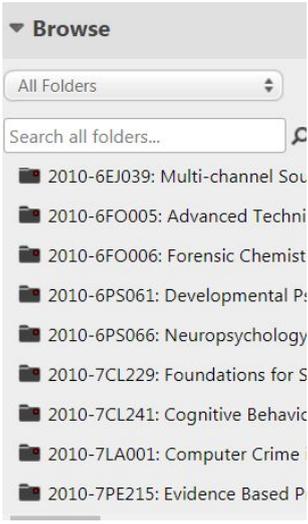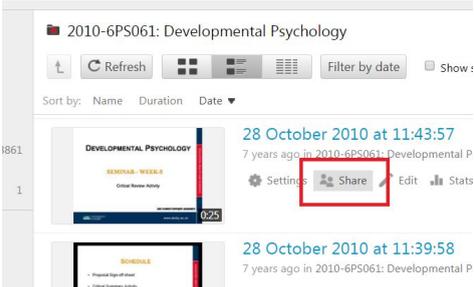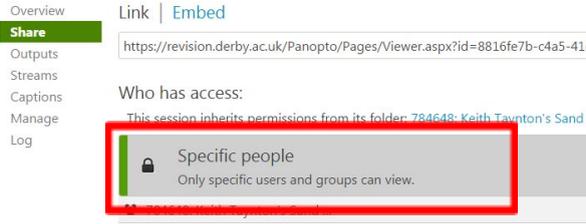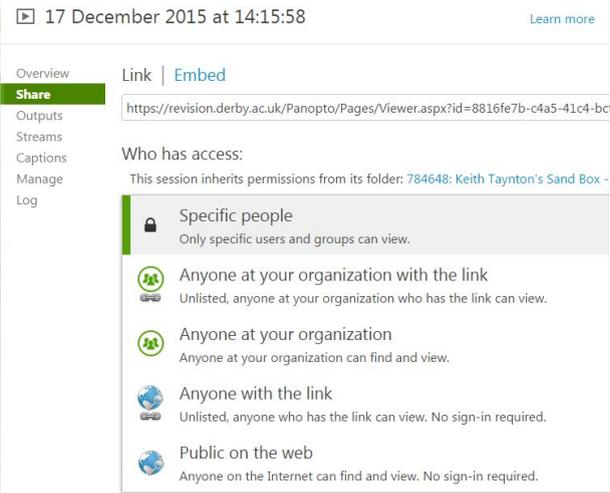# How to share Panopto recordings

This shows you how to change the sharing permissions on a recording so that people not enrolled in a Course Resources module can see it.

By default, Panopto recordings are only visible to people enrolled in the Course Resources module where the recording was made.

Part 1 Changing access permissions – adding people

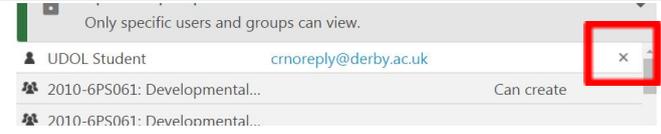|	
1 Navigate to Panopto website and sign in.	https://revision.derby.ac.uk
2 Navigate to the folder where the recording was made. A list of your module folders is on the left. Click on the folder to view all the videos in the module. You might only have My Folder if you are not a tutor.	
3 Hover over the recording and click on the Share button.	

www.derby.ac.uk/record

4 On the video you want to share Click on the share icon (two heads)	Sort by: Name Duration Date ▾ 17 December 2015 12/17/2015 in 784648: 0:05 [Share icon highlighted] Share
5 Click on "Who has access" drop down menu	Overview **Share** Outputs Streams Captions Manage Log Link	Embed https://revision.derby.ac.uk/Panopto/Pages/Viewer.aspx?id=8816fe7b-c4a5-41c Who has access: This session inherits permissions from its folder: 784648: Keith Taynton's Sand 🔒 Specific people Only specific users and groups can view.
6a Semi or wholly public access A list of options appears. Each one has different levels of access control, explained in the subheading. Unless you want to make this recording public to the internet, the highest level of access you should choose is "Anyone at your organisation". With this "Anyone…" level, anyone who has a University login can access this recording by clicking on the link, or finding it through the Panopto web interface.	▶ 17 December 2015 at 14:15:58 Learn more Overview **Share** Outputs Streams Captions Manage Log Link	Embed https://revision.derby.ac.uk/Panopto/Pages/Viewer.aspx?id=8816fe7b-c4a5-41c4-bc Who has access: This session inherits permissions from its folder: 784648: Keith Taynton's Sand Box – 🔒 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.

