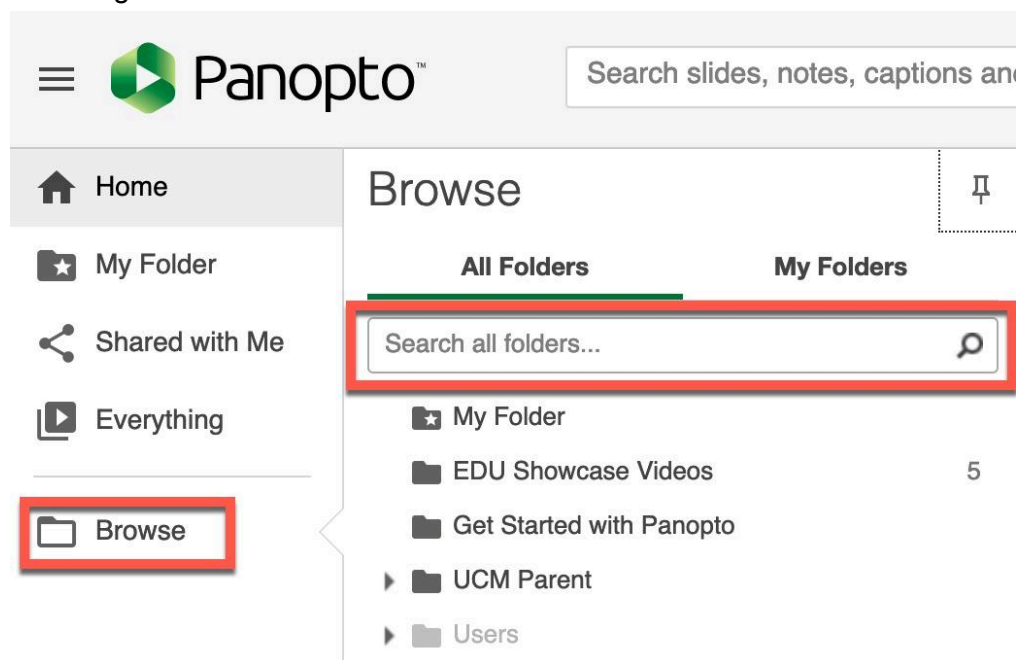


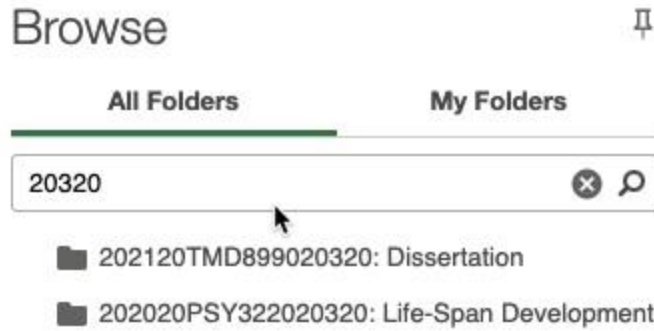
## Move Panopto Files to a Different Course

If you have created a video using Panopto for a specific course but want to use it in another course, it's recommended that you use the Panopto "move" feature.

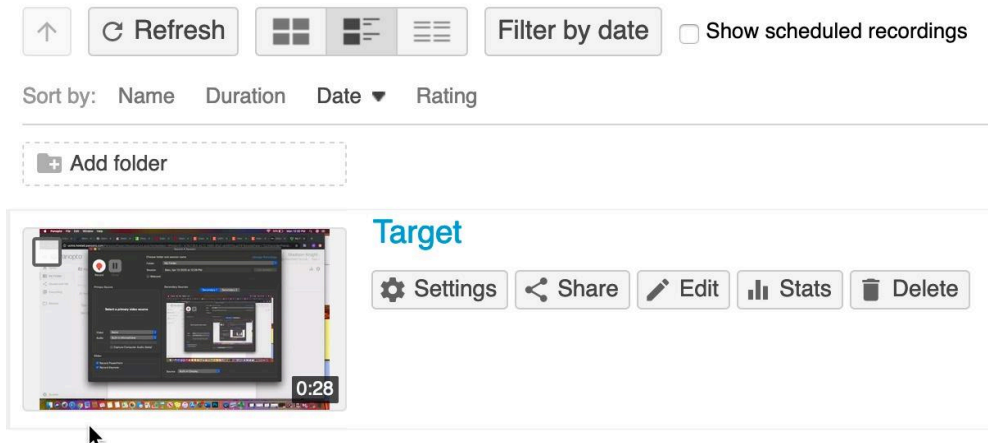
1. Before you start this process, you will want to identify a few things. First, it's recommended that you determine the CRN where the video currently resides and the CRN for the course you wish to move the video to. You only need the last 5 digits of the CRN (Ex: **23456**). Have these numbers handy as you will need to enter these during the next phase of this process.
2. Login to the UCM hosted Panopto server at [ucmo.hosted.panopto.com](https://ucmo.hosted.panopto.com)
3. From here you will see videos that you have access to. To search for the course your are moving the video from click on **Browse** on the left-hand menu



4. In the Search all folders taskbar enter the CRN where the video currently resides and enter that number
5. You will see a list of courses that match that CRN. Please note you may see more than one match because that CRN might match another course from a previous semester.



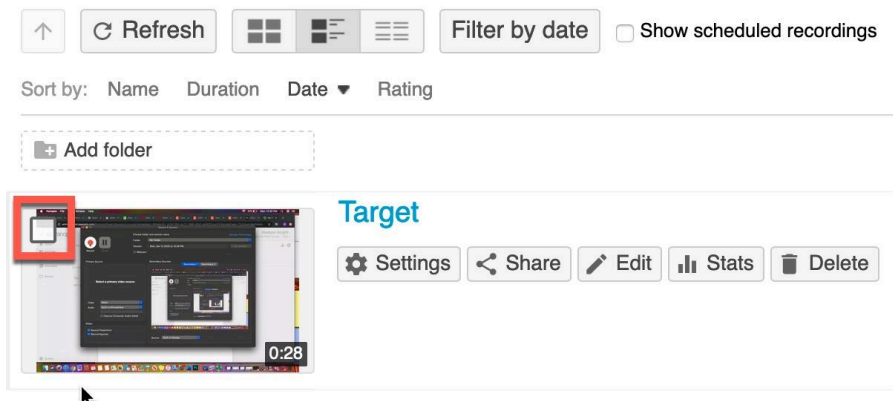
6. Select your course
7. All of the Panopto videos associated with that course will appear.



8. You will see them in list or thumbnail version. You can change this by clicking on the viewing version you prefer next to the Refresh button above your video listing.



9. If you are viewing in the thumbnail version, hover over the video and you will see a white box in the corner of the video thumbnail.



10. Click on the box to select it
11. When you make a selection you will see three buttons appear in your tool menu bar: Delete, Move, and Share

↑ Refresh Filter by date Delete Move Share ☐ Show scheduled recordings

☒ Name

12. To move your video to another CRN select Move
13. A window within the application will open for you to direct where to move the video
14. In the search field type in the CRN for the course you want to move your video the video to and the select the course

### Move session(s) to



11\_GenericAnastasiaBellview\_2003: UNIV 1000 [assignments] in 11\_GenericAnastasiaBellview\_2003: UNIV 1000

#### 1 Target

15. Click the green Move button to move the video to that course
16. When you see Done next to the X you may close the window

Done



17. Your video will now be in your Panopto content area in your new course and you can add it to any content area within your course