Adjusting Sharing Permissions in Panopto

Learn how to set the sharing/viewing permissions for your Panopto recordings. When you create a recording from your D2L course shell, it is automatically stored in the Panopto course folder. The sharing permissions set for the folder and/or individual recordings will determine students' ability to view the recordings.

Note if sharing a Panopto video outside of the course in which it was recorded: If a direct link, or URL, to a Panopto recording is shared, the access needs to be set to "Your Organization (unlisted)". Embedded videos also need correct sharing permissions.
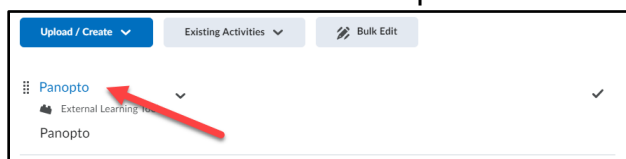
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## Adjusting Sharing Permissions

1. After logging in to D2L and selecting the correct course, select the module that contains the link for Panopto. Click the **Panopto** link.


   Note: If you have not yet created a link for Panopto Recordings, follow the directions in the directions for [Adding Panopto to a Course](#).

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2. To change the sharing options for an **entire folder**, click on the **Share** icon (outline of connecting dots) in the upper right-hand corner across from the folder title. Clicking the share icon for the folder will allow you to change the sharing options for **all recordings** in the folder.
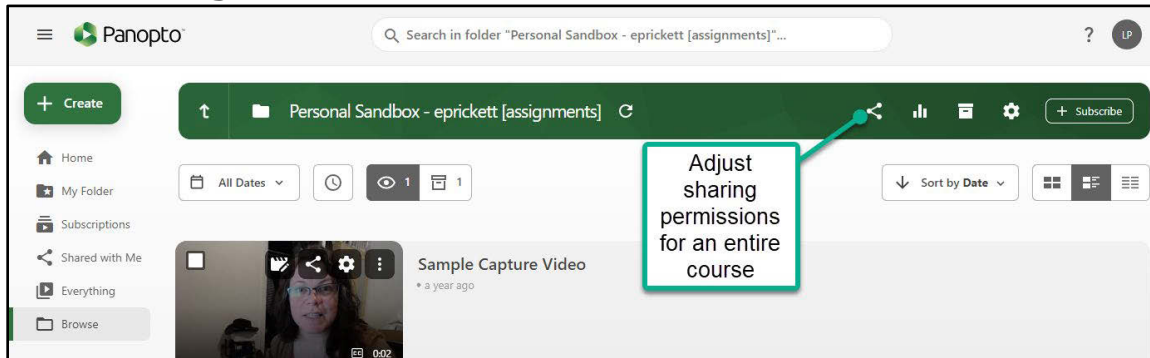

3. To change the sharing options for an **individual recording**, hover the cursor over the recording, and click the **Share** icon.

4. By default, users enrolled in the D2L course will have access to any recording stored in the Panopto **course** folder.
Note: If you receive a notice that the Assignment folder access is determined by permissions on the parent folder, click the link to Control access using the parent folder's share page.
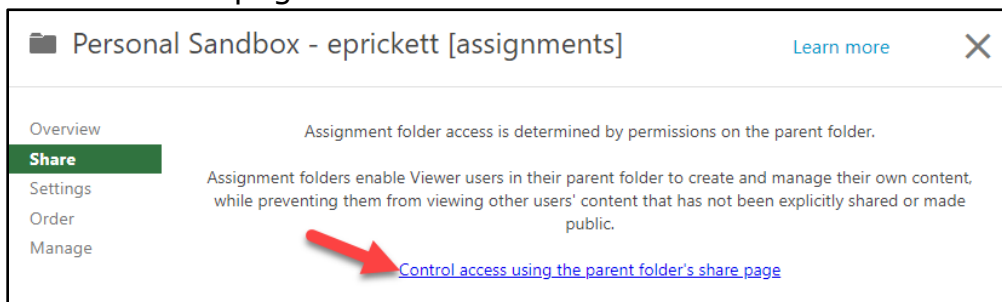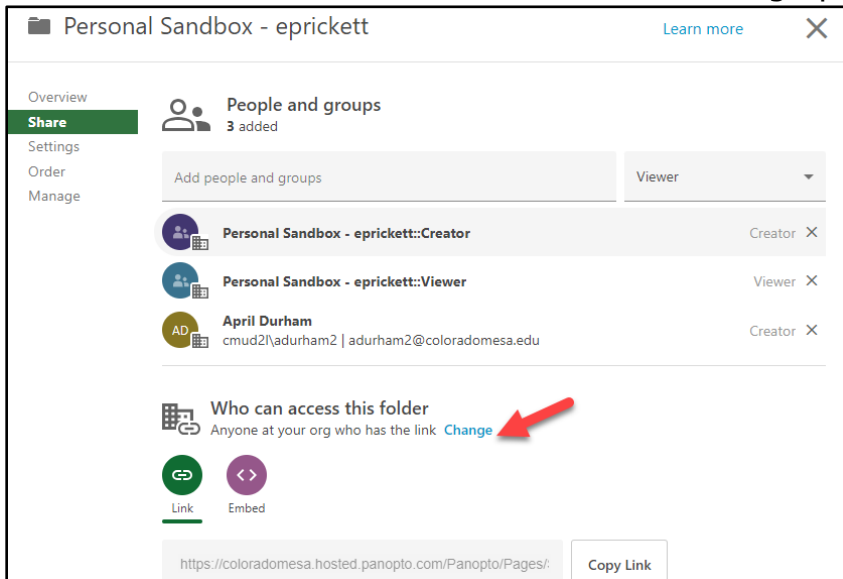

