STEPS TO MOVING A PANOPTO

- Go to the old server – coursecast.cotc.edu (or an old recording currently in Moodle)
  - Locate the recording to be moved
  - Open the recording
  - At the top right click on the down arrow (Download Podcast)
    - Save File box will pop up – save wherever, then click OK

- Go to the Panopto link – top of Moodle page for my course – click on Panopto Link
  - Click on "Create" -
  - Click on "Upload Media"
  - Drag the video over

- Turn Editing On
  - Click on "Add An Activity or Resource" in a Moodle folder
  - Choose Label (for single video) or page (for grouping more than one video together)
    - Name the label or page
    - Click on the Panopto button (in the dialogue box)
    - Click on the video
    - Insert
    - Save and Return to Course

If you do not want to move a recording, you may leave it on the site. All recordings that remain will eventually be deleted.