

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

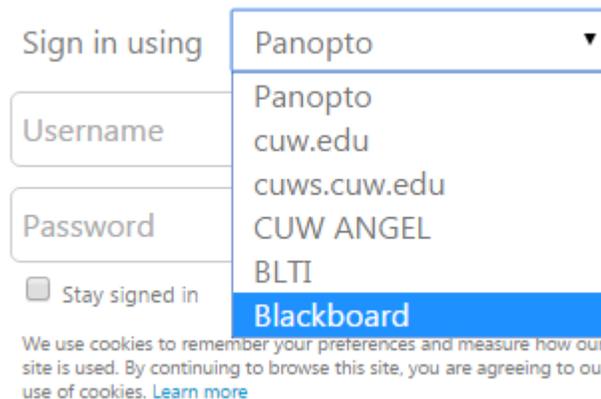
Due to the high utilization of Panopto, academic recordings will need to be archived after three semesters. Folders that are four semesters or older will be deleted from the Panopto server after each semester. An example is a folder with a term code of 201410 (Fall 2013) will be removed from Panopto 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

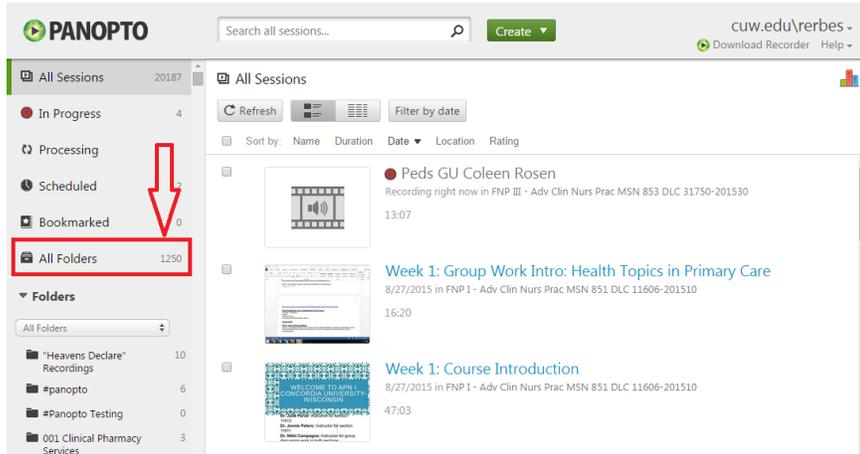
The procedure to move recordings is described below:

- 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.



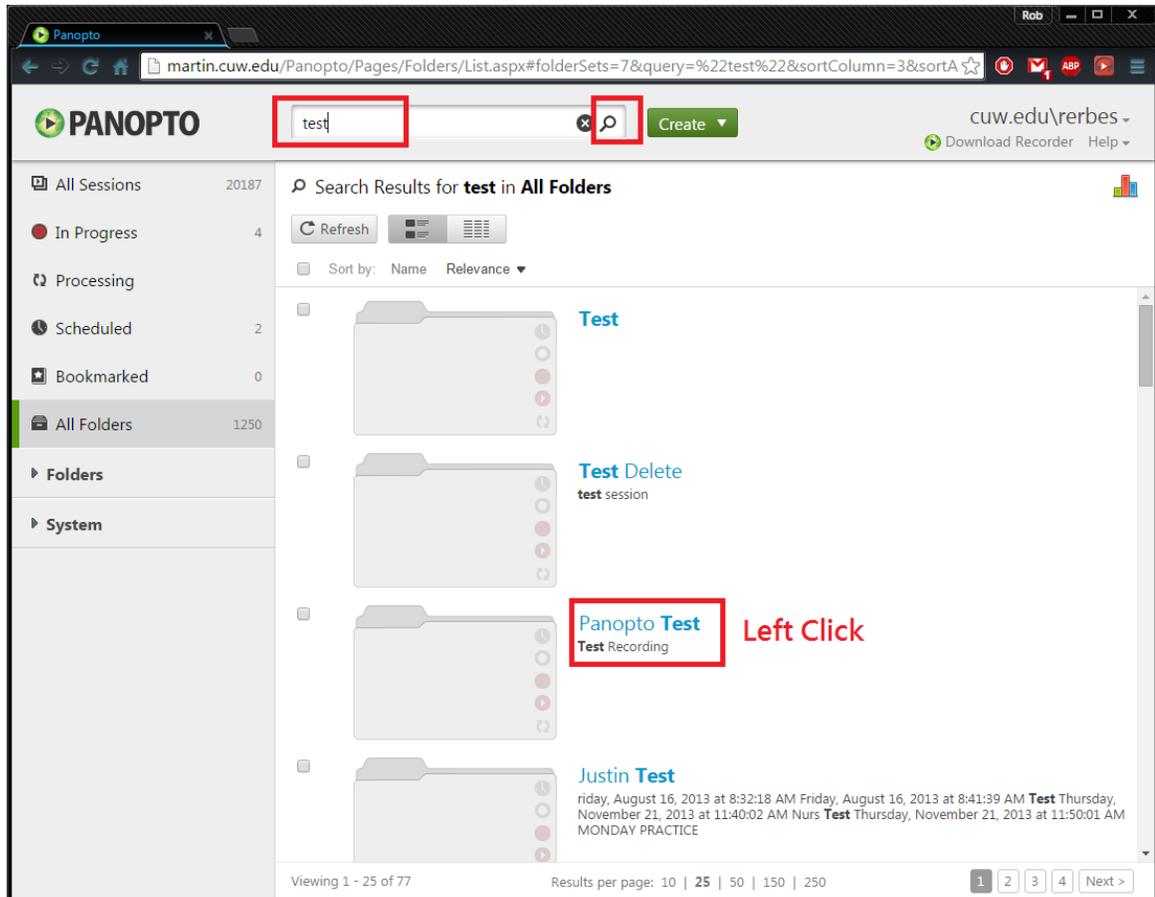
- 3.) After entering your user name and password you will be brought to the Panopto main page.

