

Submit Video Assignment (Panopto)

Last Modified on 07/01/2026 1:38 pm HKT

Overview

- This article shows you the steps to submit a video assignment to a Panopto assignment folder

Steps

I. Submit video assignments

1. Access your Blackboard Course and "Panopto".(Remarks: **2FA (DUO Two Factor Authentication)**

[\(https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/\)](https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/) is required for accessing Blackboard and Panopto. Avoid changing your phone right before the due date. Ensure that you have successfully enrolled your account and registered your device in DUO. Additionally, please check and attempt to sign on to Blackboard and Panopto before deadline.)

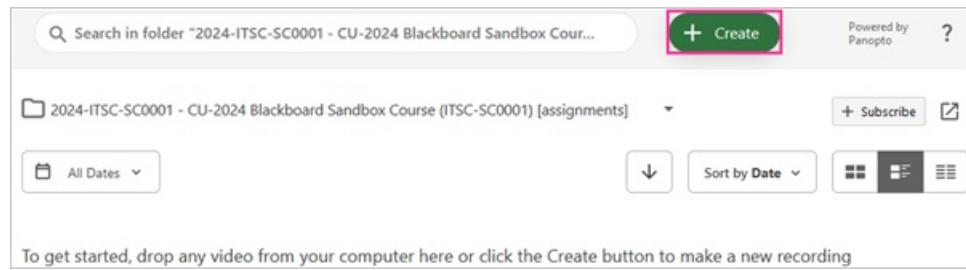
■ Ultra Course View

CU-2025 Blackboard Sandbox Course (ITSC-ULTRA-SC))

■ Original Course View

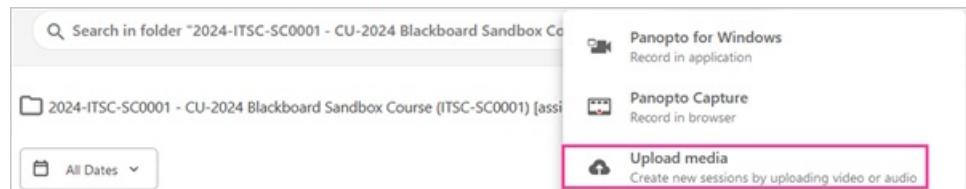
2. Access the assignment folder according to the information provided by your Instructor / TA/Support Staff.

3. Click on "Create".



To get started, drop any video from your computer here or click the Create button to make a new recording

