Panopto: Where are my recordings?

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This article describes **where Panopto recordings are stored** and **how to find them**.

> **Before You Start**, you may need access to the following:
>
> - a Bryn Mawr College Panopto account (all current Bryn Mawr College students, faculty and staff are eligible)

Where do recordings go?

Panopto recordings are handled slightly differently, depending on whether you use the Panopto Capture (record in browser) which is available on any device (including iOS/Android) or the **Panopto for Windows** or **Panopto for Mac** (record in application) option.

Panopto Capture (record in browser) recordings

When you record using the Panopto Capture (record in browser) option:

- Recordings are **saved directly to your online video library**. No copies are stored on the device you used to record.
- By default, they are saved in the Panopto folder you are viewing in when you start the recording or your personal folder (My Folder) if you are on the main page.
- You can see and change this folder on recording upload page, as shown below.
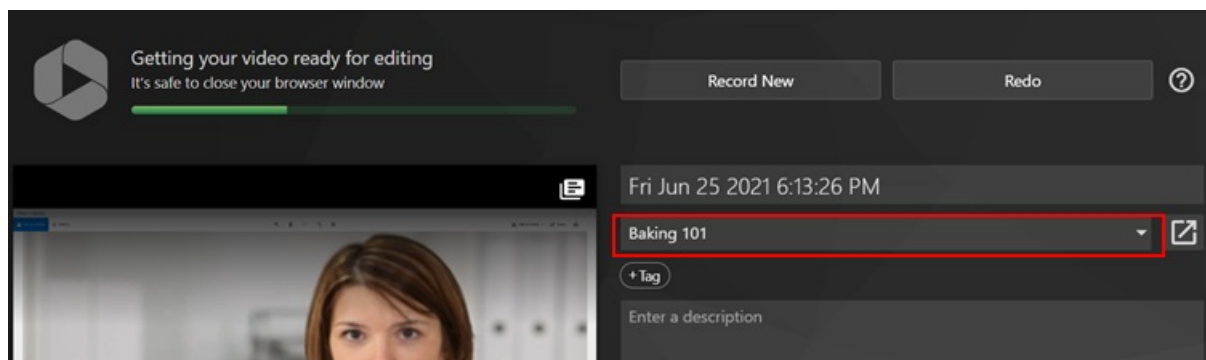
Panopto for Windows or Mac recordings

If you launch the Windows or Mac desktop applications to make a recording:

- A copy of the recording is **saved to your hard drive** (aka "local recording"). See the appropriate section below for info on how to find this copy.
- Recordings can also be **uploaded to your Panopto online library:**
  - By default, this happens automatically if you are connected to the Internet.
  - The **Folder** menu in the recorder window (shown in Windows (top) and Mac (bottom) versions below) determines the folder in your online library where the recording will be placed.
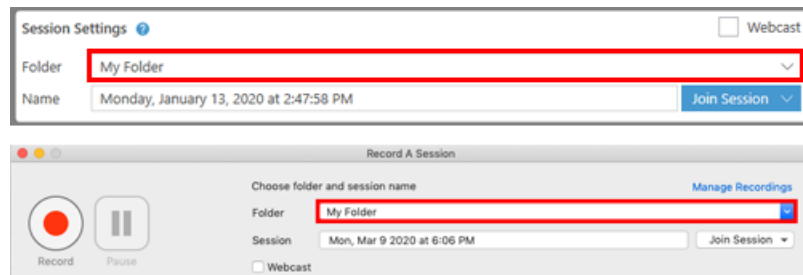
Find a recording in your online video library

If you aren't sure where an online recording file went:

- **Search for a recording** by typing words from in the title, captions, or slides in the Q **search bar** at the top of the screen.
- **Browse for a recording** by clicking **Everything** in the left sidebar, then filtering or sorting as needed.
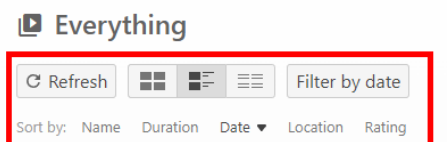
See Panopto's How to Navigate the Panopto Video Library🖺 guide for more info.

Find a recording on a Windows PC

Use the **Panopto for Windows** desktop application🖺 to find and manage recordings **saved to your PC's hard drive:**

1. Launch the **Panopto for Windows** desktop app by either:
   - Clicking the **Panopto** icon in the taskbar
   - Choosing **Panopto** from the ⊞ **Start** menu
   - Logging into the **Panopto website** 🖺, clicking the **+Create** button, and choosing **Panopto for Windows** (record in application).
2. Click ☰ **Manage Recordings**.
3. **Offline Recordings** are stored on your hard drive, but NOT uploaded to Panopto.
   - Click **Upload to Server** to upload a recording to a folder in to your online Panopto library.
   - Click **Delete** to place it in your computer's **Recycle Bin**. (You will need to empty your

computer's Recycle Bin to fully delete the recording and free up hard drive space.)

