Logging onto the Panopto recorder

1) The Panopto icon should be on your desktop, so simply locate it and double click it. The Recorder can sometimes take a little while to open, so please be patient!


2) Click **Sign-in with Moodle** – you should automatically be logged on to the recorder

* Please note, you must activate Panopto within one of your Moodle modules in order to have a Panopto account

3) Select the folder you wish to record into. You can either chose your 'My Folder' for non-Moodle recordings, or select the folder relating to the Moodle module where you'd like to use the recording. To access these folders, click the 'Moodle (private)' folder
* Please note, this can appear greyed-out, but you do have access to it!
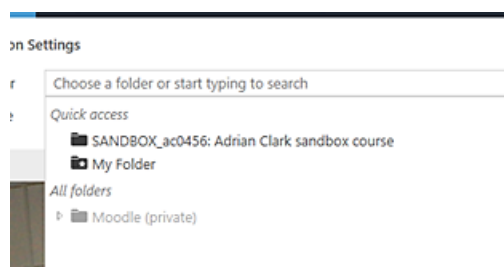
4) Do your pre-recording checks and set-up before recording.

Troubleshooting:

If you cannot see the icon, and you're sure that you have successfully downloaded the Panopto recorder on your machine, then try these troubleshooting steps…

! Searching the Start Menu search bar for 'Panopto'.

! Manually search 'All Programmes', located on the bottom of the Start Menu.

! Try following the steps for 'Opening the recorder via the Panopto web viewer/dashboard'

! Consider accessing the Panopto web viewer/dashboard to re-download the recorder:

https://cardiffmet.cloud.panopto.eu

If you previously had a manually-created Panopto ReView logon (based on your email address) you can still log on to the recorder using this if you wish.

1) At the bottom right of the Moodle/Panopto logon box you'll see 'More sign-in options' - click this, and the below screen will appear

2) Enter your email address for 'Username' and your manually-created password (often this will be Panopto1!)

3) You'll now be able to record into your old folder titled "<your name>'s Folder"

   Please note! You won't be able to record into any of your Moodle folders using this logon. It would be used in a situation where you're planning to manually add links/embed code to webpages, emails etc