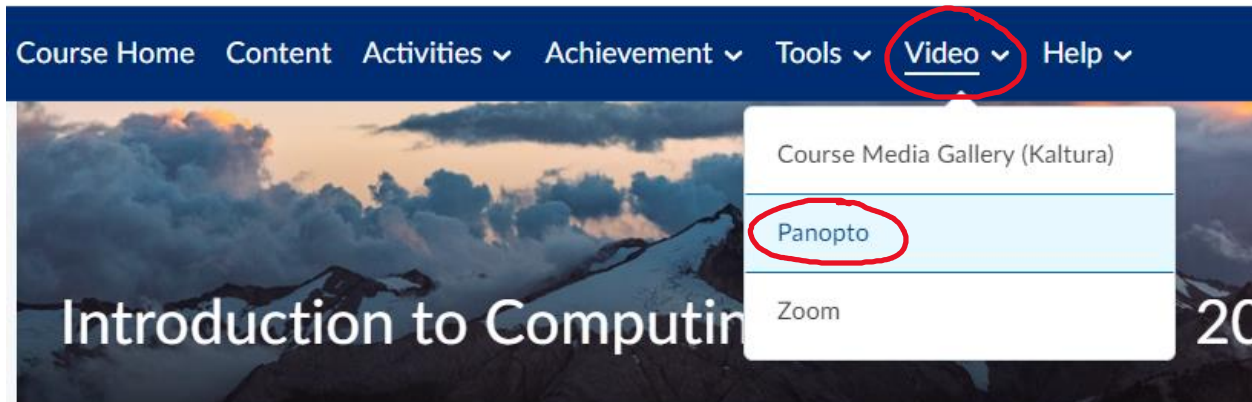
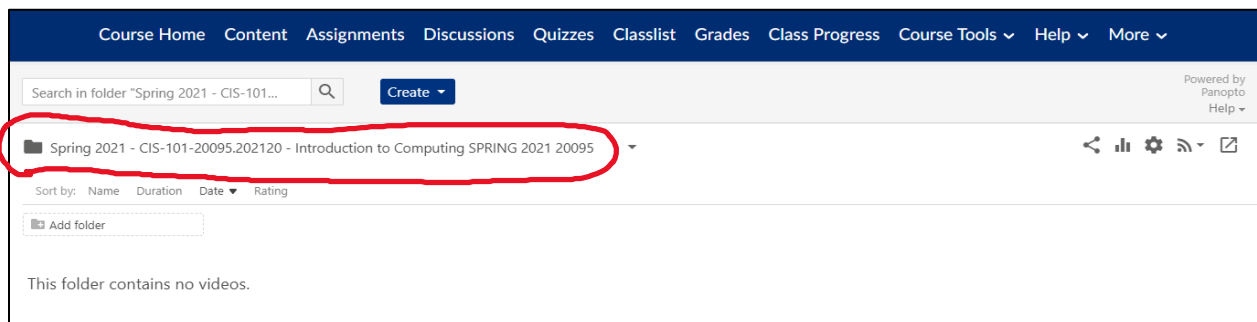


How to Map your Zoom Recordings to your Classes Panopto Folder

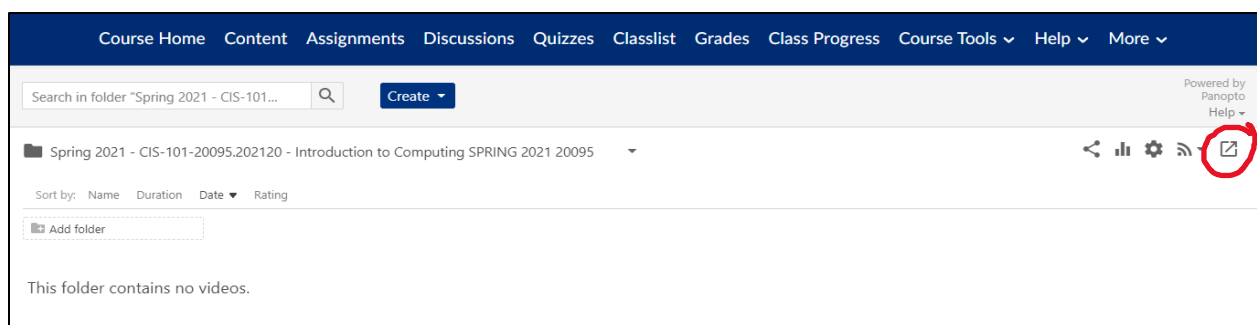
- **First make sure to provision your course(s) Panopto Folder.**
 - In order to create/provision a Panopto folder on Classes:
 - Go to <https://classes.pace.edu>.
 - Select your course under **My Course**.
 - Once you are in your course, select **Video** from the navbar followed by **Panopto**.



