Sharing individual audio/video feedback with students

Recording into a module with Panopto means videos are available to anyone enrolled in that module.
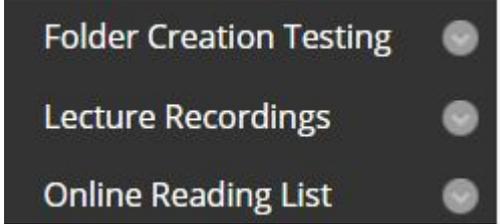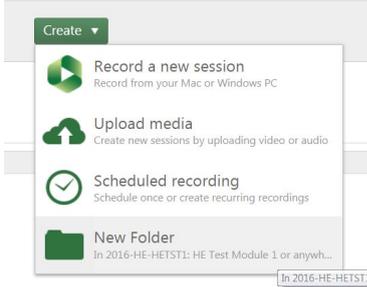
This explains how to control access to individual recordings for student feedback to the tutor and individual student (or co-tutor or moderator).
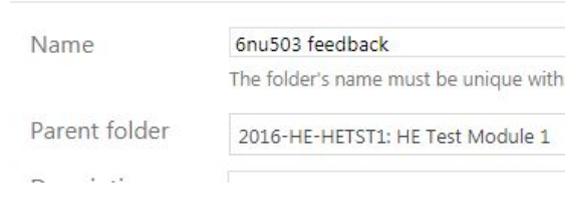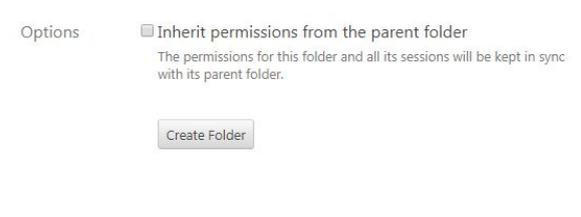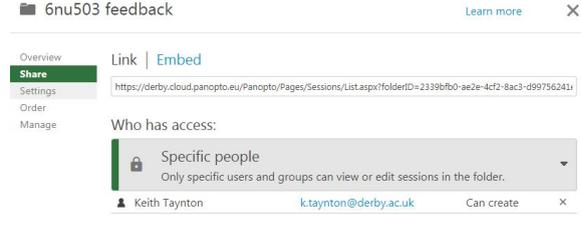
You will
1. create a new folder in the module that only you can record to.
2. create recordings into that folder
3. share a recording with an individual using their email address

1 Create a new folder in the module that only you can record to.

You only need to do this once, but might like to do so multiple times in order to organise feedback by assignment - i.e. one feedback folder per assignment.
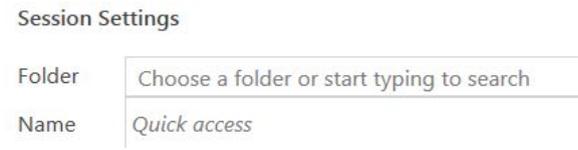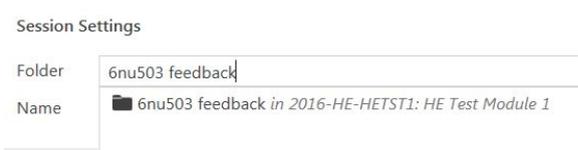
1 Find the module Log in to Course Resources and find the module.	https://courseresources.derby.ac.uk
2 Lecture Recordings folder Click on to Lecture Recordings	
3 Create new folder Click on Create > New Folder	

www.derby.ac.uk/record

4 Name and access permissions Enter a name. Best practice is to label the folder "[Module code] feedback" e.g. **6nu503 feedback**	Name 6nu503 feedback The folder's name must be unique with Parent folder 2016-HE-HETST1: HE Test Module 1
5 Permissions Untick the Inherit permissions from parent folder box This stops module members from seeing the folder.	Options ☐ Inherit permissions from the parent folder The permissions for this folder and all its sessions will be kept in sync with its parent folder. Create Folder
6 Create Folder Click Create Folder. It has now been created.	📁 6nu503 feedback Learn more ✕ Overview Link | Embed **Share** Settings https://derby.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx?folderID=2339bfb0-ae2e-4cf2-8ac3-d99756241r Order Manage Who has access: 🔒 Specific people ▾ Only specific users and groups can view or edit sessions in the folder. 👤 Keith Taynton k.taynton@derby.ac.uk Can create ✕

