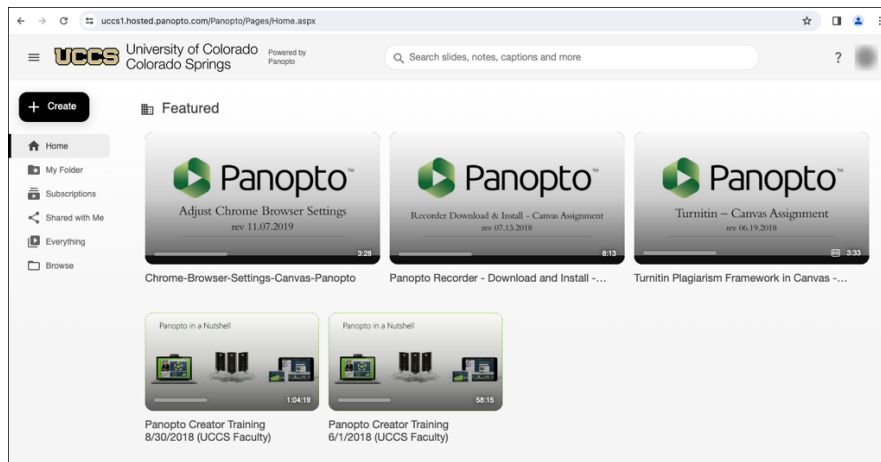


# Panopto Video

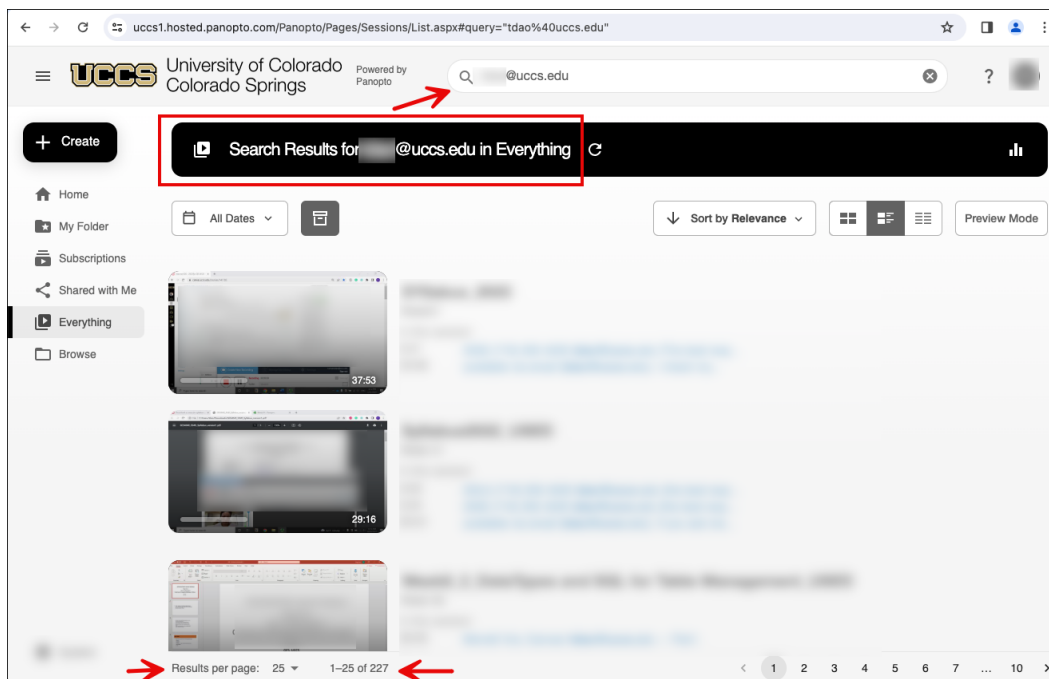
## Determine Archive Status, Restore an Archived Video, Download a Video

- Any video that has not been viewed/played in **two years** is **automatically archived**.
- Any video that has not been viewed in **four years** will be **deleted** effective March 2024.
- Videos can be downloaded or restored one at a time.
  - a. Only individuals with **Creator** permissions can download videos.
  - b. There is no way to download multiple videos or a folder of videos all at once.

