Panopto Focus - Bulk Copy or Move Sessions

You can bulk copy or move sessions but it must be done outside of the Springboard integration.

Step 1: Add your UAnet ID to your Panopto Folder

1. Open a web browser window to:
   https://springboard.uakron.edu

2. Log in with your UAnet ID and password.

3. Enter your course.

4. Select the link to the Panopto integration that you created previously.

5. Panopto will launch within the Springboard frame.

6. Select the share icon

7. Select “Enter names or email addresses.”

8. Type in your UAnet ID. The system will search for your ID.

9. Select “as Creator.”

10. Select the ID that has uanet\ in front.

11. Select “Share.”

12. Your ID should now appear in the shared list.
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Step 2: Log into the Panopto Web Portal

1. Open a web browser window to: coursecast.uakron.edu

2. Log in with your UAnet ID and password. (make sure to select “uanet” from the menu.

3. Select your course.

Moving Recordings

1. Select the recordings that you wish to move.

2. Select the “Move” button.

3. Choose a folder to move the recordings into.

4. Select the “Move” button.

Copying Recordings

1. Select the recordings that you wish to copy.

2. Select the “Copy” button.

3. Choose a folder to copy the recordings into.

4. Select the “Copy” button.