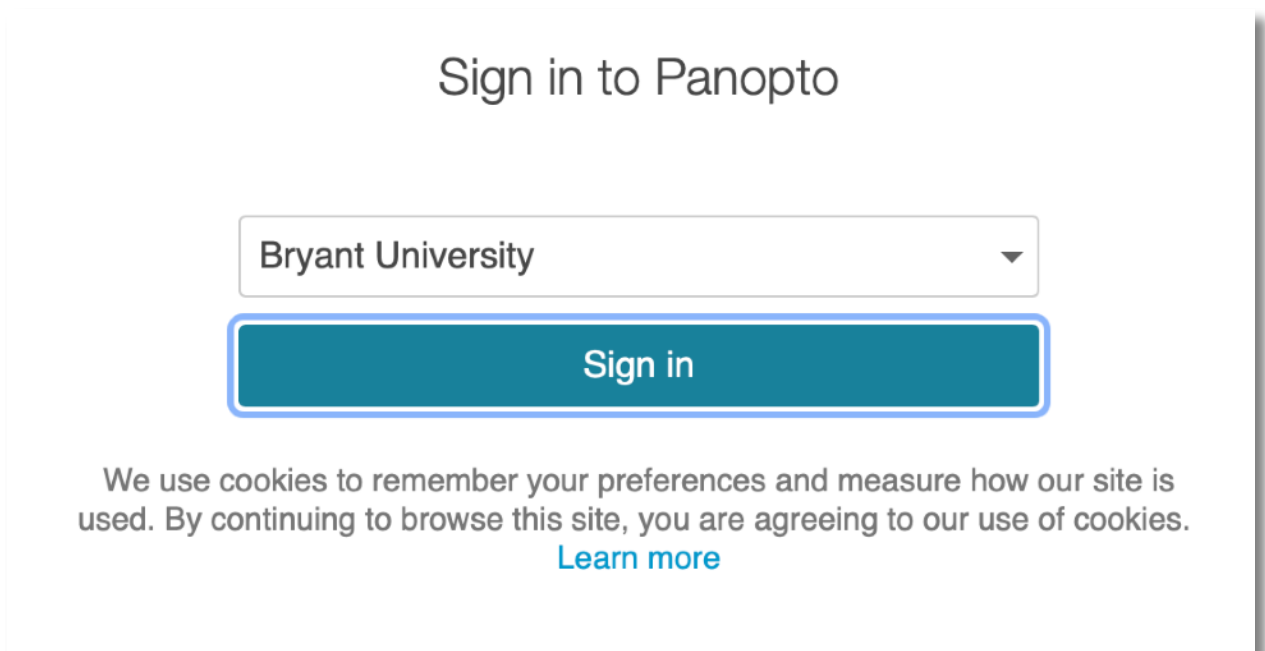


How to Setup Custom Routings in Panopto for Zoom Recordings

This document will outline the steps involved to setup automatic routing(s) for you Zoom cloud recording(s). Have Panopto automatically place your class Zoom recording in a specific folder without user intervention.

