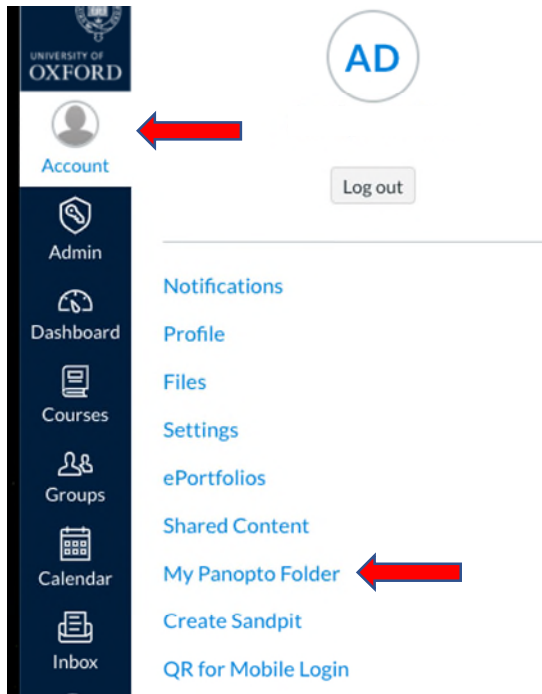
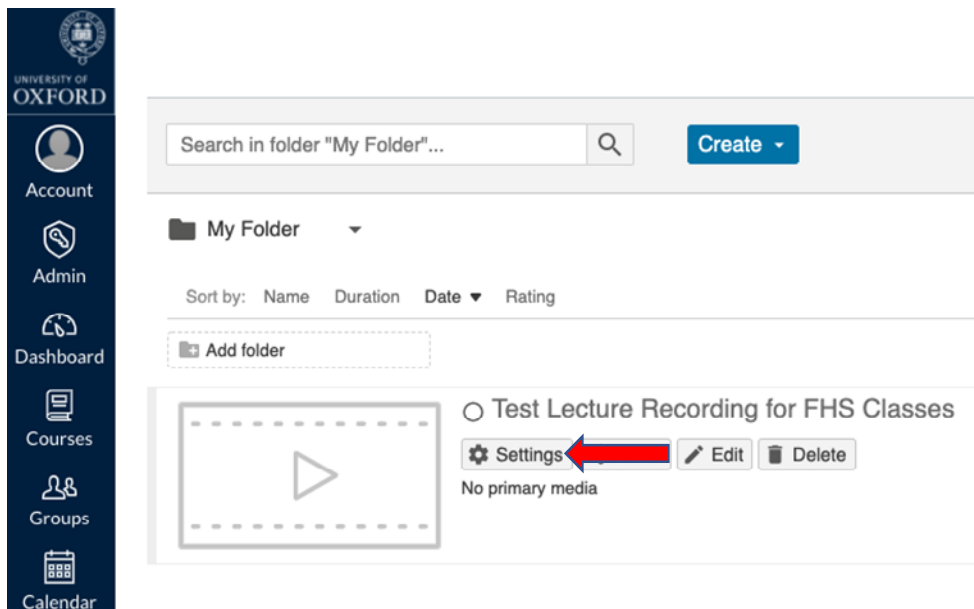


## Philosophy Canvas Recordings - guidance on how to move your recordings

1. Log into Canvas at [www.canvas.ox.ac.uk](http://www.canvas.ox.ac.uk)
2. Open your 'My Panopto Folder' in Canvas



3. Hover over the file you wish to move (to the relevant Philosophy Canvas course) and click 'Settings'



4. If you want to make a copy of your recording, and move the copy instead, click on *Settings > Manage > Copy* (under the Copy session heading). You can rename the copy under *Settings > Overview > Name* and click on 'Edit'

- To move a file, click on *Settings > Overview > Folder* and click on 'Edit' to the right of 'My Folder'.

