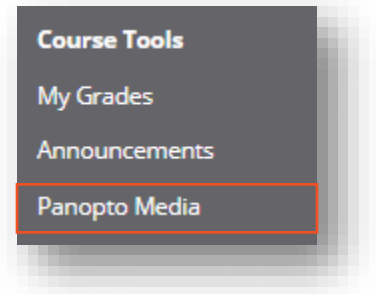


ACCESS PANOPTO IN YOUR COURSE

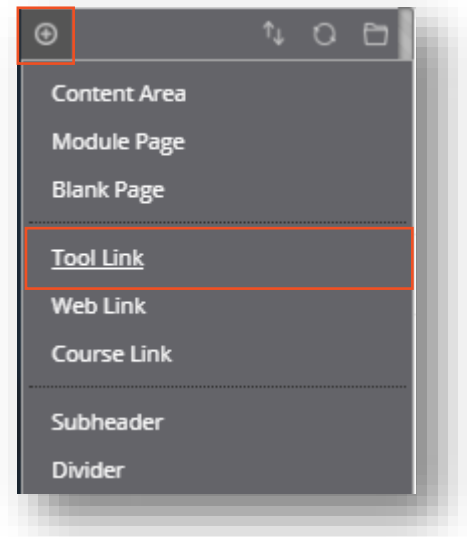
Panopto is added by default to every course; it is normally located under **Course Tools** and is named **Panopto Media**.

You can access Panopto by clicking on the **Panopto Media** link.



If you don't see the Panopto Media link on your course, please follow these steps to add it to your course menu:

1. Hover over the + sign located on top of your course menu.
2. Click on Tool Link.
3. Type "Panopto Media" under Name.
4. Select **Panopto Course Tool Application** from the Type drop-down menu.
5. Make sure the "Available to Users" option is selected.
6. Click on **Submit**.

A screenshot of a form titled "Add Tool Link". The form has three main sections: "Name:" with a text input field containing "Panopto Media"; "Type:" with a dropdown menu showing "Panopto Course Tool Application"; and "Available to Users" with a checked checkbox. At the bottom right, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red rectangular border.

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