Panopto File Retention

WHY: Panopto is changing their pricing model and videos that are **Ready to View** will be charged a higher rate for storage as compared to videos that are **Archived**.

WHAT: A major change in how we maintain Panopto videos will be implemented. Video files will remain in their current location for 6 months without any views. After that time, they will be archived. Archived videos cannot be viewed. Any time during the 6-month period, if a video is viewed, the clock resets.

WHEN: Auto archiving after 6 months will be implemented **on August 1st, 2023**. Any videos that have not been viewed for 6 months will be automatically archived.

WHERE: Archived videos appear in the same folder but are accessed through the **Archived** button. An archived video can be restored to an active state by the creator of the video. (Note: On **August 1st, 2024**, any **archived** videos that are older than 2 years will be automatically **deleted**.)

REPEATED USE: For videos that you want to use in multiple semesters, adjacent, or every other, a simple two-part process can be done to keep them from being archived.

1. Create a folder called **reservedVideos** and move your videos into this folder.

2. Submit a Help Desk ticket through the MAVzone app, **IT Help Desk**, and use the *Request Type*, **Panopto Video Retention**. IT will set the properties of this folder to not archive. For all the details on setting this up, continue reading.

Begin reviewing what you want to keep, and what you want to get rid of now, and work incrementally to meet these deadlines. Our goal is to save costs by eliminating the unnecessary storage of videos that will never be used/viewed again, while providing an option to save **Ready to view** videos necessary for your academic programs.

Follow the steps below to prepare you video storage for these new retention policies.

1. Do you have need to keep any of your videos? Review all your folders for videos that you do not want to keep and delete them.

2. For video files that you want to keep long term to use in future courses and review what is already archived, continue to follow the steps below.

3. Open your web browser and go to https://coloradomesa.hosted.panopto.com. Enter your MAVzone credentials to login. This method of accessing Panopto is much easier to work with because it will show all the folders in which you have created content. You may also see other course folders that have been shared with you, but you just need to focus on your folders.

4. In the navigation bar on the left, click the **BROWSE** button. Then when the Browse panel slides open to the right, click on the **thumb tack button** to Pin the panel open.
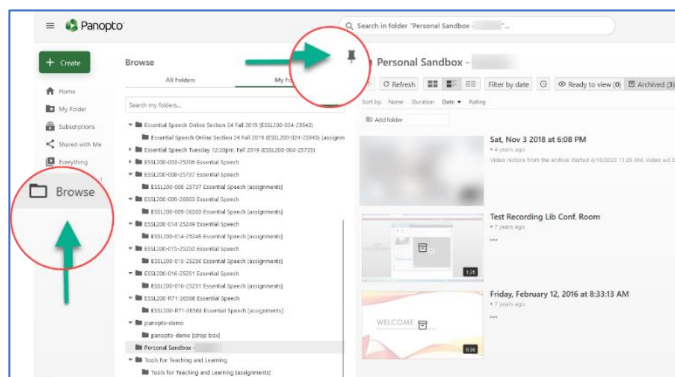
5. Select one of your folders. Look to the right and focus on the **Archived** button. Click the **Archived** button to see the videos that are archived. Beside each video, click the **Restore from Archive** button to restore the video. It takes up to 48 hours to restore a video. Once this is complete the video(s) will appear in the **Ready to View** list. Continue reviewing each of your folders and restore any archived videos. It is recommended that you restore all archived videos in all your folders so that you can then view them and decide if you want to keep or delete.
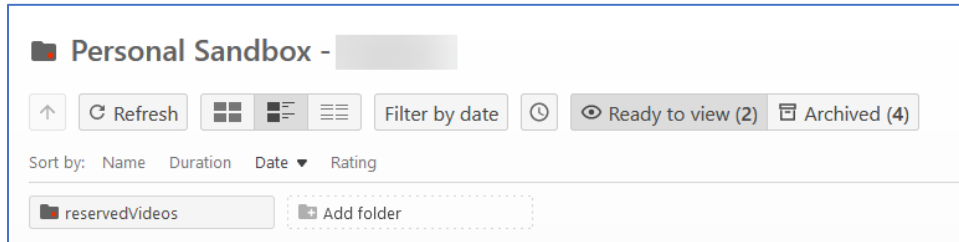
6. For videos you want to keep long-term, in one of your folders, create a subfolder called **reservedVideos**. Right-click on the parent folder, and in the menu that appears, click New Subfolder.
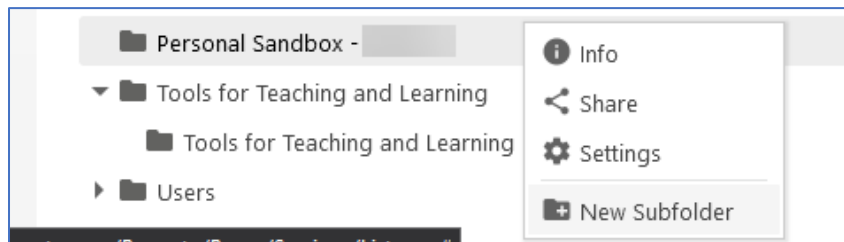

