

## Panopto User Permissions

Setting user permissions can be done a variety of different ways.

### Add Permissions by User Name

#### Step 1

Go to System – Users.

#### Step 2

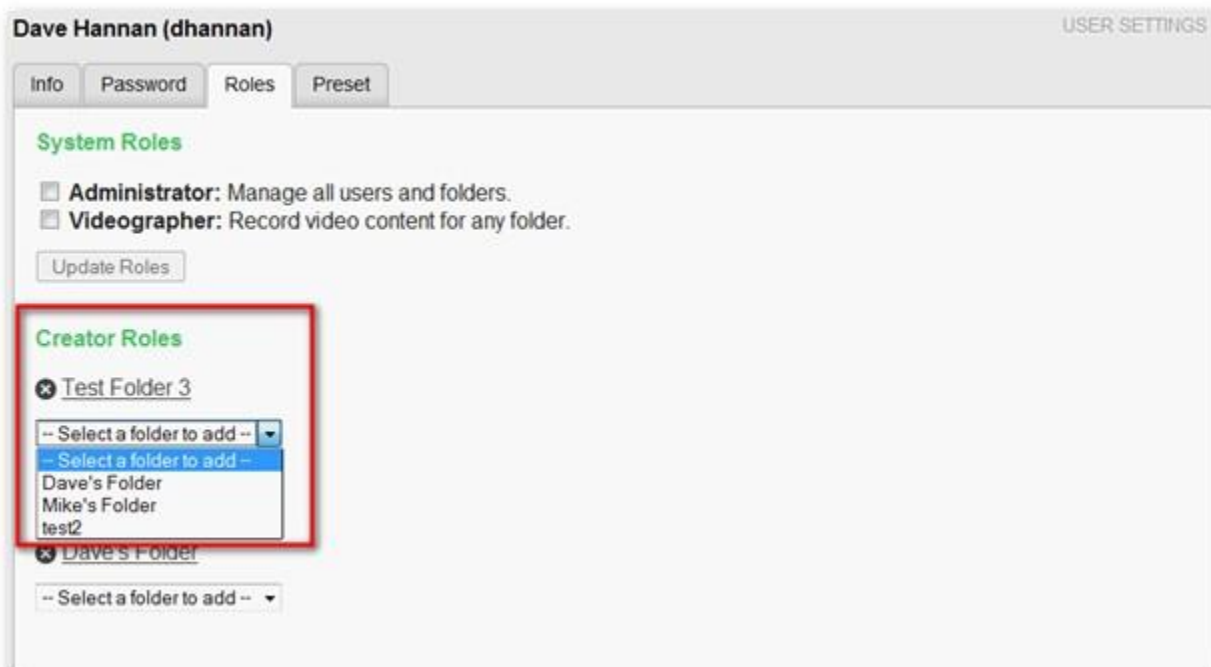
Find the user name you wish to give permissions and click on it - go the Roles tab.

#### Step 4

From here you can add the user to specific folders under the headings of "Creator Roles" or "Viewer Roles."

#### Step 5

Within the drop down box, if folders are already created, you can choose one or multiple folders for which the user can create content (record) to.





