Panopto Advanced Guide for Faculty

Configuring Course Folder defaults

In the Panopto course folder, click on the "Open in Panopto" icon ⧉ to open the Panopto website in a new tab.

Then, click on the "Folder Settings" icon ⚙ to access the settings. The settings will apply to all recording sessions in this folder (past and future).

Share: Determines who can access the folder video sessions.

By default, **Specific people means o**nly the users listed below can access the sessions: Students (Viewer) and teachers (Creator), in the class, can access the video session in this folder.

It also shows the URL link to access the video.

Settings: Provides options to:

> **Allow viewers to make notes public**
> **Email viewers when new videos are ready**
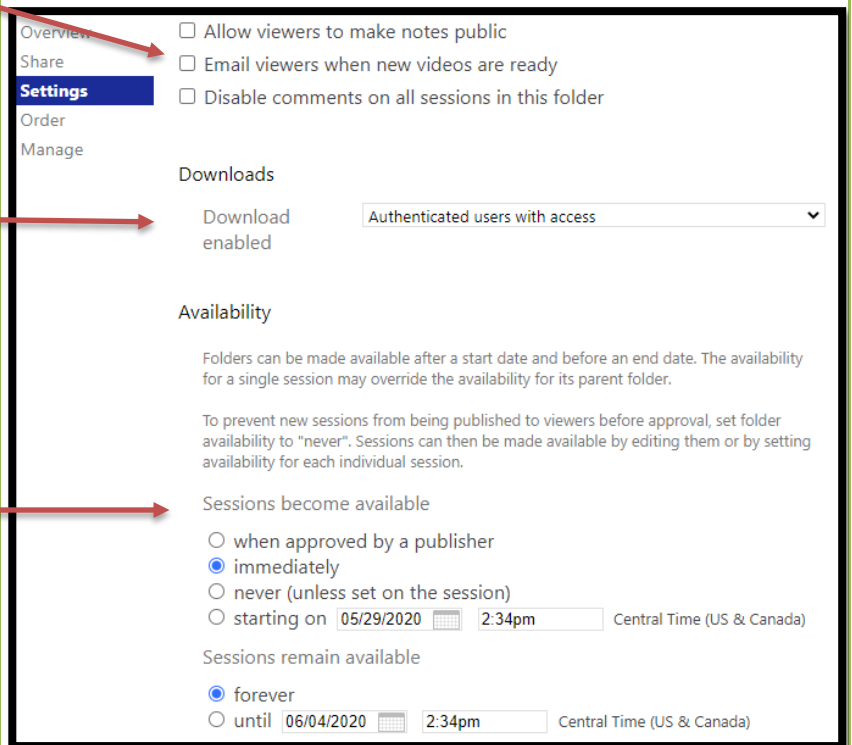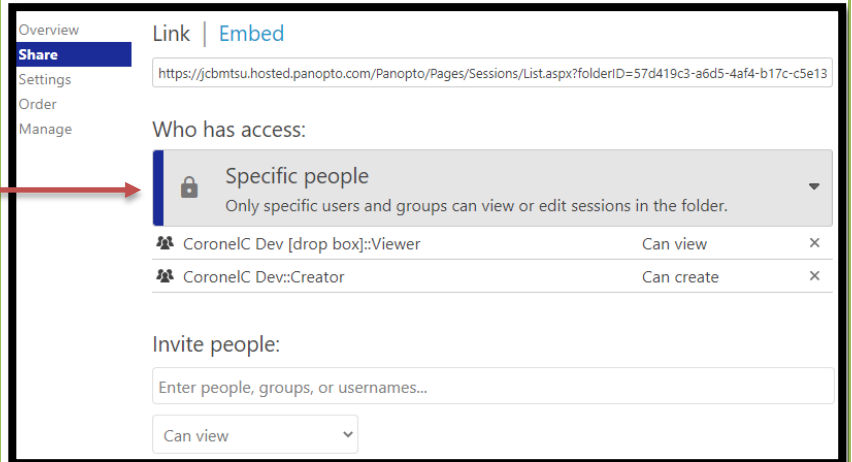> **Disable comments on all sessions in this folder.**

> **Downloads:** Determines who can download video sessions.

> **Availability:** Determines when video sessions are available to viewers. These settings determine the default availability for the videos in the folder.

> By default, videos are available immediately and forever. Here you can change when sessions are available for all (present and future) sessions in the folder.

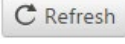> Later, you can change availability for individual video sessions.

