



Panopto Folders and Sharing Videos from your personal folder

Panopto offers several ways videos can be stored and distributed. This article will explore the differences between where videos can be stored (i.e. My Folder or Course Folders), and the methods of sharing videos from one folder to another. These sharing techniques include either granting permissions for an individual or class list to access a folder/video, or creating a copy of a video and moving the copy to a different folder with the permissions already intact.

My Folder vs Course Folder

My Folder: Every Instructor has a My Folder that, by default, only they can access. Videos that are created and uploaded to the My Folder are private unless the sharing permissions are changed manually.

Course Folder: Every course in Brightspace has a unique Course Folder in Panopto, this Course Folder gives anyone with Instructor access to the Brightspace course the Creator role, and any Student in the course the Viewer role for any videos placed in that folder. Videos created in a Winter 2021 Panopto course folder will automatically be available to Winter 2021 students.

Creating Panopto Videos within specific folders

When creating a Panopto video (or uploading a video), you have the option to choose whether the video will go into either the My Folder or a Course Folder. Instructors should be cognizant of which folder they are choosing, to match the video's location with its intended use.

The Panopto desktop app allows the user to choose which folder the newly recorded video will upload to. If the user is an instructor in multiple courses, ensure the correct course is selected for the upload. The user can also choose to upload the video into their My Folder to keep it private.

If using the online recorder or uploading an existing MP4 video, be sure to select the appropriate destination folder prior to beginning the upload.

Since videos placed in Course Folders are automatically available to the students in that course offering, the following instructions are specific to sharing videos located in other course folders or in an individual's private My Folder.

How to Share / Provide access to My Folder videos for individuals & courses

An individual with the Creator role in a Panopto folder can Share the videos within with other users. Access Panopto via <https://dal.hosted.panopto.com/> and navigate to either My Folder, or a Course Folder and locate the video that needs to be shared. Sharing the videos with other users can be done by the two workflows explored below, by Copy/Move or by providing Individual access.

To provide access for a course by Copying and/or Moving

1. To retain a copy of the video in My Folder, open the settings menu for the video and choose Manage from the left side menu.

Note: *copying the video is optional.*



2. In this menu there is a “Copy session” area, change the name for the copy (if required) and then click Copy.

sample ppt

Overview
Share
Outputs
Quiz Results
Streams
Clips
Search
Captions
Manage
Log

Manage Session

Session ID: cebb26fb-4eda-43fb-a97b-ac2300c9c7b9
Delivery ID: a0bd8536-c6ab-4bf1-9f87-ac2300c9c7c7
Status: Ready to view [Refresh](#)
Media type: HLS

Merge into another session

Existing session: Choose a folder or start typing to search
-- Not selected --

Copy session

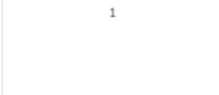
New session:
The copied session will have the same owner as the original session. The copied session will have the same availability settings as the original session. The copied session will inherit viewer permissions from its folder.
[Copy](#)

3. Once the video is copied, the menu will remain open but the Name of the video will have changed, this means you are now looking at the copied version. The copied video will remain in the original folder until action is taken to move it to a different folder.
4. To move the video, choose Overview from the left side menu and then “Edit”, next to the area called “Folder”.

NEW NAME HERE

Overview
Share
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Manage
Log

Session Information

Name: NEW NAME HERE [Edit](#)
Folder: My Folder [Edit](#)
Tags: [+ Tag](#)
Preview image:  [Edit](#)

5. A drop-down menu will appear where all available destination folders are displayed. If, for example, this video originated in the user’s My Folder, they can now choose one of their courses from this drop-down to move the copied video to that course folder after pressing Save.
6. Once the video is in the course folder, students will be able to see it if they browse to Panopto directly (via the URL listed earlier). It is recommended that the video be embedded directly into the content section of the course by using Insert Stuff. See https://edtechtruro.edublogs.org/files/2021/02/Brightspace_Winter2021-PanoptoIssue.pdf



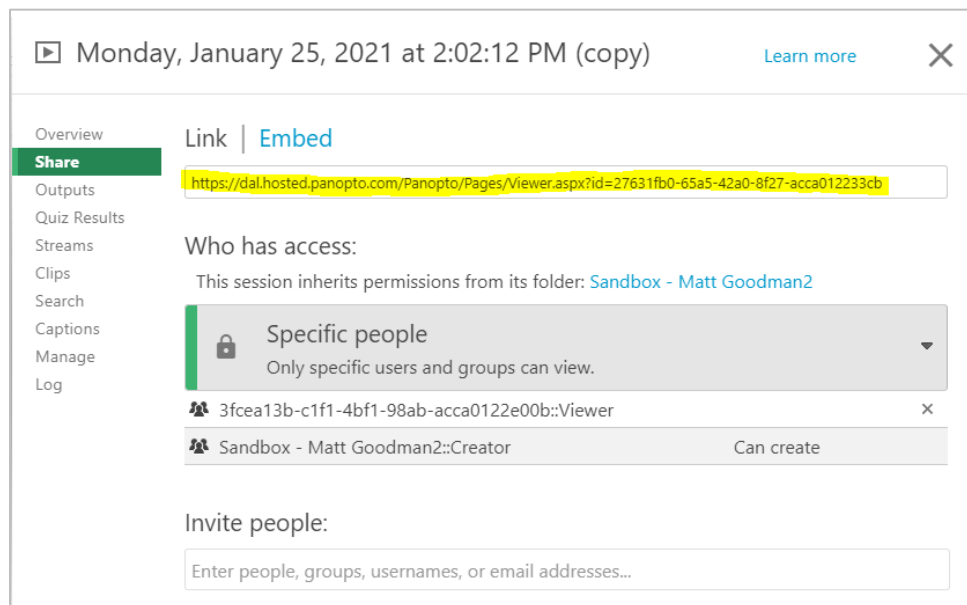
To provide access to individuals

Open the settings menu on the video and then click the Share tab from the left menu. From here all users with access currently will be visible and there is an option to invite people to view/create on the video as well.

Option 1: Create a private link

Copy the link highlighted in yellow and share it with the desired individual.

Note: *the individual must be within the Dalhousie organization.*



Option 2: Share with individuals by name

The following image depicts the 'Share' settings for a video located in My Folder. To share this video with an individual by name, type their full name into the search bar under Invite People. Several options may appear, choose the option with **First Name Last Name(unified/NetID)** to share with their personal account, rather than with a course space or alternate account.



Overview

Share

Outputs

Quiz Results

Streams

Clips

Search

Captions

Manage

Log

Link | Embed

https://dal.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a0bd8536-c6ab-4bf1-9f87-ac2300c9c7c7

Who has access:
This session inherits permissions from its folder: [My Folder](#)

Specific people

Only specific users and groups can view.

Matt Goodman

Can create

Invite people:

matt goodman

Sandbox - Matt Goodman::Creator

Sandbox - Matt Goodman::Viewer

Sandbox - Matt Goodman2::Creator


Sandbox - Matt Goodman2::Viewer

Matt Goodman (unified\mt446506)mt446506@dal.ca

Matt Goodman-Student (unified\mt446506.student)mt446506@dal.ca

Add multiple users from panoptointernal

If you have further questions or require assistance with this process, please contact ETD@dal.ca and we would be happy to meet with you.

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