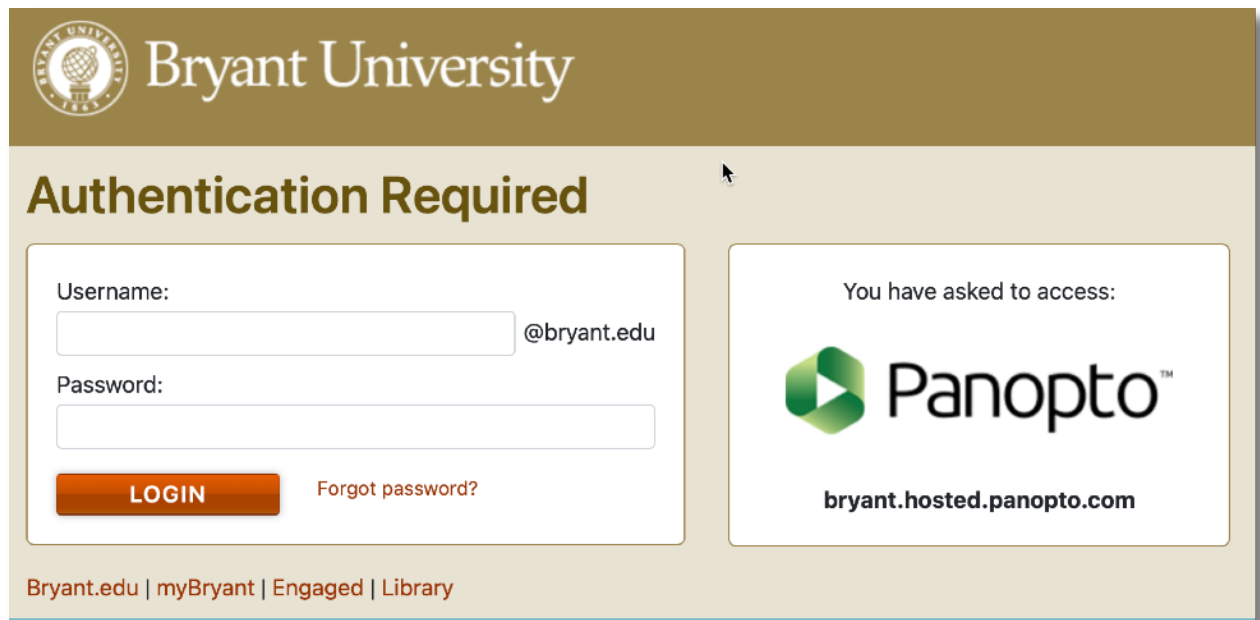
Note: This process will only work if each of your Zoom sessions has a unique zoom meeting ID

- **Log into Panopto** by going to <https://bryant.hosted.panopto.com/>
- Make sure **Bryant University** is chosen from the dropdown list
- Click **Sign in**



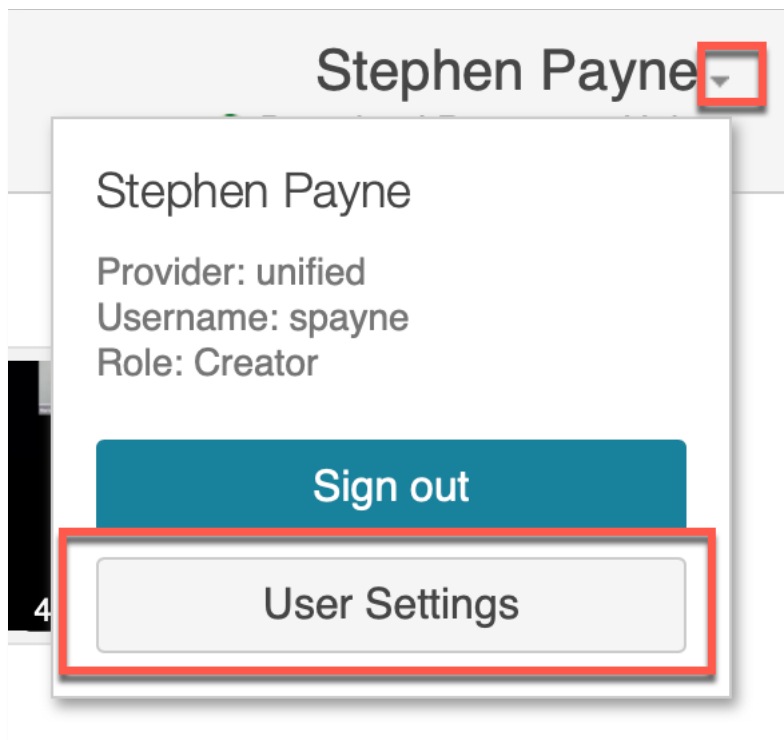
The screenshot shows the Panopto sign-in interface. At the top, it says "Sign in to Panopto". Below this is a dropdown menu with "Bryant University" selected. Underneath the dropdown is a large teal button with the text "Sign in". At the bottom of the page, there is a cookie consent message: "We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies." followed by a blue link that says "Learn more".

