

Guidelines for Student Video Submissions in Panopto



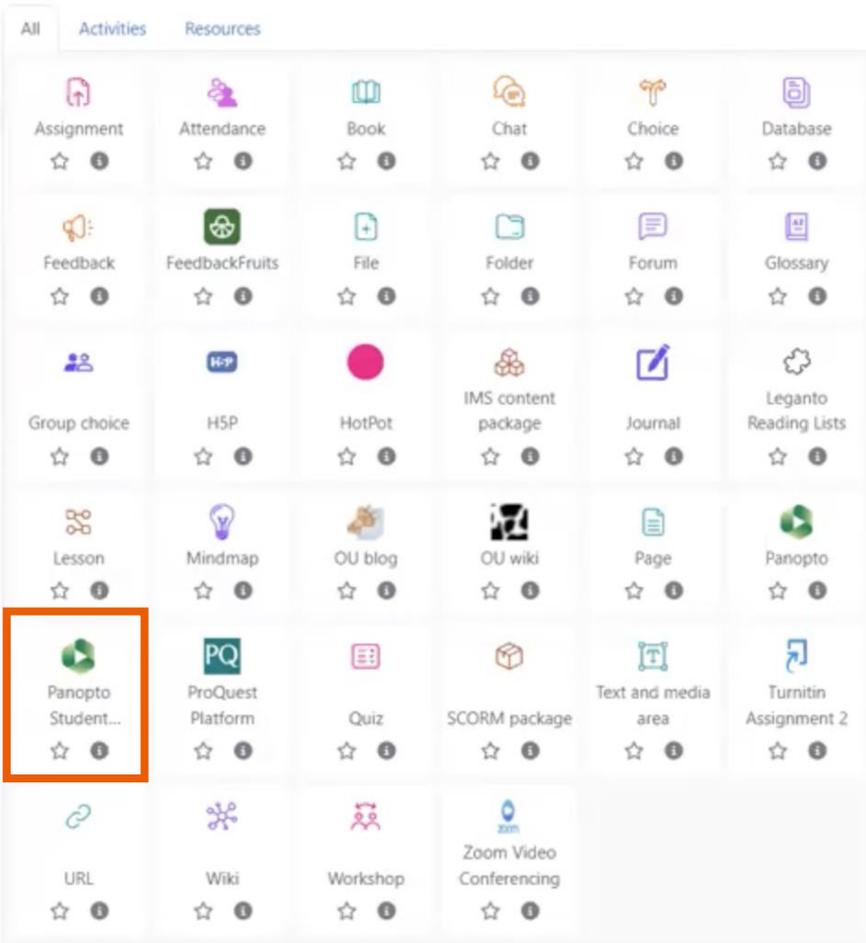
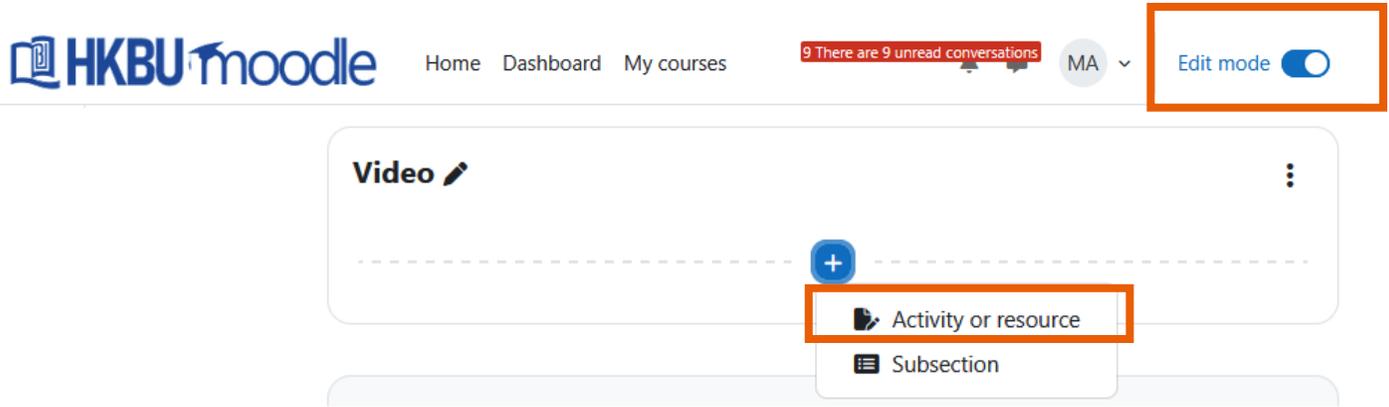
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1. Panopto Student Video Submission Setup (Teacher)