5. Under people **and groups**, you will notice information about whom the video is already shared with. Note: "*Course title*::Viewer" includes users from the D2L classlist.
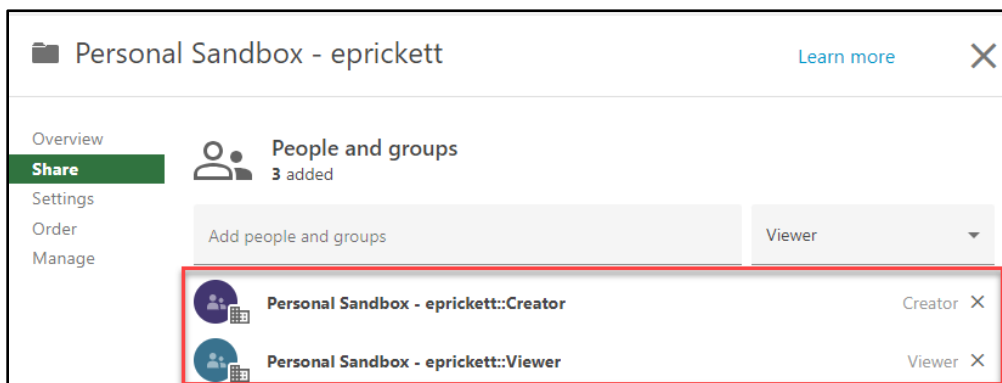
Share with a Wider Audience

There are different options for sharing recordings. Clicking **Change** underneath **Who can access** this video reveals additional sharing options.
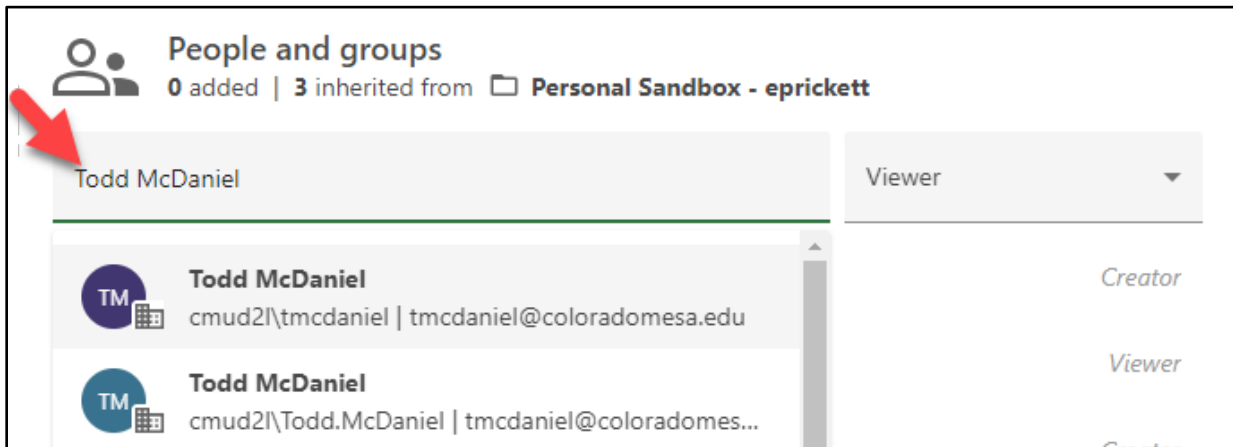

a. **Restricted** (default setting) allows anyone with access to the course folder to view the recordings.

b. **Your Organization (unlisted)** is recommended for sharing recordings between sections. This will allow viewing access for anyone who has the link and is affiliated with CMU.

c. **Your Organization** is not recommended and will enable anyone at CMU to find and view recordings.

