Panopto Documentation

Video Management
# Table of Contents

EMBEDDING PANOPTO PODCASTS INTO YOUR DRUPAL SITE...

**Grab the iframe HTML code from your Panopto video.**

**Modify the iframe to utilize the direct URL of the podcast.**

**Wrapping up.**

BATCH COPY AND MOVE...

SMART SEARCH FAQ...

**What is Smart Search?**

**What is the cost?**

**How long does it take?**

**How do I use Smart Search?**

**Does it come by default in a Panopto deployed install?**

**Does it come by default in a Panopto Hosted install?**

**Are the results linked to the recording timeline?**

AUTOMATED SPEECH RECOGNITION FAQ...

**What is Automated Speech Recognition?**

**What are the system requirements?**

**How long does it take?**

**Can this also be used for captions/subtitles?**

**If the accuracy is not 100%, can we edit the ASR results for use in captions/subtitles?**

**What languages are supported?**

EMBEDDING A SESSION (MP4)...

**Using the Session Embed Code.**

**Custom Controls.**

**Example.**

Optical Character Recognition FAQ...

**What is Optical Character Recognition?**

**What get's captured?**
Record a new session.............................................................................................................................................. 89
Upload video.............................................................................................................................................................. 89
Webcast....................................................................................................................................................................... 89
Scheduled recording............................................................................................................................................... 90
Build a session........................................................................................................................................................... 90
New Folder ................................................................................................................................................................. 90

CREATE A NEW FOLDER .............................................................................................................................................. 91
Creating A New Folder ........................................................................................................................................... 91

CHANGE SESSION NAME AND FOLDER ................................................................................................................. 92
Change Session Name ............................................................................................................................................ 92
Change Folder ........................................................................................................................................................... 92

APPROVAL WORKFLOW .............................................................................................................................................. 94
Turning on session approval for a specific folder: ......................................................................................... 94
Request approval of sessions ............................................................................................................................... 96
Approving or rejecting sessions .......................................................................................................................... 96

ADDING YOUR RSS FEED TO ITUNESU ................................................................................................................... 98

AVAILABILITY (PUBLISHING) .................................................................................................................................... 102
Setting up Availability on Folders..................................................................................................................... 102
Choosing when sessions become available ....................................................................................................... 104
Choosing when sessions remain available ....................................................................................................... 105
Setting up Availability on Sessions................................................................................................................... 105
Choosing when a session becomes available................................................................................................... 106
Choosing when a session remains available................................................................................................... 107
EMBEDDING PANOPTO PODCASTS INTO YOUR DRUPAL SITE

Grab the iframe HTML code from your Panopto video.

1. Navigate to the Panopto video that you will embed into your Drupal page, and open the video’s "Settings" interface:

2. Within the Settings interface, click the Outputs tab on the left

3. Copy the embed code, and paste into a text editor such as Notepad, or NotePad++
You'll notice that the embed code is wrapped in iframe tags; however, we utilize the word "Embed" to tell Panopto which version of the video to display within this iframe.

Modify the iframe to utilize the direct URL of the podcast

The "View Podcast" link within the Outputs tab of the settings interface is the direct URL to the .mp4 file of the session Podcast.

1. Right click this link, and select "Copy Link Location" (Firefox), "Copy shortcut" (IE) or "Copy Link address" (Chrome)

2. Within your text editor modify the src="" parameter to point to the direct URL of the podcast you are embedding.

Before:
After:

```
<iframe src="https://corp.hosted.panopto.com/Panopto/Playback/8e727f77-d57c-4f23-9fd4-be890b83df89.mp4" width="720" height="480" style="padding: 0px; border: 1px solid #c9c9c9;" frameborder="0"></iframe>
```

Wrapping up

Copy and paste your updated iframe code into your Drupal page and save.
BATCH COPY AND MOVE

With Panopto 4.7 and above, batch session copy and move can now be done with only a couple clicks.

**Please note: There is a site wide setting that restricts batch copy to Administrators only by default, as this setting does affect Usage Hours. If you would like this setting changed to include all users with Creator rights, please contact Panopto Support at support.panopto.com.**

If multiple recordings need to be copied or moved to a different folder, follow these instructions:

Go to your Panopto website and log in with an account that has access to the Folder that the content has been recorded to. Once you have found the Folder, click the check boxes to the left of the Sessions that you want to modify.
Once file(s) are selected, three options will appear above the sessions, to the right of the 'Filter by date' button. These options will be 'Delete', 'Copy', and 'Move', in that order.

From here you can copy the selected sessions to a different folder or move them to a different folder.
Select 'Copy' or 'Move' and a window will pop up with a list of the sessions that have been selected.

Select the Folder that you wish to move the sessions to from the 'Choose a folder' drop-down menu. This menu will contain all Folders that you have access to.
Once the folder is selected, a green 'Copy' or 'Move' button will appear to the right of it.

Click the button and the sessions will be migrated. Once the word 'Done' appears in place of the green button it is safe to close out the window.
SMART SEARCH FAQ

What is Smart Search?
Smart Search is the industry’s most comprehensive way to search inside the content of your videos. You can search for any word that is spoken or shown in any video in your library and fast forward to that precise moment in one click. This makes searching your video library as easy as searching your email. It is comprised of two main components Automated Speech Recognition (ASR) and Optical Character Recognition (OCR).

What is the cost?
There is no additional cost with Smart Search.

How long does it take?
Once an individual session is picked up, it typically takes 2x recording time. Our target completion is 2 days from recording until Automated Speech Recognition is completed. Optical Character Recognition typically happens much, much faster.

How do I use Smart Search?
Contact Panopto Support to see if Smart Search is enabled for your site. Once it is, simply record as you would any presentation. We'll do the rest.

Does it come by default in a Panopto deployed install?
On new Panopto deployments we will offer to install the additional features to enable Smart Search. Please contact Panopto Support if you are an existing customer to set this up.

Does it come by default in a Panopto Hosted install?
All new Panopto Hosted customers will have Smart Search enabled by default. Please contact Panopto Support if you are an existing customer curious about enabling Smart Search.

