

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).

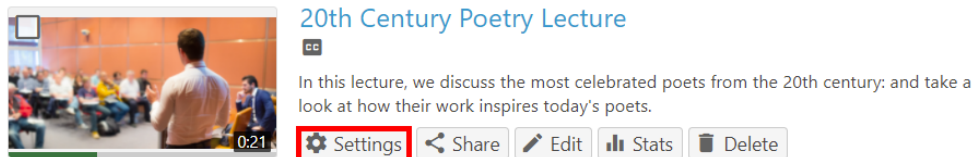


Figure 1

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.*

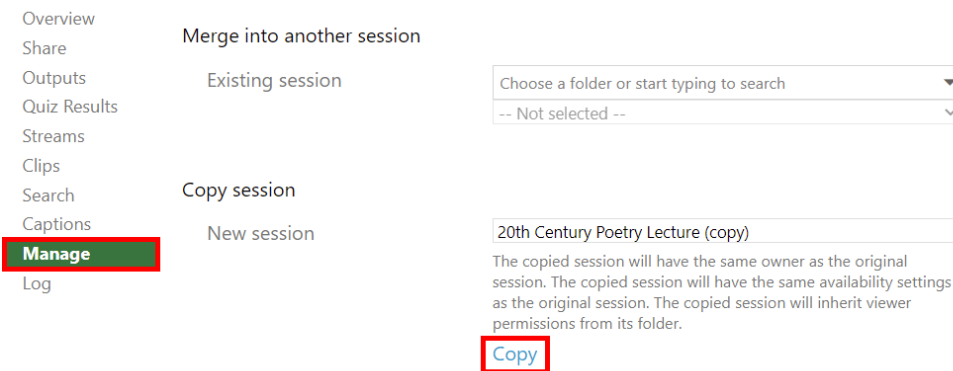


Figure 2

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).

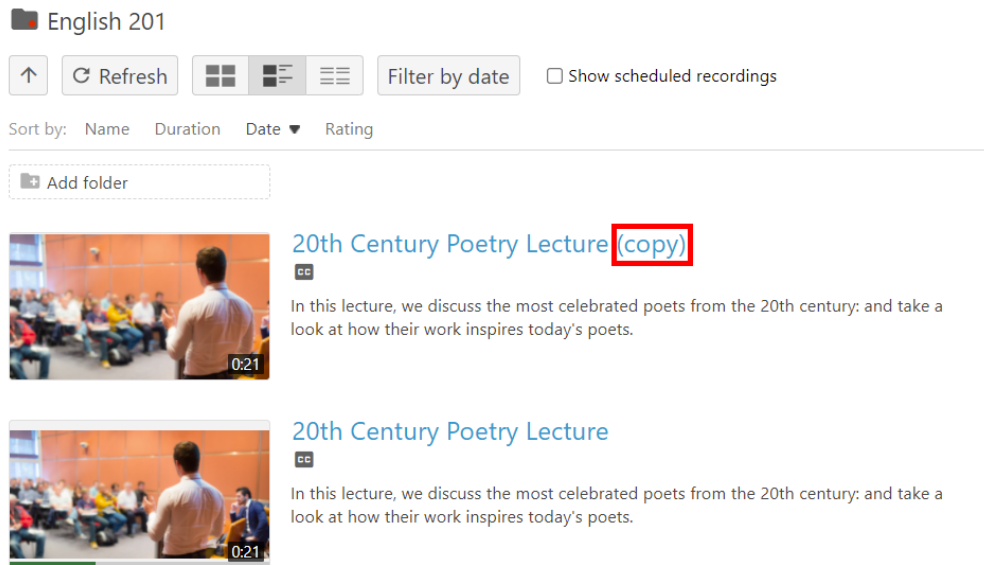


Figure 3

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).

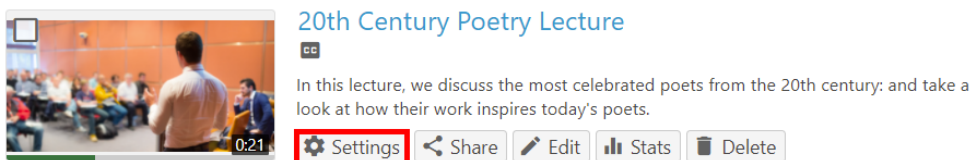


Figure 4

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).

