

# Move your Panopto video to your Blackboard site folder

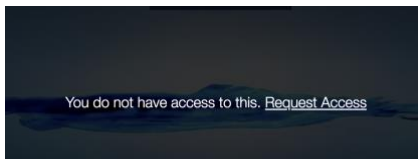
If you accidentally record your Panopto videos to a private folder like your **My Folder** and then link to / embed the videos there, students will not have the correct permissions to view the videos. You will need to move these videos to the correct Panopto folder that was created when you configured your Blackboard site for Panopto.

**Pre-requisite:** You have configured your Blackboard site with Panopto.

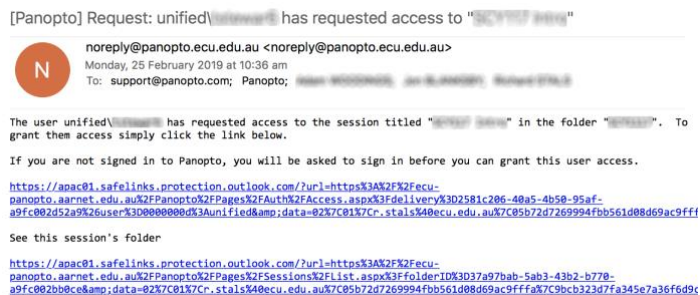
## How to know if this is an issue for your own videos

Although you will be able to view the video, you will have one or both of the following issues:

1. Students report seeing an error message: *You do not have access to this.* [Request Access](#)

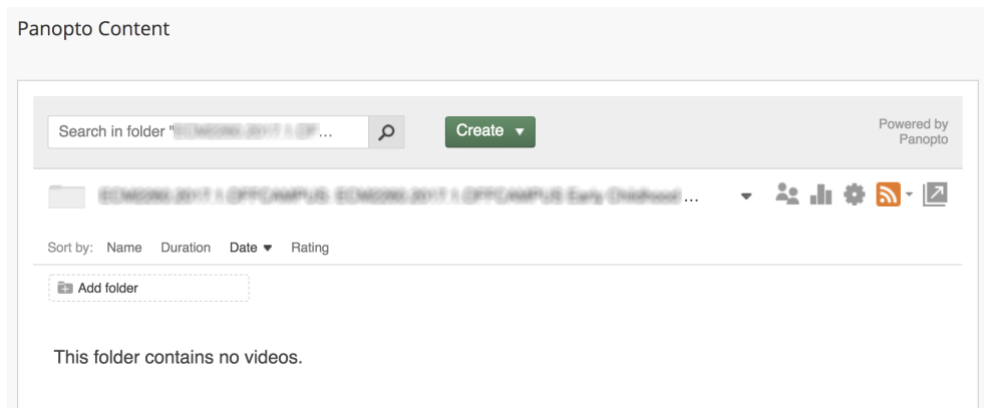


2. You receive one or more emails like the following:



## How to move your Panopto Video to the correct folder

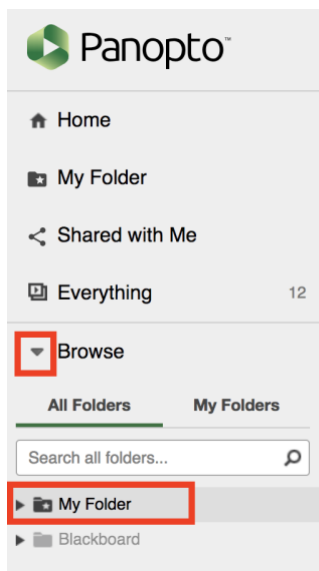
1. Log into Blackboard and navigate to your Blackboard site.
2. Click on the link to the Panopto tool in your Unit menu to open Panopto.



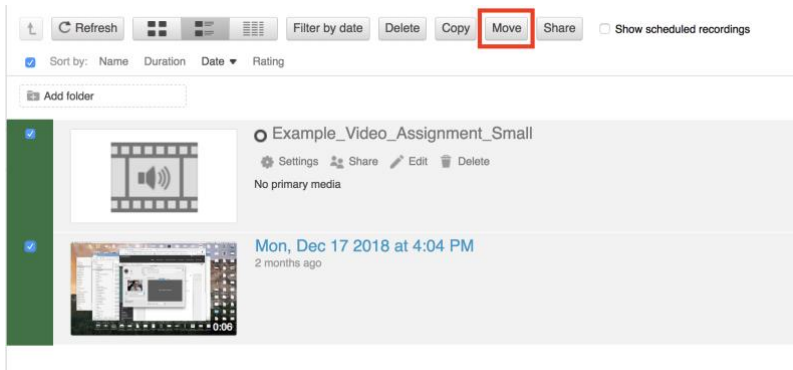
3. Click on the **Open in Panopto** icon.



