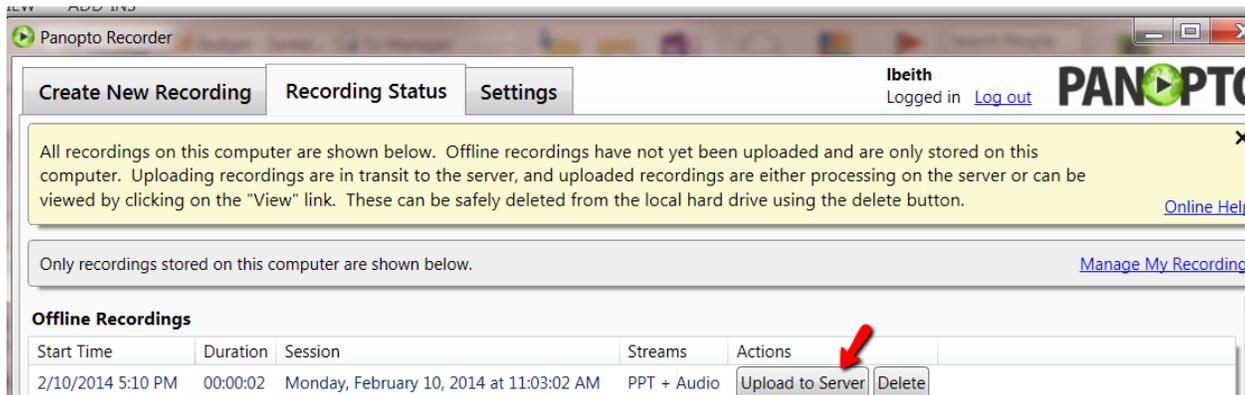


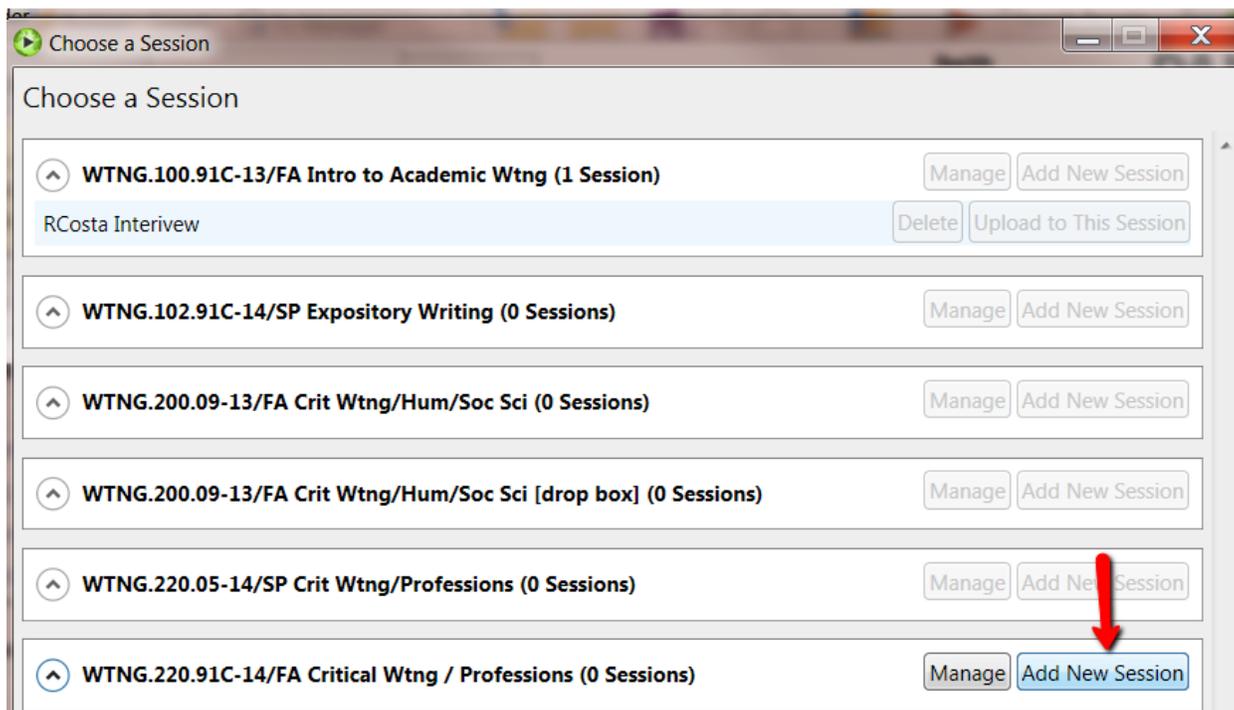
## Uploading a Panopto Recording to Bridges

