



# A QUICK GUIDE TO MONDAY.COM

## LECTURE MATERIALS



Add lecture handouts, reading lists, and slides to 'files' column



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

Click me



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

