Panopto – Recording and Upload Options – **Upload Media**

You can upload a previously created video using the **Upload Media tool**.

First select your **assignment folder**, then select the files you wish to upload, and your files will start  
uploading to the assignment folder

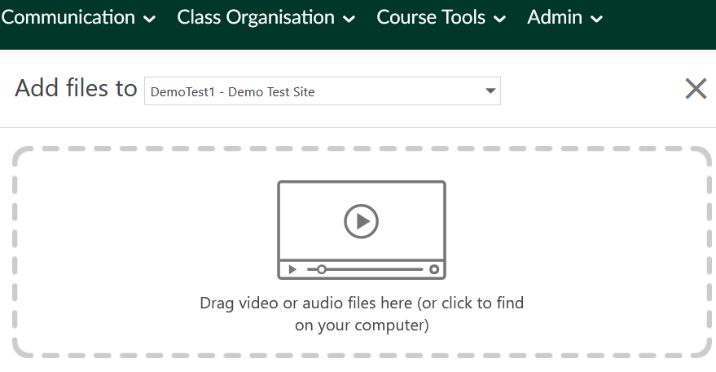


Figure 1 Upload media tool

Once your files are uploaded you will see a notice that “Upload Complete. You can close this window  
now.”

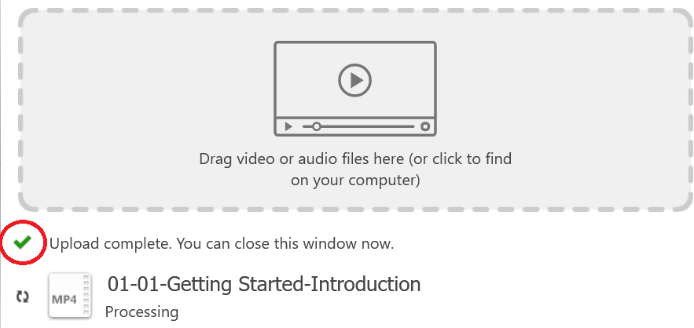


Figure 2 Upload complete screen

Once your files are uploaded you can edit them online using the Panopto edit tool.  
Further instructions are available at this link:

[Getting Started – Edit a Video](https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=bf2e77af-d26d-4f73-b479-aaa30106b245)

Panopto Mobile App  
Please note it is also possible to use the Panopto mobile App for IOS & Android to record and upload  
media to an assignment folder. Once you have the App downloaded you can login to it using your  
UL Student email address and password.

Full instructions with regard to using the mobile app are available here:

[How to Use the Panopto Mobile App](https://support.panopto.com/s/article/How-to-Use-the-Panopto-Mobile-App)

**Please ensure that you upload your video to the correct assignment folder. If your assignment  
folder is not available, please contact your module lead.**

The address of the ul Panopto server if required is <https://ulcampus.cloud.panopto.eu/>

**Please note to access the Panopto server you do need a valid ul student account.**