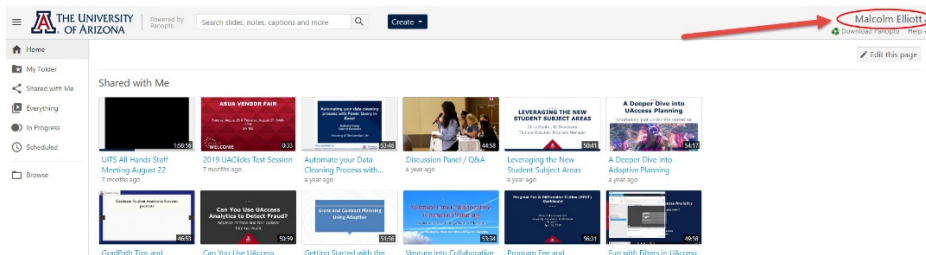
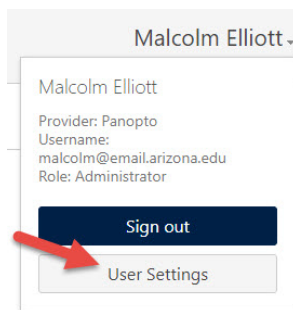


Selecting your Panopto Folder for Zoom Cloud Recording

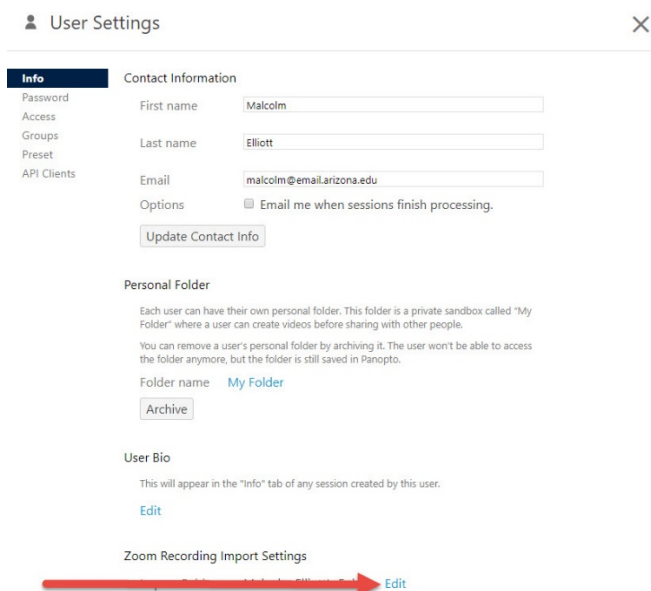
1. Log in to Panopto through D2L by opening one of your current courses and going to UA Tools Health Sciences>Panopto
2. Click on your name in the upper right corner



