

A. Introduction

This guide explains how to make copies of a recorded session and how to transfer recordings between different VLE areas' Panopto folders. *Copying* a recording will duplicate it within the same VLE area's Panopto folder. *Moving* a recording moves it from the **source** Panopto folder, that is, the VLE area's Panopto folder which contains the recording to the **destination** Panopto folder, that is, the VLE area's Panopto folder to which you would like to move the recording.

For example, tutors may need to copy and move recordings:

- Between different occurrences of the same study-unit / class, example -
from ABC1234-SEM1-A-1920 (source) *to* ABC1234-SEM1-B-1920 (destination);
- Between different semester study-units, example –
from ABC1234-SEM1-A-1920 (source) *to* ABC1234-SEM2-A-1920 (destination); and/or
- Between different academic / scholastic year study-units / classes, example -
from ABC1234-SEM1-A-1819 (source) *to* ABC1234-SEM1-A-1920 (destination).


Note that:

- Panopto only allows you to *copy* and *move* recordings into VLE areas' Panopto folders for which you are registered as tutor and that have been provisioned with Panopto.

Hence, *if* the destination VLE area is not yet provisioned with Panopto, follow the steps below.

1. Access the *destination* VLE area from the **VLE Dashboard** ([UM VLE](#) / [JC VLE](#)).
2. Click the **Turn editing on** button.
3. In the desired section, click the **Add an activity** drop-down menu and choose **Lecture Capture (Panopto)**.
4. Enter an *Activity Name*.
5. Click the **Save and return to course** button.
6. Click to access the **Lecture Capture (Panopto)** activity you have just created. This will create the Panopto folder for the respective VLE area.

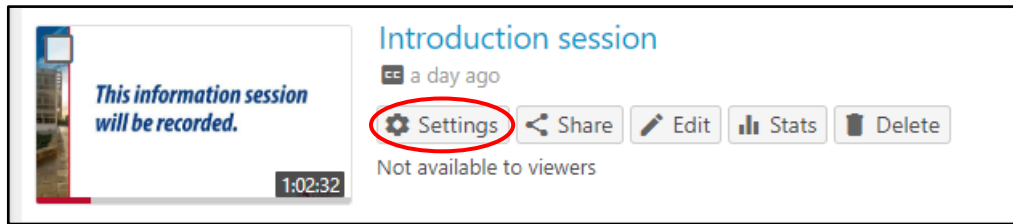
B. Accessing the Panopto recording

1. Access the *source* VLE area from the **VLE Dashboard** ([UM VLE](#) / [JC VLE](#)).
2. Access the **Lecture Capture (Panopto)** activity, identified by the Panopto icon .

