

# Manage Zoom Recordings on the Panopto Server

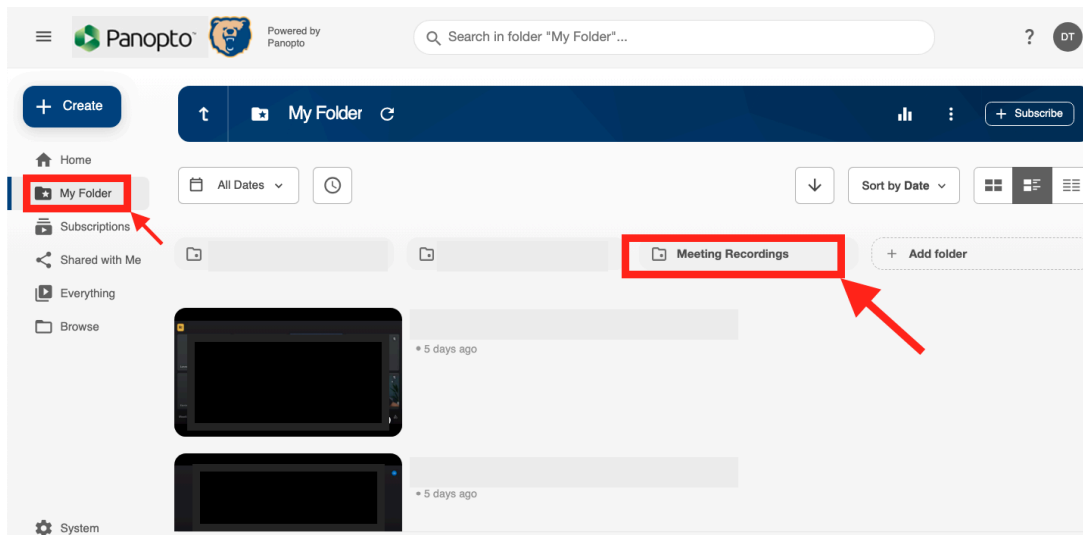
These instructions will demonstrate how to manage Zoom meeting recordings that were not designated to a specific course folder.

## Access the Panopto Server and Locate Meeting Recordings

Access the Panopto Server Directly and manage each recording separately.

Browse to <https://morgan.hosted.panopto.com>

Click My Folder > Meeting Recordings



You will see a list of recordings.

**At this point you have two options:**

**1 Adding the video to a Canvas course, so student can view**

**OR**

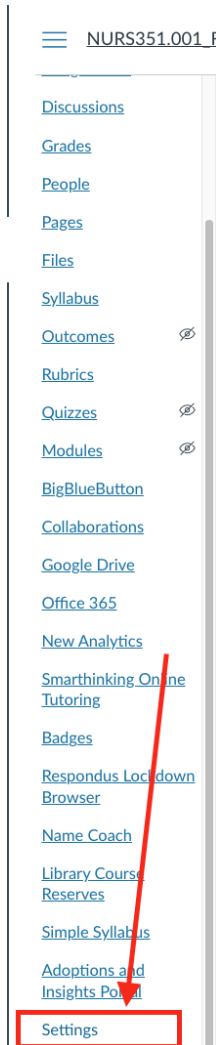
**2. Sharing the Link**

## OPTION 1: Transfer Videos to your Canvas Course:

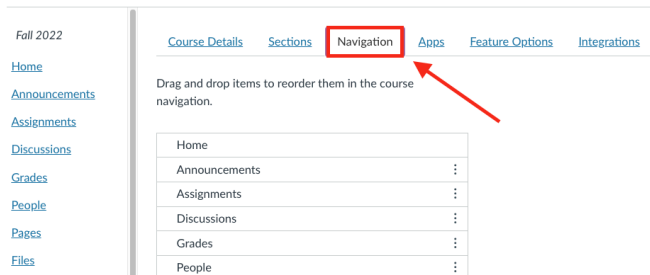
### BEFORE YOU START:

First, make sure the Panopto Video menu area is set up in Canvas -- if it's there already, you can skip this step.

- Enter the Canvas course and click the Settings menu area:



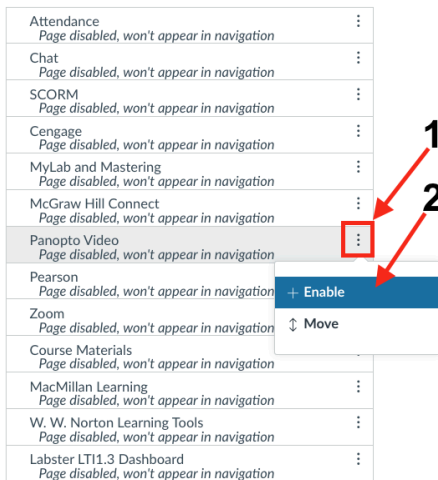
- Click Navigation:



- Enable Panopto Video

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.



