

Panopto in the Lecture Theatres



Click on the Panopto icon on the computer desktop.

1 Opening Panopto

2 Logging In

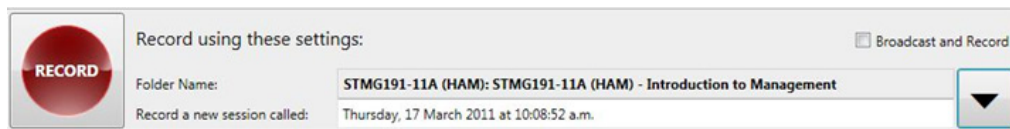


Then, log in—you need to click on the **Log in with elearn** button, **NOT** on the username and password option that first appears on the screen—confusing, but true.



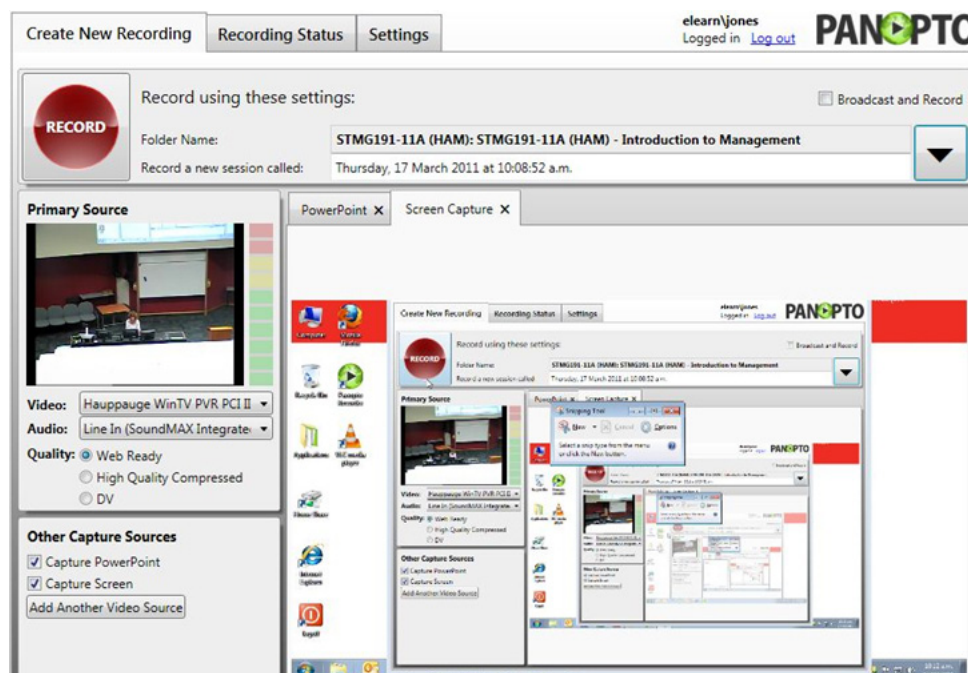
Enter your username and password in the screen that looks like the one above. Click on the **Login** button.

3 Folder Name



Choose your settings—you might like to describe and date the lecture. Panopto should remember your last settings, but if it does not; click on the large dropdown arrow on the right, select your paper, and move mouse to the 'add new session' tab on the right of the screen.

4 Press Record



Check the other settings, then press the big red **Record** button. At the end of the lecture, choose **Stop**—the big grey square button. Close all applications and log out as usual. The recording should upload automatically and will appear under the Videos link in your MyWeb™ paper in a few hours—check the next day.