

Sharing and Permissions

Overview

This documentation will show you how to manage the sharing and permissions on your Panopto account.

Prerequisites

- Admin access to Panopto

1. Adding and Editing Permissions

1.1. From **Users** page **Login** to Panopto as an **Administrator** and click **System**.

1.2. Click on the **Users** tab (See Figure 1).

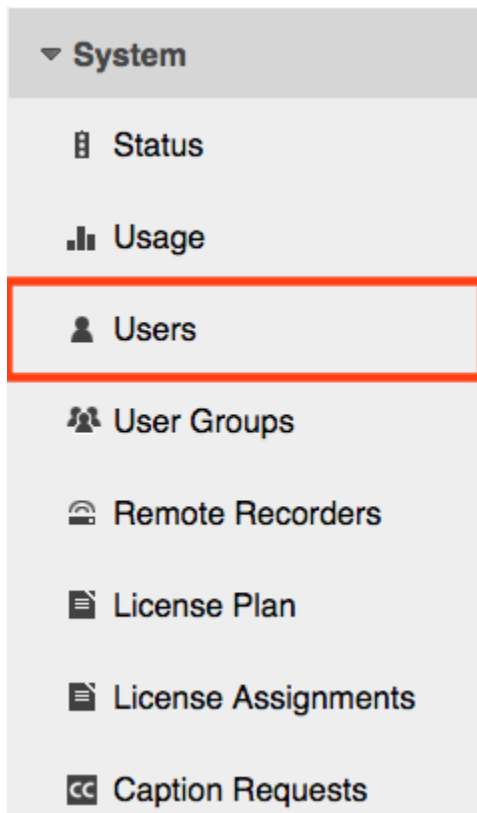


Figure 1

1.3. Click on the **Info** icon while highlighting the desired user you wish to modify (Fig. 2).

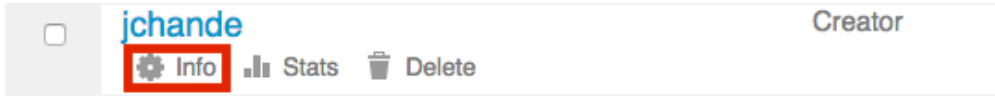


Figure 2

1.4. Click on the **Access** section in the top left to view the **Roles** for the user (Fig. 3).

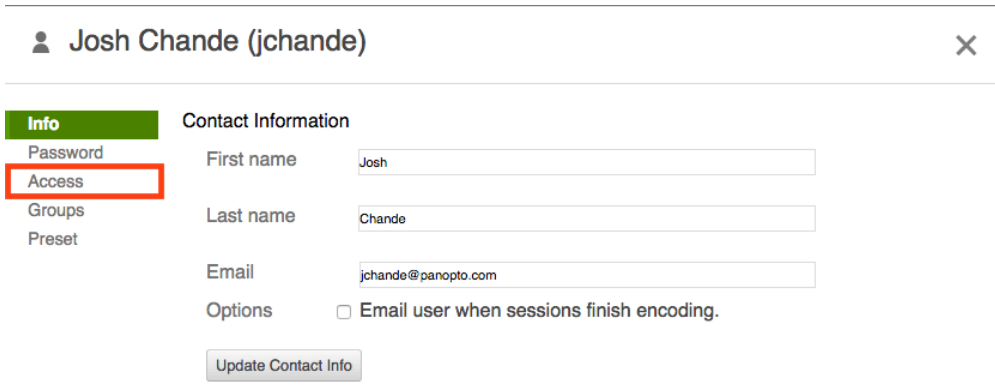


Figure 3

1.5. As you can see in the screenshot below this user can only create to Josh Chande's Folder (Fig. 4).

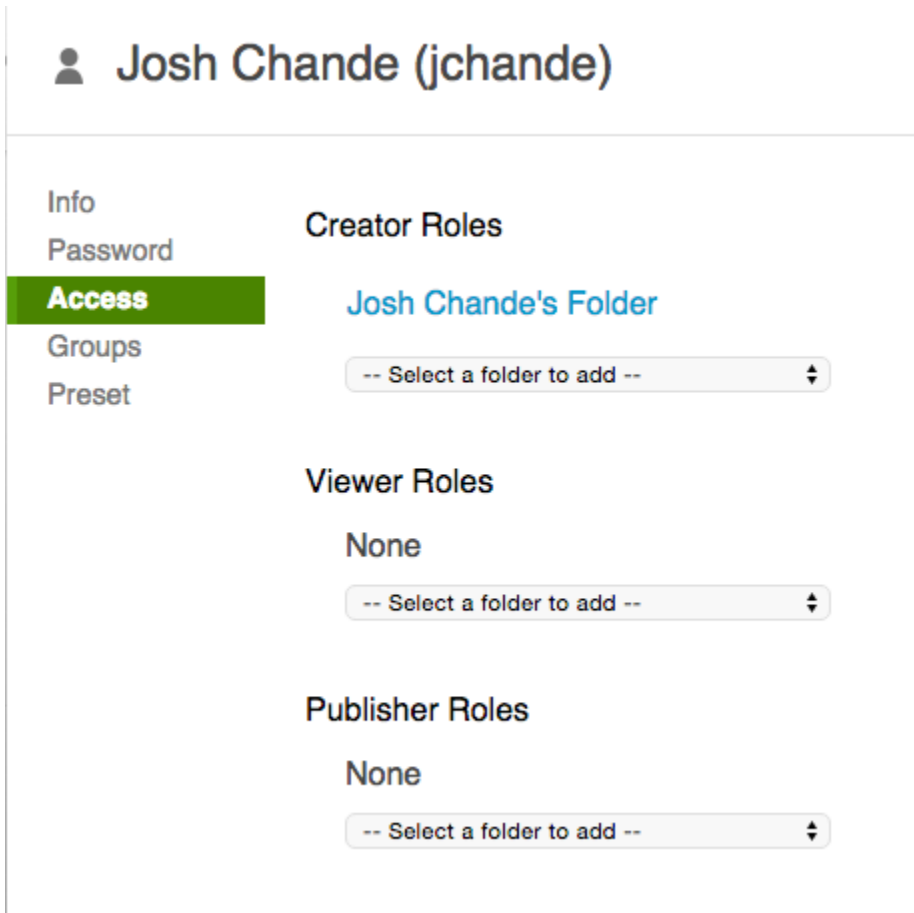


Figure 4

2. Add Creator Permissions to Folder

2.1. To grant the user access to create to another folder, click the dropdown under **Creator Roles** (Fig. 5).

Creator Roles

Josh Chande's Folder



Figure 5

2.2. You can now see this user can create to # Biology 101 and Josh Chande's Folder (Fig. 6).

Creator Roles

Biology 101



Josh Chande's Folder

-- Select a folder to add --

Figure 6

2.3. To remove permissions simply click the "X" next to the folder.

3. Add Viewer Permissions To Folder

3.1. To grant viewing permissions to a folder simply click the dropdown menu under **Viewer Roles** and select the desired folder (Fig. 7).

Viewer Roles

None

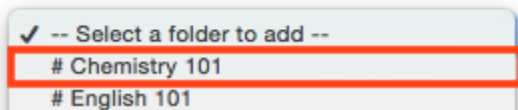


Figure 7

3.2. Now the user can view all content in # Chemistry 101 (Fig. 8).

Viewer Roles

Chemistry 101 x

Figure 8

4. Add Publisher Permissions To Folder

For more information on the Approval workflow and Publishers please see [here](#).

4.1. To grant publishing permissions to a folder simply click the drop-down menu under **Publisher Roles** and select the desired folder (Fig. 9).

Publisher Roles

None

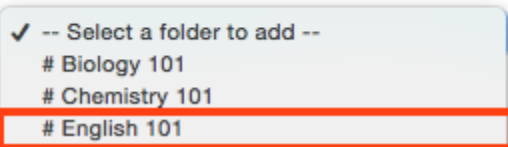


Figure 9

4.2. Now the user can view all content in # English 101 (Fig. 10).

Publisher Roles

English 101 x

Figure 10

5. User Roles

5.1. On the **User Roles** page (Fig. 11) there are four other roles you can add to a user:

- **Administrator** - Can manage all users and folders as well as create and delete content across the site.
- **Videographer** - Record content for any folder, and view and edit all existing sessions. Note: While this role may delete any session, it may only delete entire folders of content which they currently own/are explicit creators on.
