

# 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. Please do the following:

## Add managers to your folder

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

## Create and feature playlists

Department administrators can create playlists, which can then be shared via a link or embedded directly into webpages.

## 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](mailto:help@brynmawr.edu) | [Service catalog](#) 

**Location:** Canaday Library 1st floor

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