



## How to manually add a URL to Moodle

**TIP:** Since Panopto and Moodle were integrated in early 2018, a new and more secure way of sharing Panopto recordings on Moodle has become possible. Please see our guide 'Adding Panopto content to Moodle'. This approach of adding Panopto content as an activity/resource ensures that only students enrolled on your Moodle module can see your video, as well as unlocking features such as Bookmarks and Notes. The previous manual method for adding content to Moodle, is included below for reference:

- 1) Open Moodle (Google Chrome is best), find the relevant module, and then Turn editing on (top right-hand corner).

Turn editing on

- 2) Find the topic into which you want to place the video.

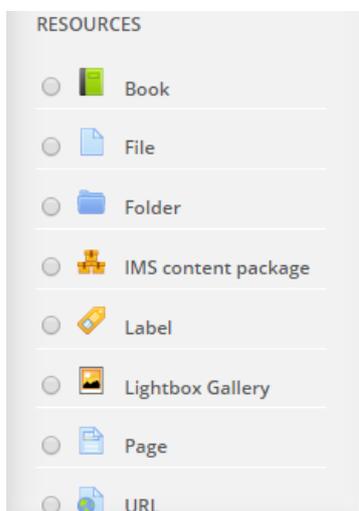
### Topic 4



- 3) Click on the 'Add an activity or resource' button.

+ Add an activity or resource

- 4) Choose an appropriate 'Resource'. A 'URL' or a 'Page' are suitable. Click **Add**.



5) Give your video a name and description.

Name\*

Description

Paragraph **B** *I*

U ~~S~~  $X_2$   $X^2$

Font family  Font size

Path: p

on on course page

6) In a separate Browser window/tab, open the Panopto Web Viewer and open the appropriate folder. Hover over the relevant video and grey icons will appear. Click 'Share'.



7) You will be taken to the 'Share' tab on a pop-up. Copy the link at the top of the screen to your clipboard by highlighting the whole string and right-clicking 'copy'.

Overview

**Share**

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Link | [Embed](#) | |

<https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a0a4dda7-cef4-4f04-bf58-c68d617c64e4>

Who has access:

This session inherits permissions from its folder: [Ada Fieldhouse's Folder](#)

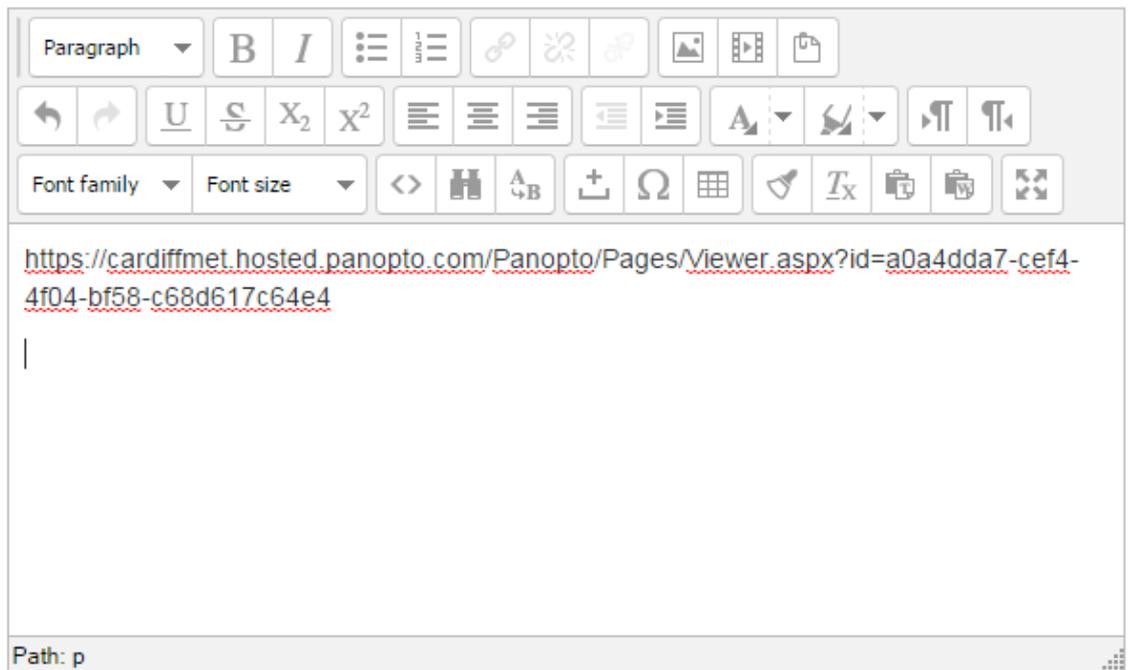
**Public on the web**  
Anyone on the Internet can find and view. No sign-in required.

