Panopto User Guide

Review Date: 27 August 2019

1. Back up the local recording files

1. A set of local recording files of your recording will be stored in the computer for ONE day.
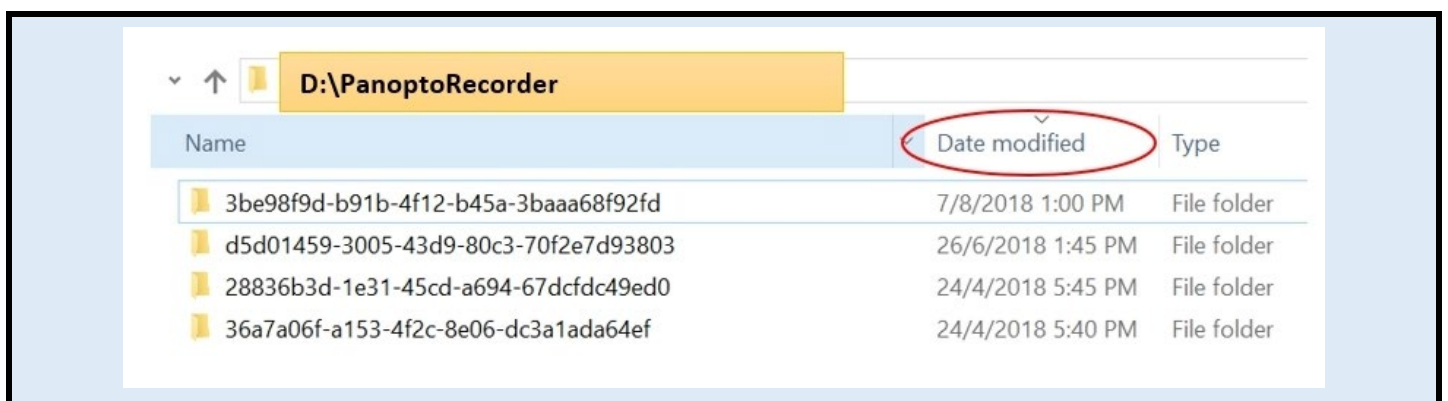
2. For most of the built-in computers in the classrooms/LT, the location is D:\PanoptoRecorder.

☼ According to the vendor, if the recording has been uploaded completely to the Panopto server, it is generally not neccessary to back up these local recording files.

☼ According to our support experiences, it helps if you can provide us with those local recording files.

3. Therefore, we highly recommend backing up the local recording files of your recording.

☼ You may check the "Date modified" to see which folder(s) are related to your recordings, then **copy & paste** the folder(s) to your own USB drive.

More

- [More FAQs](#)

- [Panopto Instructor Guide](#)

- [Panopto Support](#) (vendor info) - best place to search for specific functions

- [Panopto Support](#) (CUHK info)

Further Questions?

- Email: elearning@cuhk.edu.hk

- Web: https://www.elearning.cuhk.edu.hk