



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.

If a direct link, or URL, to a Panopto recording is provided within a D2L course, the access needs to be set to "Your Organization (unlisted)". Embedded videos also need correct sharing permissions. Check out: [embedding the recording in a D2L file](#).

Contents

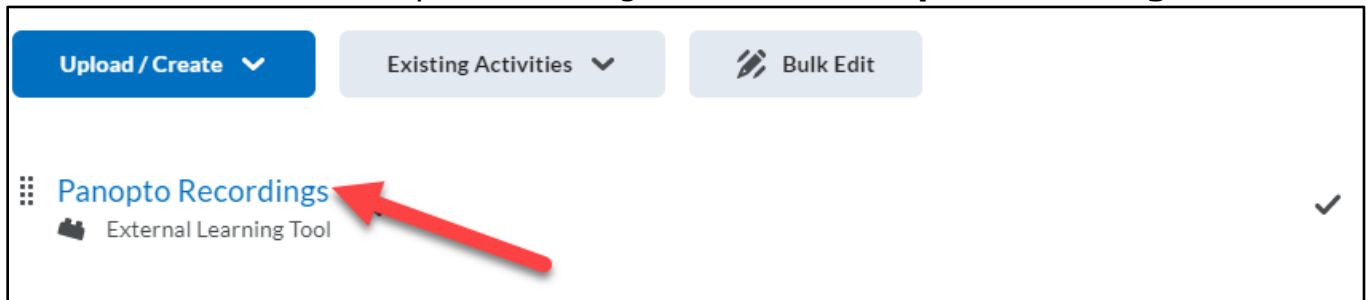
Adjusting Sharing Permissions in Panopto	1
Contents	1
Tutorial Video	2
Adjusting Sharing Permissions	2
Share with a Wider Audience	3
Share with Specific People.....	4
Share using a Link or Embed Code	6
Copy Link.....	6
Copy Embed Code	6