2. Panopto Student Video Submission (Student)

Add a New Panopto Student Submission in Moodle (For Teachers)

Add a New Panopto Student Submission in Moodle(For Teachers)



Edit mode (on) → + Activity or resource → Panopto Student Submission



Add a New Panopto Student Submission in Moodle (For Teachers)

Topic 3

- test
- submission test 1126
- Video student Submission**

eLearning Training Workshop 9 [2017] / Topic 3 / Video student Submission

Video student Submission

Panopto Student Submission Settings Advanced grading More

Summarise

Video student Submission

Allow submissions from: Monday, 5 January 2026, 11:34 AM

Due Date: Monday, 12 January 2026, 11:34 AM

Please provide any additional information of your paper...

Grade

Grading summary

| | |
|----------------------|-----------------|
| Hidden from students | No |
| Participants | 38 |
| Submitted | 0 |
| Time remaining | 6 days 23 hours |

After creating the student submission folder and going back to it, you can view the grading summary.

Student Video Submission (For Students)

Student Video Submission

eLearning Training Workshop 9 [2017] / Topic 3 / Video student Submission

PANOPTO STUDENT SUBMISSION
 **Video student Submission**

+ Summarise

Video student Submission

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Please provide any additional information of your paper....

 Submit

Click the **Add Panopto submission** button.

Student Video Submission

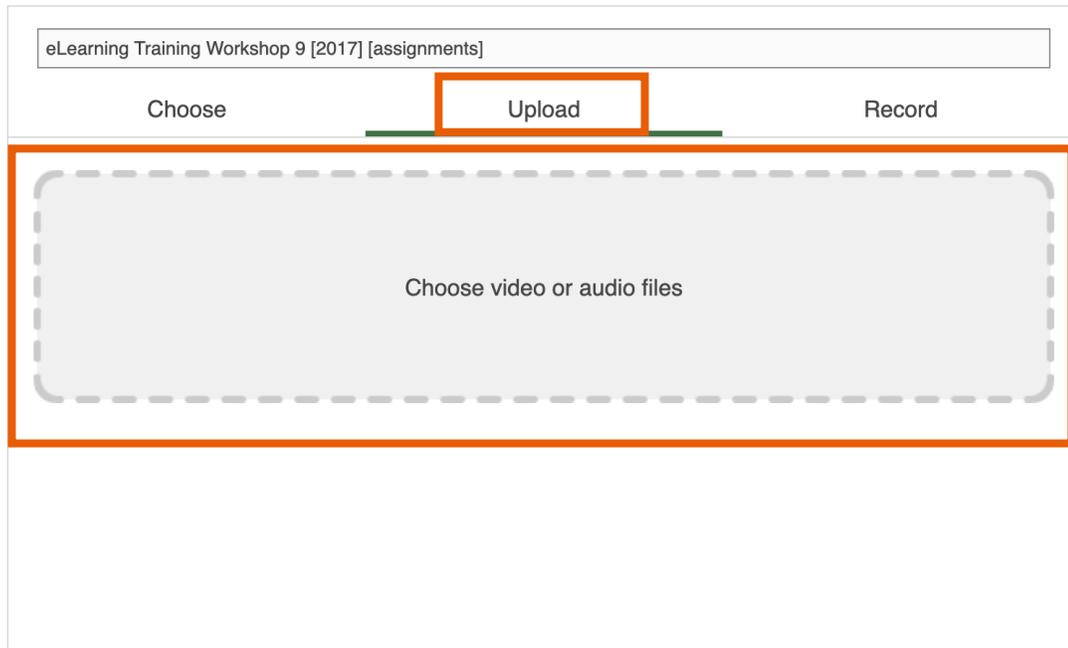
Select Panopto submission

×

eLearning Training Workshop 9 [2017] [assignments]

Choose **Upload** Record

Choose video or audio files



If you've filmed and created the video yourself, choose **Upload Video**.

