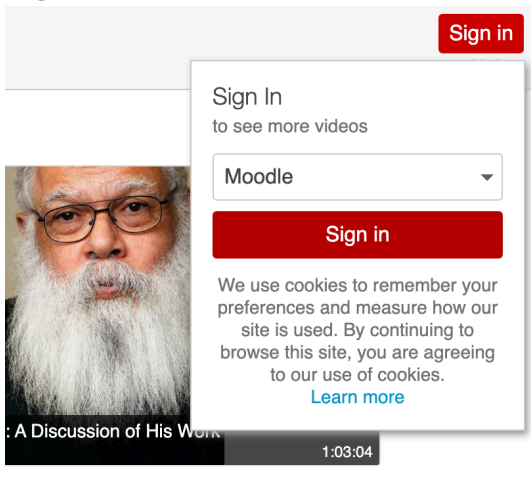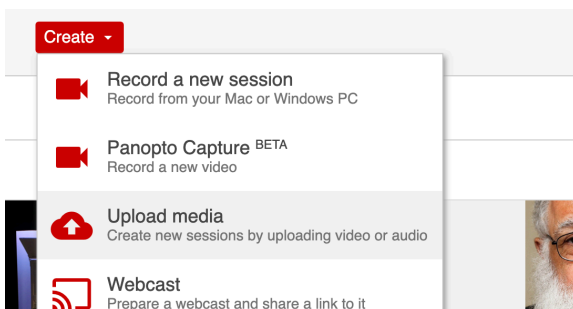# Uploading previously recorded video

Friday, March 13, 2020   12:22 PM

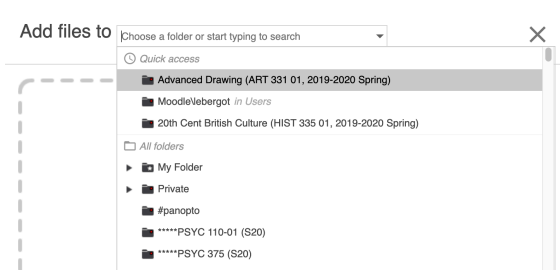Use the Create button to upload previously recorded videos

1. In a web browser, go to Panopto at www.lakeforest.edu/video.
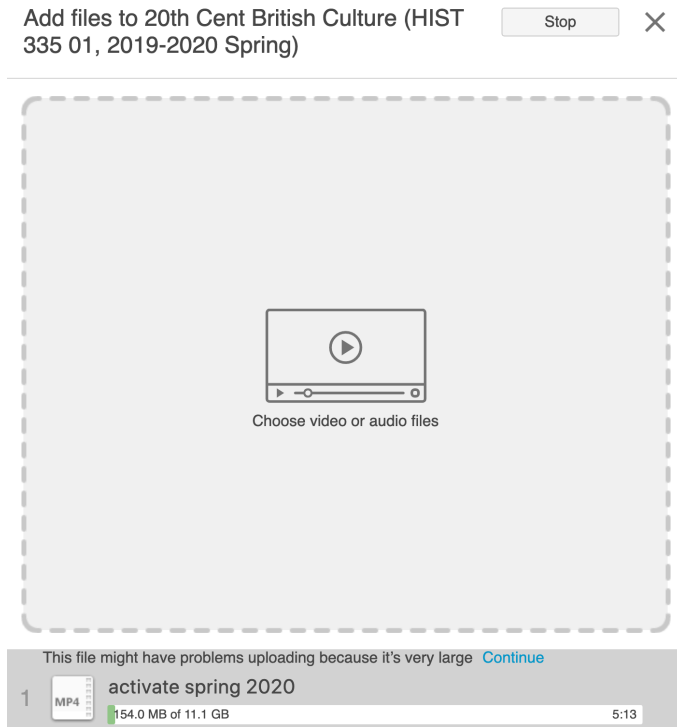2. Sign in with the red button in the upper right corner

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.
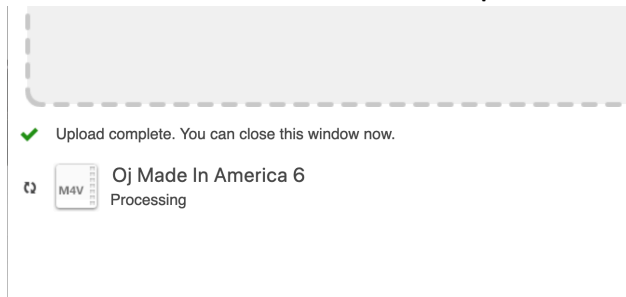

5. After Add files to, select the menu to see a list of your course folders. Choose the course folder where you want the video.

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

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Add files to 20th Cent British Culture (HIST 335 01, 2019-2020 Spring)   Stop   ✕

Choose video or audio files

This file might have problems uploading because it's very large   Continue

| 1 | MP4 | activate spring 2020 | |
| | | 154.0 MB of 11.1 GB | 5:13 |

7. Close the window when the upload is complete.

✔   Upload complete. You can close this window now.

↻   M4V   Oj Made In America 6
Processing

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