Copy or Move a Recording

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Copy a Recording
1. Open the Panopto folder that was used to create the recording.
2. Check the box to the left of the recording you wish to copy into a new folder.
3. Select Copy from the top of the page.
   Note: This button will not appear until you check the box next to a recording.
4. Use the drop-down menu to select the folder you wish to copy the recording into.
5. Select Copy.
6. The recording will need to re-process in order to be available for viewing.
Move a Recording

1. Open the Panopto folder the recording is located in.
2. Check the box to the left of the recording that you wish to move into a new folder.
3. Select Move from the top of the page.

**Note:** This button will not appear until you check the box next to a recording.

7. From the drop-down menu, select the folder you would like to move the recording into.
8. Select Move.
9. The recording will need to re-process in order to be available for viewing.