Quick Guide: Linking to past Panopto folders

The Panopto link on your Blackboard menu points to the Panopto folder for the current semester.

In Semester 1 you used a Panopto folder to contain your recordings. To re-use these materials during Semester 2 you do not need to copy or duplicate your work, you simply link to the Semester 1 folder.

**Step 1:** Click the Panopto link on your Blackboard sidebar

**Step 2:** In the Panopto folder, scroll to the bottom and click the **Re-Configure** button.

**Step 3:** On the **Configure Panopto Course** screen,

- click on the **Selected Folder** for the current semester, then click **Remove**
- locate and select the past folder you wish to re-use from the **Available Folders** list, click **Add**
- click **Submit**.

Your Panopto link now points to the past folder containing your existing video recordings. Any recordings you make this semester will be uploaded to that folder.