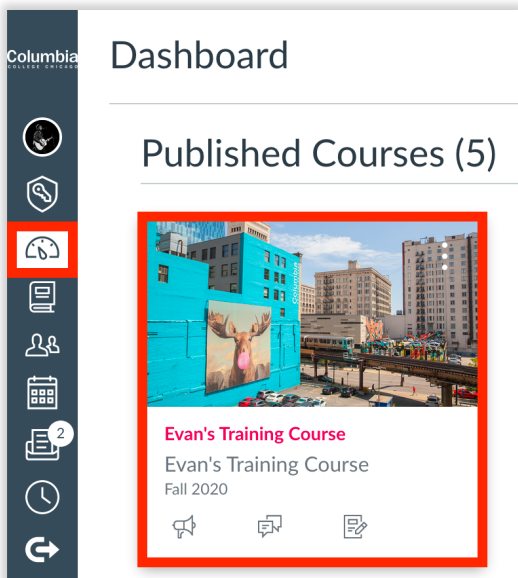


Importing Panopto Recordings Across Course Sections



1. Sign into Canvas at <https://canvas.colum.edu> with your Office 365 credentials.

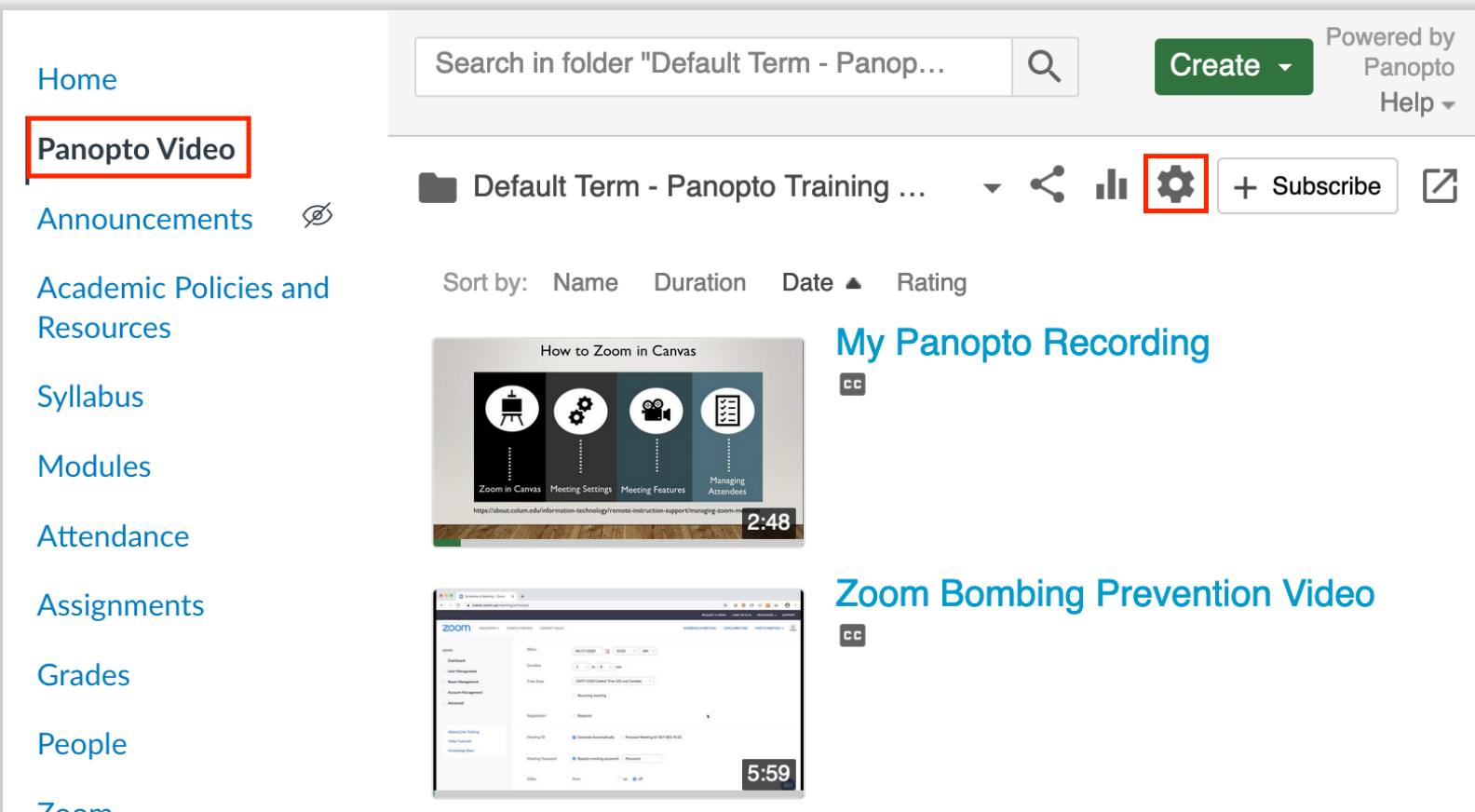
- Faculty & Staff: FirstInitialLastName@colum.edu

2. Click on the Canvas course in your dashboard that you would like to copy Panopto videos **into**.

- Before you copy your Panopto videos, make sure you import any existing Canvas content from the course you are referencing as well. This will ensure your Panopto video links get updated after your Panopto import.

3. Click on “Panopto Video” within your course’s menu.

4. You will be brought to your course’s Panopto Folder.



6. The course video copy feature will appear at the bottom of the settings page that you opened.

7. Uncheck the boxes for “Include Zoom videos” and “Include scheduled recordings.”

8. Click “Choose source folder.”

Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

☐ Include Zoom videos

☐ Include scheduled recordings

Previous
course folder

None chosen

[Choose source folder](#)

Previous course folder

Suggested Folder

Choose a folder

Quick access

Default Term - Panopto Training Course in Default Term (Development Courses)

All folders

Canvas

9. From the drop-down menu that appears, locate the Panopto folder that you would like to copy to this course's Panopto folder. All recordings from the folder you choose will be copied. You will have a folder labeled “Canvas” where you can find all of your course folders from your other course sections.

Previous course folder

[Begin folder copy](#) [Cancel](#)

10. Double check to make sure that you have chosen the correct Panopto folder to copy. You may only perform this import process once per course, so it is important to be certain you have selected the correct folder to copy.

11. Click “Begin folder copy” when ready.

12. Confirm your selection in the subsequent prompt.

colum.hosted.panopto.com

Please confirm your choice as only a single course can be copied into this folder.

Cancel

OK

13. Your copied Panopto recordings will now appear within your course's Panopto folder. Any links to Panopto videos present from any imported Canvas content will now be updated to reflect the imported videos within your course folder that they correspond to.

Search in folder "Default Term - Academic Technology"

[Create](#)

Default Term - Academic Technology

Sort by: Name Duration Date ▼ Rating

Add folder

[My Panopto Recording](#)

2:48