**How to Upload a Video in Moodle**

1. From the Moodle textbox, click on the green Panopto icon located in the text toolbar.A screenshot of a computer

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2. Click on the Upload option in the center of the Panopto upload window. A screen shot of a computer

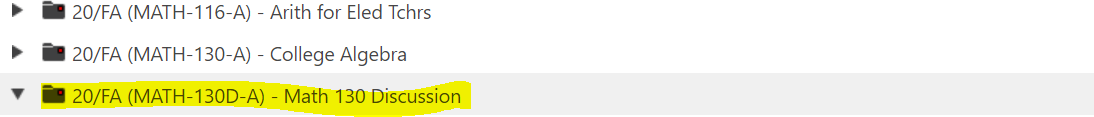
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3. Click the arrow located at the top right of the Panopto upload window to open the drop-down options.



4. Scroll down to Moodle Provisioned Courses and **click on the arrow** located to the left of the **Moodle Provisioned Courses** text. 

5. Locate the name of the Moodle course where you would like to add the video.

**INSTRUCTORS:** Click on the name of the Moodle course, 

**STUDENTS:**  
1) Click on the arrow beside the name of the Moodle course,  
2) Click on the (assignments) folder link.A yellow text on a white background

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6. A drop box will appear in the Panopto window where you can drag and drop your video. A screenshot of a video

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7. After the video has uploaded, click on the **Insert** button located in the bottom left-hand corner of the Panopto window.  
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8. Once the video appears in the Moodle textbox, scroll to the bottom of the page and click Post to the forum, Save, Submit, etc.

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