

# How do I create a Panopto recording for assessment



This guide demonstrates how to create a Panopto recording 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 Panopto is available and you can do your recording there.

**Please note:** 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.hosted.panopto.com/>

A screenshot of the Northumbria University login page. It features the university's logo and name at the top left. Below this, the text "Enter your Northumbria Username and Password" is displayed. There are two input fields: "Northumbria Username" and "Password". At the bottom left, there is a black "Sign in" button.

Northumbria University  
NEWCASTLE

Enter your Northumbria Username and Password

Northumbria Username

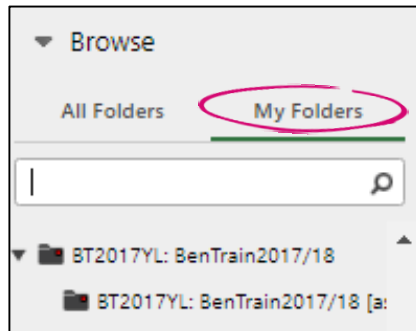
Password

Sign in

- 2 You will need to find your module folder in Panopto online to upload your video to.

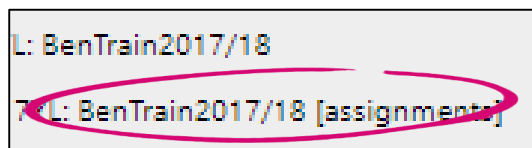
Click the **Browse** button

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



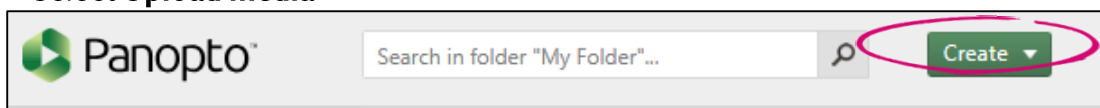
- 3 Click on the arrow to the left of the folder to expand it, you will see a folder inside there with a red dot on it suffixed with [assignments]

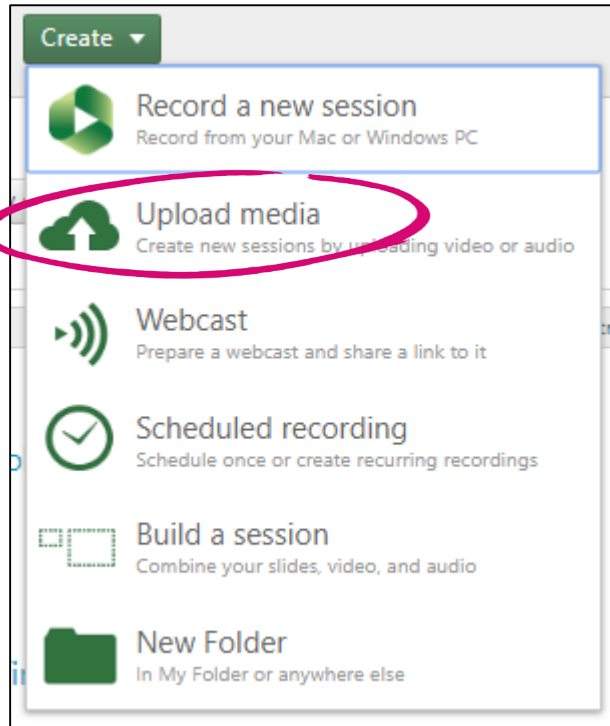
Click on the [assignments] folder to open it



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

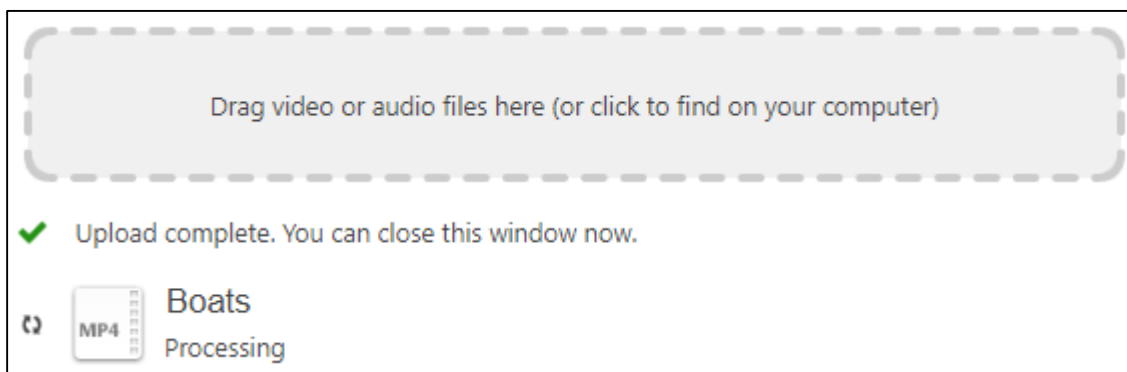
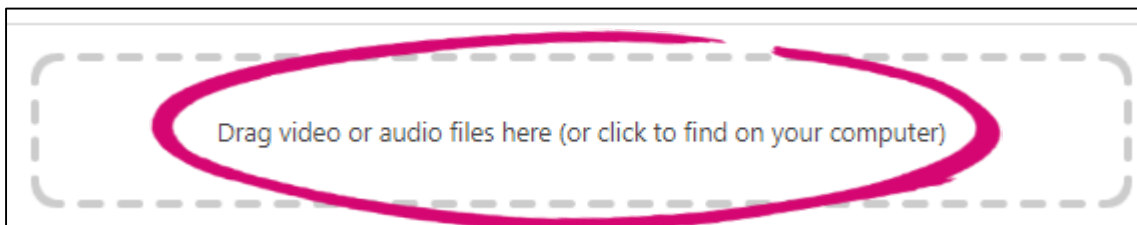
Select **Upload media**

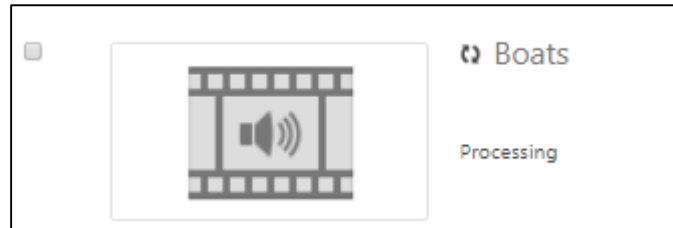




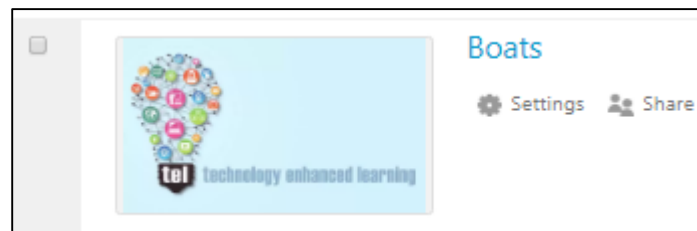
- 5** A pop up window will appear and you will be given an option drag and drop media in or click the cut out to browse your computer for a file.

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.




### IT Support - open 24 hours, 365 days a year

Email [it.help@northumbria.ac.uk](mailto:it.help@northumbria.ac.uk)

Phone 0191 227 4242

Chat [northumbria.ac.uk/itchat](http://northumbria.ac.uk/itchat)

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