Overview

You can share videos from Panopto directly with other people or using the Canvas integration for courses. Within Canvas, Panopto videos are accessible through the Panopto course folder or as embedded videos. Permissions for these are handled differently than standard Panopto videos or folders as they utilize the class lists in Canvas to determine access.

Sharing

By default, folders inherit the permissions of their parent folder. Files inherit the permissions of the folder they're in. You can change these permissions to share the files/folders with a wider audience or just a few people you select.

Sharing Folders

1. Click on the folder you would like to share. In the right-hand corner of your screen, you will see a share icon.

Result: This will bring you to the Share tab of the folder settings.
2. You can use the sharing link, invite specific people to the folder or share it with the community by selecting an option from the Who has access menu (read more about sharing options in istdraft:Share with a Wider Audience below).

Result: Select the option that works best for your folder.

3. Once you’ve selected a user or group to share with, you can continue to add additional people as desired.

4. Now select from the drop-down if you want these users to be able to:
4. View: They view what's in the folder.
5. Create: They can create, upload, edit, and share videos for that folder.
6. Publish: They can approve content for the folder if an approval workflow is enabled.

5. Enter a personal message if desired. It can help reduce the chances your invitation winds up in the recipient's junk/spam folder.

6. Click Send and save changes
   You can change permissions or remove them from this same sharing screen. To learn more about permissions see: Panopto's User Permissions

Sharing Individual files

1. In your video library, hover over the video you want to share and click on the Share icon. This will open your sharing options.

2. In the invite people area, start typing the name or username of a person you want to share with at MIT or enter an email address to share with external accounts.
3. Enter a personal message if desired. It can help reduce the chances your invitation winds up in the recipient's junk/spam folder. 

4. Before you save, you can add a message for the person you are sharing with (Fig. 3).

5. Select Send and save changes to share the video and send the person an email notification that includes your message, letting them know the video has been shared.

   Result: You can see that the person now appears in the list of people with permissions.

   Tip: You can change permissions or remove them from this same sharing screen. To learn more about permissions see: Panopto’s User Permissions

### Sharing with a Wider Audience

You can also share your videos with a wider audience. Click on the button under Who has access to change the sharing option as described above in the istdraft:Sharing Folders instructions.
**Specific People**: This option allows you to share the video with specific people as viewers.

**Anyone at your organization with the link**: Choosing this option will enable viewing access for anyone who can log into your Panopto site and has the direct link.

**Anyone at your organization**: This option will enable viewing access for anyone who can log into your Panopto site.

**Anyone with the link**: Choosing this option will enable viewing access for anyone on the Internet who has the direct link, no sign-in is required.

**Canvas**

**Course Folder in Canvas**

For the Panopto course folder, typically accessed through the Panopto Video link in the navigation pane of Canvas, the default permissions are:

- **Instructor Canvas roles**: Creator access allowing for viewing, uploading and recording
- **Student Canvas roles**: Viewer access allowing for viewing only

These permissions are by default applied to all videos in the course folder. If you don't want a video to be viewable, it must be placed in another folder, either completely separate to the course folder or in a sub-folder where "Inherit permissions from: [istdraft:parent folder name]" has been turned off.

**To turn off Inherit permissions from: [istdraft:parent folder name]:**

1. Login to https://canvas.mit.edu
2. From the navigation, select Panopto Video.
3. Navigate to the folder you wish to change the permissions of and click the sharing icon.
4. If you're trying to reduce the number of people who can access the folder, you likely want to choose Specific People from the dropdown menu.
5. Then you can invite and remove people/groups from the list to achieve the permissions settings you want for the folder. The same way as shown in the istdraft:Sharing Folders instructions above.

**Embedded Videos in Canvas**

Any video that you have creator access to can be embedded within Canvas. Once embedded, **any user** that can access the Canvas object (page, assignment, discussion, etc) are given Viewer access for the video, regardless of the folder the video is stored in.

**See also**

- Panopto's Sharing
- Panopto's User Permissions
- Panopto Landing Page
- MIT Canvas Landing Page