Quick Guide – Panopto: Assignment Submissions using Uploaded Videos and Panopto Video Links

This Quick Guide will take you through the process of uploading a video file to Panopto and obtaining a link to the Panopto video, for the purposes of submitting it to an assignment.

Uploading your video to Panopto

1. Go to the University's Panopto website.
2. If you are already signed in to MyAberdeen you should automatically be taken to the **Home** page in Panopto. Skip to step 4 below.
3. If you are not already signed in to MyAberdeen you will be prompted to sign in once you click the page linked above. You will be presented with the **Sign in to Panopto** screen. Make sure **MyAberdeen** is selected in the drop-down menu (it should be the default option) and click **Sign in**. You will be taken to the **Home** page in Panopto.
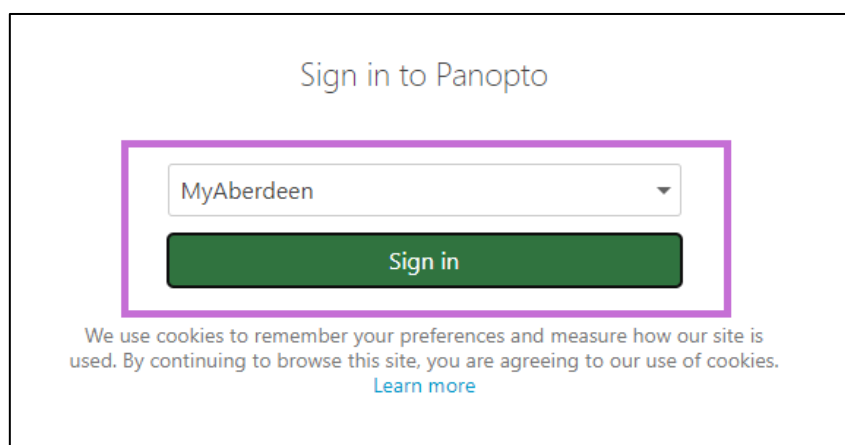

Figure 1 Panopto – Sign in screen

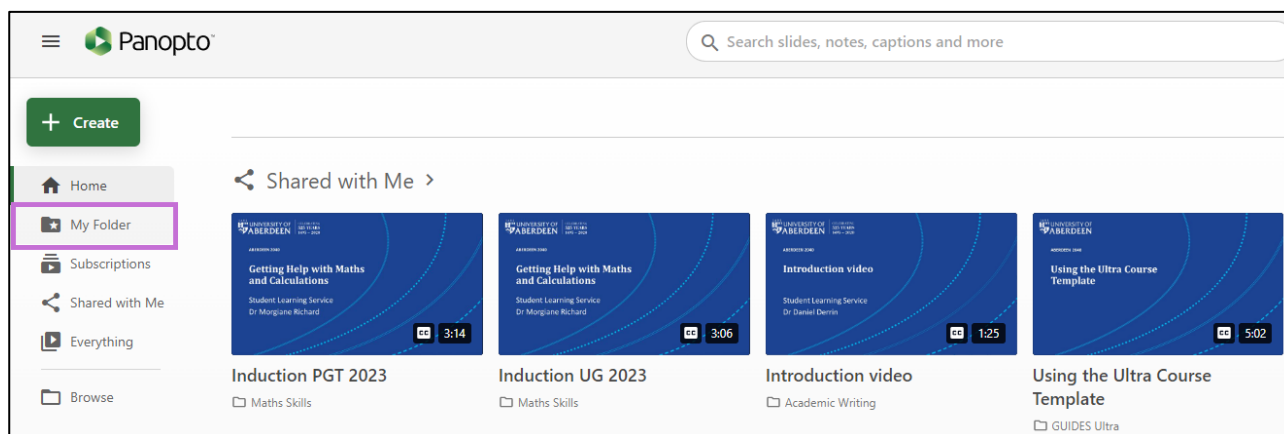4. From the **Home** page navigate to the **My Folder** page.

