



Get Started with Panopto Part 3: Access and Share your Videos

Part 3 of our "Getting Started with Panopto" series takes you through the process of accessing, managing and using your Panopto recordings. After finishing a recording it is uploaded to the University's secure private Panopto cloud server which makes it easy to share. Read on for more information.

Step 1:

After you click **Upload** in the Recording Complete box you will be taken to the following screen showing upload status:

Only recordings stored on this computer are shown below. [Manage My Recordings](#)

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
20/02/2017 14:10	00:00:04	Christian Stevens's Folder	20 February 2017 at 14:10:19	Video		Pause Cancel

Once the recording has finished uploading to the server it will appear in the **Uploaded Recordings** section. Click **Manage My Recordings** to access the web interface. You can also access the web interface at any time by visiting uwtsd.hosted.panopto.com and signing in with your Moodle details.

Step 2:

Depending on their length and quality, Panopto recordings can take some time to be uploaded and processed to be ready to use. A useful tip is to enable notifications when sessions are ready. In the web interface, click the drop down arrow next to your name in the top right corner. Click **User Settings**. Tick the following box:

Christian Stevens

Options

☒ Send me notifications when sessions finish processing.

Step 3:

Once your recording is ready, you will find it in the relevant folder in the web interface (either "My Folder" or one of the folders listed under the **Browse** tab). When you hover the mouse over a video you are presented with various options. It is a good idea to explore the various options as many will be self-explanatory, but for the purposes of this guide, click **Share** to access the options for sharing the recording.



Step 4:

The first thing to do is to set the permissions for the recording under the section "Who Has Access". By default, it will be "Specific People" and you will be listed as the only person with access. Click the drop down arrow to the right of the "Specific People" box and you will be presented with the options pictured right. Choose the most appropriate for your needs.

- Specific people**
Only specific users and groups can view.
- Anyone at your organization with the link**
Unlisted, anyone at your organization who has the link can view.
- Anyone at your organization**
Anyone at your organization can find and view.
- Anyone with the link**
Unlisted, anyone who has the link can view. No sign-in required.
- Public on the web**
Anyone on the Internet can find and view. No sign-in required.

Step 5:

If you wish to limit access to specific people, invite them by entering their e-mail addresses into the "Invite People" box. If you choose either of the "with the link" options, you can access the link at the top of the screen and copy and paste it into an e-mail, as a URL on a Moodle page, or anywhere else.

Link | [Embed](#)
<https://uwtsd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b23badaa-0760-4884-8742-3c180e5ebacc>

Step 6:

You can **Embed** the recording, i.e. display it directly, on a Moodle page or website by clicking **Embed** which will generate a snippet of code which you can copy and paste into where you wish to embed the recording. Please see our guide on "[Embedding Media Into Moodle](#)" for information on how to do this.