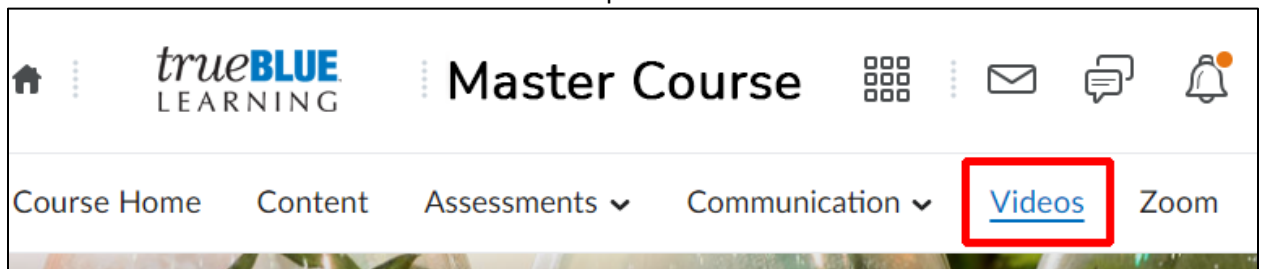# MTSU Online — Moving Videos from Master Course / Development Course to MyFolder Area in Panopto

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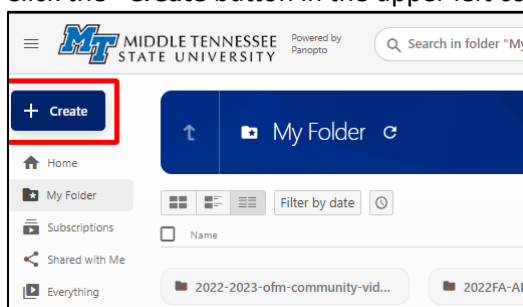
Create a Folder in MyFolder Area

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.
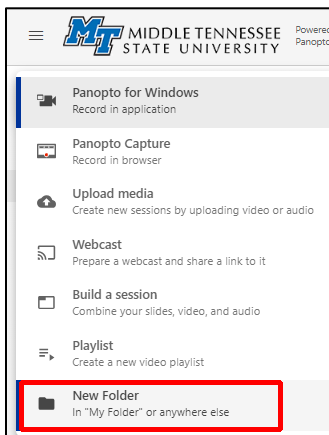

3. In the left-hand navigation, click on **MyFolder**.
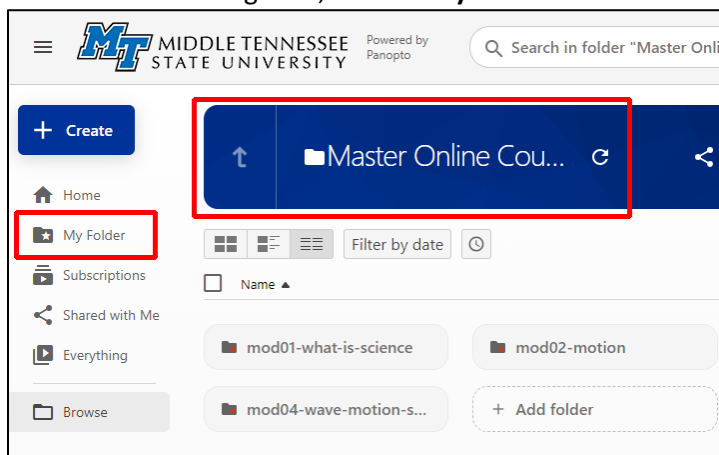
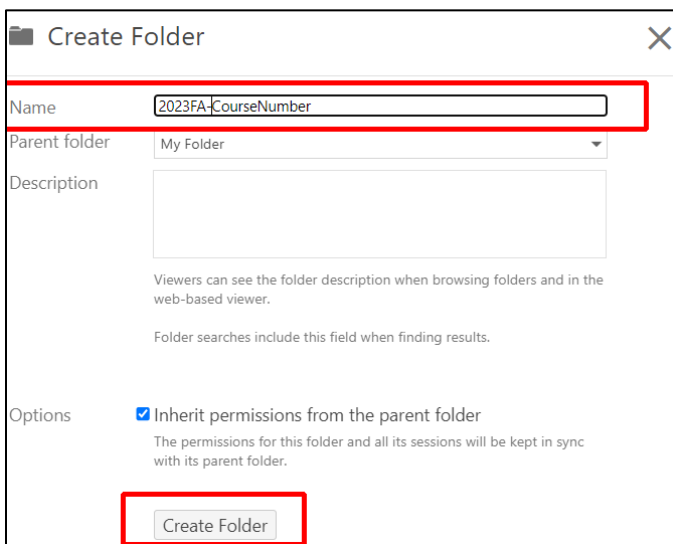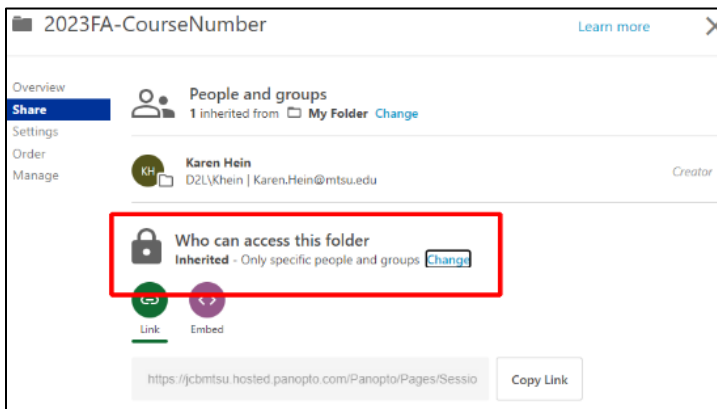4. Click the +**Create** button in the upper left corner.

