1. Navigate to your course in Canvas.

2. Click the Panopto Recordings button on the left-side navigation of the course.

3. At the top of the page, you should see a folder icon next to the name of the current course you are in. Remember the name of your current course.

4. Click the folder icon and you will see a drop-down menu of all the Panopto folders you have access to.

5. Choose the folder where your Panopto videos are stored. A list of videos within that folder will display.

6. Click the Share icon in the top-right (pictured below).

7. A box will open showing the permissions for your folder of videos. Near the bottom of the box, under “Invite People:”, type the name of your current course. Ex UMSL-COURSE#-SECTION#-TERM
Changing Permissions for Panopto Videos
To Only Allow Students In Your Course to View

8. A list will display; Select the one with your current course number followed by ‘:Viewer’. Uncheck the box next to ‘Notify people via email’.

9. Click the Send and save changes button.

10. Your folder of videos will now be shared with students in your current course. **Note: You will need to repeat this process each time you teach a new section of this course.**

11. If you have not yet added videos to your Canvas course, read the document: How to Add Panopto Videos to Your Canvas Course.