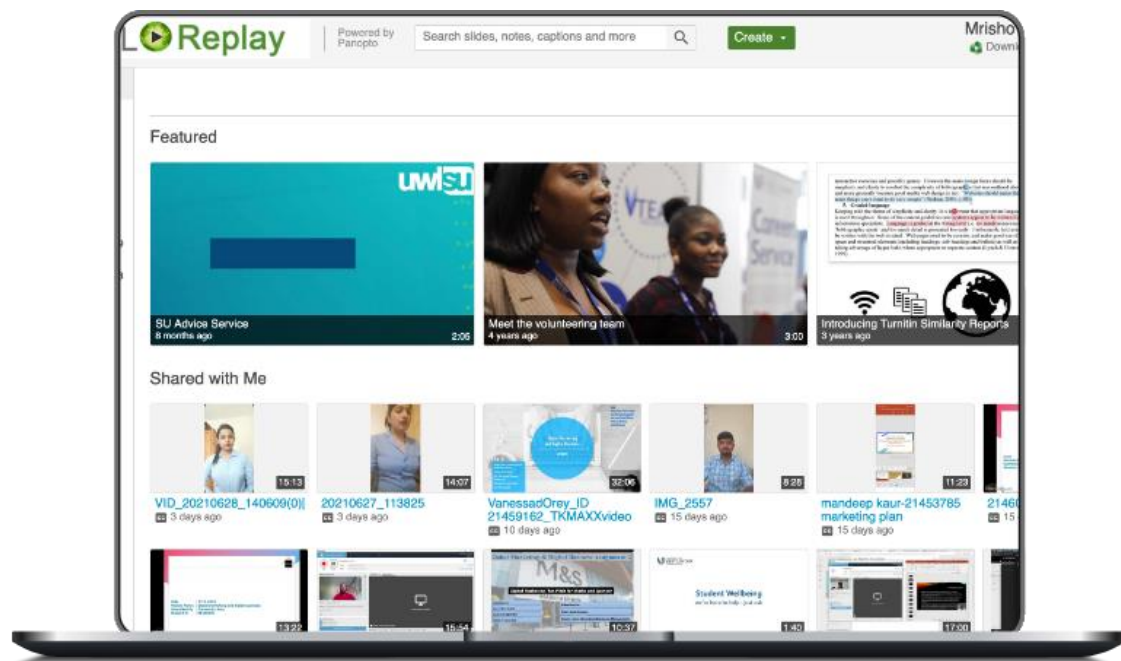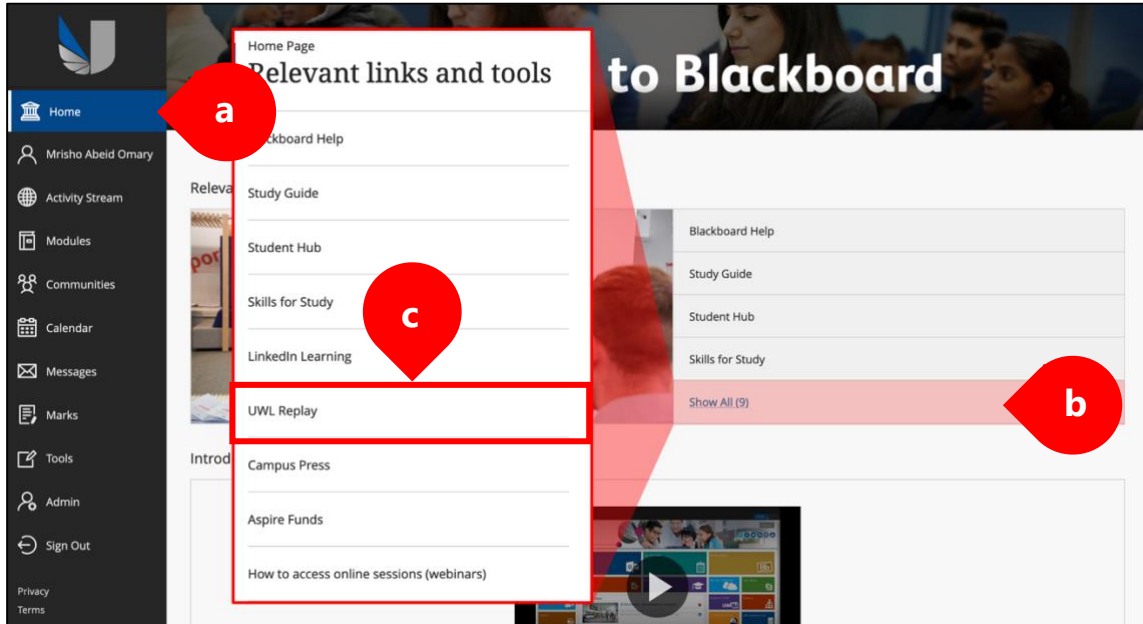# UWL REPLAY:

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.
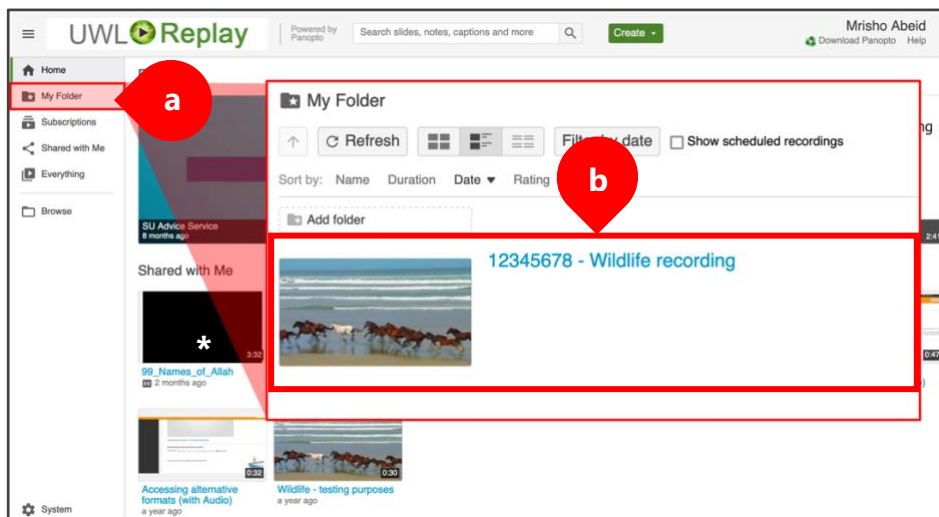