Tutorial Video

Adjusting Sharing Permissions

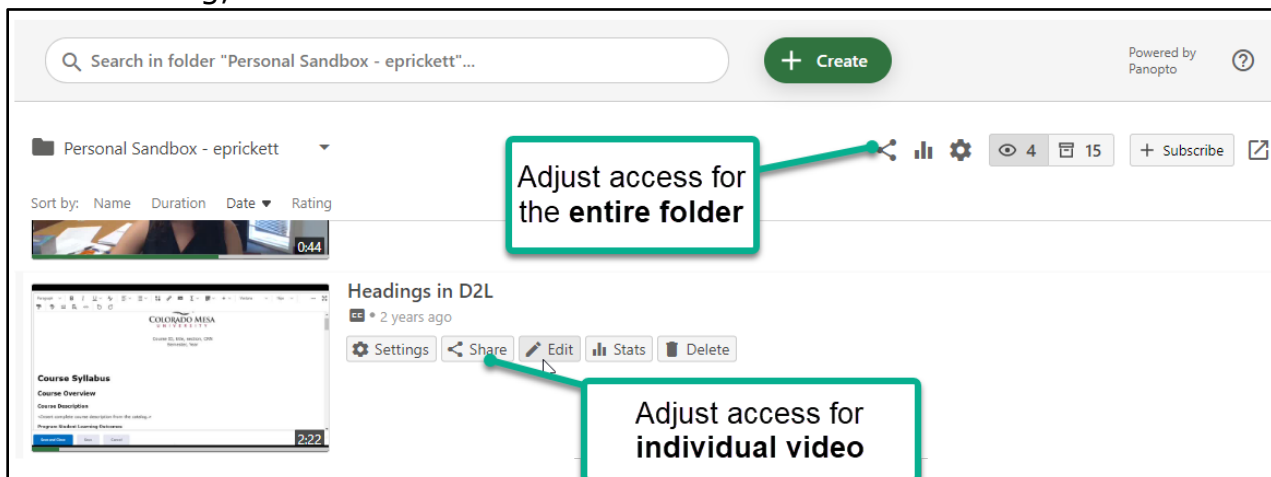
Adjusting Sharing Permissions

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

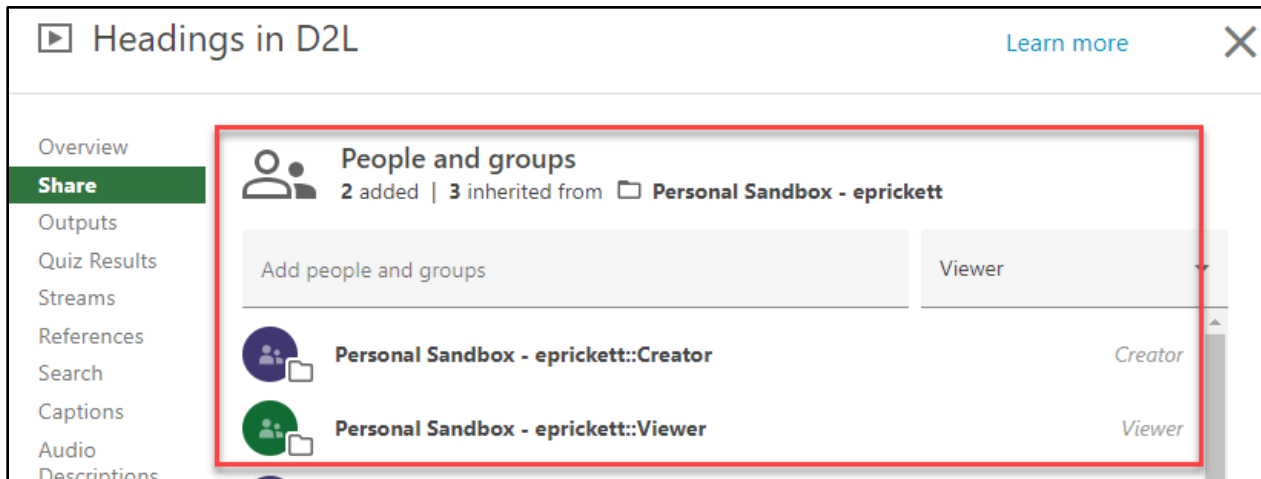


Note: If you have not yet created a link for Panopto Recordings, follow the directions in the directions for [Adding Panopto to a CAdjustourse](#).

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.

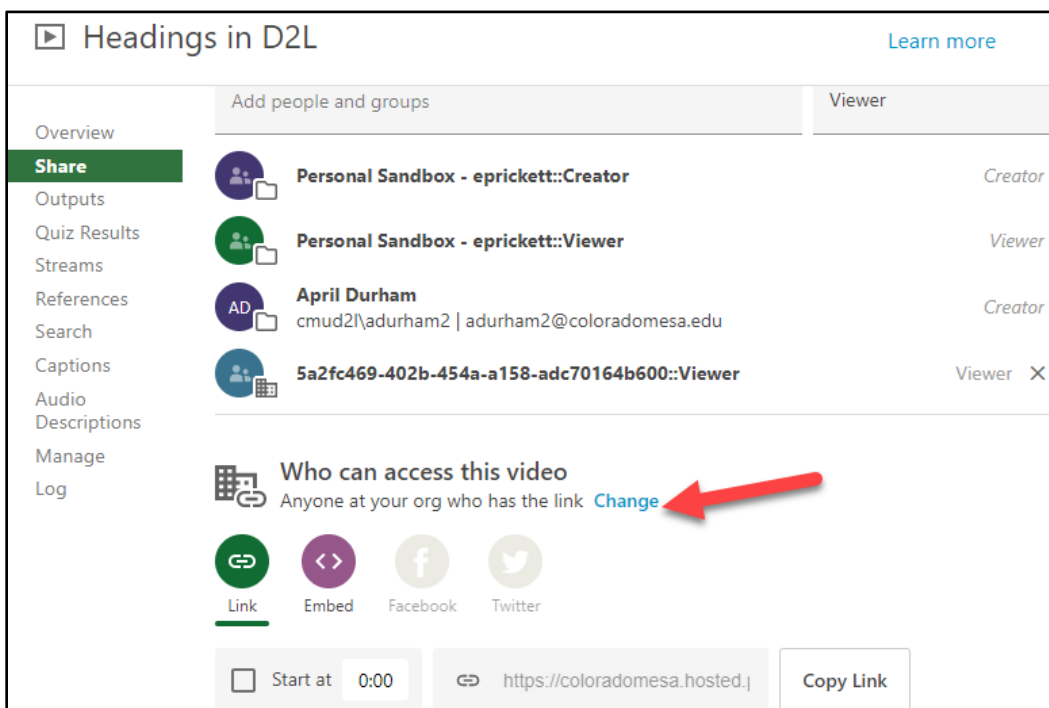


4. By default, users enrolled in the D2L course will have access to any recording stored in the Panopto **course** folder.
5. Underneath **People and groups**, you will notice information about whom the video is already shared with. Note: "*Course title::Viewer*" includes users from the D2L classlist.