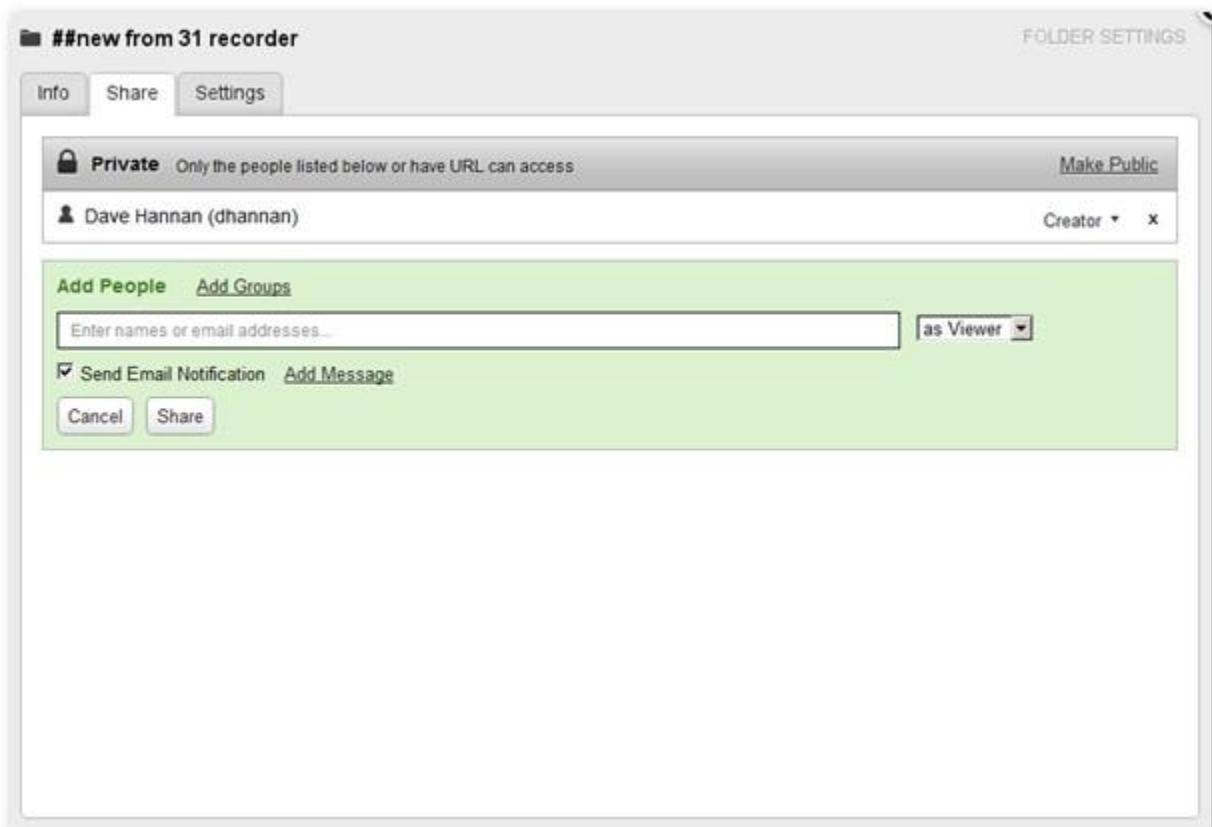
## Add Permissions to Folders

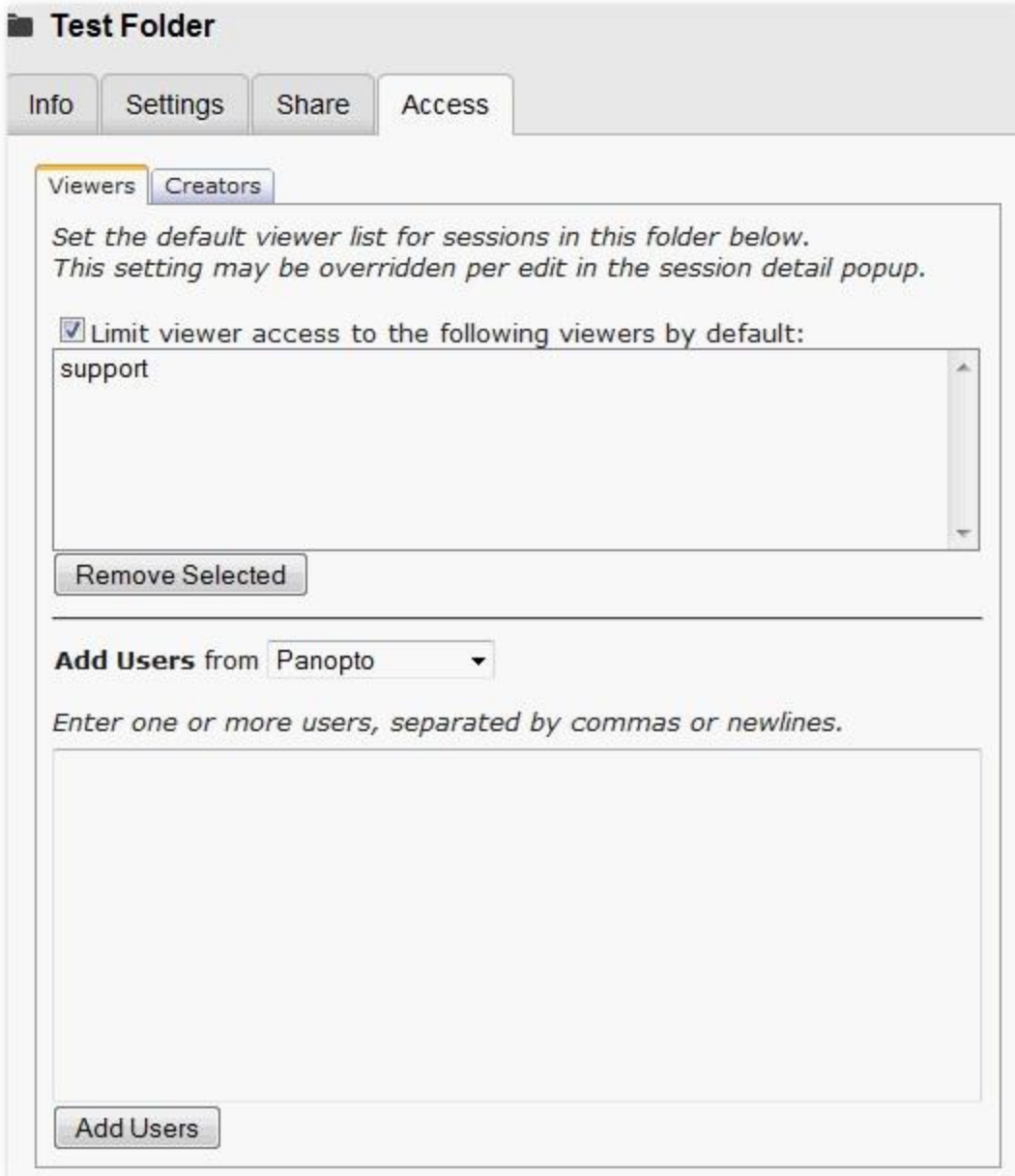
### Step 1

Click on "All Folders."

### Step 2

Find the folder you want to modify permissions and click on the Share icon.





**Test Folder**

Info Settings Share Access

Viewers Creators

Set the default viewer list for sessions in this folder below.  
This setting may be overridden per edit in the session detail popup.

Limit viewer access to the following viewers by default:

