



Copying/Moving your recordings from one folder to another

You'll usually record directly into a Moodle folder. However, if you've chosen to temporarily record into your sandbox, or if you've accidentally recorded into the wrong folder, this guide will show you how to copy your recording into the desired folder

Begin by accessing the Panopto dashboard here: <https://cardiffmet.cloud.panopto.eu>

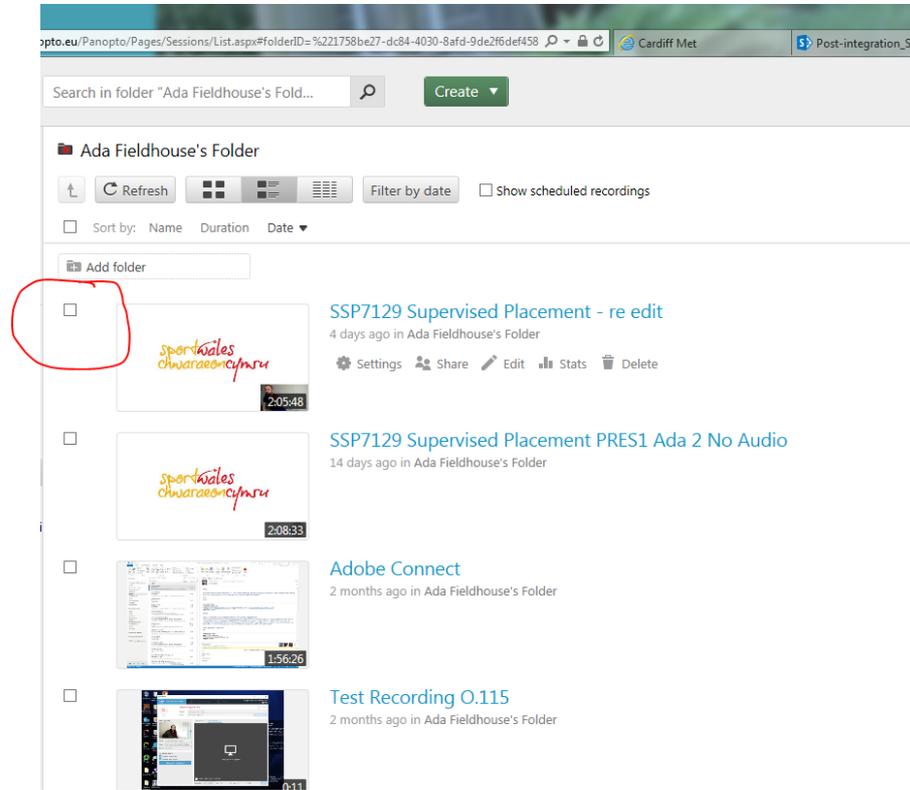
- 1) Select 'Sign in using Moodle' – you should be signed in automatically
- 2) You'll land on the dashboard home page. By using the 'My Folders' tab on the left-hand side of the page, you should be able to locate the folder which contains the video you wish to move. If you were in a hurry when recording, it is most likely located in your 'My Folder' as this is the folder that is first in your list

TIP: If you can't find your video, or if it's located within your old-style email address Panopto account, please email review@cardiffmet.ac.uk and we will give you access to your old folders via your new account

