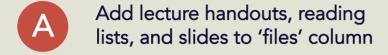


A QUICK GUIDE TO MONDAY.COM

LECTURE MATERIALS





Change 'Task Status' to 'Files uploaded'



If you want to add more files later, drag-and-drop them to the 'files' column, then click the blue button



When notified, check Moodle to make sure everything's ok



PANOPTO RECORDINGS



When you've completed a lecture recording, change the 'Task Status' to 'Recording complete'



PROBLEMS?



Any questions or queries? add an update to the task





Change the 'Task Status to 'Problem with lecture recording' or 'Problem uploading files' - this will notify someone that there's an issue

