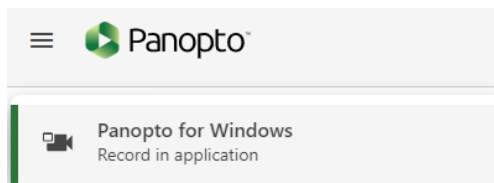


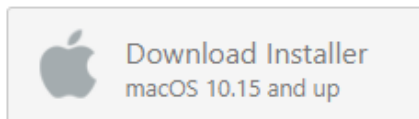
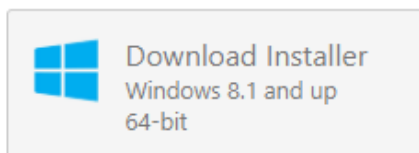
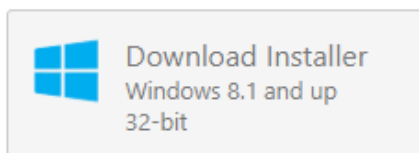
Downloading the Panopto Recorder software

Most Cardiff Met devices will already have the Panopto Software installed, but you may need to download it on other machines. If you don't have admin permissions on your machine, you may need to ring the IT Helpdesk after selecting the version of Panopto you wish to download. This will enable a member of staff to remotely finish the process.

- 1) To download and use Panopto on your computer, you must have activated Panopto on one of your Moodle modules. Please see the guide on 'Activating Panopto in Moodle'.
- 2) Go to <https://cardiffmet.cloud.panopto.eu/> and sign-in via the 'Moodle' option, using your Cardiff Met username and password.
- 3) Once logged-in, click the green 'Create' button in the top left corner, then select 'Panopto for Windows Record in application'



- 4) A pop-up will then prompt you to choose a version of Panopto to install



- 5) Select 'Run'.
- 6) You may be prompted to confirm that **panoptorecorder.exe** is safe. Allow the file.

- 7) You may be prompted by User Account Control to give permissions for Panopto to make changes to the computer. Click **'Yes'**.
- 8) A pop-up will now say 'Destination Folder'. Check whether the third text box (Server Address) says **cardiffmet.cloud.panopto.eu** and if it doesn'tt, write it in and click **'Save'**.
- 9) Press **'Next'**.
- 10) Press **'Install'**.
- 11) You will have to wait while the Setup Wizard installs Panopto.
- 12) A new window will open and you'll be prompted to sign in via 'Moodle', using the same credentials as before.
- 13) The Panopto recorder interface should now be visible, and the green Panopto icon should be on your desktop.