Are the results linked to the recording timeline?
Yes, all results are linked to the time they were spoken, written, or typed during the presentation. This will allow your users to search for a term and be brought to the moment when the term was mentioned!
AUTOMATED SPEECH RECOGNITION FAQ

What is Automated Speech Recognition?
(ASR) is a technology used to identify each word that is spoken in a recording. Once identified, the words are time stamped and added to a search index. Users can then search for spoken words, find the precise moment in the video when they were mentioned, and fast-forward to that point in the video. Since many viewers will be searching for a moment based on an idea or phrase they remember, ASR is an incredibly helpful part of your video search engine.

What are the system requirements?
Additional requirements: The ASR system is a preconfigured OVF Template which is inclusive of the OS which is CentOS. The ASR software is also pre-installed on the template. The requirements of the system are 8 CPU cores and 16GB of RAM. This feature can be added on-request by the Panopto Support team once the hardware resources are made available.

How long does it take?
Once an individual session is picked up, it typically takes 2x recording time. Our target completion is 2 days from recording until ASR is completed.

Can this also be used for captions/subtitles?
You can not use ASR as captions or subtitles. The reason being the accuracy level is too low. Studies show it will actually take you more time to modify a machine transcription than to listen and transcribe a session by hand.

If the accuracy is not 100%, can we edit the ASR results for use in captions/subtitles?
No, you are not able to edit ASR results. Studies show it will actually take you more time to modify a machine transcription than to listen and transcribe a session by hand.

What languages are supported?
Currently, the only language that ASR supports is English.
EMBEDDING A SESSION (MP4)

The embed code can be used to embed the MP4 of the session into any web page. The embed code uses an HTML5 player to display the session and session captions.

Using the Session Embed Code

To obtain embed code, navigate to the "Settings" page for a session.

On the settings page, click "Outputs".

The HTML code provided from this tab can be placed on any website to embed the session MP4.

```html
<iframe src="https://demo.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=69f90b29-6f14-44f-8ff2-9b615ed6c101&v=1" width="450" height="300" frameborder="0"></iframe>
```
Custom Controls
You can modify the embed code to customize how it works. The following controls can be added to the embed code:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>autoplay</td>
<td>The video will play as soon as the page is loaded.</td>
</tr>
<tr>
<td>autobuffer</td>
<td>Causes the Embed to start buffering the video as soon as its loaded. The default is false. This has no effect if autoplay is true.</td>
</tr>
<tr>
<td>showbrand</td>
<td>Causes the Embed to not show the custom logo on the splash screen. The default is true. The accent color is used regardless of this setting. This has no effect if autoplay is true.</td>
</tr>
<tr>
<td>offerviewer</td>
<td>Allow you to hide the top-right button that launches the Full Viewer. The default is true.</td>
</tr>
<tr>
<td>start</td>
<td>This sets the time to start the video at (in seconds). The default is 0. This works whether you’re showing the splash screen or autoplaying.</td>
</tr>
</tbody>
</table>

To add a setting, simply add &SETTING=VALUE immediately after the URL and within the quotes. For example, to have a session autoplay I would add: &autoplay=true

Example code with autoplay:
<iframe src="https://demo.hosted.panopto.com/Panopto/Pages/Embed.aspx?id=69f90b29-6f14-444f-8ff2-9b615ed6c101&v=1&autoplay=true" width="450" height="300" frameborder="0"></iframe>

Example
This is an example of an embedded video:

Panopto also allows you to brand the embedded player with your Organization’s logo. You can see documentation for Branding the Embedded Player [here](#).
Optical Character Recognition FAQ

What is Optical Character Recognition?

(OCR) is a technology used to recognize text shown on-screen within videos. Often in today's modern presentations, a speaker will switch from between slides, live on-screen content, and even other videos. Without OCR, any text shown as part of those presentations cannot be indexed because search engines like Google cannot recognize text that's saved as an image. OCR technology however, is designed to identify and decipher those words, allowing your viewers to search for literally any word that appears on-screen anywhere in a video.

What get's captured?

Any legible word that appears on the screen or in the video feed for at least 10 seconds will be captured and indexed into the video.

What are the system requirements?

There are 2 small software prerequisites and no additional system requirements for OCR.

How long does it take?

Once an individual session is picked up, it typically takes 1.5x recording time.

Are there any guidelines for text formatting in order to be recognized by Panopto OCR?

Here are some guidelines to improve OCR recognition success rate:
Set your secondary screen capture to a higher resolution and a higher bit rate. The recommended minimum resolution is 1280x1024 and the recommended minimum bit rate is 500kbps. Open the app (eg. MS Word) and display it full screen on the screen you're capturing and set the font to something large like 24.
Is handwriting on a whiteboard supported?

Yes, any clearly written word can be picked up on a whiteboard, chalkboard, paper or anything else you can write on.

What languages are supported?

Currently, only English.
EMBEDDED PLAYLIST WIDGET

Embedded Playlist Widget

An embedded folder playlist can be used by any iframe supporting website to provide transparent video management. This widget provides an easy means of publishing content to your site along with additional features for searching, launching and creating content.

Creating the Widget

1. Click on "All Folders" in the left-hand column.

2. Click "Settings" below the folder.
3. Click "Embed" on the left-hand column.

4. Copy the entire HTML Embed Code

5. Insert the HTML Embed Code into your webpage source.
Embedded Playlist Example:

Once the embedded code is added, the playlist folder view widget will be available for display within your site. Please note that proper credentials to access the Panopto content will be required.
ADVANCED PODCAST FEATURES

The features described in this article require Focus 4.2 or newer.
Focus 4.2 introduces a few new features to podcast outputs, including a format specifically for optimized viewing on your iOS device.
If you have disabled podcasts on your site, you will not have access to this functionality.

Step 1

Login to your organization’s Panopto Server

![User Login](image)
Step 2
Locate the session that you would like to change podcast outputs for. Click the gear symbol on the right hand side for “Settings”

Step 3
Now that we are on the overview page, click “Outputs”
Step 4
On the outputs page, we want to scroll down to the "Video Podcast" section of this tab. Click the top drop down menu and select the desired output.

