Sharing Panopto Folders and Recordings

Sharing folders with specific users
Sharing a folder permits users to view any recording in the folder. You may access the Share settings either from the recorder or from the Panopto website. In the recorder Recording Status tab, click Manage My Recordings to go to the current folder (see image below), or go to the BJU Panopto website (http://bju.hosted.panopto.com) login and click the folder name under My Folders in the left-hand menu.

To share a folder, click the Share icon to the right of the folder name.

Under Who has access, select the Specific people option.

In the Invite people field, enter the person’s BJU username or BJU email address. Separate multiple usernames or email addresses by a single white space or by a comma and a space (for example: jbro345, lsmi546, ajoh897). Panopto will seek to suggest the right person so you can add them to the list. You may be given more than one choice for a user, but always choose the account with bju.edu\ in the username.

If you are adding multiple names, choose the option “Add multiple users from bju.edu.”
This action will add the name(s) to the Invite People field. Below this field, you can select whether you want the person to be a Viewer or Creator (can record and manage recordings) in the folder.

“Notify people via email” is selected by default. When this option is selected, Panopto notifies the user that the folder has been shared with them. You may modify the standard message by clicking in the field containing the words, “Optional: include a personal message.”

Click Send and save change or Save changes to complete the share action.

IMPORTANT NOTES:
- If the username or email address is not found in the system, please submit a ticket at help.bju.edu.
- If you are recording lectures for a distance learning course, the Center for Distance Learning will handle giving viewing permissions to the students.

Sharing individual recordings with specific users

To share an individual recording, click Share under the recording name on the BJU Panopto website as shown below (or click the Share link to the right of a recording in the Recording Status tab of the Panopto recorder).

NOTE: If you do not see the share link beneath a recording, place your mouse pointer over the recording name to reveal the links.
The recording is limited to "Specific people" by default. Limiting viewing to specific people permits Panopto to keep viewing statistics on each viewer and helps avoid copyright violations.

To share your recording with specific users, follow the same instructions for sharing folders with specific users as described above.

Other sharing options
Several other sharing options are available for both sharing folders and individual recordings. These are particularly useful for sharing recordings for a short time or for sharing recordings where copyright or content issues are not a concern.

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