support

Remove Selected

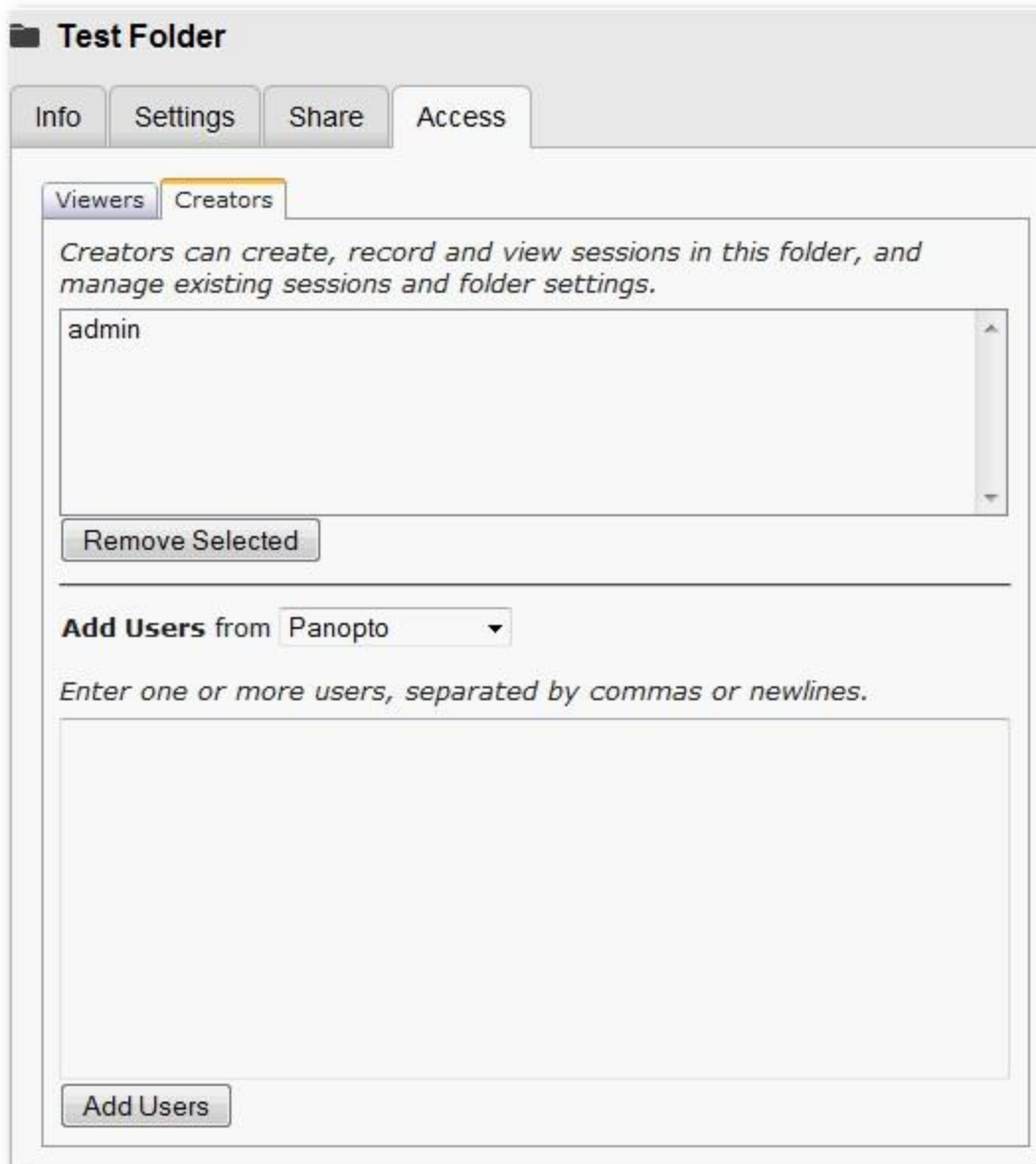
Add Users from Panopto

Enter one or more users, separated by commas or newlines.

Add Users

### Step 3

Creators are users who have access to record sessions to the folder. In this screen-shot, only Admin has access to record and create content in this folder.



