![University of Limerick / Ollscoil Luimnigh logo]

Panopto Guide on how to move a video from your "My Folder" to your Brightspace module

Overview

This video will demonstrate how to move your Panopto recordings from your personal "My Folder" folder to you Brightspace module making it available to your students on that site.

For the purpose of this demonstration two recordings have been created and stored in "My Folder" on a sandbox site.

How do I move my recording from My Folder to my module?

1. Go to your Sandbox site (or module site)
2. Select **Course Tools** > **Panopto**
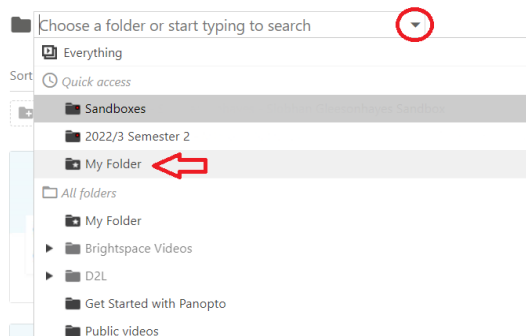3. Select **My Folder** from the drop down

Figure 1 Select My Folder from dropdown

4. Two recordings called *Lecture 1* and *Lecture 2* are stored in "My Folder"

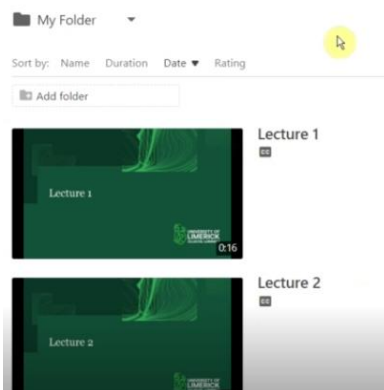   Note: These recordings are only accessible to the Sandbox owner

Figure 2 Recordings available in My Folder

5. To make the recordings available to the students, select **Settings**
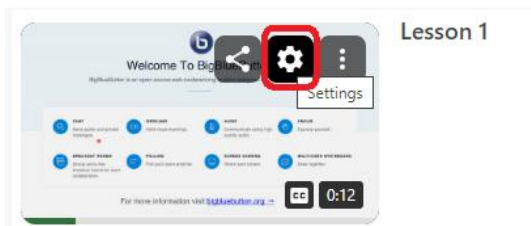

Figure 3 Settings button

6. A new dialog box opens - click **Overview** where you will see that Lecture 1 is stored in the **My Folder** folder
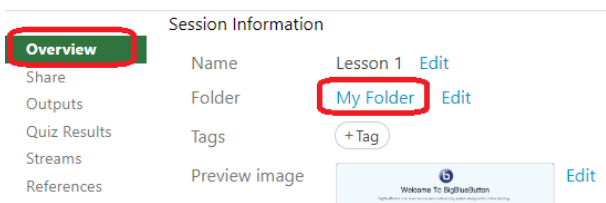

Figure 4 Overview dialog box

7. To move the recording to the module making it available to the students, select the **Edit** button and start typing the name of the module into the search bar

Figure 5 Edit text box screen

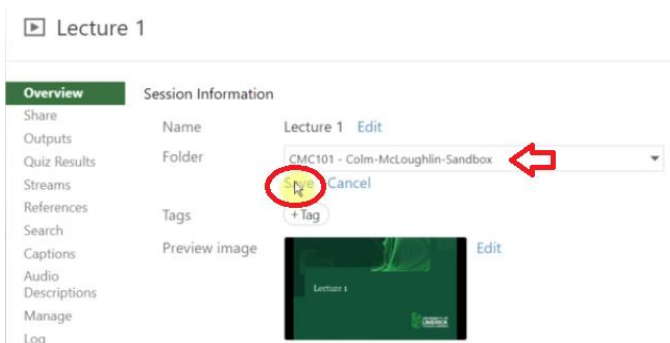8. When the module appears, click **Save**

Figure 6 Save button

9. Repeat this process for Lecture 2.

Note: Both recordings are now located in the desired module.

10. When completed - To check the module site start typing the name of the module into the text box –
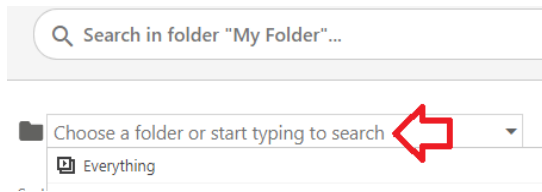

Figure 7 Folder search box

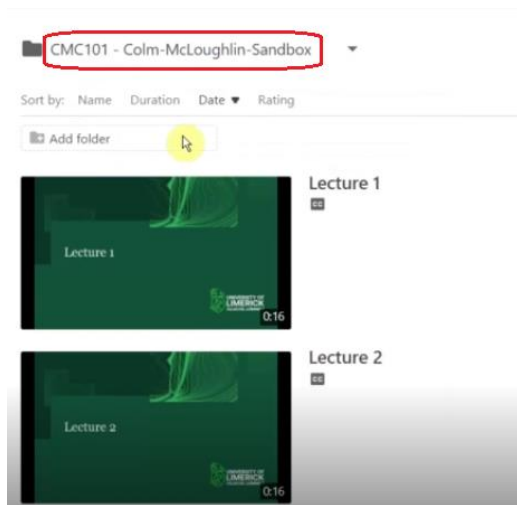11. You will see that both recordings are now located in the desired module –

Figure 8 New location for recordings

12. To check the **permissions** ensuring that the recordings will be available to the students – select **Settings** and the **Share** tab
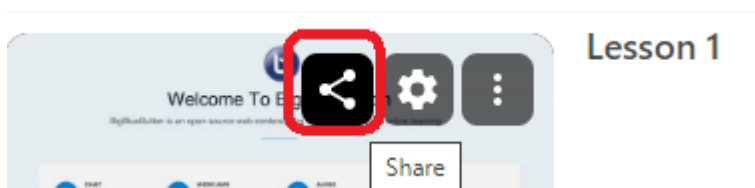

Figure 9 Share option

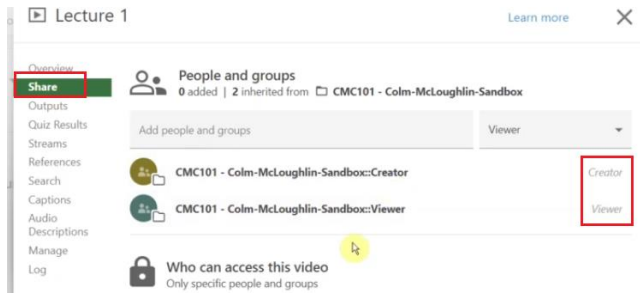13. The recordings are available to the **Creator** who is the instructor on the site and the **Viewer** who are the students on the site.

Figure 10 Share dialog box