

How sharing videos in Panopto works

Panopto has a permissions system that determines who can see your videos. By default, Panopto videos inherit the permissions that have been set in the folder that video is located in.

The Panopto 'My Folder'

Any videos that sit in your **My Folder** can only be viewed by yourself.

- **Do not** record videos you want to share with others here.
- **Do not** embed or share videos from your **My Folder**.
- **Do not** change the permissions of videos here in order to share them with others.

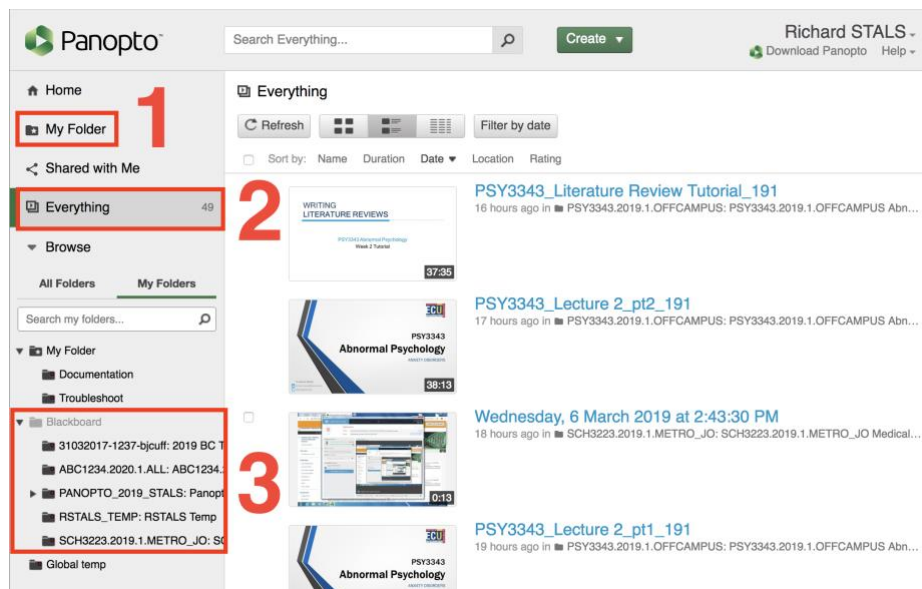
Panopto Blackboard Unit Folders

To record and share videos within Blackboard, you **must first add Panopto to every Blackboard site** you want to use it in. When you add Panopto to a Blackboard site, it creates a matching folder in Panopto, with the same name as the Blackboard site.

- **Do** record any videos you want to share with your students in this Panopto folder.
- **Do** embed or share videos in your Blackboard site only from this matching Panopto folder.
- Panopto automatically allows any staff in this Blackboard site to create and manage videos in this Panopto folder.
- Panopto automatically allows any students enrolled in this Blackboard site to view any video that is created here.
- **Do not** change the sharing permissions of the video. Panopto manages this for you.

The screenshot shows the Panopto interface with a sidebar on the left containing options like Overview, Share, Outputs, Quiz Results, Streams, Clips, Search, Captions, Manage, and Log. The main content area has a 'Link | Embed' header and a URL. Below that, it says 'Who has access:' and 'This session inherits permissions from its folder:'. A list of folders is shown, including 'ECF1110.2019.1.ONCAMPUS_OFFCAMPUS' and 'ECF1110.2019.1.ONCAMPUS_OFFCAMPUS Economics I'. A red box highlights the 'Specific people' section, which is crossed out with a large red 'X'. This section lists 'ECF1110.2019.1.ONCAMPUS_OFFCAMPUS' as 'I:Creator' with a 'Can create' permission, and 'ECF1110.2019.1.ONCAMPUS_OFFCAMPUS Economics I' as 'I:Viewer'. Below this is an 'Invite people:' section with a text input field.

The Panopto Video Manager Screen



1. Your **My Folder** – This shows any videos that you have recorded into your personal folder. No one else can view or edit videos that sit here.
2. The **Everything** menu item – this lists all the videos that **you can view**. This will include all videos in your **My Folder**, all videos in any Blackboard folders you have access to, and any videos that people have manually changed permissions on individual videos.
3. The **Blackboard** Panopto folders – these are the folders that are created when you add Panopto to your Blackboard site. These folder permissions are automatically synchronised with the Blackboard site enrolments – students will automatically have access to any videos you record here.

More information:

For more information, see the Panopto pages for staff in the Learning Intranet:

<http://intranet.ecu.edu.au/learning/learning-technologies/panopto-lecture-capture/panopto-for-staff>

This page includes step-by-step guides on how to set up your Blackboard site to use Panopto and how to correctly record Panopto videos and share them with your students.