4.) Click 'All Folders'

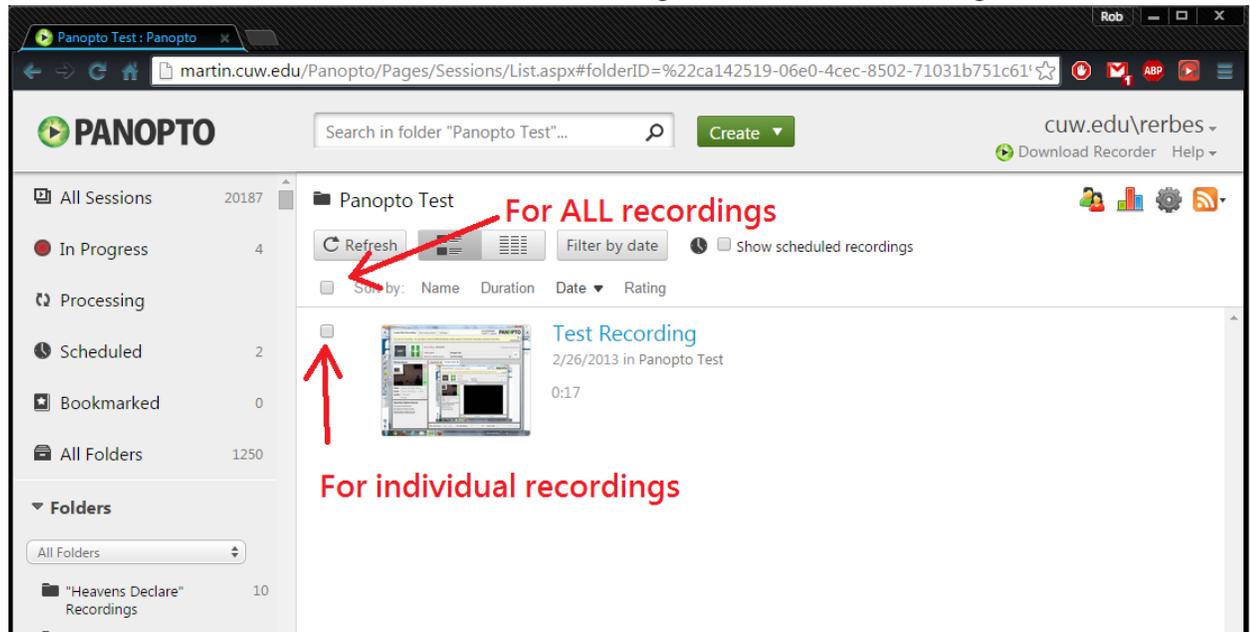


5.) In the 'Search all folders...' box, type the name of the folder you wish to move recordings **from**.

