

How to migrate Panopto recordings to new Canvas course

Digital Learning Support
Talent and Education Development Office

Go to the NEW course and click “Panopto Recordings” so as to activate the feature

The screenshot shows the Panopto Recordings interface within a course management system. The breadcrumb path is "C_CIO_TRAINING_COURSE_102 > Panopto Recordings". On the left, a navigation menu lists various course tools, with "Panopto Recordings" highlighted by a red box. The main content area features a search bar for the folder "Default Term - Training Course 1...", a prominent red "+ Create" button, and a "Powered by Panopto" logo. Below this, the folder name "Default Term - Training Course 102" is displayed with a dropdown arrow, alongside icons for share, list, settings, and a "+ Subscribe" button. A "Sort by" dropdown menu is set to "Name", with options for "Duration" and "Date". An "Add folder" button is present. A central instruction reads: "To get started, drop any video from your computer here or click the Create button to make a new recording".

Go to the OLD course, click “Panopto Recordings” and locate the videos to copy

The screenshot displays a course interface for 'C_CIO_TRAINING_COURSE_101'. On the left, a navigation menu lists various course elements, with 'Panopto Recordings' highlighted by a red rectangular box. The main content area shows a search bar, a '+ Create' button, and a folder named 'Default Term - Training Course 101'. Below the folder name are icons for sharing, analytics, settings, and a '+ Subscribe' button. A sorting dropdown is set to 'Name'. An 'Add folder' input field is present. A video thumbnail is displayed with the title 'Lecture 01' and a duration of '1:02'. The video title is accompanied by a large red arrow pointing towards it. The video thumbnail itself features the text 'Office of the Chief Information Officer', 'Jump Start Canvas', and 'e-Learning Workshop Series Office of the CIO'.

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

Sort by: Name Duration Date

+ Add folder

Office of the Chief Information Officer

Jump Start Canvas

e-Learning Workshop Series
Office of the CIO

1:02

Lecture 01
• 2 years ago

Settings Share

1

Lecture 01

Overview
Share
Outputs
Quiz Results
Streams
References
Search
Captions
Audio
Descriptions

Manage
Log

2

Merge into another session

Existing session

3

Copy video

New video name

Lecture 01 (copy)

The copied video will have the same owner as the original video. The copied video will have the same availability settings as the original video. The copied video will inherit viewer permission: from its folder.

Reference copies are best for sharing videos with distinct audiences. Full copies allow independent editing and are best making new versions of videos.

4

Copy video to

Default Term - Training Course 102

Create Reference Copy **Create Full Copy** 5

If you need to batch copy all videos at a time

Please contact Digital Learning Support at dl.support@cityu.edu.hk