



The below reminders are a handy guide to recording and sharing video content using ReView

Panopto ReView Web Viewer:

<https://cardiffmet.cloud.panopto.eu>

For further guidance and support, email:

review@cardiffmet.ac.uk

ReView Reminders

- 1) Locate and **double-click the green Panopto ReView icon** on the desktop.
- 2) **Untick the 'Remember me' button**: this prevents the software from defaulting to offline recording later in the process.
- 3) **Fill in your username** (this is your Cardiff Met email address) **and password** (this will initially be Panopto1! but you may have changed it).
- 4) **Check that you're clearly in shot** on the left-hand side of the recorder. You may pick another primary video source by using the drop-down menu entitled 'Video' on the left.
- 5) **Check that the audio is being picked up** by speaking a few lines: the volume should peak into the yellow area of the bar. Use the slider to adjust if the sound is too quiet or too loud.
- 6) Look at the top of the screen and **ensure your recording will go into the correct folder** (e.g. [Your Name]'s folder). Directly underneath, you can type in a more meaningful name for your recording.
- 7) **Ensure that 'Capture PowerPoint' is ticked** if you intend to present using PowerPoint. If any aspect of your presentation involves exiting PowerPoint, such as **to showcase a webpage or Word document**, tick **'Capture Primary Screen'** as well.
- 8) Choose 'High' from the 'Quality' drop-down menu.
- 9) Beneath this is **'Capture Computer Audio'**. **Tick this box if you intend to use any audio from your computer within your presentation**, such as from video or audio clips.
- 10) For a smooth beginning if using PowerPoint, select the PowerPoint tab, click 'Open a Presentation' and select 'Start presenting when recording starts'. **Please note! Don't open your PowerPoint from a web source such as Moodle or SharePoint, as Panopto won't be able to copy the slides. Instead, use a hardcopy source such as a USB drive**
- 11) **Click the large red 'Record' button in the top left-hand corner to begin recording** (or use shortcut F8)
- 12) **Click the large red 'Stop' button to stop recording** (or use shortcut F10 for a smoother cut). **You can also use the 'Pause' button to take a break** from recording (the recording will resume where you left off).
- 13) A pop-up will prompt you to upload or delete your recording. **If you're happy with your video, click 'Upload'**.
- 14) You will be taken to the 'Manage Recordings' tab. **The recording will initially upload – do not shut down your computer until this is complete**. It will then be processed (**Share, Edit and View will all be clearly visible when it's ready**).
- 15) **In order to make your video viewable by others, click 'Share'**. This will take you to the ReView internet dashboard. A pop-up relating to your video will come up. **Select 'Public on the Web'** in order to prepare your video for sharing. **A link or embed code is available here to share the video**.
- 16) If you would prefer a different output other than the default Panopto Web Viewer, select 'Outputs' and choose your preferred format.