How to move a Panopto recording in Canvas / WebLearn

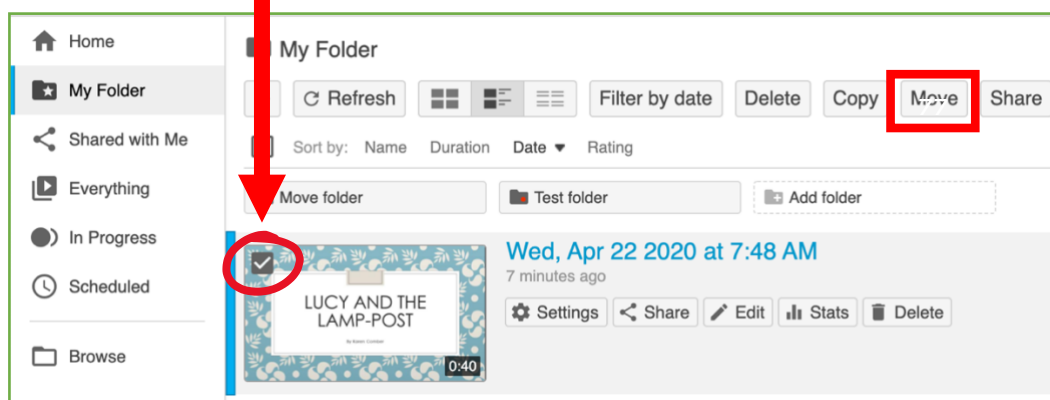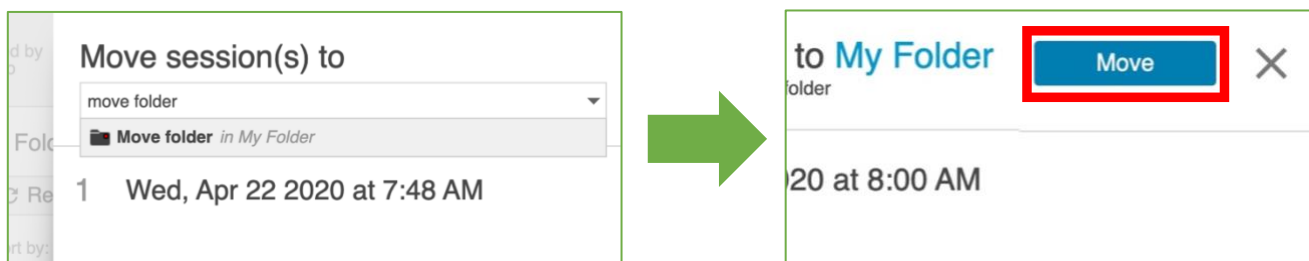| CANVAS	WebLearn
1. Go to https://www.canvas.ox.ac.uk and log in to your Canvas account. *NB. To ensure you have access to the Panopto folder associated with the course, a one-time step (per course) is needed: Click the '**Courses**' icon (left-hand side menu bar), select the associated Canvas course you want to move a recording to and then click on '**Panopto Recordings**'.*	1. Go to https://www.weblearn.ox.ac.uk and log in to your WebLearn account. *NB. To ensure you have access to the Panopto folder associated with the site, a one-time step (per site) is needed: Click the '**Sites**' icon (top right-hand side corner), select the associated WebLearn site you want to move a recording to and then click on the '**Recorded Lectures**' link in the left-hand side menu.*
2. Click on the '**Account**' icon *(left-hand side menu bar)* and select '**My Panopto Folder**' from the menu.	2. Click on your account name *(top-right corner of the screen)* and select '**Recorded Lectures**' from the menu.
3. Locate and click on the ⬚ button on the right-hand side of the page *(folder opens in a new tab).*	3. Under 'Personal Replay Folder', click '**My Replay Folder**' and click '**Press to re-launch page**' *(opens in a new tab).*

4. Move your cursor over the thumbnail of the recording(s) – this will reveal a checkbox and enable the function buttons to appear, including the '**Move**' button. Click each recording(s) **checkbox** that you would like to move and click the '**Move**' button:

5. You should now see the '**Move session(s) to**' pop-out menu (see below left image). In the text entry field, type the name of the folder you want to move the recording(s) to or locate the folder via the quicklist or drop-down menu and click '**Move**':

6. Go to the folder the recording was moved to and confirm the move was successful.