

Panopto Shortcuts: Dashboard Workflows

Quick Summary

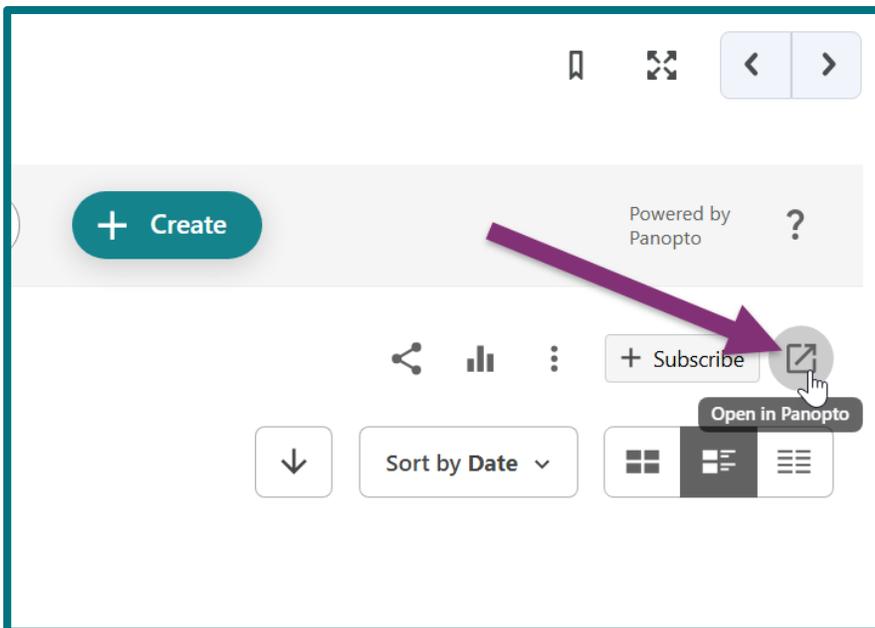
You can manage your Panopto videos using a few simple dashboard shortcuts. These save time and access important features without making extra clicks. This guide covers how to navigate and move content using the Browse menu, as well as how to use the shortcut buttons directly on your video thumbnails.

Navigating and Moving Content

To effectively navigate between folders and move your content, you should use the Panopto Browser Tool outside of Brightspace – how to get there:

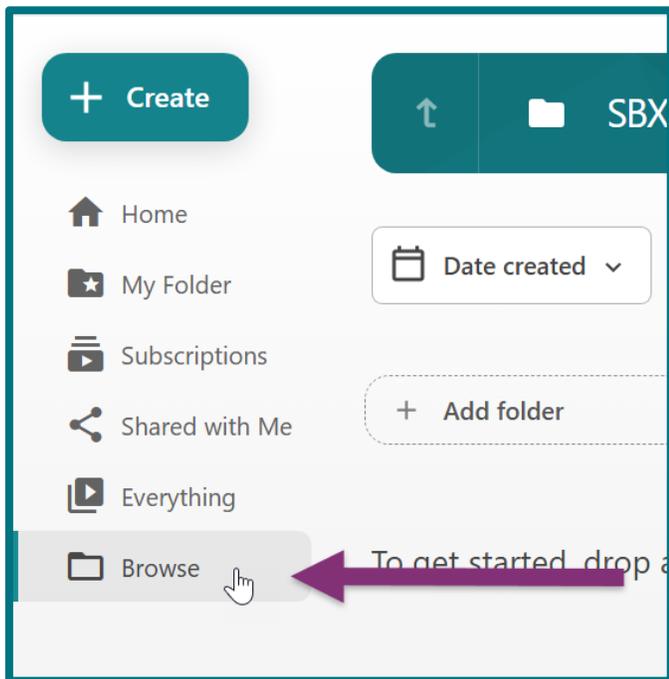
Step 1: Open Panopto in Brightspace.

Open a course in your Brightspace account. On a content page, select EXISTING ACTIVITIES and locate Panopto Course Folder tool. You can then select **Open** in Panopto for ease of navigation, which will open a new tab. This option appears in the upper right-hand corner of the Panopto Course Folder view.



