

Panopto Merge and Copy

With Panopto 4.0, session copy can now be done with a single click. The Merge function still allows you to repair separated recordings as well. Separated recordings occur when Sessions are being captured from two or more computers. Since Panopto allows you to record Audio and Video from one computer and secondary sources like PowerPoint and Screen Capture from another, it's possible that these streams get recorded to two separate Sessions (one with video/audio and one with screencap/PowerPoint).

When recording from multiple computers, it is necessary to select the same Session within each Panopto Recorder involved. Simply typing the same name will not achieve this. One of the computers involved will need to create the main Session, then the others must select the same Session from the drop down list of available Folders and Sessions.

Session Merge

Step 1

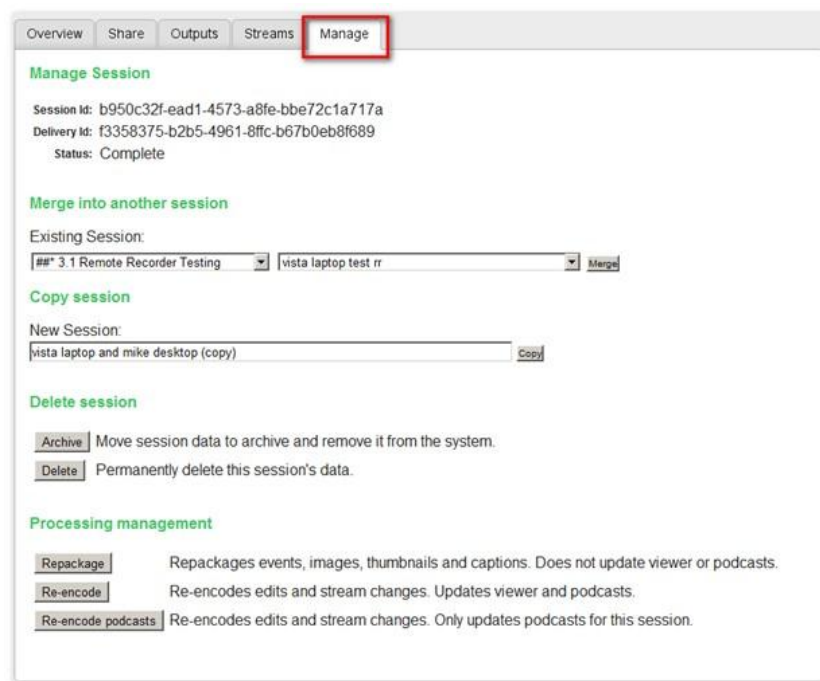
Go to your Panopto website and log in with an account that has access to the Folder that the content has been recorded to.

Step 2

Once you have found the Folder, click on settings to the right of one of the Sessions in question.

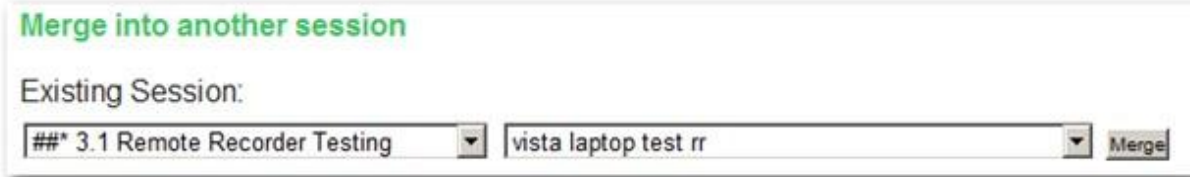
Step 3

On the Settings page, select the tab labeled "Manage".



Step 4

The first drop down selection box allows you to select the Folder that the other piece of the Session is located in. The second drop down selection box is where you would select the other Session name that you want to merge this recording with.



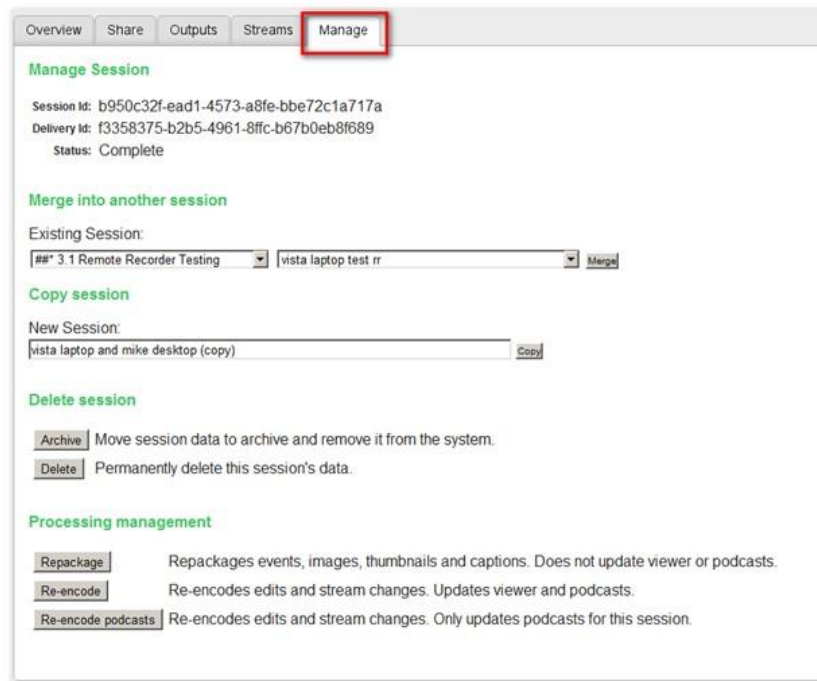
Step 5

After you have selected the Folder and Session to merge with, simply click the Merge button. The Session will re-encode and be synchronized as one recording.

Copy a Session

Step 1

To copy a session, navigate to the settings of the session you want to copy and click on the “Manage” tab.



Step 2

Once on this page, simply type in a new session name, and click on “Copy.”



More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

"Merge and Copy." Panopto Support. Web. 09 Jan. 2012. <<http://support.panopto.com/focus-4-articles/13-administration/334-merge-and-copy>>.

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