

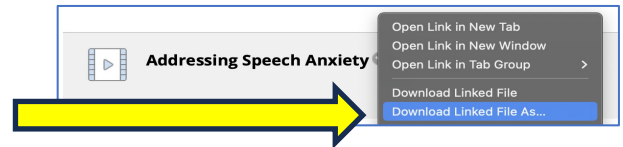
Migrating Blackboard Videos to a Canvas Panopto Folder



This guide explains how to download a video file that was previously on Blackboard and then how to upload the same video file to a Panopto course folder in Canvas.

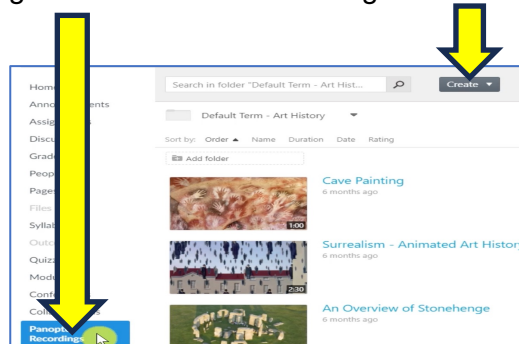
Step 1: Download Your Video Files from Blackboard

- Log into your Blackboard course at ole.sandiego.edu. Then navigate and click on Courses, on the left side menu.
- Locate the video you would like to download and right click on the video. Depending on the browser, you'll select either "Save Video", "Save Video As" or "Download Linked File As..."

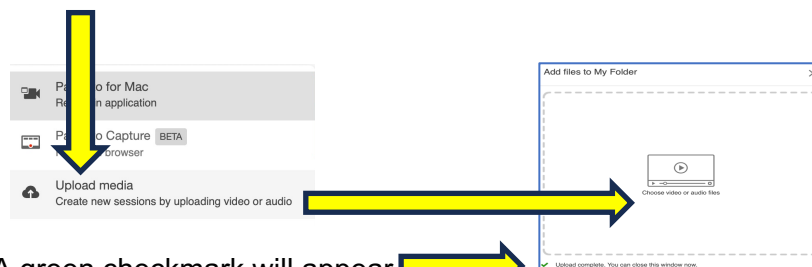


Step 2: Upload Video Files While Inside Canvas to Panopto

- Sign in at sandiego.instructure.com with your credentials using the "MySanDiego" login option.
- Navigate to your Panopto Recordings tab on the left-hand navigation then click the "Create" button (top right of the screen).



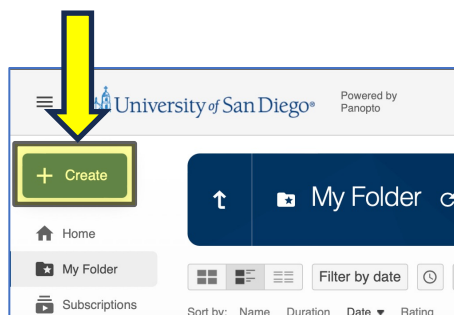
- The "Upload Media" option from the "Create" button will appear. Select this option then follow the prompt to upload media from your computer.



A green checkmark will appear to show your file has been uploaded successfully.

If your Panopto folder in Canvas is not available yet, upload directly to Panopto.

- If you don't have access to your Panopto folder inside Canvas yet, you can upload directly to Panopto for now.
- Go to sandiego.hosted.panopto.com and sign in with your credentials using the "MySanDiego" login option.
- Navigate to your "Create" button above the left-hand navigation.



Note: By default, your videos will upload to your "My Folder" unless you select another course folder. To move or copy videos to another folder, watch this video: [Batch Copy and Move Videos](#)