

## Moving Recordings to a different folder in Panopto

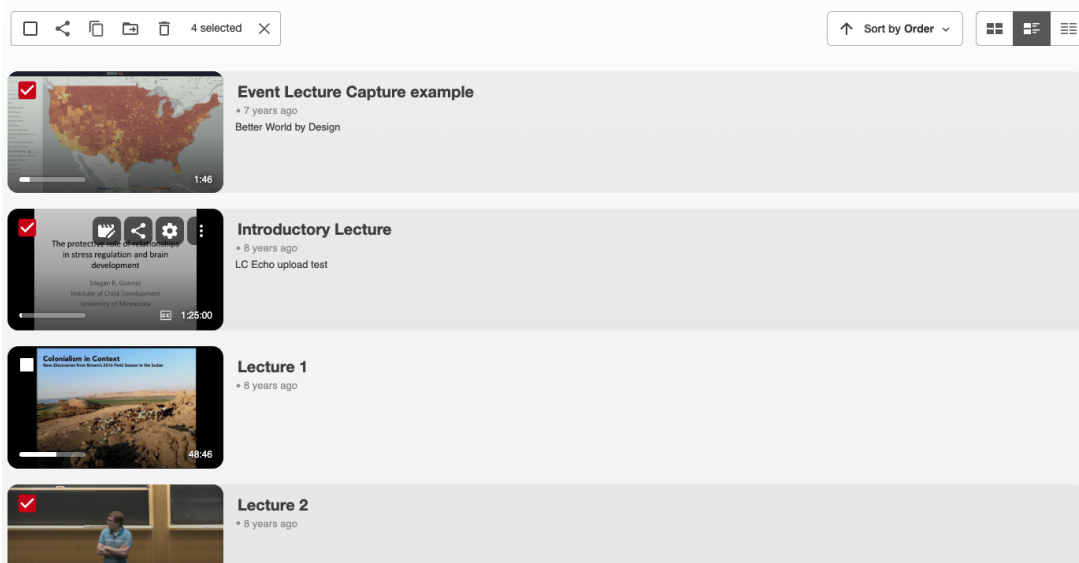
Kyle Sloane - 2025-01-27 - Comments (0) - Lecture Capture

You can move video individually or in bulk from one folder to another. Moving a video to a new folder will retain the same URL and embed code but will inherit the new folder's permissions. This is different than copying a session.

### Moving Videos

#### Method 1 (move action)

Navigate to the folder (within or outside of Canvas) where the file resides, you can hover over any video and click the check box of one or multiple videos



The screenshot shows a Panopto interface with a list of four videos. At the top, there is a toolbar with icons for back, forward, refresh, and a trash icon, followed by the text "4 selected" and a close button. To the right, there is a "Sort by Order" dropdown menu and three view icons (grid, list, and another grid). The video list consists of four entries, each with a video thumbnail, a title, and a timestamp:

- Event Lecture Capture example** (7 years ago, Better World by Design, 1:46)
- Introductory Lecture** (8 years ago, LC Echo upload test, 1:25:00)
- Lecture 1** (8 years ago, 48:46)
- Lecture 2** (8 years ago)

After selecting the video(s) you want to move, you can click the **Move** button at the top of the folder.



The close-up shows the bottom part of the Panopto toolbar. It includes a checkmark icon, a share icon, a copy icon, and a move icon (a folder with an arrow). Below these icons is a dark grey button labeled "Move".

Then choose the folder you wish to move the content to via the drop down.

## Move session(s) to

Choose a folder or start typing to search

1 Event Lecture Capture example

2 Introductory Lecture

3 Lecture 2

and select Move to complete the move to the new folder.

Move session(s) to **Demos**

Other people can see items in this folder

Move

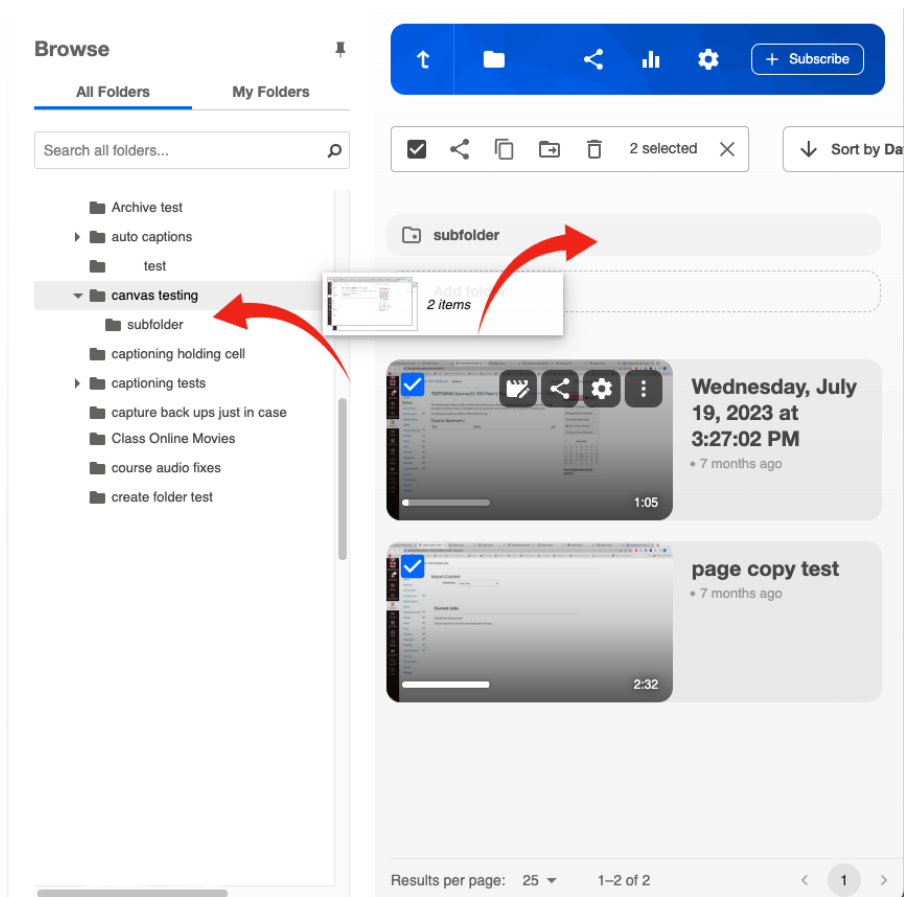
### Method 2 (Drag and Drop)

You can only move videos using drag and drop outside of Canvas, you can go direct to [brown.hosted.panopto.com](http://brown.hosted.panopto.com) and navigate to your folder or from within Canvas click on the **Open in Panopto** button in the upper right corner of the Media Library.



Open in Panopto

Once in the correct the folder, you can hover over any video and click the check box of one or multiple videos, you will then be able to drag and drop the videos in either a subfolder or another folder via the browse menu.



This will automatically move the selected video(s)

Contact [media\\_services@brown.edu](mailto:media_services@brown.edu) with any questions or issues with this process.

#### Related Content

- [Remote Teaching: Zoom and Panopto FAQs](#)