d. The final two options, **Public (unlisted)** and **Public** allow universal access and are **NOT** recommended.
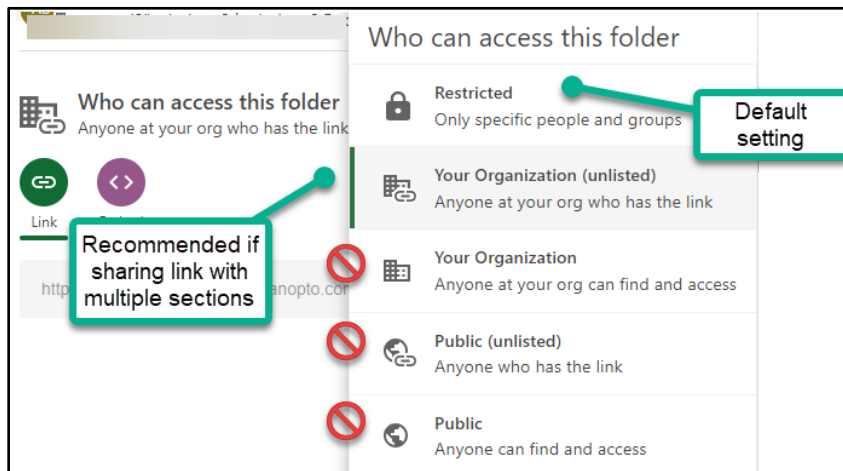
Share with Specific People

To share recordings with specific people or groups/courses, type the individual or group name, username, or email into the **Add People and Groups** section. You may select if they are **Viewer** or **Viewer with Link**.
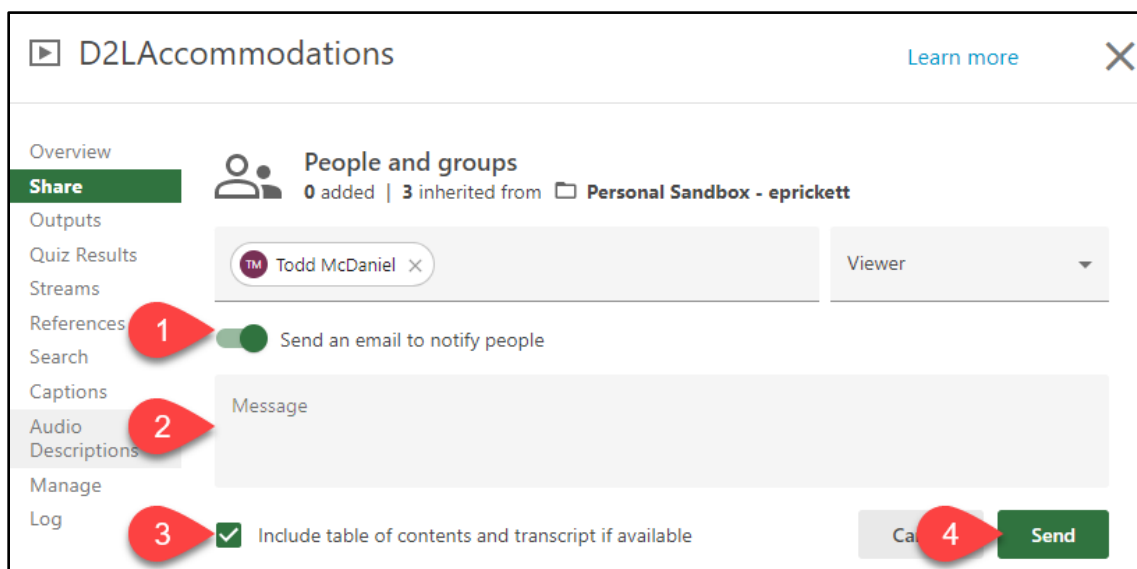

1. After selecting the individual or group, you can opt to do the following:
   a. **Send an email to notify people -** sends them an email to let them know they have access to the video
   b. **Message** - you can type in a custom message to send to them regarding the video
   c. **Include table of contents and transcript if available** - adds the video's table of contents and transcript to the email sent
   d. Click **Send** to share the video.

