

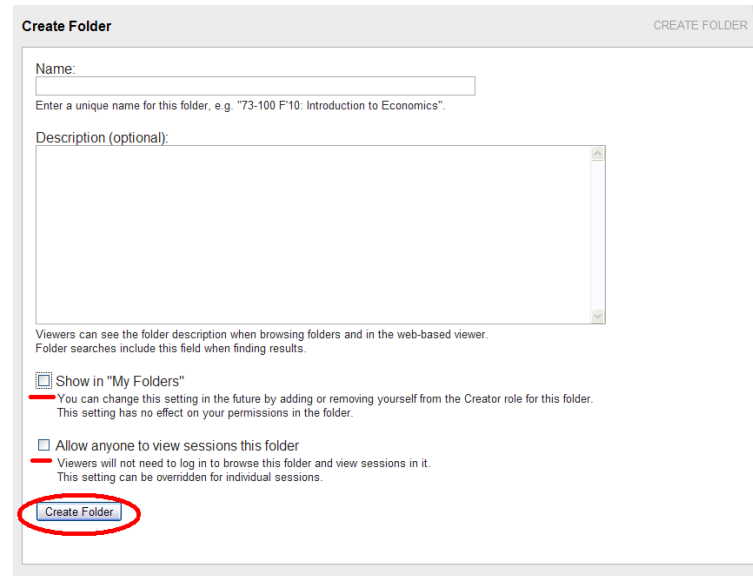
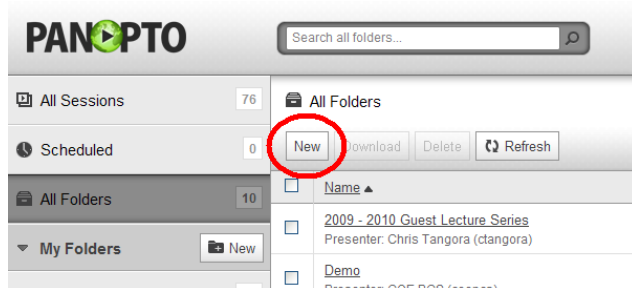
Manually Adding a Course in Panopto

(This can only be done if you have administrative rights)

Open a Browser and go to <http://pancap-web01.uncc.edu>

Select UNCC Moodle and click login

Under **All Folders** tab click **New**



Under **Name** put the Course abbreviation and number in

all caps with no space. Make a colon : then space put

the Section Number. Make a colon : space and put the

instructors last name. Under **Description** put the Course Description

If this is going to be your folder to record in, keep the **Show in "My Folders"** box checked. If the folder is Public, check the **Allow anyone to view sessions**

Next SEE Document **Panopto – Giving Students Access**

Once that is complete and you have added the students as viewers, Select **Creators** in the same **Access** tab

Under the **Add Users From** select UNCC Moodle

Enter the Instructors NinerNet username and

Click Add.

You can obtain the instructors username from a [people search on the main uncc web page](#) or [from outlook contacts in outlook](#)

Once properly added presenters you should

see their user accounts in the upper box.