Once you have recorded a Panopto video it stays on your local computer until you upload it to the Panopto server. When you complete a Panopto recording you are brought to the **Recording Status** tab. You will see your Panopto recording listed under the **Offline Recordings** area which means it is on your hard drive and still consists of the raw elements of the video (i.e. the audio, PowerPoint slide, web cam image, etc.). You now need to upload the video to the Panopto server so it can render all the elements into a single video and distribute it on the Internet.

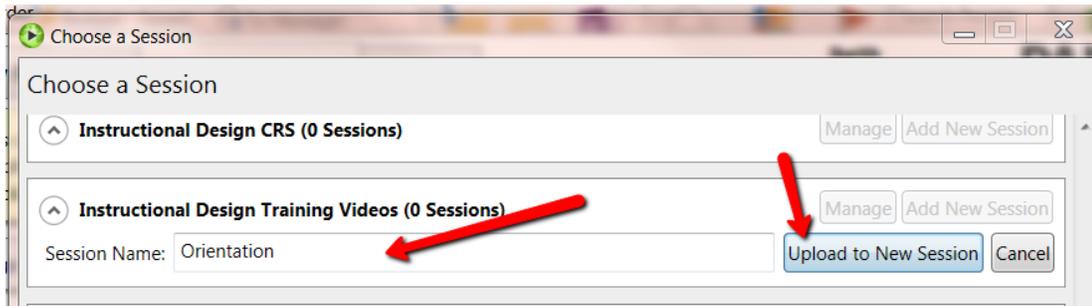
1. Click on the **Upload to Server** button to the right of the video you just created



2. **Scroll to the folder** that you want the video to reside in. Move your cursor to the right of the video and click on **Add New Session**



3. Type in a descriptive name for the video (for example *Orientation*) and then click on **Upload to New Session**



- Panopto will start uploading the raw elements of the video from your hard drive up to the server. You will see a colored **Upload Progress** bar that will detail the length of time for the upload

Currently Uploading Recordings						
Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
2/10/2014 5:10 PM	00:00:02	Instructional Design Training Videos	Orientation	PPT + Audio		Pause Cancel

- Once the files have been uploaded to the server, Panopto will start rendering all the elements into one streaming video. You will see colored progress text that will inform you of the progress. The video will be queued up for processing and based on the number of other videos being managed by the Panopto server at that time it may take a few minutes for you to see the actual Encoding start.

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

2/11/2014 5:39 PM	00:04:14	Instructional Design Training...	Linking Writing Assignments t...	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)
2/10/2014 5:10 PM	00:00:02	Instructional Design Training...	Orientation	Delete Local	Set Offline	Queued for encoding (default)
1/31/2014 5:21 PM	00:19:47	Instructional Design Training...	Digital Content for Online Cou...	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)

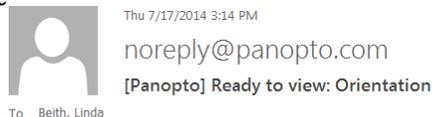
- When the encoding process is complete you will see the message: Encoding 100%

2/20/2014 9:44 AM	00:02:52	IDTutorials: IDTutorials	Creating a Matching Question	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)
2/11/2014 5:51 PM	00:07:07	Instructional Design Training Vi...	Linking Assignments to Matrices	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)
2/11/2014 5:39 PM	00:04:14	Instructional Design Training Vi...	Linking Writing Assignments to...	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)
2/10/2014 5:10 PM	00:00:02	Instructional Design Training Vi...	Orientation	Delete Local	Set Offline	Encoding: 100.0% (default)
1/31/2014 5:21 PM	00:19:47	Instructional Design Training Vi...	Digital Content for Online Cours...	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)

- Three links will then appear to the right of the video: [View](#) [Edit](#) [Share](#) When you see these links you can click on [View](#) to watch your video.

