

Transferring Zoom Recordings Between Courses or Semesters

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The following information details how to download an existing Zoom recording and upload it to your Panopto instance for a separate course or new semester. Currently, making use of Panopto is the best way to provide Zoom recordings across multiple courses or semesters.



Regarding FERPA

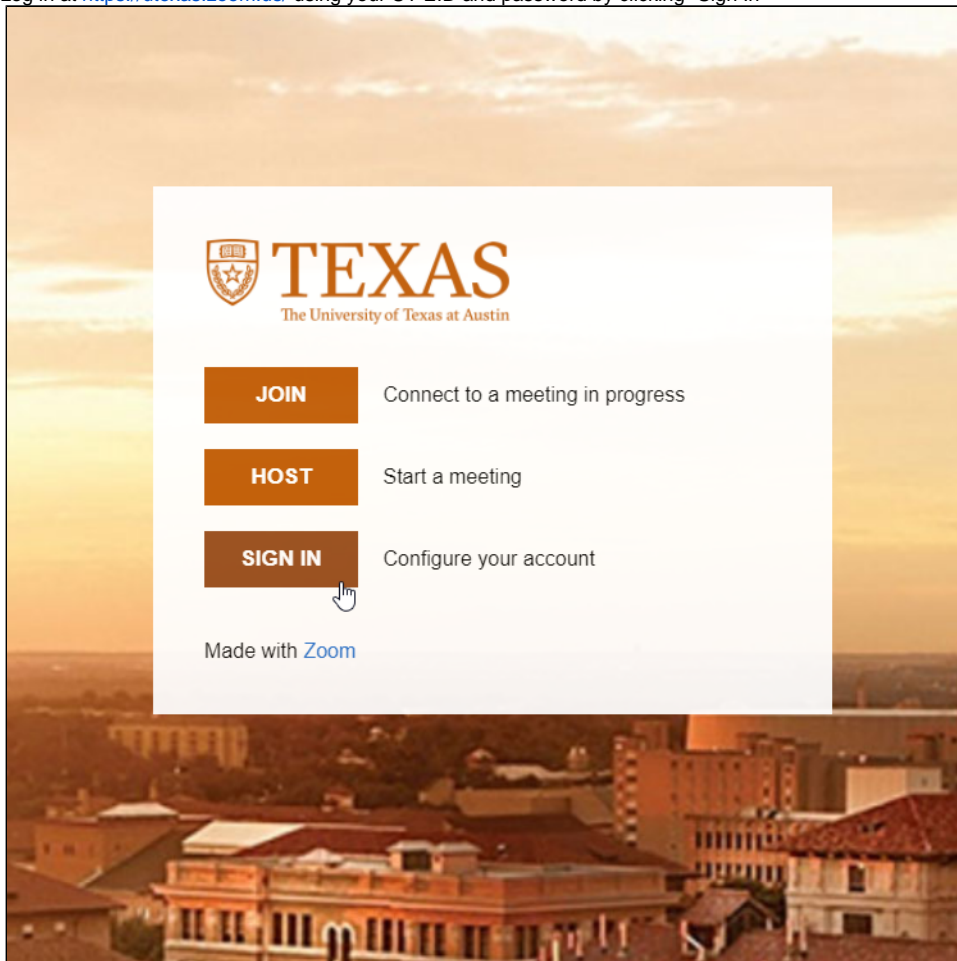
Please review [University guidelines regarding educational records](#) before copying or transferring material between discrete courses or semesters.

Downloading Your Zoom Recording

Due to restrictions in place to prevent students from directly downloading class recordings, Zoom cloud recordings must be downloaded from the Zoom web portal at <https://utexas.zoom.us/>.

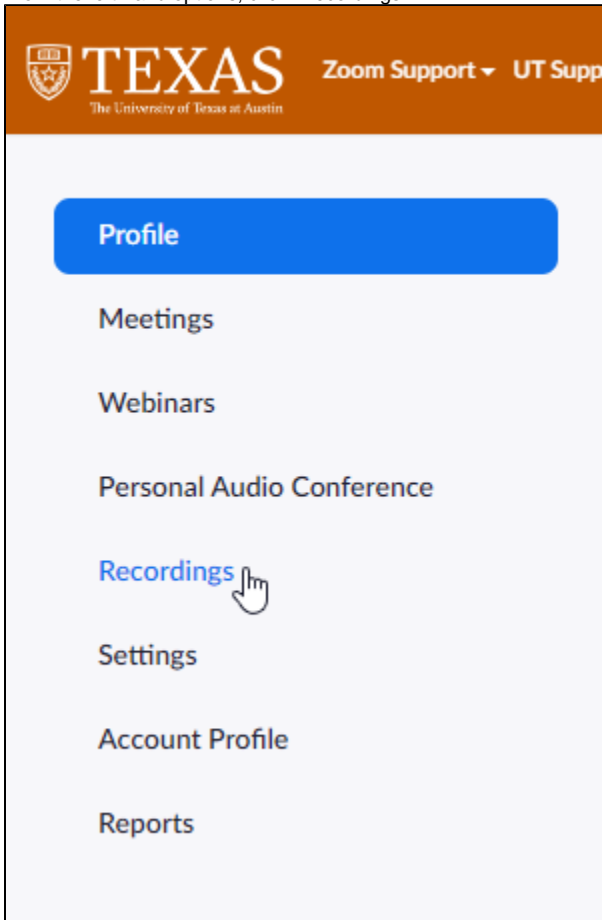
To do so:

1. Log in at <https://utexas.zoom.us/> using your UT EID and password by clicking "Sign In"

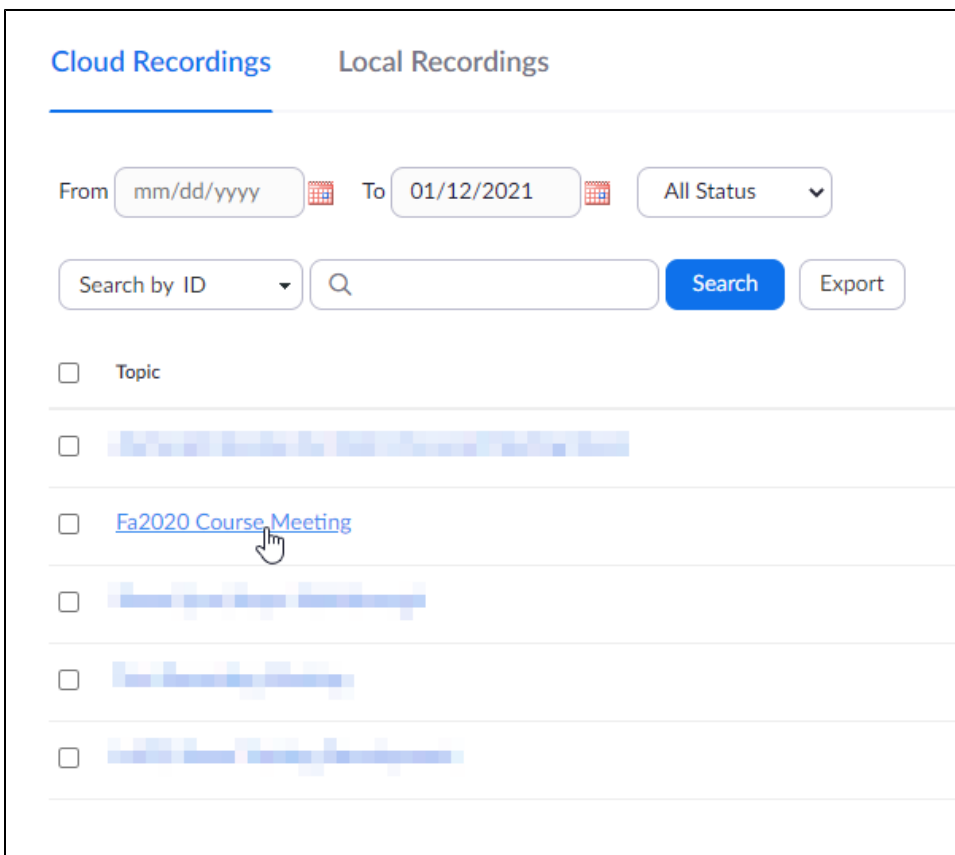


- a. You may also be prompted to complete multi-factor authentication

2. From the left-hand options, click "Recordings"



3. From the listed recordings, select your desired class session

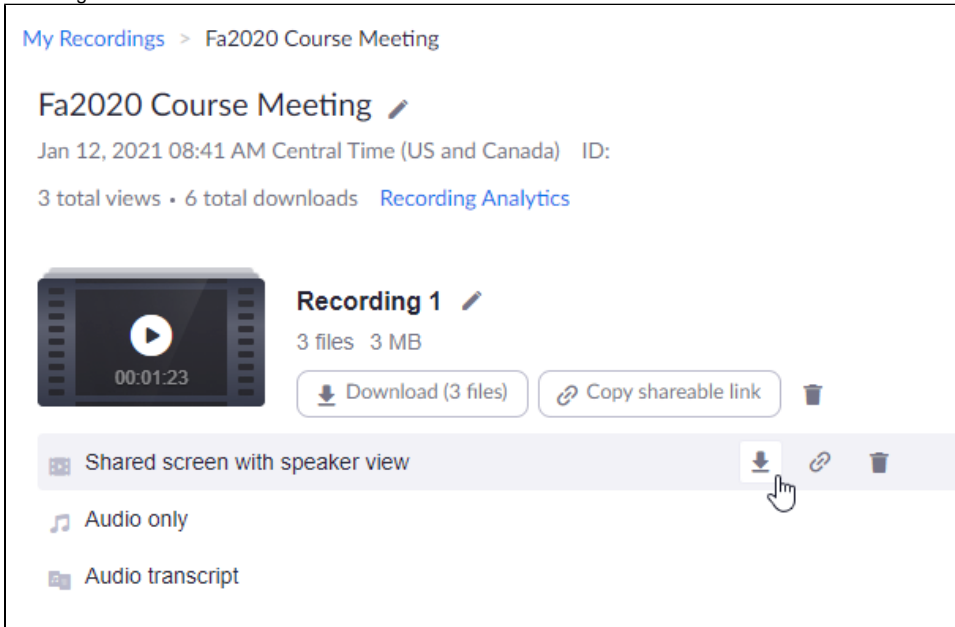




If you have very many Cloud Recordings, you can use the Search feature to more easily locate the desired recordings. You can search by:

- **ID:** the meeting ID
 - This ID is the same for all occurrences of a recurring meeting, which may help you locate a specific class session
- **Topic:** the name of the meeting
- **Keyword:** searches for the submitted text

4. From the recording information page, you have the option to download the recorded video, along with separate files for the audio and audio transcript, if you desire
5. To download the recorded video, hover over the "Shared screen with speaker view" item, then click the download icon to begin downloading the recording



- a. The time to download your recording will vary depending upon the length of the recording and the speed of your internet connection
6. Once the download has completed, you'll be able to use the video file as you see fit.

Uploading Your Zoom Recording to Panopto

Once you have a local copy of your Zoom recordings, you can easily upload them to Panopto. Once in Panopto, they can easily be copied or moved to new courses, in the same or different semesters, as you need.

