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 a Sakai Course**

1. Login to Sakai and open the appropriate course.
2. Click the Panopto tool on the left-hand side of the page.
3. 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**.

**Authenticate your Account**

In order to have access to a recording for a specific Sakai course, you must authenticate your account. You will have to go through this method for each of your classes using Panopto. If you do not authenticate your account and try to access a recording through a link in Sakai, such as in lessons, you will be notified you do not have access to the recording. After you have authenticated your account, you will be able to access recordings through links in Sakai.

1. Login to Sakai and open the appropriate course.
2. Click the Panopto tool on the left-hand side of the page.
   
   **Note:** If you do not see the Panopto tool your instructor has not added the tool or has hidden the tool. Please contact your instructor to notify them that you cannot access the tool.
3. Your account is now authenticated for this course.

**Access Panopto Outside of Sakai**

Although it is recommended to access Panopto through Sakai, you are able to access Panopto through Panopto’s login page. Ensure that you have authenticated your account in your course before attempting to access Panopto outside of Sakai.

1. Navigate to **http://luc.hosted.panopto.com**
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.