Uploading previously recorded video

Friday, March 13, 2020       12:22 PM

Use the Create button to upload previously recorded videos

1. In a web browser, go to Panopto at [www.lakeforest.edu/video].
2. Sign in with the red button in the upper right corner.
3. Enter your Moodle username and password. This signs you into Panopto.
4. Select the red Create button in the center and choose Upload media.
5. After Add files to, select the menu to see a list of your course folders. Choose the course folder where you want the video.
6. Select Choose video or audio files. Browse through your computer and select the video to upload. Press Open to upload. You will see a progress bar as the video uploads. This may take some time. Do not close the window while the video is uploading.

7. Close the window when the upload is complete.

8. After processing, the video will be available for viewing in the course folder.