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://towsonu.hosted.panopto.com](https://towsonu.hosted.panopto.com)
2. In the drop down menu, select Blackboard, then click Sign In
3. Enter your NetID and Password
4. Locate the video and click on Settings under the video name
5. Next to the Folder option, click the Edit button

![Session Information](image1.png)

**Figure 1**

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

![Session Information](image2.png)

**Figure 2**

7. 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://towsonu.hosted.panopto.com](https://towsonu.hosted.panopto.com)
2. In the drop down menu, select Blackboard, then click Sign In
3. Enter your NetID and Password
4. Locate the video and click on Settings under the video name
5. Click Manage on the left
6. Scroll down to the header **Copy Session**

![Copy Session](image)

**Figure 3**

7. Edit the name in the **New Session** box if desired

8. Click the **Copy** button

9. Click **OK** or **Yes** when the pop up window appears asking to verify that you want to copy the session

10. The copied video will now be created and will take a few minutes to process

11. Once the copied video has processed, follow steps 1-8 above to move the copied video into the new folder.