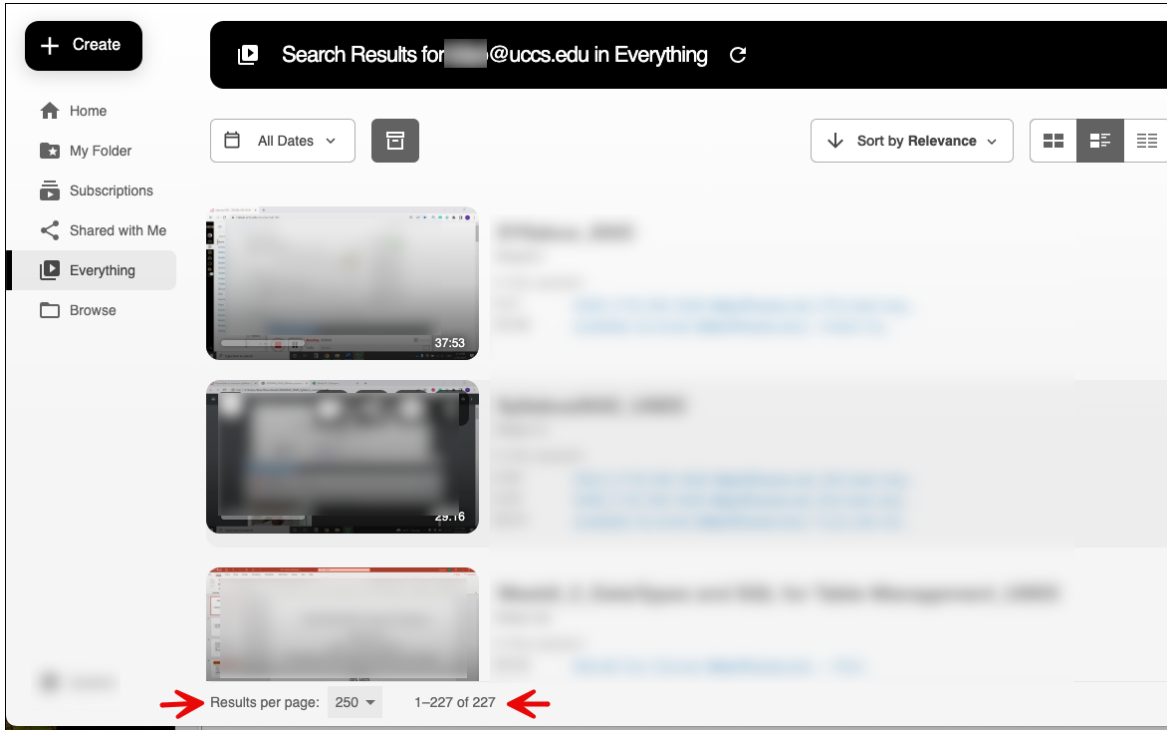
1. Log in with UCCS credentials at <https://uccs1.hosted.panopto.com>.



