



## How to add Panopto content to Moodle

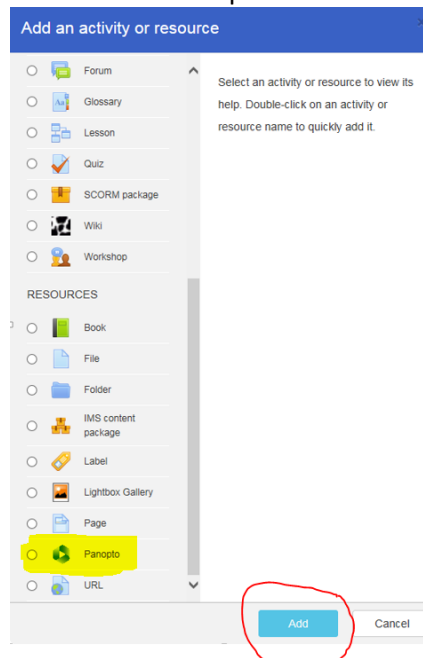
**Please note! This guide assumes that you have already recorded content into the relevant Panopto folder. If you're not at this point, please revisit and follow the steps in 'Making Panopto ReView recordings'.**

**This guide also assumes that you've activated (provisioned) Panopto within your Moodle module. If you haven't, please visit our guide 'Activating Panopto in Moodle'.**

- 1) Log onto Moodle and find the module in which you'd like to add your Panopto video.
- 2) Click the cog in the top-right hand corner and select 'Turn editing on'.
- 3) Find the area in your Moodle module where you'd like to place the Panopto ReView video. Click 'Add an activity or resource'

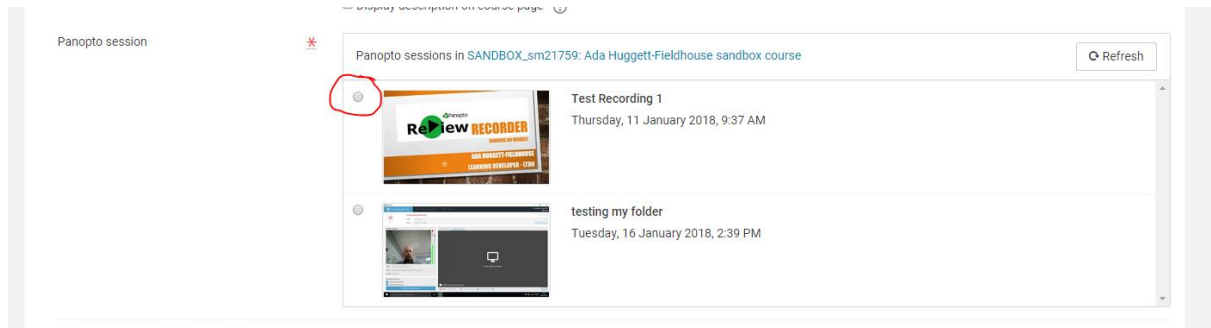


- 4) Scroll down to 'RESOURCES' and select 'Panopto'. Click 'Add'.



- 5) You can now name and give a description to your Panopto ReView video. In 'Panopto session' click the left-hand button in order to select the video you want to add. The videos you've recorded for this module are automatically drawn from your Panopto folder.

**TIP: If you cannot see the recording you intend to share, you may have recorded it into a different module folder or your 'My Folder'. If you think this is the case, log onto the Panopto dashboard at <https://cardiffmet.cloud.panopto.eu> and select then copy your recording into the correct folder. If the recording you're looking for is on an old account with an email sign in, or belongs to a colleague, please email [review@cardiffmet.ac.uk](mailto:review@cardiffmet.ac.uk) and we will assist.**



- 6) Click 'Save and return to course' at the bottom of the webpage. The Panopto ReView video will be visible as a resource with the green Panopto icon next to it.