Panopto: Department folders

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Do you have a **library of recordings** you would like to **jointly manage with others** or **display on a public, curated landing page** with **featured recordings and playlists**? Panopto offers **department folders** for just this kind of situation. Playlists and recordings hosted in department folders can be added to web pages or Moodle pages, just like any other Panopto recording.
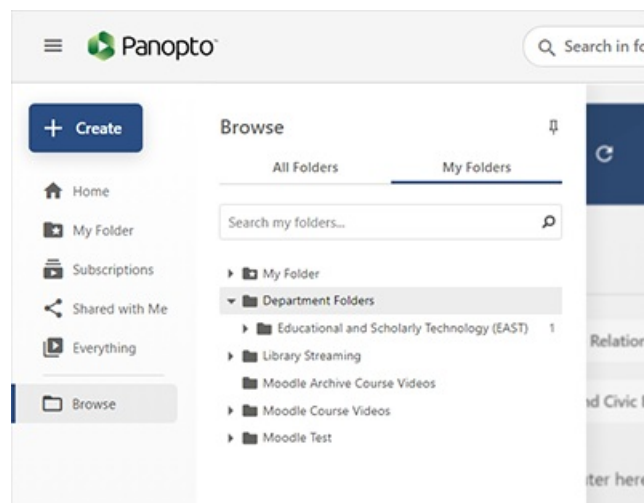
> **Before you start**, you may need access to the following:
>
> - a Panopto account under Bryn Mawr's license

Request LITS create a department folder

If your department or group does not already have a department folder, LITS will need to create one for you.

1. Email help@brynmawr.edu a request with your **department name** and the **Bryn Mawr email addresses** of the **people who will jointly manage** the folder.
2. The next available staff member will contact you if they are any questions or once they've set up the folder.
3. Log in to Panopto ⧉, click **Browse**, then the **My Folders** tab, and verify it appears under **Department Folders**.

Add members

Department folder administrators can give other people permission to manage department content.

Create and feature playlists

Department administrators can create playlists and feature a playlist on the landing page.

Customize branding

You can customize highlight color for the folder, add a logo, and add a logo to video view window for all videos in the folder.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours⧉
Email: help@brynmawr.edu | Service catalog ⧉
Location: Canaday Library 1st floor