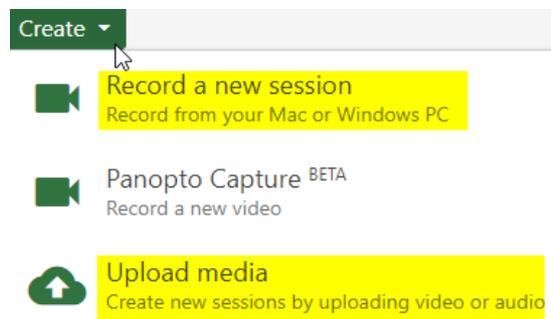


Student Tip Sheet: How to share a Panopto video with your peers

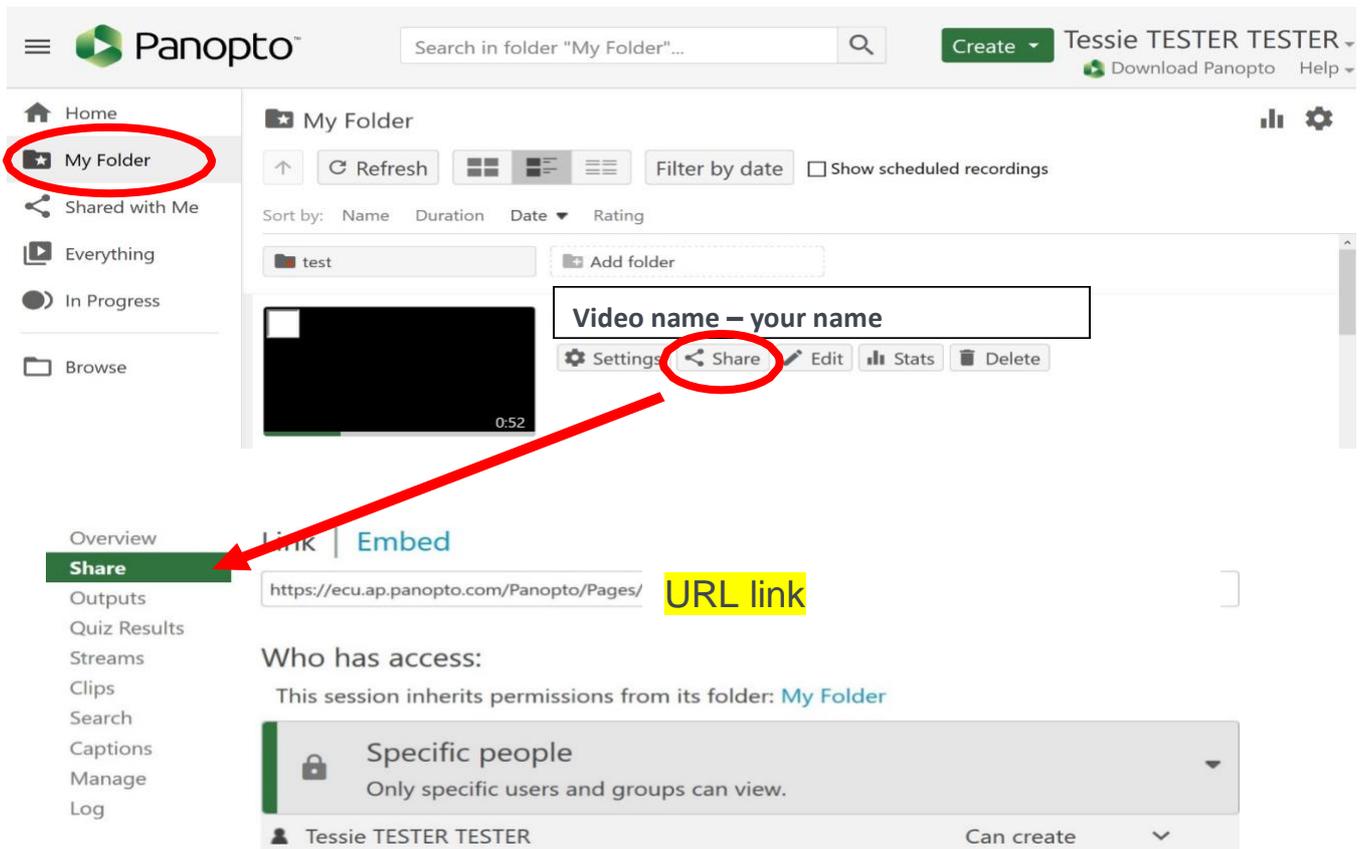
Your lecturer might ask you to **share your Panopto video with your fellow students** in a peer-to-peer learning exercise. This could take the form of posting the URL link from one of your Panopto videos to Blackboard in a discussion board forum, or to a blog, a wiki, or to group file exchange etc. Panopto videos stored in your personal 'My Folder' cannot be viewed by others unless you change the access permission.

To enable other students to view your video, please follow the steps below to change the permission, and set the availability dates. You can then copy the Panopto video URL and paste it in the appropriate exercise.

1. Access the Panopto video manager at ecu.ap.panopto.com and log in using your ECU student username and password.
2. Find **My Folder**. You can create a new recording or upload an existing recording by clicking the **Create** button. *Note: make sure you add your name as part of the video title.*



3. Hover over the video you wish to share and click on **Share** to find the access permission. In the image below, you can see that Tessie Tester is the only one able to see this video



[Chat with a VEEP](#)

Instant chat with a peer for support with online learning. Click above to [start chatting](#) (opens MS Teams) or [learn more here](#) 1

To enable sharing of a video that is in My Folder, it is recommended that students change the permission from 'Specific people' to '**Anyone at your organization with the link**'. This option will allow anyone with the link to view the video.

- Using the dropdown, change access to '**Anyone at your organization with the link**'. Students should not use any of the other options.

