

The '**Panopto Embed Tool**' icon  is the function you use to record, insert or upload video content within Moodle. Students can use this tool to submit videos to the assignment folder.

TO MAKE A VIDEO FILE SUBMISSION:

1. CLICK THE ADD SUBMISSION BUTTON TO BRING UP THE ONLINE TEXT EDITOR PAGE.

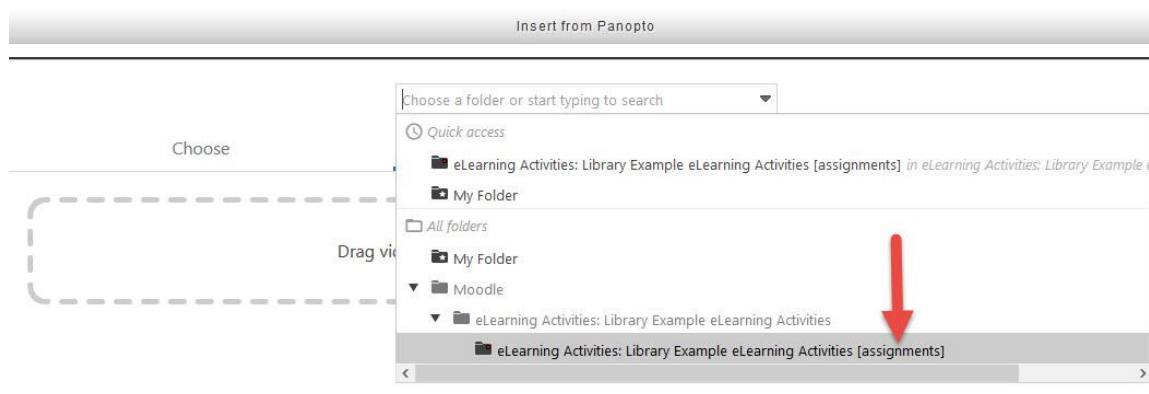
Add submission

2. CLICK ON THE PANOPTO ICON

Online text



3. CHOOSE THE CORRECT FOLDER TO SUBMIT YOUR ASSIGNMENT TO. NOTE: THIS IS USUALLY A SUBFOLDER OF THE UNIT FOLDER WITH THE WORD "[ASSIGNMENTS]" AT THE END E.G. ACT2010 [ASSIGNMENTS].



4. A DIALOG BOX WILL APPEAR, THAT WILL ALLOW YOU TO EITHER:

- Choose an existing video (this option is not recommended)
- Upload a video
- Record a video with the Panopto recorder

Insert from Panopto

eLearning Activities: Library Example eLearning A ... ▼

Choose Upload Record

Drag video or audio files here (or click to find on your computer)

5. CLICK INSERT.

6. CLICK SAVE CHANGES.

Save changes

7. THERE SHOULD NOW BE A LAST MODIFIED DATE AND THE FILE(S) UPLOADED WILL ALSO BE DISPLAYED.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Thursday, 21 June 2018, 12:00 AM
Time remaining	27 days 14 hours
Last modified	Thursday, 24 May 2018, 9:23 AM
Submission comments	► Comments (0)
Online text	+ Thursday, 10 May 2018 at 2:22:18 PM

8. DEPENDING ON HOW THE ASSIGNMENT IS SETUP, THE STATUS WILL EITHER READ SUBMITTED FOR GRADING - IN WHICH CASE NO FURTHER ACTION IS NEED, OR DRAFT (NOT SUBMITTED).

9. IF CHANGES ARE REQUIRED, CLICK ON EDIT MY SUBMISSION.

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

10. ONCE READY TO SUBMIT, CLICK SUBMIT ASSIGNMENT.

Edit submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

11. YOUR LECTURER MAY REQUIRE YOU TO AGREE TO A SUBMISSION STATEMENT BEFORE THE SUBMISSION PROCESS IS FINALISED. TO AGREE TO THE STUDENT STATEMENT, CHECK THE TICK BOX AND CLICK CONTINUE.

* ☒ I accept the Student Statement.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

12. NOTE ONCE THE ASSIGNMENT IS 'SUBMITTED' NO FURTHER CHANGES ARE ALLOWED.