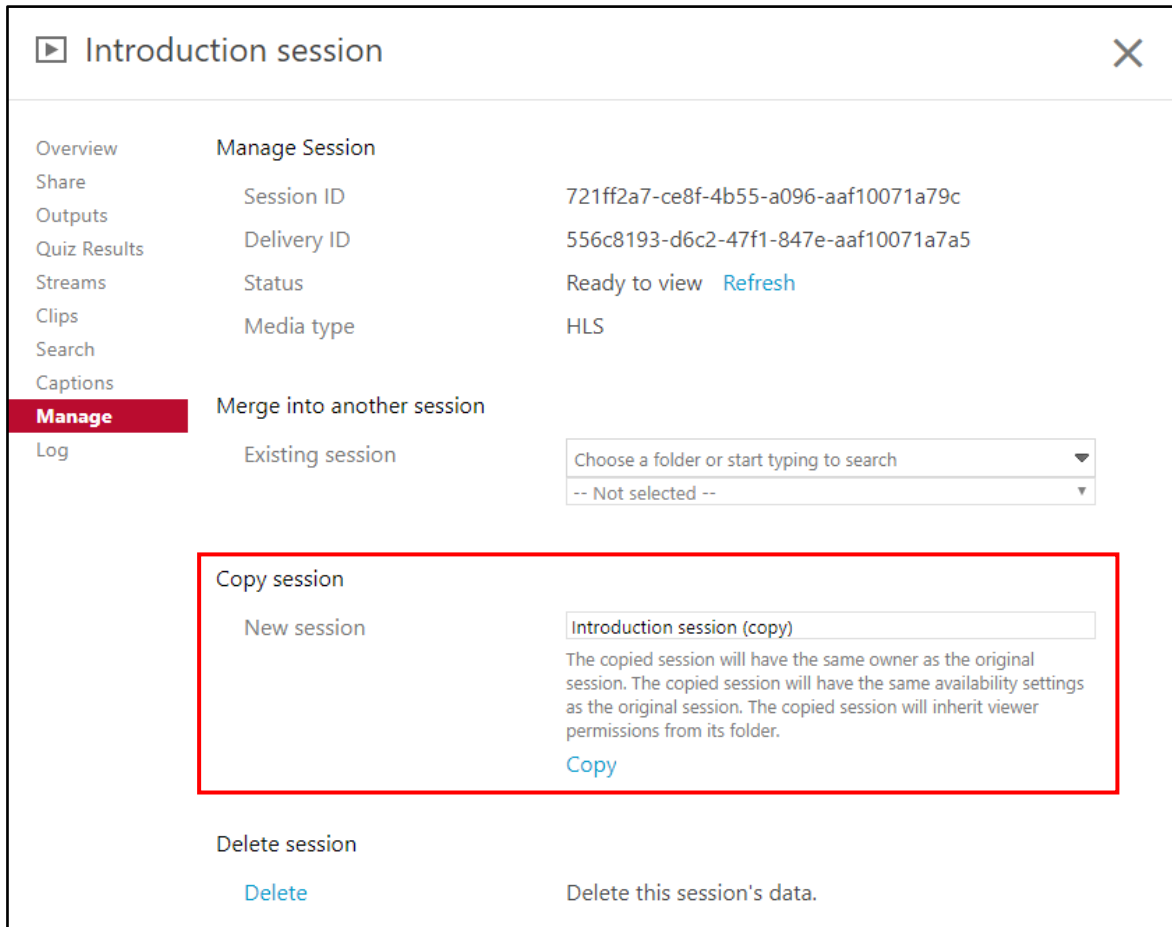
You will be automatically directed to the Panopto folder of the respective VLE area through the University single sign-on facility.

C. Copying a Panopto recording

1. Hover over the recording that you would like to copy and click the **Settings** button.



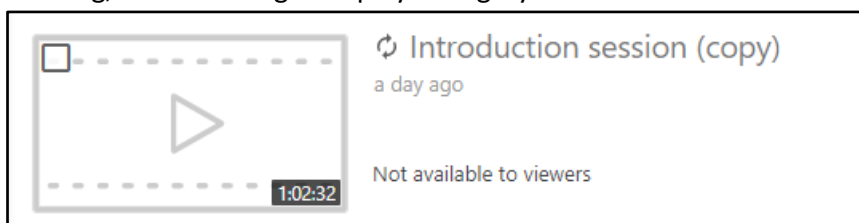
2. From the left-hand side menu, click on **Manage** and scroll down to the **Copy session** section.