2 Create recordings into that folder

When giving feedback, record into the assignment folder. Sometimes the folder created in step one doesn't appear immediately, so search for it using **[module code] feedback**

1 Load Panopto and Sign in	
2 Change the folder to feedback folder It is very important to record into the correct folder. If you record into the main module, then all module members can view immediately.	
3 Click the down arrow This clears the preset folder and allows you to type.	Folder Keith Room Check 2016 ▾

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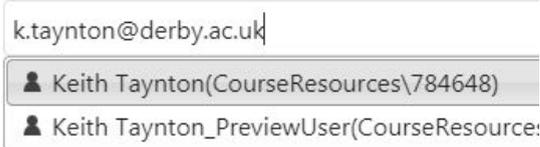|	
4 Enter feedback folder name e.g. 6nu503 feedback	**Session Settings** Folder Choose a folder or start typing to search Name *Quick access*
5 Select feedback folder When the feedback folder you created appears, click on it to select	**Session Settings** Folder 6nu503 feedback Name 📁 6nu503 feedback *in 2016-HE-HETST1: HE Test Module 1*
6 Record You are now ready to record feedback that no one else can see. For more information on recording with Panopto, please see other help guides: www.derby.ac.uk/record	**Session Settings** Folder 6nu503 feedback Name 27 October 2017 at 13:18:56
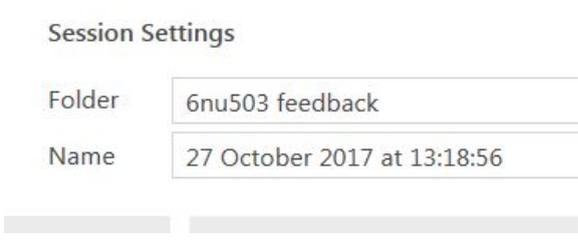
3 Share a recording with an individual using their email address

When the recording has uploaded you must share with the student so they can see it.

1 Find recording in Course Resources Navigate to the feedback folder in your Course Resources Lecture Recordings folder. Click on the folder to enter it.	2016-HE-HETST1: HE T Sort by: Name Duration Date 📁 6nu503 feedback
2 Share Hover over the video and the toolbar appears. Click Share.	11 October 2017 at 13:4 16 days ago in feedback 4 all ⚙ Settings 👥 Share ✏ Edit 0:09
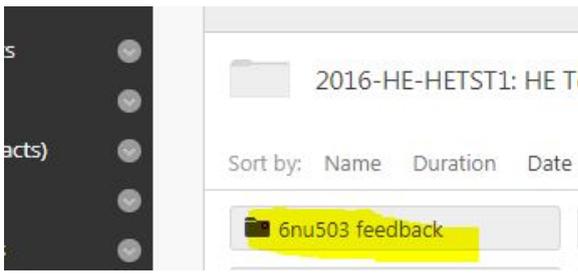
3 Invite people In the Invite people box, enter or paste the student's email address or student number. The box will populate with choices.	Invite people: k.taynton@derby.ac.uk 👤 Keith Taynton(CourseResources\784648) 👤 Keith Taynton_PreviewUser(CourseResource:
4 Select student Click on the desired student from the drop down. They will be added to the list. You can add multiple people.	Invite people: Keith Taynton ✕
5 Send email Now the student has been added, click on Send and save changes. An email with access link will be sent. To prevent an email being sent, untick the Notify people via email box. They will still have access but you will have to manually send the link to them.	Notify people via email ☑ Optional: include a personal message Send and save changes Cancel
6 Access permissions This shows who can see the video.	Who has access: This session inherits permissions from its folder: 6nu503 feedback 🔒 **Specific people** Only specific users and groups can view. 👤 Keith Taynton k.taynton@derby.ac.uk
7 Remove a user To remove view permissions, click on the X next to their name and click Save changes. They will no longer be able to access the video, even if they have the link.	🔒 **Specific people** Only specific users and groups can view. 👤 Keith Taynton k.taynton@derby.ac.uk ✕ Save changes Cancel

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