

# Panopto - Creating Secondary Folders



**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:

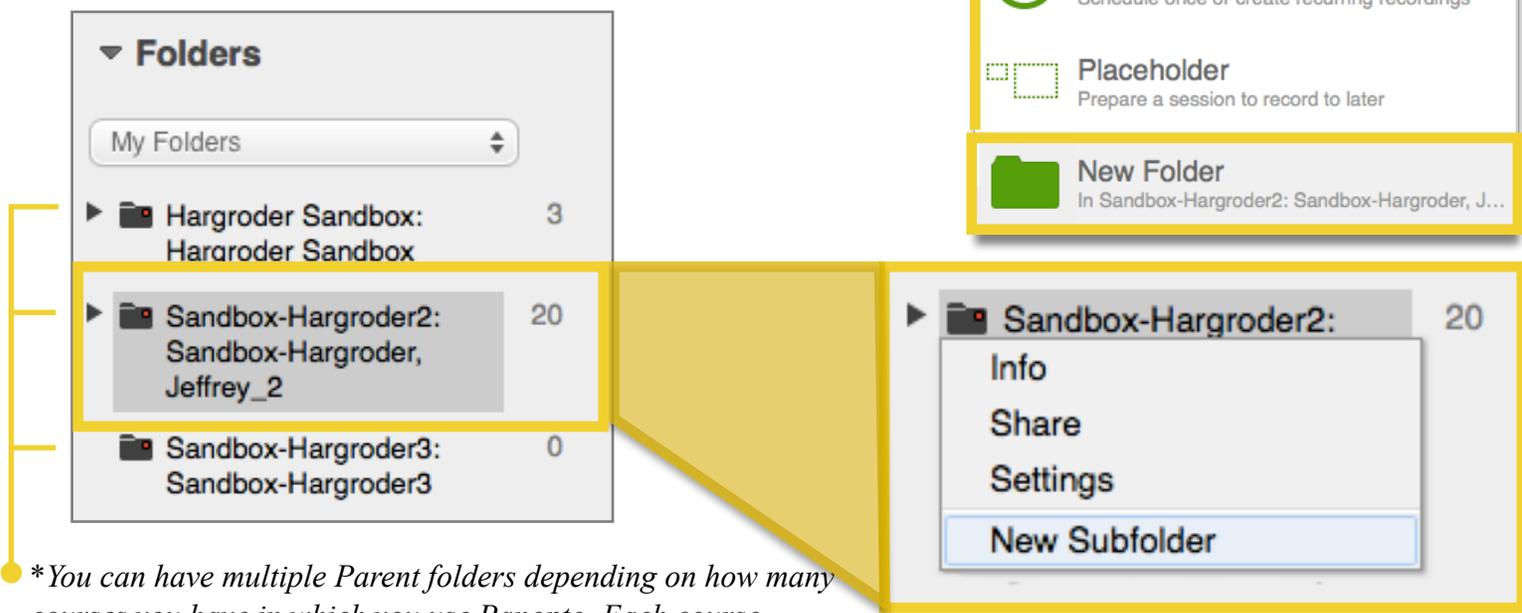
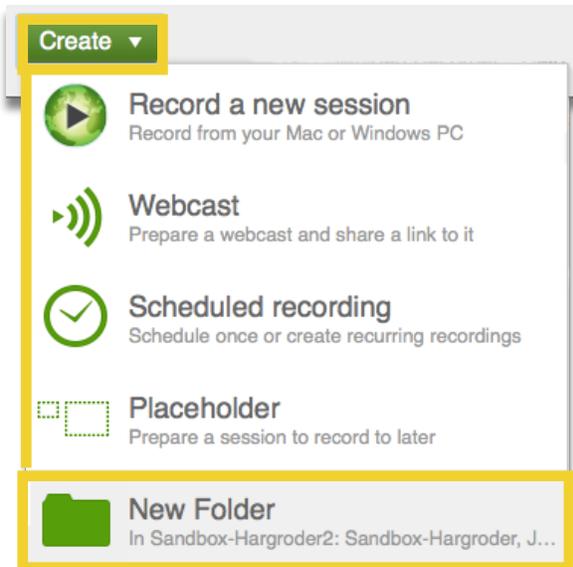
1. Creating Folders
2. Saving/Moving content into folders
3. Deleting Folders

## 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.



### Create Folder

**Name**

Use a unique name like "73-100 F'13: Introduction to Economics".

