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.	 Panopto Practice Course C Refresh Filter by date Show scheduled recordings Name Thursday, January 23, 2014 at 3:37:18 PM Thursday, January 23, 2014 at 3:37:18 PM (copy) Settings Share Share Share Share Delete
2.	On the Settings menu, click the Manage link.	Tuesday, January 21, 2 Overview Manage Session Share Session id Outputs Delivery id Streams Delivery id Captions Status Manage Media type Log Log
3.	In the Copy Session area, click Copy.	Copy session New session Tuesday, January 21, 2014 at 2:18:05 PM (copy) Copy 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	 Panopto Practice Course C Refresh Filter by date Show scheduled recordings Name Thursday, January 23, 2014 at 3:37:18 PM Thursday, January 23, 2014 at 3:37:18 PM (copy) Settings Share E Edit III Stats Delete
6.	Under Session Information , click on the Edit link next to the folder information	Overview Session Information Share Name Thursday, January 23, 2014 at 3:37:18 PM (copy) Outputs Folder Panopto Practice Course Captions Viewer link http://oswego.hosted.panopto.com/Panopto/Pages/Viewer/Default.asj Manage Owner OSWANGEL\duitton Log Videographer OSWANGEL\duitton Start Thursday, January 23, 2014 @ 3:39:07 PM Duration 00:37
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.	Folder Panopto Practice Course T (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Bi0120-154)Molecular/Cell Foundations Lab (201401-Ma177-800)Melsaving Life (201401-Ma177-800)Melsaving Life (201401-Ma177-800)Melsaving Life (201401-Ma177-800)Melsaving Life (201401-Ma177-800)Melsaving Life (VOTERMI) ART321 Art History II (WOTERMI) ART321 Art