The image shows two screenshots of the Panopto interface. The top screenshot shows the 'Share' menu highlighted in green, and the 'Who has access' dropdown menu open, with 'Specific people' selected and a red circle around the dropdown arrow. The bottom screenshot shows the same interface, but the 'Who has access' dropdown menu is expanded to show other options: 'Anyone at your organization with the link' (highlighted in grey with a green checkmark), 'Anyone at your organization' (with a red X), 'Anyone with the link' (with a red X), and 'Public on the web' (with a red X). A red arrow points from the dropdown arrow in the top screenshot to the 'Anyone at your organization with the link' option in the bottom screenshot.

Overview
Share
Outputs
Quiz Results
Streams
Clips
Search
Captions
Manage
Log

Link | Embed
https://ecu.ap.panopto.com/Panopto/Pages/ URL link

Who has access:
This session inherits permissions from its folder: My Folder

Specific people
Only specific users and groups can view.

Tessie TESTER TESTER Can create

Video name – your name Learn more X

Overview
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Link | Embed
https://ecu.ap.panopto.com/Panopto/Pages/ URL link

Who has access:
This session inherits permissions from its folder: My Folder

Specific people
Only specific users and groups can view.

Anyone at your organization with the link
Unlisted, anyone at your organization who has the link can view.

Anyone at your organization
Anyone at your organization can find and view.

Anyone with the link
Unlisted, anyone who has the link can view. No sign-in required.

Public on the web
Anyone on the Internet can find and view. No sign-in required.

5. Click on **Save changes** to retain this access setting for this video.

Video name – your name [Learn more](#) ✕

Overview | **Share** | Link | Embed

<https://ecu.ap.panopto.com/Panopto/Pages/> **URL link**

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

Anyone at your organization with the link
Unlisted, anyone at your organization who has the link can view.

Tessie TESTER TESTER Can create ▼

Invite people:
Enter people, groups, usernames, or email addresses...

Save changes Cancel

It is also recommended that students set the availability dates of their videos. This is a safeguard that means access to the video link will be lost after a certain date.

6. To set the availability dates, click on the **Settings** link against a video in your Panopto My Folder.

Video name – your name

Settings Share Edit Stats Delete

1:02

7. You will be taken to the Settings **Overview** page - scroll down to **Availability** and set appropriate dates.

Video name

Overview | Availability

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

with its folder (immediately)

starting Perth

Session remains available

forever

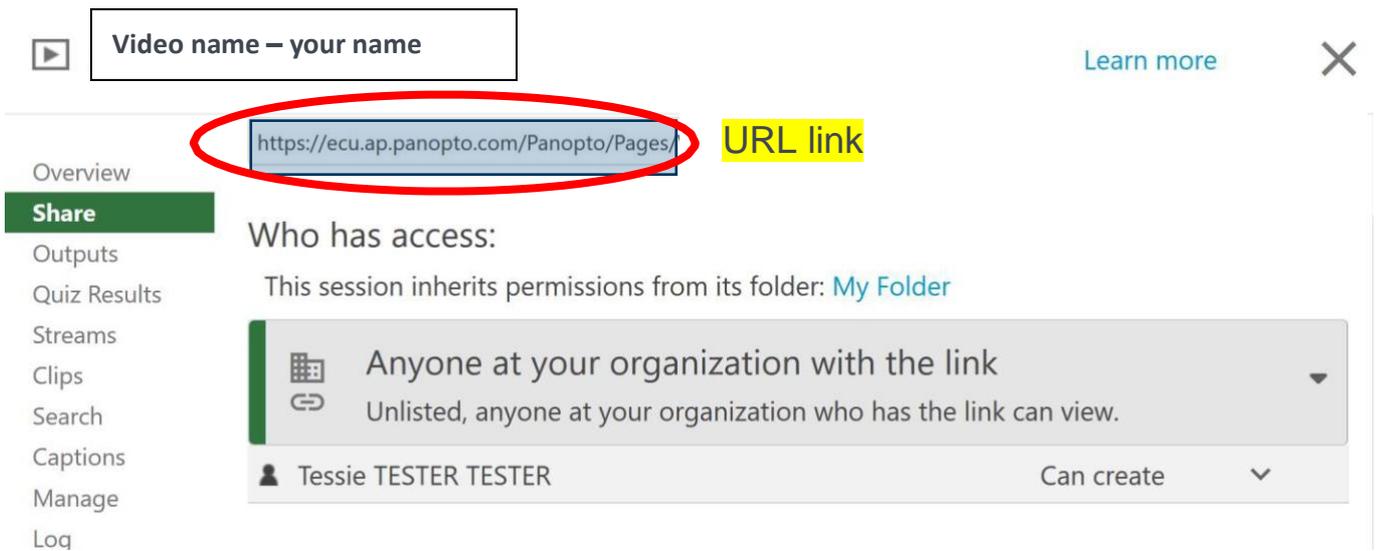
with its folder (forever)

until Perth

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- Copy the URL. The URL for the video can be found on the **Share** page. Right click on the URL and choose copy.



The screenshot shows the Panopto interface. At the top, there is a video player with the title "Video name – your name" and a "Learn more" link. Below the player, the "Share" tab is selected in the left-hand navigation menu. The main content area displays the URL "https://ecu.ap.panopto.com/Panopto/Pages/" which is circled in red. To the right of the URL, the text "URL link" is highlighted in yellow. Below the URL, the "Who has access:" section is visible, showing that the session inherits permissions from its folder "My Folder". The access settings are set to "Anyone at your organization with the link" and "Unlisted, anyone at your organization who has the link can view." A user named "Tessie TESTER TESTER" is listed with the permission "Can create".

- Paste the URL in the forum, blog, wiki, etc.