



1.3 Windows Recording Status



After you have ended a recording with the Recorder you will be taken to the Recording Status screen. Here you will be able to free up room on your hard drive, find links to completed recordings, share recordings, launch the editor and see the progress of recordings that are not yet available for viewing.

A Offline Recordings - These are sessions that have been recorded but not uploaded. Clicking on **Upload to Server** will allow you to place the sessions into a folder.

B Currently Uploading Recordings - This is where you can monitor your recordings as they are sent to the Panopto@HKBU server to be processed. Depending on the progress of your recordings you may choose to **Upload**, **Pause** or **Delete** your recordings here.

Upload Progress: If your Recorder is configured to Automatically Upload Recordings and you have a recently finished recording, you will be able to monitor your recording as it uploads. The green bar on top will show the progress of your upload and the orange bar on bottom is to show that your file has been verified after uploading. If your file is uploading and you need to disconnect from a network or shut down your computer you can Pause your upload. If you do not want to send your recording to the server, you can also delete it.

Paused: If you do not have the recorder set to Automatically Upload Recordings every finished recording will be in a paused state by default. To begin the upload click on the Upload button. You may also choose to delete your recordings by clicking on the Delete button.

C Uploaded Recordings - Once a recording has been uploaded it will move to the Uploaded Recordings section at the bottom of the page. To help you identify different recordings you will be able to find information on the recording's folder and session name, the date and time it was recorded, how long the recording is, and the current status.

Note: Clicking Delete from Disk ONLY deletes from the local hard drive but not from the Panopto@HKBU server.