Creating a Copy of a Panopto Recording and Moving it to a New Panopto Folder

1. Log in to Panopto, then click on the Settings icon associated with the recording you wish to copy.

2. On the Settings menu, click the Manage link.

3. In the Copy Session area, click Copy.

4. Wait for the copy of the recording to finish processing.

5. To move the recording to a new folder, Click on the Settings link associated with the appropriate recording.

6. Under Session Information, click on the Edit link next to the folder information.

7. Click on the downward arrow next to the Folder's name. This will display all of your Panopto course folders (the current folder will be highlighted). Then select the folder you want the recording to be placed in.