Before we begin the podcast type overview, it is important to note that there is a server setting, PodcastSlideDisplayIntervalSeconds: This setting controls how long a powerpoint slide can remain inactive until the view will revert back to the primary feed. The default setting for this is 60. *Please note you can also set the default podcast type globally on your system settings page using the "DefaultPodcastType" All new podcasts will be generated using this format.*

1 Mixed Video (On version 4.1, this has since been removed in 4.2)
This format will display the primary source first, and alternative between secondary sources when activity is detected. In other words, advancing a powerpoint slide will revert the view back to the slide. After the designated period of inactivity, the view will switch back to the primary feed until a change is detected on powerpoint.

2 Primary Video Only
Formatting to this selection will only display the primary video source of your session. If this podcast mode is selected, the output will use the input resolution instead of the specified podcast resolution (as detailed in the next section in the "quality" information for the podcast.)
Example: Primary Video Podcast
3 Secondary Video Only
Formatting to this selection will only display the secondary video source of your session.
Example: Secondary Video Podcast

4 Picture in Picture
This format will always display the primary video feed in the bottom right corner of the podcast, displaying the screen capture feed as the main view of this session. The primary view, unlike Mixed video, will not switch back and forth after 60 seconds of slide inactivity.
Example: Picture in Picture Podcast

5 Side by Side
Side by side plays a stream in the primary view of the podcast, with a separate feed in the top right of the view. Screen capture will take precedence over the primary video source as the main feed available. It is similar to the picture in picture view.
Example: Side by Side Podcast

6 Tile All Streams
The preferred podcast type for viewing on iOS devices. Tile All Streams does *not* show powerpoint slides. However, the view will accept and display up to three other secondary sources at once. This podcast feature adapts to the current amount of streams available. For instance, one feed will take up the entire window. Two video sources will split the view in half, with one stream on each side. Adding a third source will yet again split the view so that all three are spread evenly, and likewise, a fourth stream will completely fill the window.
Example: Tiles All Streams Podcast
Step 5
Click the bottom drop down menu and select the desired quality.

Low Resolution: 720x480, Frame Rate: 15fps, Video Bit Rate: 250000 bit/s, Audio Bit rate 64000 bit/s
Medium Resolution: 720x480, Frame Rate: 30fps, Video Bit Rate: 500000 bit/s, Audio Bit rate 64000 bit/s
High Resolution: 720x480, Frame Rate: 30fps, Video Bit Rate: 750000 bit/s, Audio Bit rate 64000 bit/s
iPad Resolution: 1040x768, Frame Rate: 15fps, Video Bit Rate: 960000 bit/s, Audio Bit rate 96000 bit/s
HD Resolution: 1920x1080, Frame Rate 30fps, Video Bit Rate: 960000 bit/s, Audio Bit rate 96000 bit/s

Please note that you can change the default podcast quality by using the System setting "DefaultPodcastPreset"

Step 6
Click the Change button.

Change

Wait for the session to re-encode podcasts. This time will vary depending on your server and session length.
Step 7

View or Download your mp4 file.

Audio Podcast

Play MP3 Audio
Download MP3 Audio

Video Podcast

View
Download
PODCASTING AND RSS FEEDS

Panopto makes MP3 (audio) and MP4 (audio and video) versions of every recording available through podcasts and RSS feeds. By subscribing to the feed, the podcast from each new recording in a folder will automatically be downloaded. The downloaded content can then be listened to or viewed using any device capable of playing back MP3/MP4 files.

Login to your Panopto server.

Click on All Folders and then click the folder that you would like to download podcasts from.

Once you are viewing the sessions in the selected folder, click the subscribe icon in the upper right hand corner. These links allow you to subscribe to the folder feed in different ways.
Subscribe in iTunes
Sends the video podcast RSS feed to iTunes

Subscribe to RSS
Allows you to subscribe to the RSS feed or download the video podcasts directly.
Subscribe in iTunes (audio only)
Sends the audio podcast RSS feed to iTunes

Subscribe to RSS (Audio Only)
Allows you to subscribe to the RSS feed or download the audio podcasts directly.
UPLOAD PDF

Login to your organization's Panopto server.

Navigate to the folder that your session is located in. Once you are in the folder, you will see all recorded sessions. Locate the session you would like to upload a PDF to and hover over it and click "Settings":
Once in settings, click "Streams" from menu. At the bottom of the menu you can click "Choose File" and you can select the PDF document you would like to upload. Once you have selected the correct PDF file, click "Open".

Click the "Upload PDF" button and your PDF document will be uploaded to the session.
HOW DO I INVITE USERS WITHOUT ACCESS TO PANOPTO?

Sharing your videos with those that do not have a Panopto account is simple!

For generating a link to share with multiple people:
You can create a link that is accessible to the public and decide whether it is browsable or not:

Under the Panopto session click Share

Under "Who has access" - select either of the following:

1. **Anyone with the link** - allows a shareable link, but keeps the video unlisted and unbrowsable

2. **Public on the web** - shareable link, but is able to be found by anyone on the internet
For creating an invite e-mail for individual users:

Under the Panopto Share settings for the session - find "Invite People"

Enter the e-mail address of selected recipients. These users will receive an invite e-mail with the link to your video.

**Note: This sends the user a URL with a token appended to it, not a unique username/password. Anyone with access to this link can view the session until the user’s email address is removed from the share**
DROP BOX (STUDENT RECORDINGS)

A drop box is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges. Drop boxes enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users’ content that has not been explicitly shared or made public.

Creating a drop box as an Administrator:
To give users access to a drop box function, they must first be added as a viewer to the parent folder that will contain the drop box.

Go to the Settings of the parent folder and click Share.

Add users to the folder by typing in their name or email address in the Add People section.

In this picture, we already have added a few viewers to the folder. Viewers can only add sessions to the drop box if they are added to this shared list.

Next, go to the Overview tab of this folder.
On the Overview screen you will see a button labeled "Create Drop Box." Click this button.

Once the drop box is created, you will see a new link that is <name of folder> [drop box].

Also, on the main interface page, you will see that the folder has been added as a subfolder to the original with the word "[drop box]" added to the end.

Now, viewers that are shared to the original "Test" will be able to add content to the newly created [drop box] folder.
Recording to a drop box

As viewer with drop box privileges, you may login to your organization’s Panopto server and
download the recorder. Please go to Installing the Windows Recorder if you need assistance with
this process. To record a new session to the drop box:
Login to the Panopto Recorder.

