Uploading Offline Recordings to Panopto Server

If you are out of the office or in a field area where there is no internet connection, Panopto still can record sessions. These sessions are considered Offline recordings and will remain on your computer.

When you are connected online again, you can add these sessions to the Panopto server using the following steps:

1. Open the Panopto recorder on the device used to create the recording.

2. Select the Manage Recordings tab.

3. Any Offline recording that was not able to be added to the Panopto server will be listed. Click Upload to Server.

4. Locate the folder for your course and click Upload New Session.

5. Revise the title of the video (if desired) and click Upload New Session.

Tip: Faculty who need to reload a lecture from a computer, can click the Set Offline button under Uploaded Recordings and then follow the steps above to restore the recording to the Panopto server.