Moving or Copying a Video in Panopto

Once you’ve created your videos, you may find a need to create a copy of the video in another folder or move the video entirely to another folder. This document will step you through copying or moving a video.

Moving a Video from One Folder to another Folder

Moving a video in Panopto allows you to move the main location of the video. This will not create a duplicate video, but instead move the video entirely.

1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Enter the course that contains the video
4. Click on Tools then Panopto Content
5. Locate the video and click on Settings under the video name
6. Next to the Folder option, click the Edit button

<table>
<thead>
<tr>
<th>Name</th>
<th>Wildlife</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
<td>Assignment 1</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Figure 1

7. In the drop down menu, change the folder to the Parent Course folder

<table>
<thead>
<tr>
<th>Name</th>
<th>Wildlife</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folder</td>
<td>AT2: Aimee Test 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Save</td>
</tr>
</tbody>
</table>

Figure 2

8. Click Save

Copying a Video from One Folder to another Folder

Copying a video allows you to create a duplicate of the original video. The duplicate video will be placed into the same folder as the original video, which you can then move to another folder.

1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Enter the course that contains the video
4. Click on Tools then Panopto Content
5. Locate the **video** and click on **Settings** under the video name
6. Click **Manage** on the left
7. Scroll down to the header **Copy Session**

![Figure 3](image)

8. Edit the name in the **New Session** box if desired
9. Click the **Copy** button
10. Click **OK** or **Yes** when the pop up window appears asking to verify that you want to copy the session
11. The copied video will now be created and will take a few minutes to process
12. Once the copied video has processed, follow steps 1-8 above to move the copied video into the new folder.