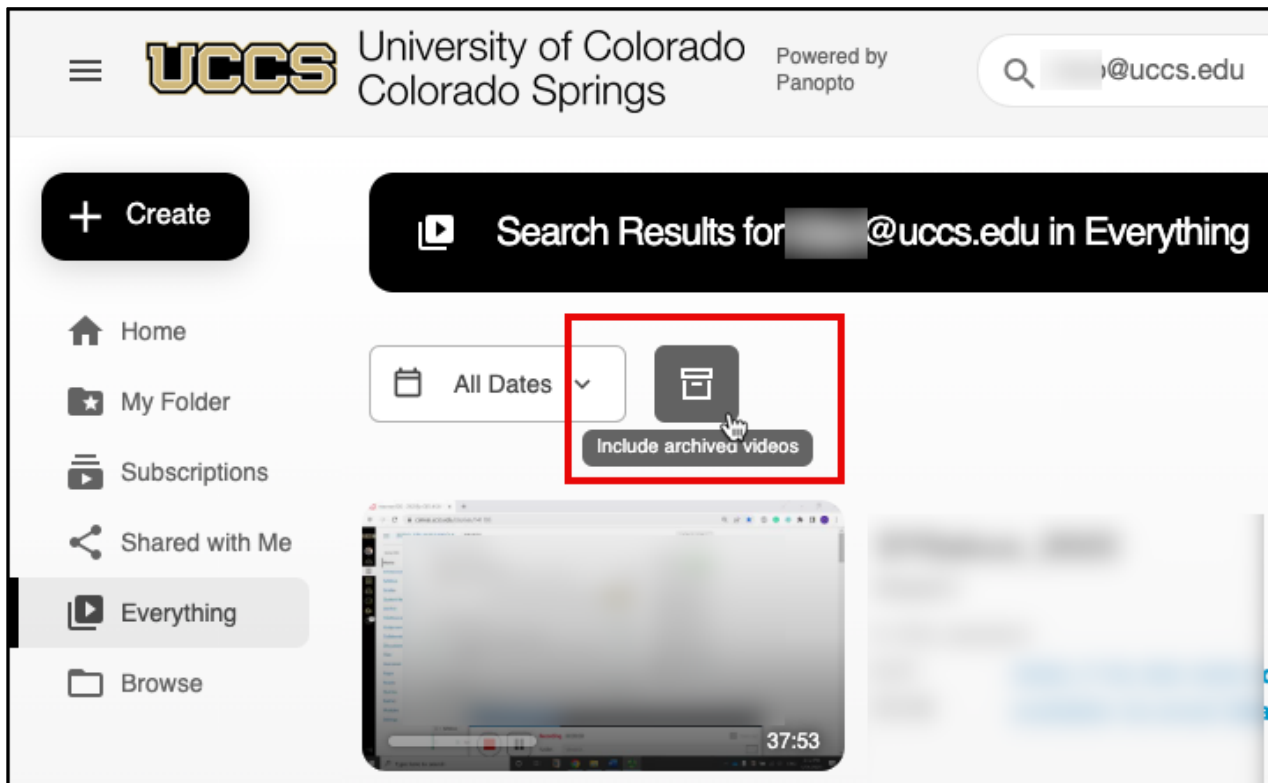
2. Click **Everything** in the menu then type your UCCS e-mail address in the Search box.
- a. Note the number of your videos listed near the bottom of the page.
  - b. The default results are 25 per page.



