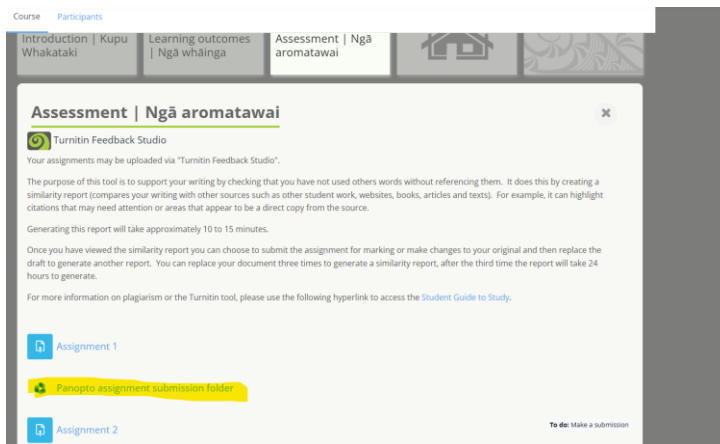
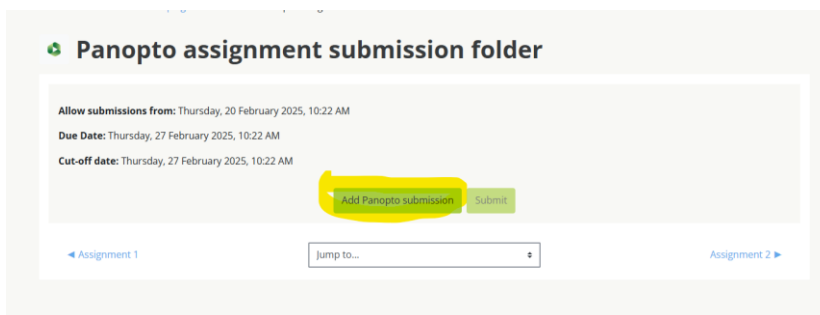


How to create your video assignment using Panopto?

1. Log in to PMA, go to your course, and open the assessments tile. Find the Panopto submission folder and click on it.



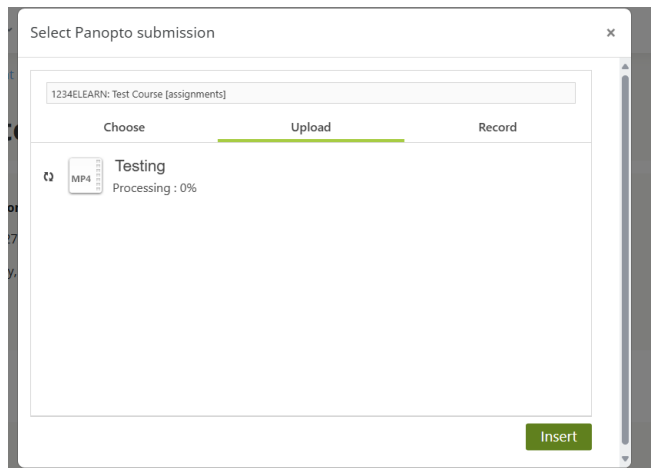
2. Select Add Panopto submission



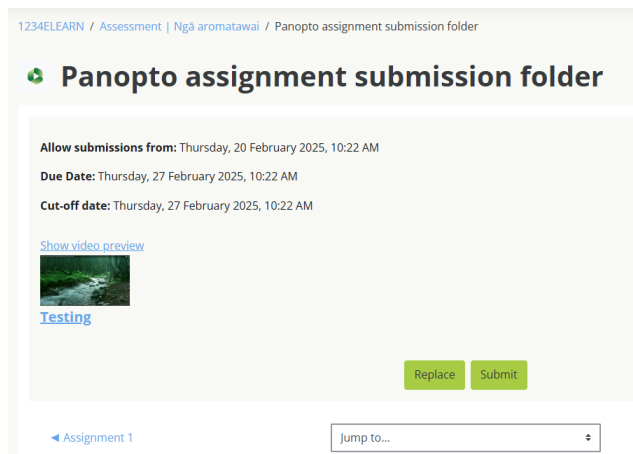
3. From here, you can either select **'Upload'** to upload a pre-recorded video (e.g., a Zoom recording) or record your video directly in Panopto.

a. Upload a pre-recorded video

You can either drag and drop your video or audio file, or click on the box to select the file from your folder. Once your recording is fully uploaded, it will show as **'Processing'**. After the processing is complete, you can select **'Insert'**.

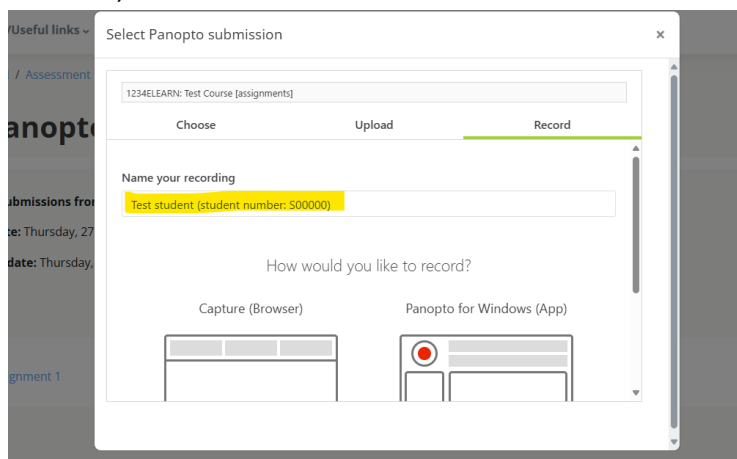


Then, you have the option to preview the video. If you're satisfied with it, click **‘Submit’** to submit your file. If you've accidentally uploaded the wrong file, click **‘Replace’** to re-upload.



