



Recording Videos in Counselling Pods

1	Access your module on Moodle – locate and click the upload link.	
2	Click Add submission.	
3	Click the green Panopto button.	
4	IMPORTANT: Choose the [assignments] folder for your course.	
5	Select the Record tab, name your video and click Record .	
6	Check your input settings are correct and click Record .	
7	Delete and record again or upload.	
8	Once your video appears in Uploaded Recordings , click Delete Local .	
9	Minimise the Panopto window and click Insert .	
10	Click Save Changes – you can do this even if the video is not yet finished processing.	
11	Your video will appear as having been submitted. To view your video at any time, find and click the link on your Moodle module and click on the image thumbnail – the video will play in a new browser tab.	
12	To switch user, make sure you sign out of Moodle and Panopto.	