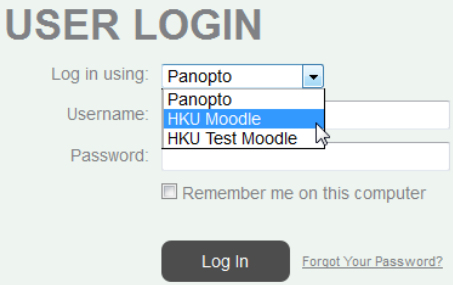


## Duplicate a Panopto video

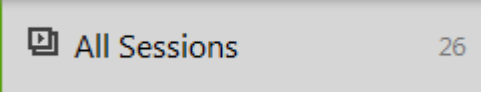

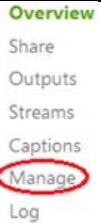
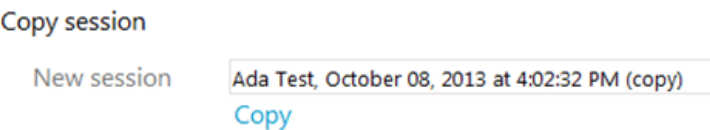
**Note:**

1. Only users with “Creator” role in the Panopto folder can duplicate a Panopto video

### Login Panopto account

1.	Open a browser and go to <a href="http://lecturecapture.hku.hk">http://lecturecapture.hku.hk</a>	
2.	Select “HKU Moodle” to login to the Panopto account. Click “Log In”	
3.	Select “HKU Portal account (CAS)”. Login Panopto account by using <b>UID</b> and <b>PIN</b> .	<a href="#">HKU Portal account (CAS)</a>

### Duplicate a Panopto video

1.	Click “All Sessions” button on the left hand side to view all Panopto videos.	
2.	Click “Settings” icon.	
3.	Click “Manage”.	
4.	Under “Copy Session”, enter the session name for the duplicated video. Click “Copy”.	
5.	Please be reminded that the video needs to be re-encoded for the new version. It takes about 45 mins for a 2-hour video.	