<a href="#">Ada Fieldhouse</a>	<a href="#">ahuggett-fieldhouse@cardiffmet.ac.uk</a>	Can create
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Invite people:

8) Return to your Moodle page. Using CTRL+V, paste the link into the content editor box.

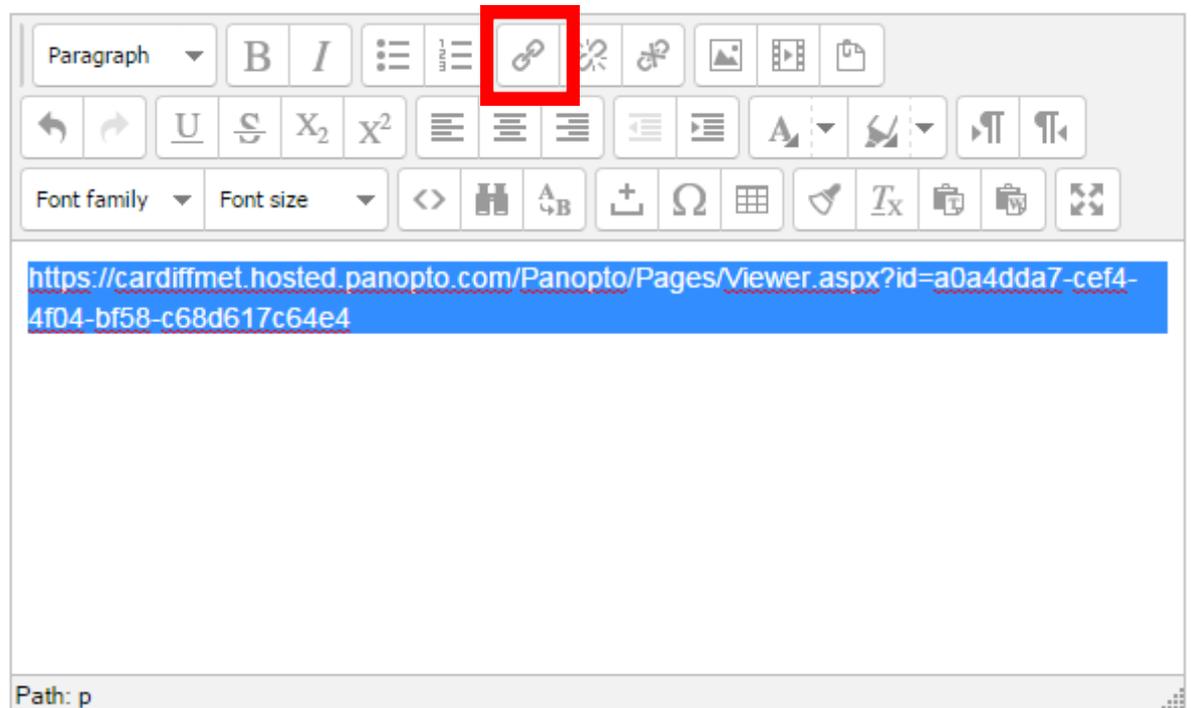
Page content\*



The screenshot shows the Moodle content editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, bulleted list, numbered list, link, unlink, unlink all), media insertion (image, video, file), undo, redo, text alignment (underline, strikethrough, subscript, superscript), list alignment (left, center, right), text color, background color, text direction (left-to-right, right-to-left), font family, font size, source code, table, link, unlink, insert link, insert image, insert video, insert file, and fullscreen. Below the toolbar, the text area contains a single line of text: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a0a4dda7-cef4-4f04-bf58-c68d617c64e4>. The text is underlined and appears to be a pasted link. At the bottom left of the editor, it says "Path: p".