- If prompted, log in with your **Bryant credentials**



The image shows a web page for Bryant University with a header containing the university logo and name. Below the header is a section titled "Authentication Required". On the left, there is a login form with fields for "Username:" (with a placeholder "@bryant.edu") and "Password:", a "LOGIN" button, and a "Forgot password?" link. On the right, there is a box stating "You have asked to access:" followed by the Panopto logo and the URL "bryant.hosted.panopto.com". At the bottom of the page, there are links for "Bryant.edu", "myBryant", "Engaged", and "Library".

- From your name in the **top right hand corner**, click the **chevron** and choose **User Settings**



The image shows a user profile dropdown menu for "Stephen Payne". The name "Stephen Payne" is at the top with a small chevron icon to its right, which is highlighted with a red box. Below the name, the user's details are listed: "Provider: unified", "Username: spayne", and "Role: Creator". At the bottom of the dropdown, there are two buttons: a teal "Sign out" button and a light gray "User Settings" button, both of which are highlighted with red boxes.

- Navigate to the **Meeting Import Settings** section
- Choose **Active Zoom Integration (Zoom)** from the **Meeting Mapping Source**

Meeting Import Settings

You can use the following settings to control the folder where your Meeting Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

Meeting folder will be created automatically when the first meeting is imported.

Default Folder No personal meeting folder is set. [Edit](#)

Meeting Mapping Source Active Zoom Integration (Zoom) ▾

Create folder mappings for the meetings you own for the above meeting source:

Meeting ID	Folder Name	Actions
No folder mappings		

[Add New](#)

- Choose **Add New** to add a mapping

Meeting Import Settings

You can use the following settings to control the folder where your Meeting Recordings go to. The 'Default Folder' is where all recordings will go by default. If you want a specific meeting to get imported to a different folder, please use the Meeting ID and Folder mapping table below.

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No folder mappings		

[Add New](#)

- Log into **Zoom** (<https://bryant.zoom.us>) and grab the **Meeting ID** for your class zoom session

The screenshot shows the Zoom 'Meetings' interface. At the top, there are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Below the tabs is a search filter with a calendar icon and the text 'Start Time to End Time'. A 'Recurring' filter bar is visible. The main content area lists two recurring meetings. The first meeting is partially obscured by a grey box. The second meeting is titled 'Training Room Meeting' and has its Meeting ID, '974 4701 4475', highlighted with a red rectangular box.

Note: If you have more than one Zoom class session, it would be best to copy down all the Meeting ID's now so you do not have to jump back and forth when setting up multiple auto routes

- Click the **Add New** button to enter your mapping

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Meeting Mapping Source Active Zoom Integration (Zoom) ▾

Create folder mappings for the meetings you own for the above meeting source:

Meeting ID	Folder Name	Actions
No folder mappings		
Add New		

- Enter the **Meeting ID** in the **first field (no spaces)** and then **choose the folder** where you want the recording to go
- Click **Save** when done

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Meeting Mapping Source Active Zoom Integration (Zoom) ▾

Create folder mappings for the meetings you own for the above meeting source:

Meeting ID	Folder Name	Actions
No folder mappings		
<input type="text" value="97447014475"/>	<input type="text" value="Default Term - Training Course"/> ▾	Save Cancel

Meeting ID here **Choose folder here**

- If you have have **another Meeting ID** to add, click the **Add New** button

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Default Folder No personal meeting folder is set. [Edit](#)

Meeting Mapping Source Active Zoom Integration (Zoom) ▾

Create folder mappings for the meetings you own for the above meeting source:

Meeting ID	Folder Name	Actions
97447014475	Default Term - Training Course	Delete
Add New		

- When done, click the **X** in the **top right hand** corner to exit

User Settings

access the folder anymore, but the folder is still saved in Panopto.

Info Folder name [My Folder](#)

Password [Archive](#)

Access

Groups

Preset

API Clients

User Bio

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

[Edit](#)

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Meeting Mapping Source Active Zoom Integration (Zoom) ▾

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97447014475	Default Term - Training Course	Delete
Add New		

If you entered the Meeting ID's correctly and choose the proper folder, all future Zoom cloud recordings with ID's you setup in the mapping, will automatically go to their proper folder.