

# Panopto – Guide to uploading

In addition to using Panopto to create desktop recordings, you can upload videos created externally and link to them within your Moodle course.

This provides both the security of access only to the students in your course and the benefits of streaming video.

**Step 1. Log into the Panopto web site at <http://gre.cloud.panopto.eu>**

**Step 2. Find your course folder.**

On the left hand side, find the area that says "My Folder"  
Select the course folder into which you wish to upload the video.

**Step 3. Upload your video.**

At the top of the screen, click on "Create" and then "Upload media"

**Step 4. Click to browse for a file, or drag the file into the box.**

Wait for the file to upload. Once the file is uploaded, you can close the status window.

The video must now be processed for streaming format. You will receive an email once this is complete.

**Step 5. Link the videos in your Moodle course.**

Once your video has been processed, you can make it available to other users in your course.