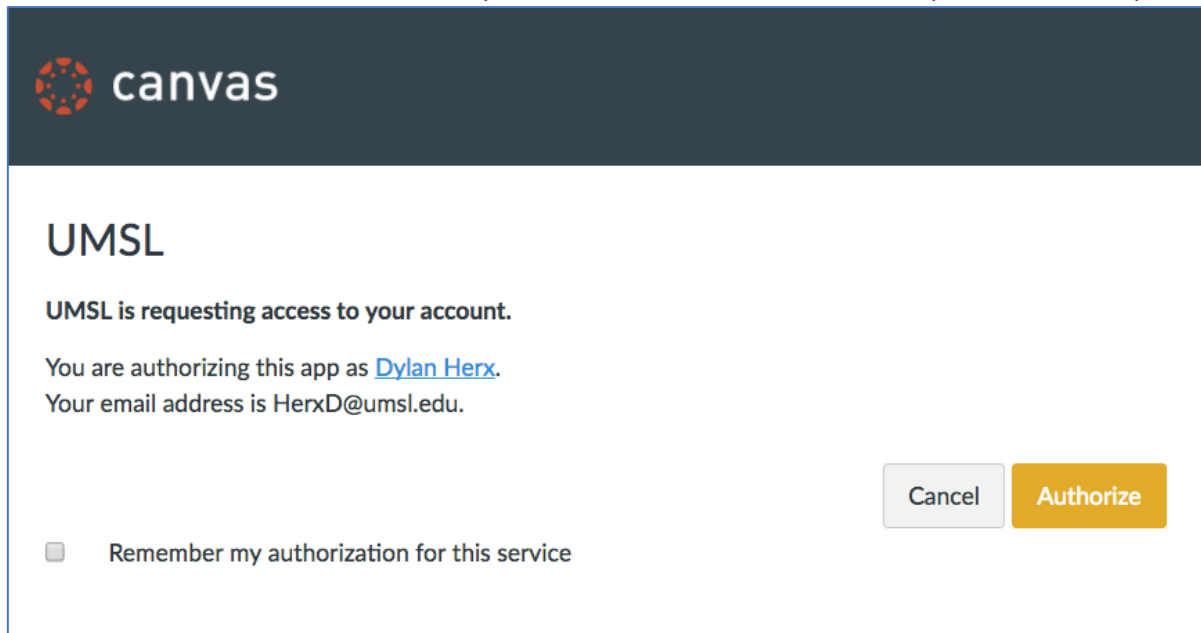




Changing Permissions for Panopto Videos to Anyone At UMSL with the Link Can View

1. Navigate to <https://panopto.umsl.edu>. On the User Sign-in page, choose Canvas UMSL from the drop-down menu. Then click, **Sign In**.
2. If you were logged into Canvas previously, skip to step 3. If not, you may need to enter your SSO ID and password on the next page before moving to step 3.
3. You will see a box requesting access to your Canvas account. Click the **Authorize** button. You may check the box next to “Remember my authorization for this service” to prevent this step in the future.



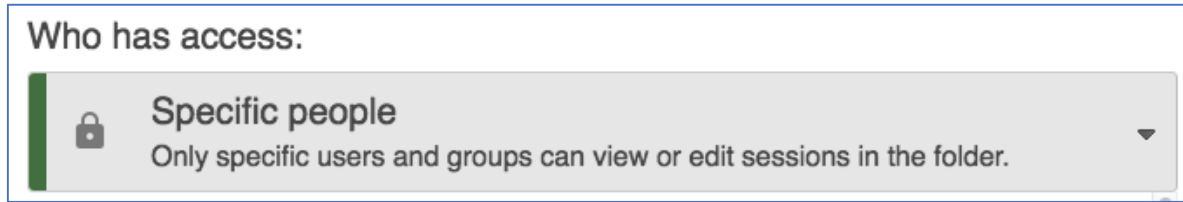
4. You will now be logged into Panopto. This is where your videos are stored and you should see a list of folders on the left. If you don't have any folders, see: Making A Panopto Recording for Canvas.
5. Click the **Browse** button on the left side and choose the folder where your Panopto videos are stored. Typically, this is named similarly to: UMSL-COURSE#-SECTION#-TERM.
6. In the main area of the page, you should see a list of your videos. To change the permissions on the entire folder, click the Share icon in the top-right of the page (as pictured below).



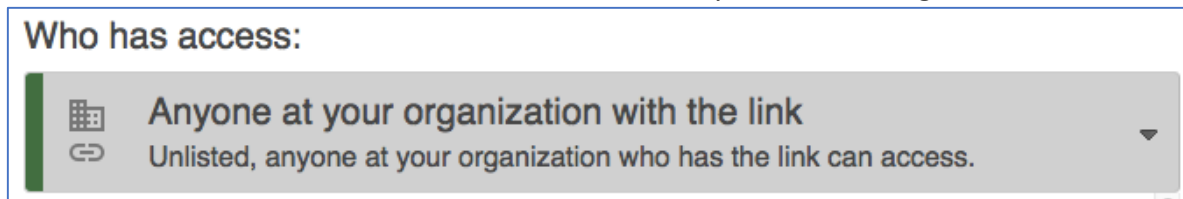


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7. A box will display showing all the current permissions for the folder of videos (pictured below).



8. Click the box under "Who has access:" and choose "Anyone at Your Organization with the Link."



9. This will apply to all videos in the selected folder. This means that when a student (in any term) accesses a link to a video in this folder, they will be prompted to login with their UMSL SSO ID and password. Assuming they have legitimate credentials, they will be able to view the video.
10. To add links to your Panopto videos in your Canvas course, read the document: [How to Add Panopto Videos to Your Canvas Course](#).