


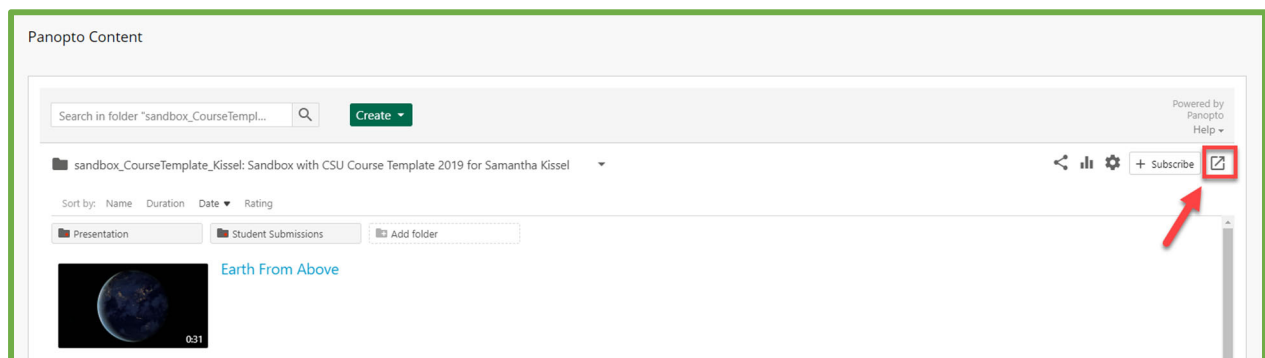
# Sharing Panopto Videos to an Individual Student

To share a Panopto video to an individual student you will need to go into your Blackboard course's Panopto area, make a subfolder, and change permissions to share with the student.

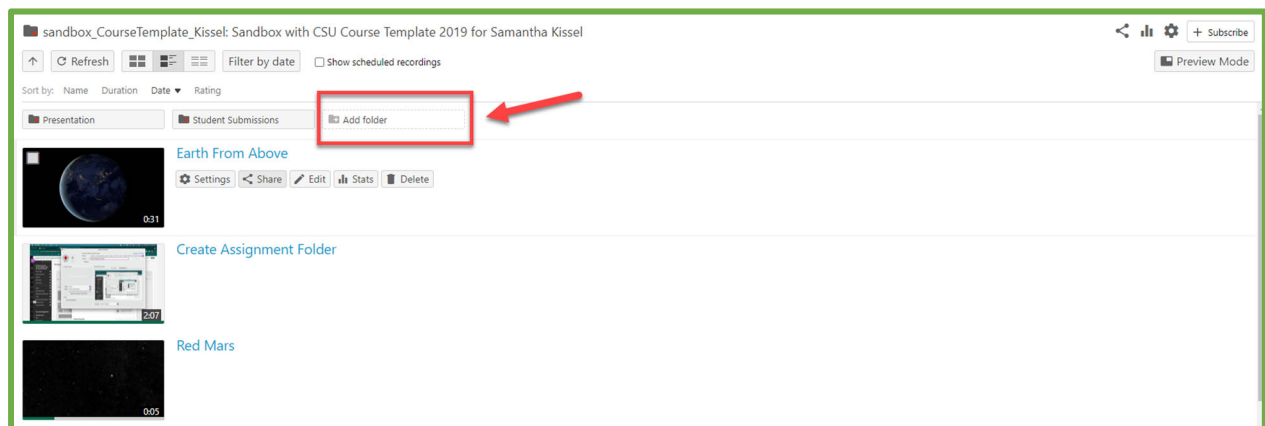
## How to Create a Sub Folder and Share Videos

1. Go into your Blackboard course's **Panopto Content area** by clicking on **Panopto Video** using the left hand navigation.
2. Click the **Open in Panopto** button on the right side to open the full version of Panopto.

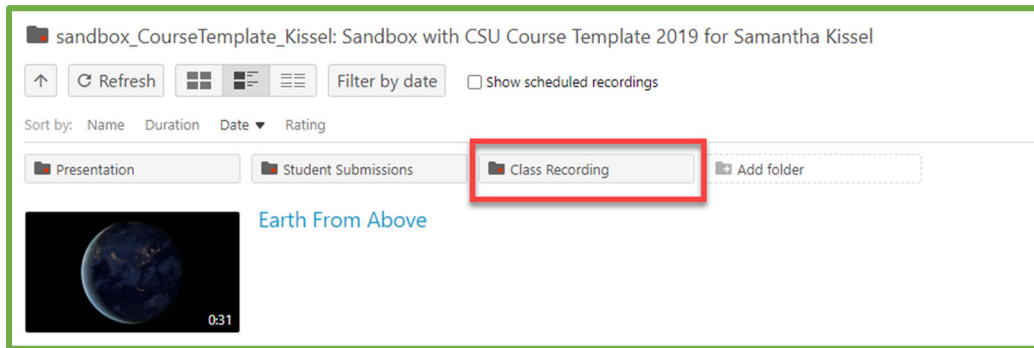
The button looks like a square with an arrow pointing out 



