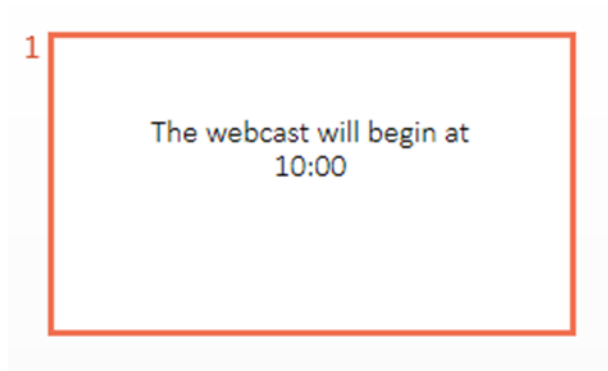




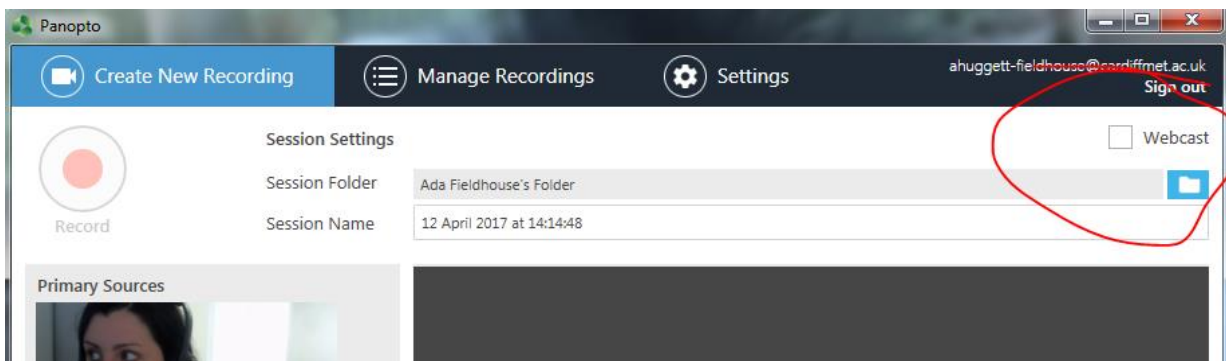
## Live webcasting

- 1) With the Panopto ReView recorder open, complete your [pre-recording checks](#) by ensuring that your primary and secondary sources are correct and that the visuals and audio are of a sufficient quality.
- 2) The webcast needs to begin before you can send out a link. Therefore you may like to place a 'holding' PowerPoint slide at the start of your PowerPoint presentation with a reassuring message

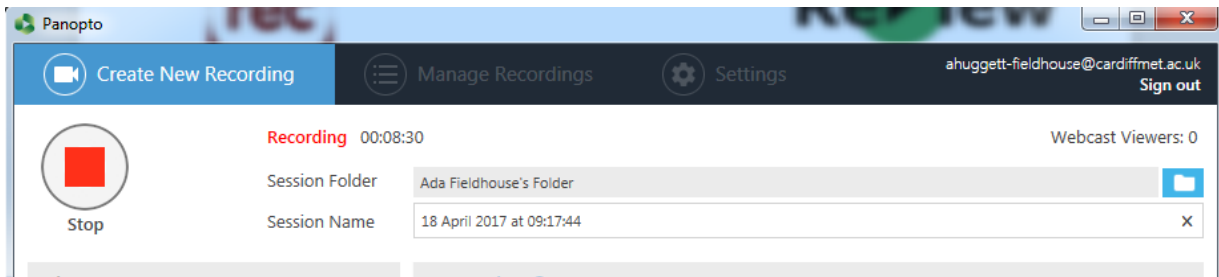


as people join the webcast.