Figure 2 Panopto 'Home' page

5. Whilst in the *My Folder* page click the **Create** button then select the **Upload media** option.
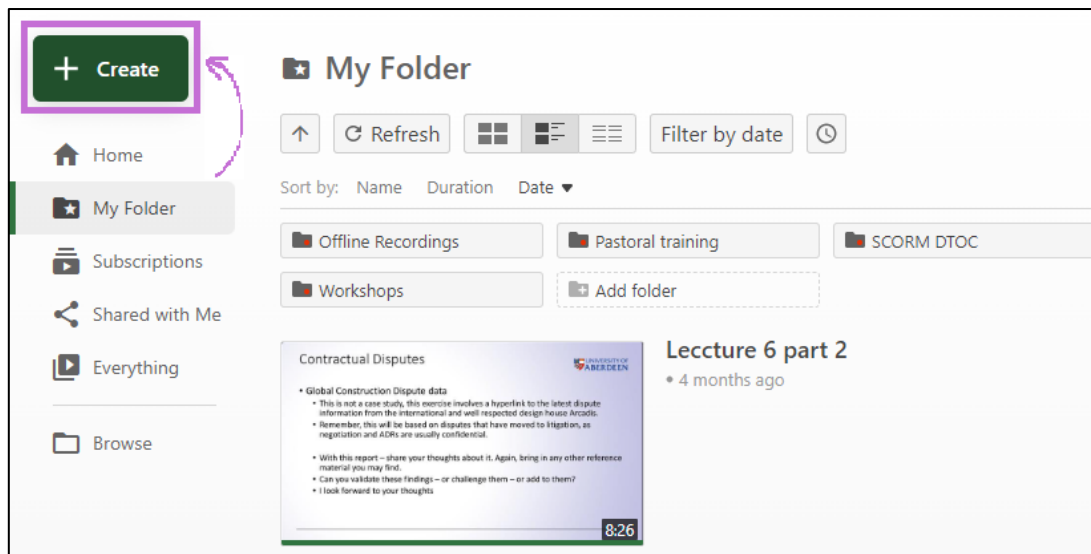

Figure 3 'My Folder' page and 'Create' button

6. A small window will pop-up on the screen. Within here you can either drag and drop your video file or click on the pop-up area to find it on your device.
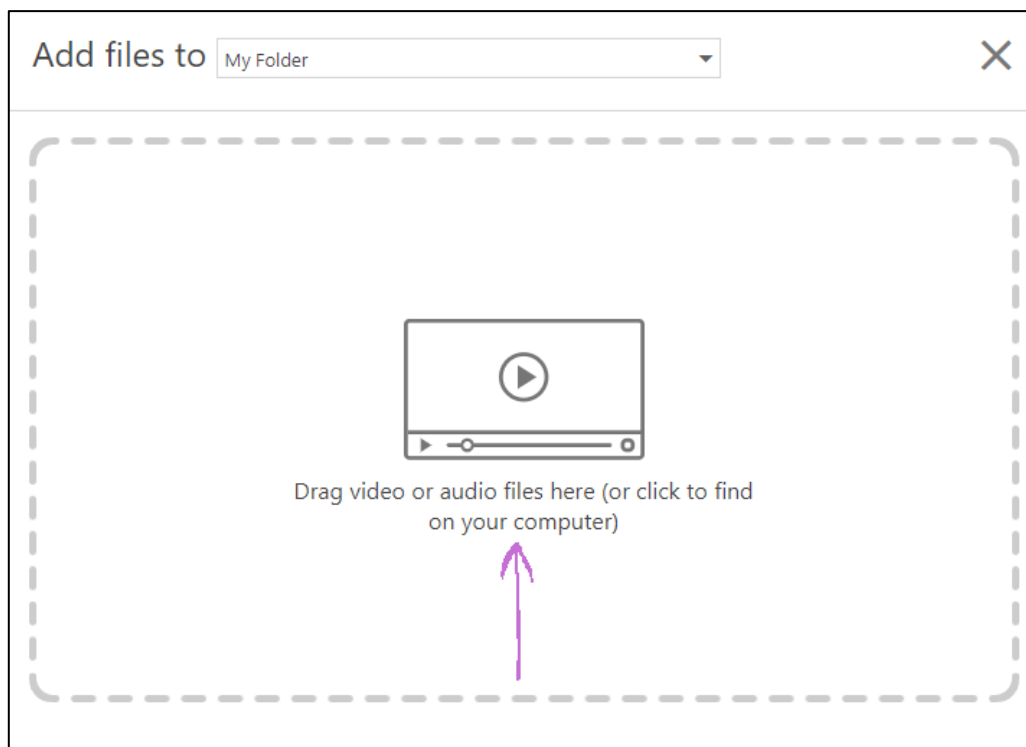

