How to Copy and Move Videos

Overview

Panopto allows you to copy and/or move a video to a new folder. In this article, you will learn how to copy and move videos.

Prerequisites

- Creator access to Panopto

1. Copy a Video

1.1. Hover over the video you want to copy and select Settings (Fig. 1).

1.2. On the Manage tab, scroll down to the Copy session section and select Copy (Fig. 2). Note: The copied session will inherit the same permissions from the original folder.

1.3. The copied video, which is given the same name as the original with (copy) appended to it, will appear
in the same folder as the original (Fig. 3).

2. Move a Video

Note: To learn how to move multiple videos, follow the instructions in How to Batch Copy and Move Videos.

2.1. Hover over the video you want to copy and select Settings (Fig. 4).

2.2. In the window that appears, under Session Information, select Edit to the right of Folder (Fig. 5a). Locate and select the folder you want to move the video to in the dropdown menu that appears and select Save (Fig. 5b and 5c).
3. Move a Video with Drag and Drop

3.1. Select the Browse option from the left-hand navigation of your Panopto site and then select the pin in its upper-right corner (Fig. 6).

3.2. Select the video’s parent folder, and then, select the video thumbnail, and drag and drop the video into its
new folder in the **Browse** area (Fig. 7).

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