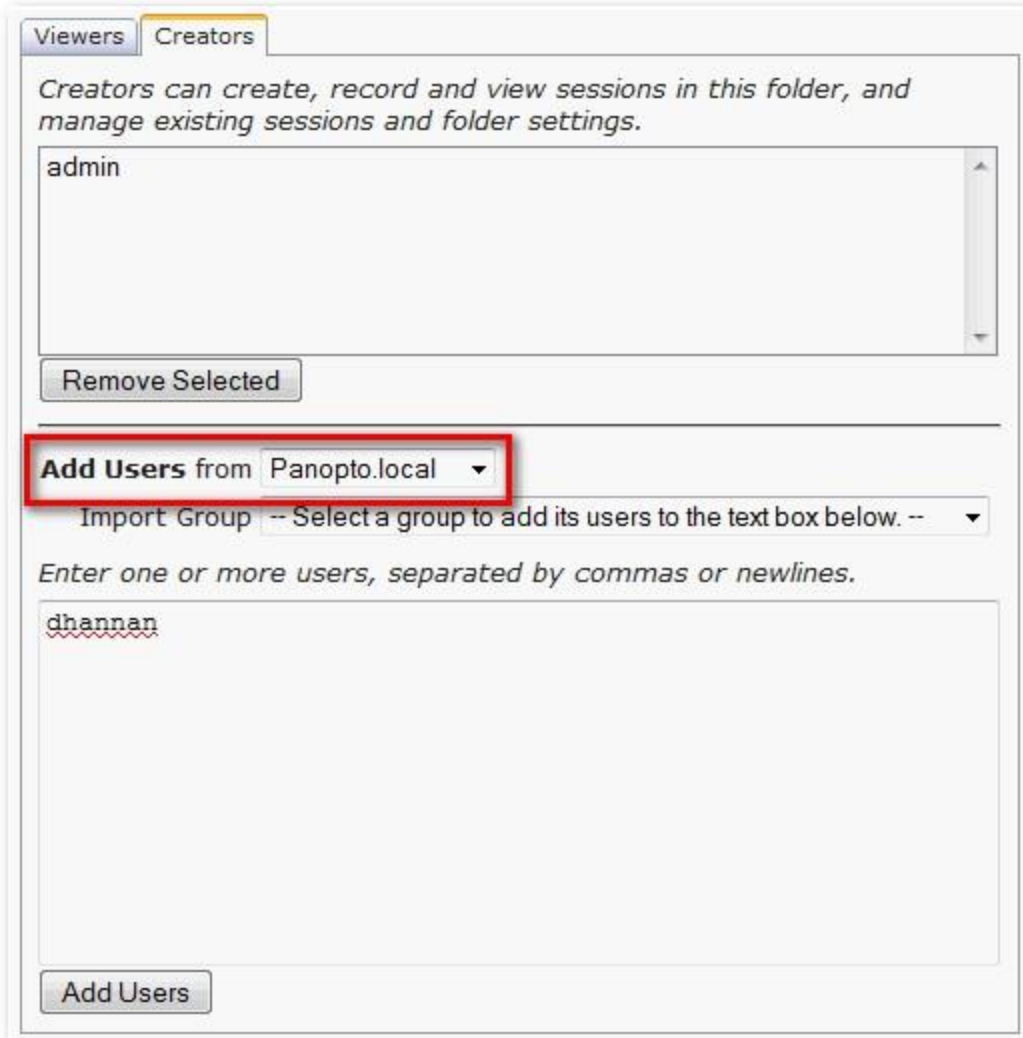
#### Step 4

If you want to add users, enter their names in the text box and click on the button "Add Users" - This will validate the account against the already existing users in your Panopto database.

### Adding Active Directory Users

#### Step 1

If you have your server configured for Active Directory support, you can add users from your domain or by using Active Directory security groups. Adding individual accounts - Select your Active Directory from the drop down