How to use Panopto through VPN in classroom

VPN Client has been installed in the classroom computer already.

1. The instructor needs to open Start menu on the computer, and choose Cisco Systems VPN Client from the all programs list, and click VPN Client sub menu. (See image below)
2. When the client opens, the connection entries will depend on which campus you chose in the step above. Highlight your connection entry and select the **Connect button**.

3. You will be prompted to logon on. Logon to the network using your **NVCC LAN account**.

   Use the same username and password you log into your NOVA email for the following screen. Make sure you add "nvcc\" in front of the username.
4. Once you have been authenticated by the network, you will must agree to the terms of the Information Technology Ethics Agreement. If you do not agree, you may click Disconnect, but you will not have access to the NOVA network.

5. When you are connected, you will see a lock in the lower right corner of your screen. To disconnect from the VPN, you can right click on the lock and choose disconnect.

6. After the VPN Client is connected, you can click Panopto Recorder shortcut on the desktop, and login with your Blackboard account. Panopto is ready to use.

7. Please do not disconnect the VPN Client before the Panopto recording successfully upload to the Panopto server.