7. In the Create Folder dialog box, enter the name **reservedVideos**, and click the **Create Folder** button.
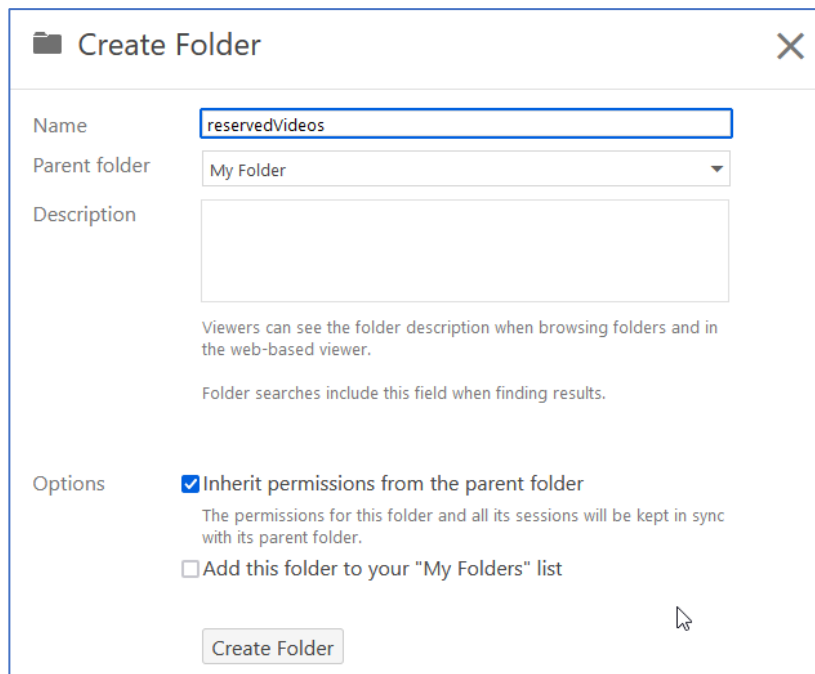

8. A new dialog will appear for modifying the Share settings of this new folder. Nothing needs to be done here, so click the X button in the top right-hand corner.

9. Next, locate the video that you want to move into this long-term storage folder, hover over the video that you want to move, and you will notice a checkbox which appears over the top left-corner of the video icon.
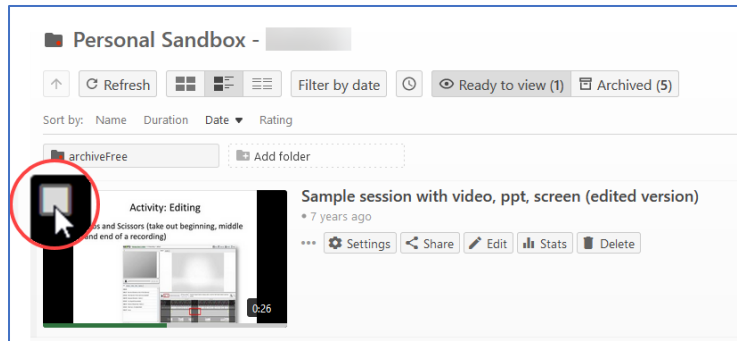
10. Click this checkbox to select the file. Notice the additional buttons that appear to the right of the **Archived** button. They include **Delete**, **Copy**, **Move**, **Share**.
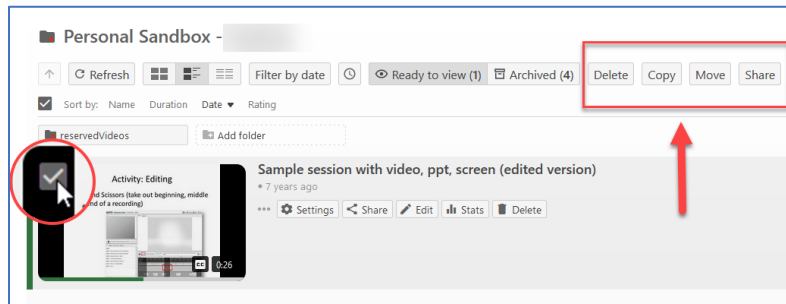
11. Click the **Move** button. In the dialog that appears, use the drop-down button to select the **reservedVideos** folder.
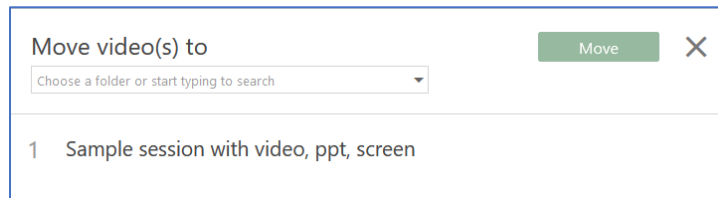
12. Repeat for any videos that you want to keep long-term. Delete all videos that you no longer want to keep.

13. **Important Step:** Once you have completed this review process, submit an IT Help Desk ticket, and use the ticket type, **Panopto Video Retention**. In the request detail indicate the parent folder name containing the **reservedVideos** folder. IT will then set the properties on this folder to not archive videos. This retention policy will only apply to this folder only. All other folders will take on the new archive setting of 6 months.

14. You can choose to create this long-term storage folder for each class folder, or you can just have one. However, you want to organize your folders/files is up to you. If you do set up multiple **reservedVideos** folders, be sure to indicate each one in your Help Desk ticket.

The goal of this new set of retention policies is to minimize excessive storage of videos that will never be used/viewed again, and to minimize the quantity of **Ready to view** videos while still providing video content you deem necessary for your academic programs. By reviewing all your active and archived videos now, you will be able to determine what can go away for good and what you really need to keep long-term before these new policies take effect.