

# Panopto Lecture Capture

Copy a Video from an Assignment Folder to Parent Course

## Introduction

Enabling assignments on a folder grants students the ability to record and submit content to a professor's folder. Students cannot access or view other student's content while in the assignment folder. If you want students to be able to view each other's recordings, you must first copy those recordings from the assignment folder to the parent course in Panopto. After that, you can add the video to the Blackboard course. This self-help document will walk you through how to copy a video from the assignment folder to the parent course in Panopto.

## Copy a Video from an Assignment Folder to Parent Course

1. Navigate in your web browser to [towsonu.hosted.panopto.com](http://towsonu.hosted.panopto.com) and **Sign in using Blackboard**.
2. In the **Browse** section of the menu, click the drop-down arrow of the course you would like to access.
3. Click on the assignment folder for the course. You will then see all of the videos in the assignment folder.

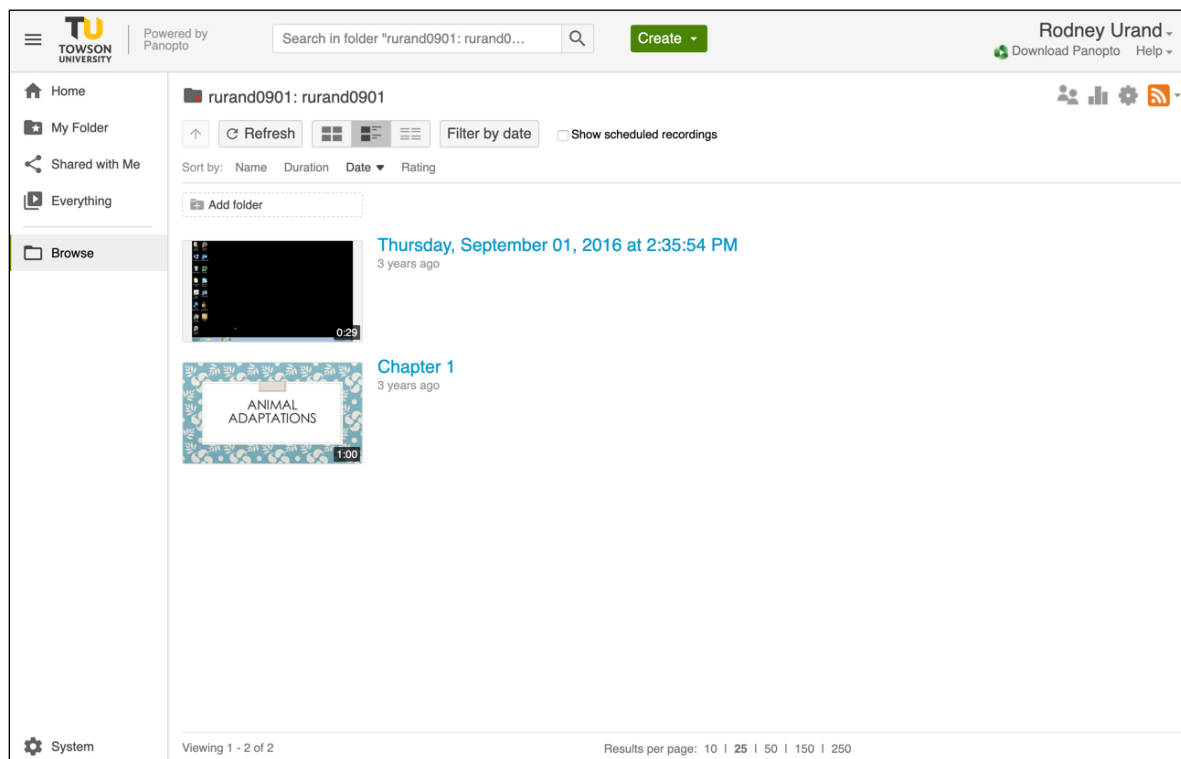
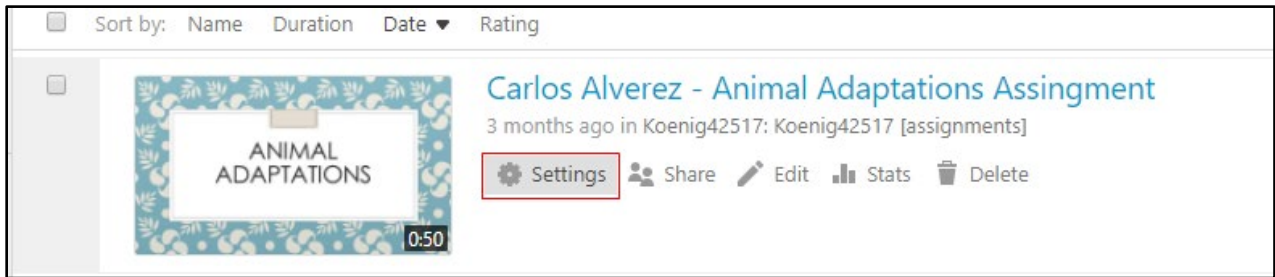


