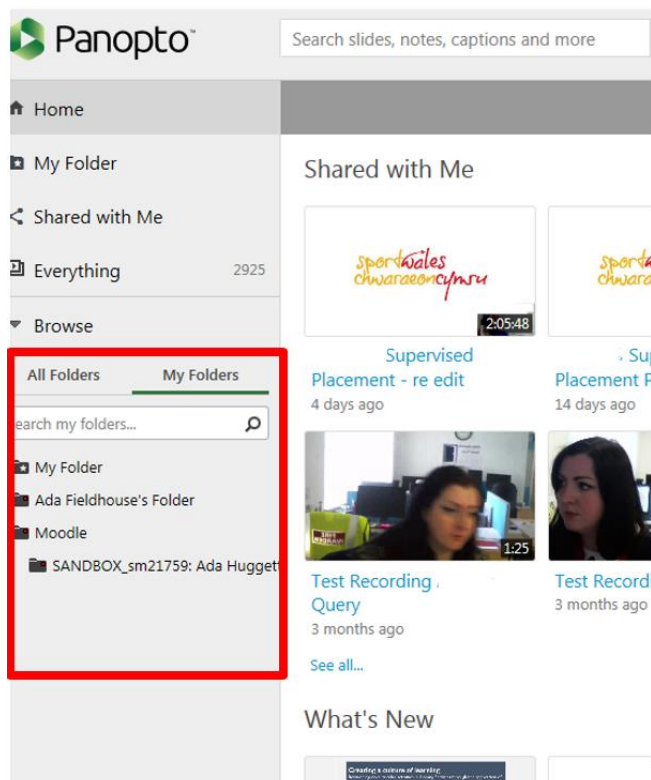# Copying/Moving recordings from one folder to another

You'll usually record/upload directly into a Moodle folder. However, if you've chosen to temporarily record into your sandbox; wish to copy a video from last year's module folder to this year's; or if you've accidentally recorded into the wrong folder, this guide will show you how to copy/move your recording into the desired folder.

* The process for copying changed in Jan 2022, with the advent of 'Reference' copies, so this guide explains how to either make a Full copy (as previously) or a Reference copy. Reference copies refer back to the original source video but with a completely clean set of viewer-contributed data (such as quiz results, comments, and notes). When its source is edited though, the reference copy will also automatically reflect the same edits. Reference copies are useful because they automatically update from the source and take up less space on the Panopto server, but if you wish to make an entirely independent version, use the 'Full' copy option.

The process for Moving hasn't changed so we'll describe that first:

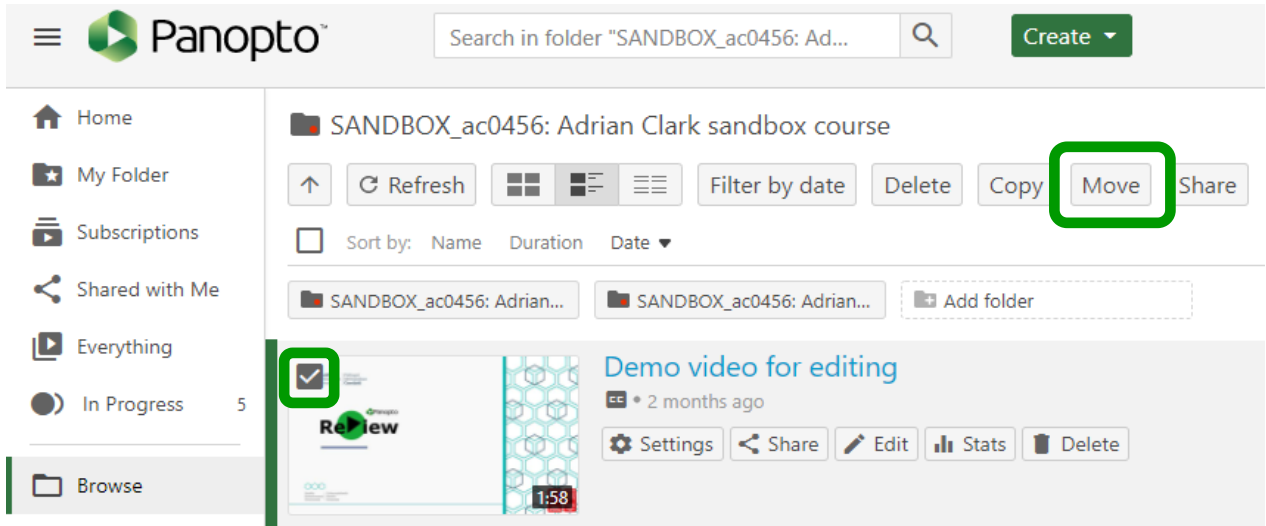Begin by accessing the Panopto dashboard here: https://cardiffmet.cloud.panopto.eu

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 to be located in your 'My Folder' as this is the folder that's first in your list).