3. Select the User Settings button

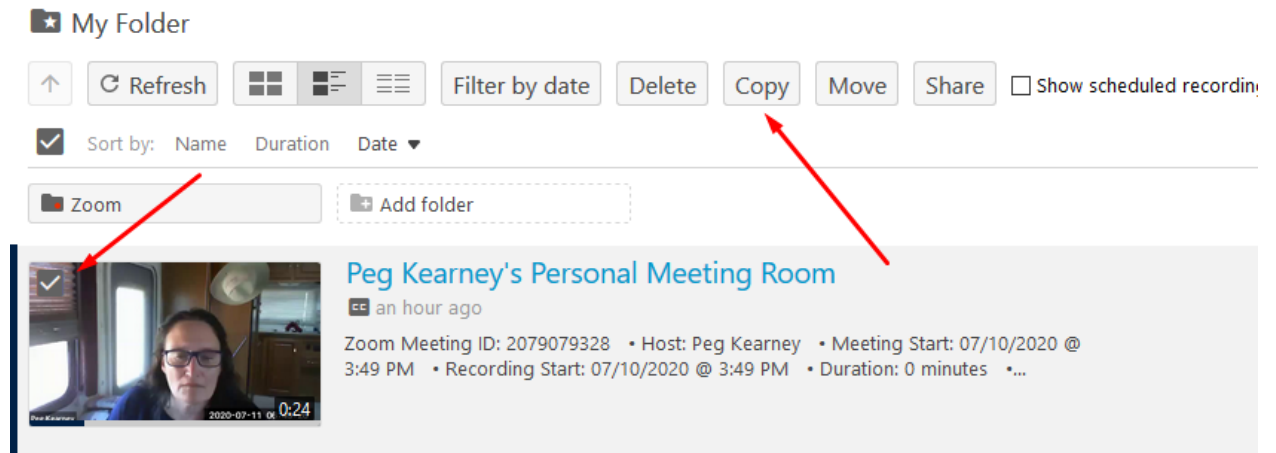


4. Under Zoom Recording Import Settings select the Edit option



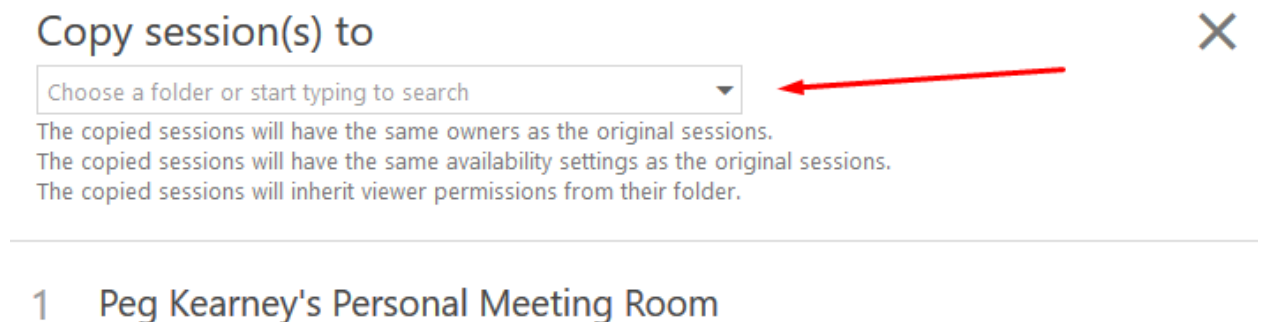
Set your **My Folder** to be the default location for recordings. All future Zoom recordings for any meeting that you host will now go directly into your My Folder in Panopto.

To use your recording for your course, you will need to copy it to your course folder. To do this, click on the checkbox in the thumbnail preview in your My Folder and select Copy from the menu above.



The screenshot shows the 'My Folder' interface. At the top, there's a 'My Folder' header with a star icon. Below it are several buttons: 'Refresh', view toggles, 'Filter by date', 'Delete', 'Copy', 'Move', 'Share', and a checkbox for 'Show scheduled recordings'. A 'Sort by' dropdown is set to 'Name'. Below the buttons is a 'Zoom' folder icon and an 'Add folder' button. The main content area shows a video thumbnail for 'Peg Kearney's Personal Meeting Room' with a checkmark in the top-left corner. A red arrow points from the 'Copy' button to the thumbnail's checkmark. Another red arrow points from the 'Zoom' folder icon to the video thumbnail.

From the popup window, choose the course you want to copy the video to from the drop-down menu at the top of the window.



The screenshot shows a 'Copy session(s) to' popup window. At the top right is a close button (X). Below the title is a search bar with the placeholder text 'Choose a folder or start typing to search'. Below the search bar are three lines of text: 'The copied sessions will have the same owners as the original sessions.', 'The copied sessions will have the same availability settings as the original sessions.', and 'The copied sessions will inherit viewer permissions from their folder.' Below this text is a list with one item: '1 Peg Kearney's Personal Meeting Room'. A red arrow points from the search bar to the list item.

Once the video is in your course folder, you can link to it from your course content and students will automatically have access.