

Version: 1.2

Date: 16/11/2022

Panopto is the university's media capture system, which is used to record lectures, student presentations, assignments, tutorials and a range of other multimedia content.

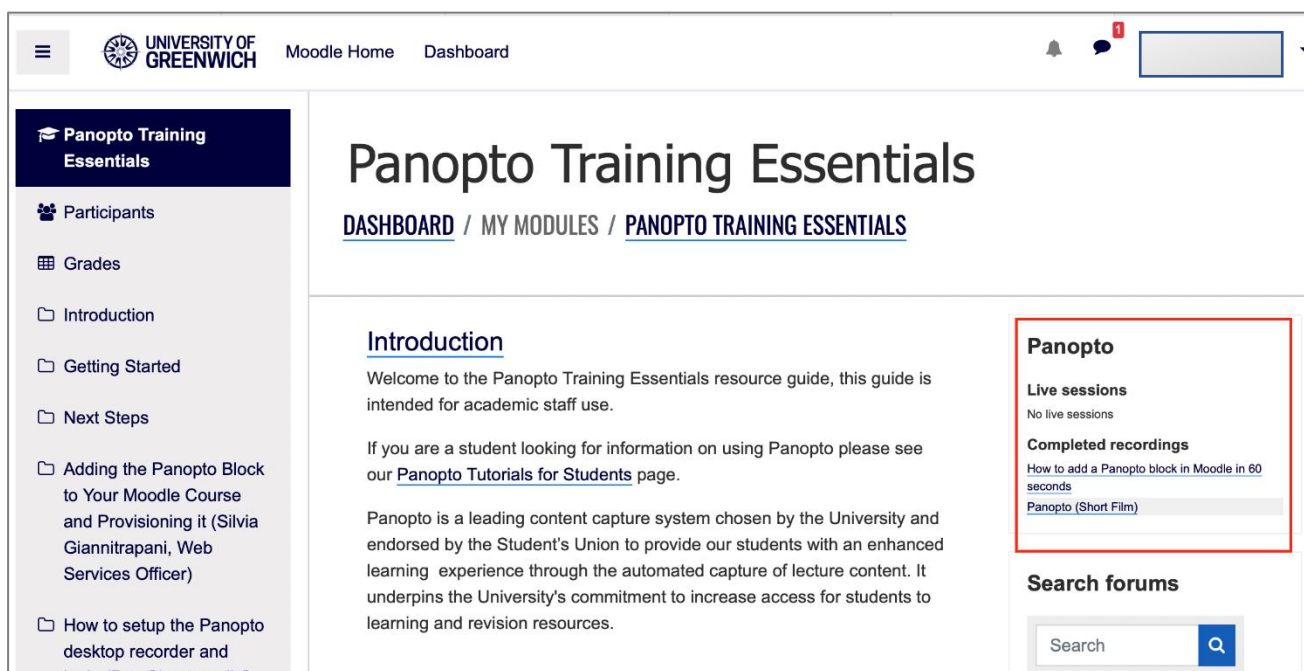
Panopto recordings can be viewed on a multitude of browsers and platforms – see [Learn About the Requirements for Using the Panopto Video Management System](#).

You can access Panopto in two different ways:

1. From within Moodle:

If your instructor is using Moodle in a course module, you will be able to see a Panopto block (usually on the right-hand side). Please note: Panopto is not used by all staff across the university, so the Panopto block may not be present in all of your modules.

Clicking on a link to a completed recording will take you to the Panopto web site.



The screenshot shows a Moodle course page titled "Panopto Training Essentials". The page layout includes a top navigation bar with the University of Greenwich logo, "Moodle Home", and "Dashboard". A left sidebar contains a menu for "Panopto Training Essentials" with items like "Participants", "Grades", "Introduction", "Getting Started", "Next Steps", and "Adding the Panopto Block to Your Moodle Course and Provisioning it (Silvia Giannitrapani, Web Services Officer)". The main content area features the title "Panopto Training Essentials" and a breadcrumb trail: "DASHBOARD / MY MODULES / PANOPTO TRAINING ESSENTIALS". Below this is an "Introduction" section with text: "Welcome to the Panopto Training Essentials resource guide, this guide is intended for academic staff use." and "If you are a student looking for information on using Panopto please see our [Panopto Tutorials for Students](#) page." A paragraph follows: "Panopto is a leading content capture system chosen by the University and endorsed by the Student's Union to provide our students with an enhanced learning experience through the automated capture of lecture content. It underpins the University's commitment to increase access for students to learning and revision resources." On the right side, there is a "Panopto" block with a red border, containing "Live sessions" (No live sessions) and "Completed recordings" (How to add a Panopto block in Moodle in 60 seconds, Panopto (Short Film)). Below this is a "Search forums" section with a search input field and a magnifying glass icon.

