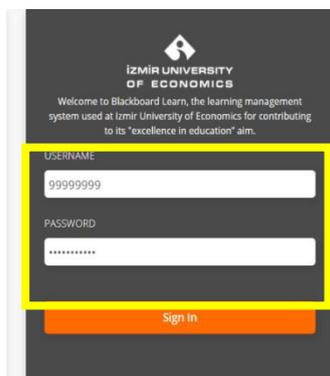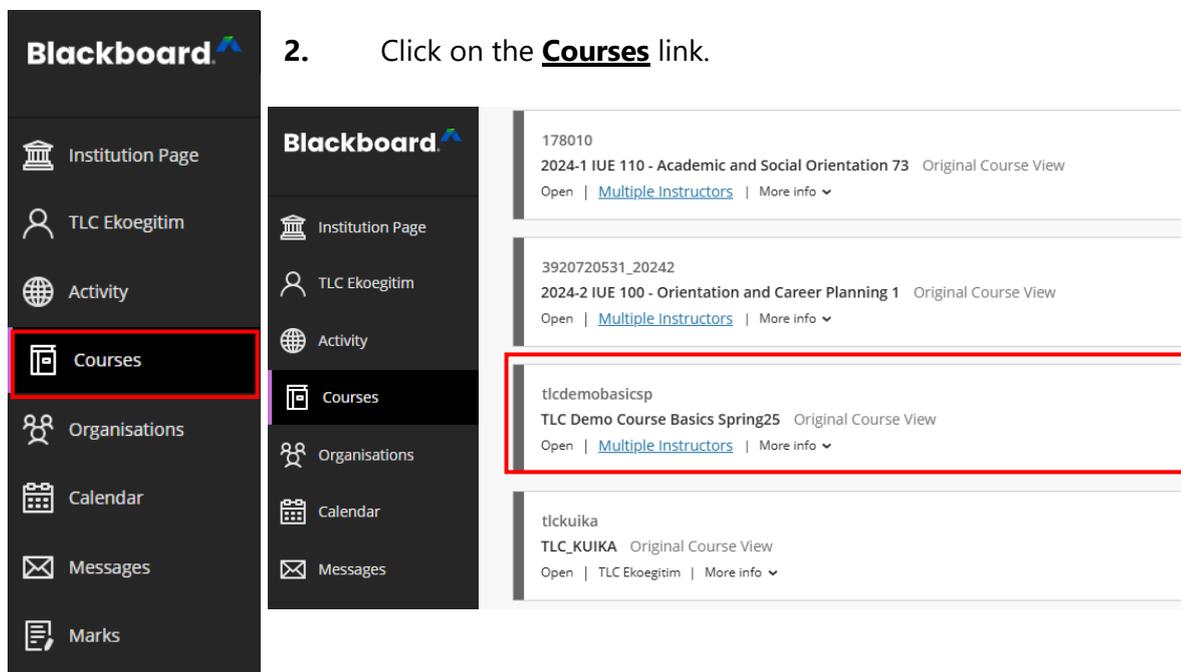**Moving and Copying Panopto Video Recordings to Another Folder**
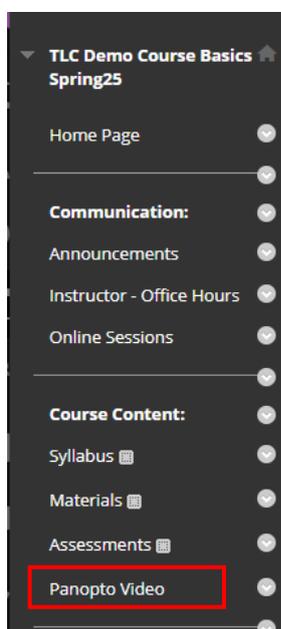
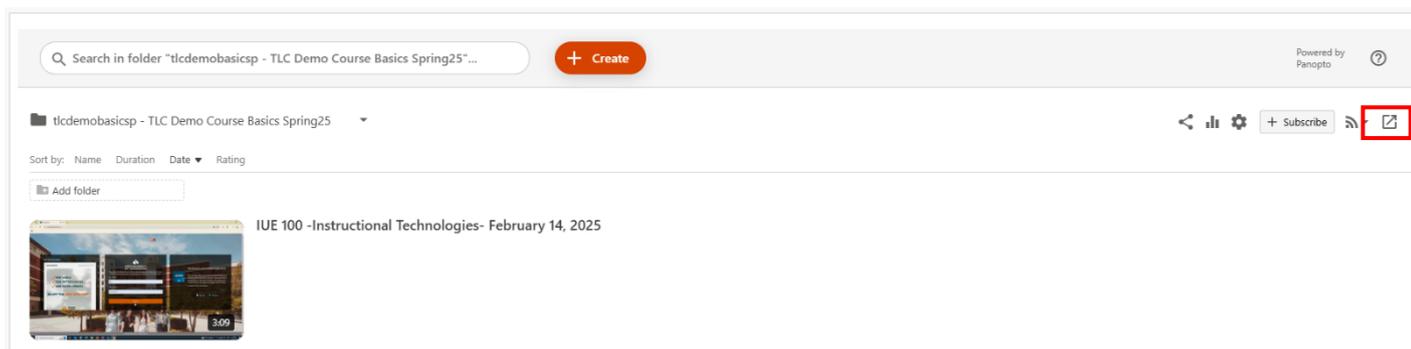1. Login to Blackboard with your username and password.