**Parent folder** Sandbox-Hargroder2: Sandbox-Hargroder, Jeffrey\_2

**Description**

Viewers can see the folder description when browsing folders and in the web-based viewer.

Folder searches include this field when finding results.

**Options**  **Anyone on the web can watch sessions in this folder**  
This means anyone on Earth can browse this folder and watch its contents without signing in.  
This setting can be overridden for individual sessions.

**Step 4:** The **Overview** pane opens for the newly created folder. Click the **X** at the top right.

### Sample Folder

**Overview** Folder Information

Share	Name	Sample Folder <a href="#">Edit</a>
Settings	Parent folder	Sandbox-Hargroder2: Sandbox-Hargroder, Jeffrey_2 <a href="#">Edit</a>
Order		
Embed		
Manage		

**Description**

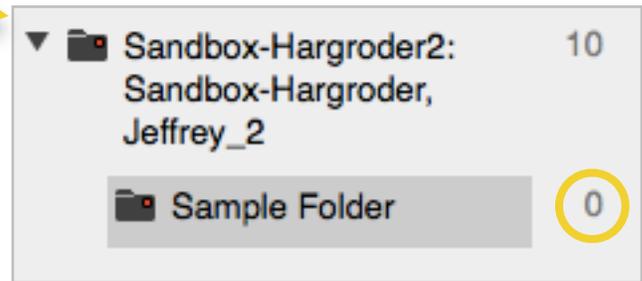
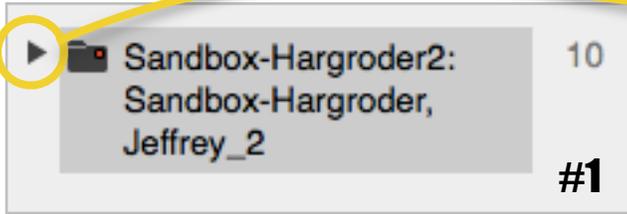
This is a sample folder created to show how to create folders within Panopto.

[Edit](#)





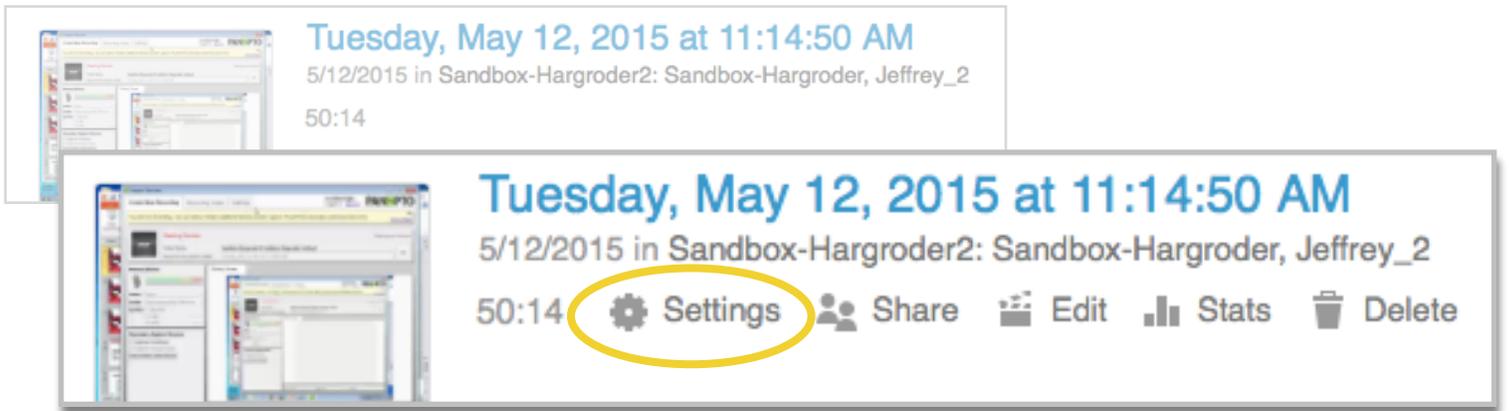
**Step 5:** At the Home screen, look to the left column and locate the Parent folder (see image #1). **Click** on the **reveal triangle** to the left of your course folder name (*circled in #1 image*). The new folder, which is empty, as indicated by the zero to the right of the folder (*circled in image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