Published
Friday, 09 July 2021

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 **https://uwl.hosted.panopto.com** 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.

* Additional guidance on how to access learning technologies, including UWL Replay is available here: https://campuspress.uwl.ac.uk/teaching/students-guidance/misc-faqs/accessing-learning-technologies/.
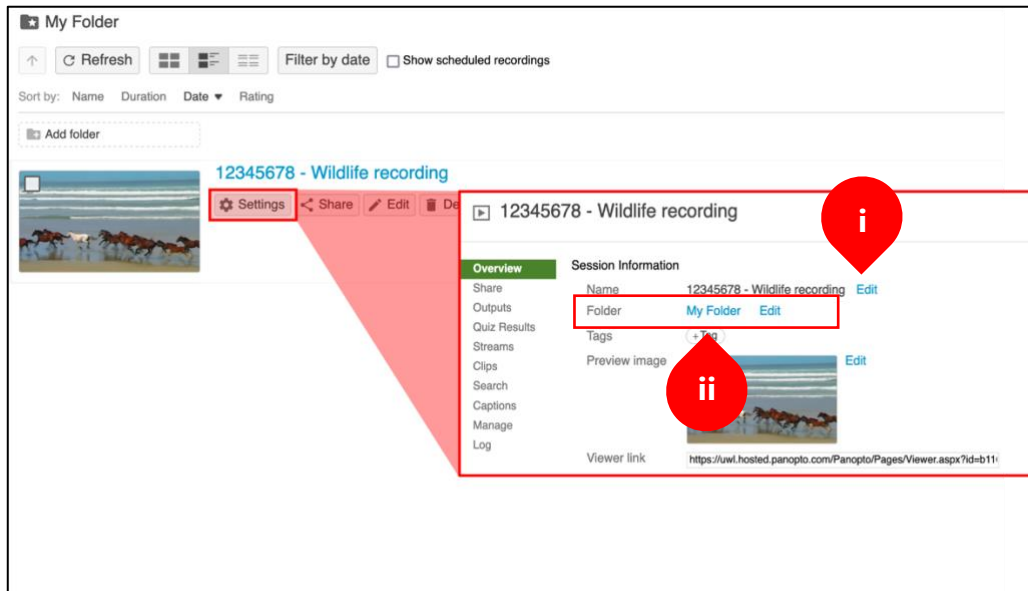
2. You will be redirected to UWL Replay's home page

   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*
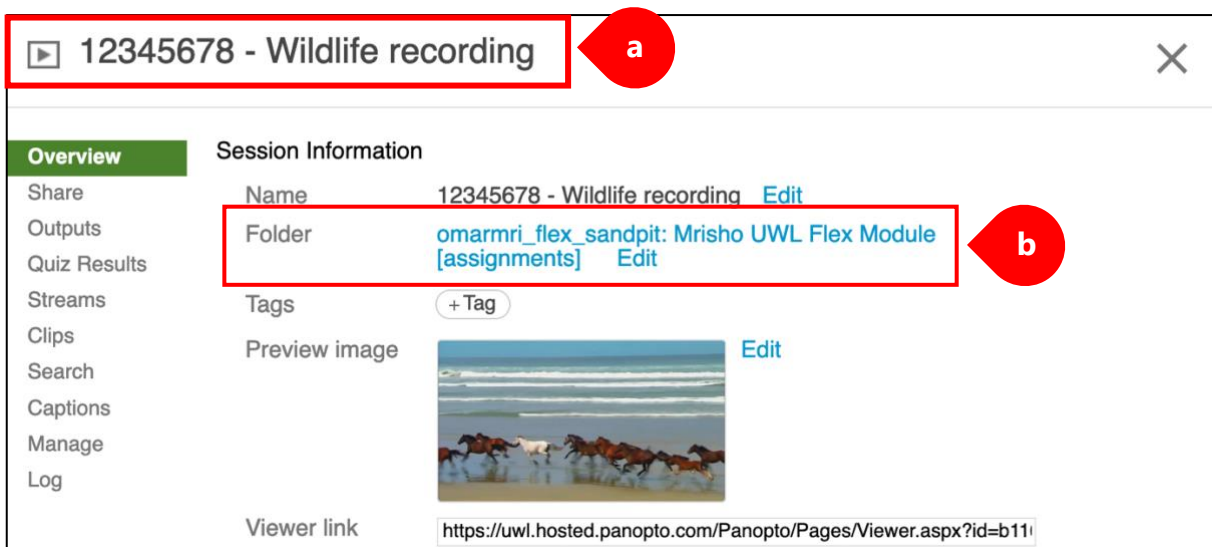
3. Hover on the video and select **Settings** to view its settings panel
    i. **name** – to change the name of your recording, select **edit** next to it
    ii. **folder** – select edit next to the folder name and find the correct *module assignment folder* to move the recording.
        * All assignment folders have **the same name as the module** with **[assignments]** at the end.

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

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