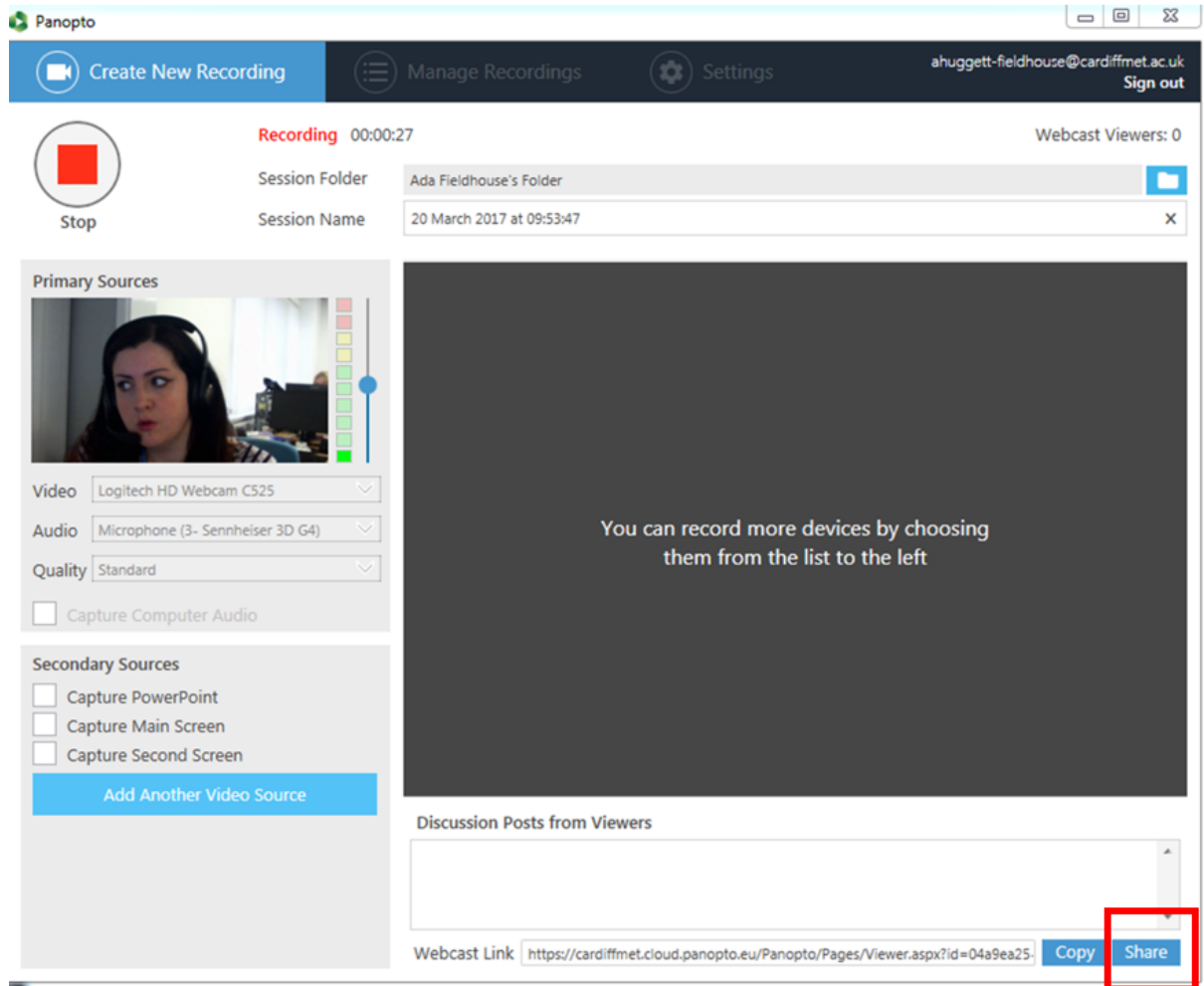
- 3) Tick 'Webcast'.



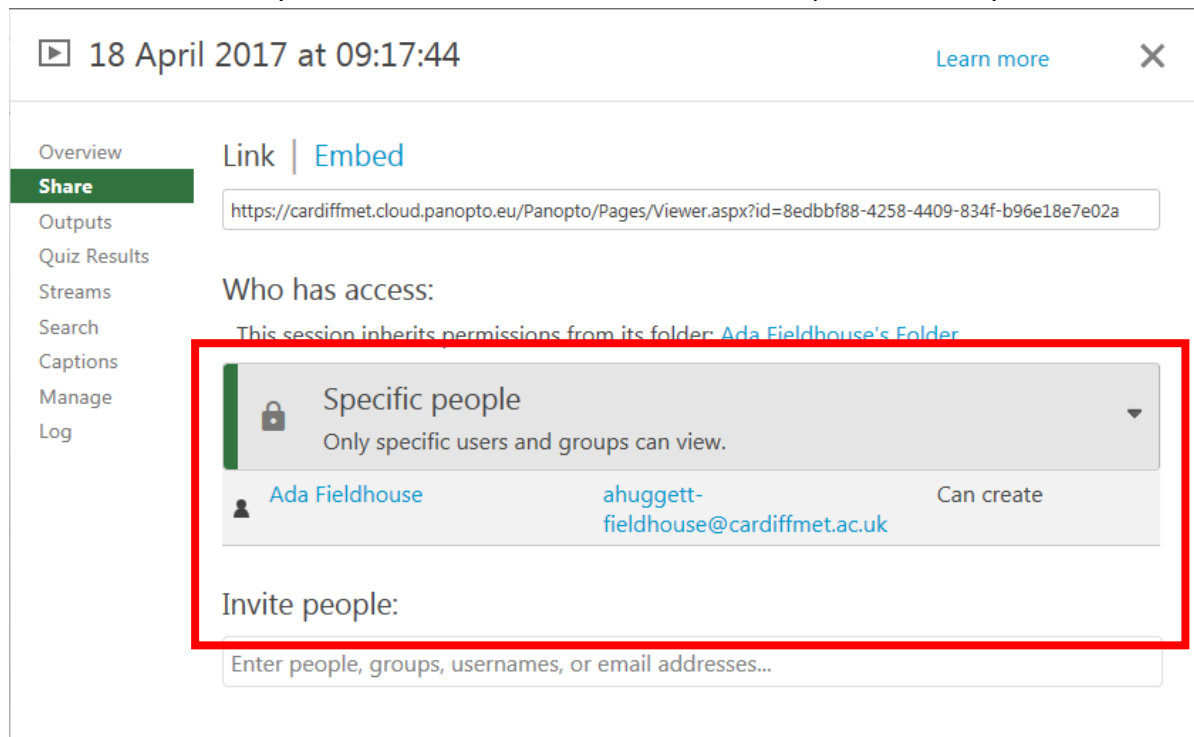
- 4) Press 'Record'.



