

Sharing Panopto Videos

There are many options for sharing Panopto videos. You can set the share permissions at the folder level or at the video level depending on your need.

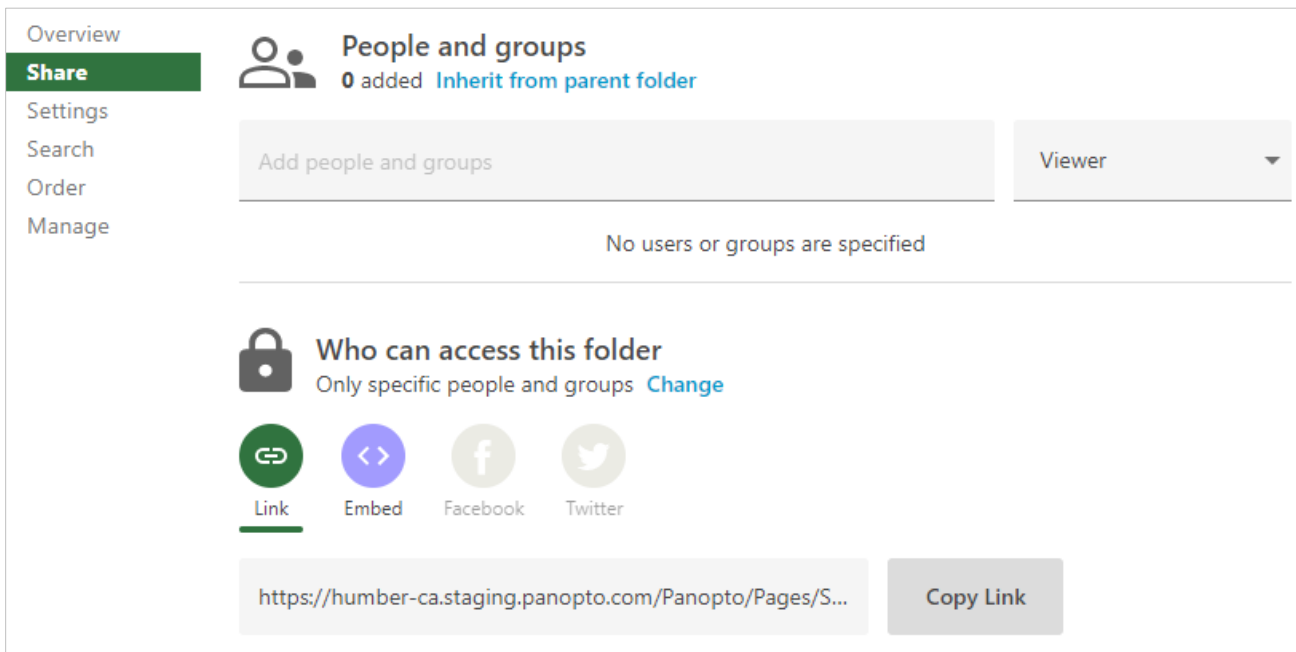
Sharing with Students

If you uploaded your video to your My Folder, or any folder other than within your Blackboard Course Folder within Panopto, your students will not be able to see the video automatically. Therefore, you need to change the video's (or folder's) access level.

Changing the access level in the Settings>Share tab is the best practice when your audience is students.

Note: The People and groups section is not relevant if you are sharing in Blackboard.

