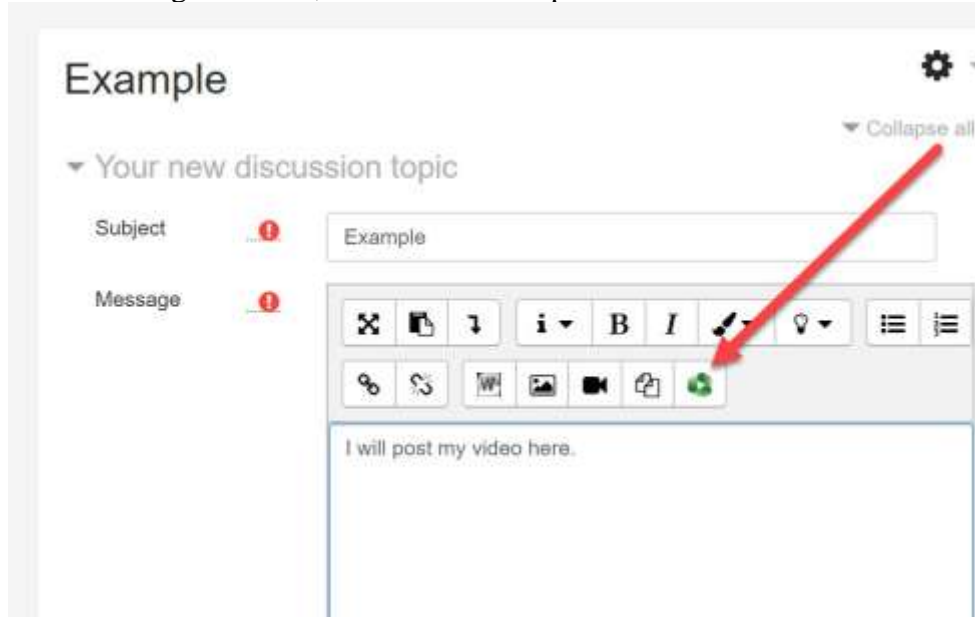
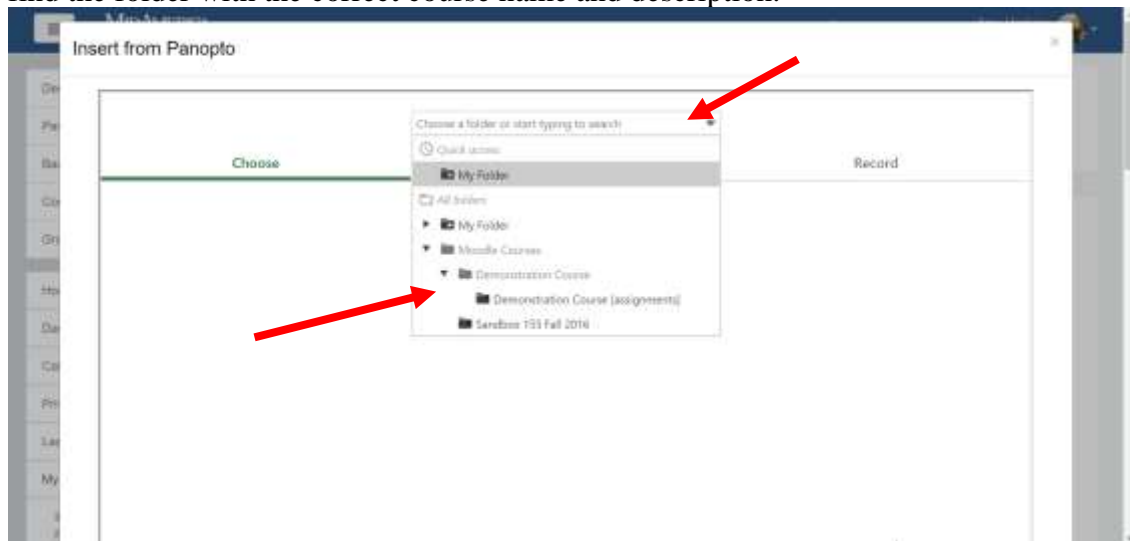