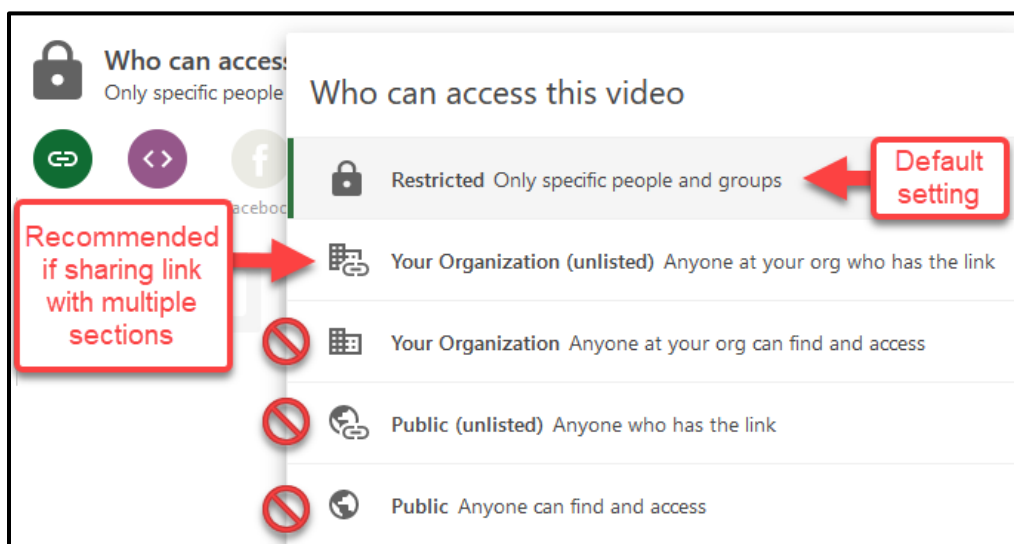


Share with a Wider Audience

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

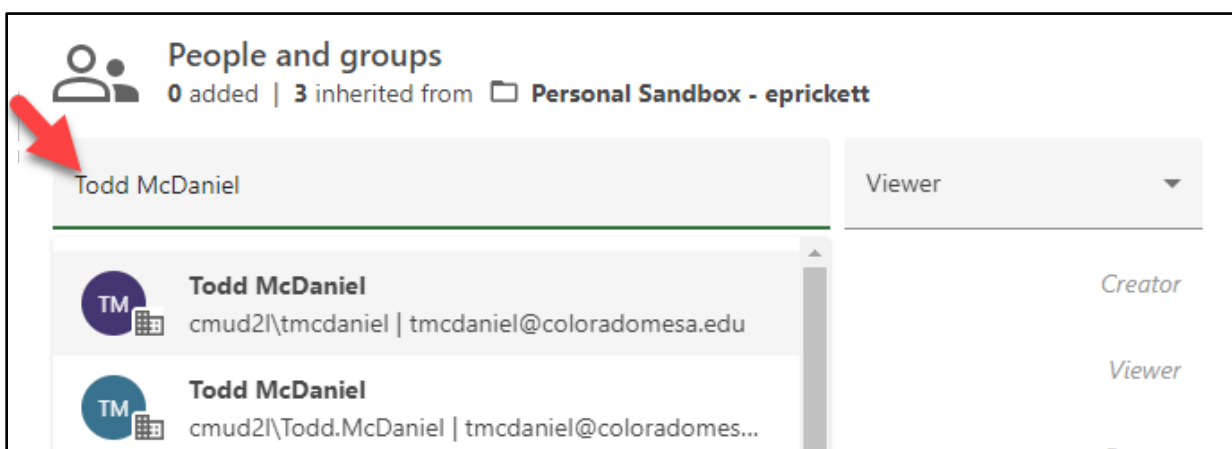


- a. **Restricted** (default setting) allows anyone with access to the course folder to view the recordings.
- b. **Your Organization (unlisted)** is recommended for sharing recordings between sections. This will allow viewing access for anyone who has the link and is affiliated with CMU.
- c. **Your 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.