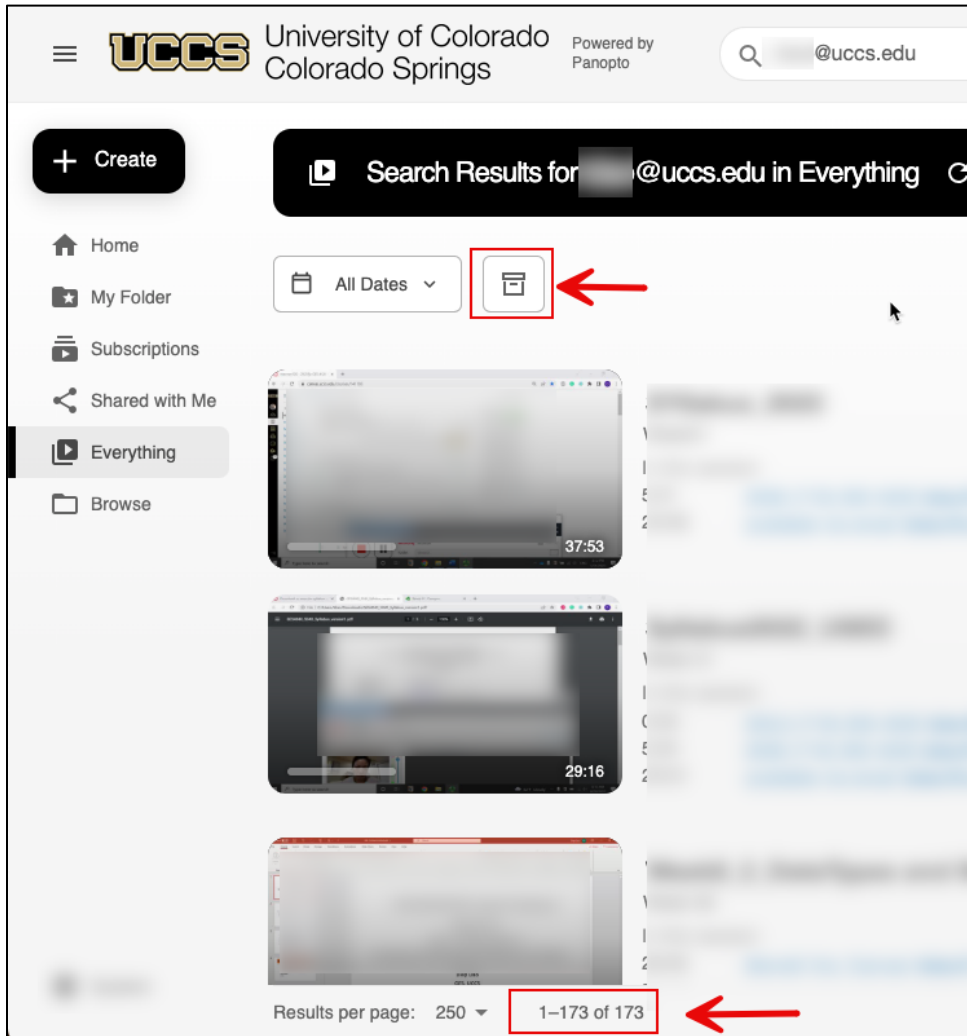
3. If you have a very large number of videos, select to view the maximum 250 per page.



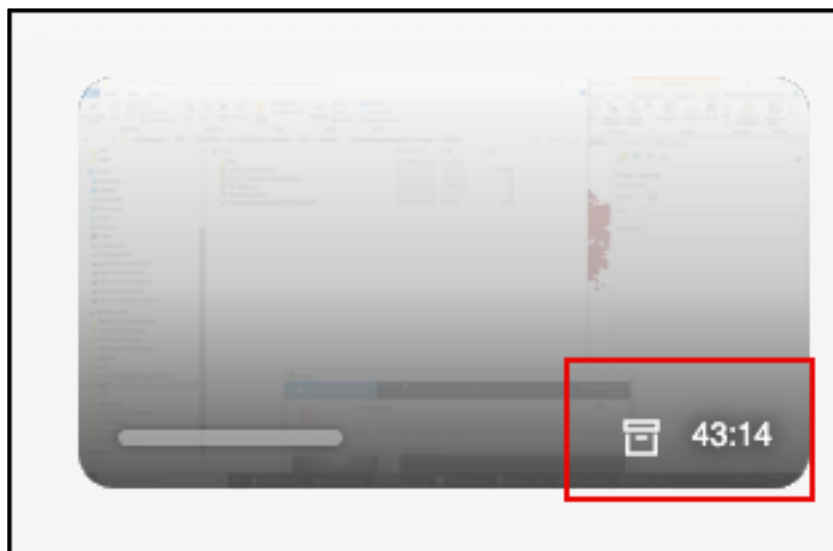
4. **Archived Videos** are automatically included in the video count.



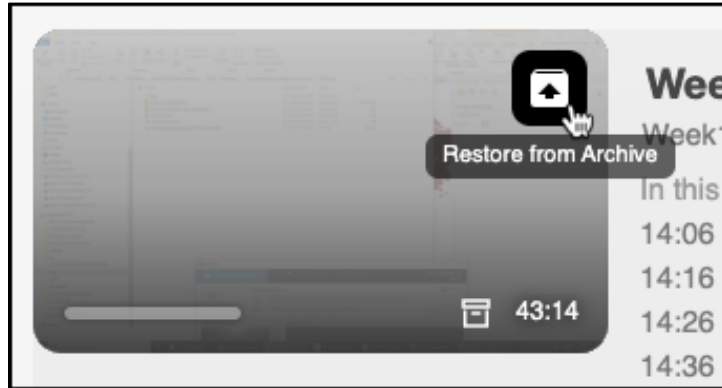
5. To view the number of videos **excluding** archived videos, click the **Include Archived Videos** icon.



