Copying or Moving Recordings

With MyClasses Canvas, Panopto recordings must reside in the Panopto folder for the specific course. Therefore, faculty may need to copy or move 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 MyClasses, select the desired course, and click **Panopto Recordings** from the course navigation on the left.

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

3. Select the checkbox in front of each recording you want to copy or move. Then click either **Copy** (good for use in multiple course sections) or **Move** (good for use in a new semester).
4. Select the folder from the drop down list for where you want to copy or move the sessions.

![Copy session(s) to Choose a folder](image)

5. Select Copy or Move.

![Copy session(s) to 2154-SALIS-SOWK-623-SEC610-1216: 2015 Spring - SOWK 623-610 SOCIAL WORK PRACTICE III Other people can see items in this folder](image)

![Move session(s) to 2154-SALIS-SOWK-623-SEC610-1216: 2015 Spring - SOWK 623-610 SOCIAL WORK PRACTICE III Other people can see items in this folder](image)

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

- ✔ Interview with Bonifacio Aleman
- ✔ Creating & Leading New Social Organizations

7. Click X to close the Copy or Move window.