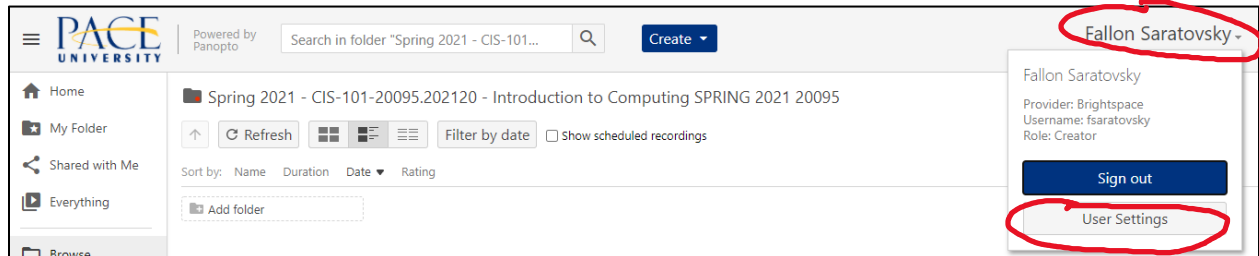
To know that you have successfully provisioned or created your course folder for Panopto, you will see the name of your course (once the page has loaded) – screenshot posted below.



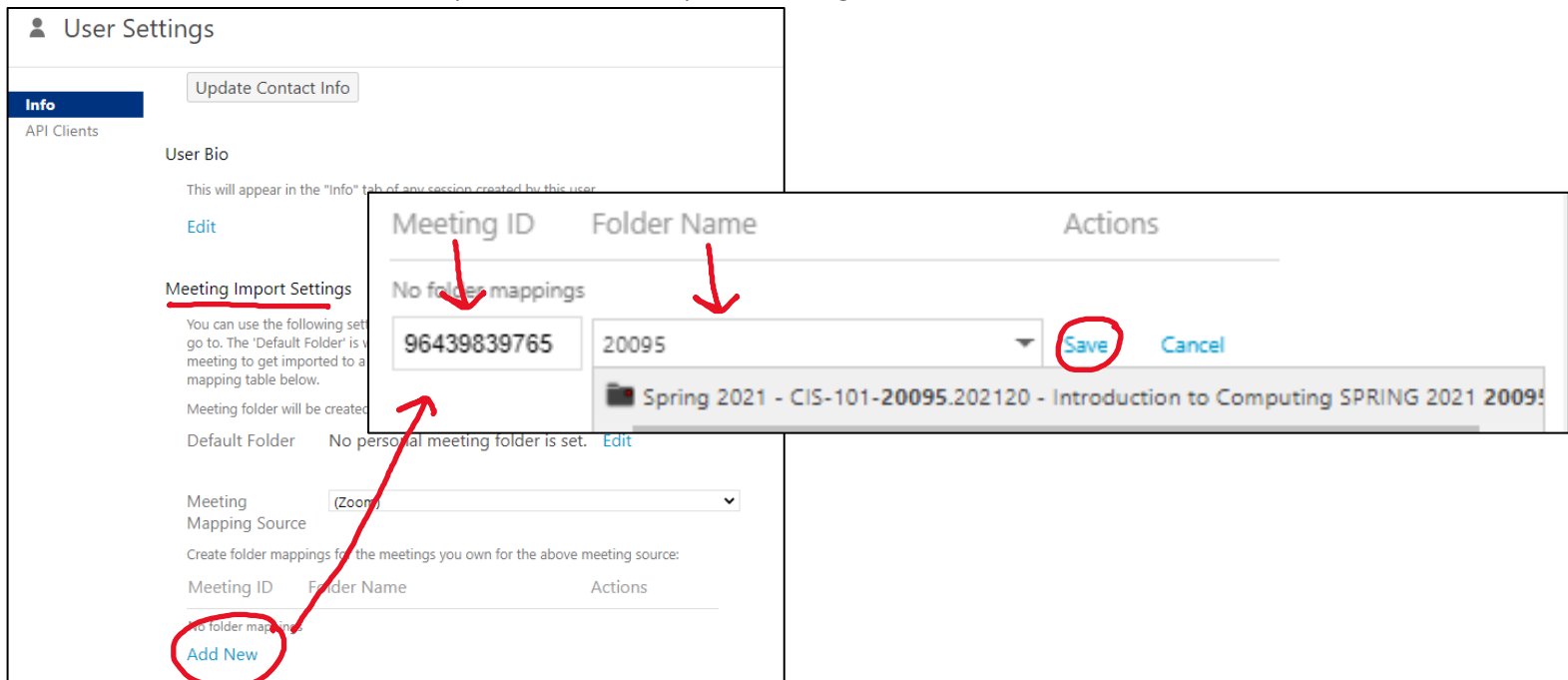
- **How to Map your Zoom Lectures to your courses Panopto Recording folder:**
 - First, make sure you have set up a reoccurring Zoom meeting for your class.
 - The session **must** be reoccurring in order for it to map properly after each class.
 - Go to any of your courses, select **More** from the navbar followed by **Panopto**.
 - Once you see your Panopto folder, select the **Open in Panopto icon**.



- In the top right corner of the Panopto server, select the **down arrow next to your name** and click **User Settings**.



- in the User Settings menu, scroll down to **Meeting Import Settings**.
- Select **Add New**.
- Enter the **Zoom Meeting ID** you have set up for your course (no spaces).
- Select your courses Panopto folder (you can search by CRN).
- Followed by **Save**.
 - Now all of your class meetings for that specific class will be automatically pushed in the Panopto Recordings folder on classes.



Create folder mappings for the meetings you own for the above meeting source:

Meeting ID	Folder Name	Actions
96439839765	Spring 2021 - CIS-101-20095.202120 - Introduction to Computing SPRING 2021 20095	Delete
Add New		

This is an example of a mapped Zoom recording on Panopto.