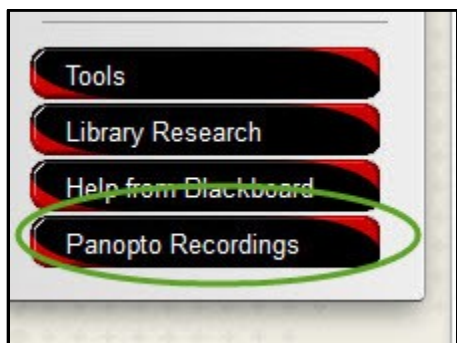


## Copying Recordings

Panopto recordings must reside in the Panopto folder for the specific course. Therefore, faculty may need to copy recordings from one folder to another in order for the recordings to be available to students between different sections of courses and/or from one semester to another.

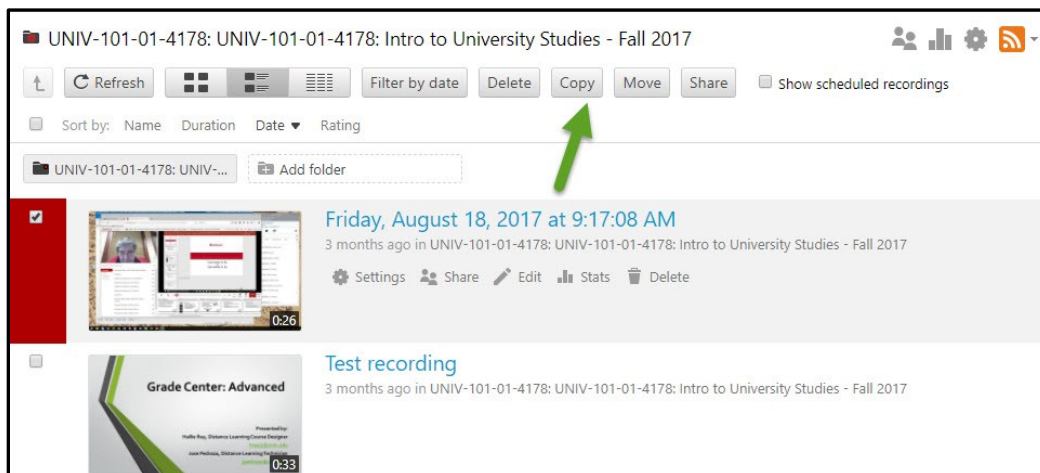
1. Log into Blackboard, select the desired course, and click **Panopto Recordings** from the course navigation on the left.



2. In the top right corner, select the **grey arrow icon** to manage your recordings on the Panopto server.



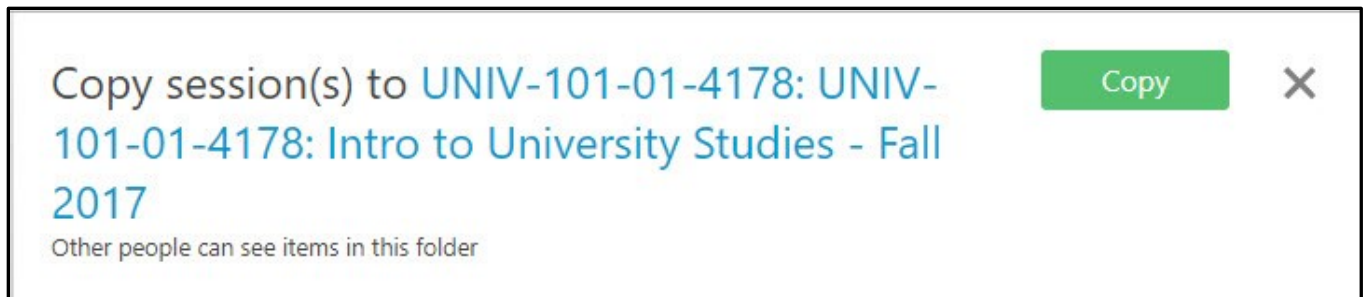
3. Select the checkbox in front of each recording you want to copy. Then click **Copy** (good for use in multiple course sections).



4. Select the folder from the drop down list for where you want to copy the sessions.



5. Select Copy.



6. A status will display under each video. Once complete a checkmark will appear for each video.



7. Click X to close the Copy window.