



Opening the Panopto ReView recorder

- 1) The Panopto ReView icon should now be on your desktop (if you've followed the instructions to download it [here](#)) so simply find it and double click it. The Recorder can sometimes take a little while to open, so please be patient!



- 2) Sign in using your Username and Password. *Remember, these credentials are different to your usual Cardiff Met logon. Your username will usually be your Cardiff Met email address.

A screenshot of the Panopto sign-in form. It features the Panopto logo at the top left. Below it are three input fields: 'Server Address' (pre-filled with 'cardiffmet.hosted.panopto.com'), 'Username', and 'Password'. There is a 'Remember me' checkbox with the text '(required for offline recording)'. A blue 'Sign in' button is located at the bottom right of the form.

- 3) Ensure that 'Remember me' is un-ticked, as this can cause issues with recordings not being automatically uploaded.
- 4) Click 'Sign in'
- 5) You should now have access to the Panopto recorder.
- 6) Do your pre-recording checks and set-up before recording.

Troubleshooting:

If you cannot see the icon, and you are sure that you have successfully downloaded the Panopto recorder, 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.hosted.panopto.com>