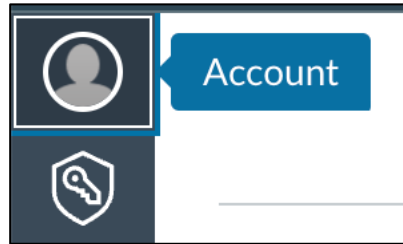


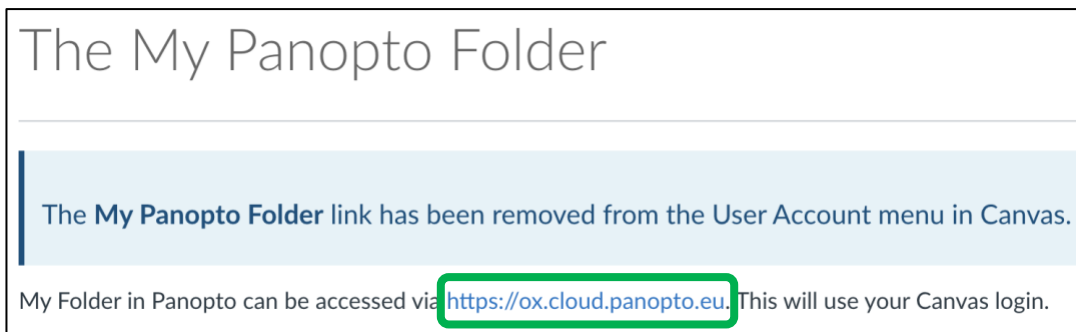
# How to move a Panopto recording in Canvas

1. Go to <https://www.canvas.ox.ac.uk> and log in to your Canvas account.

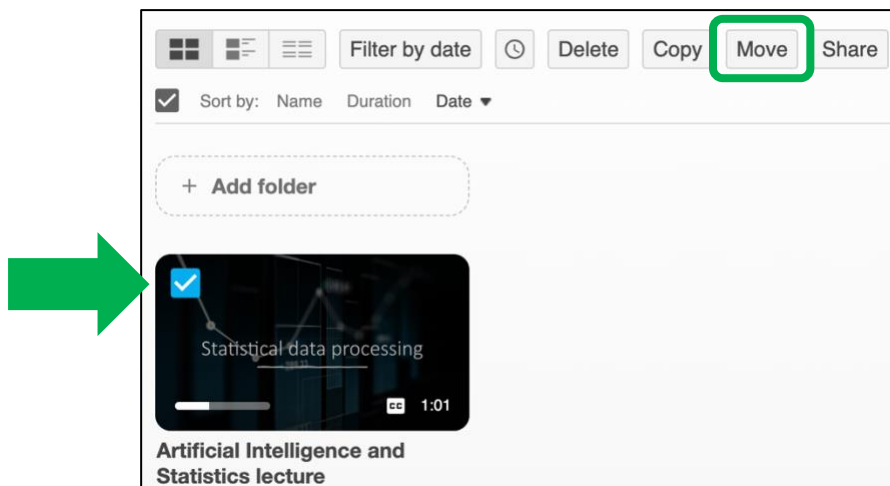
2. Click on the '**Account**' icon (*left-hand side menu bar*) and select '**My Panopto Folder**' from the menu:



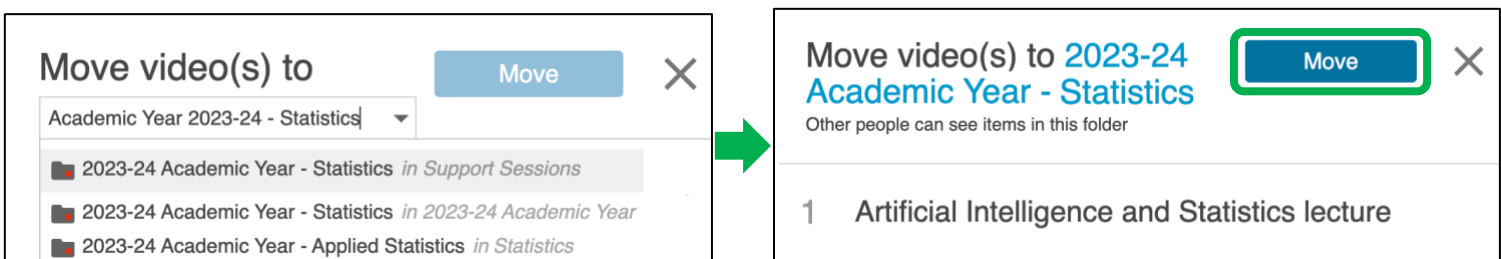
3. Click the Panopto link within the page:



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. In the '**Move video(s) to**' window (below left), type the name of the folder you want to move the recording(s) to, or locate the folder via the quick-list or drop-down menu, and click '**Move**':



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