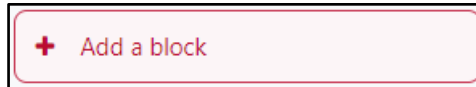
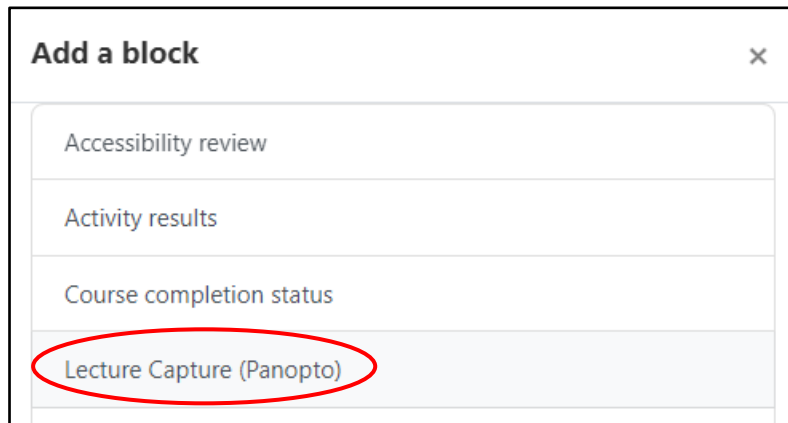


## A. Setting up Panopto in a VLE area

1. Access the required VLE area from the **VLE Dashboard** ([UM VLE](#) / [JC VLE](#)).
2. Click the **Start editing** toggle button (top-right corner).
3. In the blocks drawer (right side of the screen), click the **Add a block** link.



4. The **Add a block** dialog box is displayed. Scroll down and select **Lecture Capture (Panopto)**.

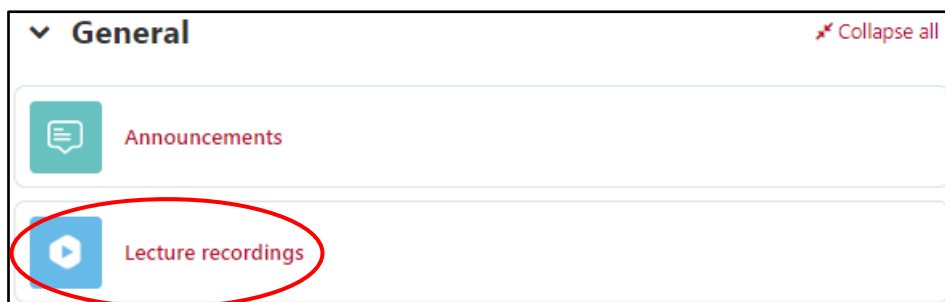
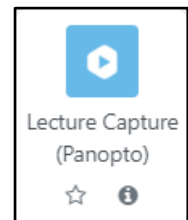


Note that if *Lecture Capture (Panopto)* is not listed in the **Add a block** dialog box, this means that the block has already been added to the VLE area.

The block will appear in the blocks drawer (right side of the screen).

## B. Adding the Panopto activity in a VLE area

1. In the *General* (top-most) section, click the **Add an activity or resource** button.
2. From the *Activities* tab, choose **Lecture Capture (Panopto)**.
3. Enter a name for your activity in the *Activity name* field, e.g., *Lecture recordings*.
4. Scroll down and click the **Save and return to course** button.



This will ensure that students can easily access any Panopto recordings pertaining to the VLE area.

### Note:

- The steps in this quick guide need to be completed only **once** for **each** VLE area where you will be using Panopto.