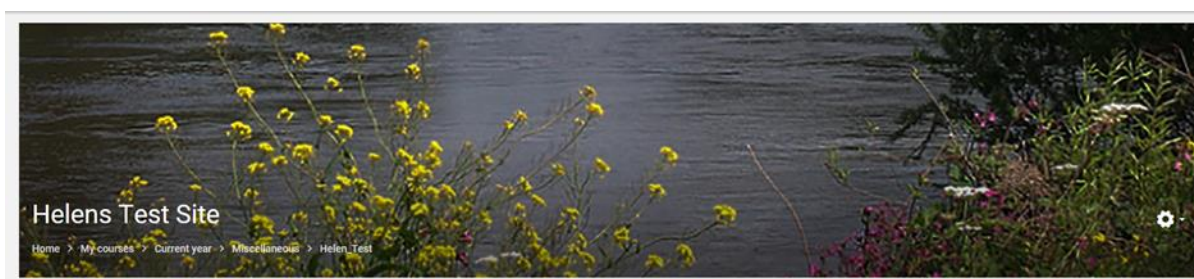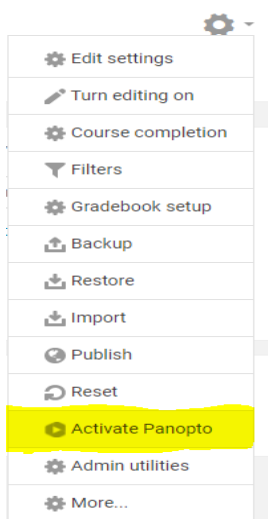# How to Activate Panopto in Moodle

Activating (or 'provisioning') Panopto in Moodle has two functions. It automatically creates a new Panopto account for you, based on your standard Cardiff Met logon (ac, sm etc number and password). It also allows you to effortlessly include Panopto content in Moodle, with the correct security access settings for your students. If you had a Panopto account made for you previously (with an email address logon) you'll be able to access both accounts. Contact review@cardiffmet.ac.uk if you'd like to copy recordings from your old account into your new account for ease of access.

Please note! You'll need to activate Panopto in each Moodle module that you wish to share recordings in. This is so that Moodle can provide Panopto with the correct security settings - to ensure only students on that particular module can view recordings.

1) Go to the Moodle course in which you'd like to include Panopto recordings, and click the main 'cog' in the top right-hand corner to 'Turn editing on'.

2) On the same drop-down menu, click 'Activate Panopto'. This may take a few minutes. When the process is complete, the page will state 'Panopto has been activated'.

3) You can now share Panopto recordings as 'An activity or resource' in Moodle. Please read the guide 'How to add Panopto content to Moodle' to learn more.