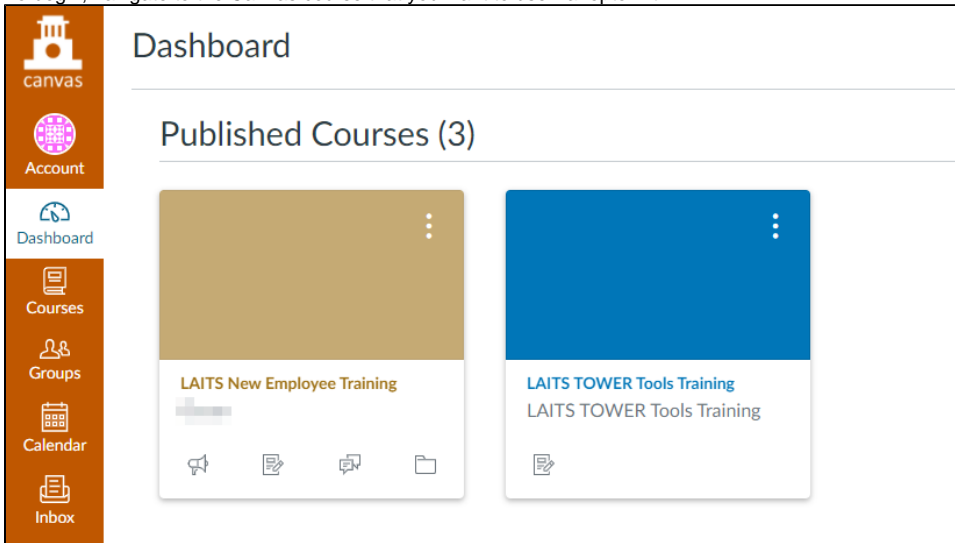
Navigating to Panopto in Canvas



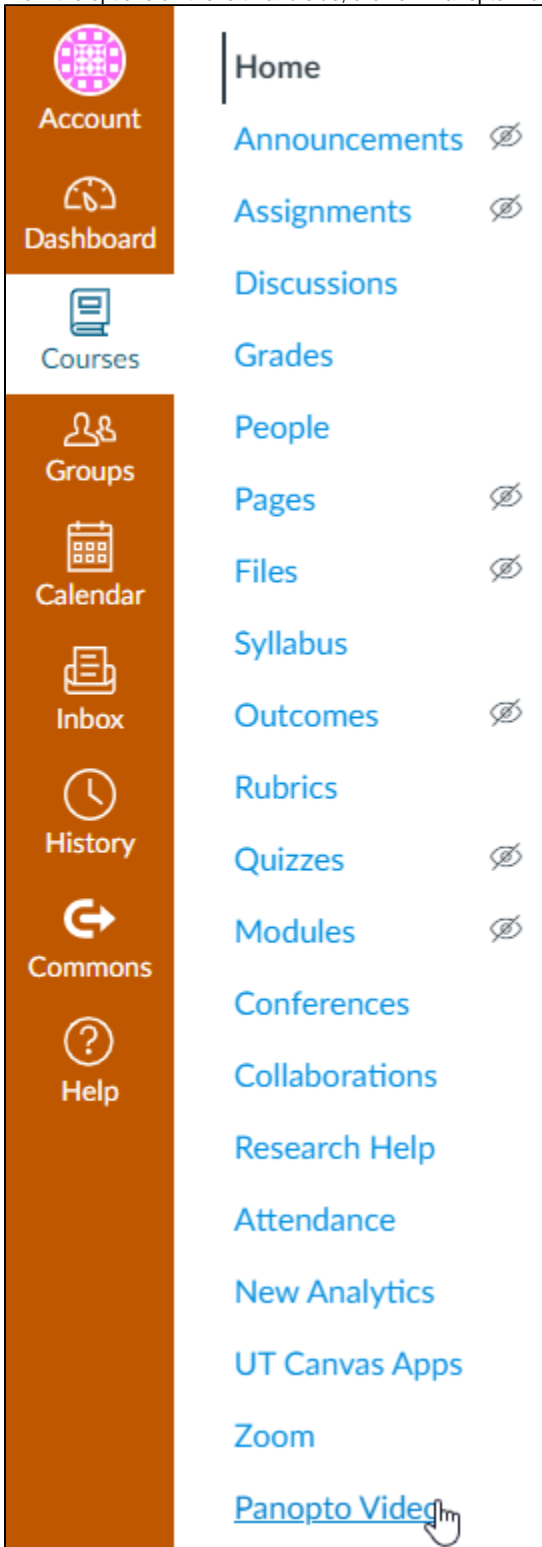
Panopto folders are linked to each individual course, meaning your Panopto media will not appear directly on your Canvas homepage. The Panopto Video Dashboard can only be found within each individual course in Canvas.

The following steps detail how to access your Panopto recordings within your Canvas course. You can also view a [video version of these instructions](#), provided by the School of Information.

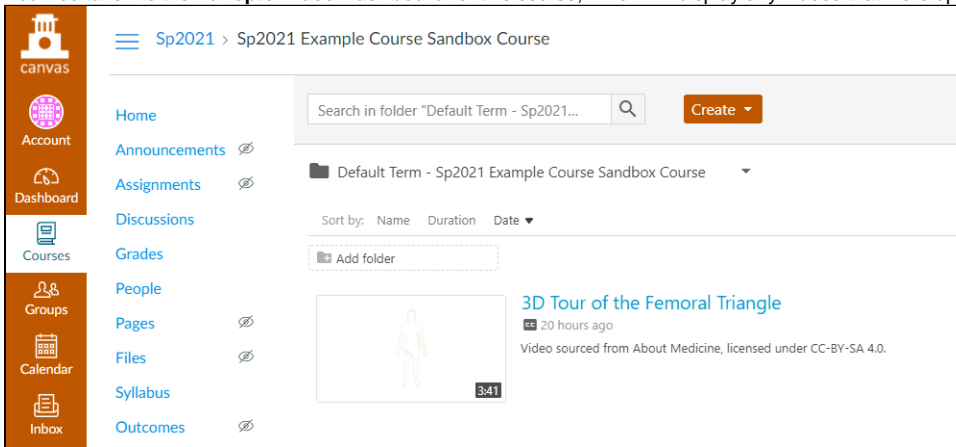
1. To begin, navigate to the Canvas course that you want to use Panopto with.



2. From the options on the left-hand side, click on "Panopto Video"

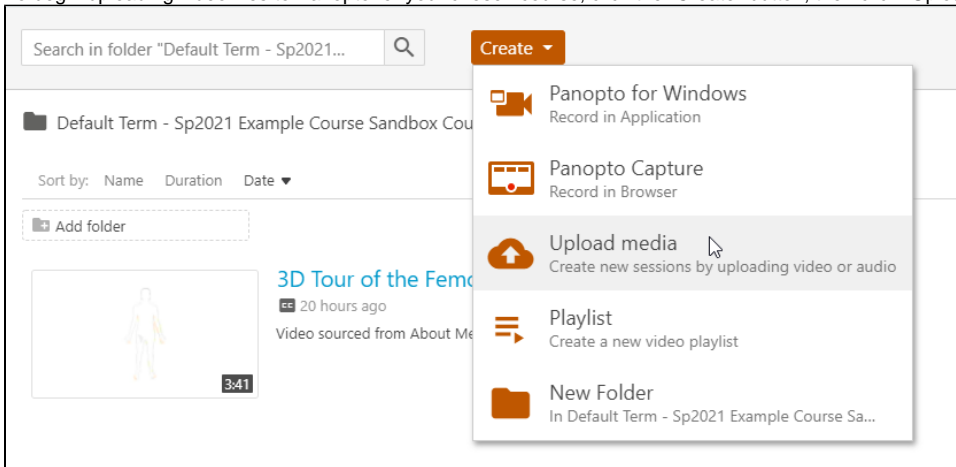


3. You'll be taken to the **Panopto Video Dashboard** for this course, which will display any videos that were uploaded to this course by an instructor



Uploading Video Files to Panopto

1. To begin uploading video files to Panopto for your chosen course, click the "Create" button, then click "Upload Media"




2. A new window will appear, prompting you to select or drag-and-drop your media


Add files to

Default Term - Sp2021 Example Course Sandbox ...