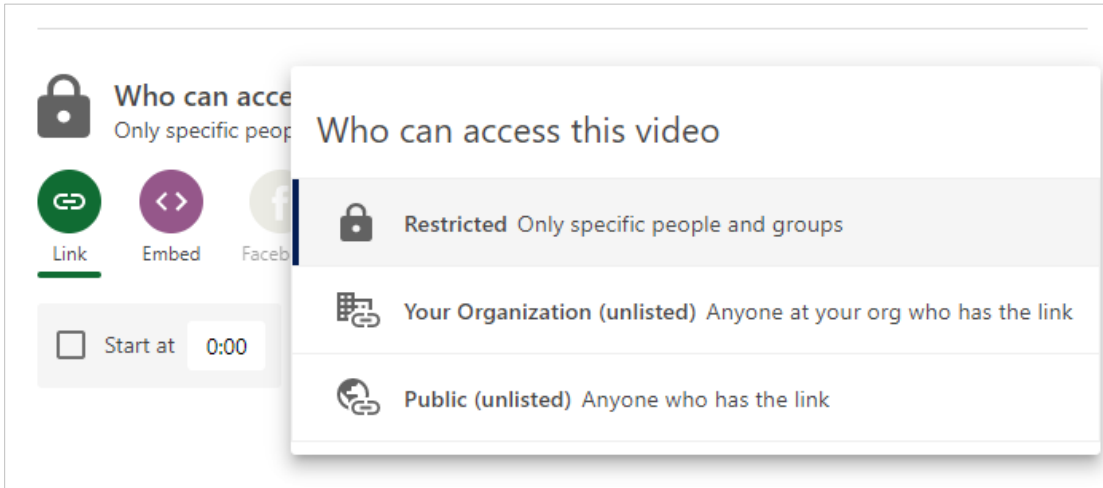
1) Click **Change** in the “Who can access this video/folder ...” section.



The screenshot shows the Panopto 'Share' settings interface. On the left is a navigation menu with 'Share' selected. The main area is titled 'People and groups' and shows '0 added' and 'Inherit from parent folder'. Below this is an 'Add people and groups' input field and a 'Viewer' dropdown menu. A message states 'No users or groups are specified'. The 'Who can access this folder' section is locked and shows 'Only specific people and groups' with a 'Change' link. Below this are icons for 'Link', 'Embed', 'Facebook', and 'Twitter'. At the bottom, there is a text input field containing a URL and a 'Copy Link' button.

2) Choose either:

- **Your Organization (unlisted):** Only those who have the URL or access to whichever page you've embedded the video on, can see the video embedded on Blackboard or another site, can see the video. They also have to be an active member of the Humber community to see it.
- **Public (unlisted):** Anyone in the world who has the URL, or access to whichever page you've embedded the video on, can see the video. Please note that videos designed to go “public” or “viral” should not be uploaded onto Panopto.

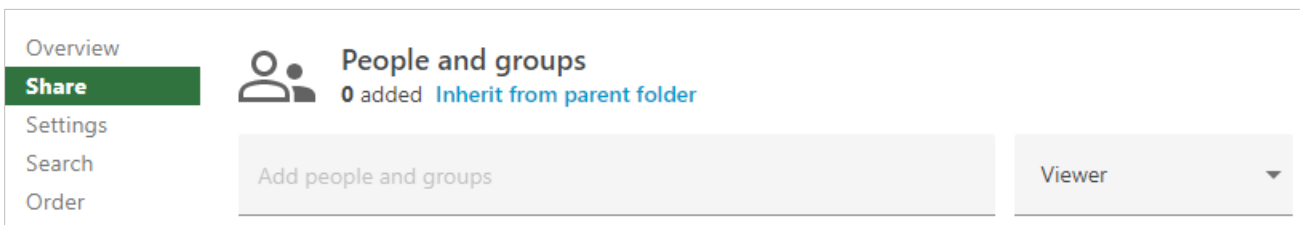


Once done, you can embed the video in the relevant course using the Panopto Blackboard embed tool.

Sharing with Colleagues or the Humber Community

When sharing with colleagues then best practice is to restrict access to the video and/or folder.

- 1) In the Settings>Share tab, make sure that **Restricted** is chosen in the “Who can access this video/folder” section.
- 2) Add your colleague’s name in **People and groups** section.
- 3) Select whether you would like to add them as a **Viewer** or **Creator** (folders only).



Enter the person’s details using one of three ways:

- Type their **full** name
- Type their Humber username but add unified\ before it. (i.e. unified\n01234567)
- Type their **full** e-mail address

Note: Verify that the person has logged into Panopto at least once (otherwise you will not find them). Also, you cannot find a person by partially typing any of their information.

If you are sharing a folder, you will have an option to add the person as a Viewer or as a Creator. Inviting them as a Creator allows them to embed the video(s), but also allows them to edit and delete.