


Panopto PDF Upload

Step 1

Go to <http://butler.hosted.panopto.com/Panopto/Pages/Default.aspx> and click "Log In." Insert your Butler username and password. You will be automatically redirected to the Sessions page.

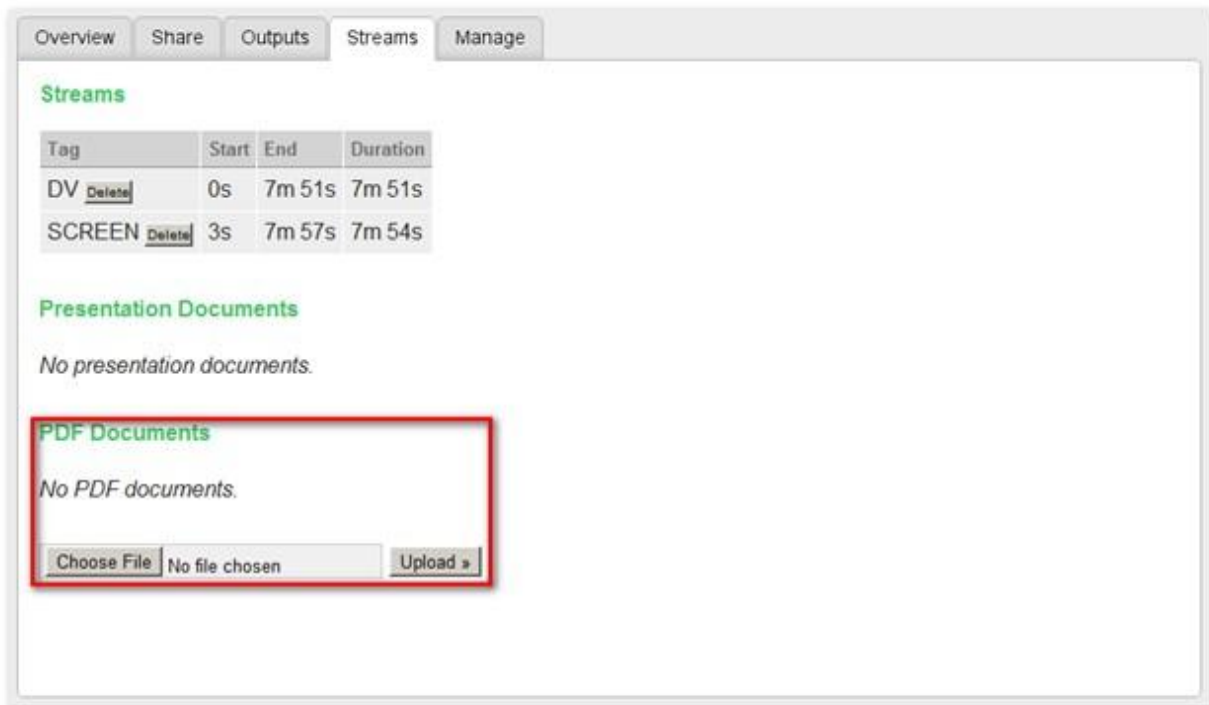
Step 2

Navigate to the folder that your session is located in. Once you are in the folder, you will see all recorded sessions. Move your mouse over any item in the list of sessions. Icons will appear to the right.

Click the "Settings" icon (the icon that looks like ). The Settings window will appear.

Step 3

At the top of the Settings window, click the tab labeled "Streams".



Step 4

Navigate to the area labeled PDF Documents. From here you can click "Choose File" and you can select the PDF document you would like to upload. Once you have selected the correct PDF file, click "Open".

Step 5

Click the "Upload" button and your PDF document will be uploaded to the session.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

"Upload PDF." Panopto Support. Web. 09 Jan. 2012. <<http://support.panopto.com/focus-4-articles/13-administration/335-upload-pdf>>.

Creative Commons Licensing



This quick guide is licensed under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License](https://creativecommons.org/licenses/by-nc-sa/3.0/).