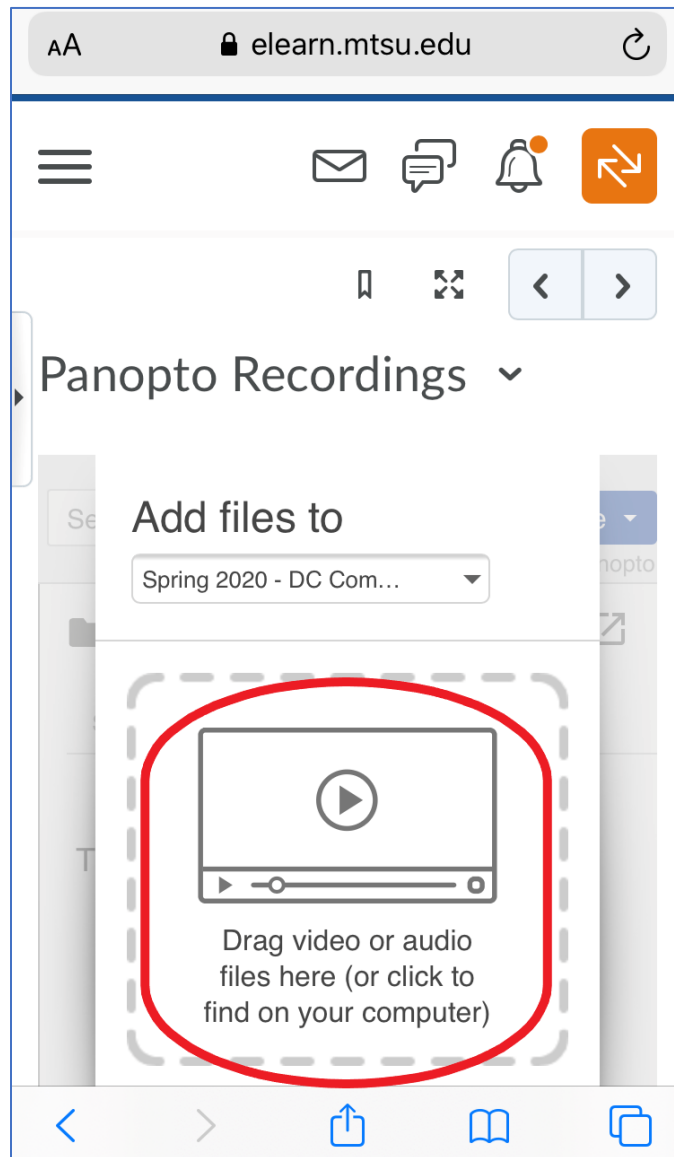
Step 7: Select "Create":