2. Click on the **Courses** link.
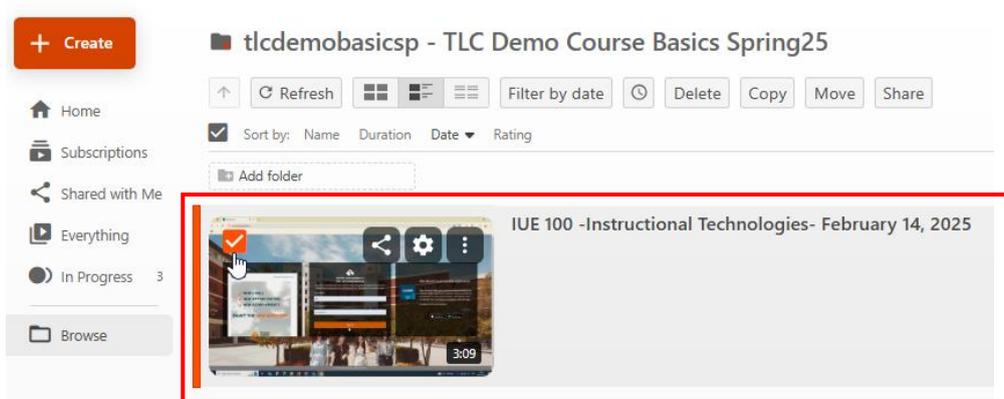

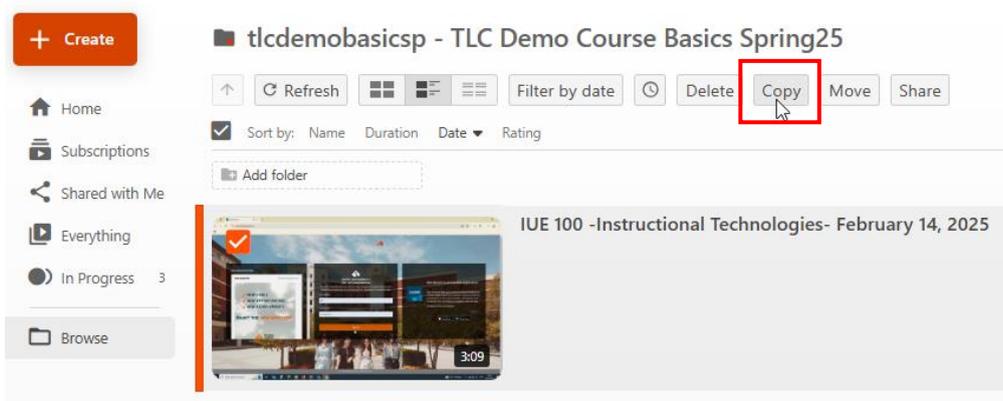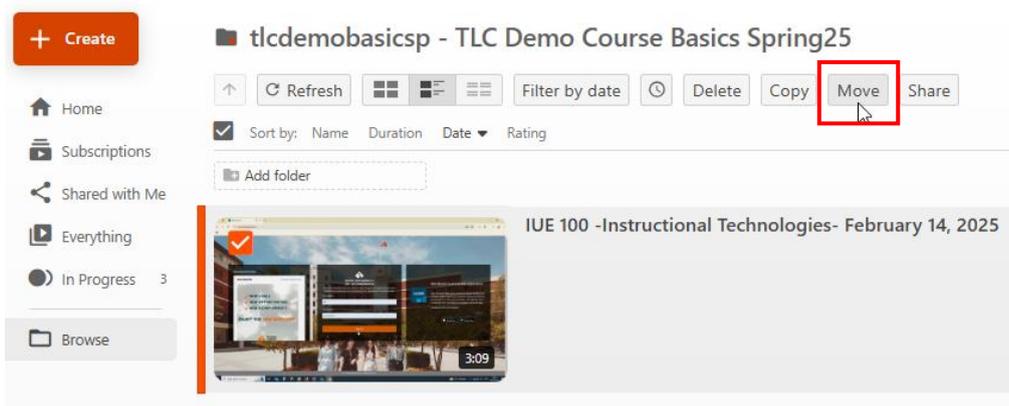4. Select Click on the **Panopto Video** link.

5. Click on the arrow on the right side of the screen.
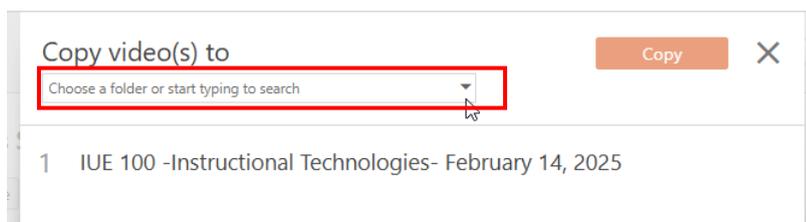

6. Click the small box on the left to select the video you want to move or copy to another folder. When selected, the area will turn orange.

7. If you want to <u>move</u> the selected video to another folder, click on the **"MOVE"** option at the top; if you want to <u>copy</u> it, click on the **"COPY"** option.

8. Click the arrow in the dropdown menu to choose the folder where you want to move or copy the video.

9. Finally, click the **"MOVE"** or **"COPY"** option to complete the process.