6b Individual access To add individuals simply enter their email address in the Invite people box. To add groups (i.e. a module) enter the module code in the box and select from the drop down. All people in that module will then have access to the video. **NOTE! If adding groups, always choose the Viewer, otherwise everyone in that group will be able to edit recordings.** Tick the "Notify people by email" box to send an email to all users explaining their access to the recording.	Who has access: This session inherits permissions from its folder: 784648: Keith Taynton's Sand Box 🔒 Specific people Only specific users and groups can view. 👥 784648: Keith Taynton's Sand ... Invite people: [HE Student ✕ keith] 👥 784648: **Keith** Taynton's Sand Box - Sandbox::Creator 👥 784648B: **Keith** Taynton's Sand Box - Institutional resources::Creator 👥 784648B: **Keith** Taynton's Sand Box - Institutional resources::Viewer 👤 **Keith** Rice(CourseResources\100132604) K.Rice3@unimail.derb 👤 **Keith** Brown(CourseResources\100169882) K.Brown9@unimail.de 👤 **Keith** Chapman(CourseResources\100190052) K.Chapman5@unimail 👤 **Keith** Tavengwa(CourseResources\100224550) K.Tavengwa1@unimail
7 Click Send and save changes (if Notify people by email is ticked), or Save changes (if Notify is not ticked).	Send and save changes Cancel
8 Access is now granted to those listed.	Who has access: This session inherits permissions from its folder: 784648: Keith Taynton's Sand Box 🔒 Specific people Only specific users and groups can view. 👤 HE Student crnoreply@derby.ac.uk 👥 784648: Keith Taynton's Sand ...

Part 2 Removing access

To remove someone from access to a recording follow these steps. Access removal will only be effective if you have selected Specific people from the access level. See points 6 and 7 in Part 1 above.

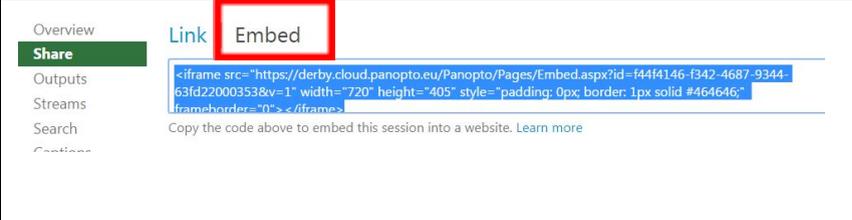|	
1 Follow steps 1-4 in Part 1 above to get to the sharing permissions page.	
2 Remove a person or group by clicking on the X next to their name.	
3 That line will go red to indicate removal. To reinstate that person, click on the +. Click "Save changes" to confirm deletion.	
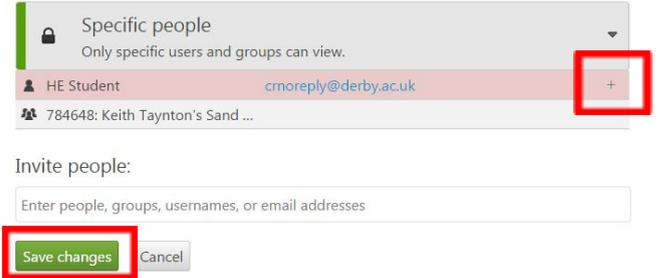
Part 3 Sharing a recording link via email, or embedding in a webpage

You can send a link to a recording via email, or embed it to a webpage. To do this, you must set the permissions correctly. See part 1 and select the appropriate permissions.

For example, to publish a recording on the University website for public to see, choose Public on the web.

To allow a single person like an external moderator to view it, choose Specific people and add that person's email address.

1 Follow steps 1-7 in part 1 above, ensuring you set the permissions correctly. If in doubt, please call IT service centre on x1234. Setting permissions incorrectly may result in your recording being made publically accessible!

2 To share a link highlight the link, copy it and then paste into an email or webpage.	Overview **Share** Outputs Streams **Link** | Embed https://derby.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=f44f4146-f342-4687-9344-63fd22000353
8 To embed the recording into a webpage, click Embed and copy and paste the HTML code into a webpage.	Overview **Share** Outputs Streams Search Captions Link **Embed** <iframe src="https://derby.cloud.panopto.eu/Panopto/Pages/Embed.aspx?id=f44f4146-f342-4687-9344-63fd22000353&v=1" width="720" height="405" style="padding: 0px; border: 1px solid #464646;" frameborder="0"></iframe> Copy the code above to embed this session into a website. Learn more