

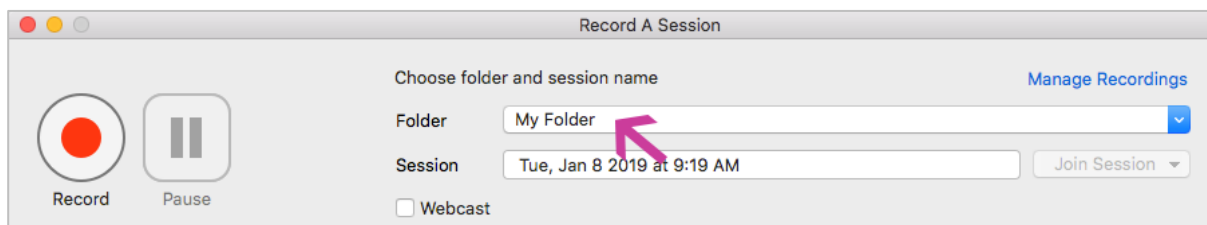


Creating a Video in your Panopto “My Folder”

Personal folders provide users with a private sandbox for creating and sharing videos. Some instructors may prefer using a Personal Folder as a space to create videos prior to sharing them with users. This will be particularly important for videos that might require editing prior to release to students or you might want to use it for your initial test videos as you become familiar with creating videos.

Creating sessions in "My Folder"

In order to add a Session to your Personal Folder, simply select "My Folder" as the destination folder when initiating your session.



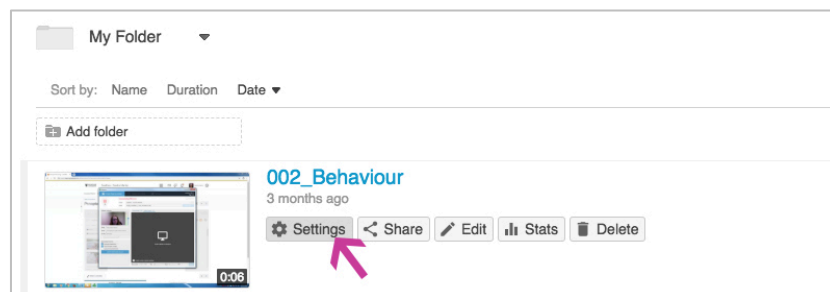
Personal Folders cannot be Shared

You cannot share "My Folder" itself, but you can share sessions/folders within it. If you try to share "My Folder" currently, you will receive the "Personal folder can't be shared" error message. We suggest you use My Folder simply as a working or draft area. Once the video is ready to be shared with students, you will need to move it to a course folder.

Moving the finalized video to a Course Folder

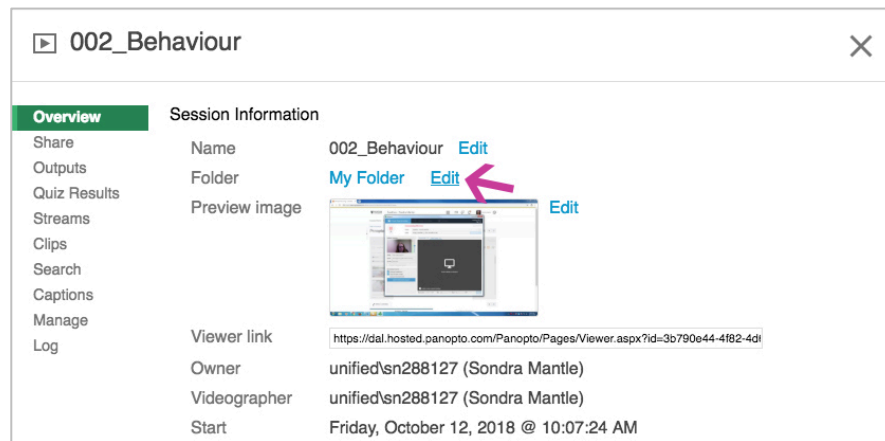
Once your video is finalized, you will have to move the video to a folder that is linked with a Brightspace course.

1. In your My folder (or a subfolder you created), hover your mouse over the video of choice and select Settings.





2. In the **Overview** section, under “Session Information”, you can edit the folder where you want the video to be available. Select “Edit”.



3. Choose the course folder (or subfolder if you had created one) from the drop-down menu, and click “Save”.
4. The video will now be available to share with anyone included in the permissions associated with the course folder.