A. Introduction

This guide explains how to copy and move recorded session/s to different Panopto folders and should be read in conjunction with the information related to the retention periods for video recordings.

- *Copying* a recording retains the recording in the source Panopto folder, so that students continue to access the recording/s for two academic years, as per the Panopto recordings retention period. A reference copy of the recording will be generated in the destination Panopto folder. This action is recommended for recordings within study-unit Panopto folders.

- *Moving* a recording moves it from the source Panopto folder to the destination Panopto folder. This action is recommended for recordings in the personal Panopto folder, *My Folder*. Recordings in *My Folder* are retained for 1 year from date of recording, as per the Panopto recordings retention period.

Note:

- **Tutors are required to manage their lecture recordings in a manner that is compliant with General Data Protection Regulation (GDPR).** If you plan to re-use lecture recordings (e.g., Zoom, Panopto) that feature student participation (e.g., student audio, video, name), it is understood that the participating students have been informed and consented that the lecture recording can be re-used with other student cohorts.

- Panopto allows you to *copy* and *move* recordings into the study-unit Panopto folders if:

  (a) you are teaching the study-unit; and

  (b) the study-unit is provisioned with Panopto. Hence, if the destination VLE area is not yet provisioned with Panopto, please refer to the Setting up Panopto in a VLE area [PDF] quick guide.

