

How to Move Tegrity Recordings To Panopto

Step 1: Download Tegrity Download Manager

In order to move Tegrity recordings to Panopto, you must first download your Tegrity recordings using the **Tegrity Download Manager**, then locate the downloaded files on your computer, and finally drag the video file into Panopto's **Upload Media** tool.

Download the Tegrity Download Manager Instructions:

PC:

<http://help.tegrity.com/kb/install-tegrity-download-manager-on-a-pc>

Mac:

<http://help.tegrity.com/kb/how-to-install-tegrity-download-manager-on-a-mac>

Step 2: Download Tegrity Recordings to Your Computer

1. Log into the Tegrity site with your Ulink credentials: <https://louisville.tegrity.com>
2. Locate and click on the course site that contains recordings you want to make available in Panopto. Use the check boxes on the right-hand side to select one or more recordings. Click **Recording Tasks**, then click **Download**.
3. Once the recordings have downloaded, you will need to locate them on your computer's hard drive.

PC: Navigate to: C:\Users\Your-User-Name\Documents\My Tegrity Recordings\Sessions.

If you cannot find the folder path then please visit tegrity help page to locate the Tegrity recordings: <http://help.tegrity.com/kb/how-to-locating-a-downloaded-recording-on-a-pc>

Mac: Navigate to: Users>Your-UserName>Videos>My Tegrity Recordings>Sessions

Step 3: Locating the video files within the recording package

When you download a Tegrity recording it pulls down all of the information stored in the Tegrity system related to that recording, which can include multiple video and audio sources, chapter information, speaker notes, and more. So, each recording is not just a single file, but a

whole package of files. The MP4 file for screen capture with audio is what you want to find. Here is the location:

Sessions > your_desired_session > Recording > Class > Projector > screen0.mp4

Step 4: Copy the MP4 file to your desktop, relabel the file to your desired lecture title, upload to Panopto.

Drag the screen0.mp4 file to your desktop. Relabel the file appropriately. Open a new tab in your browser and navigate to <https://louisville.hosted.panopto.com>

Select from your list of Panopto courses the course you would like to upload the video file to. Then click **Create > Upload Media** and drag the video file into the drag and drop field. Here is a video Demonstration: <https://uploads.panopto.com/2015/09/Video-Upload-Hero.mp4>

Your integrity recording will now appear in your Panopto course after the upload is complete.