- Save:

Panopto Video <i>Page disabled, won't appear in navigation</i>	+ Enable
Pearson <i>Page disabled, won't appear in navigation</i>	↕ Move
Zoom <i>Page disabled, won't appear in navigation</i>	⋮
Course Materials <i>Page disabled, won't appear in navigation</i>	⋮
MacMillan Learning <i>Page disabled, won't appear in navigation</i>	⋮
W. W. Norton Learning Tools <i>Page disabled, won't appear in navigation</i>	⋮
Labster LTI1.3 Dashboard <i>Page disabled, won't appear in navigation</i>	⋮

**Save**

- Click on the Panopto Video menu area (important to finish the process) Both Zoom and Panopto should be in your Canvas course:

≡ [NURS305.001](#)

- [People](#)
- [Pages](#)
- [Files](#)
- [Syllabus](#)
- [Outcomes](#) ⌵
- [Rubrics](#)
- [Quizzes](#)
- [Modules](#) ⌵
- [BigBlueButton](#)
- [Collaborations](#)
- [Google Drive](#)
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- [New Analytics](#)
- [Smarthinking Online Tutoring](#)
- [Badges](#)
- [Respondus Lockdown Browser](#)
- [Name Coach](#)
- Zoom**
- [Library Course Reserves](#)
- [Simple Syllabus](#)
- Panopto Video**

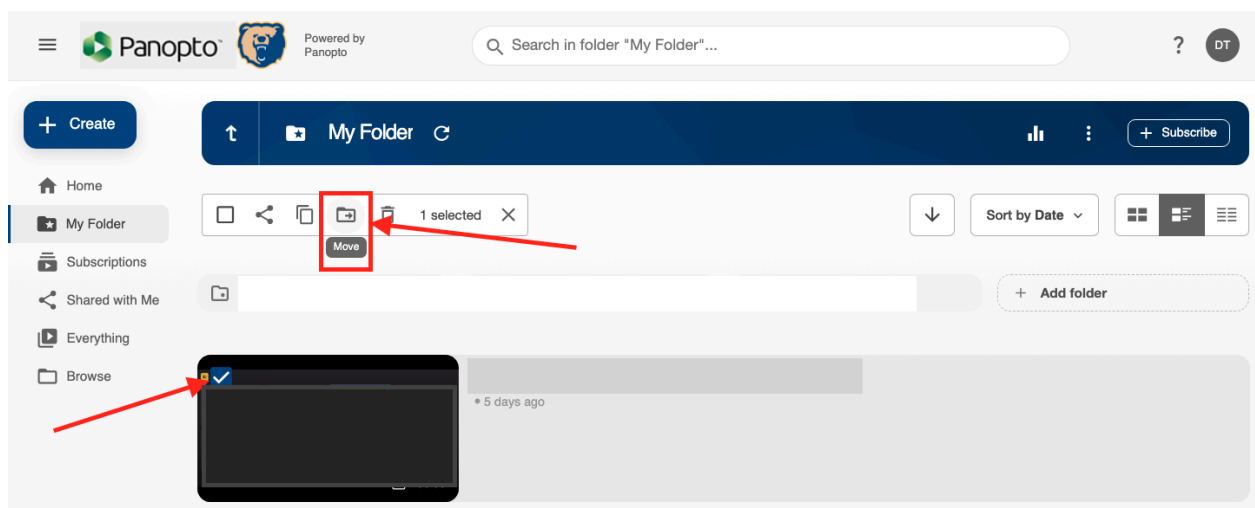
## START HERE



Now you can transfer the videos from the Meeting Recording folder to the folder for your course:

**Hover your mouse over the video**, click the upper left corner to select the video, or videos you need to move.

Click the MOVE icon button



Select the course from the drop down menu - OR you can type in the name of your course.



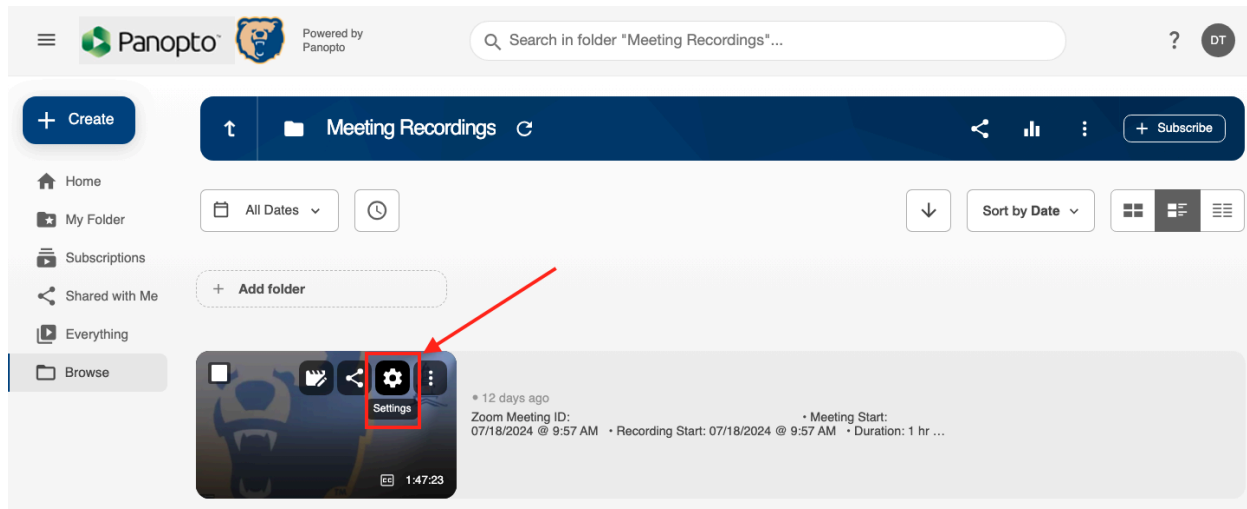
Click MOVE to confirm the move.



## 1 Crash Course: Remote Teaching Matters -- Synchronous Session

### OPTION 2: Share the link (Non-Canvas Users)

You will see a list of recordings. Hover your mouse over the name of the video and click Settings > Share > Set to Anyone with the link and copy the link URL. Send the link to students or add to a Canvas course. OR, share the link with just a specific person -- in the case of office hours etc.



Set the Permissions to “Anyone with the Link.”

Copy the link URL

You can then email the link to whomever needs it. You can also post it on a web page, Canvas course etc.

