

Panopto Folder Structure

Columbia | Powered by Panopto | Search in folder "My Folder"... | Create

Home | **My Folder** | Subscriptions | Shared with Me | Everything | Browse

My Folder

↑ Refresh Filter by date ☐ Show scheduled recordings ☐ Show archived videos

Sort by: Name Duration Date ▼ Rating

Meeting Recordings

Welcome to your personal folder

Drop any video from your computer here, or click the Create button to get started

My Folder: My folder is a place where you can store your videos. In this space, only you will have access to your recordings unless you choose to share them with others. By clicking on the “create” option, you can create sub-folders in this area to organize your videos. Under the create option, you may also choose to record or upload new Panopto sessions that will be stored in the my folder section. Refer to the “Meeting Recordings” sub-folder within the my folder section to locate your Zoom cloud recordings.

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Shared with Me

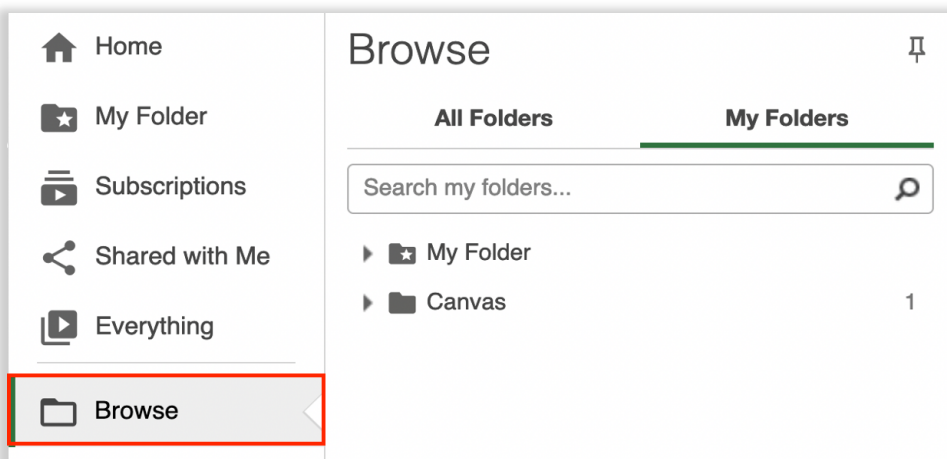
Refresh Filter by date

Sort by: Name Duration Date ▼ Date shared Location

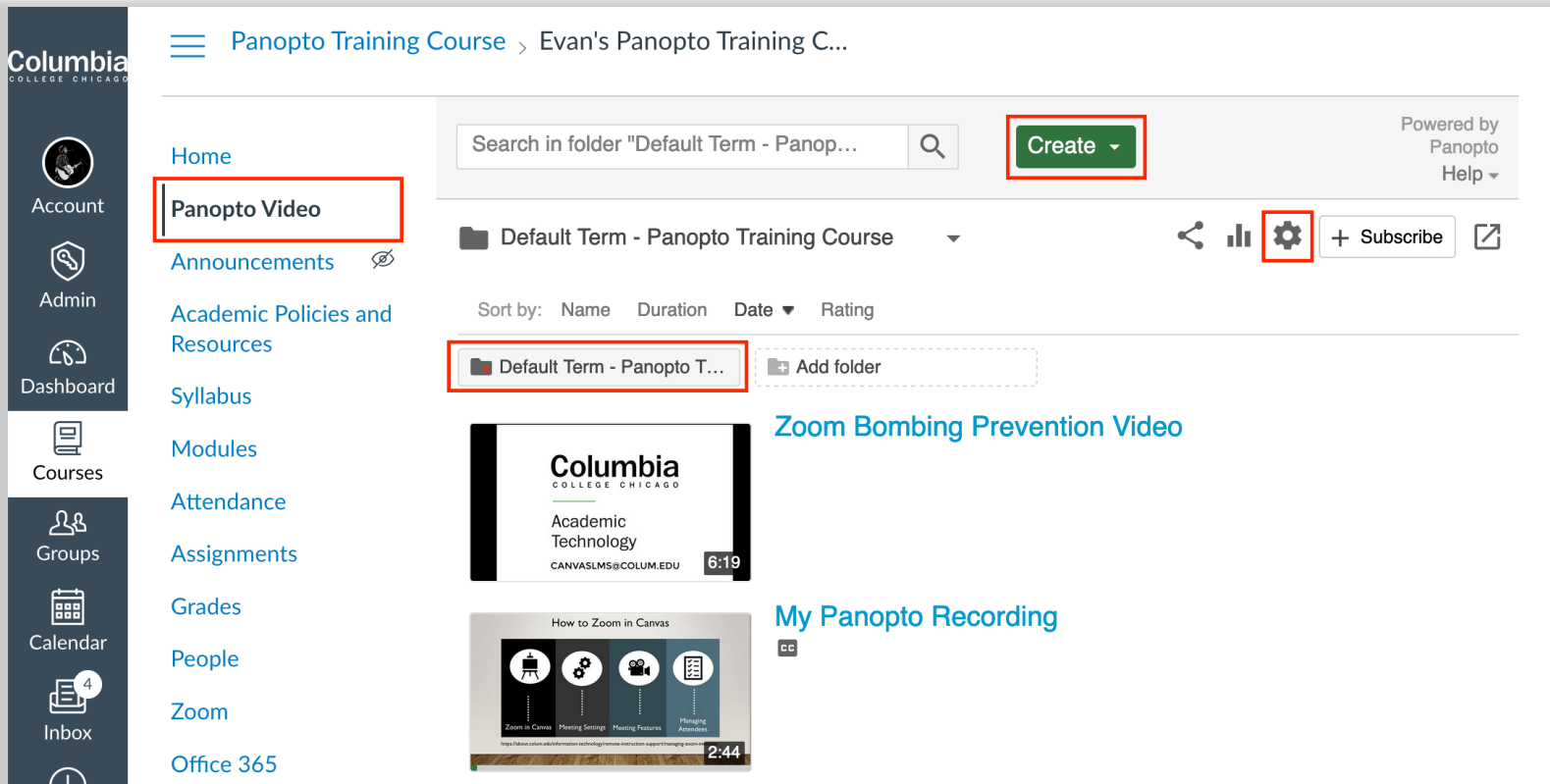
Migrating Studio Videos to Panopto

3:32

Shared with Me: If another person has shared a Panopto video with you, you may locate it within the “Shared with Me” folder. This area will display a list of all of the sessions that have been shared with you. You may sort this list by name, duration, or date.



Browse: Click on “Browse” as a way to get to other folders that you may have access to within Panopto. From here, you can access any folders or sub-folders that are located within the “My Folder” area. You will also see an option for “Canvas” here. This offers another way to get to your Panopto course folders that correspond to your Canvas courses. These folders will be sorted for you by term and department.



Panopto Course Folder: Your Panopto course folder is where you can store Panopto recordings that you would like to share with your students in your Canvas courses. Each Canvas course has its own Panopto course folder that corresponds to it. You may access a Canvas course’s Panopto folder by clicking on “Panopto Video” in the corresponding course’s navigation menu.

By clicking on the “create” option in your course folder, you may also choose to record or upload new Panopto sessions that will be stored in that course’s Panopto folder. Once your videos are placed within this folder, your students may access them. You can then use the Panopto tools in Canvas to add these videos to your modules, or embed them throughout your course.

You can also create an assignment folder within a Panopto course folder. This allows students to record and upload their own videos to Panopto for assignment and discussion forum submissions. The option to create an assignment folder can be found in the settings gear within your course folder. Your assignment folder will appear as a sub-folder, which will store your student’s video submissions.