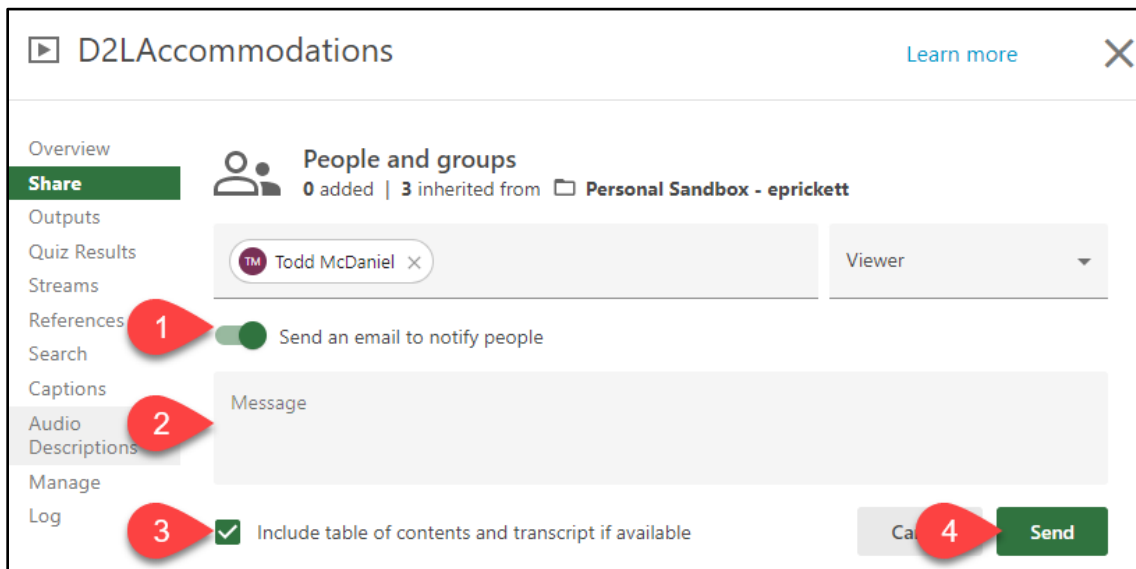


Share with Specific People

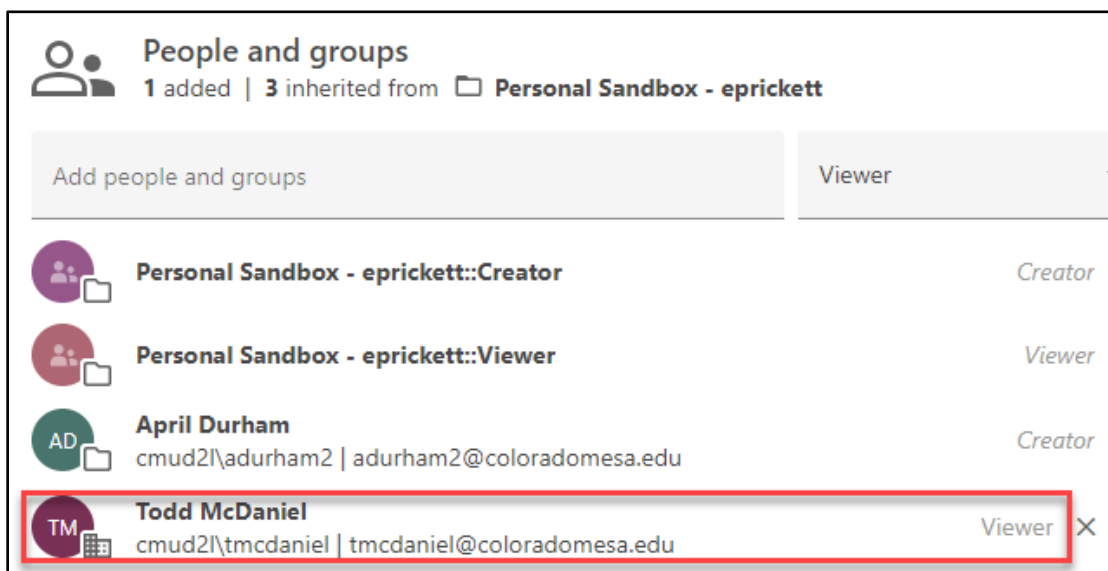
To share recordings with specific people or groups/courses, type the individual or group name, username, or email into the **Add People and Groups** section. You may select if they are **Viewer** or **Viewer with Link**.



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**.

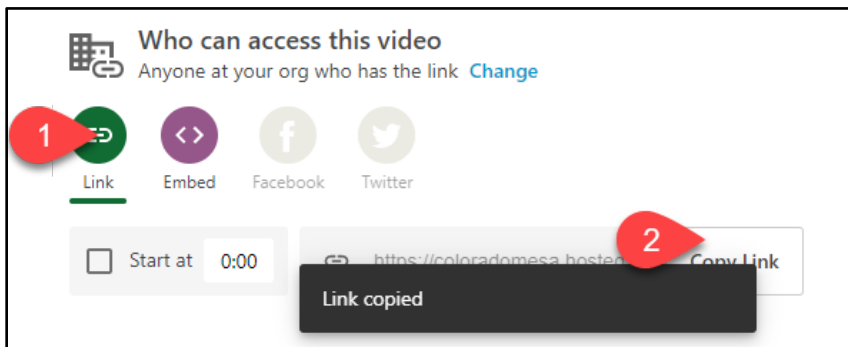


Share using a Link or Embed Code

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.