B. Accessing and selecting the recording/s to copy or move

1. Access the UM Panopto platform.

2. Click the **Browse** button from the left menu.

3. Click the folder containing the recording/s you would like to copy or move.

4. Hover over the recording/s to copy or move and check the tickbox available in the upper left corner of the recording/s' thumbnail.
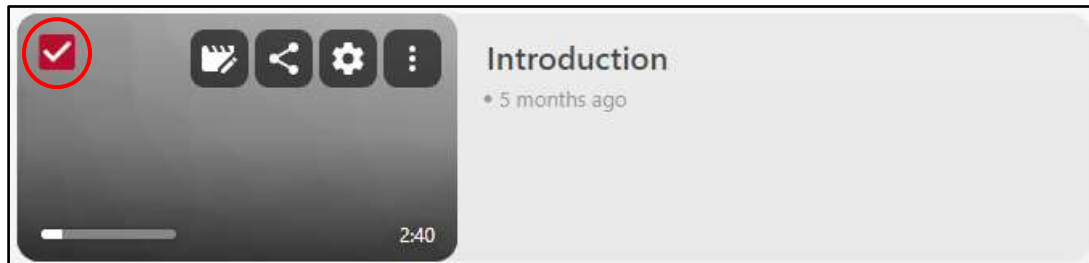
If you need to copy or move *all* recordings from within the same folder, check the tickbox of any recording and then check the **Select All/None** tickbox above the first recording.
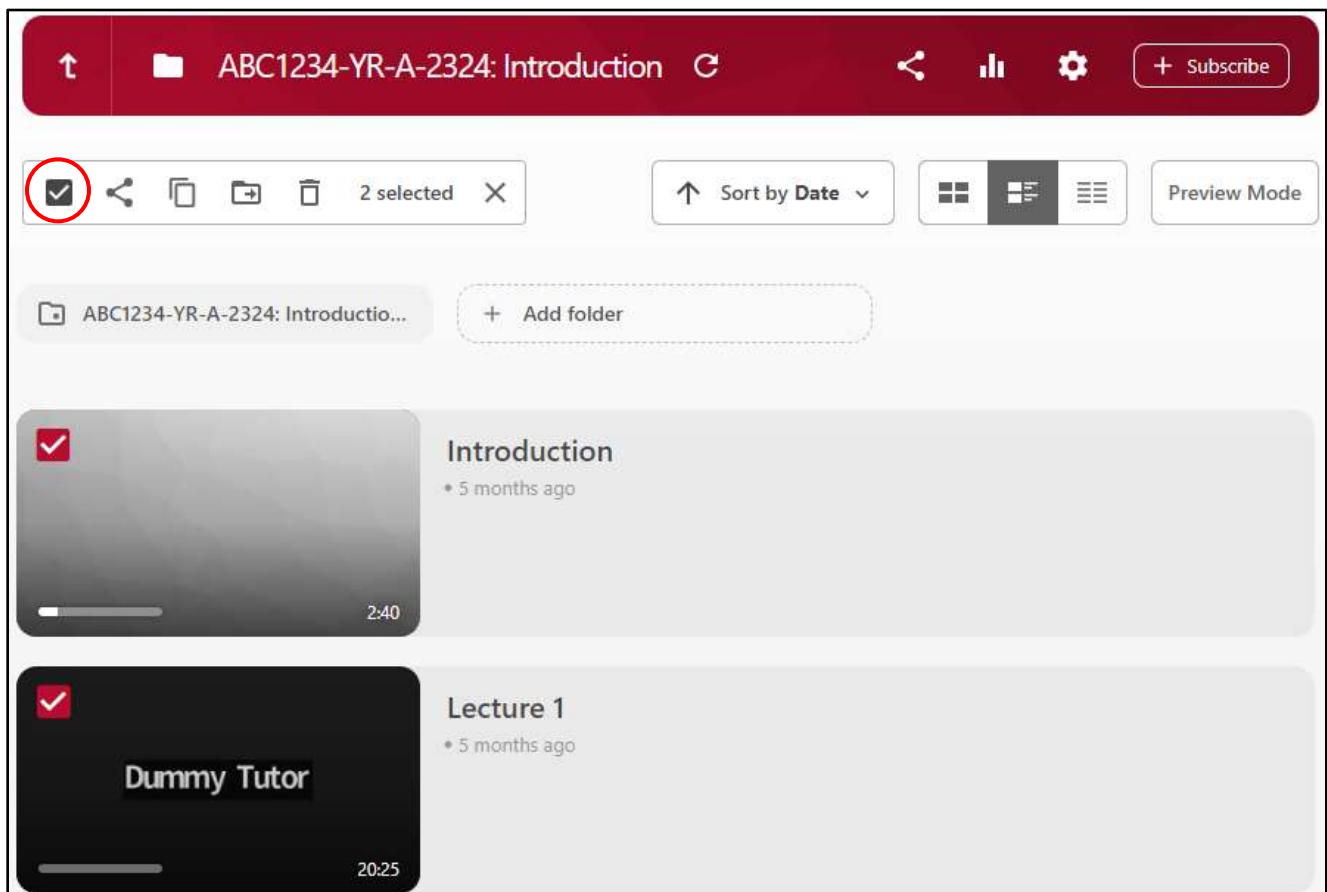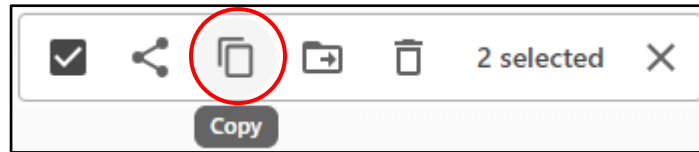

5. To *copy* the selected recording/s refer to section C – Copying Panopto recording/s. Otherwise, if you wish to *move* the selected recording/s refer to section D – Moving Panopto recording/s.

C. Copying Panopto recording/s

After selecting the recording/s to copy, as instructed in section B, above:

