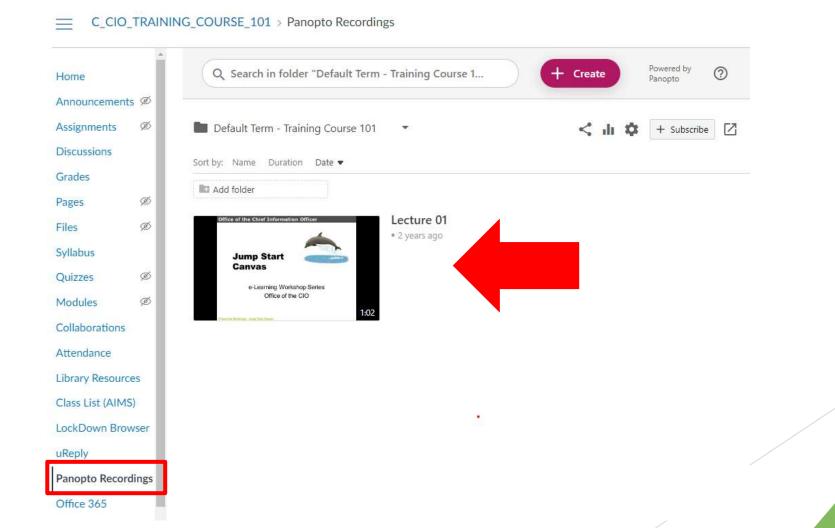
How to migrate Panopto recordings to new Canvas course

Digital Learning Support Talent and Education Development Office

Go to the <u>NEW</u> course and click "Panopto Recordings" so as to activate the feature

C_CIO_TRAINING_COURSE_102 > Panopto Recordings Q Search in folder "Default Term - Training Course 1... Powered by + Create 2 Home Panopto Announcements Ø ø Default Term - Training Course 102 Assignments Ŧ $< || \alpha$ + Subscribe Discussions Sort by: Name Duration Date -Grades Add folder ø Pages Files Ø To get started, drop any video from your computer here or click the Create button to make a new recording Syllabus ø Quizzes Modules Ø Collaborations Attendance Library Resources Class List (AIMS) LockDown Browser uReply Panopto Recordings Office 365

Go to the <u>OLD</u> course, click "Panopto Recordings" and locate the videos to copy



For each video, 1) click Settings; 2) click Manage; under 3) Copy video, 4) type and choose the new course and 5) click "Create Full Copy"

Default Term - Training Course 101 🔹	▶ Lecture	e 01	
Sort by: Name Duration Date 💌			
Add folder	Overview	Merge into another session	
	Share	Merge into another session	
Office of the Chief Information Officer Lecture 01 2 years ago	Outputs Ouiz Results	Quiz Results Streams	Choose a folder or start typing to search
			Not selected
Jump Start Settings	Share References	3	
e-Learning Workshop Series Office of the CIO 1:02	Search	Copy video	
	Captions	Audio Descriptions	Lecture 01 (copy)
			The copied video will have the same owner as the original vide The copied video will have the same availability settings as the original video. The copied video will inherit viewer permission:
	Log		from its folder.
	2		Reference copies are best for sharing videos with distinct audiences. Full copies allow independent editing and are best making new versions of videos.
			Copy video to
			Default Term - Training Course 102
			Create Reference Copy Create Full Copy

If you need to batch copy all videos at a time

Please contact Digital Learning Support at <u>dl.support@cityu.edu.hk</u>