4. **Uploaded Recordings** are stored on your hard drive **AND** in the **Folder** of your online Panopto library listed.
   - Click **Edit**, **View** or **Share** to manage the **online** copy of a recording.
   - Click **Delete Local** to place the **local** copy of the recording in your computer's **Recycle Bin**. (You will need to empty your computer's Recycle Bin to fully delete the recording and free up hard drive space.)

Offline Recordings

Start Time	Duration	Session	Streams	Actions	
1/17/2018 10:46 AM	00:02:31	New Policies 2018	PPT + Video + Screen	Upload to Server	Delete
12/4/2017 3:26 PM	00:03:15	Art History Lesson 1	PPT + Video + Screen	Upload to Server	Delete
11/20/2017 1:16 PM	00:01:26	New HR Video	PPT + Video + Screen	Upload to Server	Delete

Currently Uploading Recordings

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions	
1/17/2018 11:10 AM	00:06:14	University Meetin...	New Policies Webcast	PPT + Video + Screen	▬▬▬▬▬▬	Pause	Cancel

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions		Status / Link	
8/3/2018 2:37 PM	00:00:23	University Meetin...	Town Hall Meeting	Delete Local	Set Offline	Resume Share Edit View	
12/20/2017 1:27 PM	00:05:14	University Meetin...	Faculty Meeting	Delete Local	Set Offline	Share Edit View	
10/12/2017 11:34 AM	00:03:59	Courses	Live Stagecraft Lecture	Delete Local	Set Offline	Share Edit View	

Important: Deleting the local copy of a recording **does not affect the online copy.** However, if there is no online copy, the recording will be irrevocably deleted when you delete the local copy.

Find a recording on a Mac

Use the **Panopto for Mac** desktop application 🗎 to find and manage recordings **saved to your Mac's hard drive:**

1. Launch the **Panopto for Mac** desktop app by either:
   - Clicking on the Panopto icon in the Dock.
   - Clicking the ▦ **Launchpad** icon in the Dock, then clicking on Panopto.
   - Logging into the **Panopto website** 🗎, clicking the **+Create** button, and choosing **Panopto for Windows** (record in application).
2. The **Manage Recordings** window, shown below, lists all the recordings currently stored on your Mac
   - Recordings listed as **Status: Completed** have been uploaded to your online Panopto video library. When you select one, the **Folder** where it is stored will be listed under **Recording Details**; click the **Share**, **Edit** or **View Online** link to manage the online copy.
   - Recordings listed as **Status: Offline Recording** have NOT been uploaded to Panopto; select one and click **Upload to Server** to choose a folder in your online library and upload it.
   - Click the **Delete** button under **Recording Details** to place the **local copy** of a recording in your Mac's **Trash**. (You will need to empty the Trash to delete the recording completely and recover the hard drive space.) Deleting a local copy does not affect the online copy; if there is no online copy, the deleted recording is permanently lost.
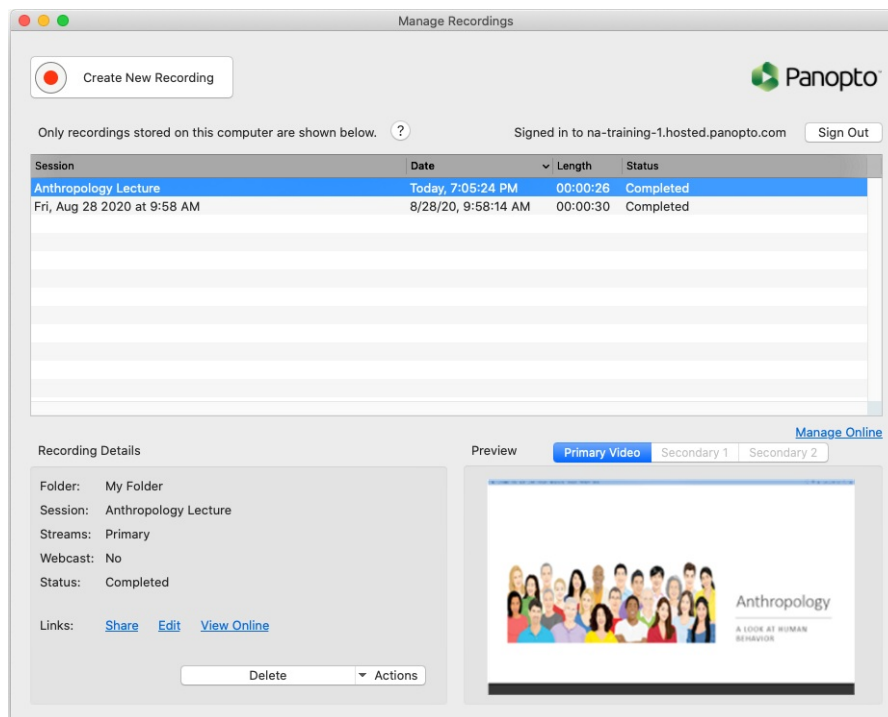
Important: Deleting the local copy of a recording **does not affect the online copy.** However, if there is no online copy, the recording will be irrevocably deleted when you delete the local copy.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours▤
Email: help@brynmawr.edu | Service catalog▤
Location: Canaday Library 1st floor