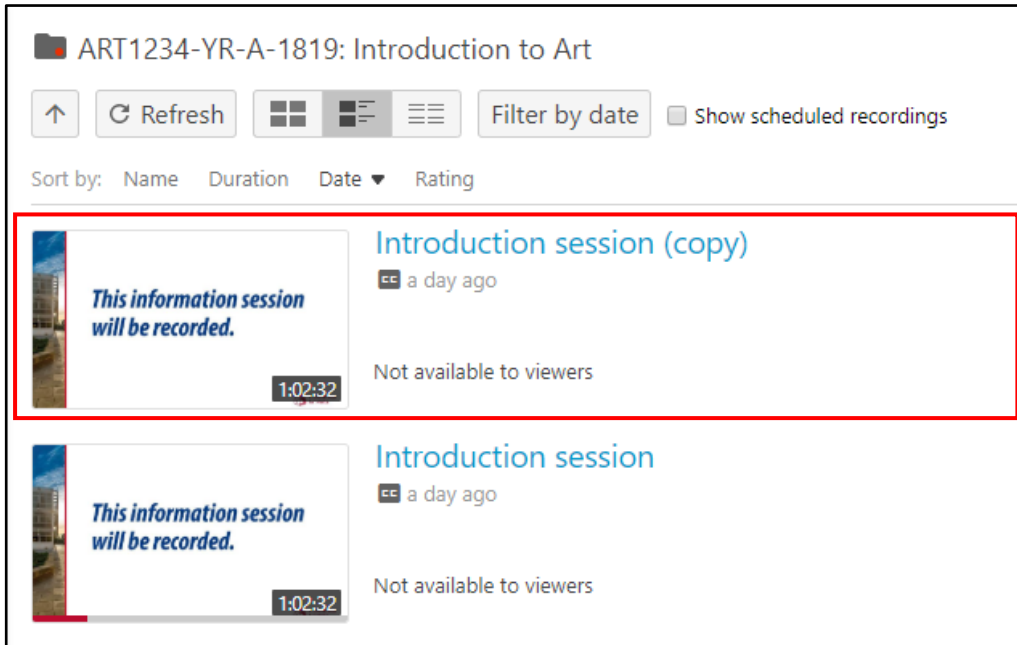
3. If necessary, you may change the name for the copied recording in the **New session** field.
4. Click **Copy**.

The copied recording will appear in the original folder, e.g. *ART1234-YR-A-1819: Introduction to Art*. It may take some time to process on the server, as the recording is processed anew.

While processing, the recording is displayed in grey text:



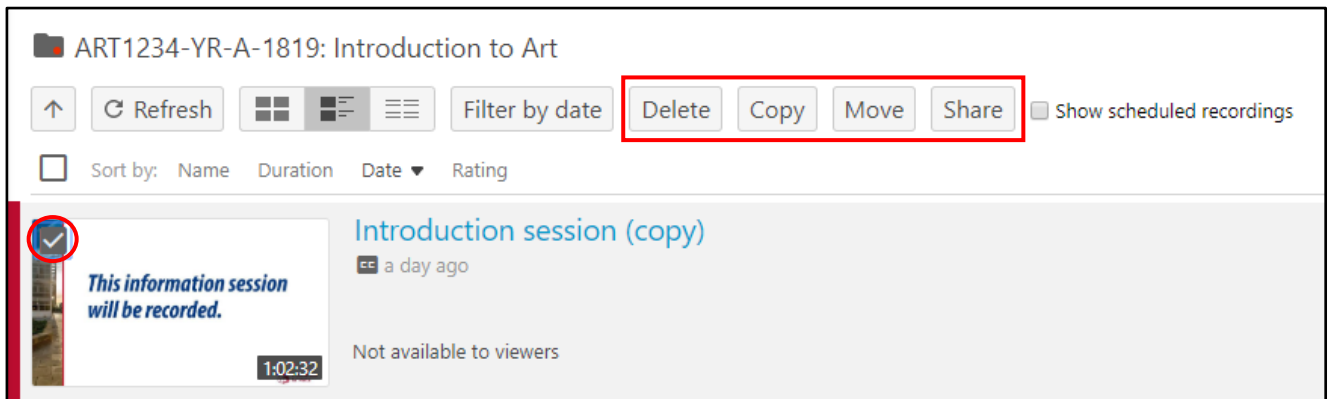
Once the copied recording has been finalised, it will appear in the *source* folder.



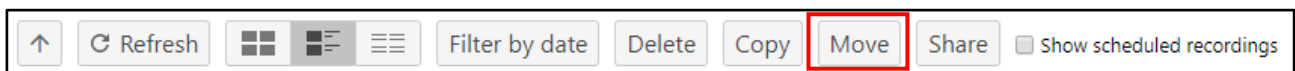
D. Moving a Panopto recording

1. Using the checkbox/es located on the left-hand side of the recording/s, tick the recording/s that you would like to move to the *destination* VLE area's Panopto folder.