Student Video Submission

Select Panopto submission

×

eLearning Training Workshop 9 [2017] [assignments]

Choose Upload **Record**

Capture (Browser)

Panopto for Mac (App)

Launch Capture

Launch App

Download

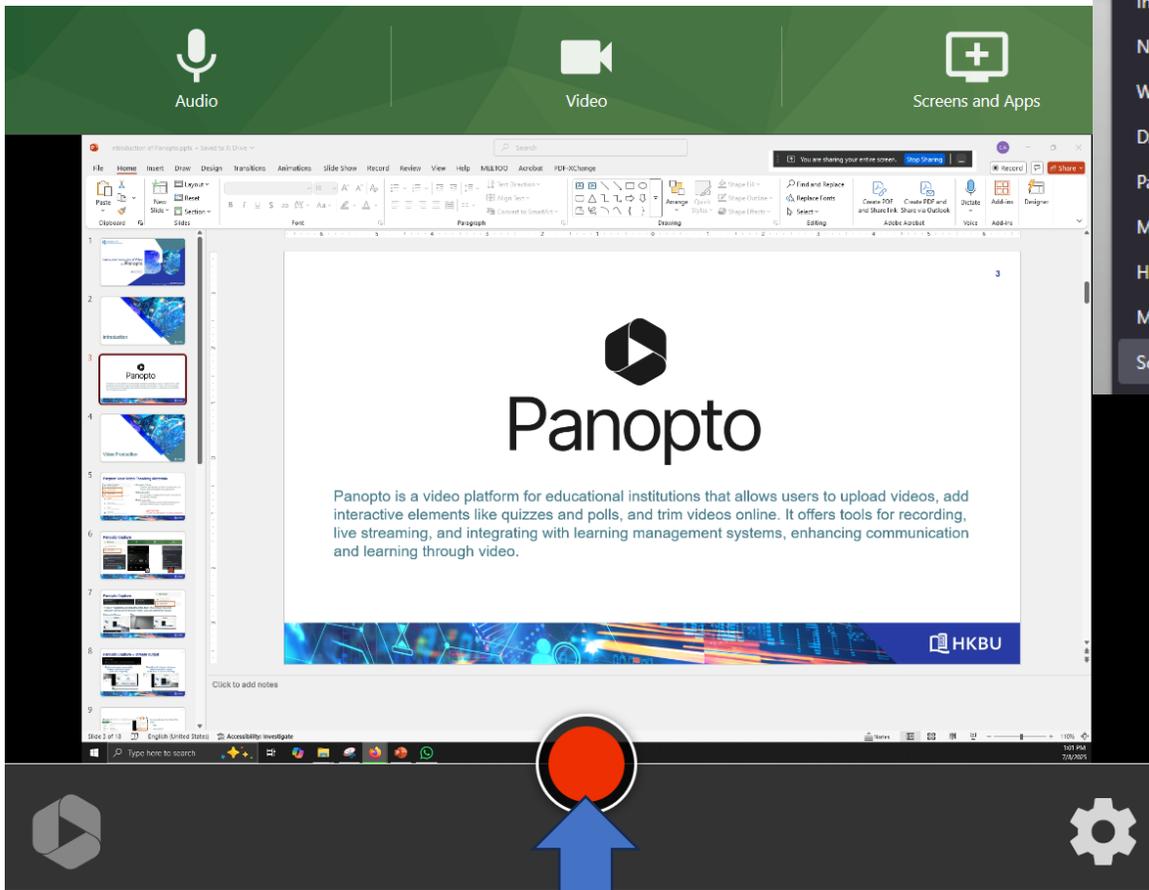
If you don't have a video, choose **Record**, then click **Launch Capture** to film and produce it in Panopto.