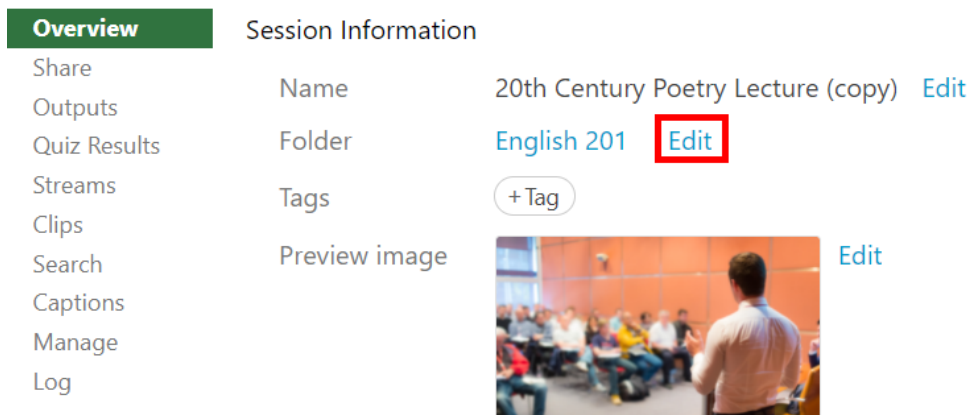
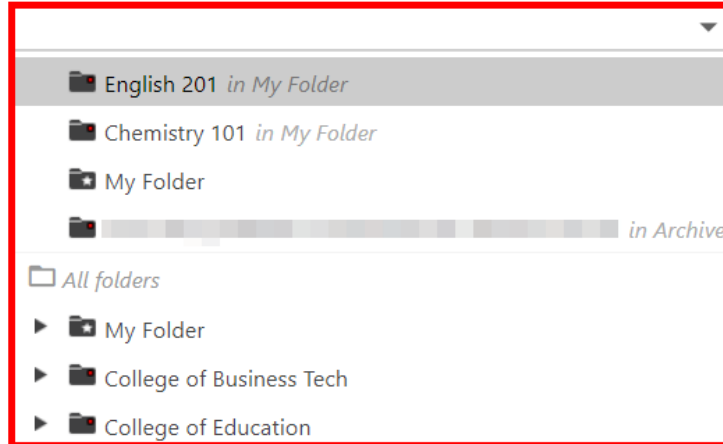


Figure 5a

Session Information

Name 20th Century Poetry Lecture (copy) [Edit](#)

Folder



Tags

Preview image

Viewer link

Figure 5b

Session Information

Name 20th Century Poetry Lecture (copy) [Edit](#)

Folder



[Save](#) [Cancel](#)

Figure 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).

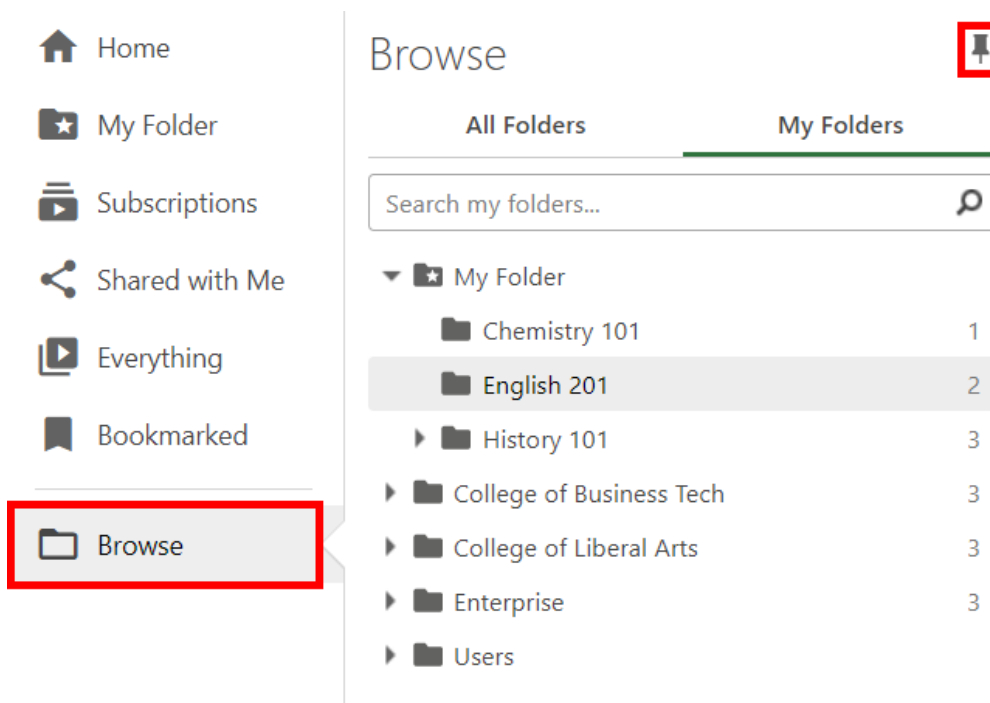


Figure 6

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).

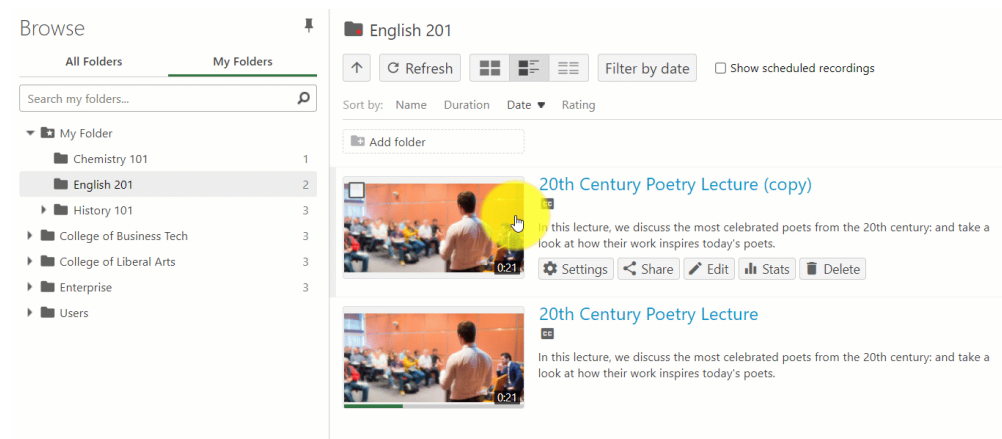


Figure 7

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