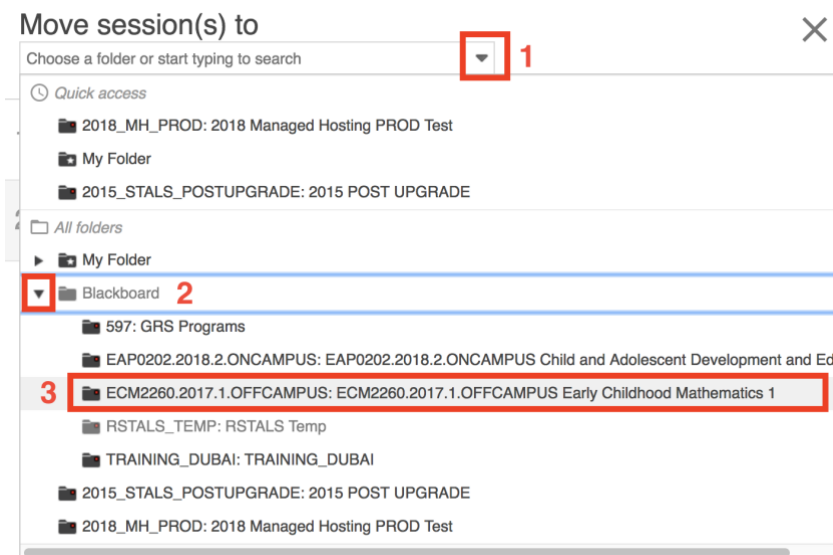
4. On the left-hand menu, click the **Browse** menu item to expand, and then select the folder where your videos are currently stored, e.g. **My Folder**.



5. Select the checkbox beside all the videos that you need to move from your private folder into the Blackboard unit Panopto folder. Then click the **Move** button.



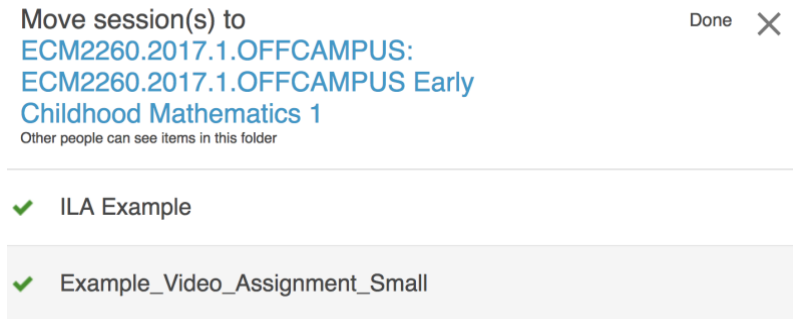
6. Click the drop-down arrow in the **Move session(s) to** selection box to expand the list of your Panopto folders. Then click the arrow beside the **Blackboard** folder to expand it. Select the folder for the Blackboard site your videos belong to.



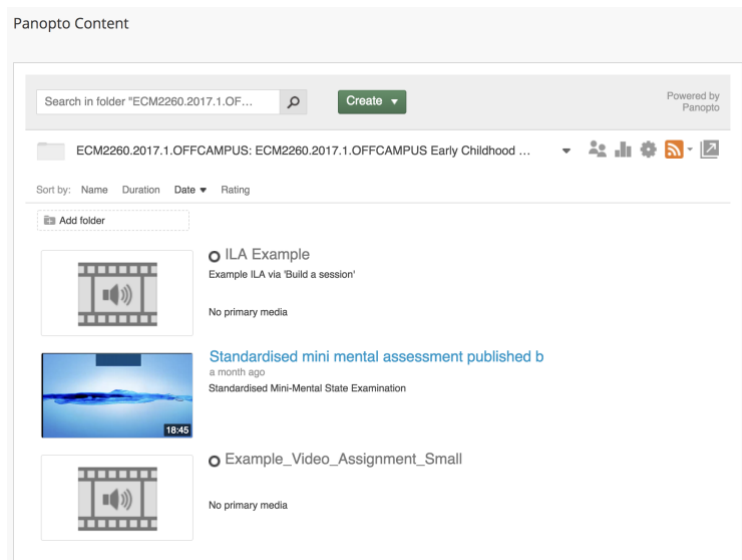
7. Then click the **Move** button that appears at the top of the page.



- Once completed, you will see a green tick beside each video you just moved. Click the **X** icon to close.



- Close the browser tab and return to your Blackboard site. Click on the Panopto link on your unit menu. You will see the videos you just moved listed.



This means that your students will now have the correct permissions to view these videos in this Blackboard Unit Site. All your embedded videos and links will automatically follow to the new location of these videos.

### More information:

For more information see the Panopto page in the Learning Intranet

<http://intranet.ecu.edu.au/learning/learning-technologies/panopto-lecture-capture/panopto-for-staff>