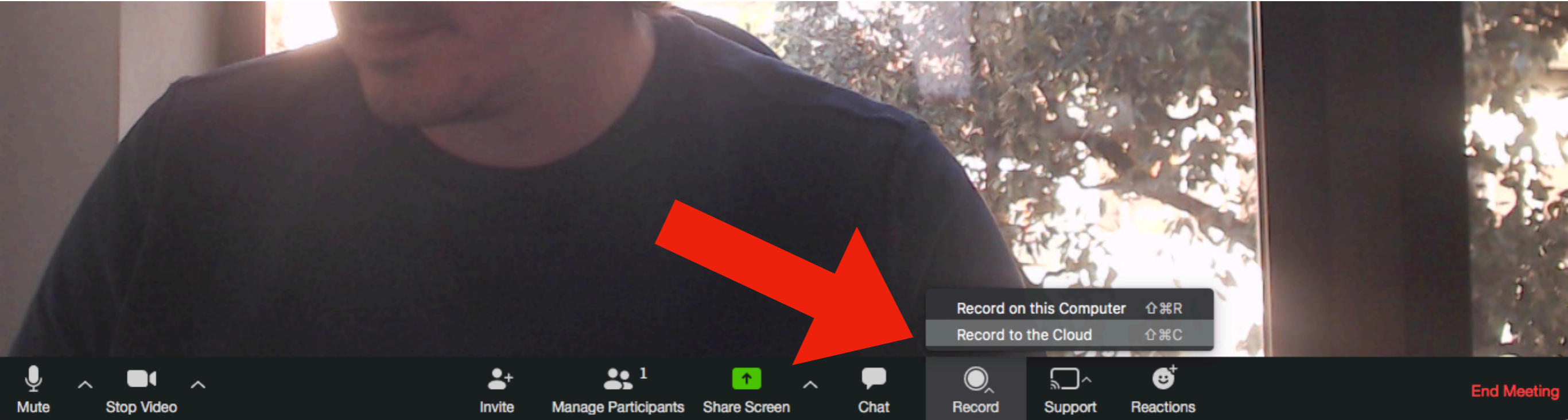
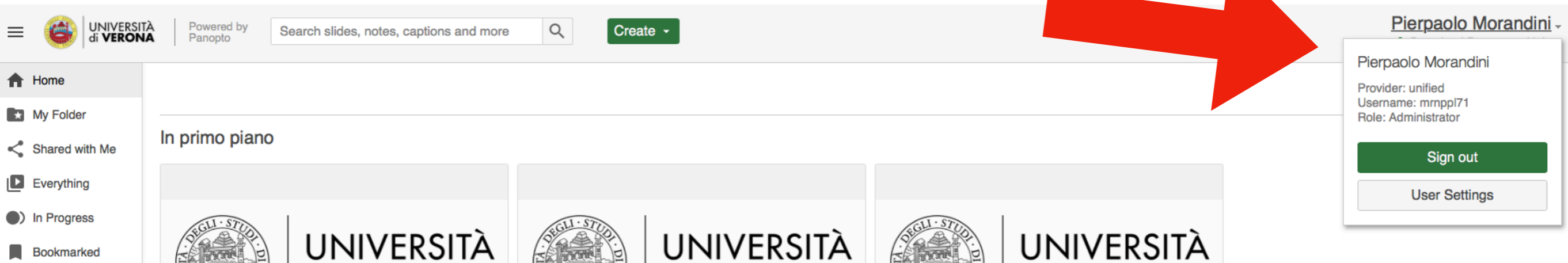


**Quando si registra con Zoom la lezione e si è in possesso della licenza Pro, ricordare sempre di attivare record to the cloud per sincronizzare la Zoom Recorder su Panopto**



**È possibile scegliere su Panopto in quale folder salvare la Zoom recording cliccando sul proprio nome e user settings**



The screenshot displays the Panopto user interface. At the top left, there is a navigation menu with options: Home, My Folder, Shared with Me, Everything, In Progress, and Bookmarked. The top center features a search bar with the text "Search slides, notes, captions and more" and a "Create" button. On the top right, the user's name "Pierpaolo Morandini" is displayed with a dropdown arrow. A red arrow points from the text above to this dropdown menu. The dropdown menu is open, showing the user's name "Pierpaolo Morandini", their provider "unified", username "mrrpp171", and role "Administrator". Below this information are two buttons: "Sign out" (green) and "User Settings" (grey). The main content area below the navigation bar is titled "In primo piano" and contains three placeholder cards, each featuring the University of Verona logo and the word "UNIVERSITÀ".



Info

Contact Information

Access

Groups

Preset

API Clients

First name

Last name

Email

Options  Email me when sessions finish processing.

Update Contact Info

Personal Folder

Each user can have their own personal folder. This folder is a private sandbox called "My Folder" where a user can create videos before sharing with other people.

You can remove a user's personal folder by archiving it. The user won't be able to access the folder anymore, but the folder is still saved in Panopto.

Folder name [My Folder](#)

Archive

User Bio

This will appear in the "Info" tab of any session created by this user.

[Edit](#)

Zoom Recording Import Settings

Import Folder [My Folder](#) [Edit](#)

System Roles

- Administrator: Manage all users and folders.
- Videographer: Record video content for any folder.
- Caption requester: Request captions for sessions with Creator access.
- Upload licensed: This user can upload video.

**Di default si salva in una sub-folder del MyFolder chiamata Meeting Recording. È possibile scegliere la folder del corso Moodle dove è stato attivato il blocco Panopto. In questo modo la Zoom recordings si pubblica in automatico su Moodle**

