

Panopto Course Folder Copy

Quick Summary

Performing a Panopto Course Folder Copy will allow you to choose a source folder from your list of Panopto folders that will create reference copies into the current Panopto Course Folder. Reference copies can have settings that are independent of the original video and will be cleared of any user-contributed data from the previous courses, such as notes, discussions, quiz results and viewing statistics. Any edits made to the original video will be applied to any reference copies, but any edits made to reference copies will turn the reference copy into its own original copy.

For more information about folders in Panopto, see Panopto: My Folder and Course Folder.

Activate Panopto Course Folder in your Brightspace Course

Panopto is available on all Brightspace courses. A Panopto Course Folder is not created until an interaction with Panopto takes place to activate the creation of that folder.

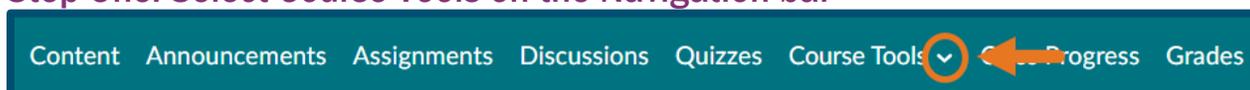
You can do any of the following:

- **Recommended:** Select Panopto Course Folder from the Course Tools menu (easiest and it sets you up to do the Panopto Course Folder Copy)
- Create a link to a Panopto video
- Click on a Panopto Video link in the course
- Create Existing Activities > External Learning Tools > Panopto Course Folder Tool link in a Brightspace Module
 - **Please Note** – if you have this created from a previous course, it will need to be deleted and recreated in the new course

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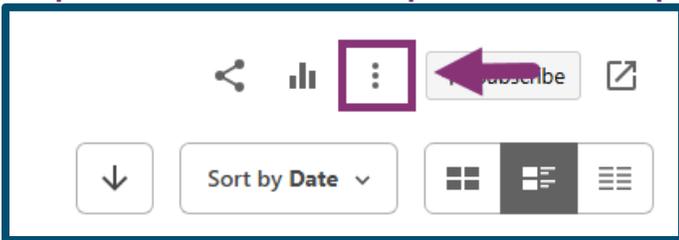
Step One: Select Course Tools on the Navigation bar



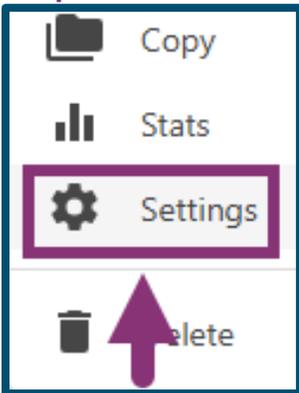
Step Two: Select Panopto Course Folder



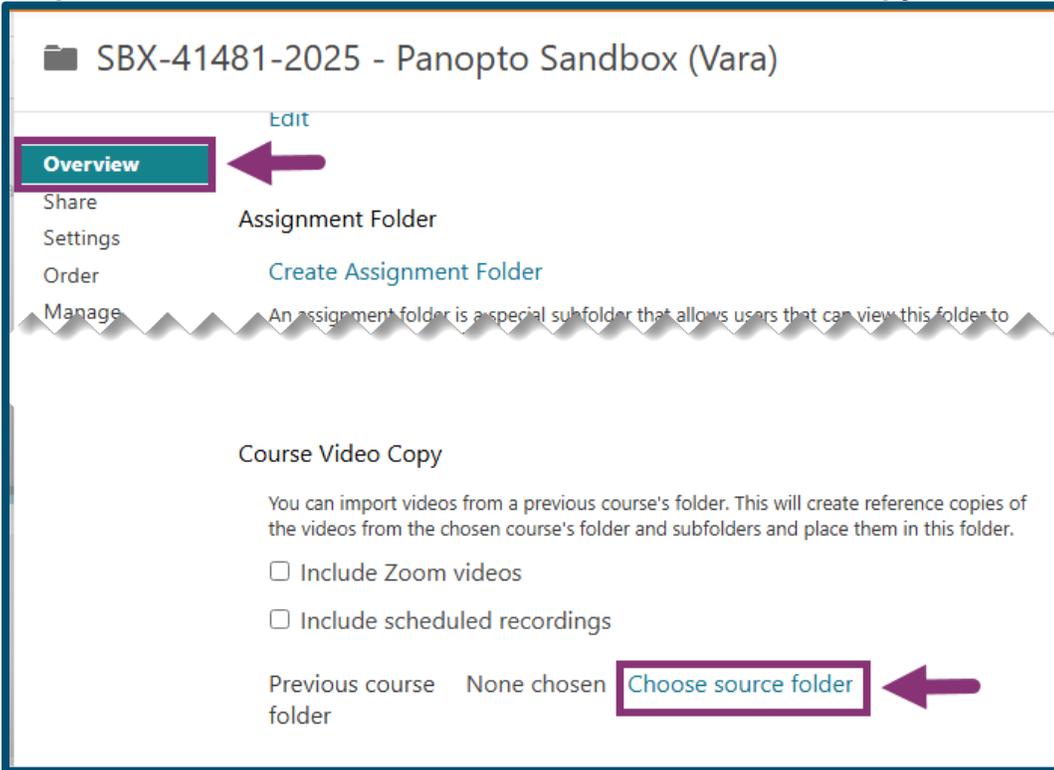
Step Three: Select the ellipses for more options



