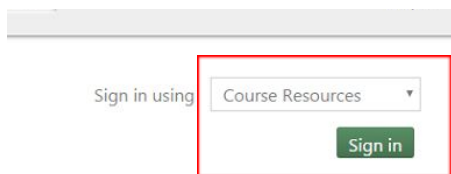


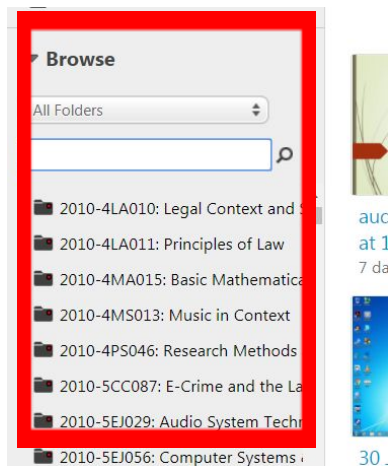
Changing a video's folder in Lecture Recording

If you have recorded something in Panopto to the wrong folder by mistake, you can change it easily in the settings.

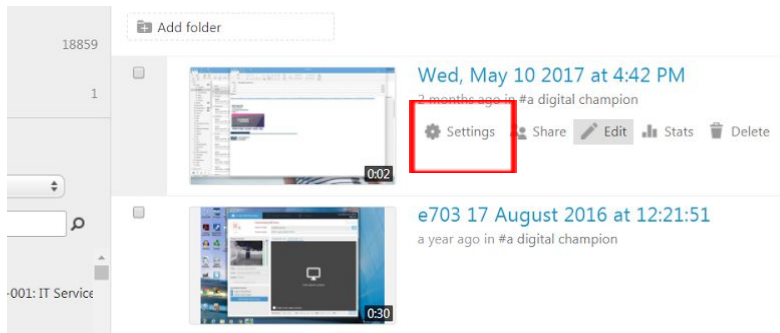
1. Log in to the Lecture Recording's Panopto website <https://revision.derby.ac.uk>
2. Click Sign In (make sure Course Resources is selected).
You may have to enter your University username and password.



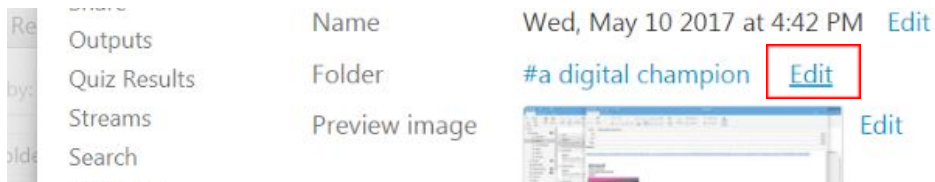
3. Find the video you created. Click on the folders on the left to view all of the videos you have created.



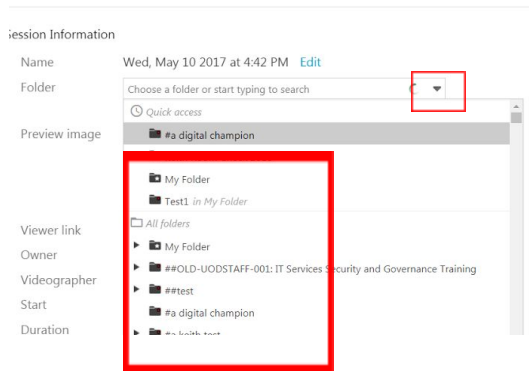
4. Select the folder where the video is located.
5. In the main screen, a list of videos will appear. Hover over the video that is in the wrong folder and click on the "Cog" Settings icon.



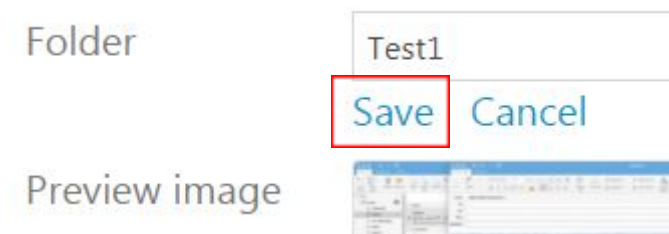
6. Click on Edit, at the end of the Folder row.



7. Click on the down arrow, and click to select the folder to move the recording to.



8. Once you have selected the new folder, click Save to move the video there.



The recording will now be in the new folder. It will be visible to everyone who has viewer permissions to that folder.

This means, if you are moving a video within Course Resources modules, all students in the module will be able to see the video.