list and type in the domain username. The "domain" portion will automatically be added. Click the "Add Users" button to add the user accounts.



Viewers Creators

*Creators can create, record and view sessions in this folder, and manage existing sessions and folder settings.*

admin

Remove Selected

**Add Users** from Panopto.local ▼

Import Group -- Select a group to add its users to the text box below. -- ▼

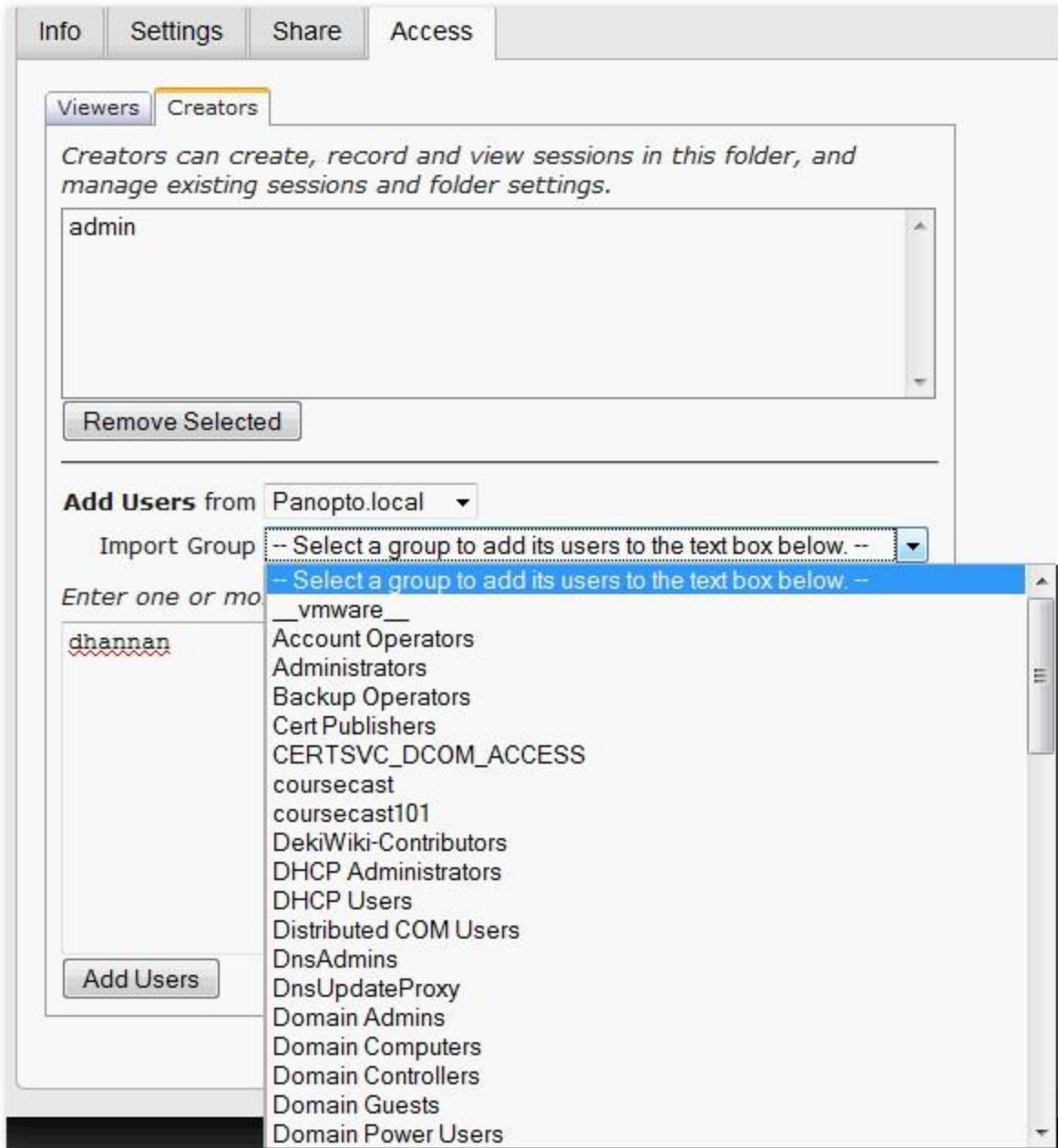
*Enter one or more users, separated by commas or newlines.*