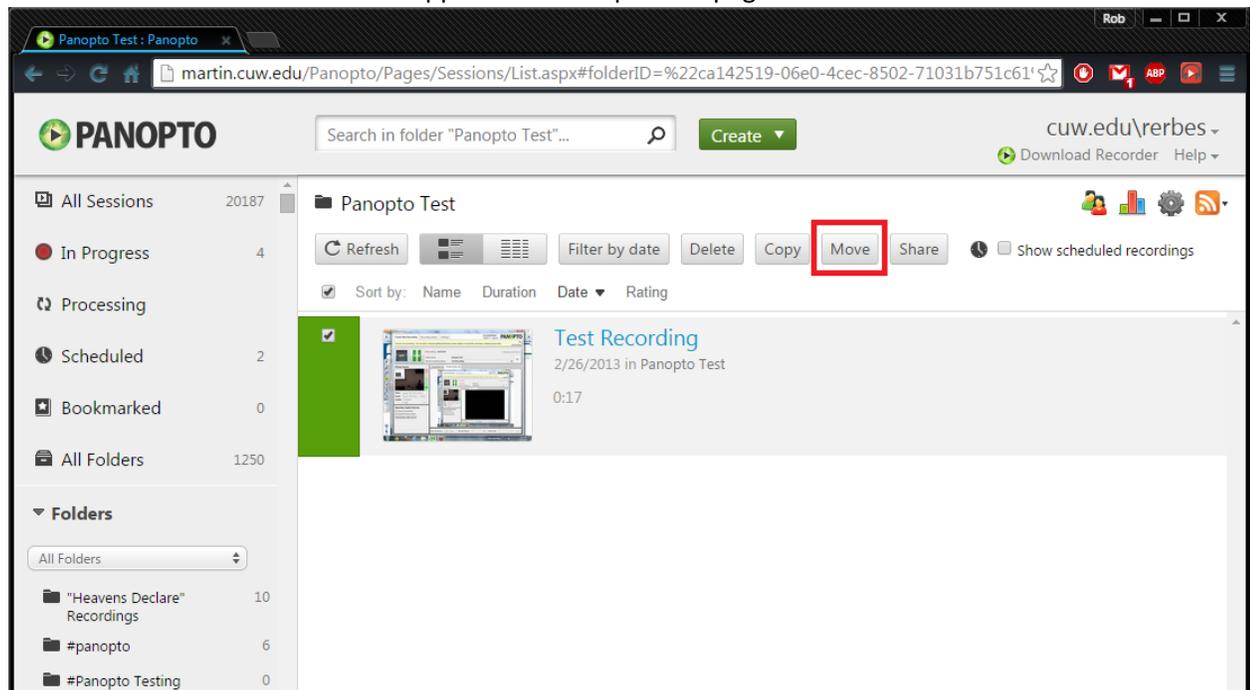
- a. In this example below I am searching for folders with 'test' in the title.
- b. I will be moving the recording from folder 'Panopto Test' to 'Test Delete', then left click the title of the folder to view the video list.



