

How to Use the Discussion Feature in Panopto

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Adding a Discussion

1. Choose the session where you would like to add a discussion. Click the “Discussions” tab in the menu on the left-hand side of the viewer.
2. By default your comment will be shared with all who have access to the video. You can also choose to keep your comment private to the creator of the video. To control who can see your comment in the discussion, click on the eye icon beneath the text entry box.
3. You can then choose to keep your comment visible to the all who have access to the video, or private to the creator of the video.
4. You can now ask a question or share a comment. Type your comment in the text box and hit enter. Your comment will now be displayed and timestamped in the session.

Who can see your comments?



Public comment for everyone

Visible to everyone who has access to this video



Private comment to moderators

Comments can be made visible to everyone by moderators

Replying, Editing, or Deleting Discussion Comments

5. Discussions allow viewers to reply to comments left by others. Select “Reply” under another viewer’s comment, type a response, and hit “enter” to leave your comment. Click “Show Reply” to see replies to a comment.

6. Hover your cursor over your comment. You will then see three icons. With the pencil icon, you may edit your comment. With the trash can icon, you may delete your comment. With the eye icon, you may change its visibility to either all viewers, or just the video creator.

Moderating Discussions as a Video Creator

8. As the creator of a video, you may moderate discussion comments on your video. Hover your cursor over a comment to either delete it or change its visibility.

NOTE: If you are viewing a Panopto video from a migrated Zoom recording, the contents from the Zoom chat will appear in the discussion section.

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Evan West



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Pat Columbia



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Do students have Zoom accounts at Columbia College?

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