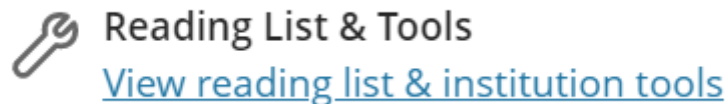# How do I upload a video to Panopto for assessment?

This guide demonstrates how to upload a video to Panopto for assessment.

You can use your own video which has been recorded on your smartphone, tablet or home computer.

You can also record on campus as there are numerous locations where the Panopto recorder is available for you to use.

Important: Before you can use the Panopto recorder, you must login to your module and add yourself to Panopto.

Click on **View reading lists & institutional tools** then click on **Panopto – Add yourself to Panopto.**

The Panopto App only allows for recording on iPhones and iPads.

Uploading a recording from your smartphone, tablet or PC

1   Login to the Panopto site. https://northumbria.cloud.panopto.eu

If you are off campus you will need to click the Green **Sign in** button, followed by logging in with your username and password. Otherwise if you are on campus you will be taken straight through to the Panopto site.
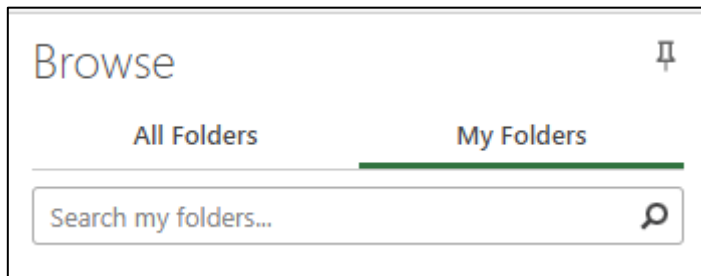
2   You will need to find your module folder in the Panopto site to upload your video to.

Click the **Browse** button

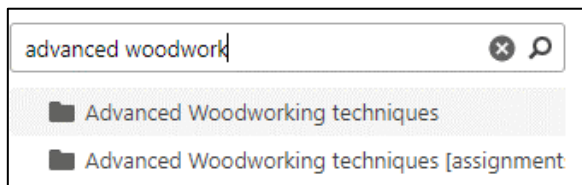| 📁 Browse | ‹ |

Select My Folders and then search using your module code. (E.g. FY5087)

Browse   📌

  All Folders   My Folders
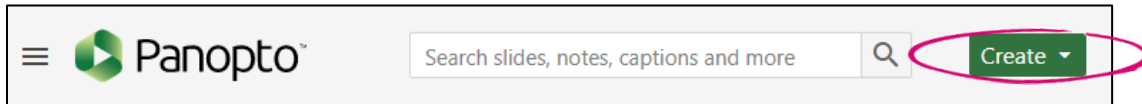
  Search my folders...   🔍

3   Click on the arrow to the left of the folder to expand it, you will see a folder inside there with a red dot on it suffixed with [assignments]
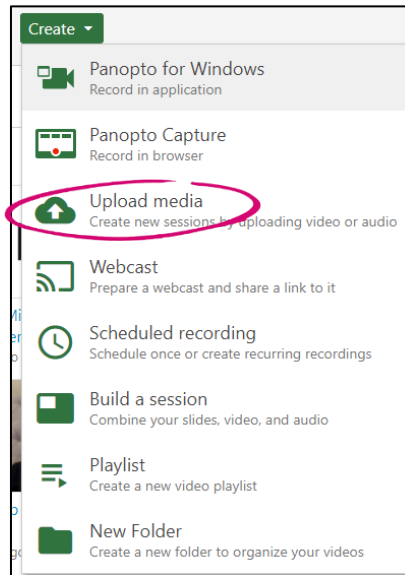
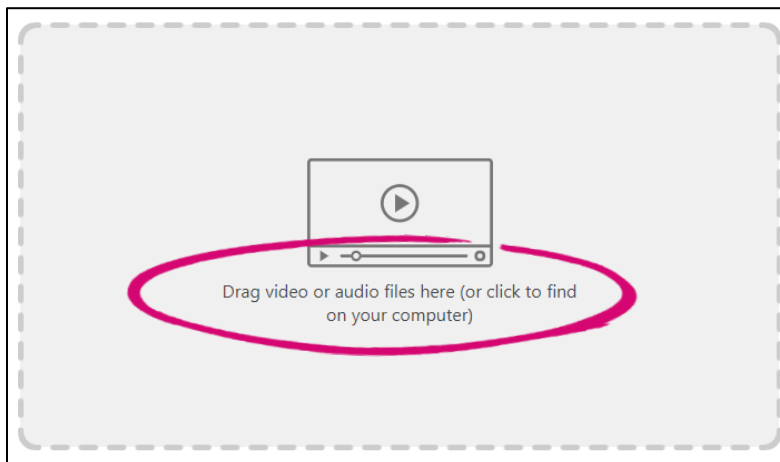Click on the [assignments] folder to open it