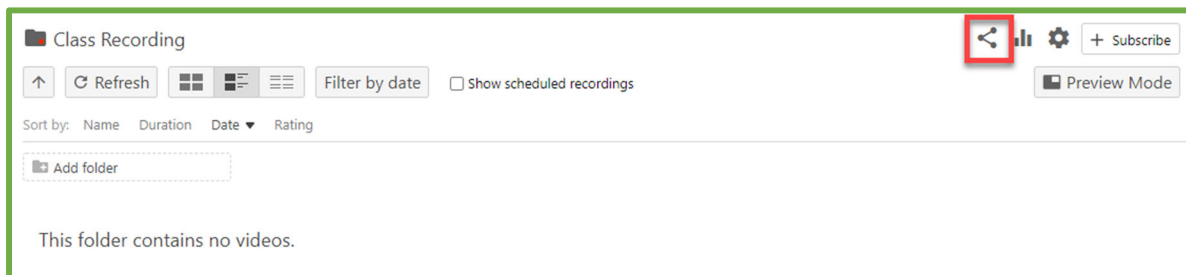
3. To create a new folder, click **Add folder** and give it a name. Press enter on your keyboard to confirm the name.



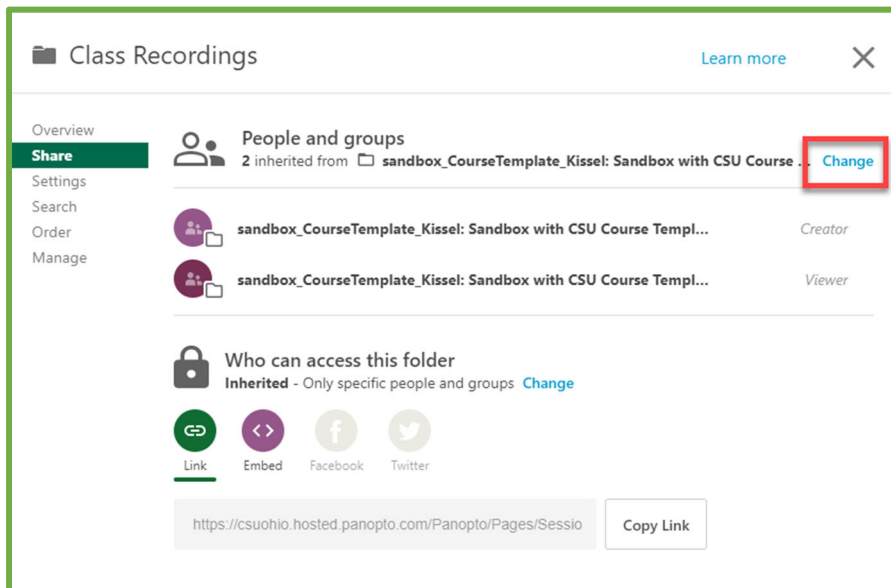
4. Select the folder to enter.



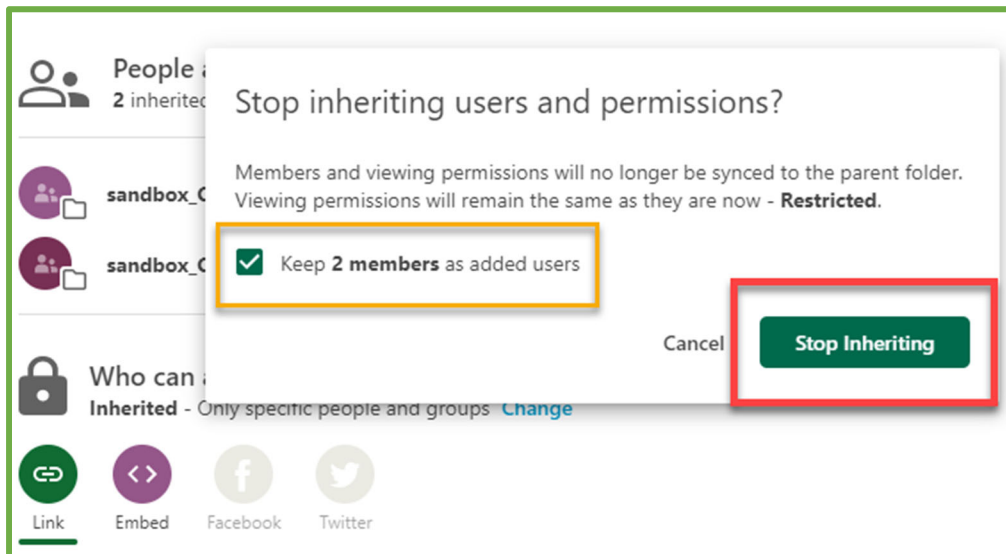
5. Click the **Share** icon on the right **within the newly created folder**.



