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 curor. Click on the words to go inside the course folder.



Figure 1

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

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Figure 2

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

Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

- □ Include Zoom videos
- Include scheduled recordings

Previous None chosen Choose source folder course 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.