3) Once you've found the recording you wish to move, hover over the thumbnail until a little box appears in the top left corner.
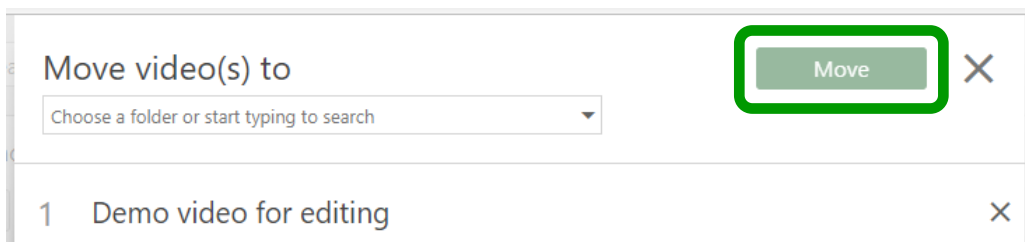
TIP: You can move multiple recordings at once, as long as they're all going into the same destination folder

4) Tick this box, and some additional buttons will appear at the top of the screen – click **Move**

5) Once you've clicked **Move**, you'll see a pop-up. Underneath 'Move video(s) to…' you'll see a drop-down menu. Either choose the required destination folder for your recording, or just start typing the name of the folder, and it should appear.

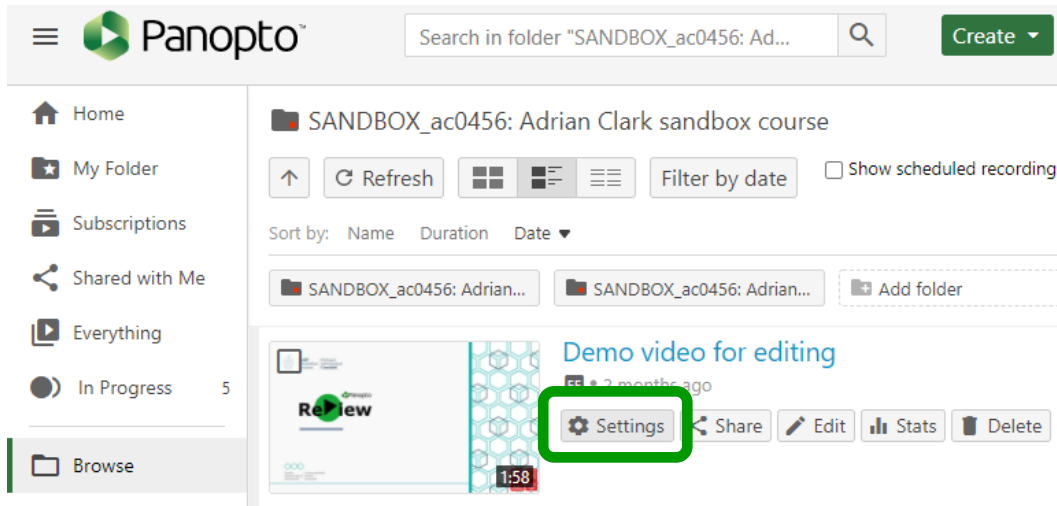**TIP: Click the folder called 'Moodle' to see your Moodle folder choices**

6) Once you've selected the correct folder, click the green **Move** button in the top right-hand corner of the pop-up

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

The process for Copying a video:

Again, begin by accessing the Panopto dashboard here: https://cardiffmet.cloud.panopto.eu

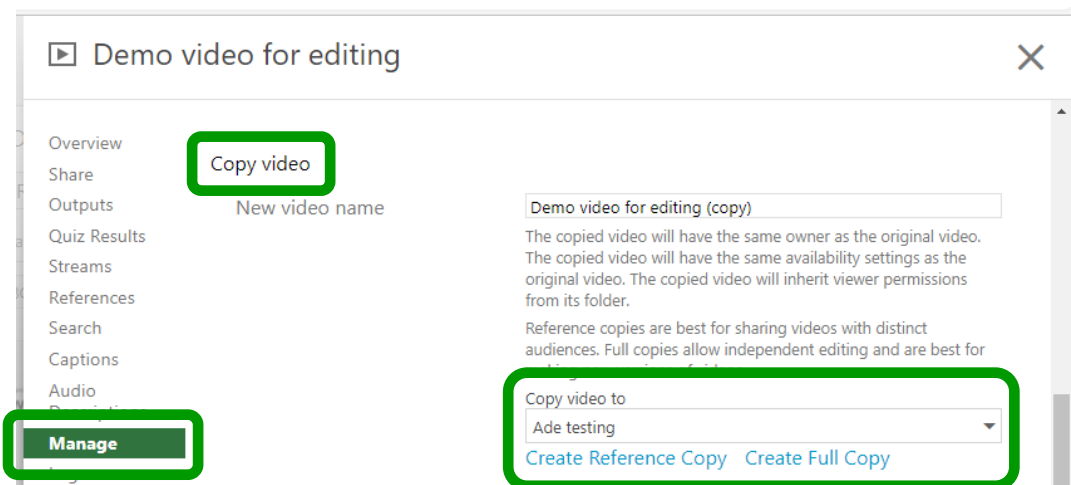1) Select '**Sign in using Moodle**' – you should be signed in automatically

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 copy

3)   Once you've found the recording you wish to copy, hover over the thumbnail and select **Settings**

4)   A pop-up will open – select the **Manage** tab, and scroll down to the **Copy video** section

5)   Select the folder the copy should be sent to, and then select one of the following copy options:

Create Reference Copy This creates a reference copy of the video. Reference copies refer back to an original source video. When its source is edited, the reference copy will also automatically update to reflect the same edits. Panopto have more info here: Learn About Video Reference Copies. *Note: Prior to making edits on an original source video, the user will receive a warning window indicating that the video is referenced by other video(s).*
Create Full Copy This creates a full autonomous copy of the video that does not refer back to the original video and allows for independent editing (like the former 'Copy' function)

6)   Once you've selected the type of copy you require, the video will be copied into the new folder, and it will have **(copy)** added to the end of the original name