Panopto - Copying and Linking Videos

Process for Copying Panopto Videos between Courses

1. Configure Panopto in the new course space if it has not already been configured. **If the course has already been configured, you may skip this step.**
   a. To configure Panopto, first go to the Class Recordings link, then click on the "Configure" button

   ![Configure Panopto](image1)

   b. There will be a series of steps to go through to configure Panopto, but on each page there isn't anything you need to change. All you need to do is click the buttons to advance through the steps.
   c. Configure > Add Course to Panopto > OK > Submit
   d. When the course has been configured it will show a page that looks something like this:

   ![Configure Panopto](image2)

2. Navigate to previous semester course that you want to copy the videos from and open Panopto through that course space
3. Click on the arrow button in the upper right corner of the page to open on the Panopto website.

4. Select the videos you want to copy by checking the box to the left of each video or select all videos in the course by checking the box at the top (next to the filtering options).
   a. **Note:** When you select all, this only selects the videos on the current page. Check the bottom of the page to see if there are multiple pages. You may need to increase the number of videos shown per page or complete the copy process multiple times to make sure all videos are copied.
5. Once the boxes are checked, more options will appear at the top. Select the "copy" option.

6. Selecting Copy will open a page where you need to select the course folder you are copying to. You can either use the drop down menu to find it, or start typing in the course name or ID and it should come up.

7. Once you have chosen a course, select the green Copy button.
   a. Note: You cannot leave the "Copy" window until all the videos have finished copying

8. Navigate to the new course (the one you have just copied into). It may take a few minutes of processing for the video(s) to be available in the new course space.

Process for Linking or Embedding the Copied Videos

1. Navigate to the Share link for the video you want to link or embed in the course space.
2. Toggle between Link or Embed to get the code you want and then copy it.

![Link | Embed](https://wsu.hosted.panopto.com/Panopto/Pages/)

3. Navigate to the place in the course where the Panopto video is linked or embedded and replace the link or embed code with the ones you just copied.

4. Save your changes and then click on the link to confirm that the link works correctly.