## Instructions for students to submit a Panopto video to a forum

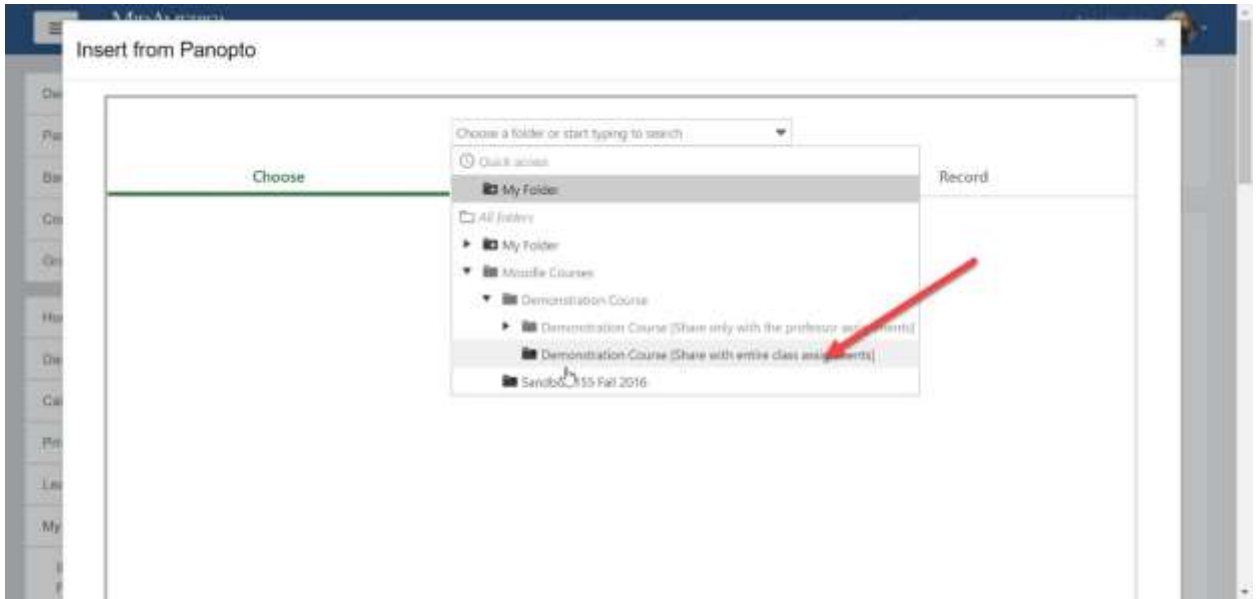
1. Select the forum
2. Select “Add a New Discussion Topic”.
3. In the Message text box, click on the Panopto button:



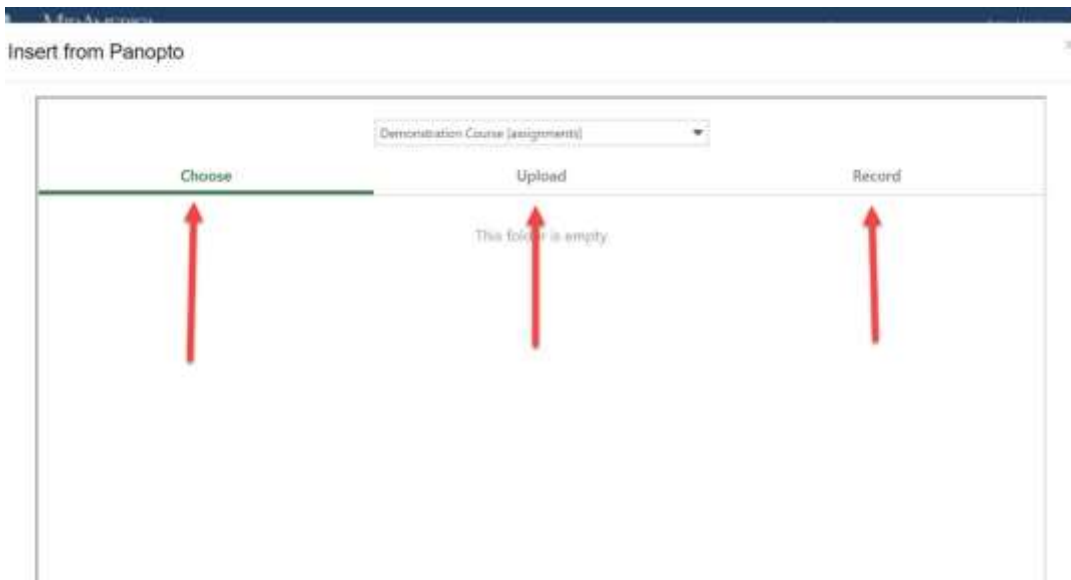
4. Select the proper course folder to submit your work by using the drop down menu. You will need to use the triangles next to the folder names to search through your folders to find the folder with the correct course name and description.



For presentations/videos posted to the course and intended to be shared with your peers, select the folder with the course name and description “(Share with entire class assignments)”:



5. Once you have selected the correct folder, you will select whether to “Choose” a video you have already created and saved in Panopto, “Upload” a video you have already created and saved to your device, or “Record” a new video.



6. Once you have selected, uploaded, or recorded a video, select “Insert” to link the video, and then click “Post to Forum” to post.