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Once you’ve created a video, you may realize that the information is old or outdated, or you made a mistake, and would like to delete the video and start over.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](image1.png)

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

![Figure 2](image2.png)

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

<table>
<thead>
<tr>
<th>Session name / Recording name</th>
<th>Date</th>
<th>Duration</th>
<th>Access</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Student Admin Training / recording_2</td>
<td>9/10/20, 1:25 PM</td>
<td>00:03:54</td>
<td>🔒</td>
<td>.Done</td>
</tr>
<tr>
<td>Bb Student Admin Training / recording_1</td>
<td>9/8/20, 12:07 PM</td>
<td>00:27:14</td>
<td>Public</td>
<td>Done</td>
</tr>
</tbody>
</table>

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/](https://zoom.towson.edu/)
2. Click **Sign In**
3. Log in with your TU **NetID** and **Password**
4. On the left menu, click **Recordings**

   ![Figure 5](image)

   **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](image)

   **Figure 6**

   9. The recording is now deleted.