myVideo (Panopto) – Video Platform of Leuphana University of Lüneburg

Instructions: Log in and Make Settings on an Uploaded Video

Log In on myVideo

1. To log in to myVideo use the following link: https://leuphana.cloud.panopto.eu

   Your window now displays the following:

2. Select "College and Graduate School Moodle" here.

3. A Moodle account of Leuphana is required for the registration. The login data are the same.
General Settings on an Uploaded Video

1. To make settings on a video, highlight the video and select "Settings."

2. Under the item "Overview," you can edit the name of your recording, the preview image and the description. You will also find the "viewer link" to view your recording (a Moodle account is required).

3. Under the section "Downloads" you can choose who you want to be able to download your recording.
4. Under the section "Availability" (at the very bottom of the settings menu) you can set the period of time during which your recording can be viewed.

**Verfügbarkeit**


**Sitzung wird bereitgestellt**

- [ ] ab 08.05.2020 11:36AM Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
- [x] mit dem dazugehörigen Ordner (sofort)

**Sitzung bleibt verfügbar**

- [ ] dauerhaft
- [ ] bis 14.05.2020 11:36AM Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

**Share Your Recording**

1. Under the item "Release" you can release your recording.

2. Here, you can invite people via email (no Moodle account is required for this) or set access permissions.
3. The following settings can be selected from:

- “Specific People”
- “Anyone within your organization who has the link” (login to myVideo required).
- “Everyone within your organization” (login required, no link needed here, the recording can be found using the search bar).
- “Everyone who has the link” (no log in required)