

Renaming Class Zoom Recordings & Other Non-Zoom Files in Panopto

[Overview](#)

[Rename Zoom Recordings via the Panopto Block in Moodle](#)

[Rename Files from Your Panopto Account](#)

Overview

Since all class Zoom recordings saved to your course's Panopto folder will come from the same Zoom Meeting ID, they will save and display with the same name. This means that it is important to rename your Zoom recordings once the video has finished processing.

There are multiple options for renaming your recordings; if you are using the Panopto block in Moodle, you can rename Zoom recordings by opening the recordings from the links in the block. If you are not using the Panopto block, or you want to rename other non-class recordings, you will do so through your Panopto account.

Rename Zoom Recordings via the Panopto Block in Moodle

This method can be used to rename class Zoom recordings. To rename other non-class recordings, follow the instructions to Rename Files from Your Panopto Account below.

1. After your Zoom recording finishes processing, you will receive a confirmation email from Panopto and the recording will display in the Panopto block on your Moodle course page.

2. The most recent recording will appear at the top of the list in the block. **Select the link** for the recording you wish to rename to open the recording in the Panopto player.
3. In the upper right corner of the video player window, select the **More Actions** menu (three-dot icon) and then select **Settings** (the gear icon).
4. In the Settings window, next to the Zoom recording name, select **Edit**. Rename the recording and select Save to process your changes. The recording name change should be reflected in both the Panopto block in Moodle and in your Panopto account.

Rename Files from Your Panopto Account

This method can be used to rename both Zoom and non-Zoom files stored in Panopto.

1. Login to smith.hosted.panopto.com.
2. Navigate to the folder that contains the recording you need to rename.
3. Hover over the recording and select **Settings** to open the Settings window.
4. In the Settings window, to the right of the file name, select **Edit**. Rename the file and select **Save** to process your changes. If you are using the Panopto block in Moodle, Panopto will update the file name change in your block automatically.