**Purpose:** When a session in Panopto is created, it automatically becomes viewable by your students via the Panopto block in your Moodle course. This will explain how to create secondary folders that can shield sessions until they are ready to be viewed. Secondary folders can be created and sessions moved into and out of these folders anytime.

**Prerequisite:** Moodle course or Sandbox with the Panopto block installed

This document is divided into three parts:
1. Creating Folders
2. Saving/Moving content into folders
3. Deleting Folders

### 1. Creating Folders

**Step 1:** Log into your Moodle course. Click on **Course Settings** in the Panopto block.

**Step 2:** Close the **Settings** screen, navigate to the Create button near the top of the page. Click on **Create**, then select **New Folder** (right).

**ALT:** You can also create a folder by right-clicking on the main Parent folder in the left column under Folders (eg., Sandbox-Hargroder2, below).

*You can have multiple Parent folders depending on how many courses you have in which you use Panopto. Each course having its own Parent folder.*
Step 3: At the Create Folder window pane, **name** and **describe** the **folder**. Click the Create Folder button at the bottom.

Step 4: The Overview pane opens for the newly created folder. **Click** the X at the top right.
Step 5: At the Home screen, look to the left column and locate the Parent folder (see image #1). Click on the reveal triangle to the left of your course folder name (circled in #1 image). The new folder, which is empty, as indicated by the zero to the right of the folder (circled in image #2).

2. Saving/Moving Content into the Folder

Step 1: For previously made sessions that need to be hid, hover the cursor over the session, a bar of several gray icons will appear. Click on the Settings icon (Sprocket) as shown below.

Step 2: The Overview pane will open up. Click on Edit, beneath the folder name.
Step 3: The folder name section now becomes a drop down menu, select the name of the newly created folder.

This will then insert the session into the new folder. The example below shows the new folder selected with the transferred session.

By using the above 3 step method, one can choose to move sessions in and out of any folder, even to other parent folders in other courses you use Moodle and Panopto.

* After creating secondary or sub folders one can use the Panopto Recorder to automatically send a session to the secondary folder of your choosing; thereby, hiding the session until it is needed
3. Deleting a Folder

Now we come full circle by showing you how to delete the folders you might create. Ensure that the folder you want to delete is empty, if not all contents will be deleted. Move media out of the folder by using the previous instructions in section 2 above.

**Step 1:** From the home screen, beneath the Folder category, **click** to reveal the **sub folder** to be deleted from the Parent folder.

**Step 2:** **Right-Click** once on the **Folder.** Choose **Info.** This will open up the Overview section of the Settings panel.
Step 3: At the Overview pane, click on Manage. Click Delete.

Step 5: You will be prompted that this will permanently delete your folder. Click OK. You will know it is done when you get back to the home screen in Panopto, the process could take about a minute.

Note: You can also create a folder to sectionalize your sessions for your Moodle course. As you have already learned by creating a folder you in essence hide your sessions from your students. The URL of the session(s) inside the folder can then be copied from the Share panel of that session and pasted in your Moodle course within a module. The module can then be hidden until you make it visible and active for students to use. The point is to avoid having your sessions listed in the Panopto block but still available and under your control for viewing.

If you have any questions or problems, please contact:

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