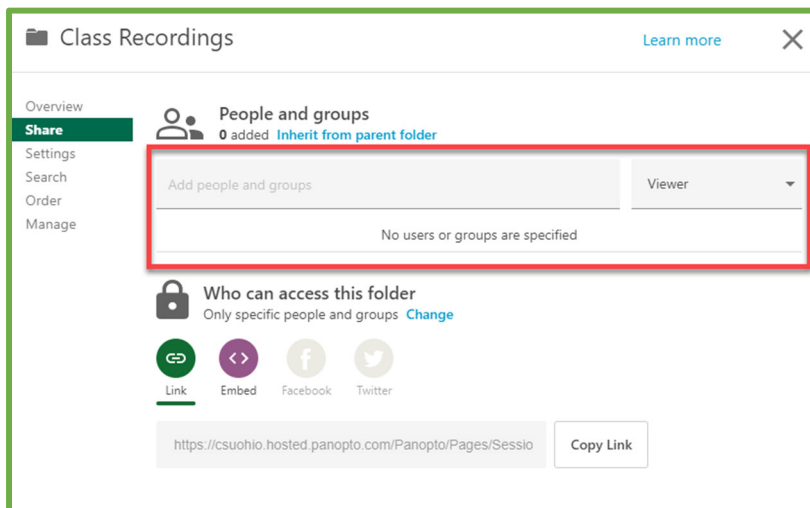
6. Under the **Share** tab, on the left, the **People and groups** will display. Click **Change** (circled in red below) to show the inheriting permissions of the folder.



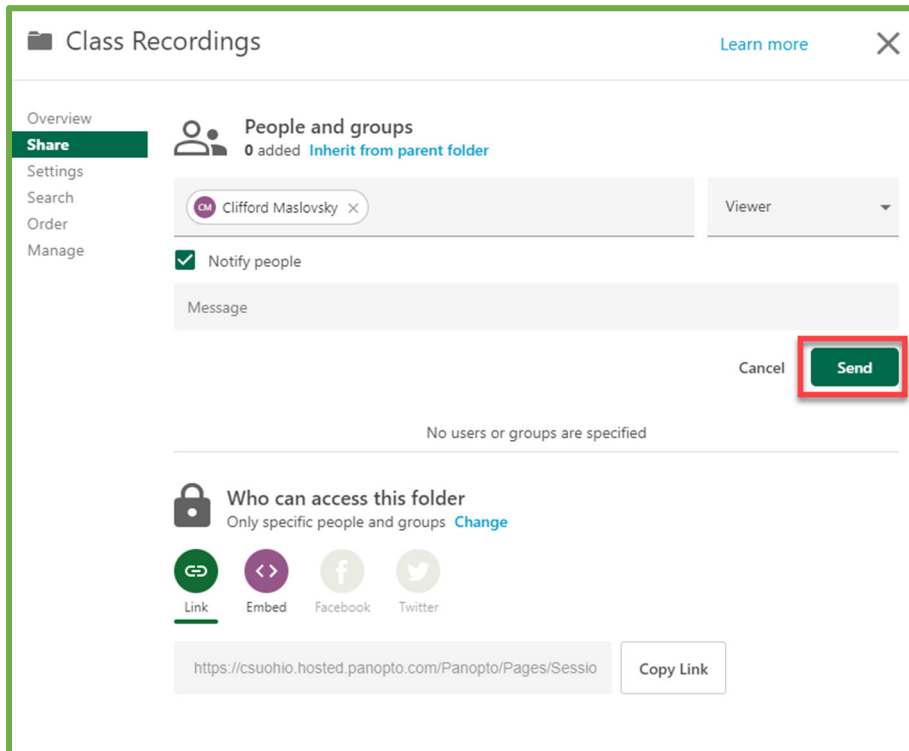
7. On the pop up window **uncheck Keep 2 members as added users** (circled in yellow) and click **Stop Inheriting**.



