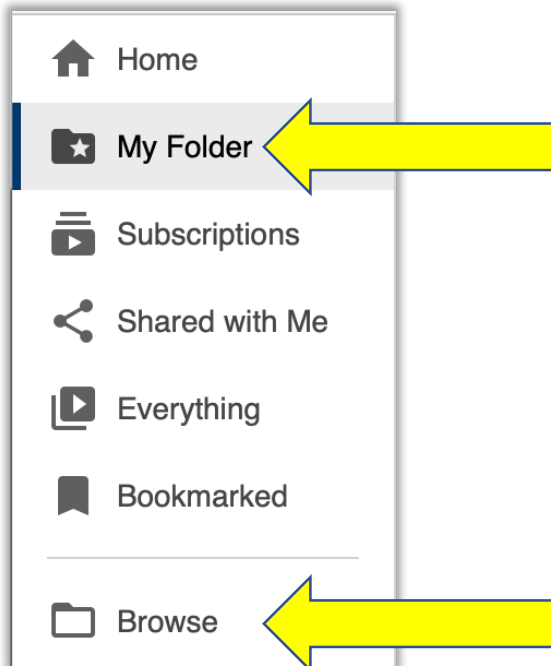


Moving Panopto Files and Folders

Panopto Video Retention Policy at USD: Any Panopto video not viewed in TWO years outside of your personal "My Folder" will be deleted. Any Panopto videos in your personal "My Folder" will stay.



Locating "My Folder": Login to sandiego.hosted.panopto.com with your USDOne login. Your "My Folder" is your personal folder and you will always have access to those videos.

Locating Other Folders: You can find Panopto course folders from Blackboard under the "Browse" tab.

TIP: If you would like to move videos inside to your "My Folder" you can select those video(s), click the "Move" button that will appear at the top of the page, then select your "My Folder" from the dropdown.

You can also move entire folders into your "My Folder". [Click here](#) to watch a video on this process. If you have any questions email facultysupport@sandiego.edu.