Click on the large arrow button to select the folder you wish to record to.

In this instance, the user "Demo" was given access to "Test", so they will see the associated [drop
box] folder under their choices. Click "Add New Session" when this is finished.

Click on the large red "Record Button" to begin recording your session.
After recording, you can verify that the session has been recorded by logging into your organizations server and clicking on your drop box folder. Please remember that you will only be able to edit and delete submissions that you have uploaded to the server.

Allow all users in drop box to view other users' content
Starting in Panopto 4.4 we introduced a feature that allows drop box users to view the other content submitted to the drop box.

Click the Settings for a drop box to enable this setting.
SHARING AND PERMISSIONS

Adding and Editing Permissions
From Users Page Log into Panopto as an Administrator and click system.

Click on the Users tab.

Click on the Info icon while highlighting the desired user you wish to modify.
Click on the Access section in the top left to view the Roles for the user.

As you can see in the screenshot below this user can only create to Josh Chande's Folder.
Add Creator Permissions to Folder
To grant the user access to create to another folder, click the dropdown under Creator Roles.

![Creator Roles](image)

You can now see this user can create to # Biology 101 and Josh Chande's Folder.

To remove permissions simply click the "X" next to the folder.

Add Viewer Permissions To Folder
To grant viewing permissions to a folder simply click the dropdown menu under Viewer Roles and select the desired folder.

![Viewer Roles](image)

Now the user can view all content in # Chemistry 101.
Add Publisher Permissions To Folder
For more information on the Approval workflow and Publishers please see here.
To grant publishing permissions to a folder simply click the dropdown menu under Publisher Roles and select the desired folder.

Now the user can view all content in # English 101

User Roles
On the User Roles page seen below there are four other roles you can add to a user.

Administrator - Can manage all users and folders as well as create and delete content across the site.

Videographer - Record, edit and manage all content and folders.

Caption Requester - May request captions. More information can be found in our Caption Services documentation.

Unison Licensed - Can upload content via Panopto Unison.
As you can see in the screen shot above Josh can use Panopto Unison to upload content into the folders he has creator rights to. Lastly, Josh can request captioning for any session he creates.

**Sharing From the Session and Folder Level**

See [How Do I Share a Session?](#) and [How do I share a folder?](#)
## User Type Breakdown

Below is a grid of which user roles have permissions to complete certain tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Admin</th>
<th>Videographers</th>
<th>Creators</th>
<th>Viewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>View sessions (Creators/Viewers limited to recordings that they have access to)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Download podcasts (can be disabled)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Take notes (including live notes). Creators/Viewers are limited to the sessions that they have access to</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Make notes public (can be disabled)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Search (Creator/Viewer search will be constrained to sessions that they have access to)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Can reset password / update account information (email address, First/Last Name)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>Download offline copies of recordings (can be disabled)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Delete Folders/Sessions (Creators limited to their Folders)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Download recorder</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Attach/Delete PDF's</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Move sessions to different Folder</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Schedule Recordings</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Viewing statistics/analytics. Admins/videographers can view system wide stats and stats for any Folder. Creators can only view stats on their Folders.</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Copy/merge Sessions</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Manage Folder settings (enable/disable podcasting/download, change permissions, etc) Admins can change these settings on Any Folder.</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td><strong>See note below grid</strong></td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Record to any Folder</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>View any session</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Edit any session</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Create Folders</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Create user accounts</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>View/Modify System Settings (licensing, users page, providers, remote recorder configuration, etc)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Archive Folders</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>
5.0 FOLDER MANAGEMENT

Intro to Folders

All Folders View

1. All Folders View.
2. Search for folders by name or partial name.
3. List View or Thumbnail View.
4. System Stats page.
5. Name Column, sort by names in alphabetical order.
6. Session Column, sort by number of sessions. Each session state is represented by a unique icon and totals by state. Hover over the icon to see the state.
7. Check box to select multiple folders to delete, Delete button appears when one or more is selected.
8. Folder Name, also the link to open the folder.
9. Lists Presenters for that folder, when hovering the mouse over this area the folder stats button is shown.
10. Shows number of items showing on the screen.
11. Defines how many results are shown on the screen at one time.
12. Click on the number or next to show the next page of results.
Folders List View

On the left menu bar you will find the Folders View.

Clicking on this button will expand the list of folders.

There are three view types:

1. My Folders, shows the folders that you are a creator for and also a viewer for.
2. All Folders, shows all folders including those created by other users.
3. Search all Folders, searches for a folder by name.

To search for a folder, choose the search view and enter the name of the folder you are searching for. Hit enter and the search results will be shown below the search box.
Clicking on the folder from the list of folders will show the contents in the right pane.

The number of sessions in each folder is also listed to the right of the folder.

Folders Contents View
Sub folders are now listed within their parent folder's content area, and can be managed from within.
Additionally, you can now add a new subfolder directly within your folder's content area.
VIEWING SYSTEM-WIDE STATISTICS

Step 1

Login to your organization's Panopto server and navigate to the web interface.

Step 2

On the left side of the screen, click on "System"
Step 3

Click on "Status" to proceed. This will open up the System Status overview:

![System Status](image)

Step 4

Click on "Views." The statistics overview will be displayed in this window.

<table>
<thead>
<tr>
<th>System Status</th>
<th>Server Info</th>
<th>Processing Queue (view)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Users</td>
<td>Disk space used: 26.23 GB</td>
<td>0 Sessions waiting to be packaged</td>
</tr>
<tr>
<td>57 Folders</td>
<td>Packager (Healthy)</td>
<td>0 Sessions waiting to be encoded</td>
</tr>
<tr>
<td>134 Sessions</td>
<td>Encoder (Healthy)</td>
<td>1 Failed sessions</td>
</tr>
<tr>
<td>289 Views</td>
<td>Search Index (Healthy)</td>
<td>0 Caption Requests</td>
</tr>
<tr>
<td>14 Recorders</td>
<td>1 Data Servers</td>
<td></td>
</tr>
</tbody>
</table>
The graph is set to "Past Month" as default. This chart shows us the amount of views based on the day of the previous month.