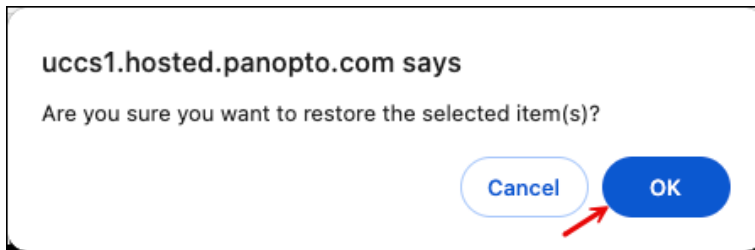
6. Scroll through your list of videos and locate an **Archived Video** indicated by the icon in the lower right of the video thumbnail.



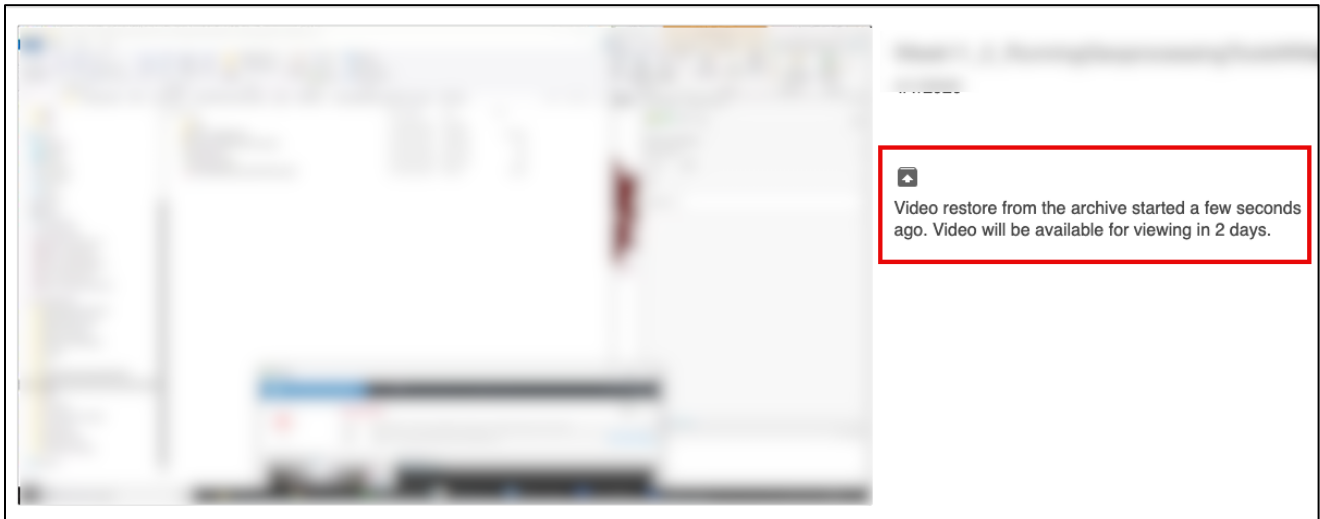
7. To **Restore** an archived video hover over the thumbnail then click the **Restore from Archive** icon.



8. Click **OK** to confirm **Restore from Archive**.



9. The **Video Restore Process** begins. The process takes 48 hours per video.



10. Any active video or restored video can be downloaded by the **video creator**.
  - a. Click any active video thumbnail.



11. The video opens in a new browser tab. Locate and click the **Download** icon near the upper right of the browser tab.



For additional assistance, send an e-mail to [frc@uccs.edu](mailto:frc@uccs.edu).