Figure 1

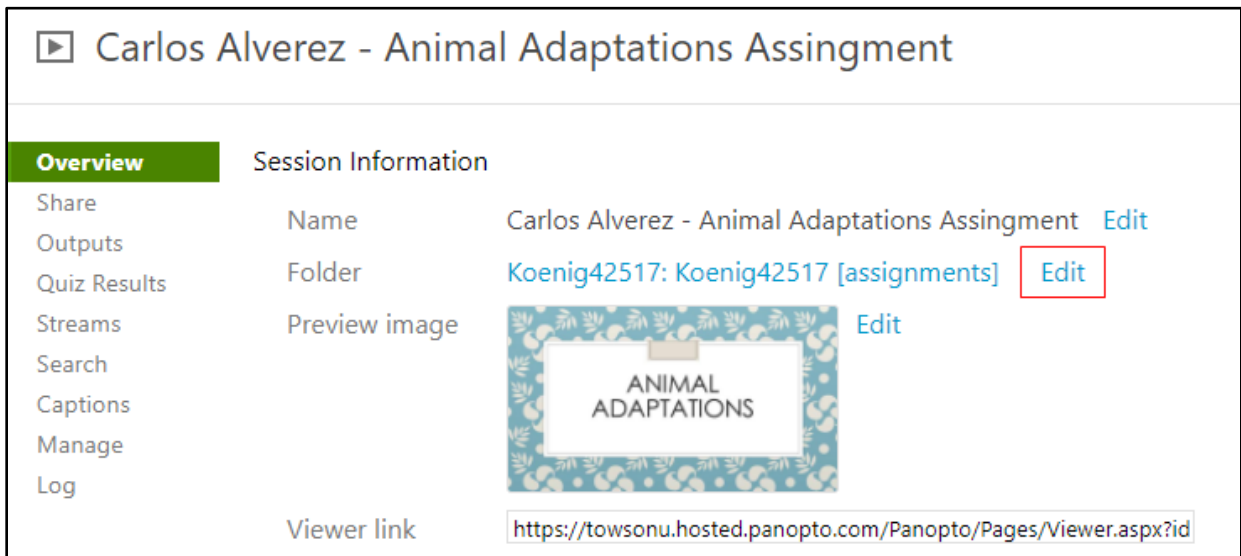
**Panopto-Lecture-Capture: Copy a Video from an Assignment Folder to Parent Course**

- 4. Hover over the video you would like to copy and then click the **Settings** button. The **Session Information** window for that video will open.



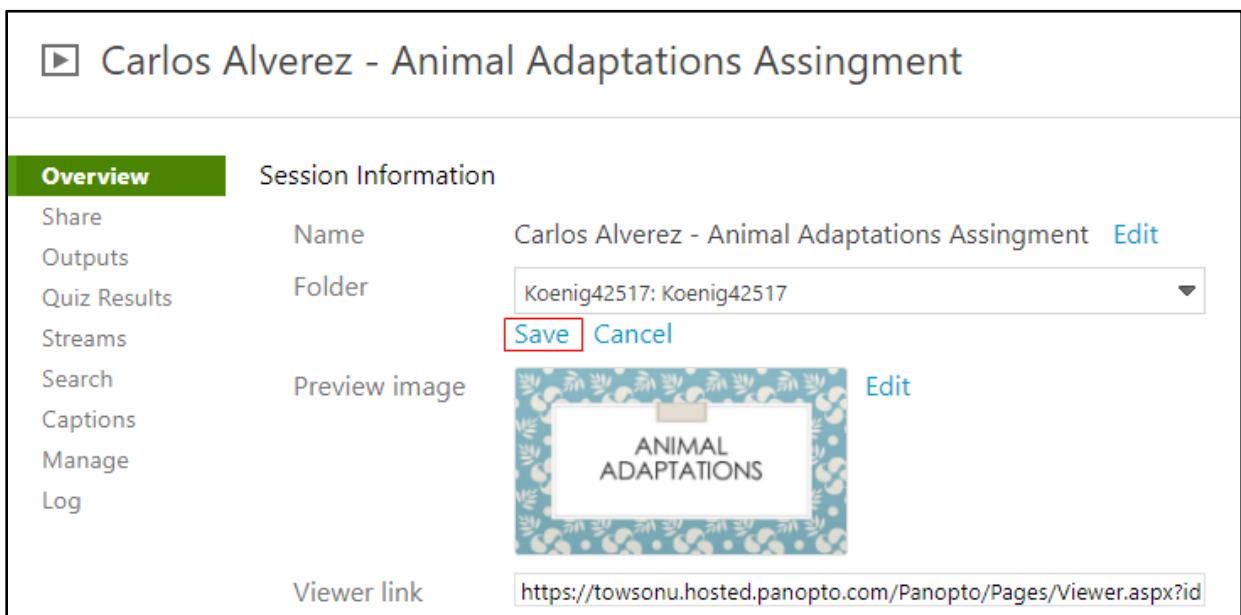
**Figure 2**

- 5. In the **Session Information** window, click **Edit** beside the **Folder** option.



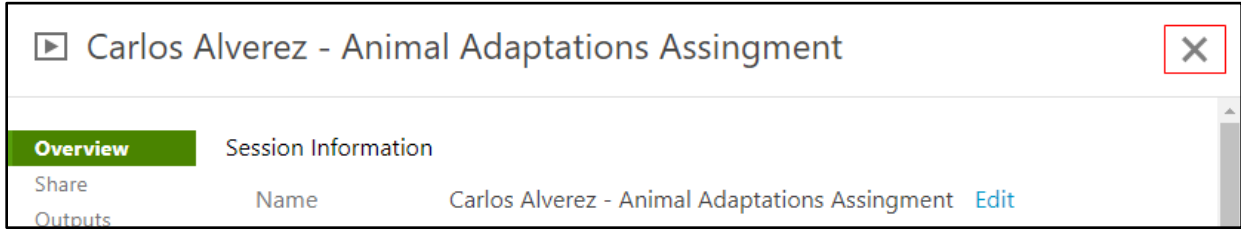
**Figure 3**

- 6. The folder name will become a drop-down menu. Click the down arrow and select the course parent folder and then click **Save**.



**Figure 4**

7. Click on the **X** in the top right corner of the **Session Information** window.



**Figure 5**

8. Click on the parent folder of the course. The video is now in the parent folder and able to be shared on Blackboard.