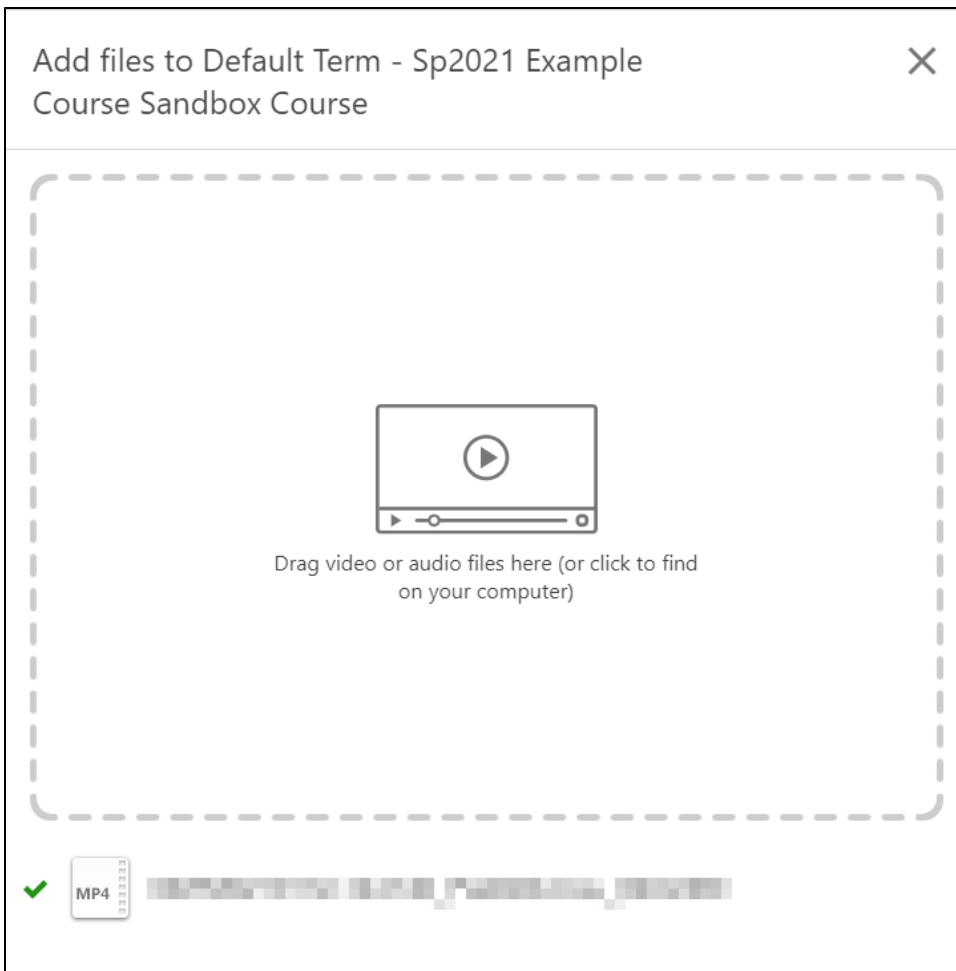
×




Drag video or audio files here (or click to find on your computer)

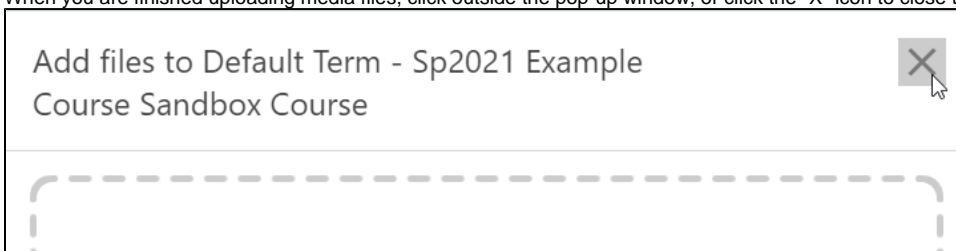
 You can drag-and-drop or select multiple media files at once, allowing you to upload them in bulk

3. The media files will be uploaded, displaying their current status - whether they're still uploading or have completed

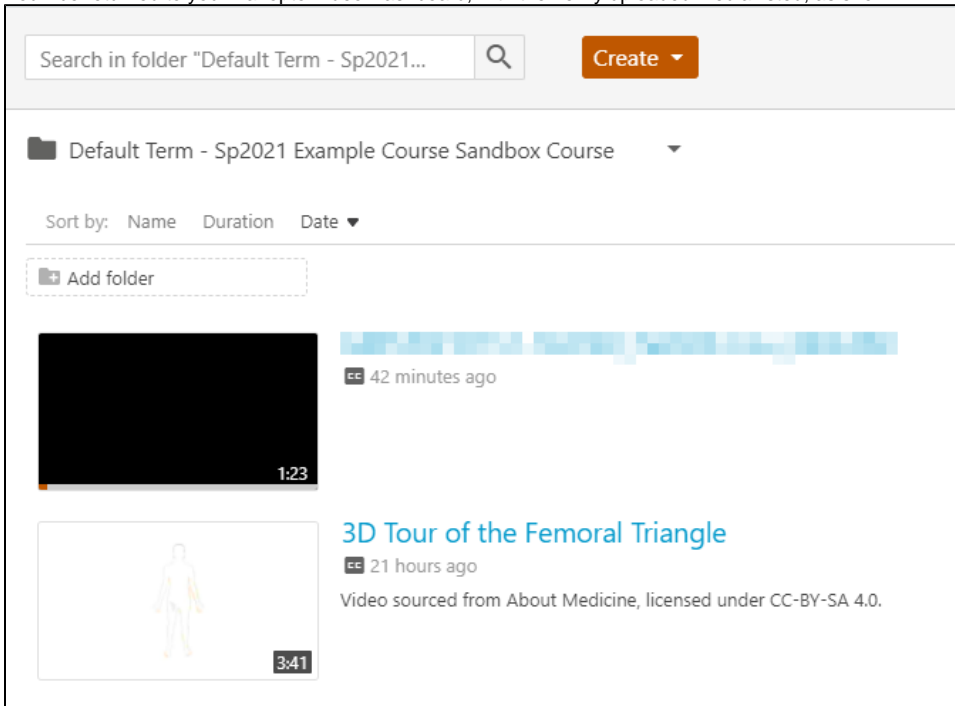


 You may continue to drag-and-drop or select additional media files, as necessary

4. When you are finished uploading media files, click outside the pop-up window, or click the "X" icon to close the window