2/10/2014 5:10 PM	00:00:02	Instructional Design Training Vid...	Orientation	Delete Local	Set Offline	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Share</a> (default)
-------------------	----------	--------------------------------------	-------------	--------------	-------------	---

You will also receive an email message letting you know that your video has been processed and is ready to be viewed



"Orientation" is now ready to view.  
Folder: Instructional Design Training Videos

View: <https://panopto.rwu.edu/Panopto/Pages/Viewer.aspx?id=e133a2a3-5b84-47b5-a90b-04f04c2d6942>

Edit: <https://panopto.rwu.edu/Panopto/Pages/Editor/Default.aspx#e133a2a3-5b84-47b5-a90b-04f04c2d6942>

Share: <https://panopto.rwu.edu/Panopto/Pages/Sessions/List.aspx?id=e133a2a3-5b84-47b5-a90b-04f04c2d6942&modalPage=SessionShare>

Additional output formats: <https://panopto.rwu.edu/Panopto/Pages/Sessions/List.aspx?id=e133a2a3-5b84-47b5-a90b-04f04c2d6942&modalPage=SessionOutputs>

If you have chosen to add your video to a Bridges course folder, **the video will now be available to the students** in that course by simply clicking on the **Video Capture (Panopto)** link that is listed on the course menu. *Note that by default the videos in a Bridges course folder are private to just the members of that course.*

Orientation ✕

---

Overview  
**Share**  
Outputs  
Streams  
Search  
Captions  
Manage  
Log

**Shared** Only the people listed below can access

Share link

Anyone on the internet	Viewer	✕
<input type="checkbox"/> Inherit folder permissions <a href="#">Change Folder Permissions</a>		
Linda Beith (lbeith)	Creator	
Russell Beauchemin (rbeauchemin)	Creator	
Shawn Platt (splatt)	Creator	

Share with more people

- Anyone on the internet
- Anyone who can sign in to this site
- Add or manage groups

### Sharing a Public Video

If you would like to share your video with multiple course sessions you'll have to first make your video public. To do this:

1. Log into your Bridges Video Capture (Panopto) folder
2. Move your cursor over your video to display options
3. Click on **Share** for the video in question

---

Teaching Online 14/SU

Show scheduled recordings

Sort by: Name Duration Date ▼ Rating

---

**Linking a Quiz/Test**  
5/1/2014 in Teaching Online 14/SU  
2:08 Settings Share Edit Stats Delete

4. Click on **Change Folder Permissions** and choose **Anyone on the internet can watch this**, which makes the video **Public**.



Overview

**Share**

Settings

Search

Order

Manage

**Public** Anyone on the internet can watch this

Share link

Anyone on the internet	Viewer ▾ ×
Linda Beith (lbeith)	Creator ▾ ×
Russell Beauchemin (rbeauchemin)	Creator ▾ ×
Shawn Platt (splatt)	Creator ▾ ×

Share with more people

Anyone who can sign in to this site

Add or manage groups

Enter names or email addresses...

To copy a link to a video into a different course:

1. **Log in** to your course
2. Click on the **Video Capture (Panopto)** link to display the videos in that folder
3. Move your cursor over the video you wish to share until the options display
4. Click on **Share**
5. Click in the **Share link** box to select the full web address for the video

Orientation >

Overview

**Share**

Outputs

Streams

Search

Captions

Manage

Log

**Public** Anyone on the internet can watch this

Share link

Anyone on the internet	Viewer ▾ ×
<input checked="" type="checkbox"/> Inherit folder permissions	<a href="#">Change Folder Permissions</a>
Linda Beith (lbeith)	Creator
Russell Beauchemin (rbeauchemin)	Creator
Shawn Platt (splatt)	Creator

Share with more people

Anyone who can sign in to this site

Add or manage groups

Enter names or email addresses...

6. **Right Click** on the highlighted blue link and choose **Copy**
7. **Switch to your Bridges** course – click on **Resources** – Click on **Add** – Choose **Add Web link (URL)**
8. **Paste** the link in the Web address box
9. Type in a descriptive **name** for the video – for example: *Orientation*
10. Click on **Add Web Links now**

## Resources

### Add Web Links (URLs)

Add as many web links (URLs) as you like. If you change your mind about needing on

Location: My Workspace /

Web Address (URL)

Website Name

[Add details for this item](#)

[Add Another Web Link](#)

[Add Web Links Now](#)

[Cancel](#)

*Note that you can also paste this link into an email message or into a document to direct students to watch the video.*