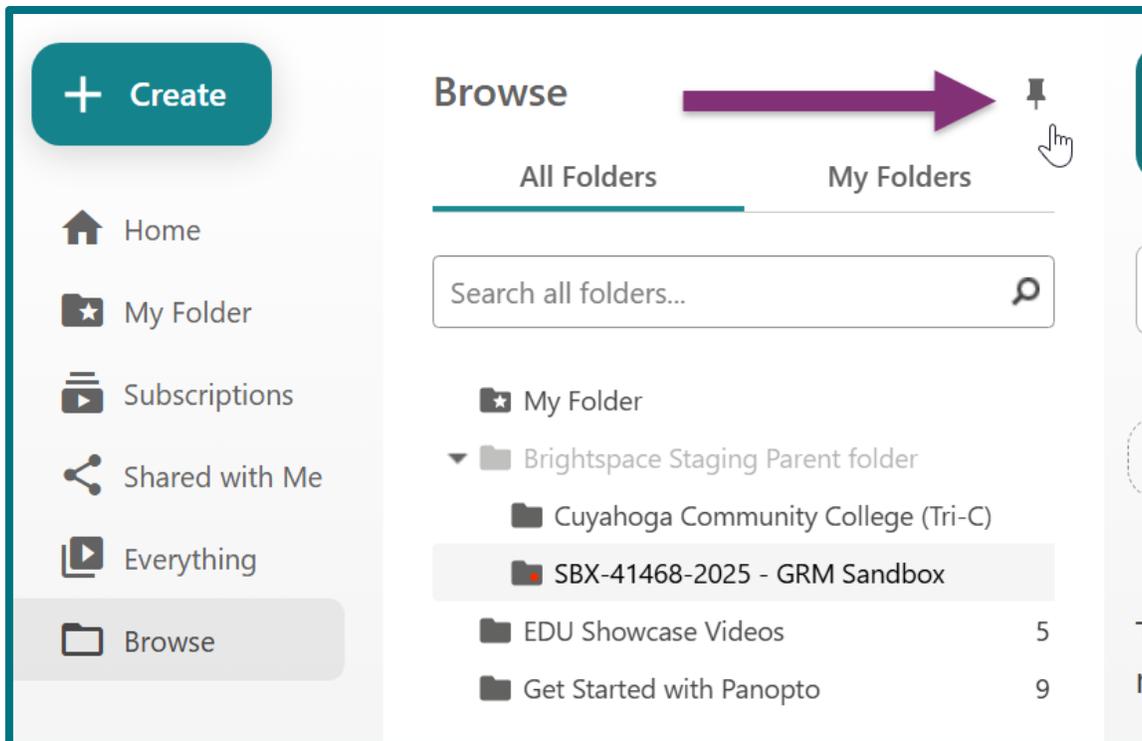
Step 2: Select Browse.

Once in Panopto, select **Browse** in the left navigation menu.



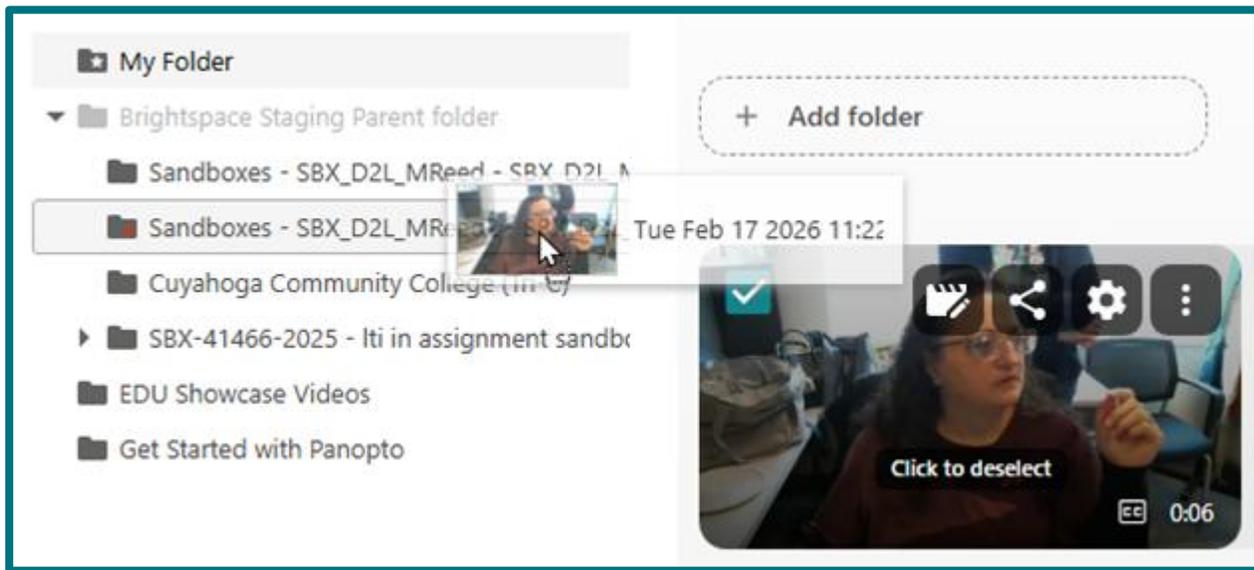
Step 3: Pin the Browse Menu.

You can pin this Browse menu to keep it open. This will help you navigate easily from one folder to the next while managing your videos.



Step 4: Drag and Drop to Move Content.

To move your content, select the box at the top left of the video thumbnail(s) and drag and drop it to the folder you wish to place it in. Keep in mind that you can only place videos in your My Folder or folders that have a red dot next to them. The red dot indicates that you have creator access and are permitted to place videos there.

