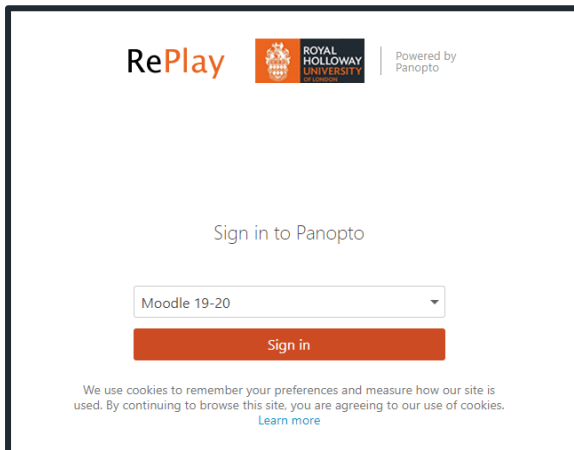


RHUL International Music Feast - Submitting your video

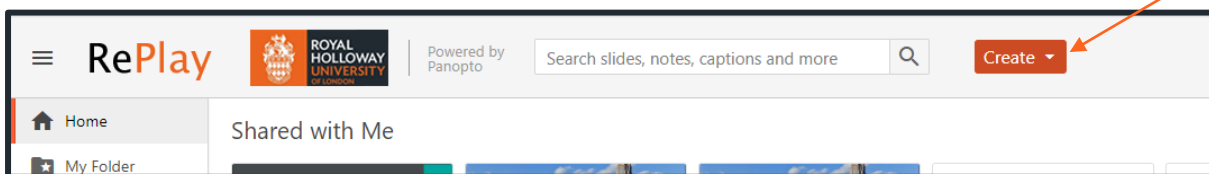
To Submit your Video:

1. Go to <https://rhul.hosted.panopto.com/>
2. Sign in with Moodle 19-20

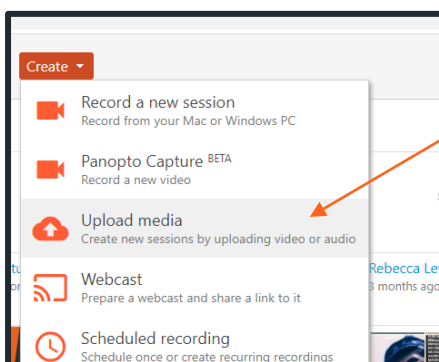


You will be redirected to Moodle to enter your usual RHUL credentials, doing so will log you into Panopto.

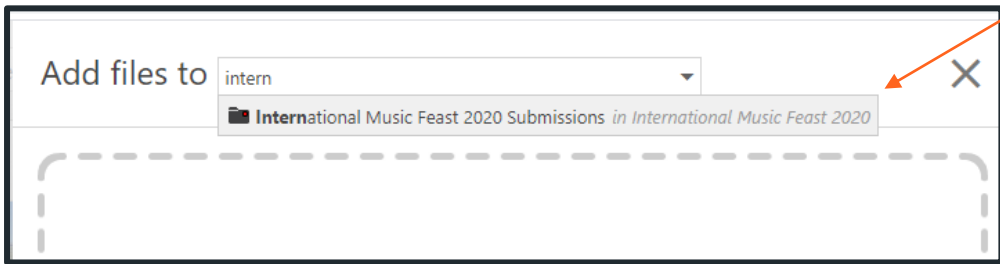
3. You will now be in RePlay. Along the top menu, click the **Create** button.



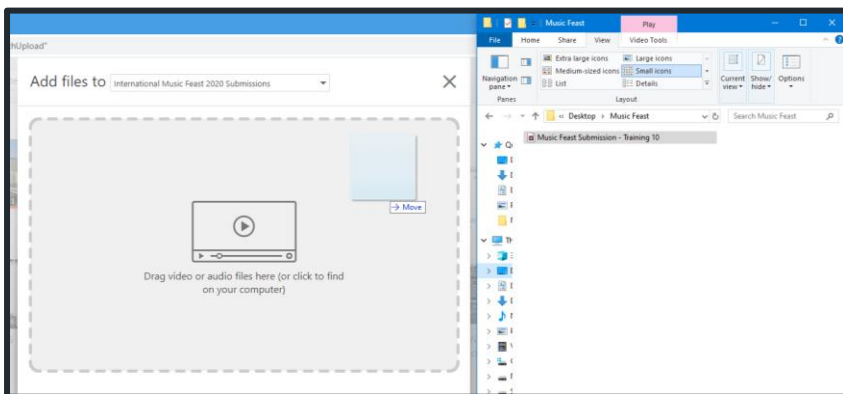
4. A dropdown will appear, click **Upload Media**.



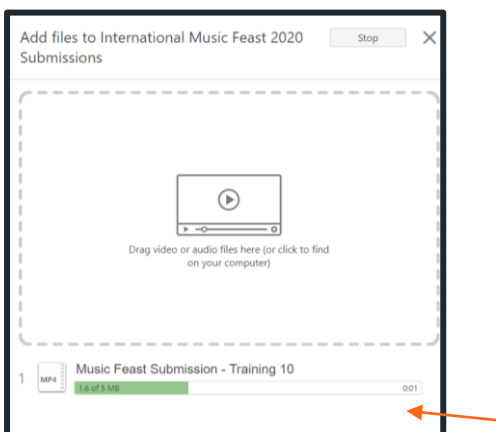
5. In the **Add files to** search box, use the search term 'International Music Feast 2020'. The submission folder will appear in the dropdown, select it.



