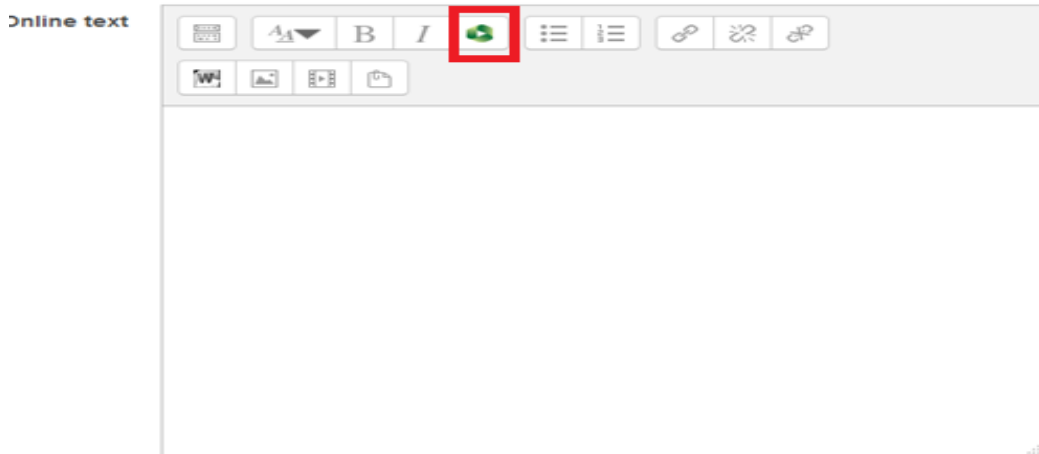
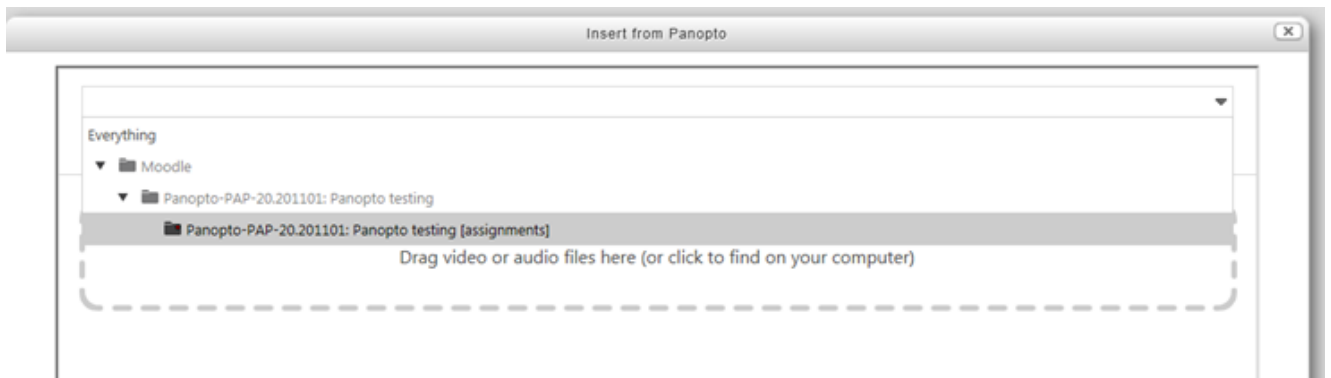


Steps to upload an audio file to Panopto video assignment on Moodle

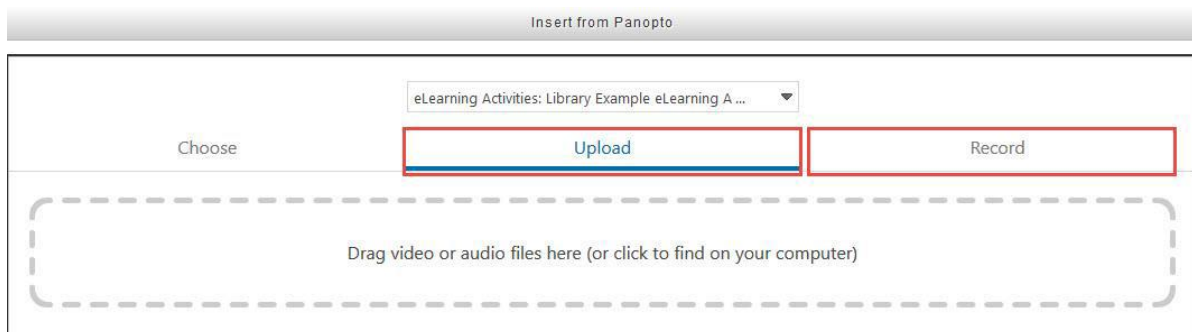
- 1) Click on the **Panopto video assignment** that your teacher has created on the Moodle course
- 2) Click on **“Add submission”**
- 3) Click on the **Panopto icon**



- 4) **Choose the correct folder** to submit the assignment: This is usually a subfolder of the unit folder with the wording “[assignment]” at the end under Moodle parent folder (i.e. select Moodle → Panopto-PAP-20.201101:LUE1001 Research Interview → Panopto-PAP-20.201101: LUE1001 Research Interview [assignments] folder)



- 5) A Dialog box is shown, click on **“Upload”**, choose the audio file and upload it to the assignment folder.



- 6) Click **“Insert”**
- 7) Click **“Save changes”**