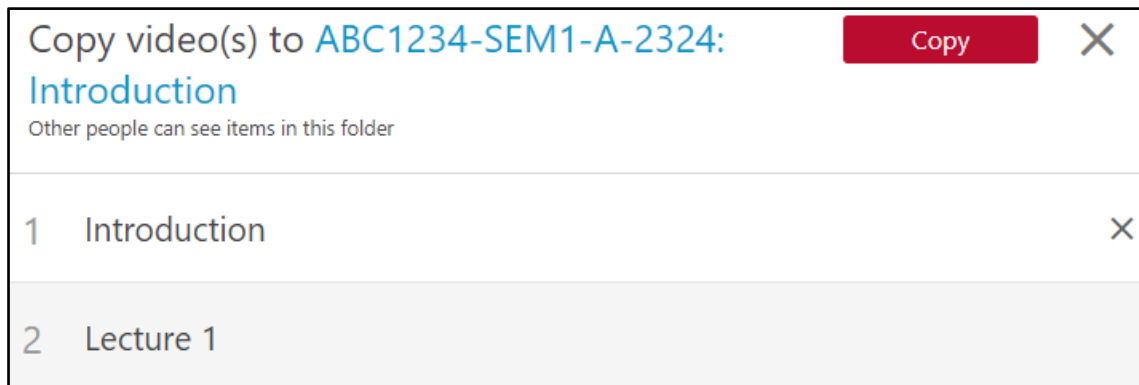1. Click the **Copy** button available in the toolbar at the top of the screen.

    The *Copy video(s)* to dialog box is displayed.

2. Select a destination folder or start typing the study-unit / class code of the destination folder and click on the desired Panopto folder.
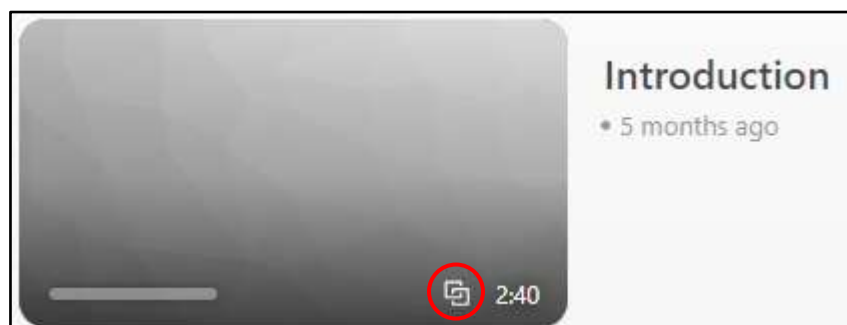
3. Click the **Copy** button.

4. Upon successful completion, click the **Close** button.

    A reference copy of the recording/s is generated in the *destination* Panopto folder.

D. Moving Panopto recording/s

After selecting the recording/s to move, as instructed in section B, above:
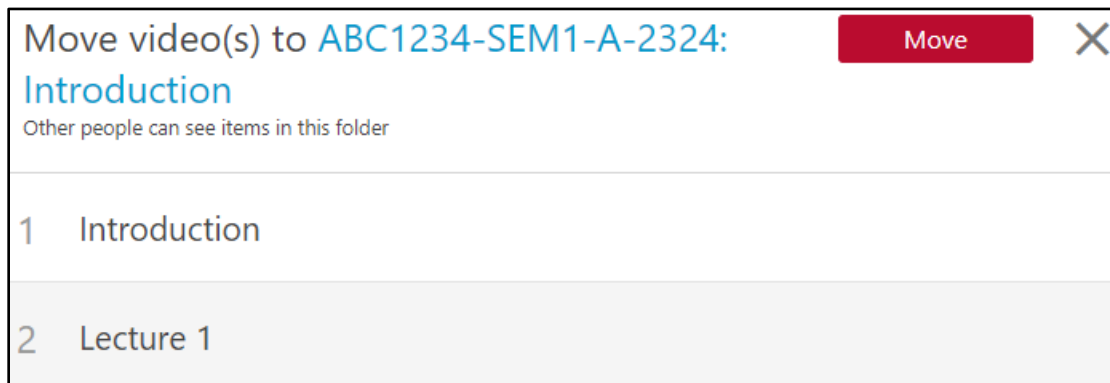
1. Click the **Move** button.

    The *Move video(s) to* dialog box is displayed.

2. Select a destination folder or start typing the study-unit / class code of the destination folder and click on the desired Panopto folder.

3. Click the **Move** button.

4. Upon successful completion, click the **Close** ✕ button.

    The recording/s are now available in the *destination* Panopto folder.