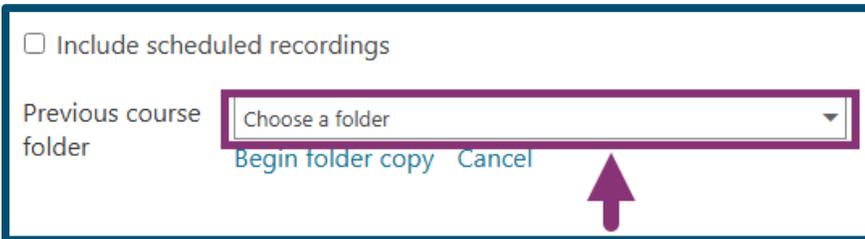
Step Four: Select Settings



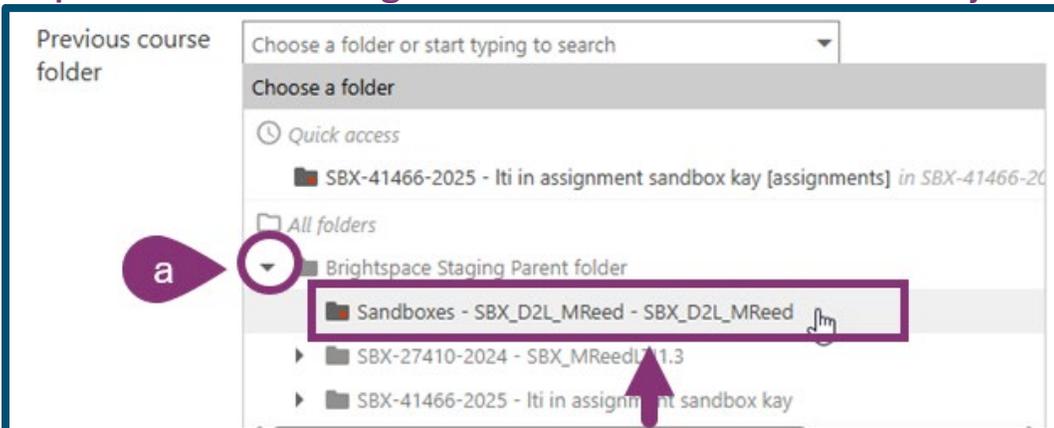
Step Five: In the Overview tab, scroll to Course Video Copy. Select Choose Source Video



Step Six: Place your cursor in the box for Choose a folder.



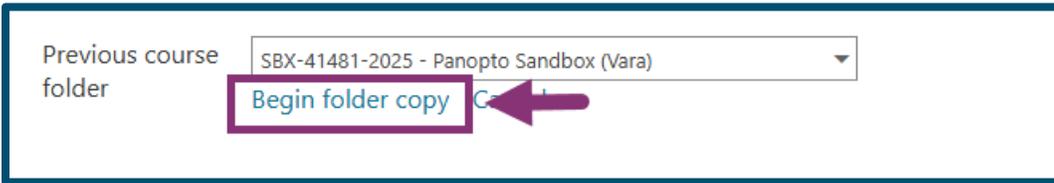
Step Seven: Scroll through the list to select the source folder you want.



- Be sure you are paying special attention to the expand carrots to the left of the grayed-out folders as you may have access to other folders inside there.

Step Eight: Select Begin Folder Copy and Select OK

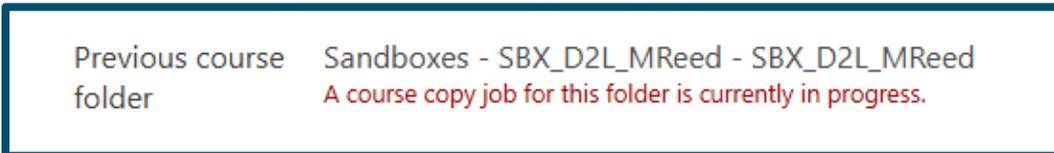
Ensure the desired folder appears in the box and select Begin Folder Copy.



Select OK in the pop-up window to confirm your choice.



You will see a message that a course copy is in progress.



Please Note: The videos from the source folder may take up to 24 hours to appear in the new course folder.

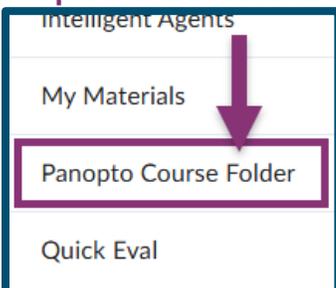
Adjust Panopto Course Folder Availability

You can set your Panopto Course Folders availability based on your preferences. If you choose to use the Panopto Course Folder, your students can navigate to the Panopto Course Folder from the Course Tools menu and view all the videos in that folder at one time. You can choose to adjust the availability of this folder by adjusting the dates or setting it to Never and clicking each video separately in the folder to Publish. You may want to choose this if you do not want your students jumping ahead to watch before you go over that topic in class.