Step 5

Now, click "Download" to view the statistics in Excel format. This will download the analysis for the "Past Day."

After locating and opening the file, you will see something similar to the following:

This show us various information like when the session name, the folder it is contained in, seconds viewed, and who viewed it.
Step 6

Back to the overview, below the graph, we can see information based on specific folders such as Views, Unique Viewers, and Minutes Viewed.

<table>
<thead>
<tr>
<th>Folder (top 100 by minutes viewed)</th>
<th>Views</th>
<th>Minutes Viewed</th>
<th>Unique Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Haddad's Folder</td>
<td>29</td>
<td>77</td>
<td>4</td>
</tr>
<tr>
<td>Biology 101 - Section 1</td>
<td>39</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>#Dave</td>
<td>27</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Anthony Costa</td>
<td>5</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Andrew. Andrew</td>
<td>7</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Doug</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Dave Hannah's Folder</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>View Test's Folder</td>
<td>9</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physics 101</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Demo User's Folder</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Jim Weixel</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Keep in mind that the information below reflects the dates you have chosen. For instance, if we were on "All Time" we would see all folders with viewed content, not just content viewed in the past month.

Step 7

Click on the download button below the graph to view folder statistics. This will show us session information for the "Past Month."

<table>
<thead>
<tr>
<th>Folder (top 100 by minutes viewed)</th>
<th>Views</th>
<th>Minutes Viewed</th>
<th>Unique Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Haddad's Folder</td>
<td>29</td>
<td>77</td>
<td>4</td>
</tr>
<tr>
<td>Biology 101 - Section 1</td>
<td>39</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>#Dave</td>
<td>27</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

After locating and opening the file, you will see something similar to the following:

We can see the folder name, views, Unique Viewers, and exact seconds viewed.
VIEWING FOLDER STATISTICS

There are two ways to navigate to the analytics view.

1. Click on "All Folders"

2. Hover over the folder you would like to view statistics for and click on the "Stats" button.

If you have already navigated to a folder, click the "Stats" button in the upper right of the interface.

Either Method will take you to the stats overview:

The graph is set to "Past Month" as default. This chart shows us the amount of views based on the day of the previous month.

Now, click "Download" to view the statistics in Excel format. This will download the analysis for the "Past Month."

After locating and opening the file, you will see something similar to the following:

<table>
<thead>
<tr>
<th>Timestamp</th>
<th>Session Name</th>
<th>Minutes Viewed</th>
<th>UserName</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2013 20:42</td>
<td>Intro to Biology 101 (Version 1)</td>
<td>0</td>
<td>Teacher</td>
</tr>
<tr>
<td>10/22/2013 20:42</td>
<td>Biology Part 1</td>
<td>0</td>
<td>unisondemo</td>
</tr>
<tr>
<td>10/22/2013 20:42</td>
<td>Biology Part 2</td>
<td>0</td>
<td>unisondemo</td>
</tr>
<tr>
<td>10/22/2013 20:41</td>
<td>Intro to Biology 101 (Version 2)</td>
<td>1</td>
<td>ahaddad</td>
</tr>
<tr>
<td>10/22/2013 20:41</td>
<td>Biology Part 2</td>
<td>0</td>
<td>professor</td>
</tr>
<tr>
<td>10/22/2013 20:41</td>
<td>Biology Lesson - Lecture 6</td>
<td>0</td>
<td>unisondemo</td>
</tr>
<tr>
<td>10/22/2013 20:40</td>
<td>Intro to Biology 101</td>
<td>1</td>
<td>admin</td>
</tr>
<tr>
<td>10/22/2013 20:40</td>
<td>Biology Part 1</td>
<td>0</td>
<td>student1</td>
</tr>
<tr>
<td>10/22/2013 20:40</td>
<td>Intro to Biology 101 (New version)</td>
<td>0</td>
<td>student2</td>
</tr>
</tbody>
</table>

This show us various information like when the time viewed, session name, minutes viewed, and who viewed it.
Back to the overview, below the graph, we can see information based on specific folders such as Views, Unique Viewers, and Minutes Viewed.

<table>
<thead>
<tr>
<th>Session (top 100 by minutes viewed)</th>
<th>Views</th>
<th>Minutes Viewed</th>
<th>Unique Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Biology 101 (default)</td>
<td>10</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Biology Part 1 (default)</td>
<td>11</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Intro to Biology 101 (Version 1)</td>
<td>6</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Biology 101 (Version 2)</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Biology Part 2 (default)</td>
<td>5</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Biology Part 1 (default)</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Intro to Biology 101 (New version)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Biology Part 2 (default)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Biology Lesson - Lecture 6 (default)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Keep in mind that the information below reflects the dates you have chosen. For instance, if we were on "All Time" we would see all folders with viewed content, not just content viewed in the past month.

Note that this information is also available for download.
SUBFOLDERS

Click here to learn how to create Folders

- There is no limit on the number of subfolders that you can create. This means that you can create subfolders as many levels deep as you like.
- By default, creator accounts can't create subfolders. If you want to allow creators to make their own subfolders, go to system - settings and add UseCreatorLockdown=False.
- **Subfolders do not inherit the permissions of their parent folder.** Be sure to apply permissions to subfolders the same way that you would with a regular folder.
- If you delete/archive a folder with subfolder under it you will receive a message that you must delete ALL subfolders before deleting the parent folder.
How to Create Subfolders
Expand the folders drop down

Right-click on a folder and select new subfolder

Type in a name for the subfolder and change the Parent folder if desired (Optional: Check/un-check "Show in My Folders" and/or "Allow anyone to view sessions in this folder")

Click Create Folder

**How to link a Subfolder to a different parent Folder**
Find the subfolder you would like to change and right-click on a folder and select settings

Click the Overview button and then click edit next to the parent folder name - select a new folder and click save
SORTING SESSIONS INSIDE A FOLDER

Starting in Panopto 4.6.1, Panopto allows you to custom sort the videos inside of a folder. Not only will this allow you to change the order that sessions are displayed, it will also display the next video in the folder at the end of each session that is custom sorted.

Changing the Order of Panopto Sessions

By default, sessions will be sorted in order of creation date and time (most recent listed first). To change the order of a folder, open the Folder Settings by clicking the gear icon.
Click the "Order" tab. Here you are able to drag and drop sessions into any order. Once complete simply close out of the window.