dhannan

Add Users

## Step 2

To add a group, click on Import group and select your security group. A list of all the users will be populated, click the "Add Users" button.



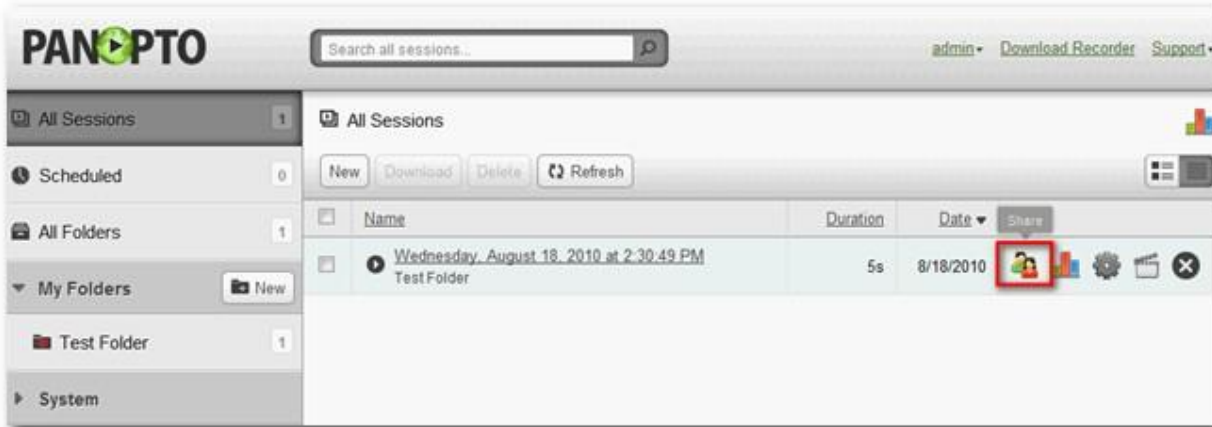
## Add Permissions by Sharing

### Step 1

To share a session, click on “All Sessions.”

### Step 2

Find the session you want to modify permissions and click “Share.”



### Step 3

Under the heading "Status" there is a status link that tell you the current security status of this particular recording. Open means that anyone can view it, secured means that only the users under the "Access" tab can view it.



### Step 4

Under the heading "Share" a quick, easy way to either e-mail a link to someone or to e-mail and create a viewer account. To e-mail the link, type in the recipients e-mail address and click "Send Email."



### Step 5

After "Send Email" is clicked, you will have two options:

**Secure and Send:** Selecting this option creates viewer accounts for the e-mail addresses that were typed in above. Those users will receive an e-mail with a username/password. This also secures the individual recording.

