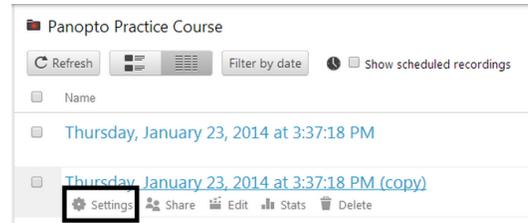


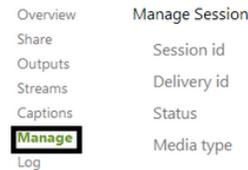
# Creating a Copy of a Panopto Recording and Moving it to a New Panopto Folder

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

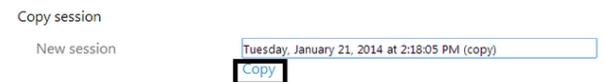


2. On the Settings menu, click the **Manage** link.

Tuesday, January 21, 2

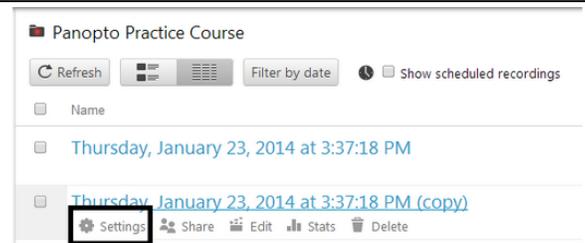


3. In the Copy Session area, click **Copy**.

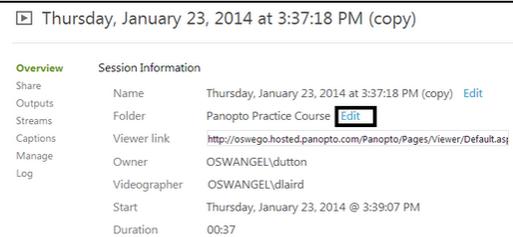


4. Wait for the copy of the recording to finish processing.

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.