You can **rename** the video here.

Panopto Capture

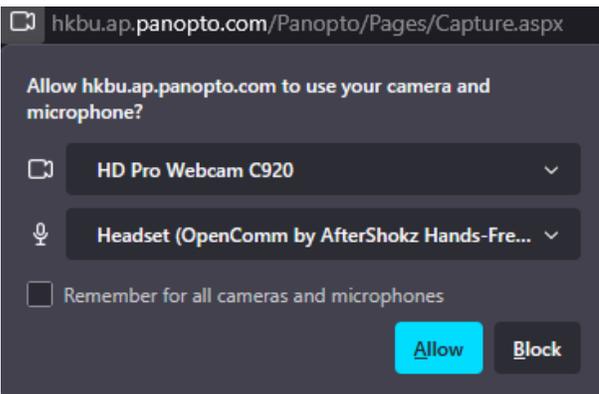
Webcam

Screen Source >>

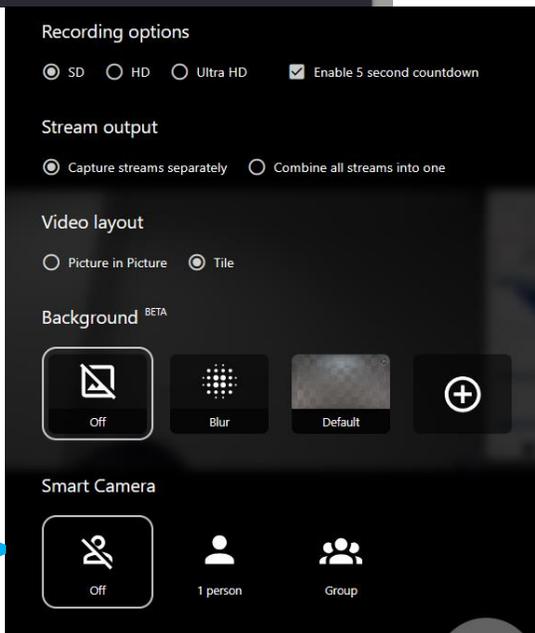
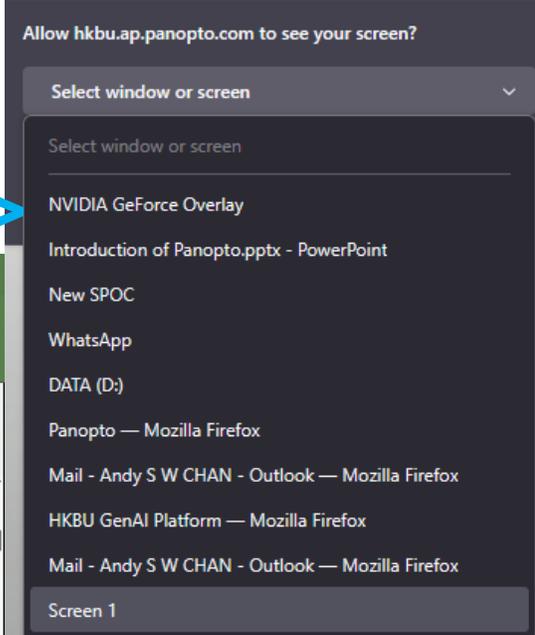


Click here to start recording

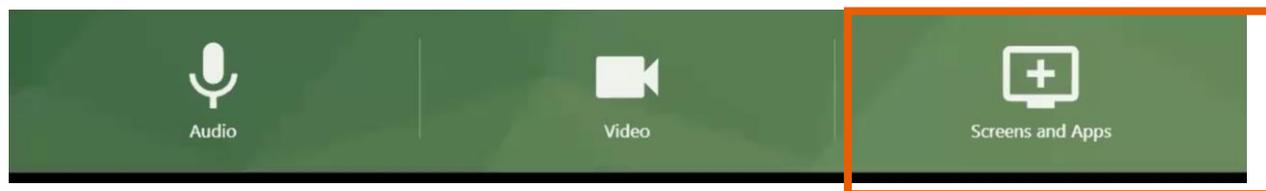
Setting >>



Allow hardwares e.g., Webcam, Microphone



Panopto Capture



If you need to share your PPT or browser, click **Screen and Apps**.

