

Panopto: My Folder and Panopto Course Folder

Panopto My Folder

Your **My Folder** in Panopto is a private sandbox for creating, storing, and sharing videos. It is your personal storage space within Panopto. Only you have access to these videos unless you share permission with someone else. You can share access to a video but not a folder. This is the default folder when you go to your My Panopto. You do not have a limit on how much you can store in this folder.

You can also add folders within your My Folder to organize your videos, and you can create sub-folders inside those folders.

Please Note: If you share videos from within your My Folder, your stats (analytics) and quiz results will compile with each user for the life of the video. If you would like those to reset for each CRN, please utilize the Panopto Course Folder option, and a reference copy will be created, resetting those stats for each CRN.

Panopto Course Folder

You can use a Panopto Course Folder in your Brightspace courses in several helpful ways. The Panopto Course Folder can:

- keep your course videos organized
- allow you to share all your course videos with your students
- create reference copies of your videos which reset the stats (previously referred to as analytics) and quiz results each term
- allow you to keep your student-created videos for the course organized and available to other students for peer review

Each Brightspace course has access to Panopto. Once you manually activate the connection to Panopto in each course, a Course Folder is created, and you can:

- choose to move or copy videos to that Panopto Course Folder
- perform a Panopto Course Folder copy
- make the folder unavailable

Students can access the Panopto Course Folder by selecting it from the Course Tools drop-down menu. They will then see all the videos you have chosen to place in the course folder alongside the other courses they are enrolled in and their own My Folder. They do not have access to the instructor's other courses or anything they do not have permission to view.

Need Help?

If you need help with My Folder or Panopto Course Folders, contact helpdesk@tri-c.edu to get assistance from the Help Desk. If you would like to set up a virtual appointment with a member of the Instructional Design team, visit the [Schedule an Appointment](#) page.

