



Uploading and sharing recordings

Please note! This guide assumes that you have already recorded, and just pressed 'Stop'. If you are 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 ReView recorder. Your recording will be the top recording underneath 'Uploaded Recordings'. You do not need to do anything now: the recorder will begin uploading and processing your recording. This does not 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	


- 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

TIP: This does not mean that your recording can be viewed by others, even if you share the link. Continue to follow the steps below to complete the process.

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

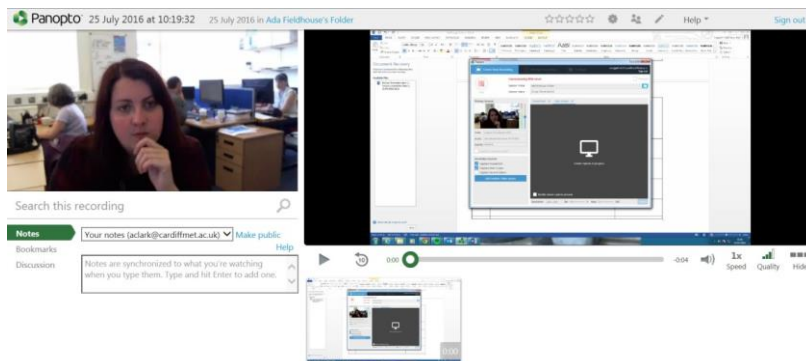
View: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20>

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>

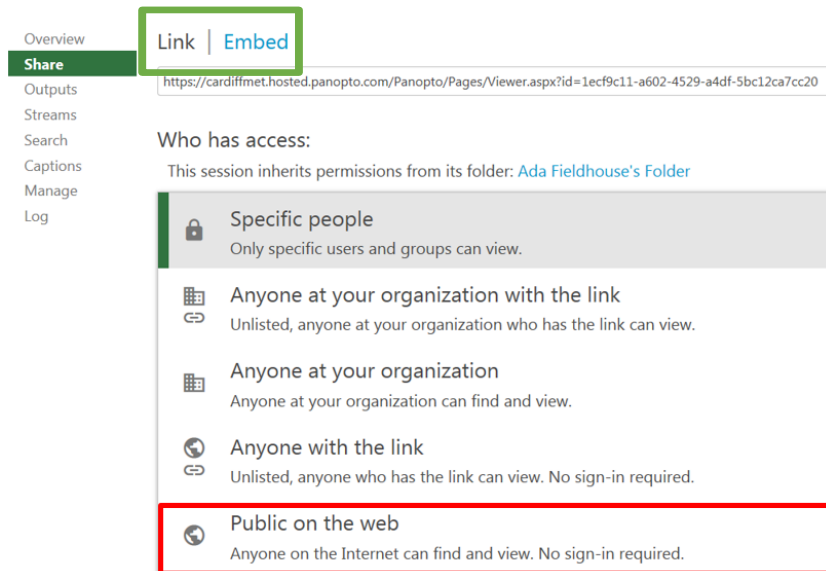
Additional output formats: <https://cardiffmet.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?id=1ecf9c11-a602-4529-a4df-5bc12ca7cc20&modalPage=SessionOutputs>

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



- 5) To make your video viewable by anyone other than you, you must click 'Share' from the 'Manage Recordings' tab. This will take you to the Panopto ReView web server, and a window will automatically pop up. You must select 'Public on the web' to enable anyone to see your video when you share the link.

TIP: You can either link or embed videos to allow others to view them. Different approaches have different advantages and disadvantages. Please see the guides on 'Sharing a URL' and 'Embedding a video' to learn more.



- 6) If you wish to share your video in a different format from the default Panopto ReView web viewer, click the 'Outputs' tab on the left-hand side of the same pop-up. From there, you will see a range of different outputs to download and share, including MP3 audio podcast and MP4 video.

TIP: You can share multiple versions of the same video without permanently changing the format of your recording.