5) Press 'Share'.

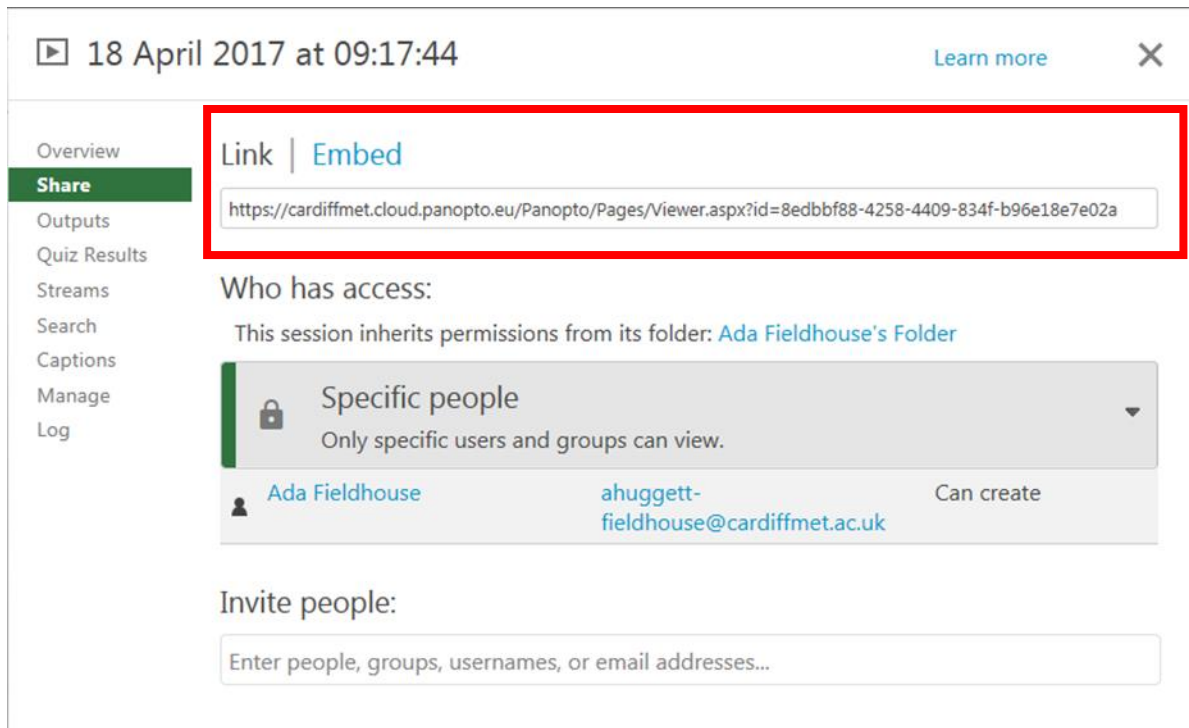


6) You will be automatically taken to the 'Share' section of the Panopto site. Firstly, choose 'Public on



the Web' as your privacy setting. This will ensure that those who have been sent the link can see your presentation.

- 7) You can then distribute the link by copying and emailing it to those who you wish to take part in your webcast or embedding it in a page where your intended audience have access.



The screenshot shows the Panopto interface for a recording session. At the top, it displays the date and time: "18 April 2017 at 09:17:44". A "Learn more" link and a close button (X) are in the top right. On the left, a navigation menu includes "Overview", "Share" (highlighted), "Outputs", "Quiz Results", "Streams", "Search", "Captions", "Manage", and "Log". The main content area has two tabs: "Link" and "Embed". The "Link" tab is active, and a red box highlights the URL: `https://cardiffmet.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=8edbbf88-4258-4409-834f-b96e18e7e02a`. Below this, the "Who has access:" section shows that the session inherits permissions from "Ada Fieldhouse's Folder". A dropdown menu is set to "Specific people", with the note "Only specific users and groups can view." Below this, a table lists the access permissions for "Ada Fieldhouse" (username: ahuggett-fieldhouse@cardiffmet.ac.uk) with the role "Can create". At the bottom, the "Invite people:" section has a text input field with the placeholder "Enter people, groups, usernames, or email addresses..."

### Good to Know...

- Whilst you are recording, you can see how many viewers you have by looking in the top right-hand corner of the recording screen (this only works when your PowerPoint presentation is minimised).
- Panopto ReView will automatically upload and process your webcast after you have finished recording. This means you can send the recording out to those who could not watch the webcast live, or you can edit and re-purpose the recording as you see fit.