6. Next, using Windows File Explorer or Mac Files, find and select your video for upload. Remember to name you video appropriately. When you are ready, drag the file into the upload area.

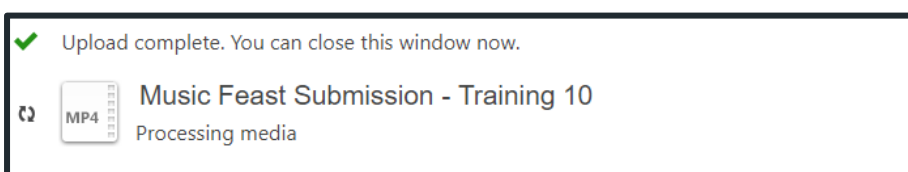


Your file will display a green bar as it uploads, please note the upload time will vary depending on your internet connection and the file size.



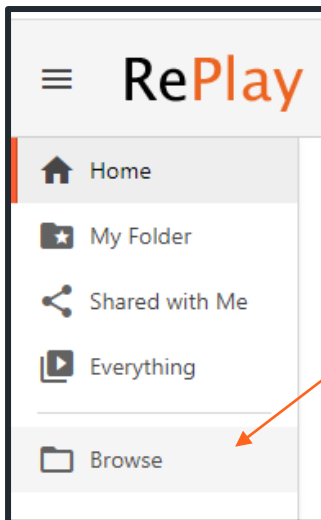
There is no size limit, but large files could take significant upload time. For file type requirements, please see <https://support.panopto.com/s/article/Supported-File-Types>.

When your upload is complete, you will see a small green tick and can leave the window.

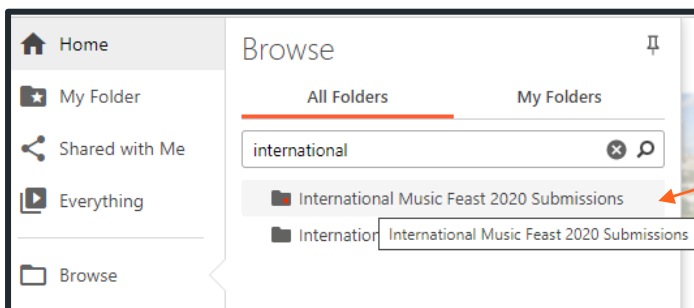


To View your Video:

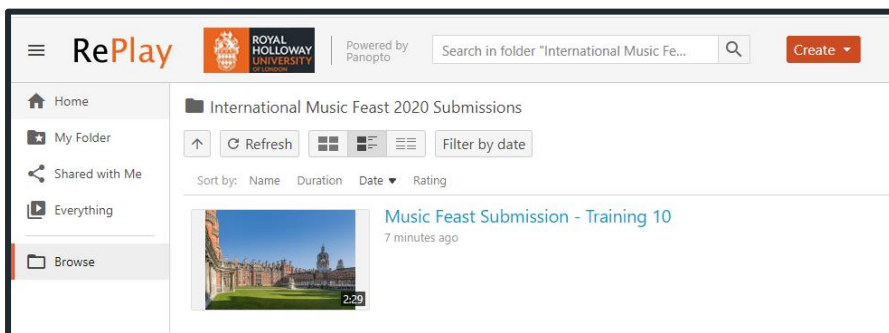
1. From RePlay's main side panel, click **Browse**.



2. From the **All Folders** tab, use the search term 'International Music Feast' to select the submissions folder.

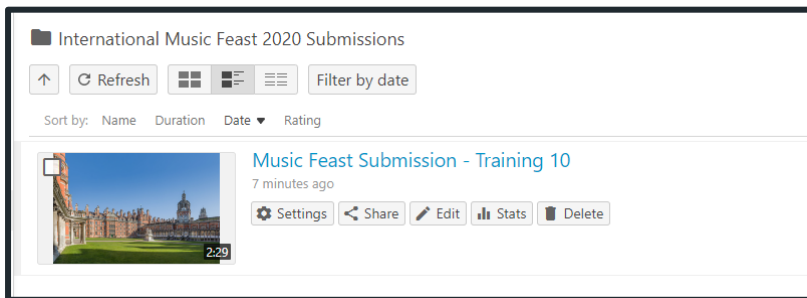


3. Your submission will be visible, you can click the title to play the video.

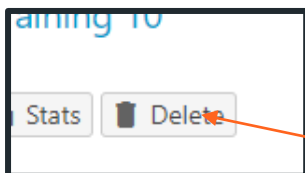


To Delete your Video:

1. From the International Music Feast 2020 Submissions folder, hover over your submission to reveal some additional icons.



2. Click the **Delete** button to remove your submission.



3. You will be asked to confirm, click **OK**.

