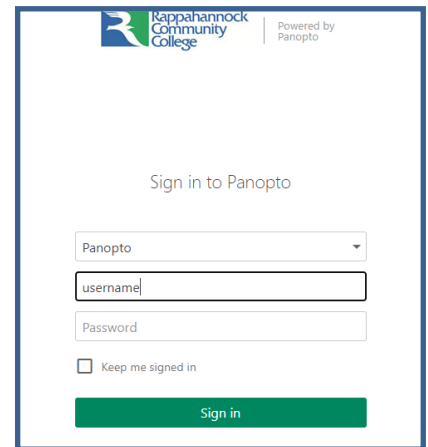


# Moving From Panopto to Studio

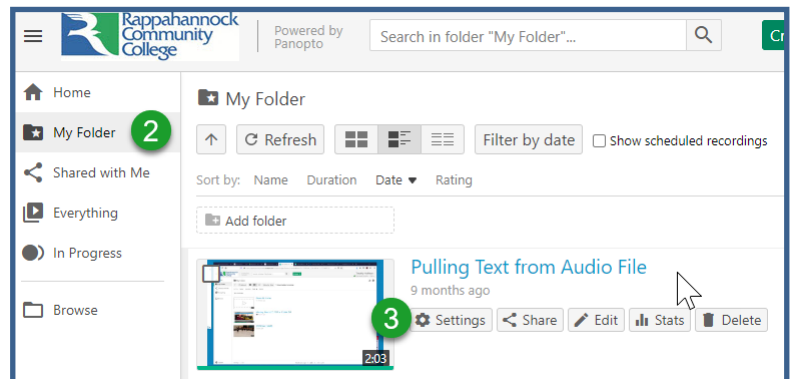
We will be needing to move our Instructional Videos from Panopto to Studio. Videos will need to be copied from Panopto and then uploaded to Studio. This will need to be done for Each Video Individually.

## Downloading from Panopto

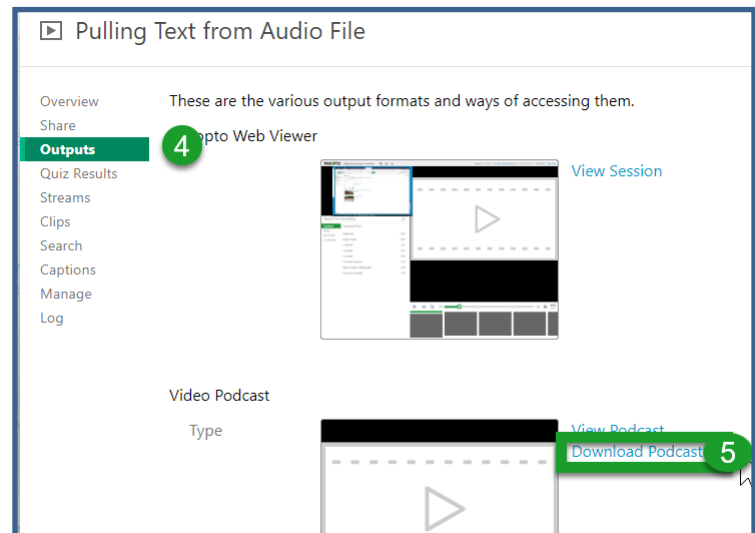
- 1) **Log into our Panopto Site** ([rappahannock.hosted.panopto.com](http://rappahannock.hosted.panopto.com)) with your Panopto credentials—if it has been a long time you may need to contact our Help Desk @[RCCHelp@rappahannock.edu](mailto:RCCHelp@rappahannock.edu).



- 2) **Navigate to your folder** on the menu on the left
- 3) **Select the Video** you want and click the **Settings** button for it.  
The buttons appear when you hover in line with the video.



- 4) In the Settings window, click **Outputs**



- 5) Then to the lower right, in the Video Podcast section, click **Download Podcast**
- 6) The browser you use will determine the final details of downloading the video, but generally it downloads as an MP4 file to your Downloads folder on your computer. You will need this file in the next procedure.



