

Panopto: Student guide to uploading and recording videos

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Panopto, Bryn Mawr's lecture capture system, is available to all Bryn Mawr College students as well as any non-Bryn Mawr students enrolled in a Bryn Mawr course. 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 create and share recordings, including those that use slides or other visual material.

Before you start, you might need:

- a device (preferably with a built-in webcam) that meets Panopto's [system requirements](#). If you're on-campus, you may use one of Bryn Mawr's [Technology-Enabled Classrooms](#) for recordings. If you are off-campus and your computer cannot support Panopto, reach out to your Dean or instructor regarding possible technology accommodations.
- a reliable Internet connection.
- Panopto for Mac or Panopto for Windows installed on your device. Read Panopto's documentation on [How to Download and Install Panopto for Mac](#) or [How to Download and Install Panopto for Windows](#) if necessary.


Recording in Panopto

1. Before starting your recording in Panopto, open any applications and files that you will use during your recording. For example, open your PowerPoint presentation if you wanted to include it in a video recording. This will help your computer will run smoothly while recording.
2. Decide whether you will be recording in your browser with [Panopto Capture](#) or using the [Panopto desktop app](#).
3. Check your settings 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: Add a Presentation or Web Content to Presentation](#) and [Panopto's guide on How to Record a Video](#).
4. Click **Record** to start recording
5. Click **Stop** when finished.

Depending on which settings you selected for your recording, your recording will automatically upload to [Bryn Mawr's Panopto site](#), be saved on your device, or both. Consult [Panopto: Where are my recordings?](#) for help locating your recordings.

Upload external recordings onto Panopto

You can also upload recordings created using other applications into Panopto so that they're sharable with others. 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. This may take more or less time depending on the length of the video.

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 | [Library and Help Desk hours](#)

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

Location: Canaday Library 1st floor