Figure 4 'Upload media' pop-up page

7. Once the video has been added to this area it will then upload and begin processing - this can take some time to finish depending on the size of your video. A message will tell you when you can close the pop-up window.
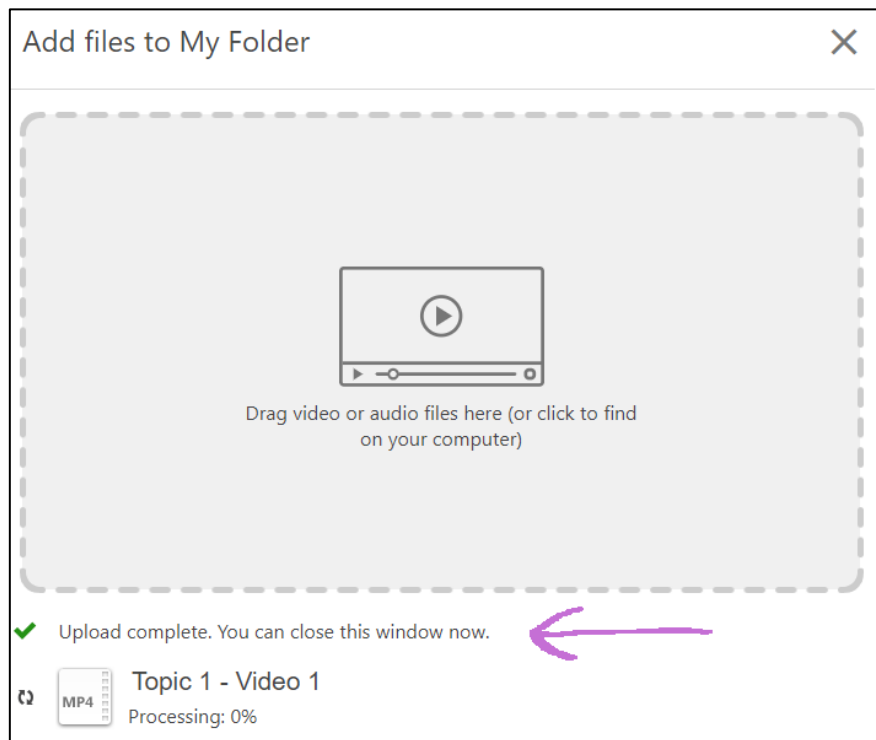

Figure 5 Video processing on 'Upload media' pop-up page

Sharing a link to your video

1. After the video has finished uploading and processing it will appear in your *My Folder* page. Hover your mouse over the video and click on **Share**.
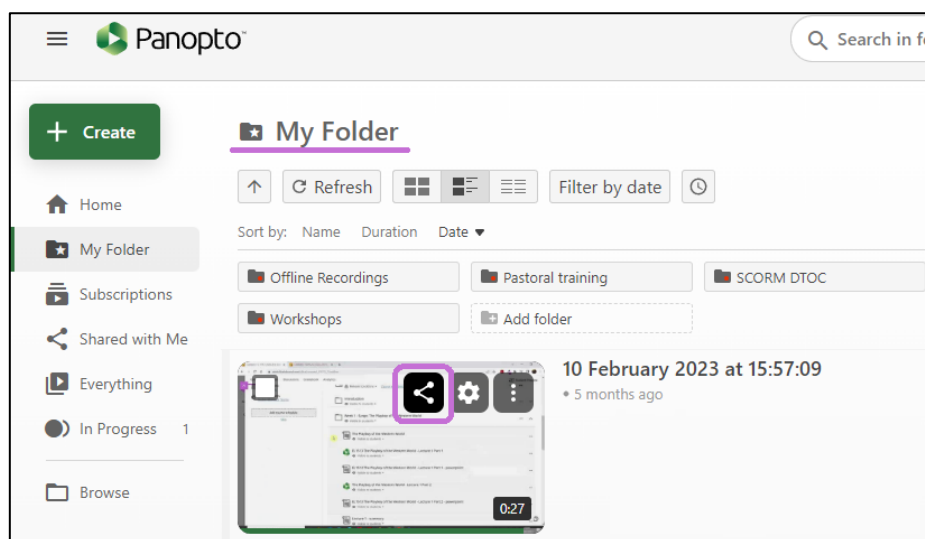

Figure 6 'Share' button seen when hovering over video

2. The video access permissions panel will open up. Under the **Who can access this video** heading click on the **Change** text.
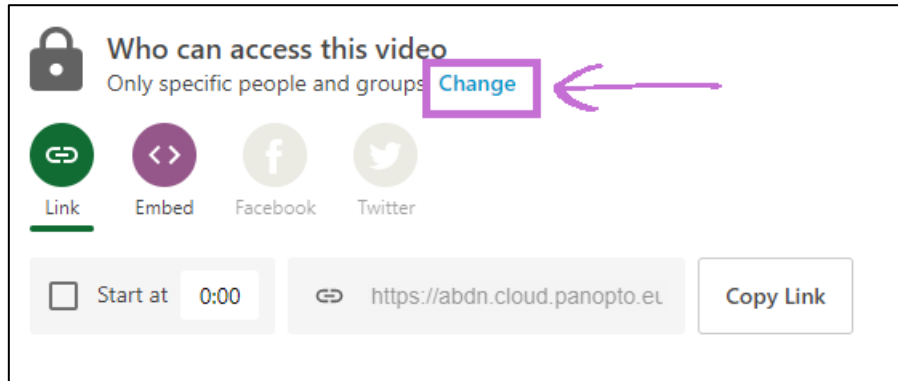