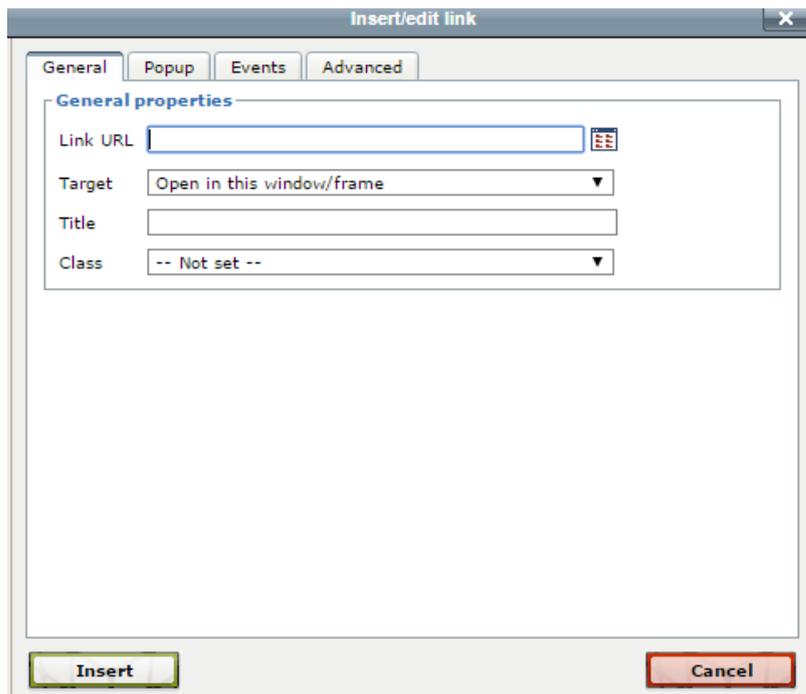
9) Highlight the string and press the 'Insert / edit link' box, which looks like two links of chain.

Page content\*



The screenshot shows the Moodle content editor interface, similar to the previous one. The toolbar is visible, and the 'Insert / edit link' icon (two links of chain) is highlighted with a red square. Below the toolbar, the text area contains the same URL as in the previous screenshot: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a0a4dda7-cef4-4f04-bf58-c68d617c64e4>. This time, the entire URL is highlighted in blue, indicating it has been selected. At the bottom left of the editor, it says "Path: p".

10) An 'Insert/edit link' pop-up will appear. Re-enter the copied string into the 'Link URL' field.

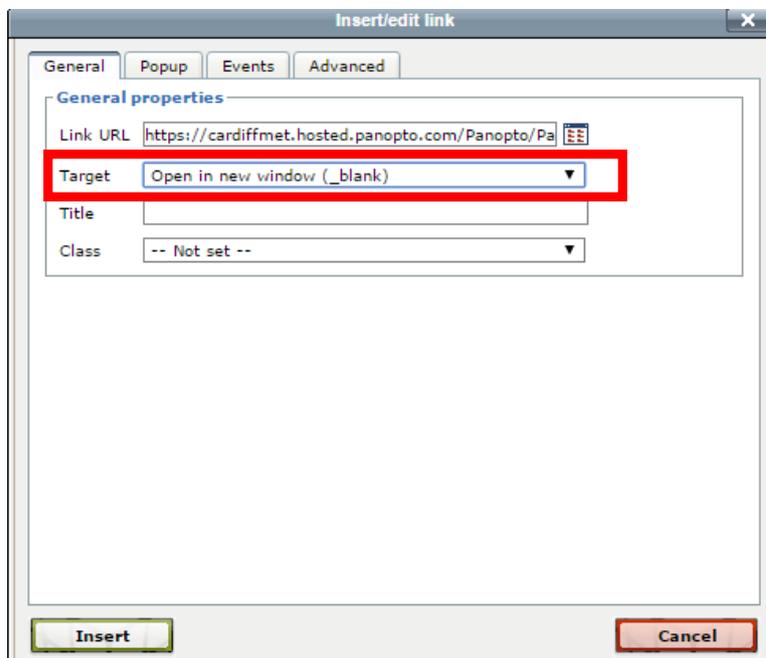


The screenshot shows the 'Insert/edit link' dialog box with the following fields:

- Link URL:
- Target:
- Title:
- Class:

Buttons:

11) From the 'Target' menu, select 'Open in new window (\_blank)'. This means that the student will not be diverted from the Moodle page when they click on the link: a new window will open with the recording in instead. Click 'Insert'.



The screenshot shows the 'Insert/edit link' dialog box with the following fields:

- Link URL:
- Target:
- Title:
- Class:

Buttons:

12) Go to the bottom of the page and click 'Save and Display'.