

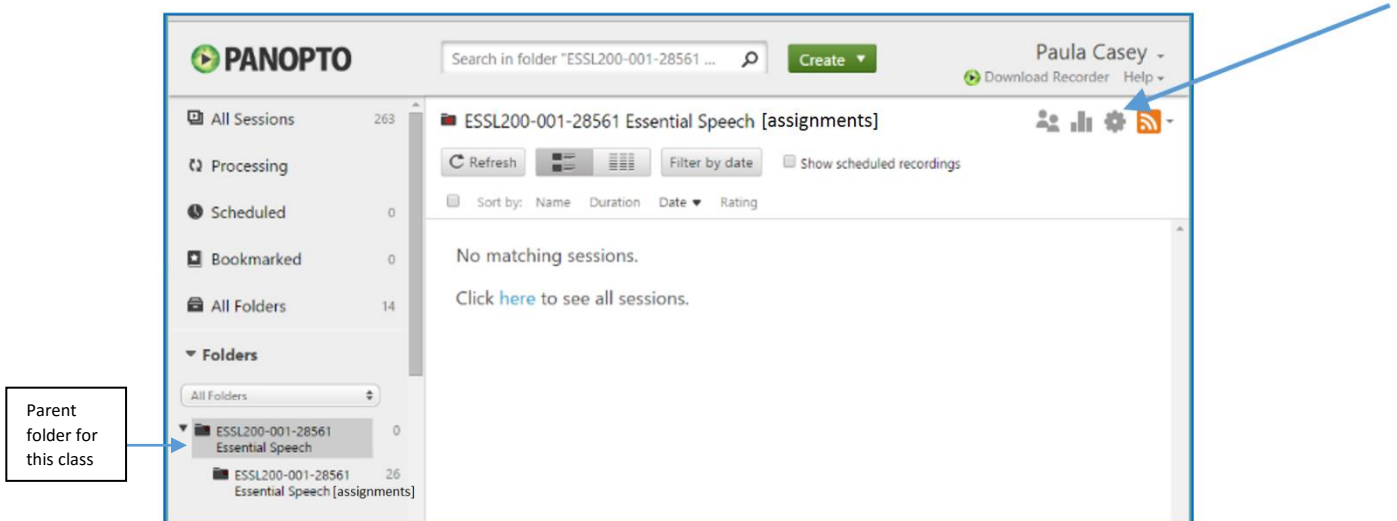
How To: Professors Sharing Video with a Professor

Sharing a Video Between a Speech Professor and a Milestone Professor

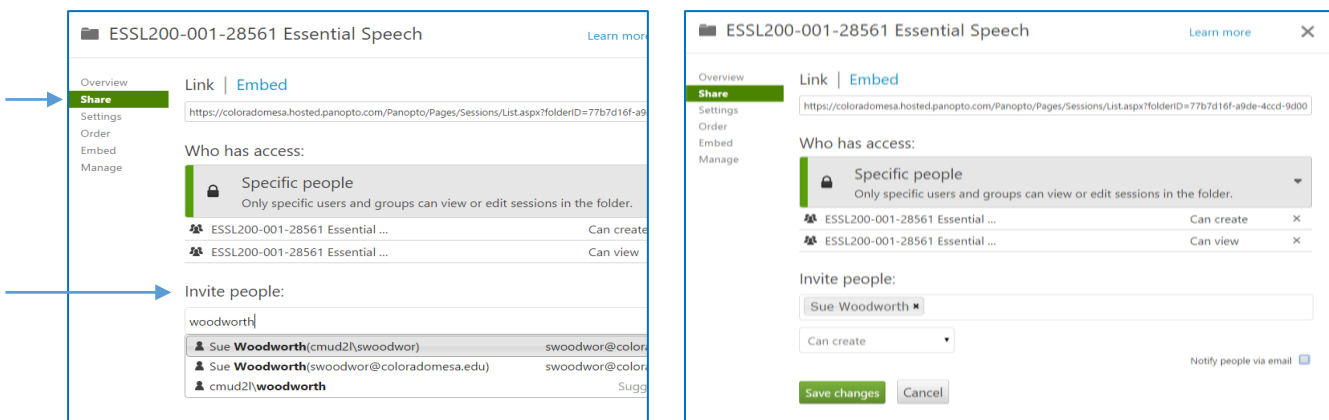
Scenario: A speech professor and a milestone professor need to grade the same speech for a student enrolled in class with both professors. Essentially, the speech professor will need to share the parent folder for their class with the milestone professor and then the student will create and submit a Word document containing the video link to the milestone professor. If the speech is located in the Assignments folder, the access level must be CREATE.

Speech professors should perform the following steps:

1. In your web browser, log in to coloradomesa.hosted.panopto.com.
2. For the given class, select the parent folder (not the assignments folder) as in the example below. Then click the gear icon.



3. In the next dialog box, click on **Share**. Now, in the **Invite people** section, enter the name of the milestone professor. The dialog will produce a short list of possible names. Locate the correct name and be sure to choose the one that includes **cmud21** as part of the name.



4. Change the access from Can view to **Can create** (required if videos are in the Assignments folder).
5. Clear the checkbox to send an email. Instead just coordinate with the milestone professor that they will have access to the videos. Click **Save changes**.