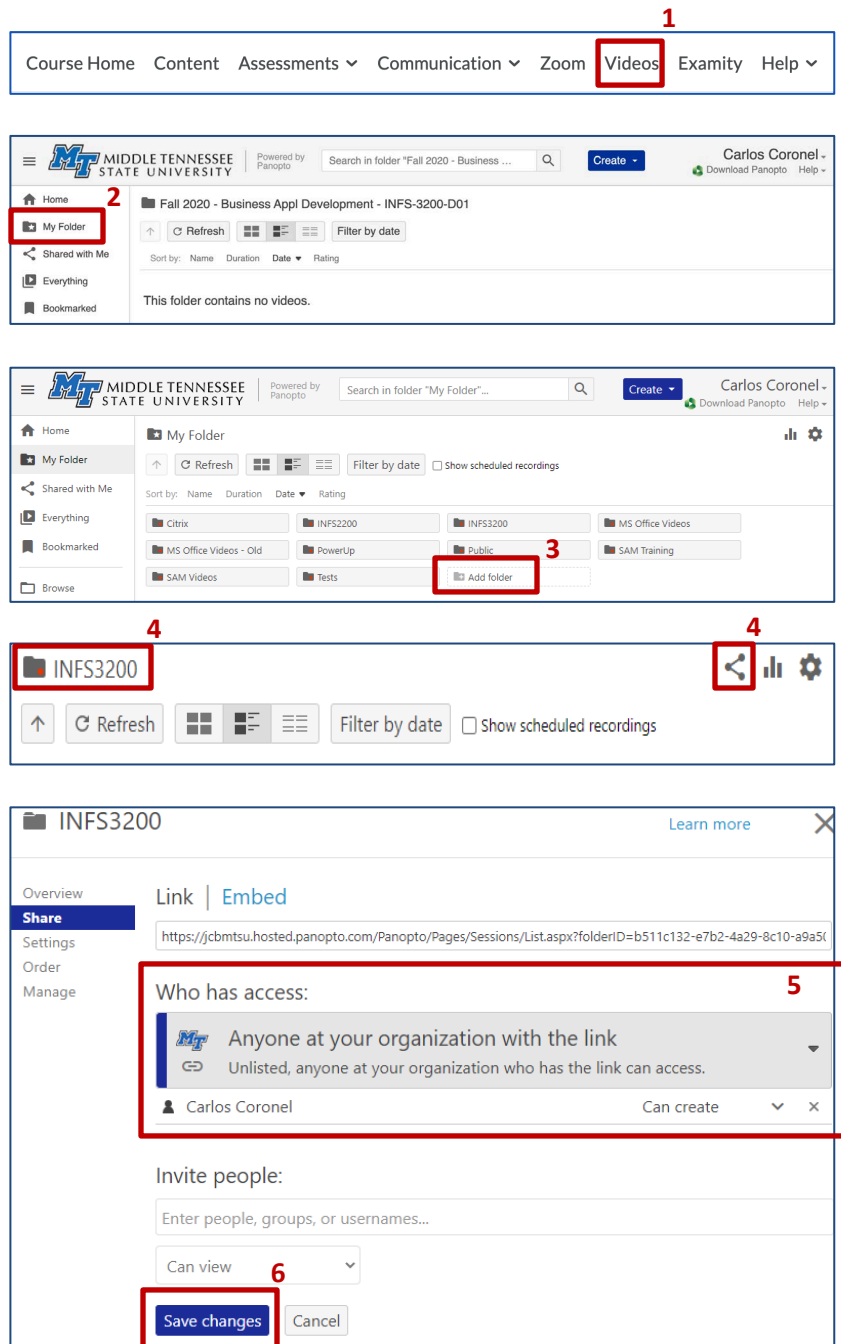# Panopto Video Library Instructions

Creating a Video Library Subfolder

The first step is to create a subfolder (inside My Folder) to store your shared videos and make that folder accessible to your organization.

1. Login to D2L, go to any of your classes.

2. Click on Videos at the top navigation bar. The Panopto folder for your class opens in a browser window. Click on **[My Folder]**

3. Create a subfolder for your class shared videos. Click on **[Add folder]**, enter a name, , i.e. *INFS3200* and hit **[Enter]**.

