

# How to migrate all Panopto recordings to new Canvas course by course video copy

Digital Learning Support  
Talent and Education Development Office

# Go to the NEW course and click “Panopto Recordings”

The screenshot shows a web interface for a course titled "C\_CIO\_TRAINING\_COURSE\_102". The left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, Pages, Files, Syllabus, Quizzes, Modules, Collaborations, Attendance, Library Resources, Class List (AIMS), LockDown Browser, uReply, Panopto Recordings (highlighted with a red box), and Office 365. The main content area is titled "Panopto Recordings" and features a search bar, a "Create" button, and a "Powered by Panopto" logo. Below this, there is a folder selection dropdown set to "Default Term - Training Course 102", a "Sort by" menu with options for Name, Duration, and Date, and an "Add folder" button. A central instruction reads: "To get started, drop any video from your computer here or click the Create button to make a new recording".

☰ C\_CIO\_TRAINING\_COURSE\_102 > Panopto Recordings

Home  
Announcements  
Assignments  
Discussions  
Grades  
Pages  
Files  
Syllabus  
Quizzes  
Modules  
Collaborations  
Attendance  
Library Resources  
Class List (AIMS)  
LockDown Browser  
uReply  
**Panopto Recordings**  
Office 365

Search in folder "Default Term - Training Course 1..." **+ Create** Powered by Panopto

Default Term - Training Course 102 **+ Subscribe**

Sort by: Name Duration Date

Add folder

To get started, drop any video from your computer here or click the Create button to make a new recording

- 1) click Settings of the folder; 2) in Overview tab, under Course Video Copy, choose to include both Zoom videos and scheduled recordings
- 3) click Choose source folder, 4) choose your previous course, 5) click Begin folder copy, 6) Confirm copy action

Search in folder "Default Term - Training Course 1..." **+ Create** Powered by Panopto

Default Term - Training Course 102 **1** **+** Subscribe

Sort by: Name Duration Date

Add folder

To get started, drop any video from your computer here or click the Create button to make a new recording

Default Term - Training Course 102

**Overview** Folder Information

Share	Name	Default Term - Training Course 102	Edit
Settings	Parent folder	Canvas	Edit

Order

Manage

Description

Edit

Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

**2**  Include Zoom videos  
 Include scheduled recordings

Previous course folder None chosen **3** **Choose source folder**

Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

Include Zoom videos  
 Include scheduled recordings

Previous course folder **4** Default Term - Training Course 101

**5** **Begin folder copy** Cancel

**An embedded page at cityuhk-lms.ap.panopto.com says**

Please confirm your choice as only a single course can be copied into this folder.

**6** **OK** Cancel

The system will state “A course copy job for this folder is currently in process”. Please come back to Panopto Recordings page later to check the results

#### Course Video Copy

You can import videos from a previous course's folder. This will create reference copies of the videos from the chosen course's folder and subfolders and place them in this folder.

Previous course folder    Default Term - Training Course 101  
A course copy job for this folder is currently in progress.

When the copy is successful, you will see recordings listed in the new course

The screenshot displays the Canvas LMS interface for a course named "C\_CIO\_TRAINING\_COURSE\_102". The left sidebar contains a navigation menu with items such as Home, Announcements, Assignments, Discussions, Grades, Pages, Files, Syllabus, Quizzes, Modules, Collaborations, Attendance, Library Resources, Class List (AIMS), LockDown Browser, uReply, Panopto Recordings, Office 365, and TLQ. The main content area is titled "Panopto Recordings" and features a search bar, a "Create" button, and a "Powered by Panopto" indicator. Below the search bar, a folder named "Default Term - Training Course 102" is selected. A list of recordings is shown, with the first entry titled "Lecture 01" (uploaded 2 years ago). The video thumbnail for "Lecture 01" is highlighted with a red border and contains the text: "Office of the Equal Education Officer", "Jump Start Canvas", "eLearning Workshop Series", "Office of the EO", and "1:02".

# If you have further questions on Panopto

Please contact Digital Learning Support at [dl.support@cityu.edu.hk](mailto:dl.support@cityu.edu.hk)