**Make a DMU Replay recording available in two or more modules**

To make DMU Replay recordings available in two or more modules, you will need to make a copy of the original recording(s) and then move the copy(ies) to the other module(s) folder(s).

As follows:

1. Navigate to **http://panopto.dmu.ac.uk** and log in

2. Click on the folder containing the recording(s) that you want to copy into a different module



3. From the list of recordings, select which ones you want to copy by clicking in the little square next to each recording



4. Click the **Copy** button



5. Using the **Copy session(s) to** menu (click the little arrow)



6. And select which folder/module you want to copy the recordings to



7. Click the **Copy** button to begin the copy process



8. When the process is complete, click the **X** to close the copy panel



9. Go into the folder where you have copied the recordings to



10. You should be able to see the recordings listed (note: the recordings will be re-processed, so will be unavailable to view for a short time)



11. Once the recordings have re-processed you can create links to them in your Blackboard module as usual

To copy the same recordings into another module repeat the process from step 1.