Order: Determines the order of the videos in the folder. Just drag and drop the videos in the order you desire.
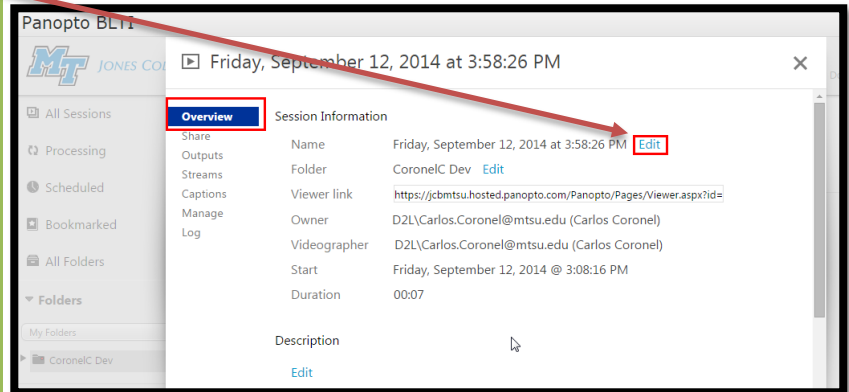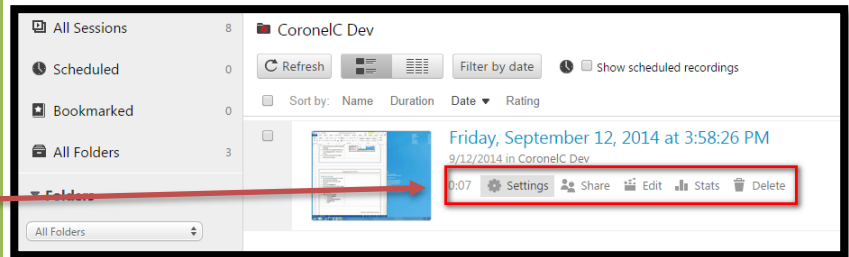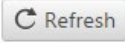
Naming the recording

Before you make the recording available to students, it is vital that you correctly name the recording.
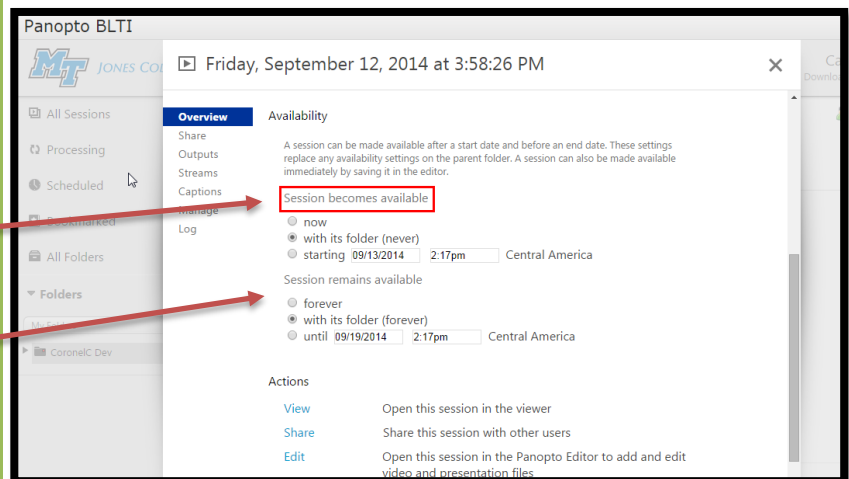
- Hover your mouse over the recording and click on the **Settings** link
- On the Name line, click on **Edit**, change the name and click on **Save**.
- Close the Settings window by clicking on the big **X** in the top right corner.
- In the Panopto web page, click on the ⟳ **Refresh** button.
- The video list will refresh and show the new name.

Making a video available to students

If you changed the availability settings on the folder or session, some videos might show "*Not available to viewers.*" To change the availability dates:

- Hover your mouse over the recording session and click on **Settings**
- Under **Overview**, **Availability**
- Use the **Session becomes available** settings to change when the session becomes available.
- Use the **Session remains available** settings to change when the session stops being available.
- Close the Settings window by clicking on the big **X** on the top right corner.
- In the Panopto web page, click on the ⟳ **Refresh** button.
- The video will now become available to users.

My Folder (Best Practices)

The idea is to create subfolders for each of your classes. Then, create videos for your classes and organize them in the subfolders. Once you have the videos in the respective subfolders, you can share the folder/video with other classes. This way, you can create links or embed videos within D2L that will be accessible to anyone that clicks on the link . To do this:

- Select **My Folder**
- Click on **Add Folder** to create a folder for each of your classes
- For example, enter INFS2200 and hit ENTER to create a folder your class
- Next, set the class folder Share property. Open the INFS2200 class folder, click on the gear 🔧 icon to change its properties
- Click on **Share**, then under **Who has access:,** the setting is **Specific People.** By default is only you, the owner/creator.
- Change this setting to "**Anyone at your organization with the link.**"

This option will allow you to share the video with any D2L class, present or future.

The option also keeps access statistics of the students that watch the videos in this folder.

Videos will be unlisted, so they will not appear in the **Everything** option in the Panopto home page

If you want to share a video with people outside the university, or via email, please contact the system administrator to help you with this request.

IMPORTANT – CREATING YOUR VIDEO LIBRARY
If you are creating videos that will be shared by multiple different classes, the best way to organize your videos in Panopto is to use My Folder **to store all your re-usable recordings. Then, every semester you add the new class to the list of authorized viewers (and delete the previous one).**