



How To Access My Personal Folder in Panopto

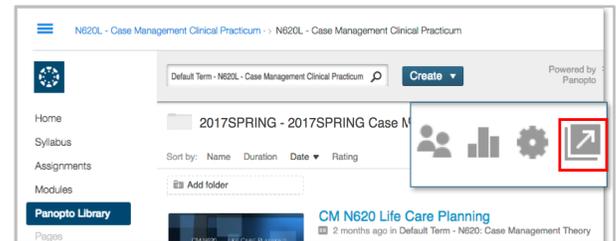
1. Open your Canvas Course
2. Click on the Panopto Library tab

This will open your course Panopto folder in Canvas.



3. Click the expansion arrow in the upper right to open the Panopto site

This will open the Panopto site in a separate browser. This is where you will be able to manage your Panopto folders.



4. Click "My Folder"

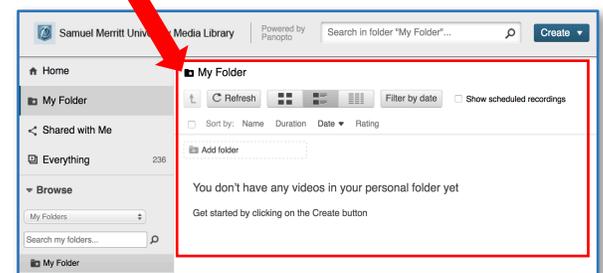
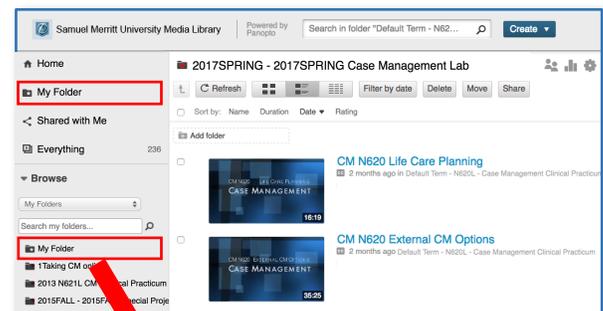
"My Folder"

is your own Personal Panopto folder, and it is not attached to a Canvas course.

How to use "My Folder"

- **Park**, or move the Panopto videos you are not ready to share into this folder
- **Move** your Panopto videos from a course Panopto folder into this folder when
 - Videos are outdated
 - Videos are no longer relevant
 - You don't want to use the video
 - You want to use videos for reference only
 - You are not ready to delete video permanently
- **Upload** a new video to this folder when you are not ready to move it into a course Panopto folder

This is what you will see when you are in the Panopto Site.



Your Panopto folder will be empty until you add Panopto videos to it.

IMPORTANT

- **Do not embed** videos from this folder into a Canvas course (Permissions will not work and students will not be able to view videos)
- Students will **never have permissions** to view a video in this folder