




Uploading and checking recordings

Please note! This guide assumes that you've already recorded, and just pressed 'Stop'. If you're not at this point yet, please revisit and follow the steps in 'Making Panopto ReView recordings'

- 1) After pressing 'Stop,' you will be prompted to upload your recording. Press 'Upload' if you are happy with your recording. Otherwise, press 'Delete and record again'.

Recording Complete



Session name
25 July 2016 at 10:19:32

Located in folder
Ada Fieldhouse's Folder

Enter a description (optional)

- 2) You will be automatically taken to the 'Manage Recordings' tab on your Panopto recorder. Your recording will be the top recording underneath 'Uploaded Recordings'. You don't need to do anything now: the recorder will begin uploading and processing your recording. This doesn't mean that your recording is visible to any outside audience yet. Note the faded 'Edit' and 'View' links. Please wait until both of these words are in bold blue before taking the next step.

TIP: Do not shut down the computer when the clip is uploading (progress bars will be visible). You may shut down the computer once the video is processing

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
25/07/2016 10:26	00:00:04	Ada Fieldhouse's Fol...	25 July 2016 at 10:19:32	Delete Local Set Offline	Share Edit View (default) Processing
19/07/2016 15:12	00:02:33	Ada Fieldhouse's Fol...	19 July 2016 at 15:12:28	Delete Local Set Offline	
27/06/2016 14:59	00:00:08	Ada Fieldhouse's Fol...	27 June 2016 at 14:58:...	Delete Local Set Offline	

- 3) When your recordings are ready, 'Edit' and 'View' will become the same colour as 'Share'. You will also receive an automatic email from the Panopto ReView server, containing a range of links to your video

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Uploaded Recordings

Start Time	Duration	Folder	Session	Actions	Status / Link
25/07/2016 10:26	00:00:04	Ada Fieldhouse's Fol...	25 July 2016 at 10:19:32	Delete Local Set Offline	Share Edit View (default)
19/07/2016 15:12	00:02:33	Ada Fieldhouse's Fol...	19 July 2016 at 15:12:28	Delete Local Set Offline	
27/06/2016 14:59	00:00:08	Ada Fieldhouse's Fol...	27 June 2016 at 14:58:...	Delete Local Set Offline	

Mon 25/07/2016 10:28
 Panopto <noreply@panopto.com>
 [Panopto] Ready to view: 25 July 2016 at 10:19:32
 To Huggett-Fieldhouse, Ada

"25 July 2016 at 10:19:32" is now ready to view.
 Folder: Ada Fieldhouse's Folder

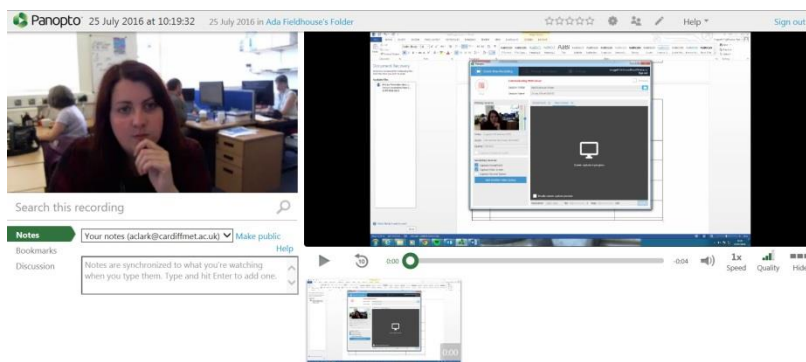
View: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20>

Edit: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20&edit=true>

Share: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20&modalPage=SessionShare>

Additional output formats: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20&modalPage=SessionOutputs>

- 4) To initially check your video, simply click 'View' from the 'Manage Recordings' tab. Your recording will open in your default browser, and begin to play



TIP: This does not mean that your recording can be viewed by others. Please either read the guide on 'Adding Panopto content to Moodle' or read the guide on 'Sharing via a link' depending on your circumstance.