# Logging onto the Panopto recorder

1) The Panopto icon should be on your desktop, so simply locate it and double click. If you don't already have the software installed, please see the guide on Downloading. The Recorder can sometimes take a little while to open, so please be patient!
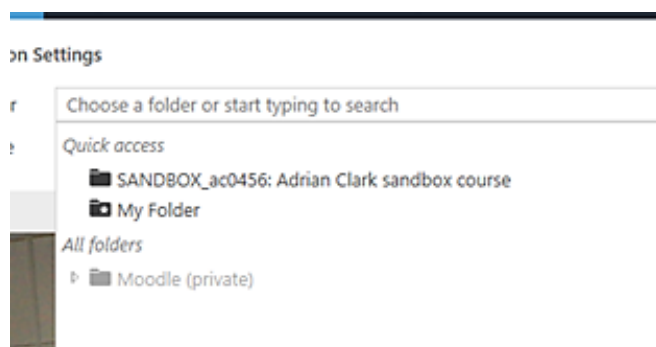


2) Click **Sign-in with Moodle** – you should automatically be logged on to the recorder

**\* 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.

Please contact review@cardiffmet.ac.uk if you require any further support

Quality | Cyfarwyddiaeth
Enhancement | Gwella
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