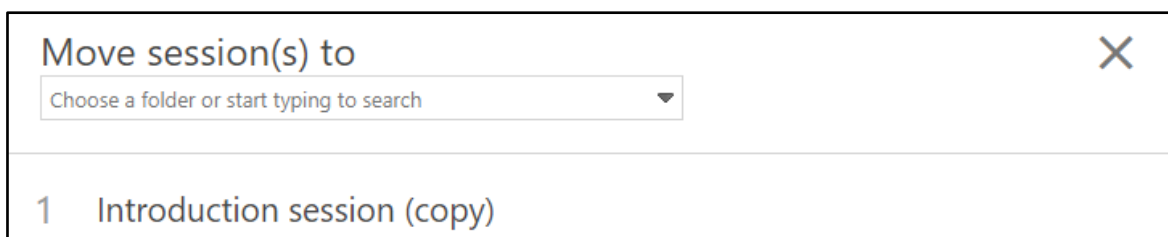
Additional icons are displayed beneath the folder's name.



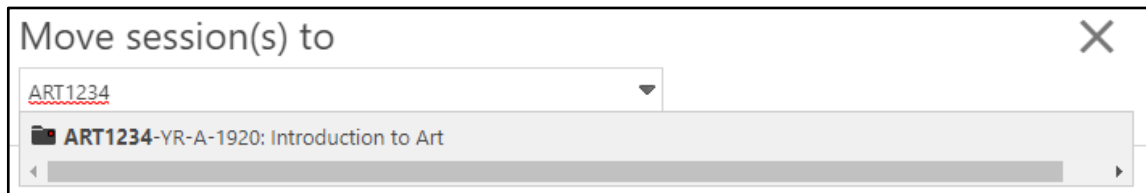
2. Click the **Move** button.



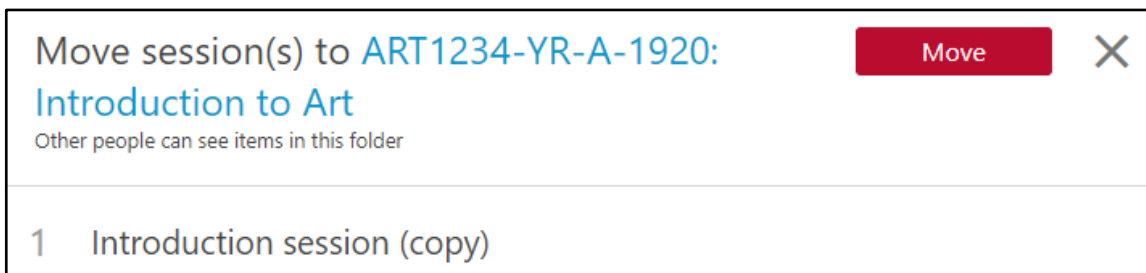
The *Move session(s) to* dialog box is displayed:



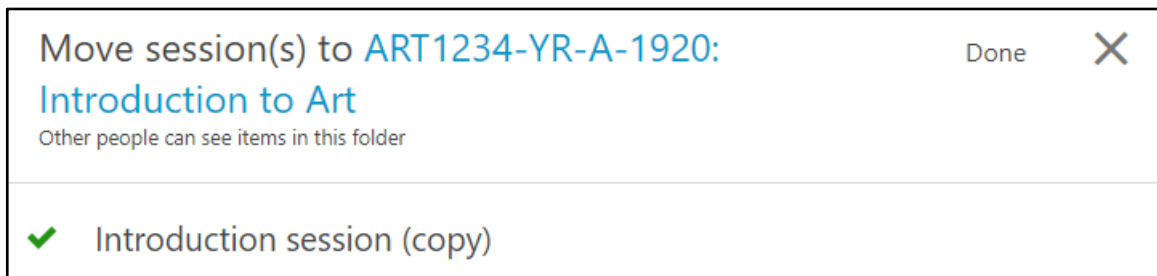
3. Select a destination folder or start typing the study-unit / class code of the destination folder and click on the desired VLE area's folder name.



4. Click the **Move** button.



Upon completion, the following screen is displayed:



5. Click the **Close**  button.

The recording/s will now be available in the *destination* VLE area's folder.