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)”. To provide viewing access to students without adjusting the sharing permissions, we recommend embedding the recording in a D2L file.

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Tutorial Video

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.

![Panopto Recordings link](image)

Note: If you have not yet created a link for Panopto Recordings, follow the directions in the directions for **Adding Panopto to a Course**.

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.

![Adjust access for entire folder](image)

Adjust access for individual video

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

3. 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 Link Diagram](image)

**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.

![Copy Embed Code Diagram](image)