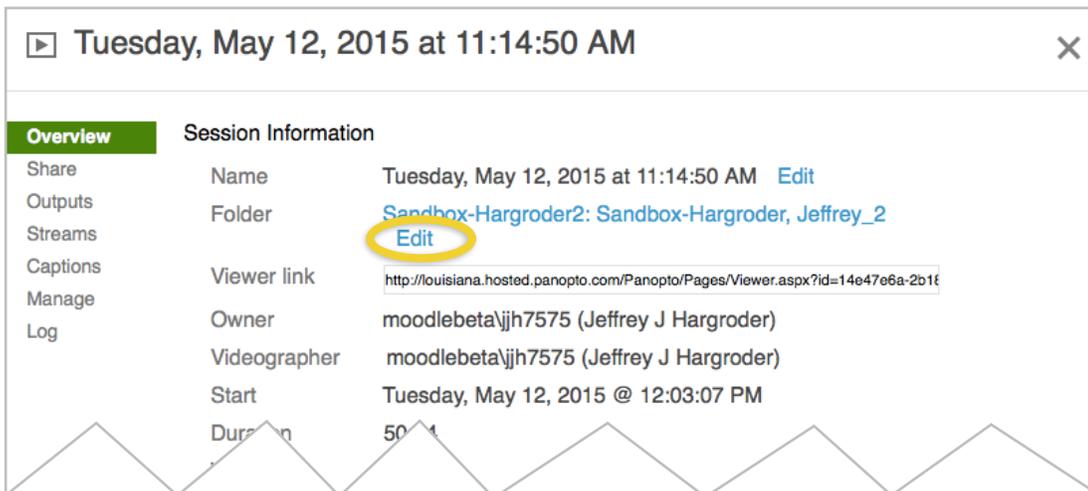
**#2**

## 2. Saving/Moving Content into the Folder

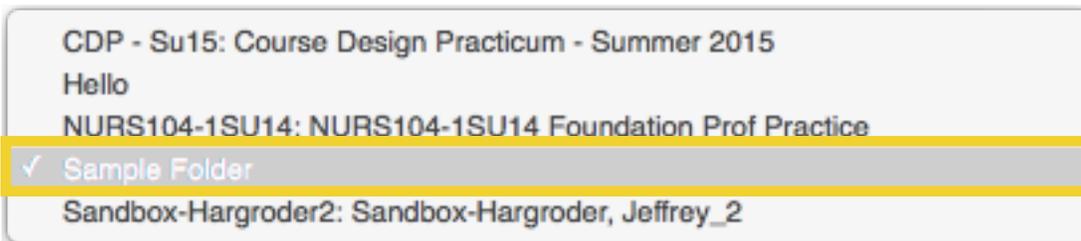
**Step 1:** For previously made sessions that need to be hid, hover the cursor over the session, a bar of several gray icons will appear. **Click** on the **Settings** icon (*Sprocket*) as shown below.