8. The People and groups will now have 0 members on the share list for the folder. Go under **Add people and groups** and type the student student's ID, email, or name in the field to give them viewer permissions.



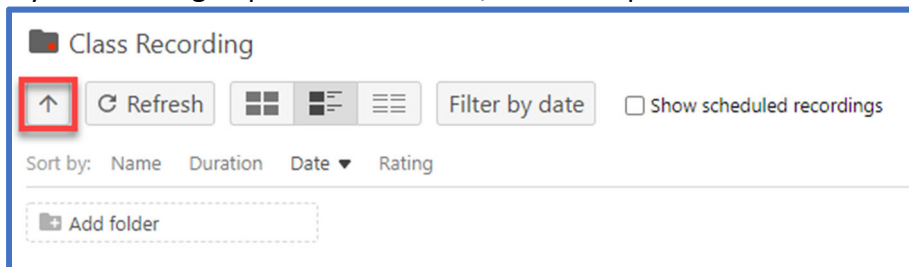
9. When done adding individuals click **Send**.



10. For students to access the videos they will need to go into your Blackboard course's Panopto Content area and into that individual folder.

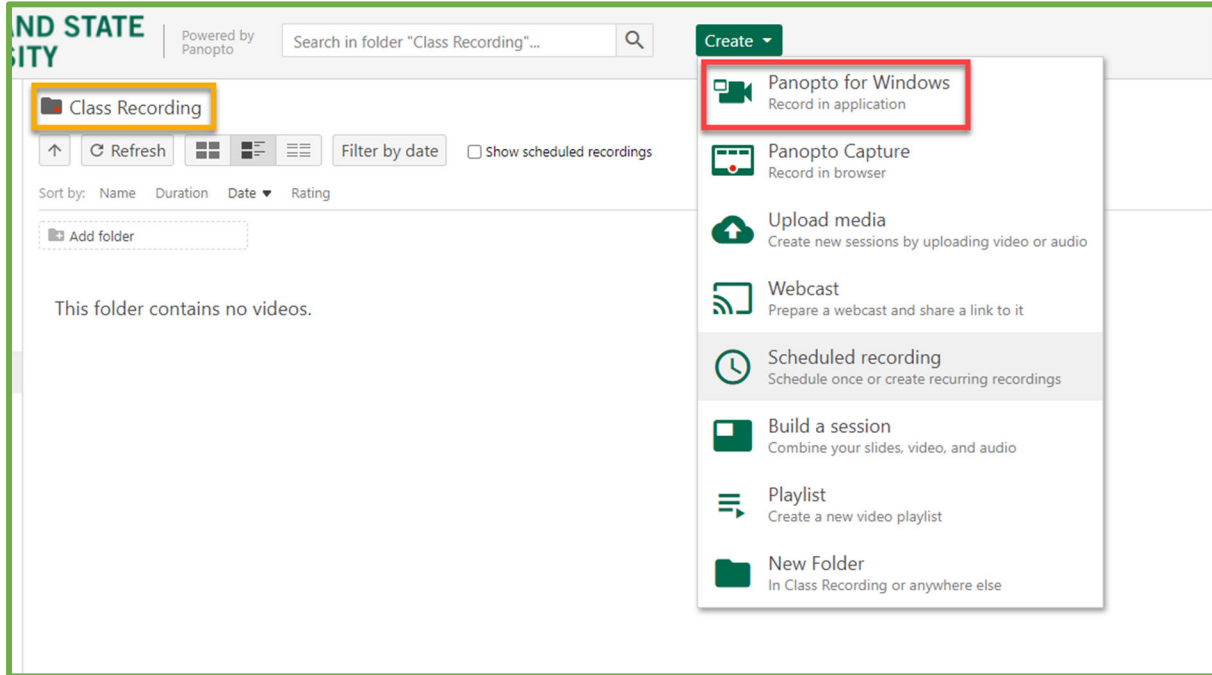
### Tip

If you need to go up the folder levels, click the up arrow button.