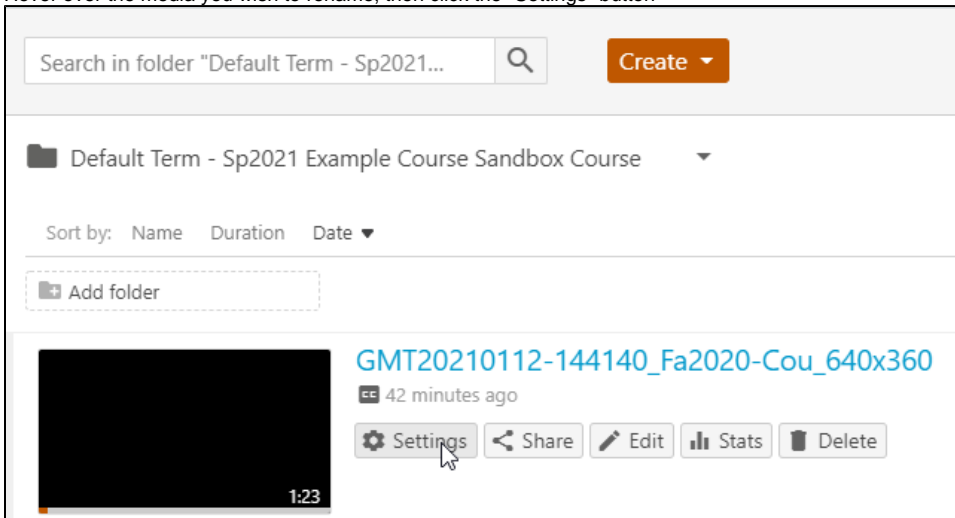
5. You'll be returned to your Panopto Video Dashboard, with the newly uploaded media listed, as shown



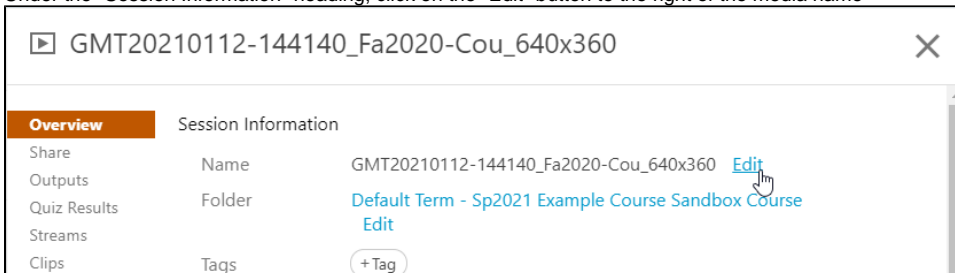
Renaming Panopto Media

If your uploaded media does not have the desired name when uploaded to Panopto, changing the name is straightforward. To rename a piece of media, you'll first need to [navigate to your Panopto video dashboard](#), then perform the following steps:

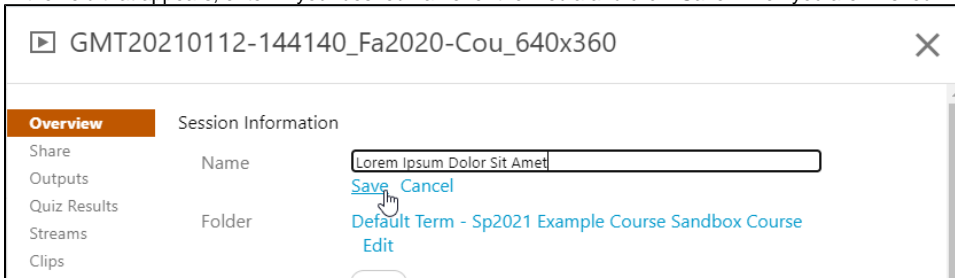
1. Hover over the media you wish to rename, then click the "Settings" button



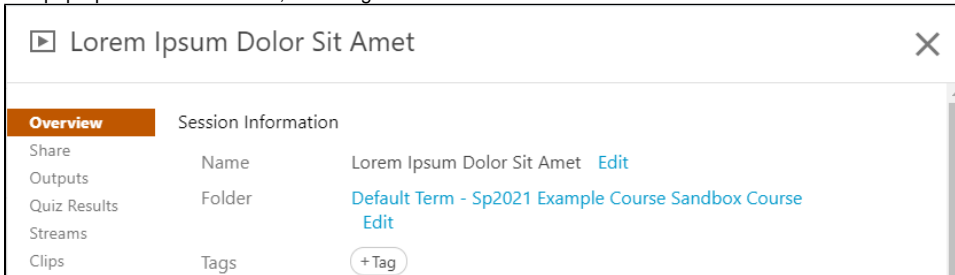
2. Under the "Session Information" heading, click on the "Edit" button to the right of the media name



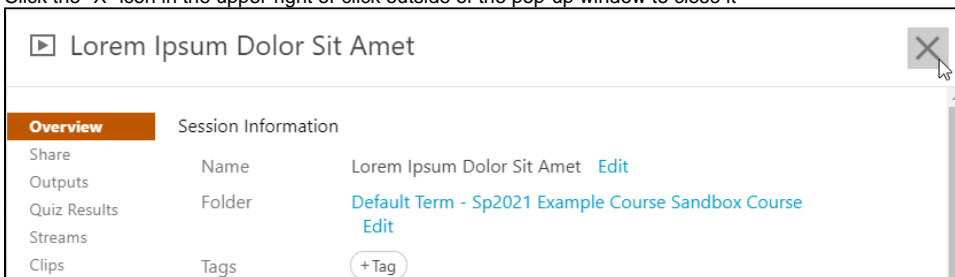
3. In the field that appears, enter in your desired name for the media and click "Save" when you are finished



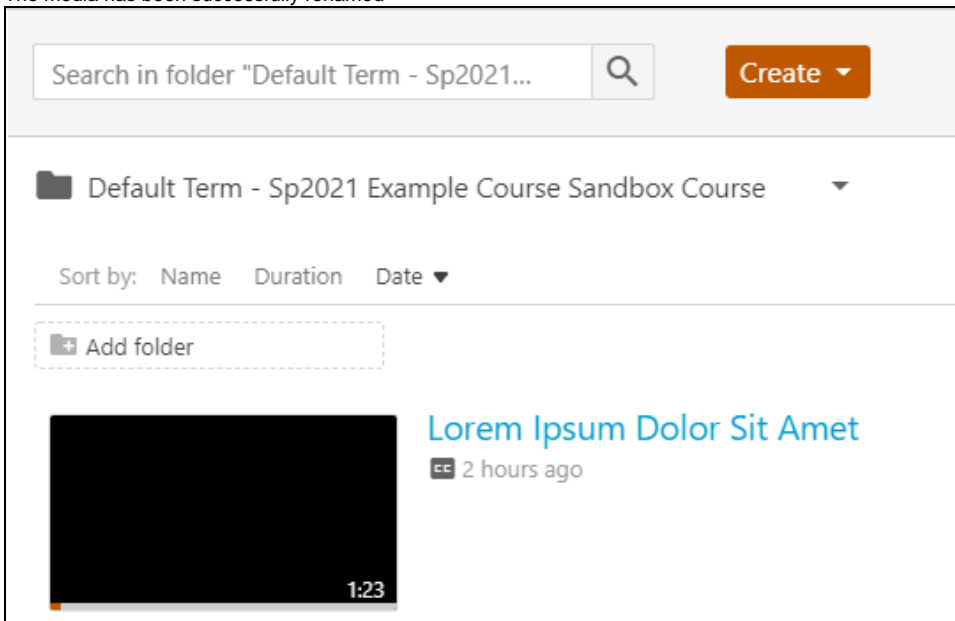
4. The pop-up window will refresh, reflecting the new media name



5. Click the "X" icon in the upper-right or click outside of the pop-up window to close it



6. The media has been successfully renamed



Copying or Moving Panopto Media Between Courses

If you have media in Panopto that you wish to copy into multiple courses, or move from one course to another - perhaps when a semester begins - you can easily do so by following the steps below for each piece of media that you wish to move.

