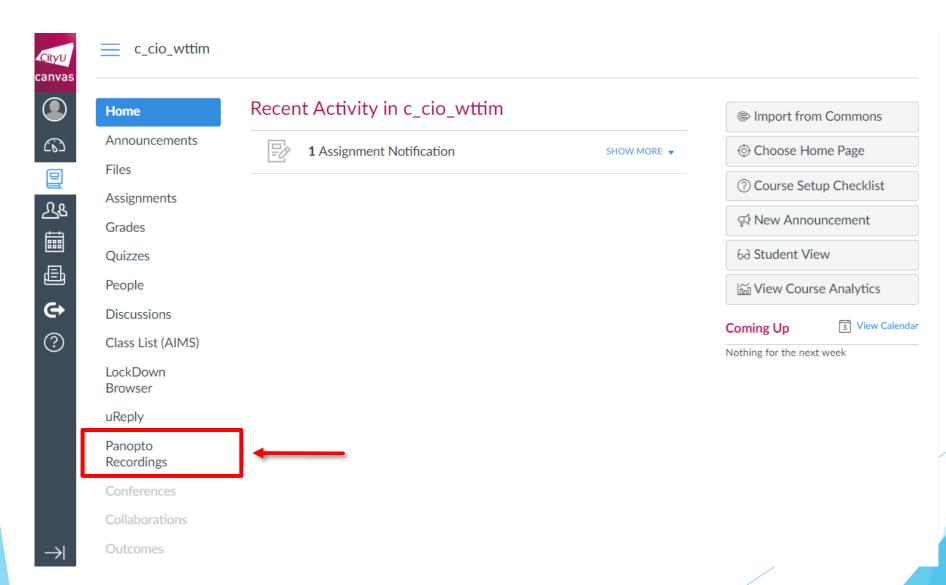
Carry out manual recording and upload to Panopto with your computer/tablet

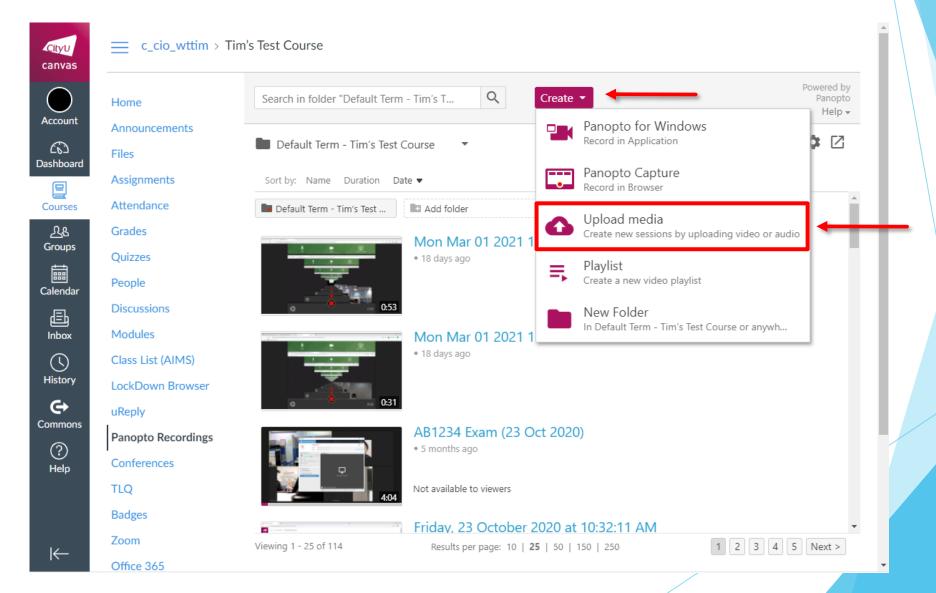
Digital Learning Support
Talent and Education Development Office

