

## UWL REPLAY: MOVE RECORDINGS BETWEEN FOLDERS

This guide will show you how to move a recording from one folder to another. This is very useful in case you have uploaded your recording to your personal folder rather than the module's assignment folder.



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1. You must first access UWL Replay then search for the recording you are looking for. There are different way of access UWL Replay:

a. **directly** – by visiting <u>https://uwl.hosted.panopto.com</u> and login, you will be redirected to UWL Replay immediately.

b. **via Blackboard** – alternatively, you can access Blackboard first, then visit UWL Replay as seen in the image below.

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\* Additional guidance on how to access learning technologies, including UWL Replay is available here: <u>https://campuspress.uwl.ac.uk/teaching/students-guidance/misc-faqs/accessing-learning-technologies/</u>.

- 2. You will be redirected to UWL Replay's home page
  - a. **my folder** select this to view recordings that are **private to you**.
  - b. recording find the recording you need to move to another folder
     \* You are recommended to include your student ID in your recording's name

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- 3. Hover on the video and select **Settings** to view its settings panel
  - i. name to change the name of your recording, select edit next to it
  - ii. **folder** select edit next to the folder name and find the correct *module assignment folder* to move the recording.

\* All assignment folders have **the same name as the module** with **[assignments]** at the end.

My Folder						
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Sort by: Name Duration Date • Rating						
Add folder						
12345678 - Wildlife recording						
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		Viewer link https://uwl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b11				

\* Once changed, the new name of the module's assignment folder will be visible in the folder name as seen below.

▶ 12345678 - Wildlife recording			
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4. When the recording is successfully moved, it will no longer be available in your **My folder** as seen below.

My Folder
↑ C Refresh
Sort by: Name Duration Date  Rating
Add folder
You don't have any videos in your personal folder yet Get started by clicking on the Create button