RENAME A PANOPTO RECORDING

1. Change the Video Name in the Editor.

1.1. Hover your mouse over the video you wish to edit. Click Edit to access the Panopto Editor.
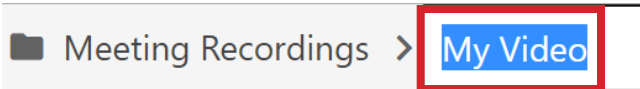
My Video
a month ago in Meeting Recordings

Zoom Meeting ID: 91829410248 • Host: Ryan Blegen • Meeting Start: 01/25/2021 9:57 AM • Recording Start: 01/25/2021 @ 9:58 AM • Duration: 37 mins •...

⚙ Settings   ⌣ Share   ✎ Edit   ⅠⅠ Stats   🗑 Delete

1.2. A new window will open in the Panopto editor.

1.3. To change the name from within the editor single-click the name at the top of the editor. This will allow you to edit the video's name.

📁 Meeting Recordings › My Video

2. Change the Video Name from the Settings menu.

2.1. From within the folder, hover over the video and select the Settings button that appears.
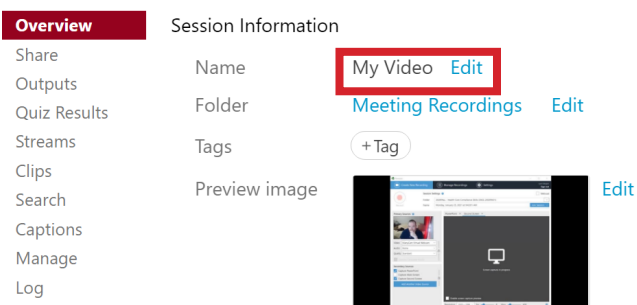
My Video
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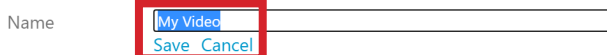
⚙ Settings   ⌣ Share   ✎ Edit   ⅠⅠ Stats   🗑 Delete

2.2. On the Overview tab, you can change the name of your video by selecting Edit.

Overview   Session Information

Share   Name   My Video   Edit
Outputs
Quiz Results   Folder   Meeting Recordings   Edit
Streams
Clips   Tags   + Tag
Search
Captions   Preview image   Edit
Manage
Log

2.3. Edit your video name and click Save.

Session Information

Name   My Video
              Save   Cancel

NOTE!

Creator access to is required in order to edit

For additional support contact lms@mitchellhamline.edu