<table>
<thead>
<tr>
<th>Animal Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
</tr>
<tr>
<td>Share</td>
</tr>
<tr>
<td>Settings</td>
</tr>
<tr>
<td>Search</td>
</tr>
<tr>
<td><strong>Order</strong></td>
</tr>
<tr>
<td>Manage</td>
</tr>
</tbody>
</table>

- **Drag items to change order**
  - 1. Session 1 - Lion
  - 2. Session 2 - Hippos
  - 3. Session 3 - Elephants
  - 4. Session 4 - Leopard

When creating a customer order we will display the next video in the folder at the end of a session.

This video has ended. **Play again** or watch the next video in Animal Studies:

- **Session 2 - Hippos**
  - 1:45
SETTING YOUR ITUNESU CATEGORY

With a few easy steps, you can change the category that your RSS feed will be displayed under in iTunesU.

Locate the folder you would like to modify in the Panopto interface and open the Settings using one of the methods below:

Method A
If you are looking at your folder in the "All Folders" view, hover over the name to expose the "Folder Settings":

When "Folder Settings" opens, you will be on the "Overview" tab. Click on the tab entitled "Settings"

Method B
We could also right click on the folder name in the left hand side folder and click on "Settings"
After using either method, you will be on the "Settings" page of the selected folder. Click on the drop box label. It will open up a list of categories for you to choose from. Click on the option you would like your RSS feed to be labeled under.

Optionally, you may add a subcategory. Once again, click on the drop box arrow and the subcategory.

When you are finished, click the large X button in the upper right corner to finalize your changes.
OUTPUTS PAGE

To access the "Outputs" section for a session, click the Settings button below the session.

Click the "Outputs" tab at the top of the window.

Download Offline Viewer
If your Session is encoded using WMV, you will have the option to download the Offline Viewer, it can be downloaded by clicking the "Download Offline Viewer Link". The offline viewer will download as a .zip file. Once downloaded extract the .zip file. Inside the extracted folder will be the raw files for the session and a default.html. Opening the default.html file will open the session in your default browser.
Audio Podcasts
In this section you can play, download or subscribe to the Audio Podcast of the session by clicking the appropriate link.

audio podcast

Play MP3 Audio
Download MP3 Audio

Subscribe to this folder in iTunes
Subscribe to this folder using RSS

Video Podcasts
In this section you can view, download or subscribe to the Video Podcast of the session by clicking the appropriate link.

Notice you can change the video podcast template. Once you click "Change" it will automatically re-encode the podcast before the changes take place.

video podcast

View
Download

Type
Picture-in-Picture

Change

Quality
SD - 480p Low Quality

Subscribe to this folder in iTunes
Subscribe to this folder using RSS
Embed Tag

This section provides you with HTML code that can be placed on a web page that will embed the session in the page.

* Note: If the video is secured Embed viewers will have to log in with valid credentials first. Go the Share page to change access settings.

```
<iframe src="http://demo.hosted.panopto.com/Panopto/Pages/Embed/Default.aspx?id=a473b5ae-56bf-480a-b530-075be08dd34c&v=1" width="450" height="300" frameborder="0"></iframe>
```

⚠️ This video is secured. Embed viewers will have to log in with valid credentials. Go the Share page to change access settings.
MERGE AND COPY

Merge

Panopto allows you to merge any two sessions together. This is often necessary when recordings were made using two different computers to capture Audio and Video, PowerPoint, and Screen Capture, but the recordings were not recorded to the same session, this is referred to as a Separated Recording. To combine a Separated Recording, follow the instructions below. (Note: Separated Recordings can be avoided when multiple computers are set to record to the same session prior to recording. This can be done by establishing the session on one computer and choosing that same session from the drop down of available Folders and sessions on subsequent clients. Naming the sessions the same will not achieve this, you must select the session from the list.

Go to your Panopto website and log in with an account that has access to the Folder that the content has been recorded to.

Once you have found the Folder, hover over the first session to reveal the Settings icon:

On the Settings page, click "Manage":

![Merge into another session](image)
The first drop down selection box allows you to select the Folder that the other piece of the session is located in. The second drop down selection box is where you would select the other session name that you want to merge this recording with.

After you have selected the Folder and session to merge with, simply click the Merge button. The session will re-encode and be synchronized as one recording.

**Copy**

Copying can be a useful way to move a session to a new or additional folder, while preserving the original session location.

Go to your Panopto website and log in with an account that has access to the Folder containing the session to Copy.

Once you have found the Folder, hover over the session to reveal the Settings icon:
Click Manage and locate the Copy session section, simply name your new session and click copy.
INTERNAL GROUPS

Panopto 4.0 and above allowed administrators to create and manage groups of users via your Panopto server, without requiring the use of external membership providers. New in Panopto 4.5, administrators now have the ability to associate the Group "All Users" to any session or folder. This group includes all authenticated users, as opposed to making the folder/session "Public" which does not require authentication to view.

To Create a Group
Hover over the Folder or Session you would like to share with a Group and click 'Share'. In this example, we will share the folder "Test" with a new Group of users.
Click Add or Manage Groups

Click Add New

Give the group a name. Optional: Check "Allow other users to see and use this group" - this allows the group to be added by any Creator account to their Folder. Click 'Save' when finished.
Add users to the group by typing in the users account name or email (items will autocomplete if the user already exists).

Click the user name or hit Enter to add them into the group

Click back to groups when done
To modify members of the group - click edit next to the group to be modified

How to share with already created groups
Find the Folder or Session, hover over it and click Share

Click Add or Manage Groups
Check the box next to the group(s) that you wish to add, and click "Add selected items to the share list" (they are added as viewers by default, but this can be changed to creator on the share list).

Click Share to save your changes. Optional: Send email notification is on by default. To not email the group members, un-check that box before clicking share.
HOW TO DOWNLOAD PODCASTS

Login to your University/Organization's Panopto Server

Locate the session that you would like to download podcasts for, hover over the session to reveal "Settings" and click it.

*Please note that you must have Creator permissions over the content in order to view its "Settings" and its "Outputs".

