

Upload and submit a pre-recorded video file using Panopto

These instructions outline the steps for submitting your pre-recorded video files for grading and feedback. Please make sure that the video is in .MP4 file format.

Note: Please use a computer web browser, not a mobile device app, for these steps.

1. Panopto student account verification

Panopto is the University's video content management system. Before you can create a video using the system, you need to ensure you are signed in using your university login details.

*Visit port.cloud.panopto.eu (this will open in a new tab) and click on the "UoP SSO" option to log in using your normal university login details. Once you have done this, **please close the browser tab and return to the assignment page.***

If you have any problems with this or have forgotten your password, please contact IS to assist you (servicedesk@port.ac.uk).

2. Submission page

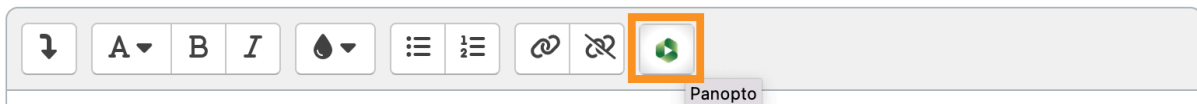
Step 1: Click on the assignment title (the submission dropbox) and then scroll down and click "Add submission".

Add submission

Submission status

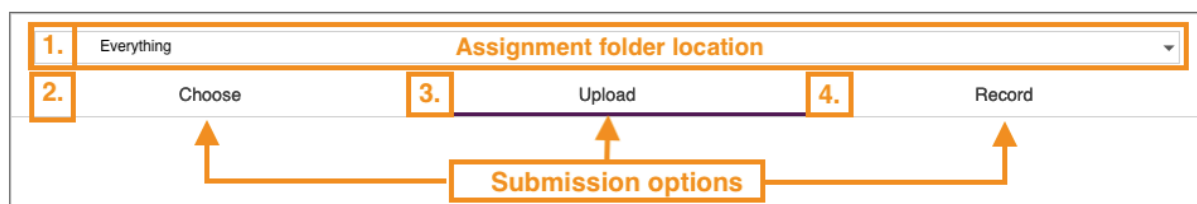
| | |
|-------------------|-----------------------------------|
| Submission status | No submissions have been made yet |
| Grading status | Not marked |

Step 2: On the submission page, locate and click the Panopto icon in the editor box.



Step 3: After clicking on the Panopto icon, you will be presented with a pop-up box with your **submission folder location area [1]** (it is essential that you submit to the correct folder).

Beneath this are three submission options: **Choose [2], Upload [3], and Record [4]. (See screenshot below).**



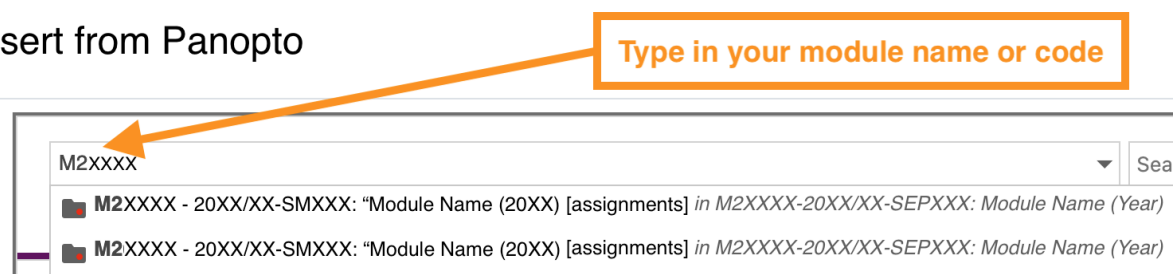
3. Submission Folder setup

Assignment folder location (Required step)

The assignment folder is where users should upload their submission files for grading. To ensure that your submission is placed in the correct assignment folder, you can search for it by typing in the name or code of your module and selecting it from the dropdown menu (see screenshot below).

Ensure the selected assignment folder name matches the module name followed by [assignment]. **This is essential in order to make sure your work is submitted successfully.**

