

Panopto

Deleting a Video

Deleting a Video on Panopto

Once you've created a video, you may realize that the information is old or outdated, or you made a mistake, and would like to delete the video and start over. This document will walk you through how to delete a video from Panopto. This document will also walk you through how to delete a video from Collaborate Ultra or Zoom.

Deleting a Video on Panopto through Blackboard

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the **desired course** with the video to be deleted
4. Click on **Tools** then **Panopto Content**
5. Locate the **video** you wish to delete
6. Under the name of the video, click on the **Delete** button



Figure 1

7. Click **Yes** or **OK** on the pop up, verifying you want to delete the video

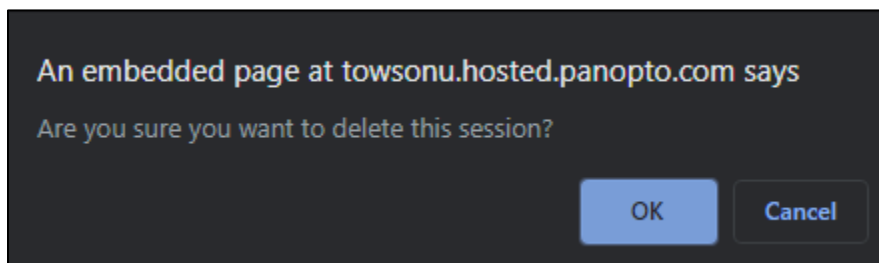


Figure 2

8. The video has now been deleted.

Deleting a Video on the Panopto site

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Select **Blackboard** from the drop down, then click **Sign In**
3. Enter the folder that the video is in and locate the video
4. Hover your mouse over the video name and select **Delete**
5. Click **Yes** or **OK** on the pop up to verify you want to delete the video
6. The video has now been deleted

Deleting a Collaborate Ultra Recording

1. Navigate to <https://blackboard.towson.edu>
2. Sign in with your TU **NetID** and **Password**
3. Enter the course where the recording is located
4. Click on **Tools** on the left-hand menu
5. Select **Blackboard Collaborate Ultra**
6. Click the **three lines** to the left of the “Sessions” bar
7. Select **Recordings**
8. Enter a date range by clicking on **Recent Recordings** on the right
9. Locate the recording

Session name / Recording name	Date	Duration	Access ⓘ	Status ⓘ	
Bb Student Admin Training / recording_2	9/10/20, 1:25 PM	00:03:54	🔒	✔ Done	⋮
Bb Student Admin Training / recording_1	9/8/20, 12:07 PM	00:27:14	🌐 Public	✔ Done	⋮

Figure 3

10. Click the 3 dots to the far right of the recording name and select **Delete**
11. On the **Delete Recording** pop up, select **Yes, Delete it**.