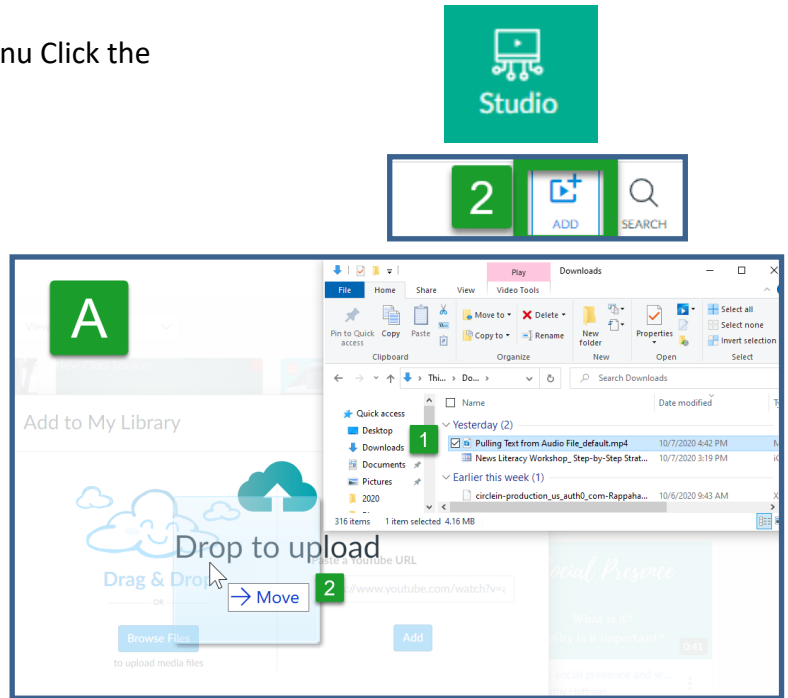
## Uploading into Studio

1) **Log into Canvas.** In the Global Navigation menu Click the **Studio** Icon near the bottom.

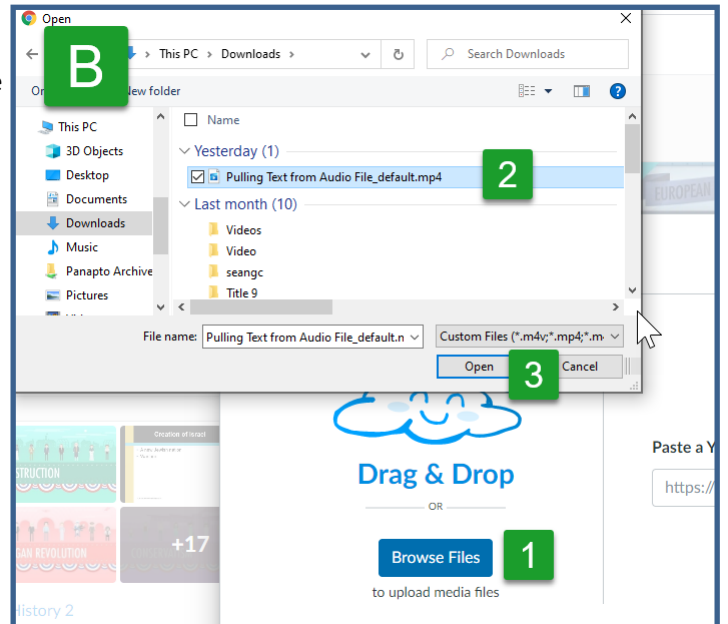
2) Click Add+ in the upper right

3) You may add files two ways:

A. Use the *Drag & Drop* ability to pull from your Downloads folder (if you have File Explorer up)



B. Use the **Browse Files** button  
Find & Select your file, click **Open** to upload the file



4) The status will show to you as your file uploads. Once it is done, your file is ready to be worked with or added to a Canvas course.