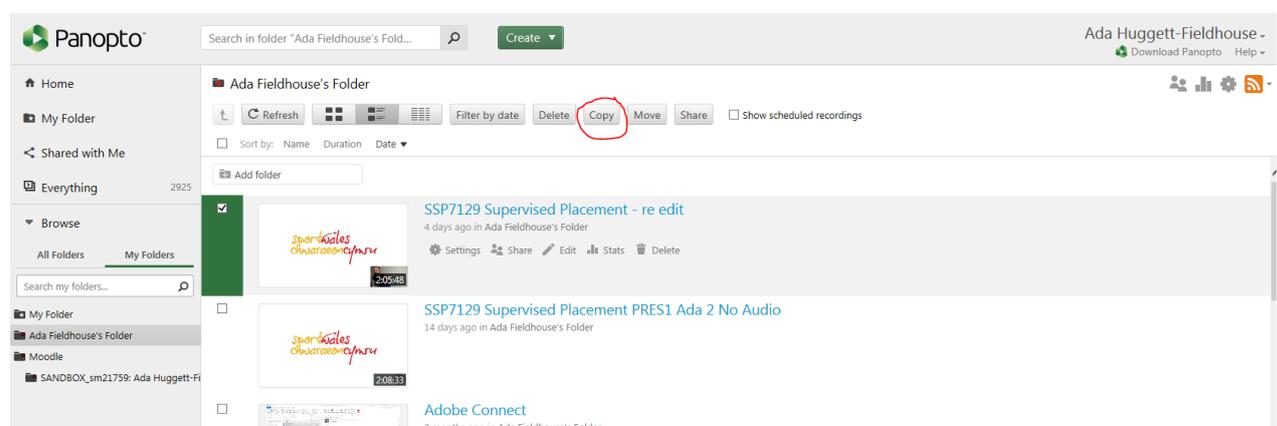
The screenshot shows the Panopto dashboard interface. On the left, there is a navigation menu with the following items: Home, My Folder, Shared with Me, Everything (2925), and Browse. Under the 'Browse' section, there are two tabs: 'All Folders' and 'My Folders'. The 'My Folders' tab is selected and highlighted with a red box. Below this tab, there is a search bar labeled 'search my folders...' and a list of folders: 'My Folder', 'Ada Fieldhouse's Folder', 'Moodle', and 'SANDBOX_sm21759: Ada Hugget'. The main content area on the right shows a 'Shared with Me' section with video thumbnails. The first two thumbnails are titled 'Supervised Placement - re edit' (4 days ago) and 'Supervised Placement F' (14 days ago). Below these are two more thumbnails titled 'Test Recording Query' (3 months ago) and 'Test Recordi' (3 months ago). At the bottom, there is a 'What's New' section.

- 3) Once you've found the recording(s) you wish to copy, tick the square boxes to the left-hand side of those you wish to move

TIP: You can copy multiple recordings at once as long as they are going into the same destination folder

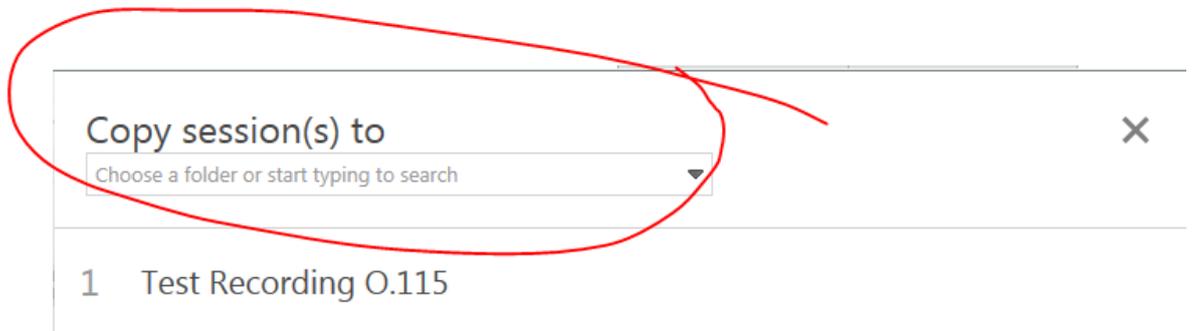


- 4) Once you've ticked a box, new buttons will appear on the menu underneath the folder name. Click Copy



- 5) Once you've clicked copy, you'll see a pop-up. Underneath 'Copy session(s) to...' you will see a drop-down menu. Choose the required destination folder for your recording

TIP: Click the folder entitled 'Moodle' to see your Moodle folder choices.



- 6) You'll see a green tick symbol next to the recordings which have been successfully copied across. If you would like to see your recording in its copied location, click the blue folder title

Copy session(s) to **My Folder** Done X
Only you can see items in this folder

✓ Test Recording O.115