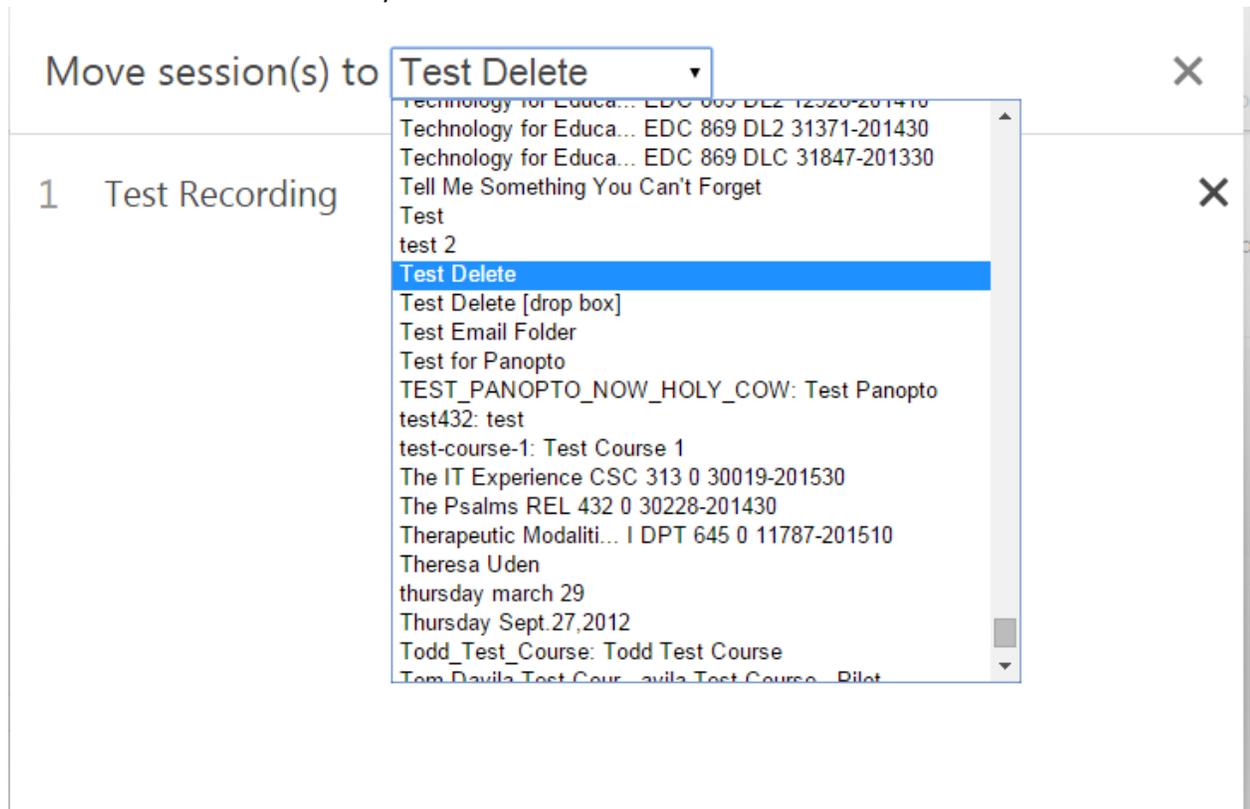
- 6.) If you wish to move only a few recordings, put a check mark in the box next to the recording(s) you wish to move. Otherwise to move all recordings, you may click the checkbox below the refresh button above the recording list to select ALL recordings.



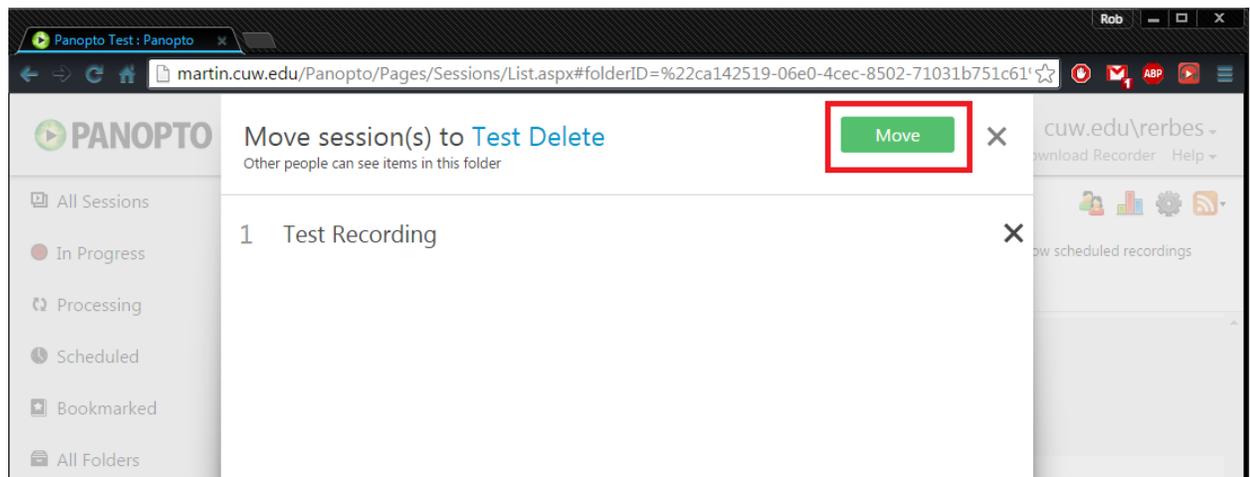
- 7.) Then click the 'Move' button that appears at the top of the page.



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



9.) Click 'Move'



10.) You're Done!