

Panopto: Student guide to uploading and recording videos

Last Modified on 06/14/2024 9:57 am EDT

Panopto, Bryn Mawr's lecture capture system, is available to all Bryn Mawr College community members, as well as any non-Bryn Mawr students enrolled in Bryn Mawr courses. Please read [Panopto: Get and log into your account](#) if you need help accessing Panopto. Once you've logged in, you can use Panopto to record and upload recordings.

Before you start, you might need:

- a computer (preferably with a built-in webcam) that meets Panopto's [system requirements](#).
- a reliable Internet connection.
- to install the Panopto Desktop App onto the computer you will be using to record your video or presentation. [See how to download and install Panopto](#).

Create a recording

1. Log in to your computer and open any applications and files that you will use during your recording. For example, if you wanted to show PowerPoint slides, a web page, and an image in a PDF document, open your PowerPoint file, your web browser, and the PDF file. Opening your presentation materials before opening Panopto ensures that your computer will run smoothly while recording.
2. Launch the Panopto application on your device or log into Panopto Capture through a web browser. Read [Panopto: Record lecture using desktop app](#) or [Panopto: Record in your browser \(Panopto Capture\)](#) if you need help with either process.
3. Check your **Audio, Video, & Screen and Apps** settings (for Panopto Capture) or your **Audio, Video, Slides, and Secondary Sources** settings (for the desktop app) to make sure your recording will capture everything you want. For more detailed information, including how to use on-screen features during a recording, see [Panopto's guide on How to Record a Video](#) and [Best Practices for Recording](#).

Note: If you are recording from an on-campus location, you may use one of Bryn Mawr's [Technology Enhanced Classrooms](#) to create a Panopto recording. If you are recording from an off-campus location and your computer cannot support Panopto, reach out to your Dean or instructor regarding possible technology accommodations.

4. Click **Record** to start recording
5. Click **Stop** when finished.


Your recording is now complete! If you recorded using Panopto Capture, your recording will automatically upload to [Bryn Mawr's Panopto site](#). Consult [Panopto: Where are my recordings?](#) in order to determine where on the site your recording can be found. Otherwise, look at the instructions in the next section.

Upload a recording made in Panopto for Mac or Panopto for Windows

1. After you have stopped your recording by clicking the **Stop** button, a dialog box will appear. Choose **Done** to begin uploading the recording. Where the recording will upload to depends on the selections you made when setting up it up:
 1. If you made a selection in the **Folder** menu when setting up your recording, it will upload to this folder on [Bryn Mawr's Panopto site](#).
 2. If you didn't make a selection in the **Folder** menu when setting up your recording and instead opted for **Offline Recording**, the recording will only upload to your device. From there, you can keep it saved within your device's file directory, upload it to Bryn Mawr's Panopto site, or save it in both. Consult the section [Find a recording on a Windows PC](#) of the article [Panopto: Where are my recordings?](#) to learn more about these options.

Upload external recordings onto Panopto

Students can also upload videos created or recorded elsewhere into Panopto to share them with others. You can do this by uploading the video to Panopto from any computer (Mac or PC). Media files can only be uploaded online via [Bryn Mawr's Panopto platform](#) and cannot be uploaded via the desktop app.

1. [Log into Bryn Mawr's Panopto site](#) if you haven't already.
2. Click **Create**.
3. In the drop-down menu that opens, click **Upload Media** .
4. A pop-up window will open. In the **Add Files to** menu, select the folder to which you want to upload the recording.
5. Select **Choose video or audio files**.
6. Your device's file manager will open. Find your recording and select **Open**.

Your recording will now be uploaded. It will still need to process in order for you to view it and share it with others. Depending on the length of the video, this may take more or less time.

More information on creating and uploading recordings

- [Panopto: Upload Audio or Video Files](#)

Questions?

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

Phone: [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
