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 these kinds 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. You can request a department folder by doing the following:

Add members

If the administrator for a a department folder, you can give other people permission to manage the folder's content by doing the following:

Create and feature playlists

Department administrators can create playlists and feature them on the folder landing page.

Customize branding

For a department folder, you can customize its highlight color, add a logo, and create a default background for all videos within it.

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 ${}_{\square}$

Location: Canaday Library 1st floor