**Just Send Email:** Selecting this option just sends the e-mail.

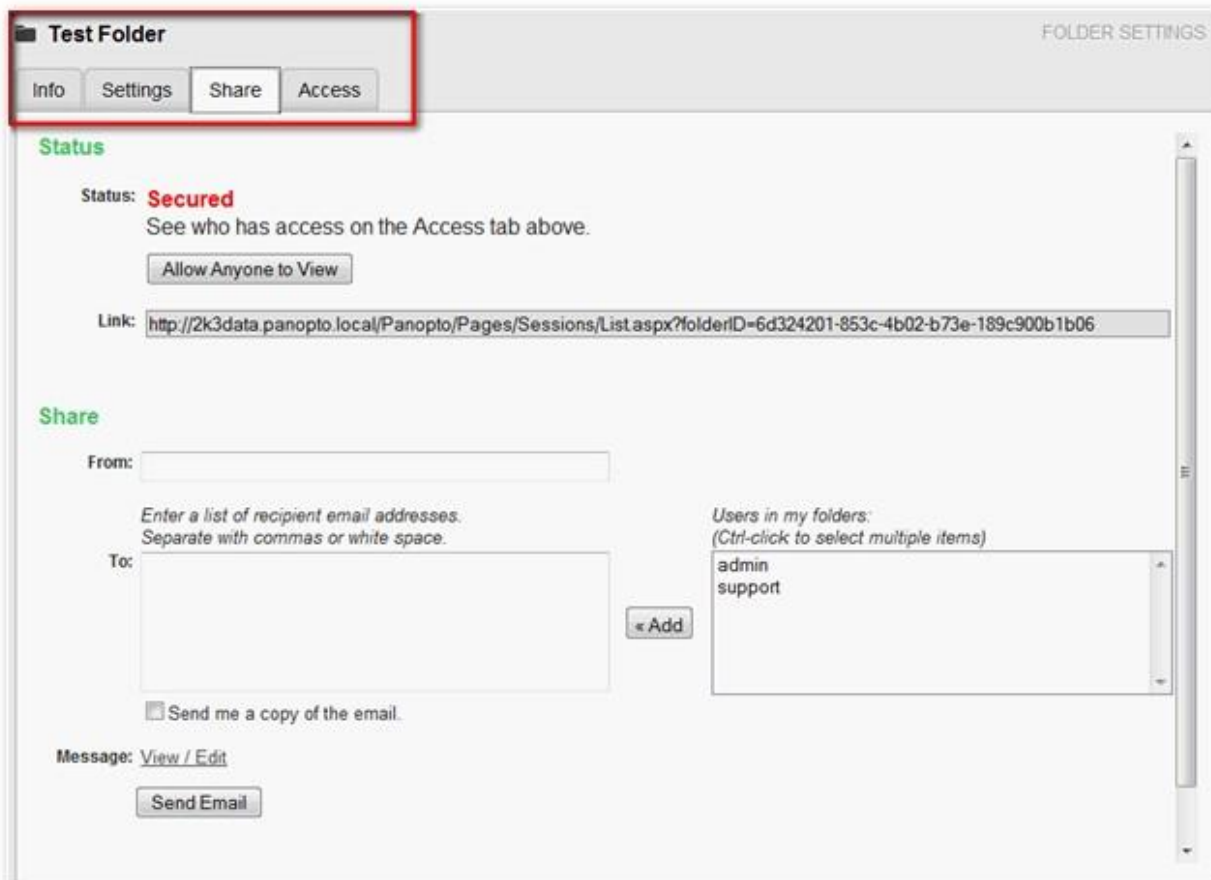
Message: [View](#) / [Edit](#)

**If secured, accounts will be created for the following email addresses:**  
bbellon@panopto.com

Create accounts for new users, and add all users to the access list for this recording.

## Step 6

To share folders, follow the exact steps for sharing a session, but select share on folder settings instead of a session settings. See below.



**Test Folder** FOLDER SETTINGS

Info Settings **Share** Access

**Status**

Status: **Secured**  
See who has access on the Access tab above.

Link: <http://2k3data.panopto.local/Panopto/Pages/Sessions/List.aspx?folderID=6d324201-853c-4b02-b73e-189c900b1b06>

**Share**

From:

Enter a list of recipient email addresses.  
Separate with commas or white space.

To:

Send me a copy of the email.

Message: [View](#) / [Edit](#)

Users in my folders:  
(Ctrl-click to select multiple items)

- admin
- support

## More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, <http://www.butler.edu/it/cat>, contact any Center for Academic Technology staff member at [training@butler.edu](mailto:training@butler.edu), or contact the Information Commons desk in Irwin Library at [infocommons@butler.edu](mailto:infocommons@butler.edu) or 940-9235.

## Bibliography

"User Permissions." Panopto Support. Web. 09 Jan. 2012. <<http://support.panopto.com/focus-4-articles/13-administration/333-user-permissions>>.

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