Figure 7 'Change' button used for modifying video access permissions

3. A dropdown menu will open. Choose the option **Your Organisation (unlisted) Anyone at your org who has the link**.
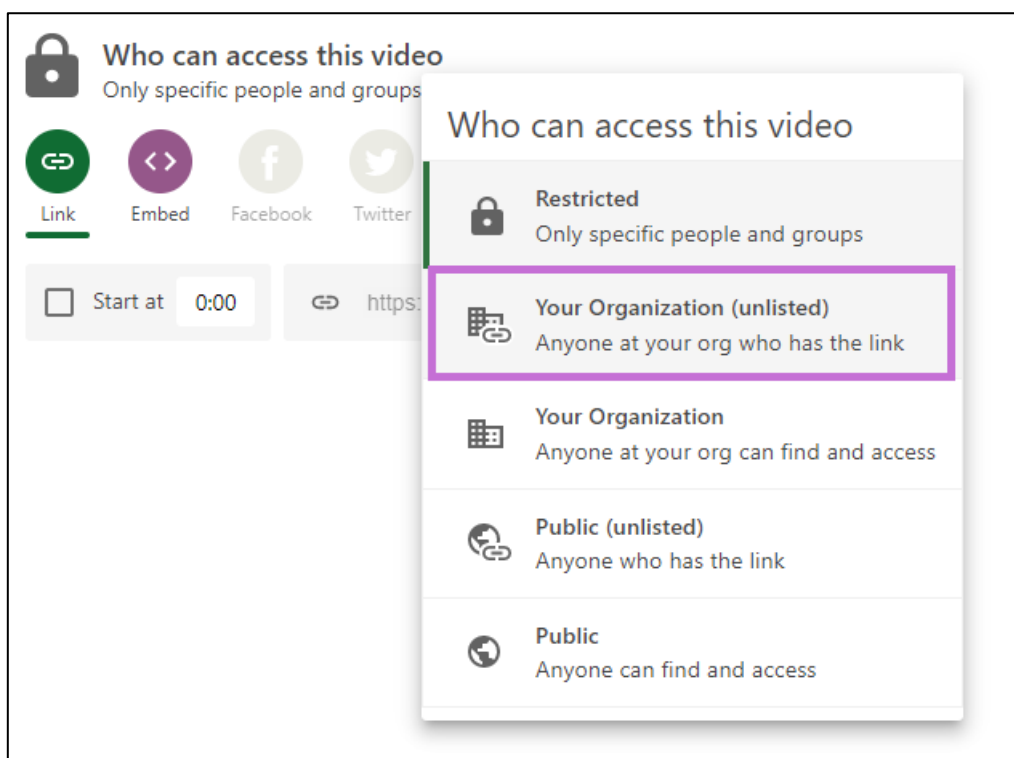

Figure 8 Video access permission options within the 'Change' menu

4. The new share permissions will be visible under the *Who can access this video* heading.
5. Click on **Copy Link**, located below the *Who can access this video* heading. The link you copied is what you need to submit in your assignment document.

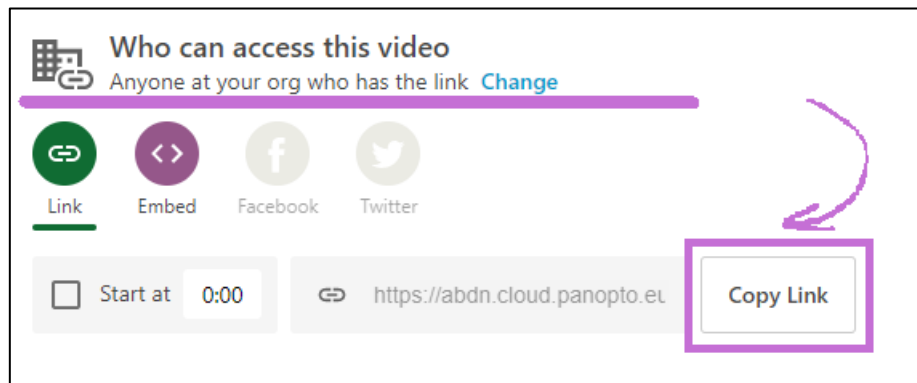*Figure 9 Copying a video link from 'Share' tab*

Further Resources

- Panopto Support – How to Upload Video Files
- Quick Guide: Students using Panopto to record a video
- Toolkit Panopto resource