Copy a Recording

1. From your Sakai course page, click the **Panopto** tool.
2. You will be taken to the folder for this course in Panopto.
3. Hover your cursor over the title of the recording and select **Settings**.
4. Select **Manage** on the left-hand side of the page.
5. Under **Copy session**, enter a title for the copied video in the text box.
6. Select **Copy**.