

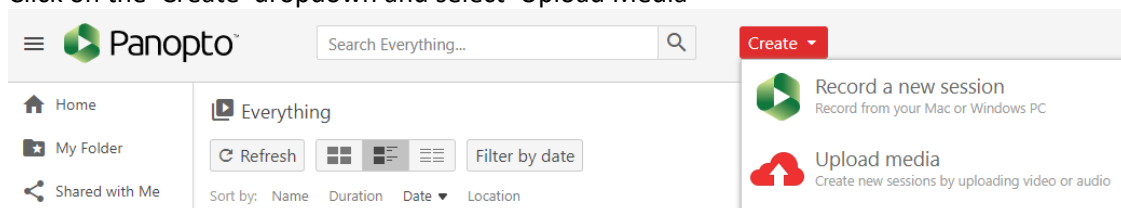
Uploading a video to Panopto

Please use this documentation if you wish to upload any media (video or audio) to Panopto.

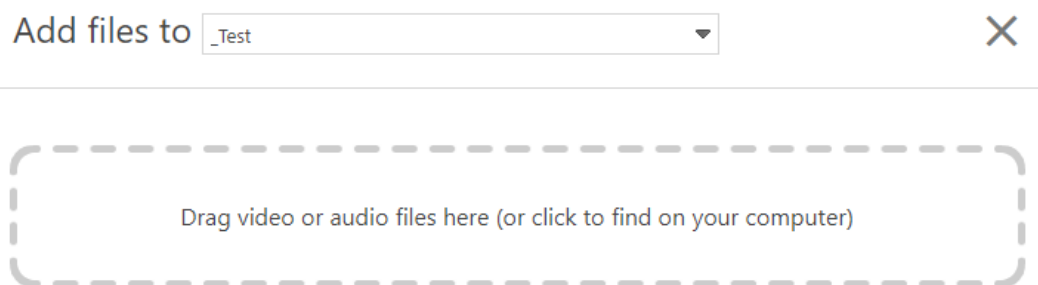
You may wish to use this if you want to embed film, or other media to a website such as Moodle, or even just to share a link with your students!

Uploading a video

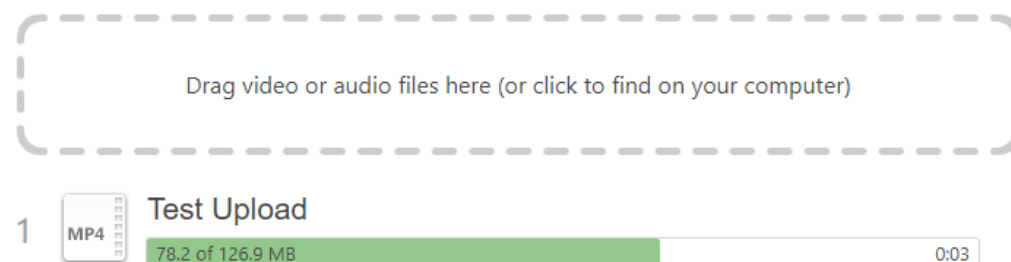
1. Open a web browser and visit <http://panopto.essex.ac.uk/>
2. In the top-right of the web page that loads:
 - a. Click **Sign In**, this should cause a pop-up to appear
 - b. **Sign in using** should be set by default to **Essex (ADFS)**
 - c. You will be taken to our SSO sign in pages
 - d. **Username** will be your Essex ID including @essex.ac.uk (e.g. ab12345@essex.ac.uk)
 - e. **Password** will be your Essex password
3. Click on the 'Create' dropdown and select 'Upload Media'



4. Make sure 'Add files to' is set to your PRID
5. Drag and drop your media file from your desktop folder to Panopto (You can upload more than one).

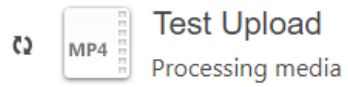


6. Your file will begin to upload



7. You will receive an onscreen confirmation once complete, and your file will begin processing

✓ Upload complete. You can close this window now.



8. Your upload will now be visible in your folder.

Please note: Your file will continue to process in the background, and will be available to view online once complete.