2. The person or group will appear in the list of names under **People and groups**.
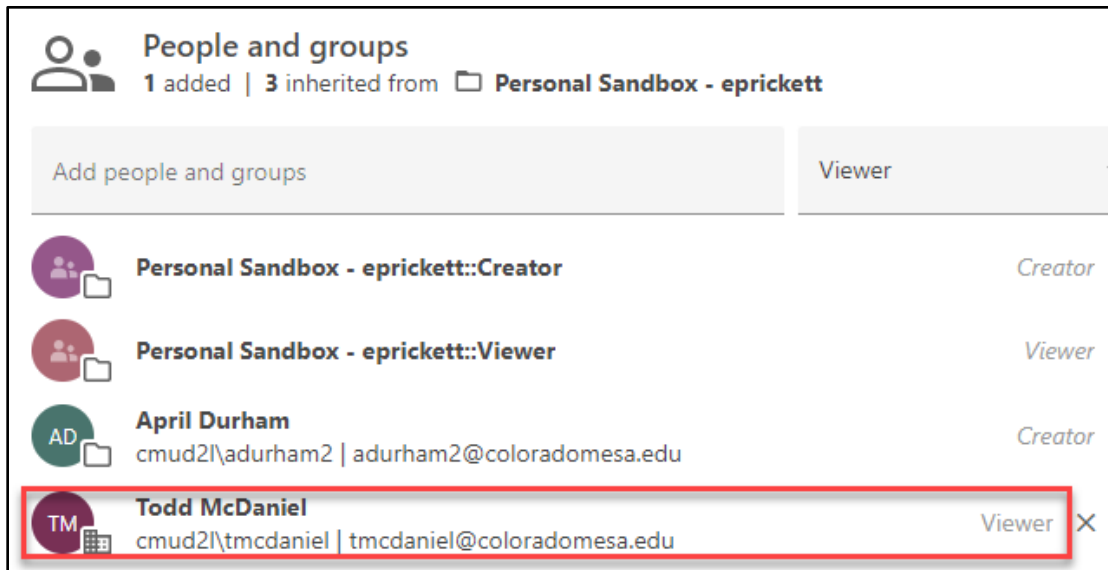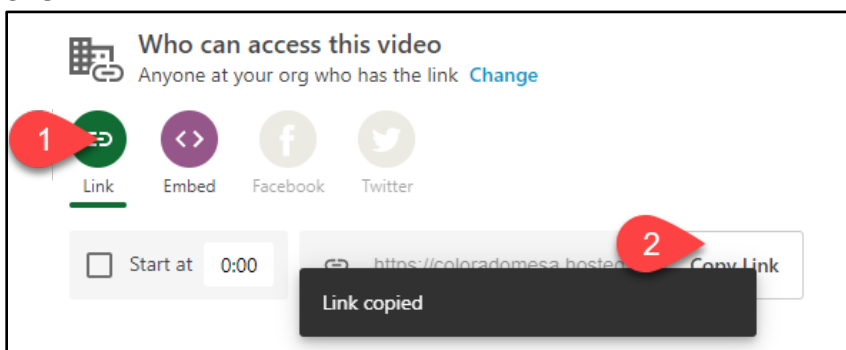

Share using a Link or Embed Code

If you have set **Who can access this video** to any option except Restricted, you can copy and share the link or embed code.

Copy Link

1. Select the **Link icon** and click the **Copy Link** button.
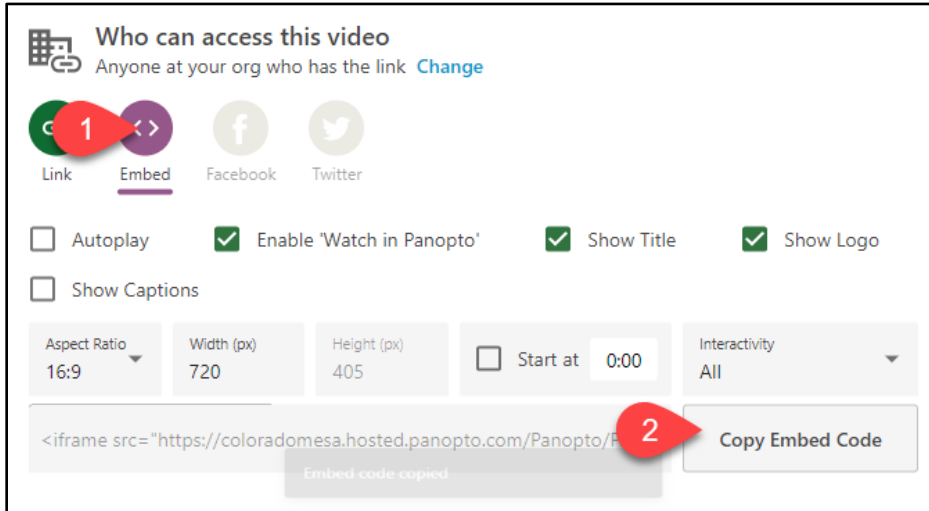2. **Link copied** will appear at the bottom, indicating that you have successfully copied the link.

3. Option: You can select the checkbox next to **Start at** and add the timestamp at which you'd like the video to start when the audience opens the link provided.

Copy Embed Code

1. Select the **Embed icon** and click the **Copy Embed Code** button.
2. **Embed code copied** will appear at the bottom, indicating that you have successfully copied the link.

3. Option: You can select the checkbox next to **Start at** and add the timestamp at which you'd like the video to start when the audience opens the link provided.