To move the videos, you will first want to create a folder in your MyFolder area. This will help you keep your videos organized.

Create a Folder in MyFolder Area

1. Log in to D2L and access your Master Online Course or Development course shell.

2. Click the Videos tab in the Navbar. This will open a new window or browser tab and take you to the folder associated with this course shell in Panopto.

3. In the left-hand navigation, click on MyFolder.

4. Click the +Create button in the upper left corner.
5. Select **New Folder**.

6. In the pop-up window that appears, **give the folder a name**. It is recommended the folder be named with a date and the course number with which the videos are associated.

7. **Click Create Folder**.

8. Change the information about **Who can access this folder** to maintain access to the videos regardless of semester. **Click the Change link** in the **Who can access this folder section**.
9. Select **Your Organization (unlisted)** from the choices and click **Save**.

10. Close the pop-up window.
11. From the left-hand navigation menu, click **Browse** to search for the Master or Development course shell in which the videos are housed.

12. Click the **My Folders** tab in the upper-right portion of the browse screen. This will display all of the course folders that have been created in Panopto and to which you have access.

13. **Select the appropriate course** from the list.

14. You are now ready to **Move** the videos.

**Moving Videos in Panopto**

In addition to the [JCB Tech Tip video](#), ITD provides [these instructions](#) for moving videos from the original course folder to another folder in Panopto.

In the **Move window (Step 5)**, be sure to select **MyFolder** and then the **course folder** you created with the above steps from the list under **Move session(s) to**. Click the > icon to expand the list.

If you have further questions or need assistance with Panopto, please contact the ITD Help Desk at [help@mtsu.edu](mailto:help@mtsu.edu) or (615) 898-5345.