

## Choose Your Folder and Set Permissions in Blackboard Original

Before you upload or create a video, you need to choose which folder to put or make the video in. The main difference between your Panopto “My Folder” and your Blackboard Course Folders is:

- who will have access to your videos
- how you will give viewers permission
- whether you will use your video in just one place or in multiple places

Please look at this on the next page for more information, so you can decide where you want your video to reside.

	<b>“My Folder” &amp; Subfolders</b>	<b>“Blackboard Course Folders”</b>
<b>Learn through video</b>	<p><b>Play:</b> <a href="#">Sharing from within your My Folder</a> (2-minute video)</p> <p><i>You’ll learn how to create a subfolder and set permissions so that your students can access the videos.</i></p>	<p><b>Play:</b> <a href="#">Sharing from your Blackboard Original Course Folder</a> (2-minute video)</p> <p><i>You’ll see how to save a video to a specific course folder and share it with students.</i></p>
<b>Recommended use</b>	<p>Upload your videos to this folder if your video will be shared</p> <ul style="list-style-type: none"> <li>● in multiple courses</li> <li>● in multiple sections within a course</li> <li>● with colleagues or the Humber community</li> <li>● over multiple years</li> </ul>	<p>Upload your videos to the Blackboard Course Folder if your video will be shared</p> <ul style="list-style-type: none"> <li>● in one course, in one section</li> <li>● in one course, in cross-listed sections</li> </ul>
<b>Where to put video</b>	<p>A video put directly into your “My Folder” can only be seen by you by default. However, you can use subfolders to organize and share your content.</p> <ol style="list-style-type: none"> <li>1. Within My Folder create a new folder (this new folder will be considered a “subfolder”).</li> <li>1. Name the folder (based on course, subject or topic).</li> <li>1. Upload, move or create the video in the new subfolder.</li> </ol>	<p>Upload your video within the desired course’s Blackboard folder on Panopto.</p>
<b>Default privacy setting</b>	<p>Private and only viewable by you until you adjust permissions (see video above).</p>	<p>Automatically available for all students in that course to view.</p>

