# **Copying a Panopto Video to a New Course**

The process of copying a Panopto video to another course has two parts.

* Copy the Video
* Change the Video Folder

**Part One: Copy the Video**

1. Open Panopto Recordings in the course where the videos are hosted.



1. Hover over the video then click Settings.



1. Click Manage



1. Under Copy Session, type the Name of the Copied Video. Click Copy.



1. The system will open a dialog box to confirm the copy. Click OK.



1. Status will provide an update on the processing.



1. Once the status is Complete, you will see the Copy in the video listing.



**Part Two: Change the Video Folder to the New Class**

1. Hover over the video then click Settings.



1. Click Overview. Click Edit next to the Folder name.



1. Use the dropdown arrow to view courses and choose the course you want to move the video to. Click Save.



1. The video will now be in the new course under the Panopto Recordings tab.