

Sharing Panopto Videos

Once a video is recorded in or uploaded to Panopto, it can be shared, either by sharing the video itself or by sharing the whole folder. If you need to share the video to or re-provision another Blackboard course, please see our [Provisioning Your Course](#) document.

Before you share:

When you share a video, you have the option to share either the video itself, or the folder the video is located in. If you share a video, the users will only be able to see the video. If you share the folder, the users will be able to see any videos located inside that folder, as well as any subfolders.

Please Note: *If the video has student's names, faces, or voices, and you are sharing the video outside the class the student is in (i.e. to another class, another instructor, outside user, etc.), you will need permission from all students in the video to share it. For more information, see the "Instructional Lecture Capture Guidelines and Release Form" at the bottom of the [TU Panopto webpage](#).*

How to Share

1. Navigate to <https://towsonu.hosted.panopto.com>
2. Select **Blackboard** in the drop down and click **Sign In**
3. To share a video, locate the video, then click **Share** underneath the video name.
4. To share a folder, enter the folder, click the **Settings** option in the top right, then click the **Share** option on the left menu.
5. Once you've selected the share option, click the **Save** button at the bottom of the page.
6. Copy the URL from the top of the Share page and send to the users to share.

Sharing Options

Specific People: This allows you to share the video with specific people, allowing them to view the video. You will need the user's email to proceed.

Anyone at your organization with the link: This allows you to send the video link to anyone at Towson and let them view the video. They will need to log in to view the video.

Please Note: *This will allow the user to forward the link to other Towson users and they will also be able to view the video. If you do not want people to be able to forward the link, please use the Specific People option.*

Anyone with the link: This allows you to send the video link to anyone and they will be able to view the video, regardless of whether or not they have a Towson Panopto account. Users are not required to log in to view the video with this option.

Please Note: *This will allow the user to forward the link to anyone else and they will also be able to view the video. If you do not want people to be able to forward the link, please use the Specific People option.*