

Panopto: Where are my recordings?

Last Modified on 07/16/2024 4:45 pm EDT

After creating a recording with Panopto, you will likely want to locate and share it with others. This article describes how to find your recordings within Bryn Mawr's Panopto site.

Before You Start, you may need access to the following:

- [a Bryn Mawr College Panopto account](#)

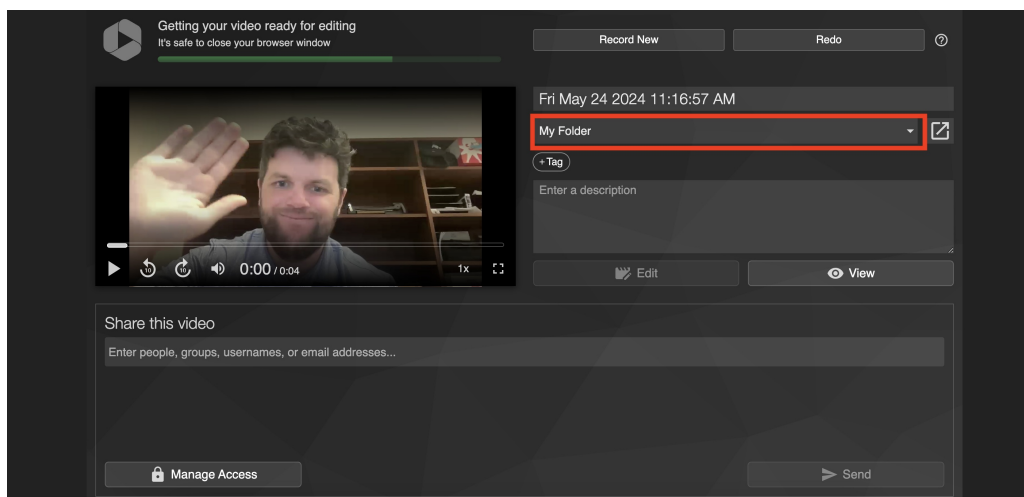
Chose where recordings will be saved

There are two ways in which you can make a recording with Panopto. You can use **Panopto Capture** to create a recording within your browser (Safari, Chrome, Firefox, etc.). Panopto Capture works on any device with a browser, including Android and iOS devices. If you prefer to record a Panopto video on a desktop or laptop, you can use [Panopto for Windows](#) or [Panopto for Mac](#).

Panopto Capture

When you record using Panopto Capture, you will not be able to designate where your recording is saved until it has been completed. Read [Panopto: Record in your browser \(Panopto Capture\)](#) for information on how to make a Panopto recording.

When it's completed, you'll be taken to a new screen.

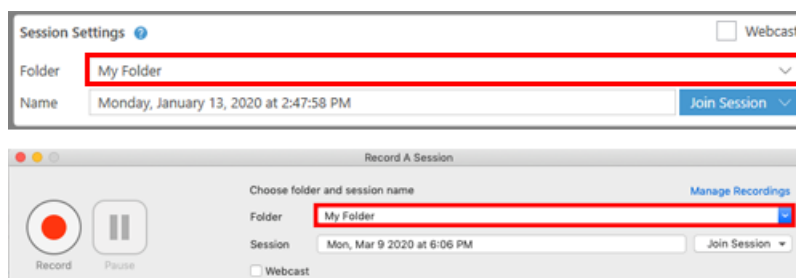


Find the **Folder** menu to see where your recording will be saved. The default will be whatever folder you were in when you started the recording or, if you weren't in a folder, **My Folder**. Open the menu to change your file's destination.

Note: When you record in Panopto Capture, your video file will not be saved locally on your computer. To save it to your computer, either download the file from Panopto or use **Panopto for Windows** or **Panopto for Mac**.

Panopto for Windows or Mac recordings

When using Panopto for Windows and Panopto for Mac, your recording will be saved in two places: in one place on your device (aka "local recording") and one place within [Bryn Mawr's instance of Panopto](#). While the destination for your local recording will be selected for you by Panopto, you will choose the destination of your online recording:



Read [Panopto's article on recording a video](#) if you need help setting up your recording. Before you begin, select the **Folder** menu to see where your online recording will be saved. The default will be **My Folder**. Select **Offline Recording** if you would the recording to only be saved on your device. You will still be able to upload these recordings to Panopto's website if you so choose.