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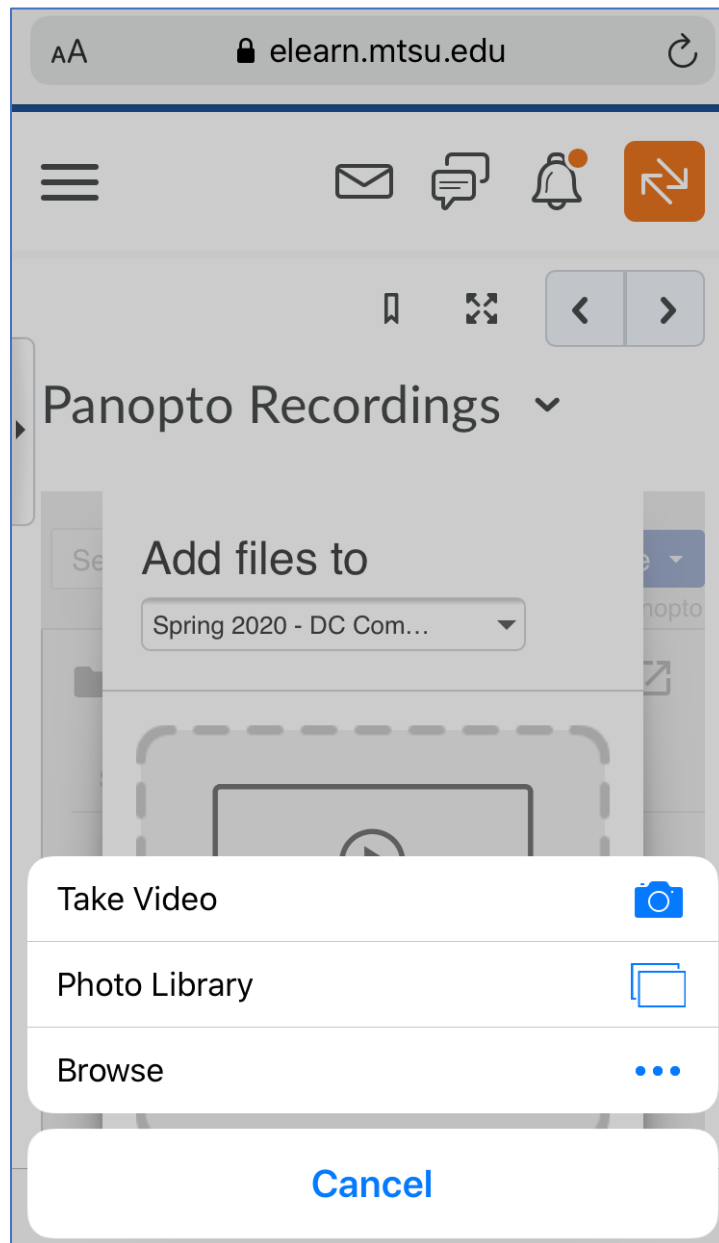
Step 11: You may now "X" out of the popup window.

Step 12: Select the video file name. You will see a "widget" or "gear" icon appear. Select the "widget" or "gear" icon:
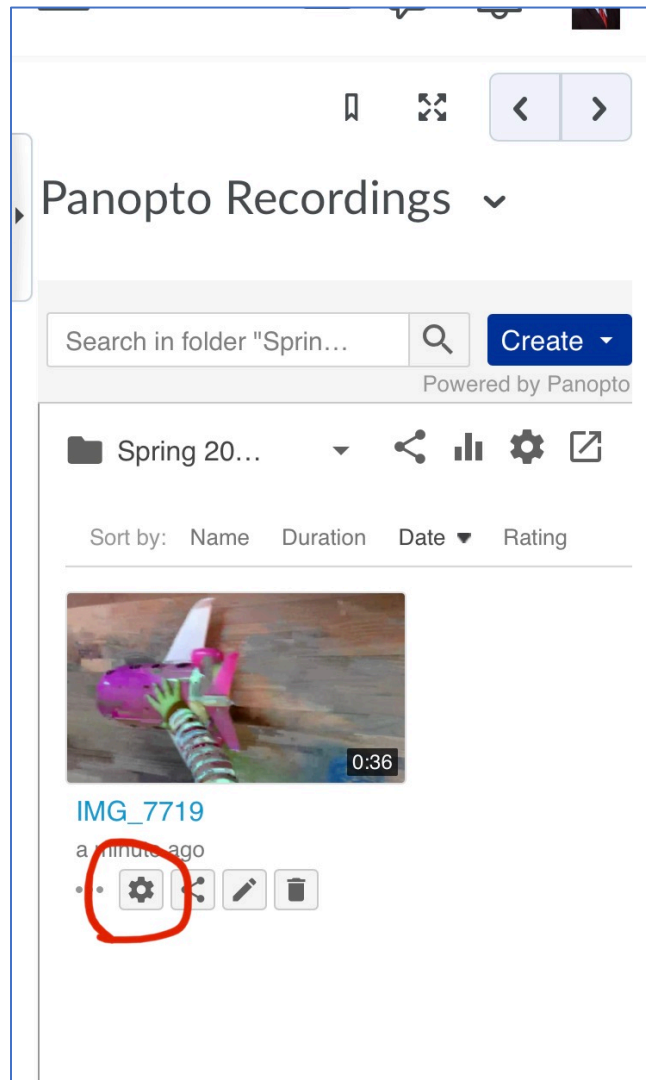
Step 13: You can now edit the video name by clicking on the blue "Edit" link to the right of the existing video name. Use the following naming method:

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.