

### **Panopto: Move Recordings from a Folder that is Scheduled to be Deleted.**

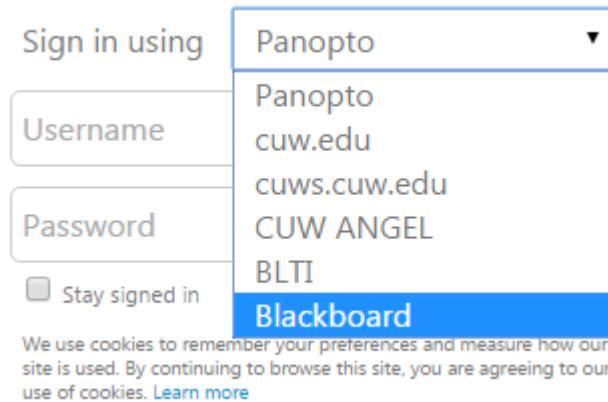
Due to the high utilization of Panopto, academic recordings will need to be archived after three semesters. Folders that are four semesters or older will be deleted from the Panopto server after each semester. An example is a folder with a term code of 201410 (Fall 2013) will be removed from Panopto at the start of the 201610 (Fall 2015) term. There are many folders that are unlabeled, these will be removed as well if they are more than four semesters old.

If your current classes require videos from older terms it will be the responsibility of the folder owner to move the recordings from those folder slated for deletion. If you share a folder with another faculty member, please work together to keep only recordings you need.

If you have any questions about videos falling under the policy stated above, please feel free to email Rob Erbes at [robert.erbes@cuw.edu](mailto:robert.erbes@cuw.edu)

The procedure to move recordings is described below:

- 1.) Open a browser and navigate to <http://panopto.cuw.edu>
- 2.) Click 'Panopto' and select Blackboard. You will be redirected to the Blackboard Authentication page.



- 3.) After entering your user name and password you will be brought to the Panopto main page.

4.) Click 'All Folders'

The screenshot shows the Panopto web interface. On the left, there's a sidebar with categories: All Sessions (20187), In Progress (4), Processing, Scheduled, Bookmarked, and All Folders (1250). Below these are Folders and System sections. The main area is titled 'All Sessions' and shows a list of recordings. One recording is visible: 'Peds GU Coleen Rosen' (Recording right now in FNP III - Adv Clin Nurs Prac MSN 853 DLC 31750-201530, 13:07). Below it are 'Week 1: Group Work Intro: Health Topics in Primary Care' (8/27/2015 in FNP I - Adv Clin Nurs Prac MSN 851 DLC 11606-201510, 16:20) and 'Week 1: Course Introduction' (8/27/2015 in FNP I - Adv Clin Nurs Prac MSN 851 DLC 11606-201510, 47:03).

5.) In the 'Search all folders...' box, type the name of the folder you wish to move recordings **from**.

- In this example below I am searching for folders with 'test' in the title.
- I will be moving the recording from folder 'Panopto Test' to 'Test Delete', then left click the title of the folder to view the video list.

The screenshot shows the Panopto interface with a search query 'test' entered in the search bar. The search results are titled 'Search Results for test in All Folders'. It lists several folders: 'Test' (highlighted with a red box), 'Test Delete' (with a note 'test session'), 'Panopto Test' (highlighted with a red box and the text 'Left Click' next to it), and 'Justin Test'. Below the results, it says 'Viewing 1 - 25 of 77' and 'Results per page: 10 | 25 | 50 | 150 | 250'. Navigation links at the bottom include page numbers 1, 2, 3, 4, and 'Next >'.

