

How to Share Panopto Videos

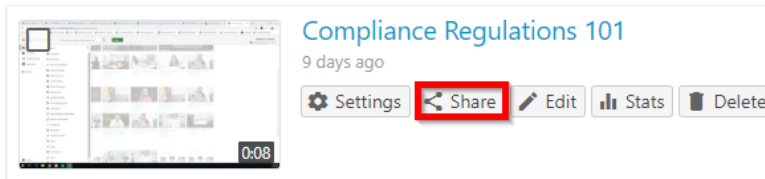
A Guide for Faculty

Created by the Academic Commons

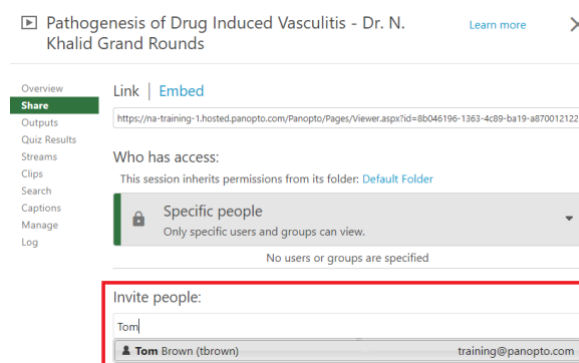
Panopto is a recording software that allows you to easily record and share videos and presentations online. Panopto recordings can include Video, Audio, Desktop, PowerPoint, and more. Download Panopto to create and share videos with students and colleagues. To use Panopto in the classroom to record in-person lectures, [contact us](#). Find additional Panopto guides on recording and editing videos in Panopto on [the Academic Commons website](#).

Sharing with an Individual or Small Group

- **Step 1:** Once logged into your Panopto account at [Jefferson.Hosted.Panopto.com](https://jefferson.hosted.panopto.com), visit your video library under **My Folder**.
- **Step 2:** Hover over the video you want to share and click the **Share** icon, opening up your sharing options.



- **Step 3:** In the “Invite people” box, type the name or Campus Key of a person you want to share your video with. A list of suggested users will appear. Select the appropriate names. Add a message, if appropriate.



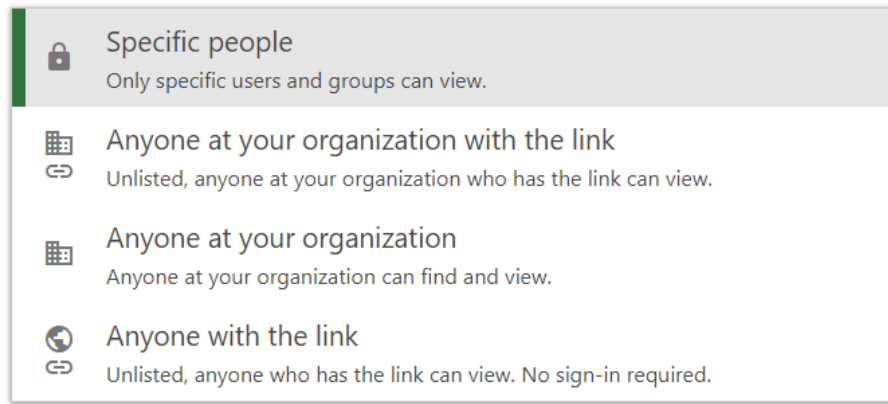
- **Step 4:** Select **Send and save changes** to share the video. The video recipients will receive an email notification that includes your message.

Sharing with a Wider Audience

- **Step 1:** In the video library, once you've chosen the video you wish to share, click on the drop-down under "Who has access" to change the sharing options. There are four options:

Who has access:

This session inherits permissions from its folder: [Archaeology](#)



- Note: Choosing the option **Anyone with the link** will enable you to share the video with non-Jeffersonians, as no Panopto sign-in is required.

- **Step 2:** Once you select the appropriate option, click **Save Changes** to share your video.

Sharing within a Canvas Course

For instructions on how to share or embed a Panopto video within your Canvas course, read the [Using Panopto in Canvas How-To Guide](#).

Help

- Watch the [video tutorials](#) and read [in-depth sharing guides](#) the Panopto website.
- Visit the [Academic Commons website](#) for additional guides on How to Record Videos and How to Edit Panopto Videos.
- For help with using Panopto in your course, contact the Educational Technologies Team at Ed.TechSupport@lists.jefferson.edu or call (215) 503-2830.