- **Caption Requester** - May request captions. More information can be found in our [Caption Services](#) documentation.
- **Unison Licensed** - Can upload content via Panopto Unison.

Info | Contact Information

Password | First name:

Access | Last name:

Groups | Email:

Preset | Options: Email user when sessions finish encoding.

User Bio

This will appear in the "Info" tab of any session created by this user.

[Edit](#)

System Roles

- Administrator: Manage all users and folders.
- Videographer: Record video content for any folder.
- Caption requester: This user may request captions for any session.
- Upload licensed: This user can upload video.

Roles updated.

Delete User

Anything created by this user will be reassigned to another user. User notes will be permanently deleted.

Figure 11

5.2. As you can see in the screen shot above Josh can use Panopto Unison to upload content into the folders where he has creator rights. Josh can request captioning for any session he creates.

6. Sharing From the Session and Folder Level

6.1. See [How Do I Share a Session?](#) and [How do I share a folder?](#)

7. User Type Breakdown

7.1. Below is a grid of which user roles have permissions to complete certain tasks.

	Admin	Videographers	Creator
View sessions (Creators/Viewers)			

limited to recordings that they have access to)	•	•	•
Download podcasts (can be disabled)	•	•	•
Take notes (including live notes). Creators/Viewers are limited to the sessions that they have access to	•	•	•
Make notes public (can be disabled)	•	•	•
Search (Creator/Viewer search will be constrained to sessions that they have access to)	•	•	•
Can reset password/update account information (email address, First/Last Name)	•	•	•
Download offline copies of recordings (can be disabled)	•	•	•
Delete Folders/Sessions (Creators limited to content within their Folders, and Videographers can only delete folders which they currently own/are creators on, but can delete any session)	•	•	•
Download recorder	•	•	•
Attach/Delete PDF's	•	•	•
Move sessions to different Folder	•	•	•
Schedule Recordings	•	•	•
Viewing statistics/analytics. Admins/videographers can view system-wide stats and stats for any Folder. Creators can only view stats on their Folders.	•	•	•
Copy/merge Sessions	•	•	•
Manage Folder settings (enable/disable podcasting/download, change permissions, etc) Admins can change these settings on Any Folder.	•		•

See note below grid			
Record to any Folder	•	•	
View any session	•	•	
Edit any session	•	•	
Create Folders	•	•	
Create user accounts	•		
View/Modify System Settings (licensing, users page, providers, remote recorder configuration,..etc)	•		
Archive Folders	•		