

Using Panopto to Record/Upload a Video (Student)

Panopto using a Computer

- Login to Moodle and find your course.
- Select the *Panopto - Record Video Here* link.
- Select **Create** and **Record a new session**.
- Download and install the recorder (first time only).
- Select **Open Panopto**.
- Login using CCA username and password (if necessary).

Recorder Setup

- Open Panopto.
 - Enter site address: potsdam.hosted.panopto.com (if necessary).
 - Login using CCA username and password (if necessary).
 - Select the correct "Assignment" folder using *Folder* pull-down.
 - Give your recording a name using the *Name/Session* field.
 - Choose your *Primary Source* (normally, Webcam for both video and audio).
 - *If you are capturing the computer screen, set Secondary Source options.*
 - Press **Record** (and stop when done).
 - Select **Upload/Done** to upload video.
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Panopto using an iPhone/Android

- Download *Panopto Mobile* from *App Store* or *Google Play*.
- Enter site address: potsdam.hosted.panopto.com

Record (App)

- Open *Panopto Mobile* app.
- Enter site address: potsdam.hosted.panopto.com (if necessary).
- Sign in using CCA (username and password).
- Select the  icon.
- Select **Record and upload**.
- Select the correct "Assignment" folder (swipe down to refresh).
- Give your recording a name.
- Press **Start recording**.
 - *Panopto will ask for permission to use your camera and microphone.*
 - *Retry recording if Panopto doesn't start recording.*
- Press **Record** (and stop when done).
- Press **Use Video** to upload (or go back to Panopto).
- Select **Upload** video.

Other Resources:

[Troubleshooting For Failed iOS Uploads](#)

[Uploading from Panopto Mobile for Android 5.0](#)