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

Panopto ReView Web Viewer:
https://cardiffmet.cloud.panopto.eu

For further guidance and support, email:
review@cardiffmet.ac.uk

1) Locate and **double-click the green Panopto icon** on the desktop.
2) **Click 'Sign in with Moodle'**. You must have activated Panopto in at least one of your Moodle modules before you can log onto the recorder using your staff number.
3) **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.
4) **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.
5) Look at the top of the screen and **ensure your recording will go into the correct folder**. The folder will usually have the same name as the Moodle module where you plan to present it. Click 'My Folder' if you are not sharing in Moodle or if you are unsure: you'll be able to copy the video into the right place later. Directly underneath, you can type in a more meaningful name for your recording.
6) **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 document, tick 'Capture Primary Screen'** as well.
7) Choose **'High' from the 'Quality' drop-down menu**.
8) For a smooth beginning if using PowerPoint, select the PowerPoint tab, click 'Open a Presentation' and select 'Start presenting when recording starts'. *Please note!* **Do not 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**
9) **Click the large red 'Record' button** in the top left-hand corner to begin recording (or use shortcut F8)
10) **Click the large red 'Stop' button** to stop recording (or use shortcut F10 for a smoother cut). **You can also use the 'Pause' button** (shortcut F9) **to take a break** from recording. The recording will resume where you left off.
11) A pop-up will prompt you to upload or delete your recording. **If you're happy with your video, click 'Upload'**.
12) 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**).
13) **Share in Moodle** by going into your module, clicking on **'Add an Activity or Resource' and choosing Panopto**. This provides the highest level of security and integration within Moodle. Alternatively, click **'Share'** to see links, embed codes and to manually change viewing permissions.