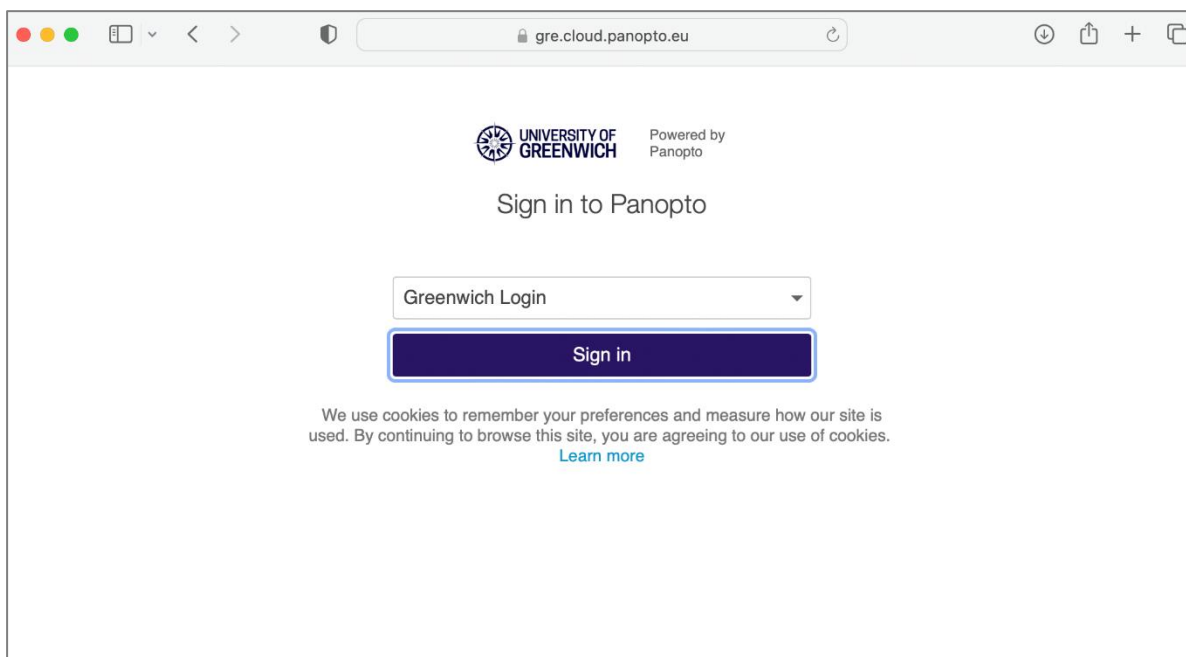
If you are prompted to log in, please follow the instructions in the next section.

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2. From the Web:

Go to <https://gre.cloud.panopto.eu>. This will take you to the following page:



Make sure that “**Greenwich Login**” is selected, then click the “**Sign in**” button (if “Greenwich Login” isn’t shown, click on the drop-down text box to show all the options).

You may be automatically logged in. If not, you will see the University of Greenwich login screen. Enter your university username and password, complete Multi-Factor Authentication if prompted, then click “**Log in**”.

The first time that you log in to Panopto, you’ll be prompted to sign the university’s end-user licensing agreement (EULA). You should read this for yourself, to ensure that you are happy with it, but essentially it means that you are allowing the university to store and play back your recording on Panopto, and that your recording will only be used for the educational purposes outlined by your lecturer on behalf of the university (in this instance for the purpose of assessing and providing feedback on your work).

