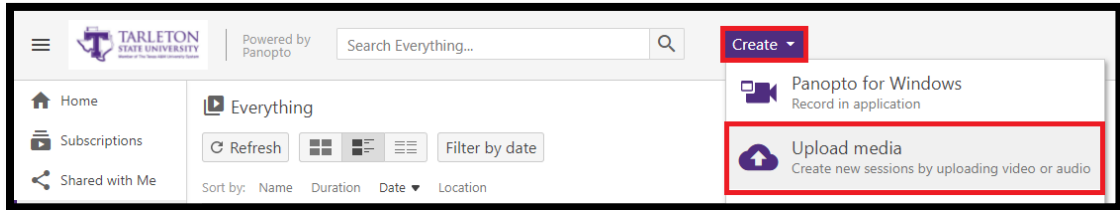


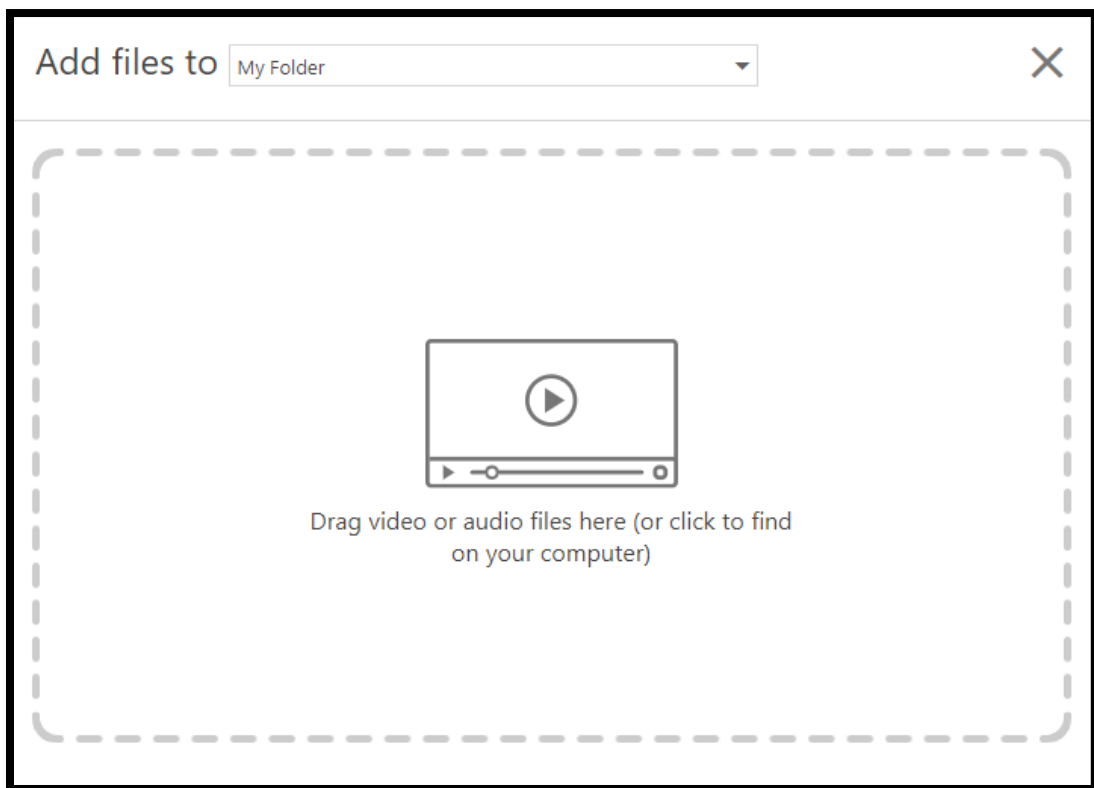
**Step 1:** Navigate to <https://tarleton.hosted.panopto.com/>

**Step 2:** Authenticate through Canvas (this step will be bypassed if you are already logged into Canvas)

**Step 3:** Select the **Create** button. From the drop down, select Upload media



**Step 4:** Drag your recordings into the files window or select to locate recordings.



**Step 5:** Wait until the files have been uploaded. A message will appear letting you know when it is safe to leave this screen. It will take some time for recordings to process.

View a help article on [how to share a video from Panopto](#).

View a help article on [how to download recordings from Zoom cloud](#).