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.