4. Click on "Upload media".

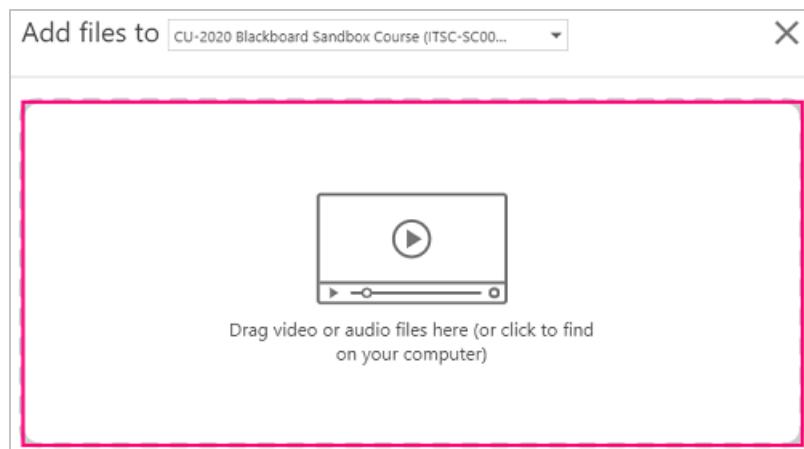


Panopto for Windows
Record in application

Panopto Capture
Record in browser

Upload media
Create new sessions by uploading video or audio

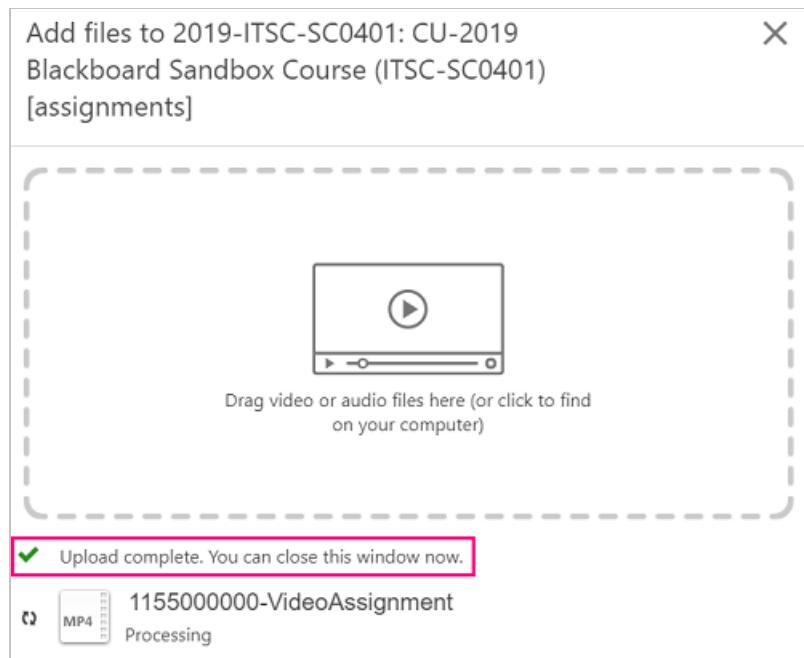
5. Drag video or audio files here (or click to find on your computer).



Add files to CU-2020 Blackboard Sandbox Course (ITSC-SC001) [assignments]

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

6. Make sure the upload complete. You can close the window.



Add files to 2019-ITSC-SC0401: CU-2019 Blackboard Sandbox Course (ITSC-SC0401) [assignments]

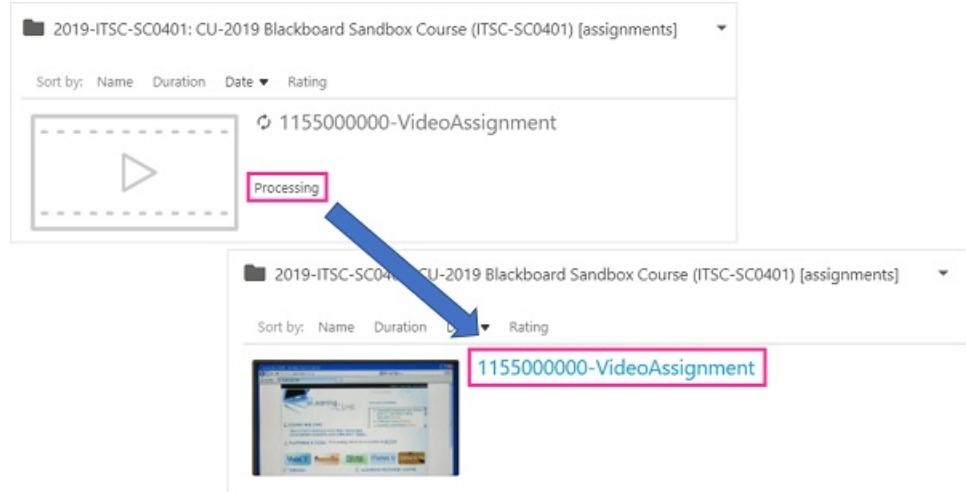
Drag video or audio files here (or click to find on your computer)

✓ Upload complete. You can close this window now.

1155000000-VideoAssignment
Processing

II. Check the video submissions

- The video submitted will show as "Processing".
- You should check the video the next day to ensure it can be processed successfully.



Reminders

1. By default, you can only see your own video in the assignment folder after the submission. Please do NOT change the 'Who has access' option under 'Share'. Changing the option can make the video accessible by anyone at CUHK or anyone with the link.
2. If you see a message asking you to accept or enable cookies, you will need to turn on third party cookies in your browser: Panopto Support: [How Do I Enable Third Party Cookies in Supported Browsers?](#)
(<https://support.panopto.com/s/article/How-to-Enable-Third-Party-Cookies-in-Supported-Browsers>)
3. There are currently issues with uploading videos from iOS devices:
 - o [Turn Off High Efficiency Mode for Recording in iOS](#) (<https://support.panopto.com/s/article/Turn-off-High-Efficiency-Mode-for-Recording-in-iOS>)
 - o [How Do I Troubleshoot Uploading Videos From iOS Devices?](#) (<https://support.panopto.com/s/article/Troubleshoot-Failed-iOS-Uploads>)
4. If possible, reduce the video size of the assignment.
5. Check the supported format: Panopto Support: [Learn About Supported Media File Types for Uploading](#)
(<https://support.panopto.com/s/article/Supported-File-Types>)