Locate Recordings

Regardless of the version of Panopto you use to make your recording, you can upload it to Panopto's online service. If you use Panopto Capture, this will happen automatically. If you use Panopto for Windows or Panopto for Mac, either will automatically save a copy of your recording online [unless you select Offline Recording as its destination folder](#). Follow these directions to locate your recording.

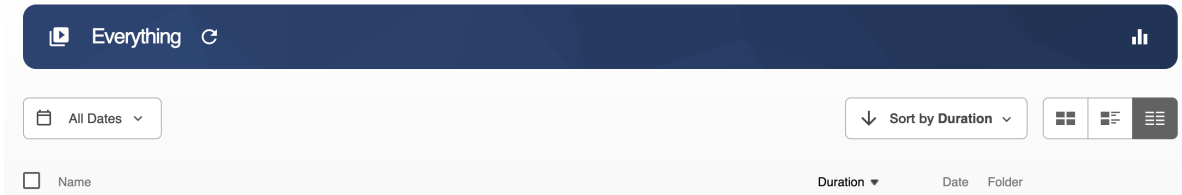
Find a recording in your online video library

Once your recording has been uploaded online, you can find it by doing the following:

1. Log into [Bryn Mawr's instance of Panopto](#) if you haven't already.
2. Select **Home** or **Everything** to search within all videos on Bryn Mawr's instance of Panopto that you

have access to. You can also select **Browse** if you want to search within a specific folder.

3. Use the **Search bar** to look for your recording. You can search by its title, captions, notes, or slides. As long as your search term is somewhere in the video's text, it will appear in your search results.
4. Once the search results have loaded, you can sort based on several criteria: **Name, Duration, Date, and Folder**.

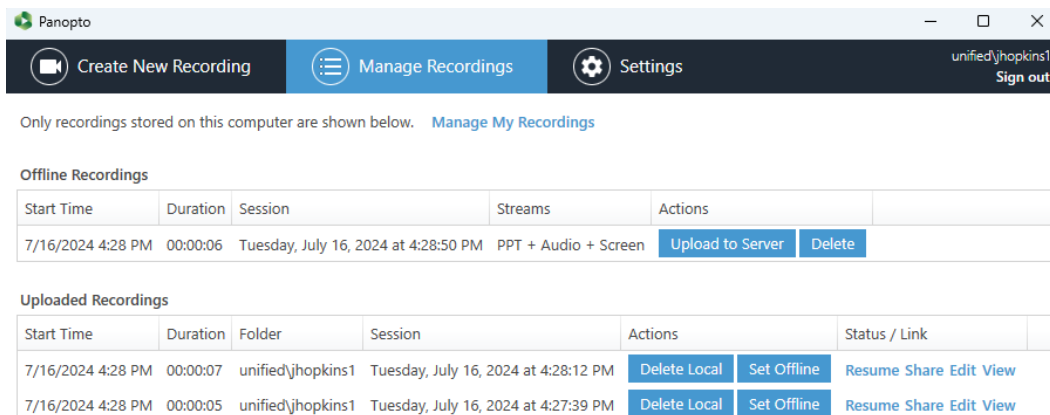


See Panopto's [How to Use Video Search](#) for more details.

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**. To find a recording, do the following:


1. Launch the **Panopto for Windows** desktop app by either:
 - o Clicking the **Panopto** icon in the taskbar
 - o Choosing **Panopto** from the **Start** menu.
 - o [Logging into the Panopto website](#), clicking the **+Create** button, and choosing **Panopto for Windows** (record in application).
2. Click **Manage Recordings**.