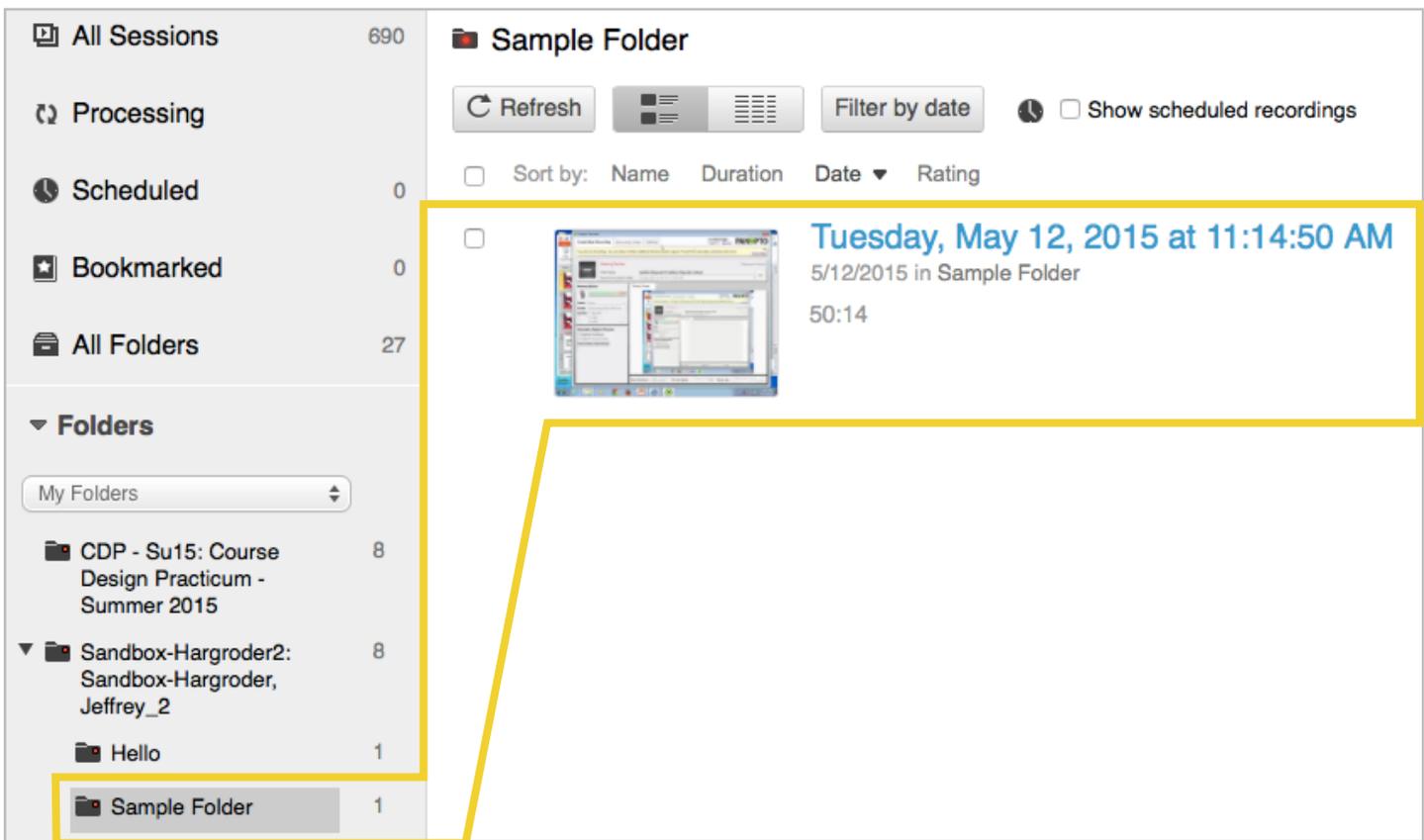
**Step 2:** The **Overview** pane will open up. **Click** on **Edit**, beneath the folder name.



**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*

Section 3 starts on the following page.

### 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.

The screenshot shows the Panopto interface. At the top, there's a search bar for "Sample Folder" and a "Create" button. The user is identified as Jeffrey J Hargroder. On the left, a sidebar lists "All Sessions" (690), "Processing", "Scheduled" (0), "Bookmarked" (0), and "All Folders" (26). Under "Folders", there's a dropdown for "My Folders" and a list of folders: "CDP - Su15: Course Design Practicum - Summer 2015" (8), "Sandbox-Hargroder2: Sandbox-Hargroder, Jeffrey\_2" (10), and "Sample Folder" (0). The "Sample Folder" is highlighted in yellow. The main area shows "Sample Folder" with a "Refresh" button, "Filter by date", and "Show scheduled recordings" checkbox. It displays "No matching sessions." and a link "Click here to see all sessions."

**Step 2: Right-Click** once on the **Folder**. Choose **Info**. This will open up the Overview section of the Settings panel.

The screenshot shows a context menu for the "Sample Folder" in the "Sandbox-Hargroder2: Sandbox-Hargroder, Jeffrey\_2" folder. The menu items are "Info", "Share", "Settings", and "New Subfolder". The "Info" option is highlighted in blue.

**Step 3:** At the Overview pane, **click on Manage. Click Delete.**



Sample Folder

Overview Manage folder  
Share Folder ID 28cada82-8b25-4bf6-91e0-e758ae815962  
Settings  
Order  
Embed  
Manage Delete folder  
Delete Permanently delete this folder's data.

**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.

From "http://louisiana.hosted.panopto.com":  
Are you sure you want to delete this folder? It will no longer be available online, and you will not be able to recover it from disk.  
Cancel OK

**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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