



## 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!



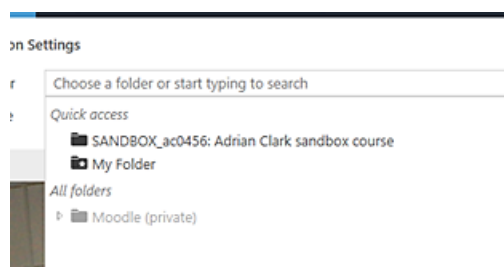
- 2) Click **Sign-in with Moodle** – you should automatically be logged on to the recorder

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

A screenshot of the Panopto sign-in interface. At the top is the Panopto logo and the text "Choose how to sign in". Below this is a blue button labeled "Sign in with Moodle". Underneath is the word "or". There are three input fields: "Server Address" (with a dropdown menu showing "cardiffmet.cloud.panopto.eu"), "Username", and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom are two buttons: "Sign in" and "Continue offline".

- 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**



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