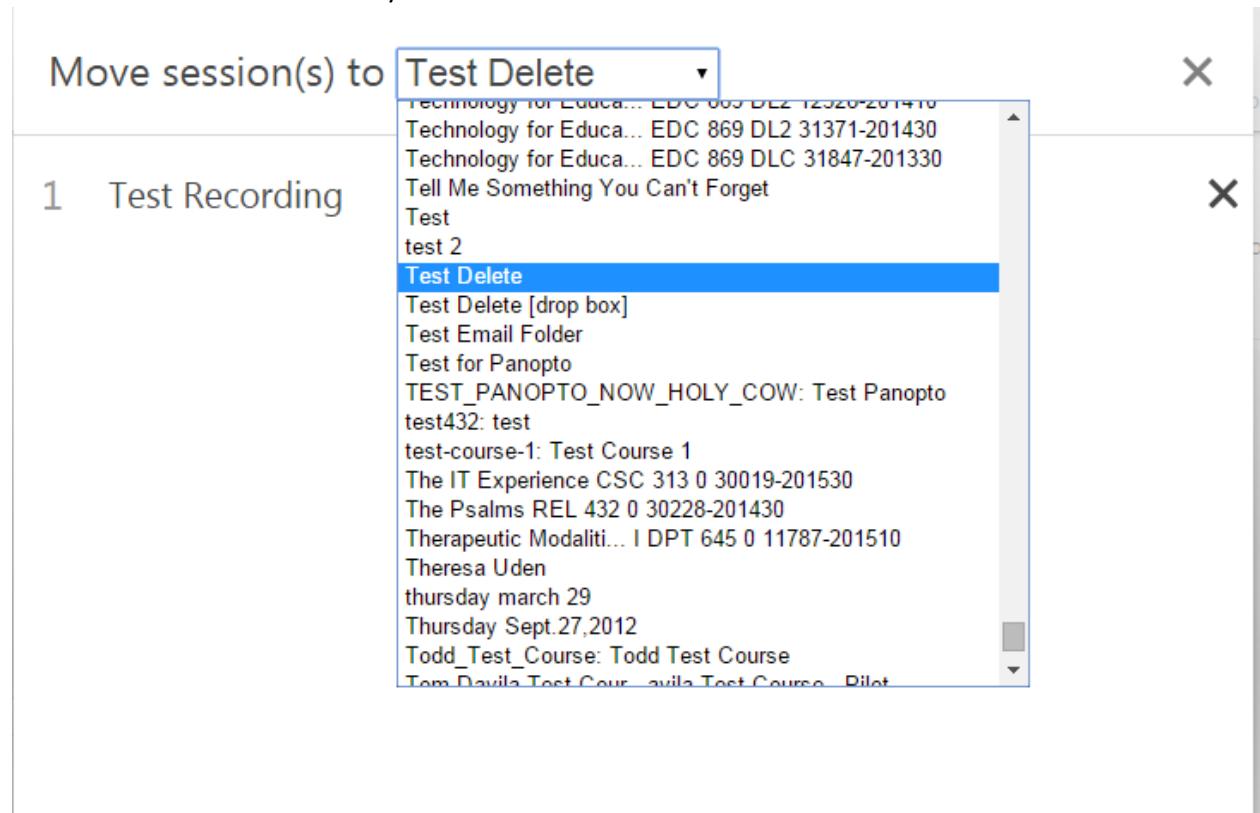
- 6.) If you wish to move only a few recordings, put a check mark in the box next to the recording(s) you wish to move. Otherwise to move all recordings, you may click the checkbox below the refresh button above the recording list to select ALL recordings.

The screenshot shows the Panopto web interface. On the left, there's a sidebar with session statistics: All Sessions (20187), In Progress (4), Processing (0), Scheduled (2), Bookmarked (0), and All Folders (1250). Below that is a 'Folders' section with 'All Folders' selected, showing a folder named 'Heavens Declare' Recordings (10 items). The main area is titled 'Panopto Test' and contains a list of recordings. At the top of this list is a recording titled 'Test Recording' from 2/26/2013. A red arrow points to the checkbox next to this recording. Another red arrow points to the 'Sort by' dropdown menu, which includes options for Name, Duration, Date, and Rating. The text 'For ALL recordings' is overlaid in red at the top right of the list, and 'For individual recordings' is overlaid in red below the list.

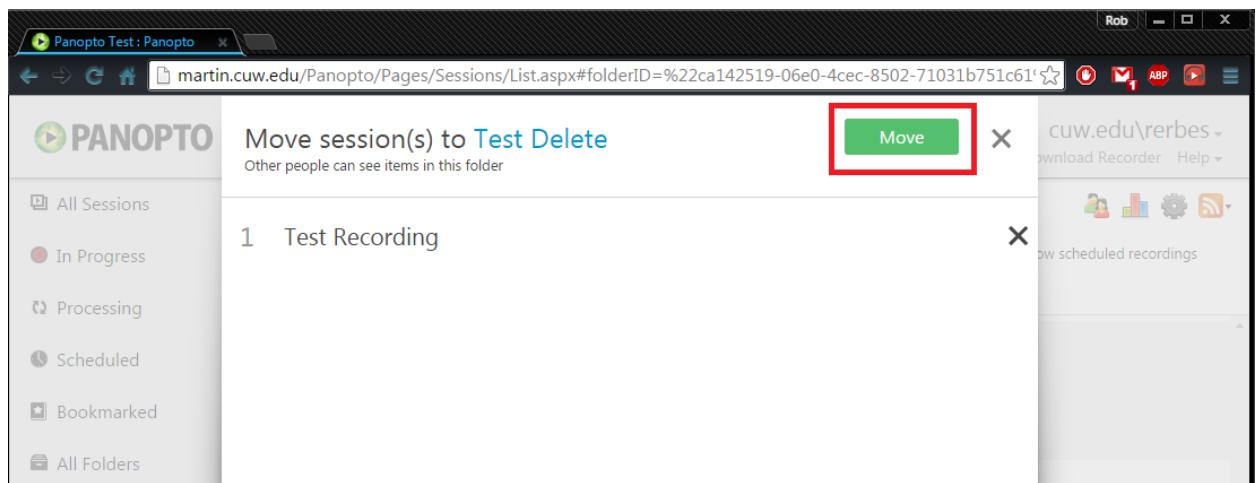
- 7.) Then click the 'Move' button that appears at the top of the page.

This screenshot shows the same Panopto interface as the previous one, but with a green overlay on the left side of the recording list. The 'Move' button in the top toolbar is highlighted with a red box. The recording 'Test Recording' is selected, indicated by a checked checkbox next to its thumbnail. The text 'For ALL recordings' is overlaid in red at the top right of the list.

8.) Click 'Choose a folder' and find your **destination** folder.



9.) Click 'Move'



10.) You're Done!