advanced woodwork   ⊗ 🔍

  📁 Advanced Woodworking techniques
  📁 Advanced Woodworking techniques [assignment

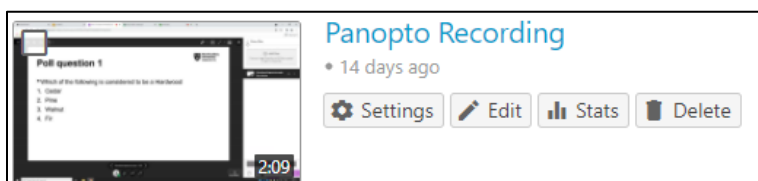**4** Click the green **Create** button at the top of the web page to open the menu.
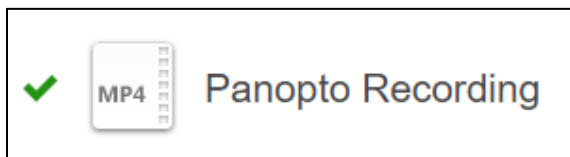

Select **Upload media**

5 A pop up window will appear and you will be given an option drag and drop media in or click the cut out to browse your computer for a file.
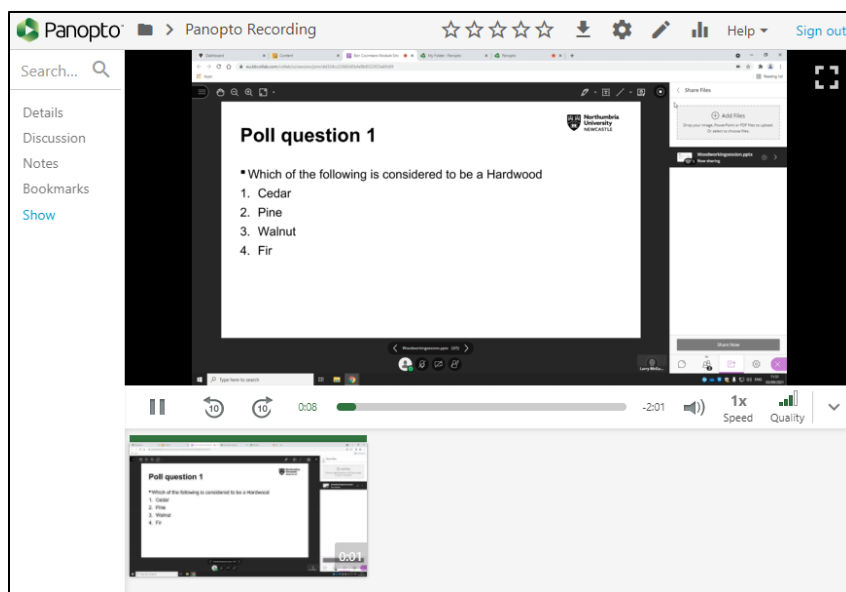

Your file will upload and will begin to process in the folder.

6   Once it has been uploaded successfully you will be able to watch the video.

Please note: it is advised that you watch the video to ensure there are no issues with sound or video quality. If you experience problems with this, please try uploading in a different file format.