This document will demonstrate how to access Panopto. Panopto can be accessed through Sakai or through Panopto’s login page. It is highly recommended to access Panopto through your Sakai course(s) for easy navigation.

Access Panopto through the Panopto Tool in Sakai
1. Open your Sakai course and click the Panopto tool on the left-hand side of the page.
2. Panopto will open in a new window. If Panopto does not open, you will have to allow Panopto from your pop-up blocker or select click here to launch.
3. By default you will be brought to The Panopto folder for that course.
4. Click the title of a video to watch that session.
   **Note:** Accessing Panopto in this manner will authenticate your Panopto account for this specific course. You will now be able to access videos for this course using links in lessons.

Access Panopto through a Lesson in Sakai
1. Open your Sakai course and click the appropriate lesson on the left-hand side of the page.
2. Select the link to the Panopto recording.
   **Note:** If you receive a message stating that you do not have access to this recording, you may need to authenticate your Panopto account for this course. To authenticate your Panopto account for this course, follow the directions above for accessing Panopto through the Panopto tool within Sakai.
Access Panopto through the Panopto Login Page

2. Use the dropdown arrow to select Loyola.
3. Enter your UVID and password.
4. Click Sign-in.

5. You will be directed to the All Sessions page by default. Your course folders are located on the left-hand side of the page under My Folders.
6. Click on the title of the folder to create a recording within that folder.

7. Select the title of the video you wish to view.