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:

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. The next available staff member will contact you if they are any questions. Otherwise, they'll let you know when they've set up the folder.
2. **Log in to Panopto**, Click Browse > My Folders. Verify that the folder you requested now appears under Department Folders.

![Panopto interface](image)

**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 create a default background for all videos in a 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