4. Open the folder you just created. Click on the folder name. Click on the share icon ( ) to the right of the subfolder name.

5. Change *Who has access* setting to "**Anyone at your organization with the link."**

6. Click on **[Save Changes]**

The next step is to create or upload content to the shared folder. You can move videos from other Panopto class folders to the shared video folder. The shared video folder should *only* contain videos that do not have any student personable identifiable information (PII). Finally, share the link to the video(s) in any D2L class shell.
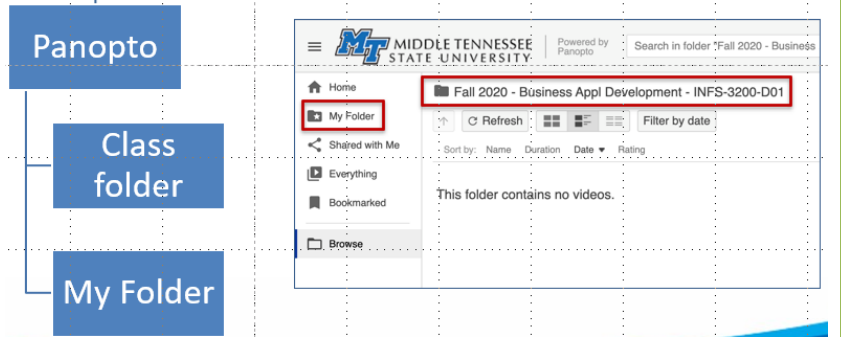
Panopto Video Library Instructions

Organizing the Video Library

Panopto has two types of folders where a teacher can store content: Class folder and My Folder.

Teachers create a Panopto class folder by clicking on the Videos link on D2L nav bar. The folder name standard is:
term – crs_name - crs_code

By default, only teacher(s) and students registered in the class can see the videos in the class folder.

* Instructors must click on the "Videos" link before the beginning of each semester*

The Panopto class folder is used to keep content specific to the class. Includes Zoom class recordings, student presentations, etc. These content is subject to FERPA regulations.

Your video library subfolder should contain reusable content shared among multiple classes/sections. Does not contain students/PII.

Adding Content to the Video Library

You can add content to your video library using Panopto Recorder, Panopto Capture, Upload Media or, by moving/copying videos from other folders.
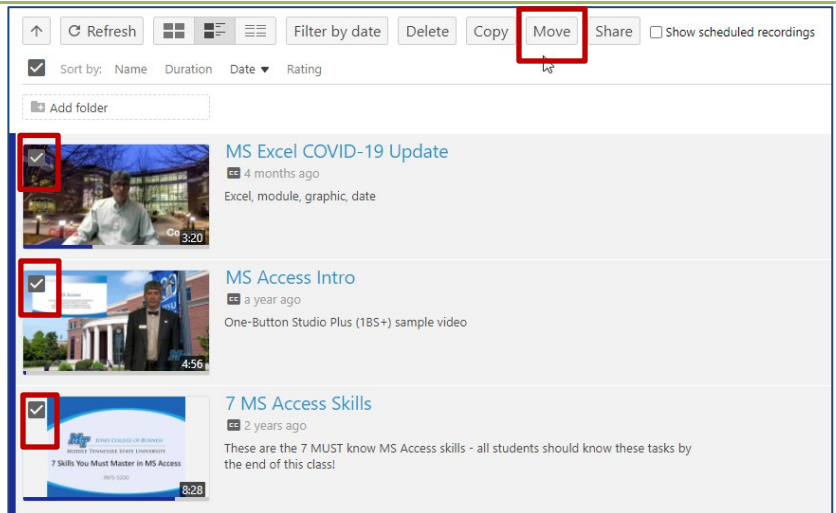
Move allows you to keep the URL links in D2L. The URL remains the same, no need to update URLs in D2L. Copy creates a *different* copy of the video with a new/different URL (need to update the URLs in D2L links)

To move the videos to your video library:
o   **In Panopto, Go to the folder with the videos**
o   **Check the box to select the videos to move**
o   **Click on Move (top menu bar)**
o   **Select the destination folder (in your My Folder subfolder) i.e. INFS3200**

The videos will inherit the share property of "Anyone at your organization with he link"

Finally, IF you copied the videos (instead of moving them), remember to update the links in your D2L Course shells to point to the video in your video library.