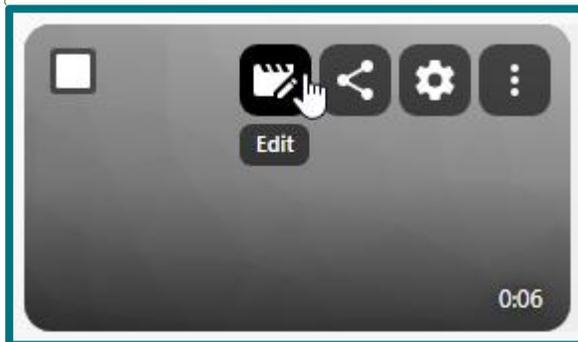


Using The Shortcut Buttons on The Video Thumbnail

When hovering over a video thumbnail, several shortcut buttons will appear, allowing you to quickly perform actions without opening the video.

“Edit”

The Edit button will open the video editor. From the editor, you can manage many features of your video including the details, contents, captions, audio description, slides, quizzes, video edits, and streams.



“Share”

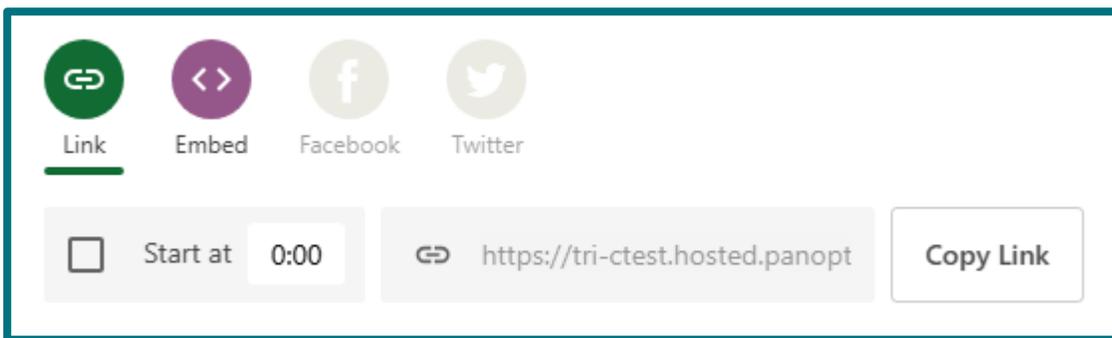
The Share button will open a box allowing you to share the video with someone in the organization as a viewer. From this menu, you can also:

- Change who has access to the video by selecting Change under "Who can access this video".



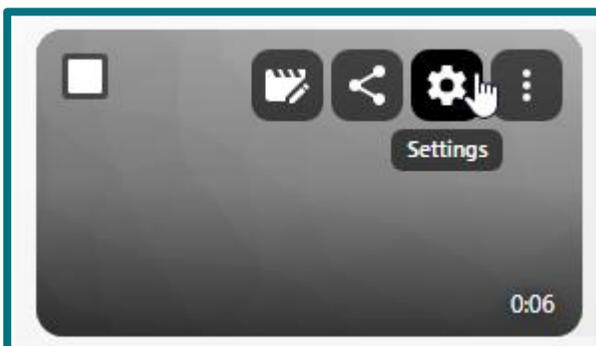
- Find the direct link and the embed code.
- Set a specific start time for when you share the video.

Note: If you are sharing this with students in a course, it is recommended that you share it within Brightspace using an Insert Stuff link.



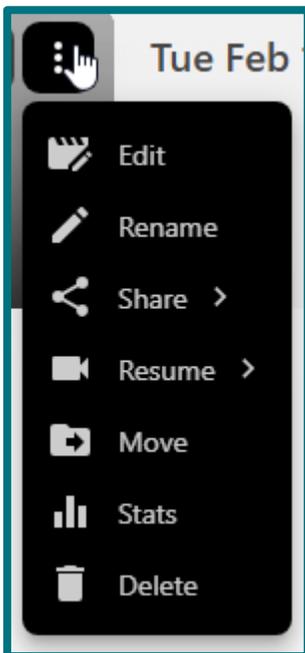
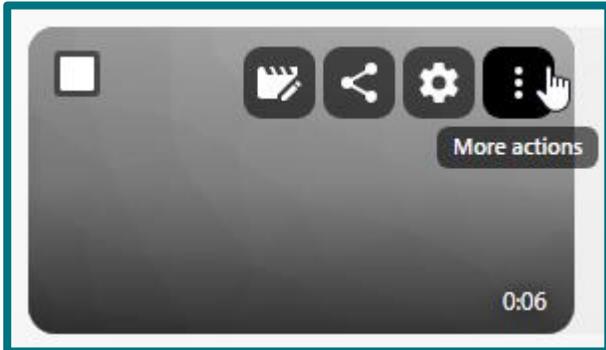
“Settings Gear”

The Settings Gear will open the settings pop-up. The settings allow you to manage many options, such as the thumbnail image, enabling discussions, descriptions, sharing, adjusting the output view, viewing quiz results, uploading PDFs, Reference copies, caption status, and audio description.



“More Actions”

The More Actions menu allows you to quickly select to navigate to the edit interface, rename the video, share it, resume your recording, move it to another folder, see the video's stats, and delete the video.



Need Help?

If you need help managing your videos with Panopto dashboard shortcuts, email helpdesk@tri-c.edu to get assistance from the Help Desk. If you would like to set up an appointment with a member of the Instructional Design team, visit the [Schedule an Appointment](#) page.