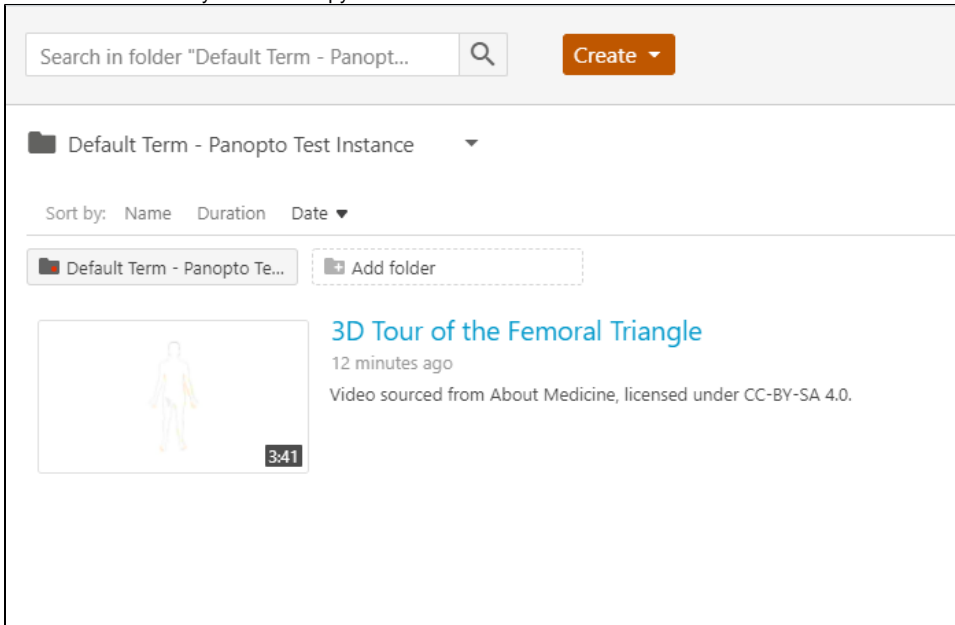


Please note, the following steps are performed in the Canvas integration of Panopto, and may appear slightly differently if you're using the Panopto website.

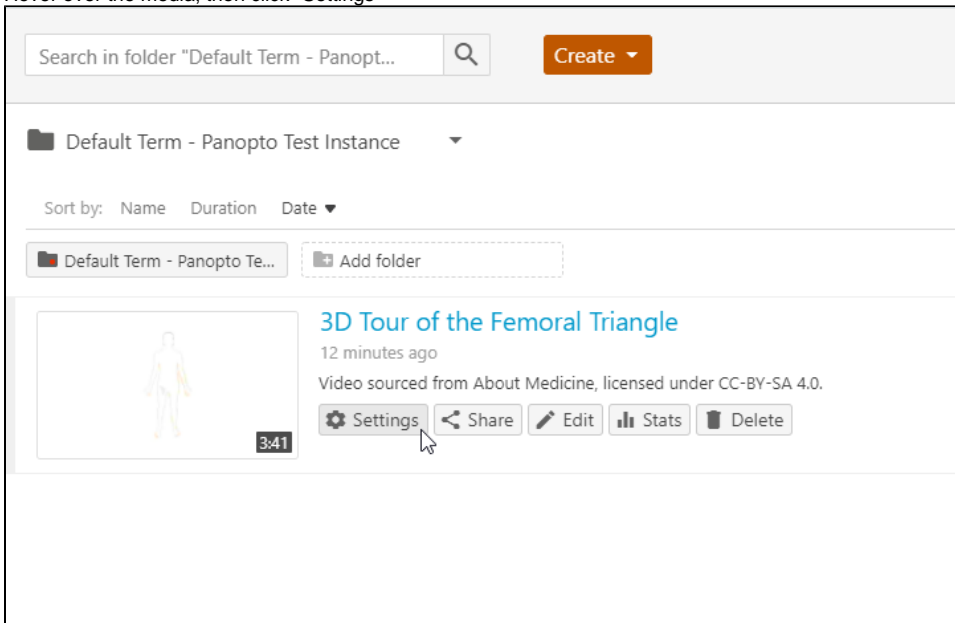
Copying Media in Panopto

If you wish to copy your media, so that it remains in its original location while allowing you to freely manipulate or relocate the duplicate, follow the steps below:

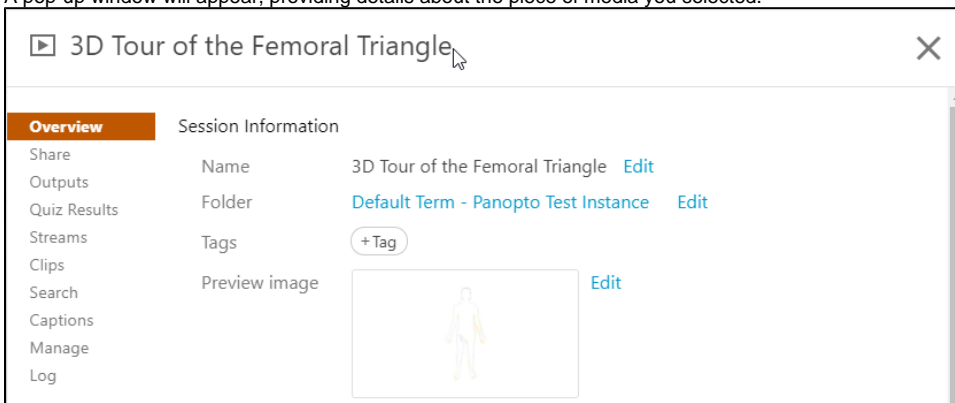
1. Navigate to the Panopto Video dashboard for your course that contains the media you wish to copy
2. Locate the media that you wish to copy