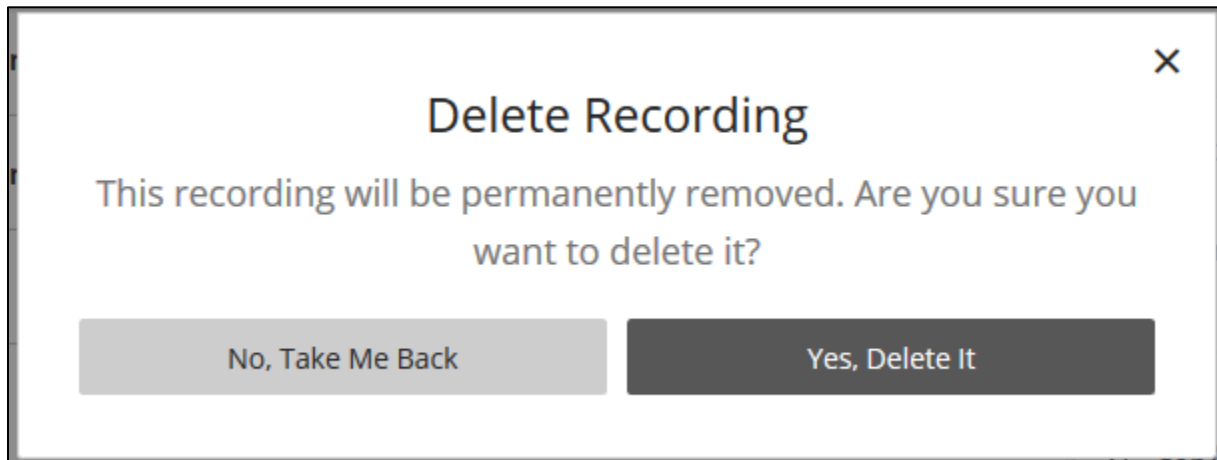


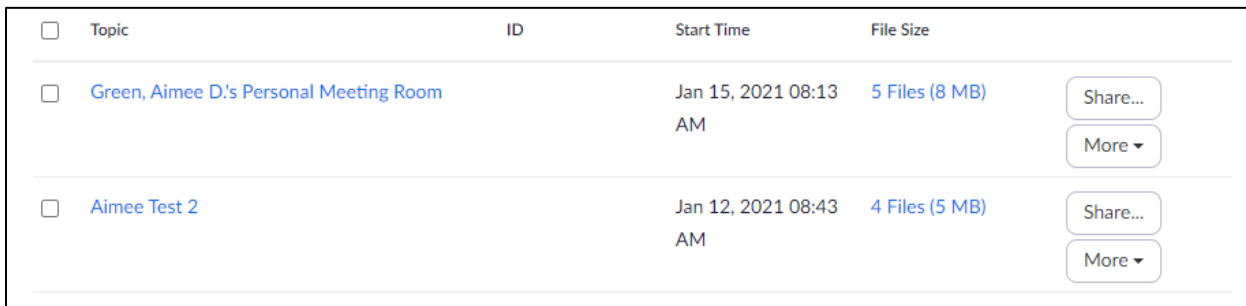
Figure 4

12. The recording is now deleted.

Deleting a Zoom Recording

The steps below will show you how to delete a recording from Zoom. If you have recorded a meeting in Zoom and wish to delete it, you will need to delete both the Zoom recording and the recording in Panopto.

1. Navigate to <https://zoom.towson.edu/>
2. Click **Sign In**
3. Log in with your TU **NetID** and **Password**
4. On the left menu, click **Recordings**



<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Green, Aimee D's Personal Meeting Room		Jan 15, 2021 08:13 AM	5 Files (8 MB)	<button>Share...</button> <button>More ▾</button>
<input type="checkbox"/>	Aimee Test 2		Jan 12, 2021 08:43 AM	4 Files (5 MB)	<button>Share...</button> <button>More ▾</button>

Figure 5

5. Locate the recording you wish to delete
6. Click **More** next to that recording
7. Select **Delete**
8. On the pop up window, click **Yes**

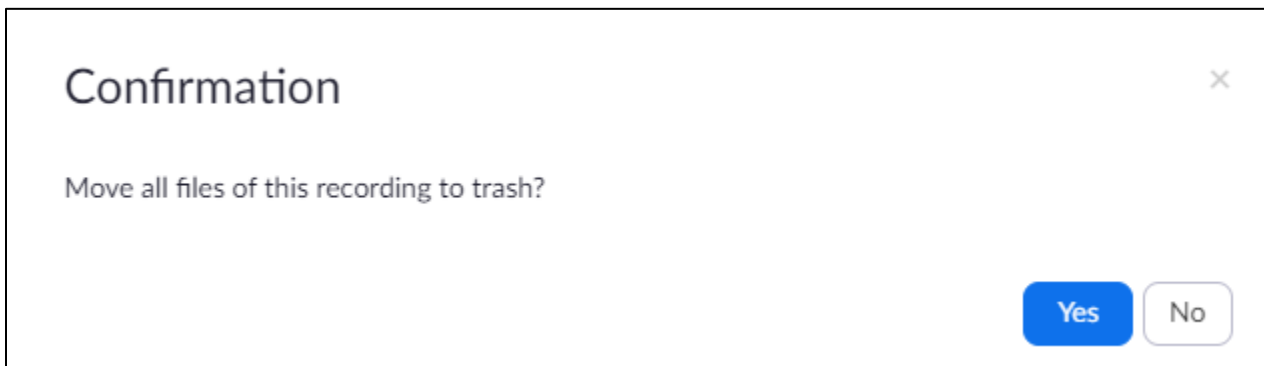


Figure 6

9. The recording is now deleted.