Make a video recording with your computer/tablet

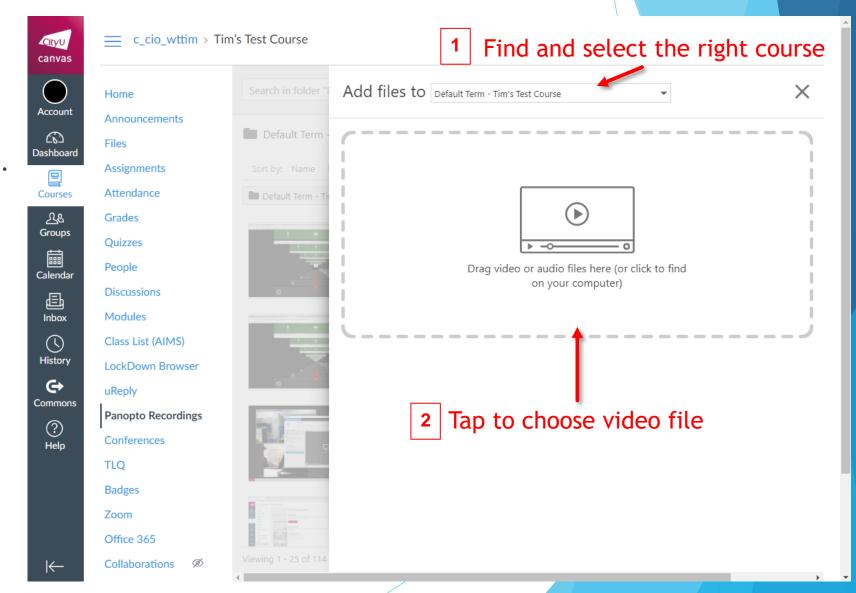
Alternatively, you may have your recorded video/Zoom cloud recording ready for upload

Enter the Panopto Recordings

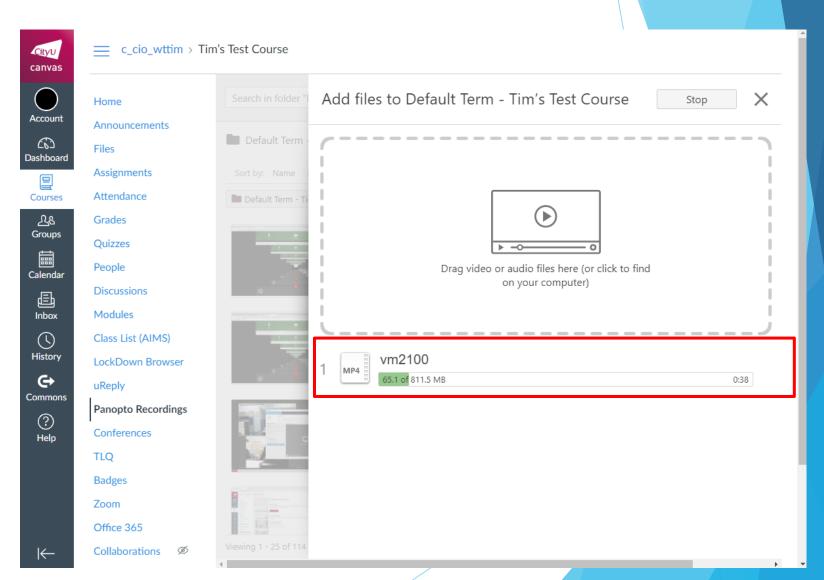




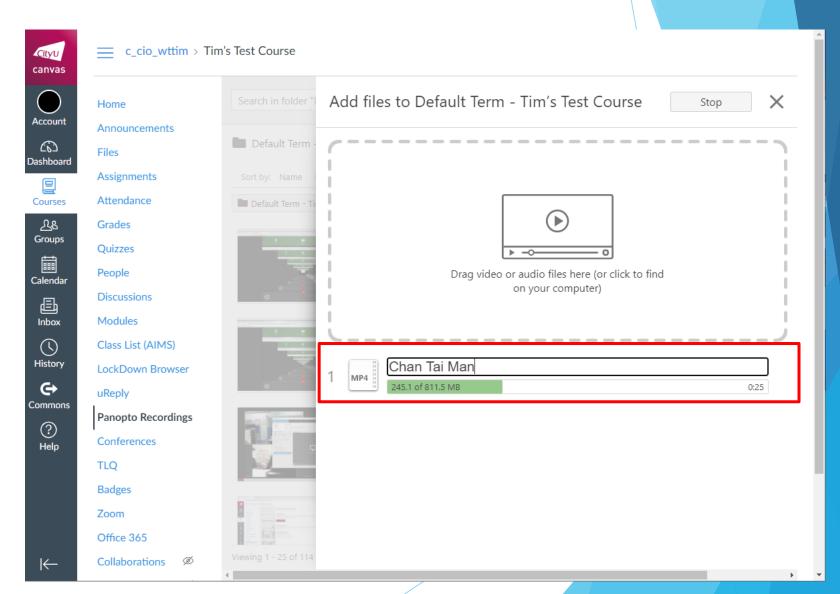
- For teachers/TAs: Find and select the right Semester and course
- For students: Find and select the right Semester and course. Course item should be in the format of Course Code Course Name [assignments]. For example: AB1234 Canvas Intro [assignments]
- Click/tap on "Drag video or audio files here"
- Choose the video file from your computer/tablet



Please wait for the upload process to complete



- For teachers/TAs: Update the video title by tapping the file name
- For students: For assignment submissions, update the video title with your full name by tapping the file name



When you see the status
 Processing, you may leave
 the Panopto page