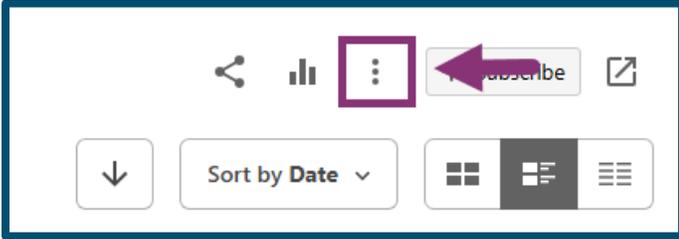
Step One: Select Course Tools on the Navigation bar



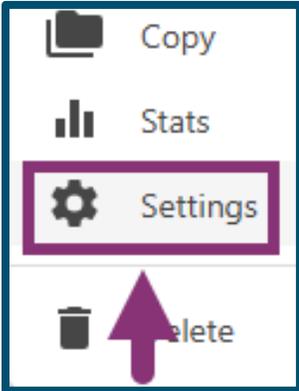
Step Two: Select Panopto Course Folder



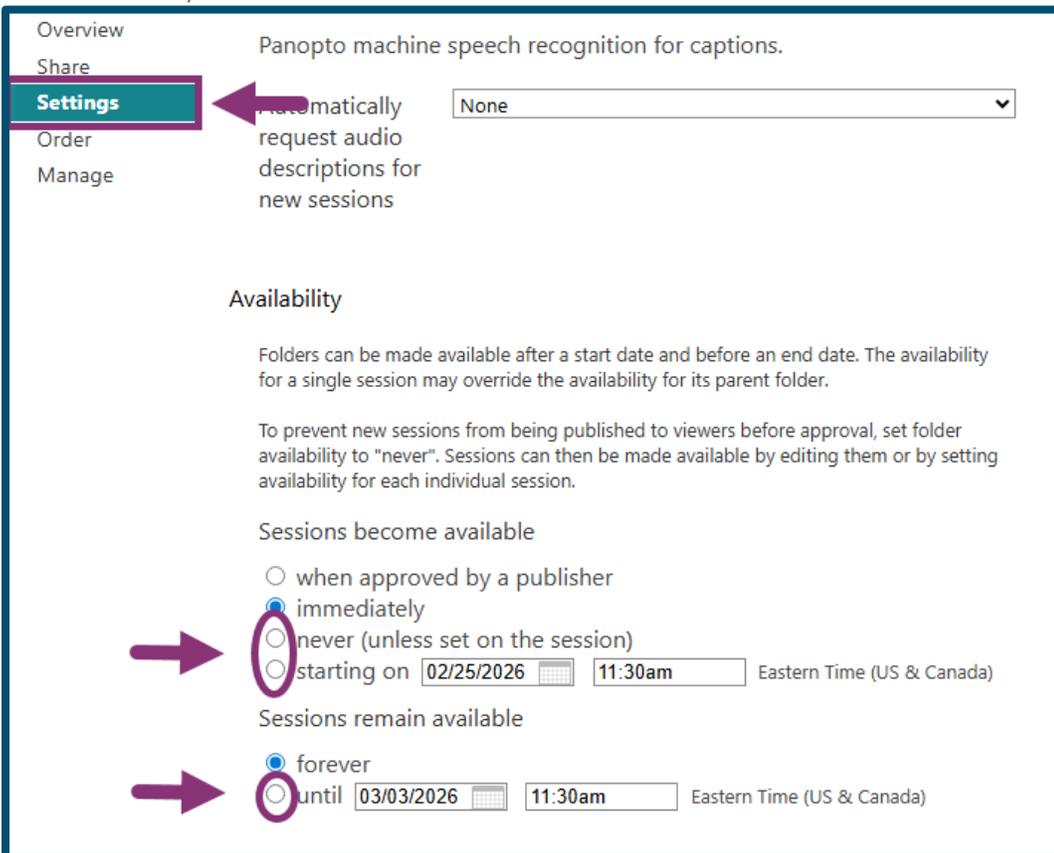
Step Three: Select the ellipses for more options



Step Four: Select Settings



Step Five: In the Settings tab, scroll to Availability. Select never to make the Course Folder unavailable, or enter dates for videos to start and remain available



Step Seven: Close out of the Settings pop-up window; your settings are saved



If a video is unavailable, you can go to the Panopto Course folder and click the Publish icon on the thumbnail to make it available. If you have separate links to these inside your course, and you have the Panopto Course Folder set to never, then your students will not see the video unless you click to publish the video.

If you don't want to manage these videos that way – you can always forgo the Panopto Course Folder and just link to the videos organized in your My Folder and not move them to a Panopto Course Folder. However, be aware that videos shared from My Folder will not have fresh stats or quiz results with each new CRN.

Need Help?

If you need help with the Panopto Course Folder Copy process, contact helpdesk@tri-c.edu to get assistance from the Help Desk. If you would like to set up a virtual appointment with a member of the Instructional Design team, visit the [Schedule an Appointment](#) page.