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.
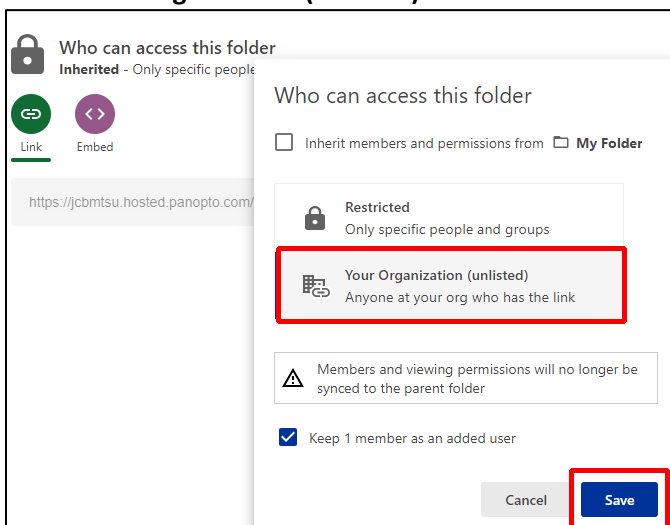
7. Click **Create Folder.**

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.
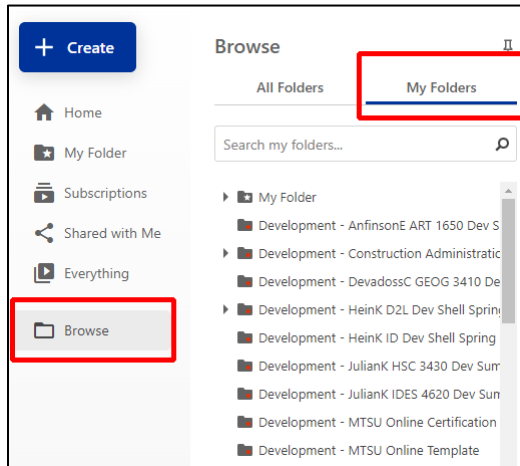

13. **Select the appropriate course** from the list.

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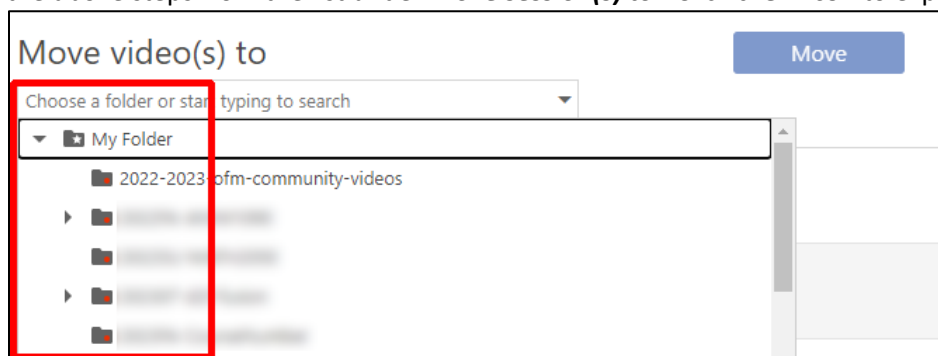
If you have further questions or need assistance with Panopto, please contact the ITD Help Desk at help@mtsu.edu or (615) 898-5345.