

# 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.

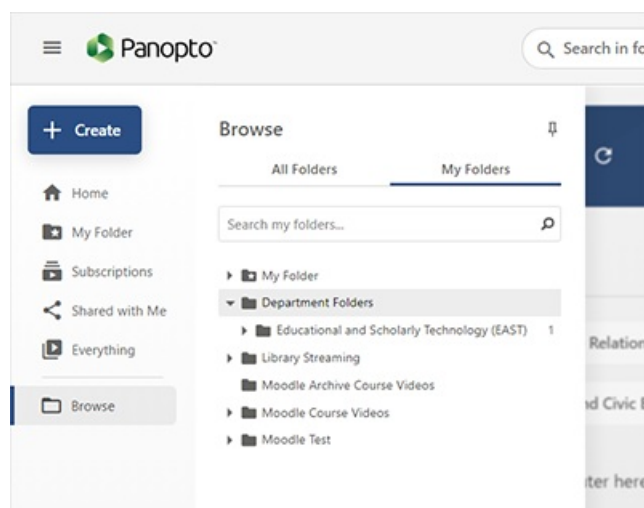
**Before you start**, you may need access to the following:

- 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:

1. Email [help@brynmawr.edu](mailto: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**.



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

**Location:** Canaday Library 1st floor

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