

Panopto: Copy recordings to a new course

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Panopto has a **new feature** that enables you to **quickly copy all of the videos from the Panopto folder of an old course into the Panopto folder for a new Moodle course**. This feature was designed to make it easier for instructors to reuse materials from term to term. The copies made for your new course are **reference copies**, identical copies that Panopto treats as separate files. This allows you to collect separate viewing data for the original video and the reference copy.

Before You Start, you may need access to the following:

- a **Instructor of record** or **Other editing teacher** role in a Moodle course
- a **Creator** role for the Panopto folder you want to copy from

Copying recordings

1. Open the **destination course in Moodle** (i.e., the one to which you are copying videos).
2. Open the course's Panopto Block (read [Moodle: Add Course Blocks](#) if you need to add this block to your course).
3. Click the **Course Settings** link in the **Panopto** block.

Panopto

Live sessions

No live sessions

Completed recordings

No completed recordings

Links

[Course settings](#)

[Download recorder\(Windows | Mac\)](#)

Attention: if you're not seeing the **Course settings** link, consider whether one of the following fixes applies:

- If you blocks says "this course has not been provisioned," click the link to provision it.

- If the **Course Settings** link is missing, double-check that you have an **Instructor of record** or **Other editing teacher** role in the course. If not, ask someone who has one of those roles to enroll you with these same permissions or contact [the Help Desk](#).

3. In the Panopto window that pops up, click **Overview**. Then scroll down to section **Course Video Copy**.

The screenshot shows the Panopto interface for course bmc.CHEM.B103.002.F23. On the left is a navigation menu with 'Overview' selected. The main content area includes sections for 'Description' (with an 'Edit' link), 'Assignment Folder' (with a 'Create Assignment Folder' link and a descriptive paragraph), and 'Course Information' (listing Provider Name: moodle, Course ID: 5361, and Course Name: bmc.CHEM.B103.002.F23). The 'Course Video Copy' section is highlighted with a red border and contains the following text: 'You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.' Below this are two unchecked checkboxes: 'Include Zoom videos' and 'Include scheduled recordings'. At the bottom, it says 'Previous course folder' with 'None chosen' and a 'Choose source folder' link.

4. In the **Previous course folder**, choose **Choose source folder**.
5. Search for and select the Panopto folder you want to copy videos from.
6. If the folder contains **Zoom meeting recordings** and you want them copied, check the **Include Zoom videos** box.
7. Click **Begin folder copy**.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor