The Panopto Recorder provides an all-in-one interface to simultaneously record video, audio, screen content, and slides. A presenter has the option to record video or audio only along with PowerPoint and/or screen capture. Panopto can be used in classrooms on campus that are equipped with a built-in video recording system or from any PC or laptop. This quick guide will cover the steps to access Panopto.

**Access Panopto through Sakai**

It is highly recommended to access Panopto through your Sakai course(s) in order for all students to have access to your recordings by default. To access Panopto through Sakai, you must add the tool to your course. To add the Panopto tool to your course please use the directions outlined in Adding, Removing, & Reordering Sakai Tools.

**Note:** Student must authenticate their Panopto account for your course. To authenticate their Panopto account they must select the Panopto tool from the Sakai course. Therefore, they must select the Panopto tool before they are able to access a recording through a link (such as in lessons). If they try to access a recording through a link before authenticating their account, it will appear that they do not have access to the recording.

**Open Panopto through 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**.

**Access Panopto outside of Sakai**

If you are unable to access Sakai, you are able to access Panopto outside of Sakai.


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.