In order to download Podcasts as a Viewer, please see our Support Documentation on Podcasting and RSS Feeds.
Now that we are on the overview page, click "Outputs"

On this screen, you can use the links to download either the Audio or Video Podcast. Please note that some servers may have this setting disabled on the folder level, or server wide level.
HOW TO CREATE GROUPS

How to Create an Internal Group

Go to System - Groups

Click Add

Pick a name for your group and make sure "Internal Group" is selected in the dropdown. Once you are finished, click "Create Group".
How to Add an External Group

You can now add external groups via SAML or another identity provider connected to Panopto. To do so, select your external provider in the dropdown below.

![Create Group](image)

You can now map the external ID being passed to Panopto with the name of group. Any user that is associated with the group in your external provider, will be passed to the Panopto group.

How to Batch Create Internal Groups (Admins Only)

Click Batch Create

![User Groups](image)
From here you can batch add internal Panopto groups by adding multiple group names on each line. You can also batch create external groups by adding group names and the external id separated by a comma. Once this is complete, click Preview.

You will now be taken to a preview page of the groups that will be created. If a group has the same name as an existing group, you will see the highlighted message below. Clicking create will generate all "good" groups.
You will now be taken to summary of the groups you have created.

![Summary of created groups](image)

**How to Add Users to an Internal Group**

Click Group Info

![Group Info](image)

Click Memberships

Add the user names in the prompt to add users. Panopto will autofill with an existing username, or a possible username from your external provider. Select the appropriate user. You can add multiple users at one time as seen [here](#).
Click "Add Users" to add them to the group.

For documentation on how to grant your group access to folders or sessions click the appropriate link.

Folder Sharing
Session Sharing
How to batch share a folder or session

1. Click the checkboxes beside the thumbnail of the folders or sessions you would like to share

2. Click "Share" at the top of the page
3. Select your desired share setting

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

a. If you are sharing sessions - see [here for sharing explanations](#)
b. If you are sharing folders - see [here for sharing explanations](#)
HOW DO I SHARE WITH MULTIPLE USERS?

To share with multiple Panopto users

From the Share Page - select one of the following options:

1. Under Invite people, either type or copy/paste a comma separate list and click 'Send and save changes' (Syntax for the below was "dhannan, abixhorn, tsullivan")

2. Anyone at your organization with the link: Choosing this option will enable viewing access for anyone who can log into your Panopto site. This will unlist the session from all other videos on your site. Unlisted means that the session won’t be discoverable by anyone browsing the site. It can only be accessed by having the direct link.
3. Anyone at your organization: Choosing this option will enable viewing access for anyone who can log into your Panopto site.

4. Create an invite e-mail for individual users: - Under the Panopto Share settings for the session - find "Invite People" Enter the e-mail address of selected recipients. These users will receive an invite e-mail with the link to your video.
HOW DO I SHARE A SESSION?

Hover over the session that you want to share and click "Share"

Click the drop down arrow under who has access to show the sharing options
Sharing Levels

Specific people (only specific users and groups can view)

You will see a list of existing users who have access. If you want to share with an existing user, go to Invite people and type in the name/email address, then click "Send and Save changes"

Anyone at your organization with the link

Choosing this option will enable viewing access for anyone who can log into your Panopto site. This will unlist the session from all other videos on your site. Unlisted means that the session won't be discoverable by anyone browsing the site. It can only be accessed by having the direct link.

Anyone at your organization

Choosing 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, no sign-in is required. This will unlist the session from all other videos on your site. Unlisted means that the session won't be discoverable by anyone browsing the site. It can only be accessed by having the direct link.

Public on the web

This option will allow anyone on the Internet to find and access. No sign-in required.
HOW DO I SHARE A FOLDER?

Find the folder you would like to share and hover over it.

You will see an option to "share" highlighted above, click this.

Now you will see the share dialogue. If this is a subfolder, you will see "Inherit permissions from parent folder: ParentFolderName". If this is a top level folder, you will see "Specific people".

In this example, we are using a subfolder. If we click the dropdown below "Who has access" you will see the below options.
Inherit permissions from parent folder: ParentFolderName
This will inherit whatever permissions are set on the parent folder.

Specific people
This option allows you to share the folder with specific people as publishers, creators, or viewers.
To learn more about these roles see User Permissions.
To add an existing individual user, type their username in the dialogue below.

To add with multiple existing users, see here.
To share with a user or users that do not exist, please see the following document. Sharing and Permissions
To share with a group, please see Internal Groups.
Anyone at your organization with the link
Choosing this option will enable viewing access for anyone who can log into your Panopto site. This will unlist the session from all other videos on your site. Unlisted means that the session won’t be discoverable by anyone browsing the site. It can only be accessed by having 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, no sign-in is required. This will unlist the session from all other videos on your site. Unlisted means that the session won’t be discoverable by anyone browsing the site. It can only be accessed by having the direct link.

Public on the web
This option will allow anyone on the Internet to find and access. No sign-in required.
CREATE BUTTON

In Panopto 4.5+, creating content is as easy as clicking a button! The create button allows you to create different types on content in Panopto. This page explains what each option allows you to create.

**Record a new session**
This option will allow you to download and install the Panopto Recorders. If the Windows Recorder is already installed, you will have the option to launch the recorder; this will also automatically sign you into the recorder with the credentials you used to login to the web interface.

**Upload video**
Only available for Unison users. This option will allow you to upload a single video, or multiple videos (up to 100 at once), that will create new Panopto Sessions.

**Webcast**
This option will create a URL for you to live broadcast to at a later time.
Scheduled recording
This option will allow you to schedule a day and time for a remote recorder that is installed for your server.

Build a session
Only available for Unison users. This option will allow you to upload multiple videos and PowerPoint files to create a Panopto session.

New Folder
This option will create a new folder on the server that you can use to upload and/or record to.
CREATE A NEW FOLDER

Creating A New Folder

Folders are used as a way to help organize sessions. Every session belongs to a folder and only users assigned to a folder can create, record, view or edit those sessions.

Login to your Panopto server and click the green "Create" button at the top of the screen, choose the option to create a New Folder:

Type in the Name of Folder and enter description (optional). Show in "My Folders" is checked by default. If you un-check this, the logged in user will be removed as a creator of this folder, click Create Folder when done.
CHANGE SESSION NAME AND FOLDER

Change Session Name
Find the session that you wish to rename.
Hover to expose the Settings icon below the session.