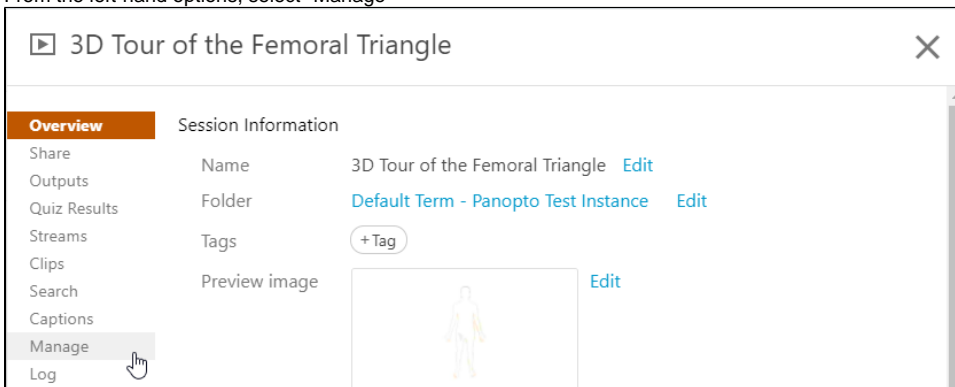
3. Hover over the media, then click "Settings"



4. A pop-up window will appear, providing details about the piece of media you selected.

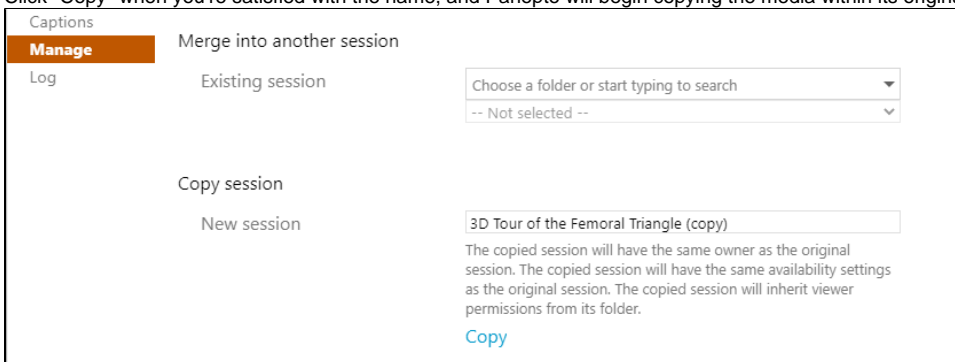


5. From the left-hand options, select "Manage"

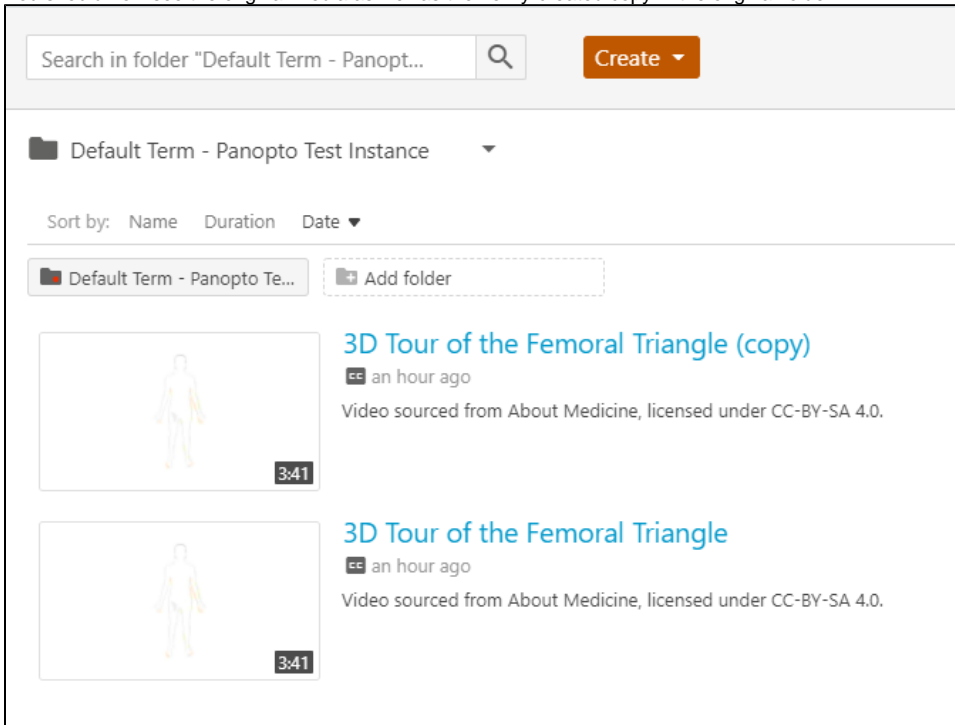


6. From the "Manage" page, under the "Copy session" heading, you'll be able to choose a new name for your duplicated media or you may use the auto-generated name.

