

# Panopto

## Moving and Copying Videos

### 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>
2. Enter your **NetID** and **Password**
3. Locate the **video** and click on **Settings** under the video name
4. Next to the **Folder** option, click the **Edit** button



Figure 1

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

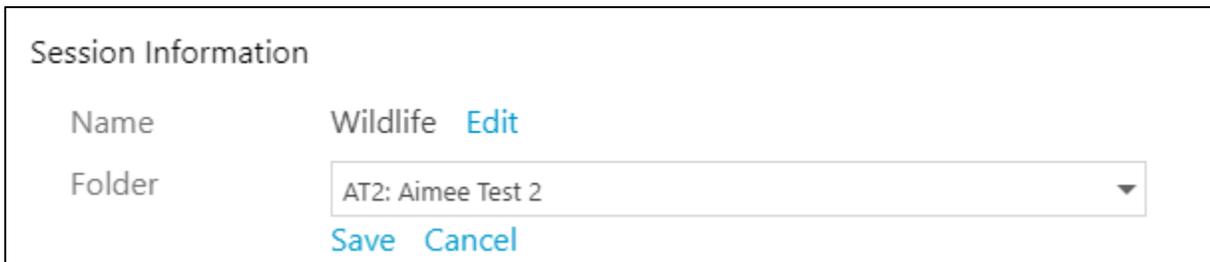


Figure 2

6. 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>
2. Enter your **NetID** and **Password**
3. Locate the **video** and click on **Settings** under the video name
4. Click **Manage** on the left
5. Scroll down to the header **Copy Session**

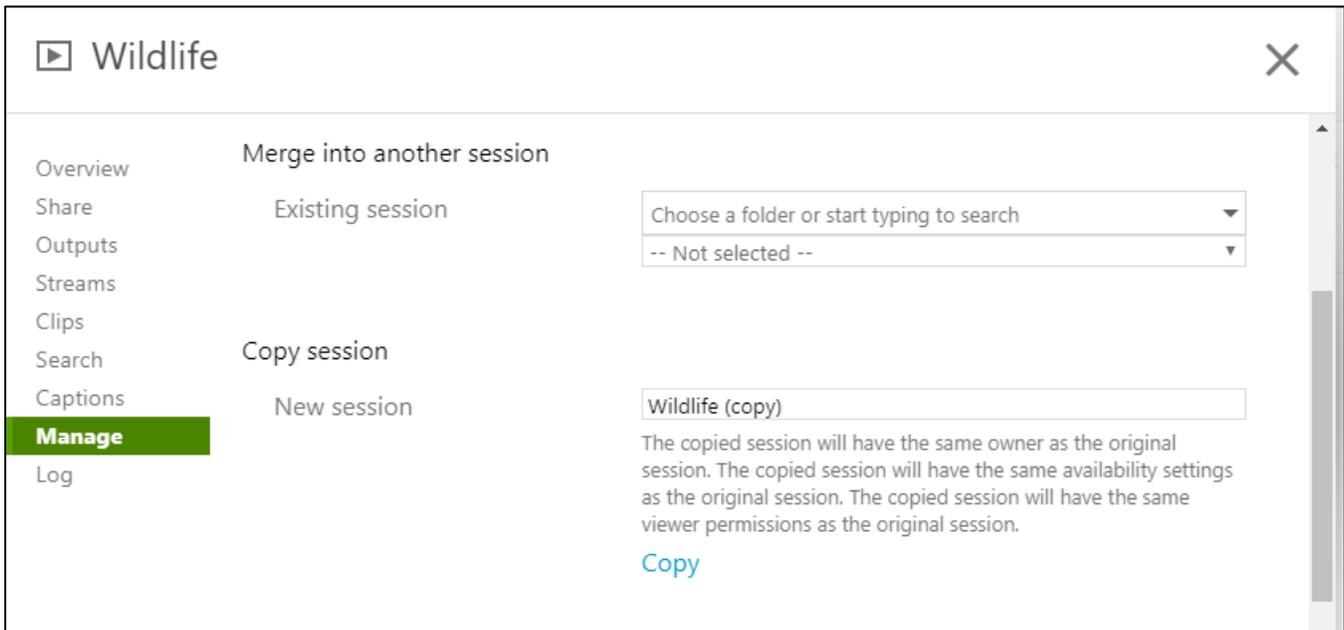


Figure 3

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