

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.

The screenshot shows a window titled 'Manage My Recordings'. At the top, a message says 'Only recordings stored on this computer are shown below.' On the right, there's a red circle around the 'Manage My Recordings' link. Below it is a table titled 'Uploaded Recordings' with columns: Start Time, Duration, Folder, Session, Actions, and Status / Link. One row is visible: 9/4/2012 3:33 PM, 00:01:13, ITTest 2: IT Training Test..., Tuesday, September 04,..., with buttons for Delete Local, Set Offline, View Edit Share (default).

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

The screenshot shows the Panopto recorder interface. A folder named 'Technology Resources Folder' is selected. To the right, there's a toolbar with icons for sharing (circled in red), settings, and other functions.

Under **Who has access**, select the **Specific people** option.

The screenshot shows a dropdown menu for 'Who has access'. It has a green bar at the top. Below it, 'Specific people' is selected, indicated by a lock icon. A sub-menu shows 'Only specific users and groups can view or edit sessions in the folder.'

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.

The screenshot shows a search results list for 'jtrainer'. The first result, 'bju.edu\jtrainer', is highlighted with a red box. Other results include 'Joe Trainer(jtrainer)' and 'd2l\jtrainer'. To the right, their email addresses ('Jtrainer@bju.edu' and 'jtrainer@bju.edu') and a 'Suggested user' label are shown.

If you are adding multiple names, choose the option "Add multiple users from bju.edu."

Invite people:

Add multiple users from Panopto
Add multiple users from bju.edu
Add multiple users from D2L

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.

Invite people:

Can view ▾

Notify people via email

Optional: include a personal message

Send and save changes Cancel

"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 screenshot shows a Panopto recording interface. At the top, there is a header with the date and time: "Thursday, December 06, 2012 at 3:34:17 PM (copy 1)". To the right of the date are the times "4:29" and "12/6/2012". Below the date are several buttons: "Settings", "Share" (which is highlighted with a red box), "Edit", "Stats", and "Delete".

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.

-  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.