

# Log-in & Set-up Panopto at a Teacher Workstation



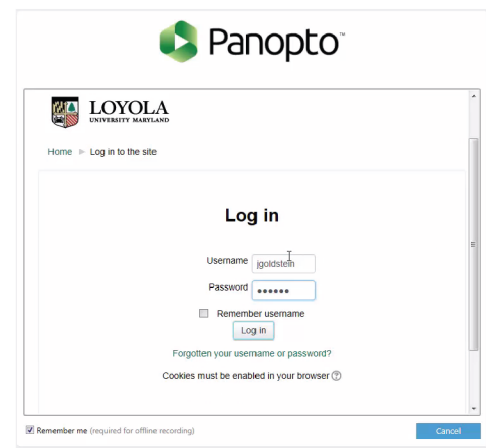
If you are experiencing issues in the classroom, please contact Technology Services (x555). If you are looking for a consultation on Panopto and out-of-classroom use, please contact the Office of Ed Tech (x5305)

1. Open the Panopto Recorder application on the computer

2. Click "Log-in Using Moodle New Server"




3. Complete the login using your Loyola credentials



4. Set up your session folder and your session name. The session folder is what course you will be recording to. The Session name is the name of the recording.

**To change the session folder, click the folder icon.**  
Select the course folder you would like your recording to go to.

Session Settings  Webcast

Session Folder  

Session Name

**NOTE:** If your course does not appear in the folder list, you need to provision your course in Moodle. Open your Moodle Course, add the Panopto Block, and click "Provision" in the Panopto Block

**For details on the functions within the recorder, check out "Using Panopto Recorder on a Teacher Workstation"**