Uploading a video assessment via Panopto through Akoraka |Learn.

- If you are recording in **PowerPoint's**, export your video as a mp4 or convert your video to a compatible video format like mp4 after exporting. Your file *must be* a video format like mp4, mov, wav, etc., **not PowerPoint (.ppt).** It will not upload otherwise.
- **Do not** use Safari as a browser to submit your video. Firefox or Chrome are recommended.

On the course Akoraka | Learn page, find the appropriate assessment link 📄 to upload your completed video. Click 'Add submission'.

Panopto Assignment

Submission status

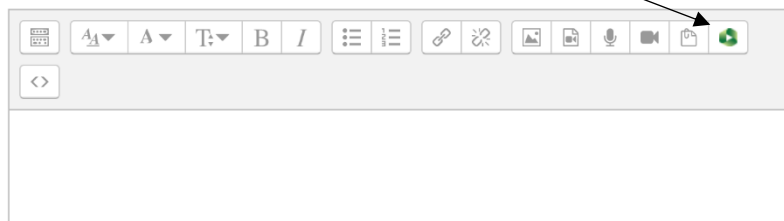| Submission status	No attempt
Grading status	Not graded
Due date	Friday, 3 April 2020, 12:00 AM
Time remaining	6 days 12 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet

In the top '**Online text**' box, you will see the green Panopto icon. Click it.
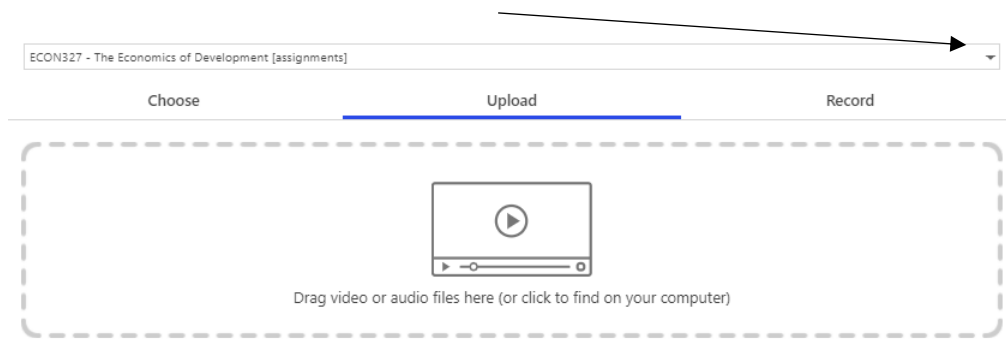
Panopto Assignment

Online text

You must navigate to the correct location or your work cannot be marked!
By default Panopto opens in the wrong folder.

- Find the appropriate course name **and its assignment folder.**
 Click the drop-down arrow and find the course name.

ECON327 - The Economics of Development [assignments]

| Choose | Upload | Record |

Drag video or audio files here (or click to find on your computer)

- **click on the small arrow** in front of the folder's name to see other folders under that main folder.
- **Choose the [assignments] folder**

▼ 📁 COMM193

📁 COMM193 [assignments]
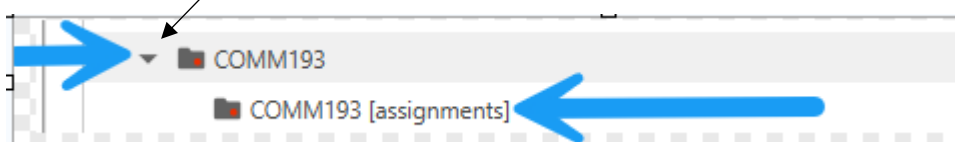
Click 'Upload' and drag/drop or add your video.

Your video will start to upload. Wait for it to finish uploading. Once you see the blue 'Insert' button, click it to continue.
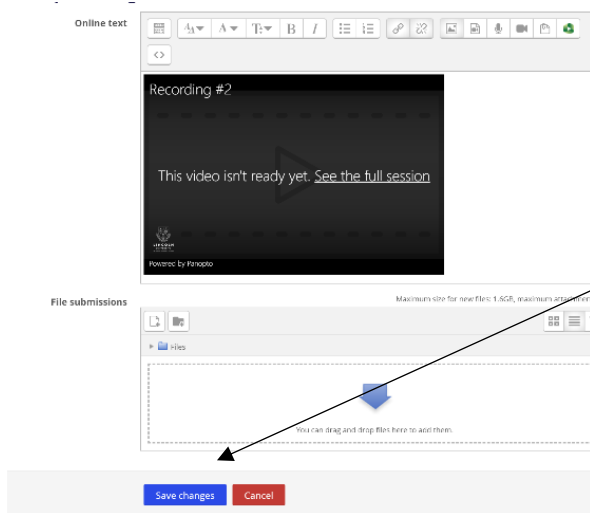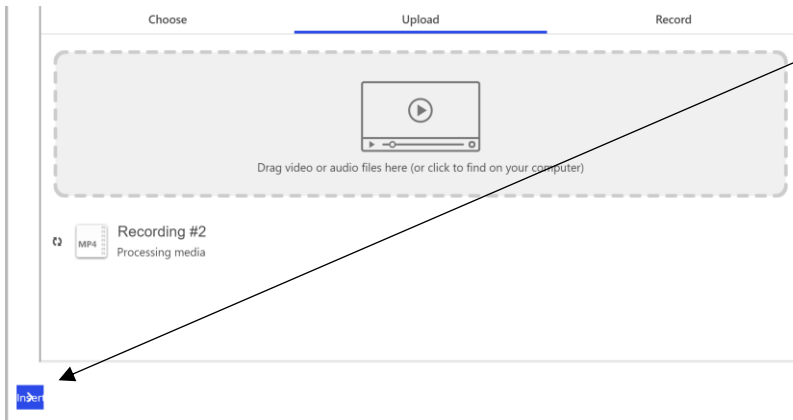
Panopto will show the video embedded in the Online Text box in Akoraka | Learn.

Even though it is still processing and not ready to view, click on 'Save changes'. Your video is submitted for marking.

However, you can still view the submission status and edit your submission.

You can add any other files required such as cover letters or excel sheet using the 'File submission' box.

Once you have uploaded all your files, click Save changes

Recorded your video in Panopto?

If you recorded in Panopto, you will need to **download** the video from Panopto and then **upload** it through the Akoraka | Learn assessment link or it will not register as a submission and cannot be seen by markers.

To download: Log into Panopto, click on Manage my recordings and navigate to My Folder

Click 'Settings',
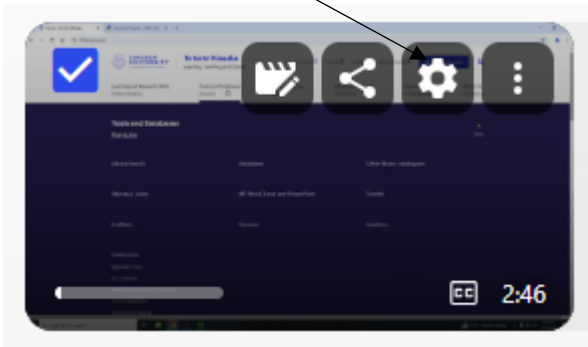
Under Outputs, select 'Download Podcast' in the Video Podcast section.

Upload the file from your downloads folder as shown above