# Panopto: Student guide to uploading and recording videos

Last Modified on 10/28/2025 12:53 pm EDT

Tags: Panopto

**Panopto** is available to all Bryn Mawr College students and outside students enrolled in a Bryn Mawr course. Students 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, if you're using Panopto Capture on a web browser, or Panopto for Mac or Panopto for Windows installed on your device (see 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 it. This will help your computer will run smoothly while recording.
- 2. 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 How to Record a Video from Panopto or Panopto: Add a Presentation or Web Content to Presentation.
- 3. Decide whether you will be recording in your browser or a desktop app. See one of following articles if you need help deciding on how you want to record:
  - 1. Panopto: Record in your browser (Panopto Capture)
  - 2. Panopto: Record using the app for Windows or Mac
- 4. Click Record to start recording
- 5. Click Stop when finished.

Depending on which settings you selected, your recording will automatically upload toBryn 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 shareable. 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 you 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

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Location: Canaday Library 1st floor