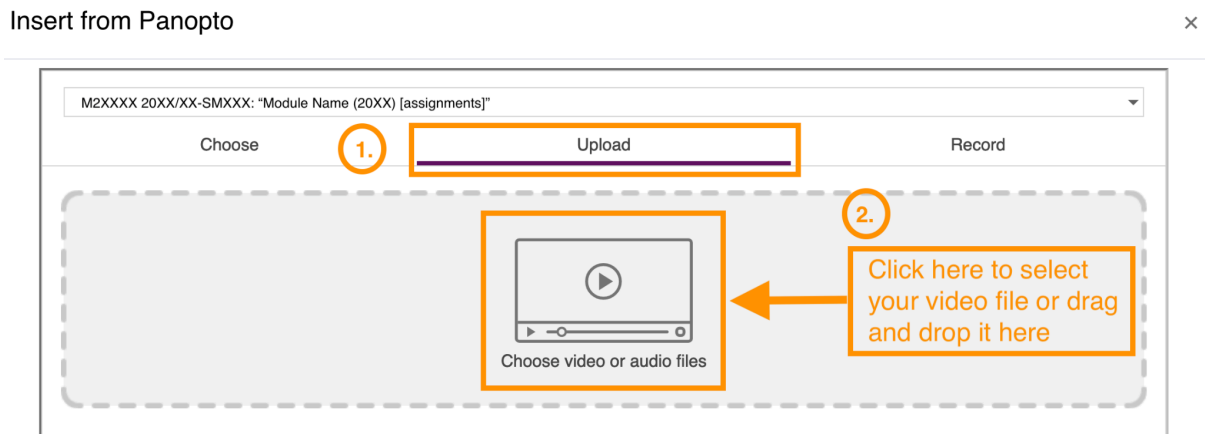
Insert from Panopto



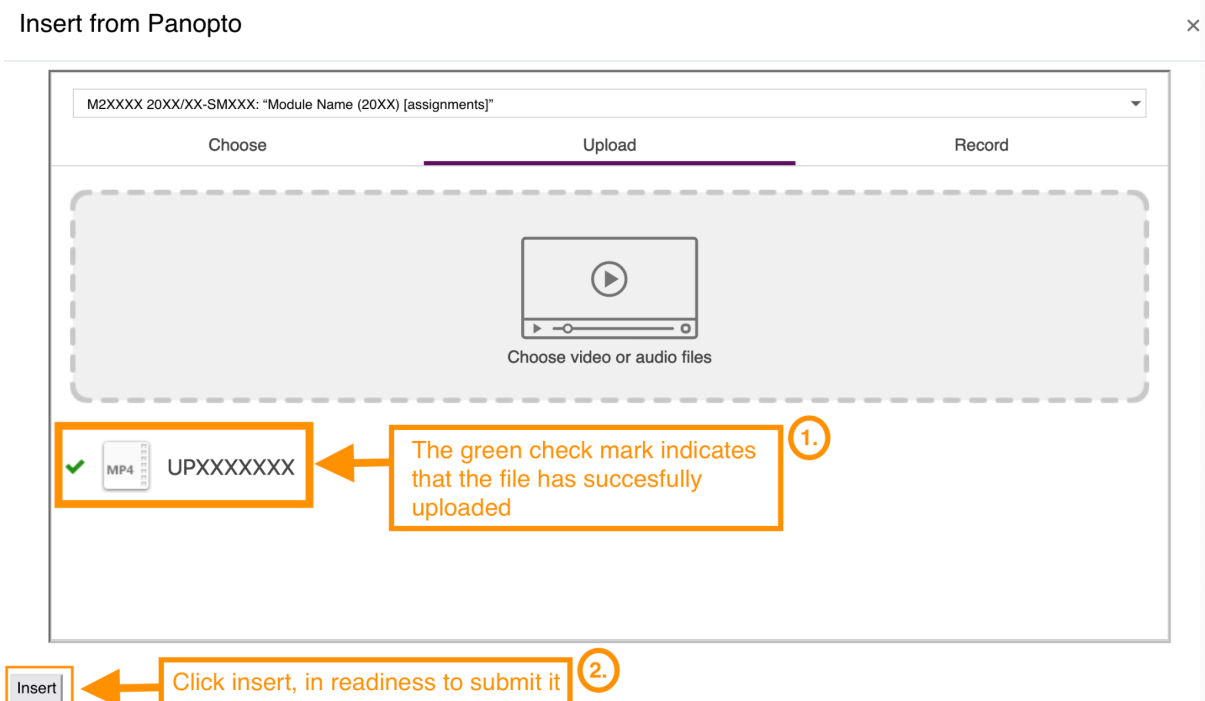
4. Submission options - Upload the video file to Panopto

Note: Please make sure that your pre-recorded video is in .MP4 file format.

Step 4: After selecting the correct assignment folder, upload your pre-recorded video file by selecting “Upload” from the tabs options [1] and then click on the video player icon [2] within to select and upload your video (see screenshot below).

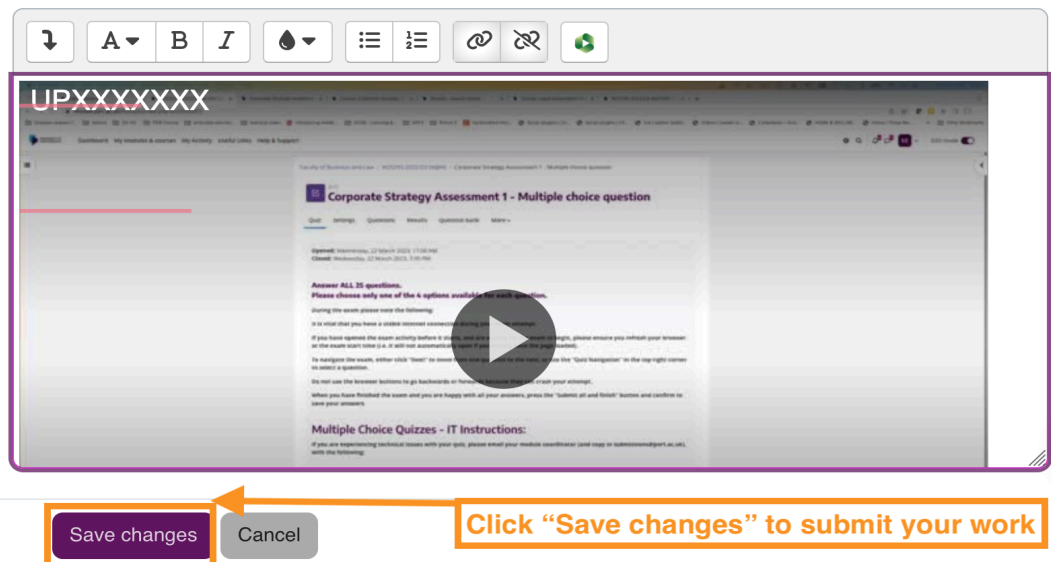


Step 5: Once you upload the video file, it will be displayed directly below the video player icon. Please note that the file may require some time to process. Look for a green check mark to confirm that the video has been successfully uploaded [1]. then, click on the Insert button at the bottom left to proceed[2].



5. Submit a pre-recorded video file

Step 6: You should now be returned to the submission page with the video inserted into the online text box. Click on “Save changes” to submit your video. (See screenshot).



This completes the submission process, and you should then be able to view your submission in the dropbox. If you have any difficulties using Panopto, please contact submissions@port.ac.uk.