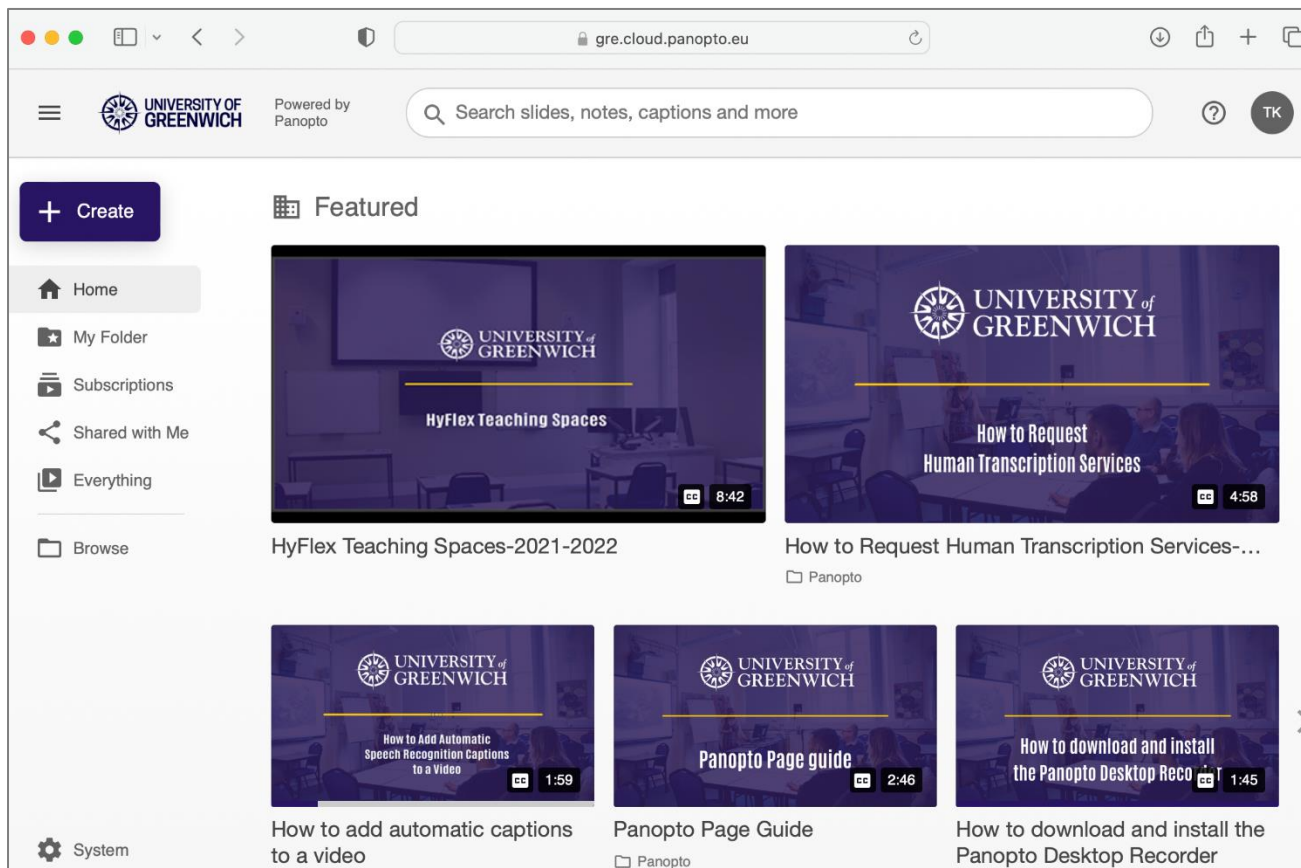
If you are happy to use Panopto, click “Accept”. If you have any questions or concerns, you should discuss these with your lecturer.

Panopto – Student Access Guide

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Once you have accepted the licensing agreement, you will be taken to the main University of Greenwich Panopto site, which will look something like this:



The screenshot shows the Panopto web interface in a browser window. The address bar displays 'gre.cloud.panopto.eu'. The page header includes the University of Greenwich logo, 'Powered by Panopto', and a search bar with the text 'Search slides, notes, captions and more'. On the left, a navigation sidebar contains a 'Create' button and a list of folders: Home, My Folder, Subscriptions, Shared with Me, Everything, and Browse. The main content area is titled 'Featured' and displays five video thumbnails. Each thumbnail includes the University of Greenwich logo, a title, a duration, and a 'Panopto' folder icon. The videos are: 'HyFlex Teaching Spaces-2021-2022' (8:42), 'How to Request Human Transcription Services...' (4:58), 'How to add automatic captions to a video' (1:59), 'Panopto Page Guide' (2:46), and 'How to download and install the Panopto Desktop Recorder' (1:45). A 'System' settings icon is visible in the bottom-left corner.

You will see your account in the top-right area of the screen. On the left-hand side, you will see a list of the folders of recordings available to you.

This list will include any assignment folder that is currently open (an assignment folder will appear as a subfolder of a course).