

Blackboard

Panopto

Copying Course Videos in Panopto

1. Navigate to <https://blackboard.towson.edu/>.
2. Log in with your TU **NetID and Password**.
3. Enter the desired course.
4. On the left hand side under **Details & Actions**, select **Book & Tools: View course & institution tools**.
5. Hover over the words **Panopto Folder Ultra Courses** with your cursor. Click on the words to go inside the course folder.

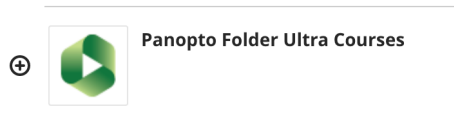


Figure 1

6. **On** the top right hand side, select the **gear icon**.



Figure 2

7. In the **Overview** tab, scroll down to **Course Video Copy** and select **Choose source folder**.

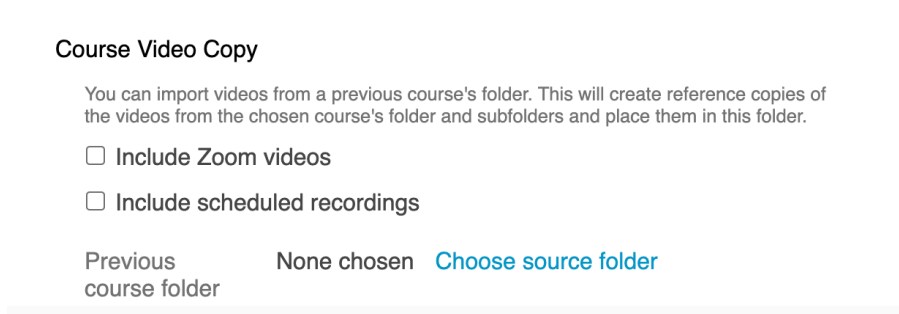


Figure 3

8. Select the **down arrow**, a drop down menu will appear.
9. Select the desired course folder.
10. If you would like to include Zoom videos and/or scheduled recordings in your copy, check the box next whichever you desire.
11. Click **Begin folder copy**. **Please note:** Most course video copies will take at most 24 hours.