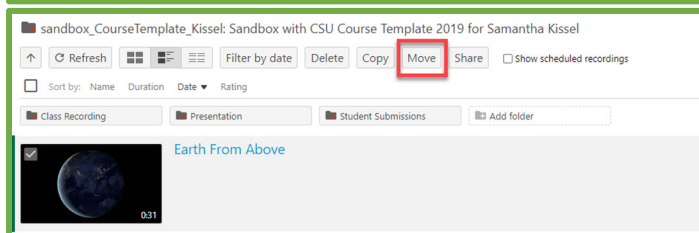
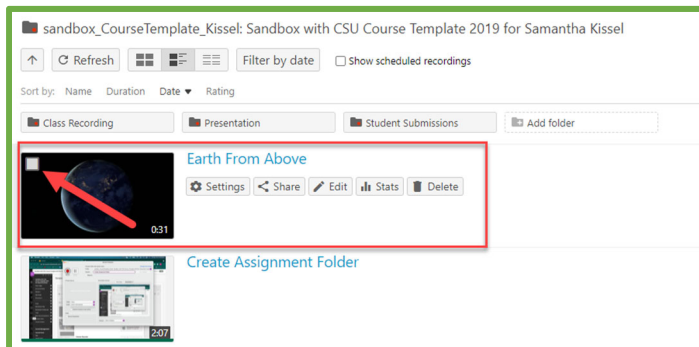
## How to Record

When recording a video remember to **navigate to the subfolder you created for the student** and click **Create > Panopto for Windows/Mac**.

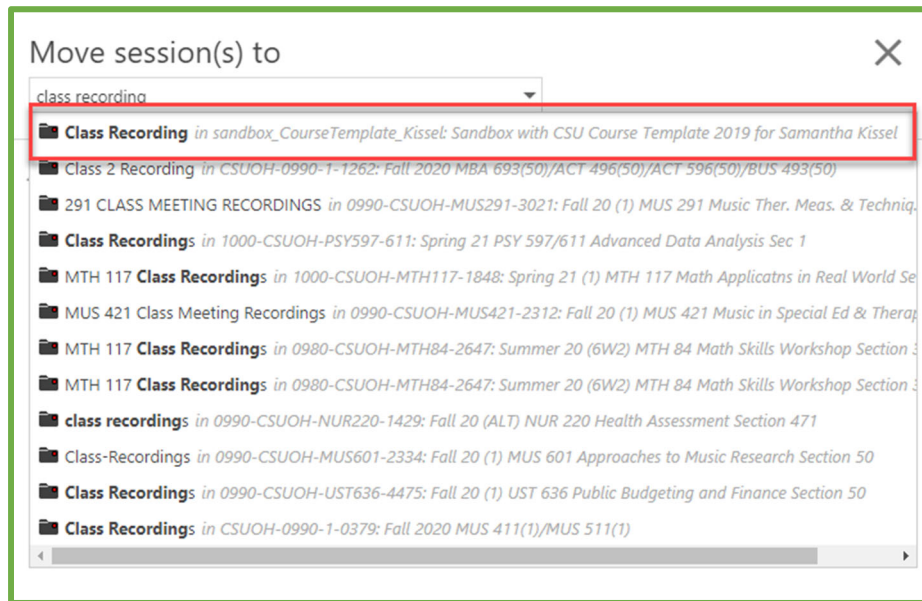


If you forget to do this, you can simply move the video to the correct folder.

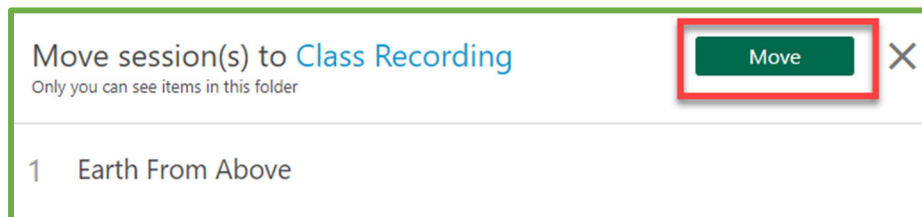
1. Go into your Blackboard course's **Panopto Content** area and click the **Open in Panopto** button on the right side. (🔗)
2. Click the checkbox in the upper left-hand corner of every video you wish to move and click **Move**.



3. Begin typing the name of your course. As you type, the search will begin auto-populating courses that you are enrolled in that have that name to select.



4. Click **Move** once you selected the folder.



5. A green checkmark next to the video indicates a successful move.

Questions? Contact the Center for eLearning at 216-687-3960 or email [elarning@csuohio.edu](mailto:elarning@csuohio.edu).

For help recording in the classroom, contact Instructional Technology and Distance Learning at 216-687-5270 or email [instructionaltech@csuohio.edu](mailto:instructionaltech@csuohio.edu) or attend their Zoom office hours <https://www.csuohio.edu/citdl/citdl>