7. Click "Copy" when you're satisfied with the name, and Panopto will begin copying the media within its original folder

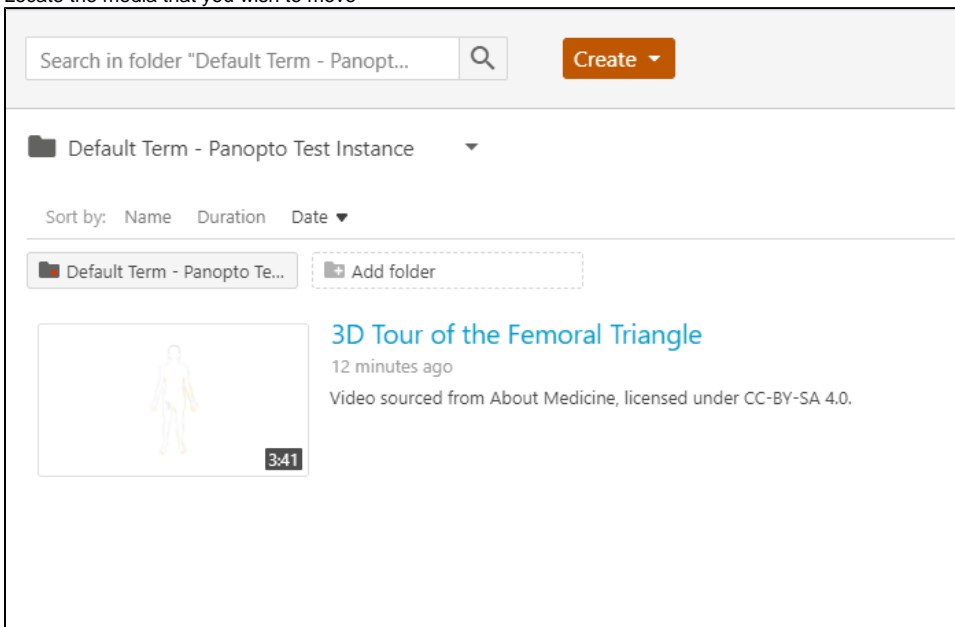


8. You should now see the original media as well as the newly-created copy in the original folder

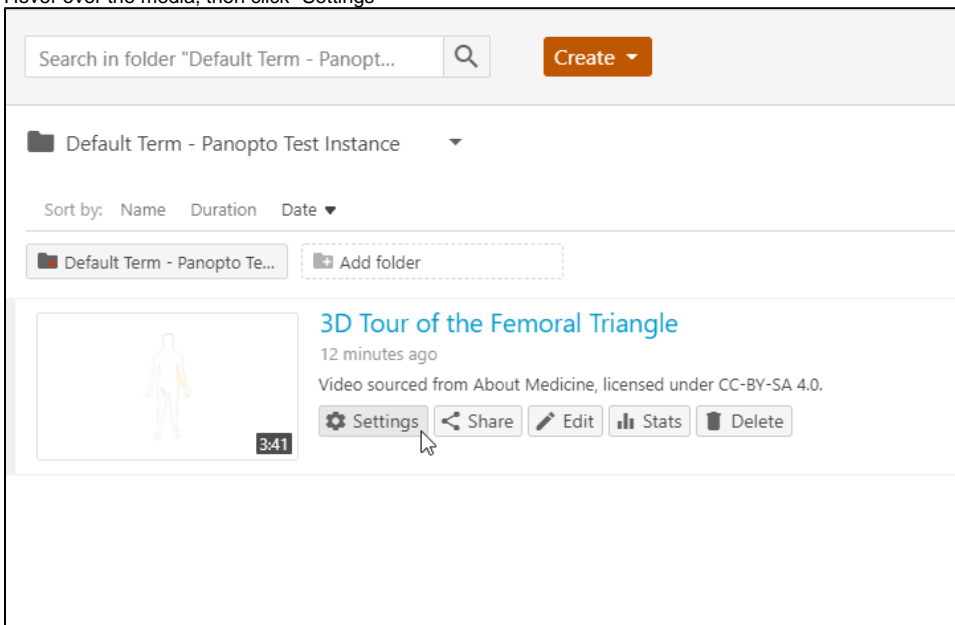


Moving Media in Panopto

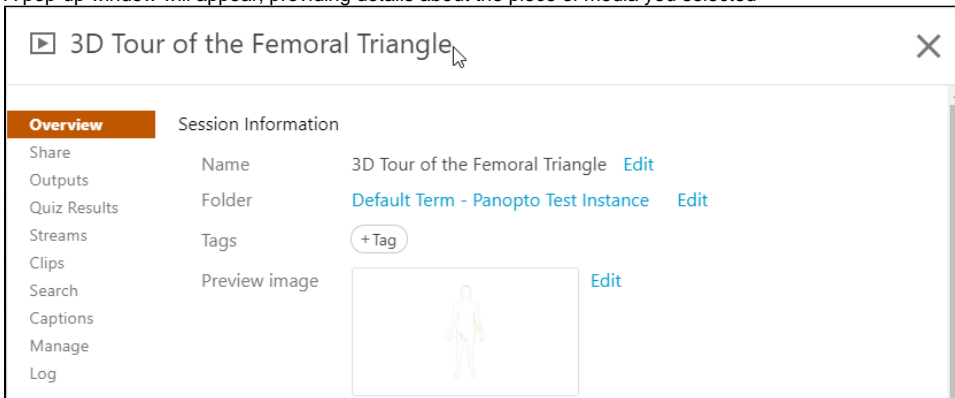
1. Navigate to the Panopto Video dashboard for your course that contains the media you're moving
2. Locate the media that you wish to move



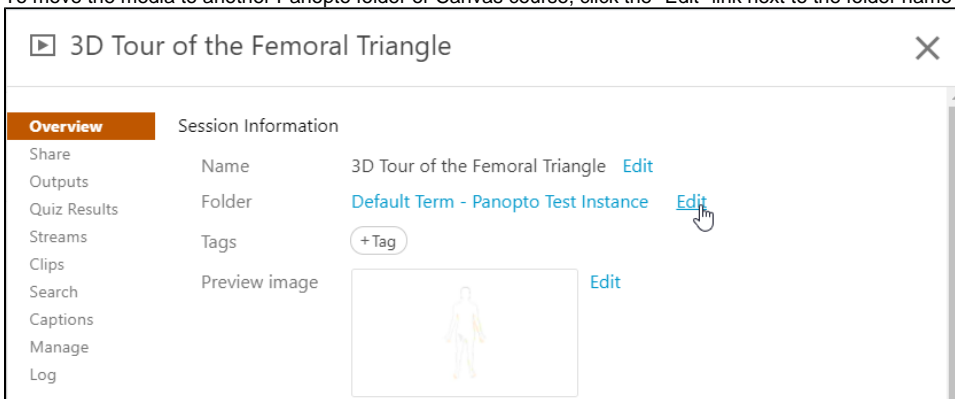
3. Hover over the media, then click "Settings"



4. A pop-up window will appear, providing details about the piece of media you selected



5. To move the media to another Panopto folder or Canvas course, click the "Edit" link next to the folder name



6. A drop-down box will appear, listing folders that you have access to within Panopto
a. This list may not immediately display *all* of the folders you have access to
7. Begin typing the name of the folder or course into which you would like to move the media

8. When the desired folder or course is appears in the drop-down box, click on it to select it

3D Tour of the Femoral Triangle

Overview

Session Information

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

Manage

Log

Name

3D Tour of the Femoral Triangle

Edit

Folder


Sp2021

Default Term - Sp2021 Example Course Sandbox Course

Tags

+ Tag

Preview image



Edit

9. Click the "Save" link to save your changes and move the media

3D Tour of the Femoral Triangle

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Name

3D Tour of the Femoral Triangle

Edit

Folder


Default Term - Sp2021 Example Course Sandbox Course

Save Cancel

Tags

+ Tag

Preview image



Edit

10. The folder name will then update to reflect the new folder or course location

3D Tour of the Femoral Triangle

Overview

Session Information

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Search

Captions

Manage

Log

Name

3D Tour of the Femoral Triangle

Edit

Folder


Default Term - Sp2021 Example Course Sandbox Course

Edit

Tags

+ Tag

Preview image



Edit