b. Record a video

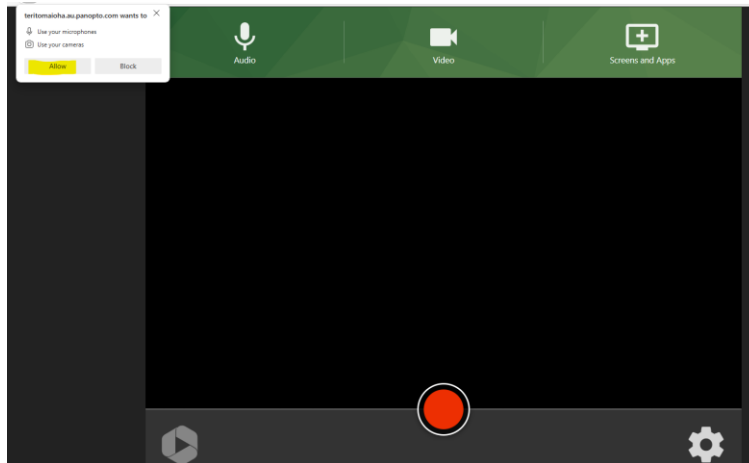
Select Record and give your recording a name (e.g., your name and student number).



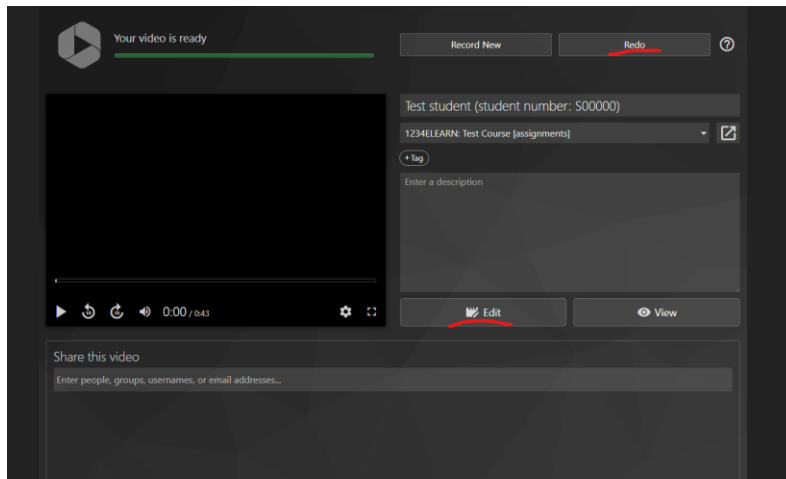
You can select Record in Capture if you prefer not to download an app.

Please make sure to click Allow to enable your microphone and camera. You also have the option to share your screen or apps by clicking the laptop icon at the top right corner of the screen.

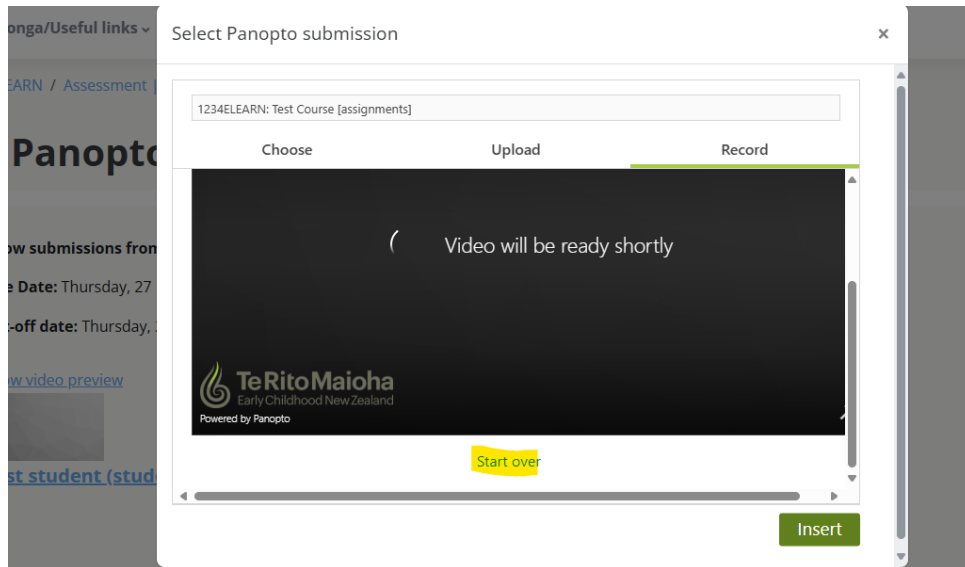
Click the red button to start the recording.



After stopping the recording, you can review it. You can also select the buttons on the right to **Redo** or **Edit** your recording.



If you're happy with your recording, close the tab. Your recording should now appear in your Panopto submission box. Here, you can review it again and select **Start Over** under the recording or select the Insert button at the bottom right.



Once you're ready to submit, click the **Submit** button at the bottom of the page.