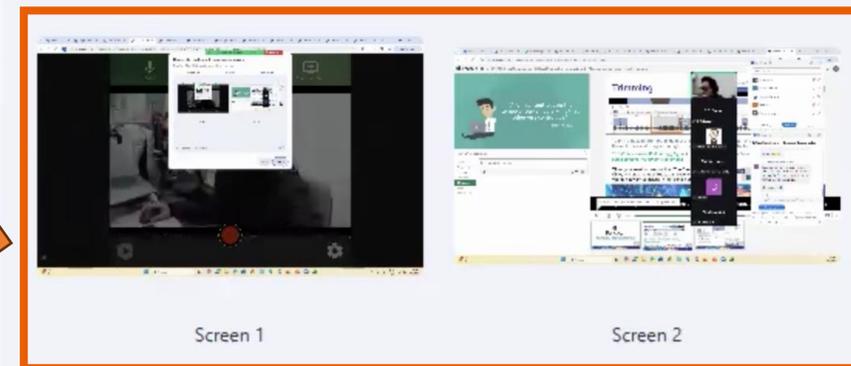
Choose what to share with hkbu.ap.panopto.com

The site will be able to see the contents of your screen

Chrome Tab

Window

Entire Screen



Also share system audio

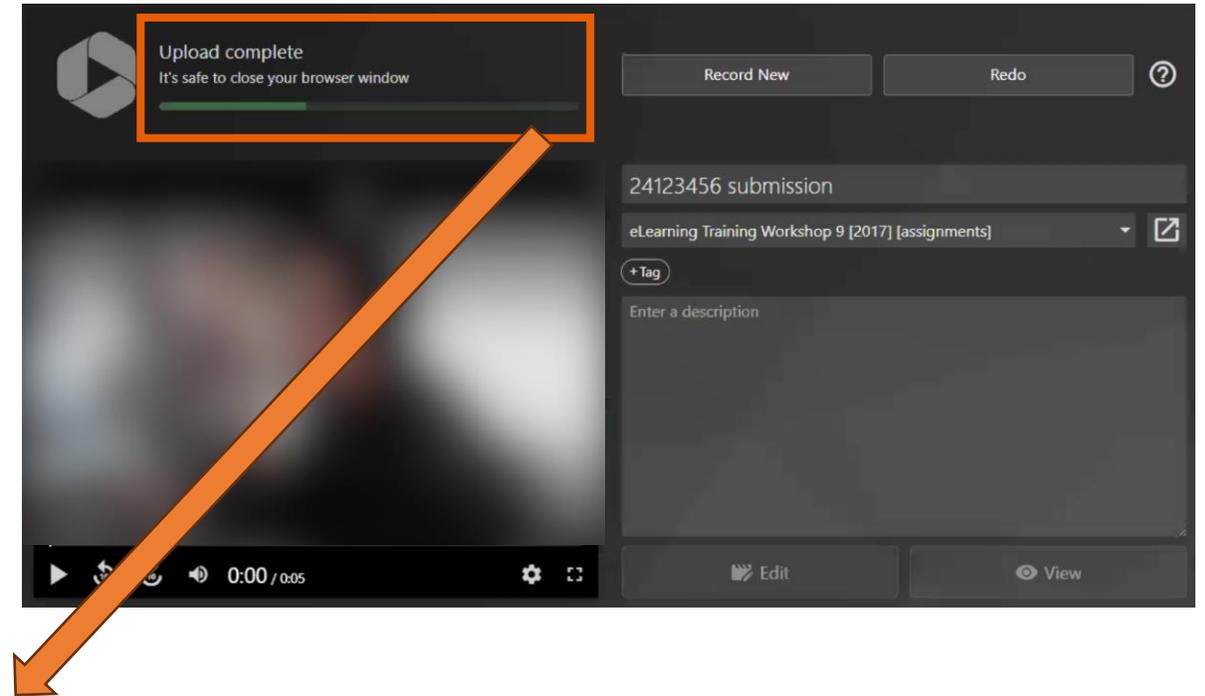
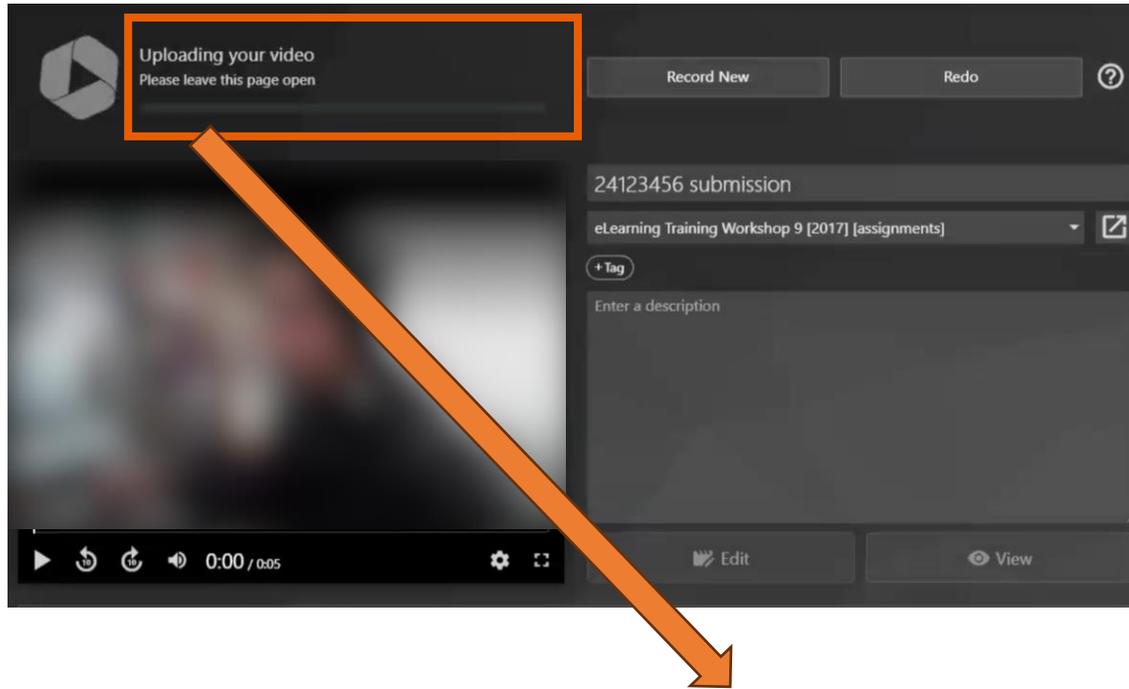


Share

Cancel

Select the screen you want to share,
then click **Share**.

Panopto Capture



After you finish recording, **make sure the video is ready** before closing the browser.

Student Video Submission

Select Panopto submission



eLearning Training Workshop 9 [2017] [assignments]

Choose Upload **Record**

Video will be ready shortly

Powered by Panopto

Start over

Insert

After you finish recording, click **Insert**.

Student Video Submission

eLearning Training Workshop 9 [2017] / Topic 3 / Video student Submission

Video student Submission

 Summarise

Video student Submission

Allow submissions from: Monday, 5 January 2026, 11:34 AM

Due Date: Monday, 12 January 2026, 11:34 AM

Please provide any additional information of your paper....

[Show video preview](#)



[Mon Jan 05 2026 16:27:36](#)

After ensuring the video is correct, click **Submit** to finish your submission.

Replace

Submit