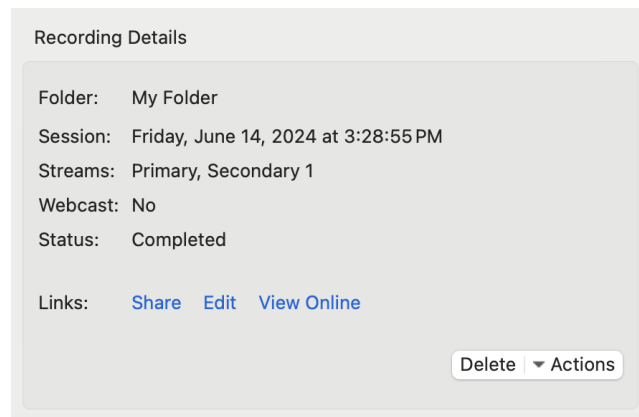


3. **Offline Recordings** are stored on your hard drive, but NOT uploaded to Panopto:
 - o Click **Upload to Server** to upload a recording to a folder in to your online Panopto library.
 - o Click **Delete** to place it in your computer's **Recycle Bin** (You will need to empty your computer's Recycle Bin to fully delete the recording.)
4. **Uploaded Recordings** are stored on your hard drive **AND** in the selected **Folder** of your online Panopto library. Click **Edit**, **View** or **Share** to manage the **online** copy of a recording. Changes you make to the location of your online recording will not affect the local recording that is saved to your device.

Find a recording on a Mac

You can use the [Panopto for Mac desktop application](#) to find and manage recordings saved to your Mac's hard drive. To find a recording, do the following:

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 Mac**.
2. The **Manage Recordings** window, which lists all recordings stored on your Mac, will open. Your recording will have one of the following statuses depended on how it was recorded and saved:
 - Recordings that have been uploaded to your online Panopto video library are listed as **Completed** in the **Status** menu. When you select a video, the **Folder** where it is stored will be listed under **Recording Details**. You click **Share**, **Edit** or **View Online** link to manage the online copy of this recording. Changes you make to the online recording will not affect the



- Recordings that have not been uploaded online are listed as **Offline Recording** in the **Status** menu. You can select one, click **Upload to Server**, and choose a folder to upload it to your online library.

Session	Date	Length	Status
Friday, May 24, 2024 at 10:56:30 AM	Today, 11:16:22 AM	00:00:07	Completed
Monday, May 20, 2024 at 11:57:31 AM	5/20/24, 1:32:17 PM	00:00:06	Completed
Monday, May 20, 2024 at 11:57:31 AM (Copy)	5/20/24, 1:32:17 PM	00:00:06	Offline Recording
Monday, May 20, 2024 at 11:37:00 AM	5/20/24, 11:37:07 AM	00:00:10	Completed
Monday, May 20, 2024 at 11:23:50 AM (Copy)	5/20/24, 11:26:23 AM	00:00:08	Offline Recording
Monday, May 20, 2024 at 11:23:50 AM	5/20/24, 11:26:23 AM	00:00:08	Offline Recording
Monday, May 20, 2024 at 11:22:38 AM	5/20/24, 11:23:04 AM	00:00:10	Completed
Wednesday, November 29, 2023 at 11:09:15 AM	11/29/23, 11:10:32 AM	00:00:29	Completed

Delete Local Recordings

Once a recording has been added to Panopto's online service, you may want to delete the local recording to save space on your laptop. **Deleting the local copy 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. So, make sure to double check your upload was successful before you proceed with this action.

Delete a local recording on a Windows device

1. Locate the video you want to delete.
2. Click **Delete Local** (for recordings in the **Uploaded Recordings** menu) or **Delete** (for recordings in the **Offline Recordings** menu) to place the local copy in your computer's **Recycle Bin**.
3. Empty your computer's Recycle Bin to fully delete the recording.

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	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>	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

Delete a local recording on a Mac device

1. Select the video you want to delete.
2. Click the **Delete** button in the **Recording Details** menu to place the **local copy** in your Mac's **Trash**.
3. Empty the Trash to delete the recording completely.

The screenshot displays the 'Manage Recordings' interface. At the top, there is a 'Create New Recording' button and the Panopto logo. Below this, a message states 'Only recordings stored on this computer are shown below.' and the user is signed in to 'na-training-1.hosted.panopto.com'. The main area contains a table of recordings:

Session	Date	Length	Status
Anthropology Lecture	Today, 7:05:24 PM	00:00:26	Completed
Fri, Aug 28 2020 at 9:58 AM	8/28/20, 9:58:14 AM	00:00:30	Completed

Below the table, the 'Recording Details' section for the selected recording shows:

- Folder: My Folder
- Session: Anthropology Lecture
- Streams: Primary
- Webcast: No
- Status: Completed

Links: [Share](#) [Edit](#) [View Online](#)

The 'Preview' section shows a video player with a thumbnail of a diverse group of people and the text 'Anthropology - A LOOK AT HUMAN BEHAVIOR'. The 'Delete' button is located in the 'Actions' dropdown menu.

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
