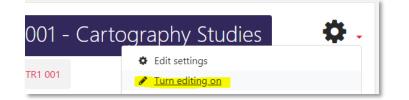


Uploading Course Notes and Recordings to Moodle

This short guide shows how to upload PowerPoint slides or other files to your Moodle module, and how to add a link to a recorded lecture from Panopto. See the *First steps with Panopto* guide on the <u>Learning Technology Hub</u> to provision your Moodle module and access the Panopto recorder.

A) Upload a PowerPoint presentation

1. From the module home page, click the cog icon and select *Turn editing on*.

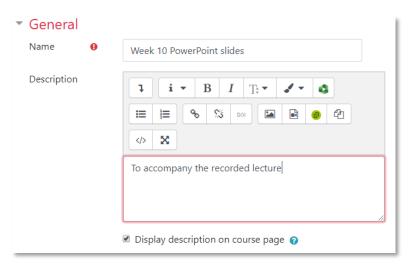


2. From the appropriate section click *Add an activity or resource*.

🕂 🔽 Week 10: Cartography and	⇔ Edit ▼	
¢		
	 Add an activity or reso 	burce
Scroll down and select <i>File</i> from the available resources options.	RESOURCES	A file may be used
Then click the Add button.	Book	 To share presentations given in class To include a mini website as a course resource
Add Cancel	File	 To provide draft files of certain software programs (eg Photoshop .psd) so
	Folder	students can edit and submit them for assessment

4. Add a suitable name, a short description, and check box to *Display description on the course page*.

3.



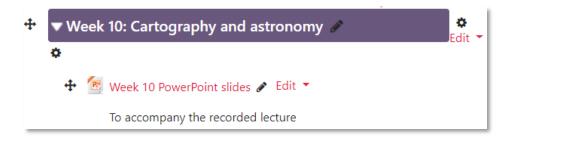


Click the Add file icon and from the File Picker click Upload a file.
 Click Choose file and browse your folders to select the file, and then click Upload this file.

Select files	Maximum size for	r new files: Unlimited	
File picker	—	;	×
n Recent files			
👘 Private files	Attachment Choose file No file chosen		
\bigcirc Open $\leftarrow \rightarrow \checkmark \uparrow$	> This PC > Documents > Cartography lectures	× v ひ Search Cartography lectures タ	
Organize 🔻 🛛 N	lew folder	₿== ▾ □□ ?	
💻 This PC	^ Name	Date modified Type Size	
3D Objects	Cartography and astronomy.pptx	13/03/2020 10:58 Microsoft PowerP 31 KB	
🔮 Documents			
Downloads	File name: Cartography and astronomy.pptx	→ All Files (*.*) ~ Open ▼ Cancel	
	Upload this file		

6. Then click *Save and return to course* and the file is now available to students.







B) Add a link to a recorded lecture from Panopto

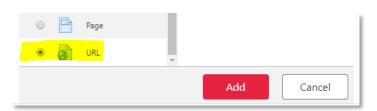
1. Login to the Panopto web portal at <u>https://napier.cloud.panopto.eu</u> and navigate to your module folder and click the *Share* button.

🔒 Home	CRT09101 2018-9 TR1 001 - Cartography Studies
My Folder	↑ C Refresh ■ ■ ≡ ≡ Filter by date Delete Copy Move
Shared with Me	Sort by: Name Duration Date Rating
Everything	Week 10 - Cartography and Astronomy
Bookmarked	Cartography and astronomy
Browse	0:11

2. Highlight the link and copy using your right mouse button or CTRL+C keys. If required the recording title can be changed from the Overview tab. Click the X to close the window.

► Week 10 - Cartography and Astronomy		Learn more	×
Overview	Link Embed		
Share			
Outputs	https://napier.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=aa962448-ff37-4	795-9326-ab7d00bf8746	

3. From your Moodle module and in the appropriate section click *Add an activity or resource*. Scroll down and select *URL* from the available resource options, and then click the *Add* button.



4. Add a suitable name and paste the link in the *External URL* field.

 General 			
Name	θ	Week 10 recorded lecture	
External URL 0		https://napier.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=	

Click *Save and return to course* and the link is now available to students.

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