## ▶ Test Lecture Recording for FHS Classes

The screenshot shows the 'Test Lecture Recording for FHS Classes' page. On the left is a navigation menu with 'Overview' selected. The main content area has 'Session Information' with fields for Name, Folder, Preview image, Viewer link, Owner, Webcast, Discussion, and Downloads. The 'Folder' field is open, showing a search bar with the text 'Choose a folder or start typing to search' and a red arrow pointing to it. Below the search bar is a 'Quick access' section with 'My Folder' selected. Underneath are two folders: '2019-20 Academic Year - Philosophy Graduate Classes' and '2019-20 Academic Year - Philosophy FHS Classes'. Below that is an 'All folders' section with a list of folders including 'My Folder', 'Canvas', 'Faculty of Music', 'Faculty of Philosophy', 'Graduate Courses', 'History Faculty', 'IT Services', and 'Music and the Internet'. An 'Edit' link is visible next to the folder name.

- In the Choose a folder search field, start typing '2020-21' and choose the relevant 2020-21 Academic Year folder that appears.

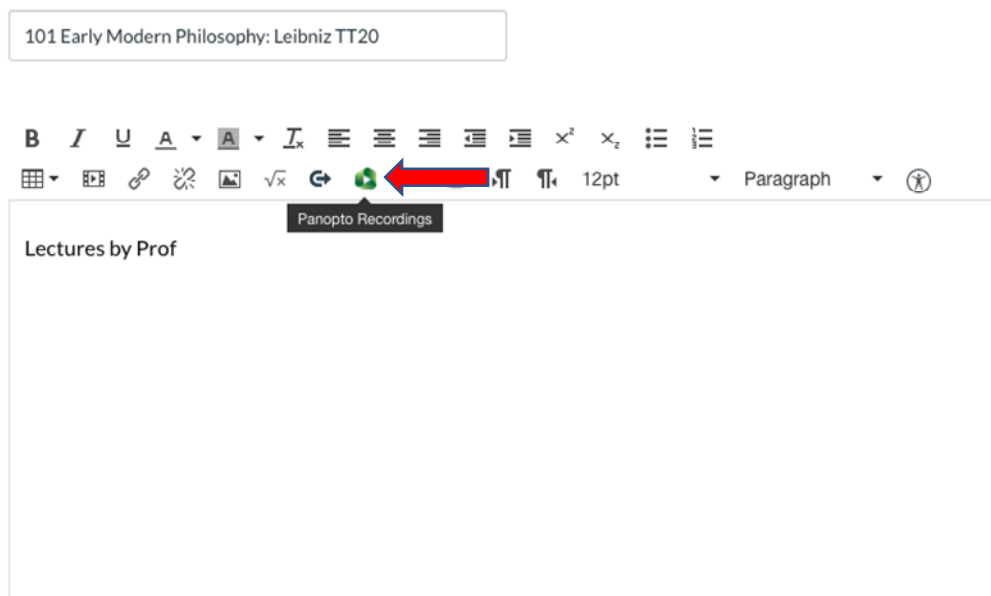
The screenshot shows the 'Test Recording' page. The 'Folder' field is open, showing a search bar with the text '2020-21' and a red arrow pointing to it. Below the search bar are four folders: '2020-21 Entry - Philosophy Other Events', '2020-21 Academic Year - Philosophy Graduate Classes', '2020-21 Academic Year - Philosophy FHS Classes', and '2020-21 Academic Year - Philosophy Mods/Prelims Classes'. The '2020-21 Academic Year - Philosophy FHS Classes' folder is highlighted.

And click on Save

## ▶ Test Recording

The screenshot shows the 'Test Recording' page. The 'Folder' field is now set to '2020-21 Academic Year - Philosophy FHS Classes'. A red arrow points to the 'Save' button, which is located below the folder selection dropdown. There is also a '+ Tag' button below the 'Save' button.

7. Close this dialog box and the file will then have been moved to the relevant folder
8. To insert the recording in your lecture/class page, navigate to the relevant course in Canvas and click on your lecture class/page.
9. Click on the 'Edit' button (top right)
10. In the editable field that appears, click inside the page where you wish the recording to appear and then click on the Panopto icon



11. Then choose the recording from the list that appears and click 'Insert'

