

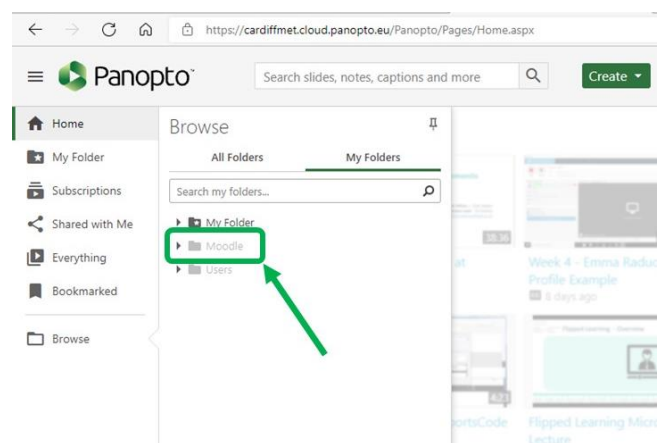
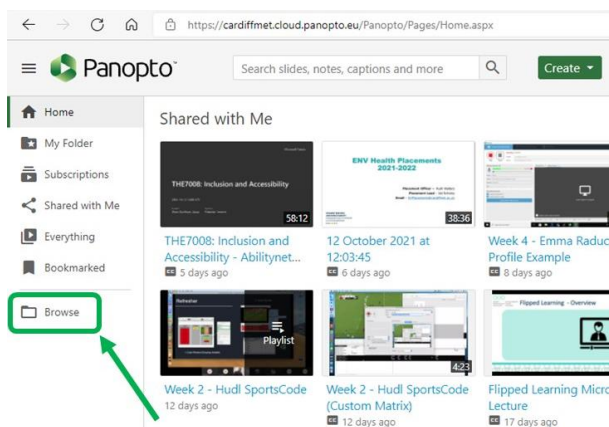
## Adding recordings created in MStTeams/Stream to Panopto (and Moodle)

In addition to being a method for content creation, the Panopto system can also perform the function of a streaming server - where you upload ready-made video files (such as with YouTube).

Therefore, you're able to download MP4 videos from MStTeams and MSStream, and upload them to Panopto folders – in order that you can then add them to Moodle modules.

### This is the process:

1. Download the MP4 video file – either from the Chat area of the Teams meeting, or the play page on Stream, and save this locally on your computer's hard drive, or external drive etc.
2. Logon to your Panopto dashboard <https://cardiffmet.cloud.panopto.eu> (using the Sign-in using 'Moodle' option)
3. Locate the folder where you wish to upload (click '**Browse**' from the left-hand menu, '**My Folders**' and then '**Moodle**' if it's for a Moodle module)



4. When you're within the relevant folder, click the green 'Create' button from the top/middle of the page
- A close-up image of the green 'Create' button with a dropdown arrow, located at the top of the Panopto interface.
5. Click 'Upload media'
  6. Locate and select the video file that you downloaded from Teams/Stream
  7. Your MP4 will upload, it will be processed by Panopto, and then will be available to add to Moodle just like any video created using the Panopto software

Please contact [review@cardiffmet.ac.uk](mailto:review@cardiffmet.ac.uk) if you have any further queries about this process

