

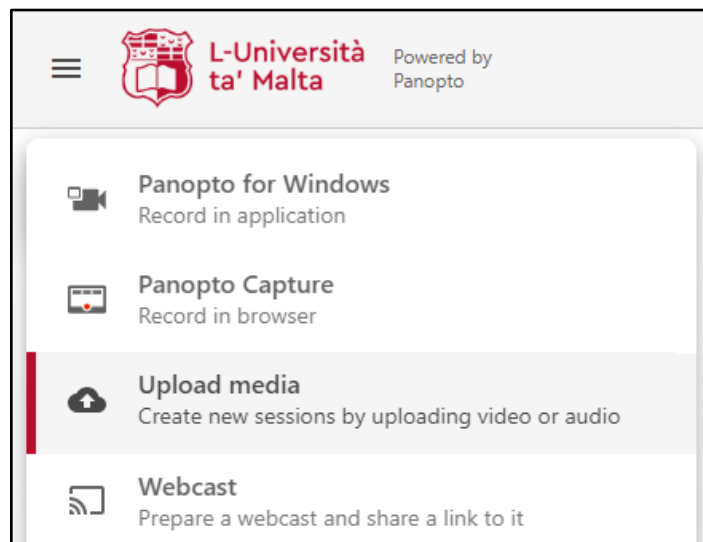
## Uploading media files to Panopto

Tutors are able to upload video or audio files (created outside Panopto) directly to a Panopto study-unit folder. The uploaded videos can be used in the same way as a Panopto video recording. For example, tutors can add quizzes and captions to the uploaded videos.

Panopto supports a range of video and audio file formats, including AVI, MP4, WMV, MP3 and [more](#).

Tutors are encouraged to use the Panopto *Upload media* feature instead of the standard *Add file* feature in the VLE to upload video and audio files.

1. Access the [UM Panopto platform](#).
2. Click the **Browse** button from the left menu.
3. Access the required folder where you would like to upload the media file. You may type in the study-unit code in the *Search* text field to immediately list the corresponding study-unit's folder.
4. Click the **Create** button and choose the **Upload media** option.



5. Drag the required file to the designated area, or click to locate the file on your computer. Do not close the dialog box until indicated that it is safe to do so.

