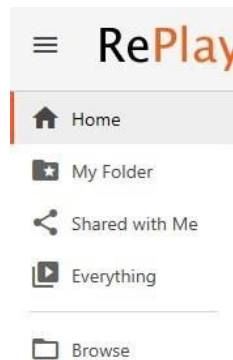


1. Go to <https://rhul.hosted.panopto.com/>

You will be prompted to sign in, ensure that the dropdown is set to Sign in using **the year of Moodle which corresponds to the academic year of the course**.

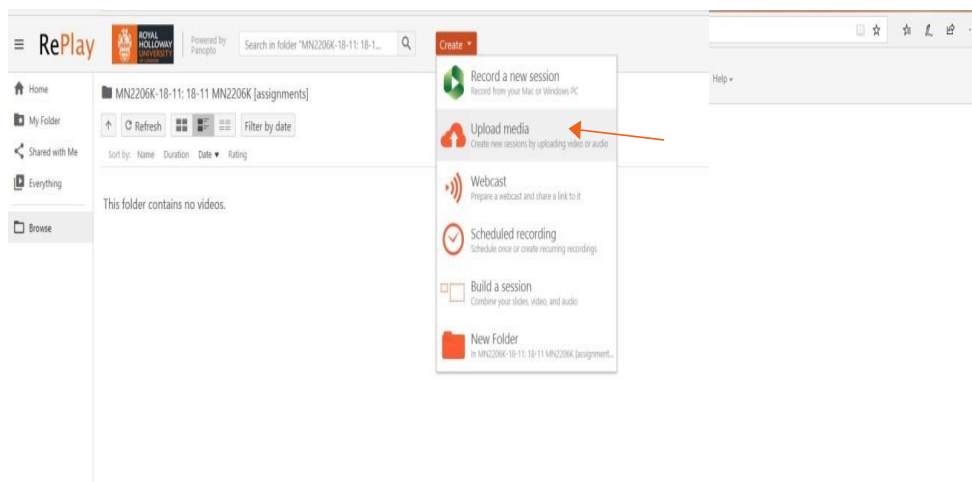
If you already have a live session in the current year's Moodle, you will be directed straight through to the Panopto homepage. Otherwise, you will be redirected to Moodle to sign in with your usual credentials before reaching the Panopto homepage.

2. Once you have logged in, use the side bar to navigate.

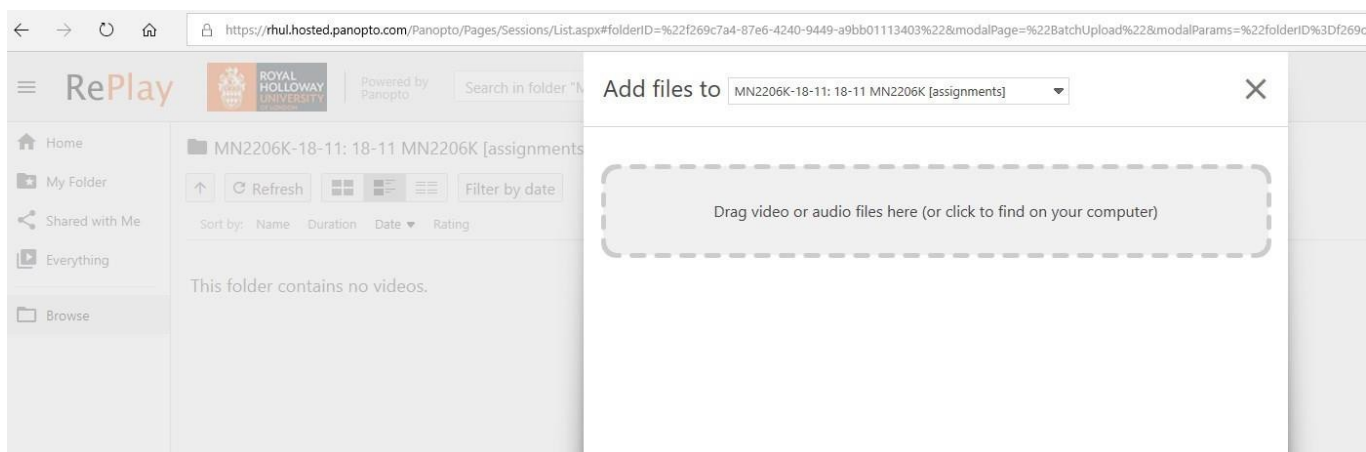


3. Go to **Browse>My Folders> [Course Title] [assignments]** In this example we will use, MN2206K-18-11: 18-11 MN2206K [assignments]

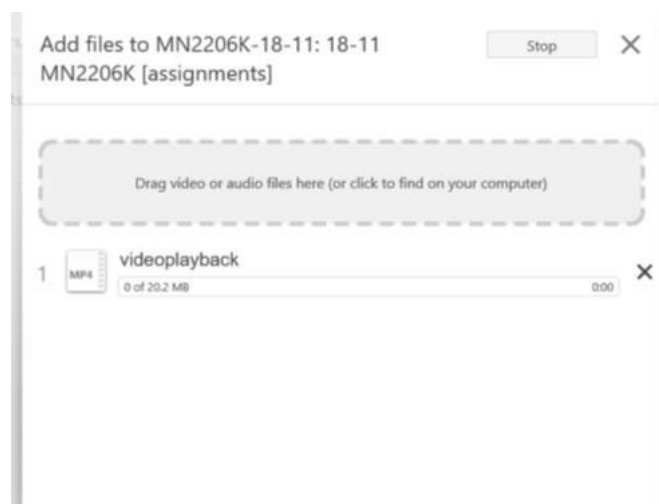
4. In the assignment folder, at the top of the page, hit **Create** and then select **Upload Media** from the dropdown that is revealed.



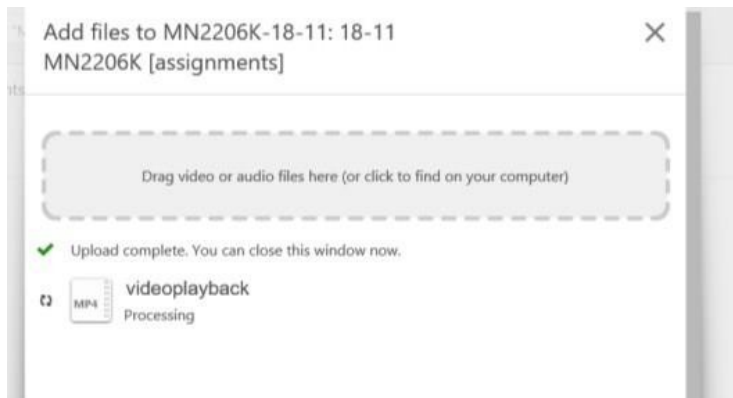
5. Drag your video into the dashed area in the popup window or click the area to open the file explorer and select your file.



You will see the progress of your file as it uploads.



Once you see you video has uploaded, it will begin to process. This can take several minutes, so feel free to close the window. Please note if you are submitting a very large file, it can take time to upload the document depending on the speed and quality of the internet connection. Please also be aware that also if your computer goes to sleep or is disconnected from the internet while submitting, it will stop the upload and you will need to begin again.



You have now successfully submitted your assignment.