Within the Overview tab, click Edit next to Name:
Type in new name and click Save. If you want to discard the changes, click Cancel.

Change Folder
Find the session that you wish to move.
Click the Settings icon next to the session.
Within the Overview tab, click Edit next to Folder:

Click the drop box to display all folders then click the desired folder. Click Save or Cancel to discard changes.

After saving the changes, the session will automatically be moved to the specified folder.
Turning on session approval for a specific folder:
The workflow approval feature is a new feature in Panopto. There is a new role in Panopto called 'Publisher'. The Publisher's job is to approve content submitted by creators.

To access this feature, you need to apply this setting on a per folder basis. You also need to assign a user to have the 'Publisher' role.

1. First navigate to your desired folder in Panopto then click on the 'gear' or 'Settings'.
2. Scroll down and select the radio button labeled 'When approved by a publisher'.

![Radio button for when approved by a publisher]

3. After that is applied in settings, go to the 'Share' tab within the folder and give your desired user Publisher access.

![List of users with permissions]

4. After a user is given the Publisher permissions then you may begin approving and rejecting content.
Request approval of sessions

1. Navigate to your recently uploaded session.

2. Click on the 'Settings' button for that session. From there you can request the session to be approved.

Approving or rejecting sessions

1. You want to first navigate to your recently uploaded session as the Publisher.

2. Click on settings.

3. To the right of the 'Approval' text you can choose whether to Cancel, Approve, or Reject the session.
4. From there all you have to do is click 'Approve' and the session will be approved. You can 'Reject' the session after you have approved it if it was deemed as a mistake.

   Approval

   Approved on January 28 2015 7:02 PM

   Reject

5. After you click the 'Reject' button it will ask you to provide a reason for rejecting it. The Creator of the content will receive an e-mail about the rejection and the reason that the Publisher rejected it.

   Approval

   Approved on January 28 2015 7:02 PM

   Provide a reason for rejecting:

   Rejecting video due to plagiarism

   OK Cancel

6. You can also reapprove it after you have rejected it.
ADDING YOUR RSS FEED TO ITUNESU

If you have an iTunesU Public Site Manager account, you can add a Panopto RSS feed to your collections by following these simple steps:

Login to your Panopto URL as normal, and navigate to the session you would like to use the RSS feed for, hover over it to reveal the Settings for that session:

Now, click on the outputs tab.
On this screen, click the link entitled "Subscribe to this folder using RSS" and right-click it. Choose the option to Copy Shortcut/Copy Link.

Log into your iTunes U public manager account
After logging in, navigate to the "Collections" tab, and click the "plus" image next to "Add Collections"

![Add Collections](image)

Now, click the drop down arrow next to "Choose a Feed Source ..."

![Choose a Feed Source](image)

Select "Provider-Hosted Feed"
Enter your panopto RSS URL in the generated field, and click "Add" (Paste the link that was copied from your Panopto server)

Verify that your feed was added. (Note: The new feed may not necessarily appear at the top of your "Collections" list)
AVAILABILITY (PUBLISHING)

In 4.6.1 you can now designate the time frame a session is available. You can set this at the folder or session level allowing you to control what your viewers can see and when. This article will walk you through the steps on setting up Availability rules for your folders and sessions.

Setting up Availability on Folders
To set up or change the Availability rules on the folder level, we will want to locate the desired folder you wish to modify.

Hover over the Folder name and click Settings.

This will take you to the Folder Overview page. We will want to browse to the Settings tab shown below.
Here is will you will see the Availability rules.

**Availability**

Folders can be made available after a start date and before an end date. The availability for a single session may override the availability for its parent folder.

To prevent new sessions from being published to viewers before approval, set folder availability to “never”. Sessions can then be made available by editing them or by setting availability for each individual session.

**Sessions become available**
- immediately
- never (unless set on the session)
- starting on 05/22/2014 8:42am

**Sessions remain available**
- forever
- until 05/22/2014 8:42am
Choosing when sessions become available
In the Availability section you will see the option "Sessions become available".

Sessions become available
- immediately
- never (unless set on the session)
- starting on 05/22/2014 8:00am

Below is a breakdown of your three options:

**Immediately**

All sessions recorded or uploaded will become available to the viewers upon completion. This can be overridden by setting the availability per session.

**Never**

All sessions will be hidden from viewers by default. To make a specific session available to the viewers, you will need to set the availability on the session level.

**Starting on**

All sessions in the folder will be available starting at the data and time specified. This can be overridden by setting the availability per session.
Choosing when sessions remain available

Below the option "Sessions become Available" you will see a second option, "Sessions remain available"

Sessions remain available

- forever
- until 05/30/2014 6:00pm

Below is a breakdown of your two options:

**Forever**

The viewers will never lose access to the sessions in the folder. This can be overridden by setting the availability per session.

**Until**

Viewers will lose access to the sessions on the date and time you can specify. This can be overridden by setting the availability per session.

**Setting up Availability on Sessions**

Any availability rules set at the session level will override the rules set on the folder level.

To set up or change the availability rules on the session level, we will want to locate the desired session you wish to modify. Hover over the session name and click settings.
This will take you to the Overview tab. On this tab you will see the section for Availability rules.

**Availability**

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

**Session becomes available**

- now
- with its folder (never)
- starting 05/22/2014 8:50am

**Session remains available**

- forever
- with its folder (forever)
- until 05/22/2014 8:50am

**Choosing when a session becomes available**

In the Availability section you will see the option "Session becomes available".

- now
- with its folder (never)
- starting 05/22/2014 8:50am

Below is a breakdown of your three options:

**Now**

The session will become available as soon as this option is checked.

**With its folder**

The session will follow the availability rules of its Folder.

**Starting**

The session will be available starting at the data and time specified.
Choosing when a session remains available

Below the option "Sessions become Available" you will see a second option, "Sessions remain available"

Below is a breakdown of your three options:

Forever

The viewers will never lose access to the session.

With its folder

The session will follow the availability rules of its Folder.

Until

Viewers will lose access to the session on the date and time you can specify.