

ORGANIZING YOUR ENSEMBLE MIGRATIONS FOLDER IN PANOPTO

Panopto is used for sharing premium videos with students in your classes that you plan to use for more than one semester.

If desired, faculty can organize existing migrated Ensemble videos into folders within Panopto to be easier to locate for future semesters.

Step 1: Creating Course/Topic Folders in Panopto	1
Step 2: Moving Videos into Folders	2

STEP 1: CREATING COURSE/TOPIC FOLDERS IN PANOPTO

It is not recommended to change settings on specific migrated Ensemble videos to ensure that all existing links to videos continue to work for students. In order to ensure new videos you add to Panopto are set with your desired settings based on the folder it resides, please review the instructions for how to create folders and folder settings based on your desired settings:

- A. [For Videos that Anyone with the Link to Access \(Organization Unlisted\)](#)
- B. [For Videos that are Locked to Only Students on a Course Roster to Access](#)
- C. Videos walkthroughs for each of these methods are available at: faculty.wtamu.edu/panopto

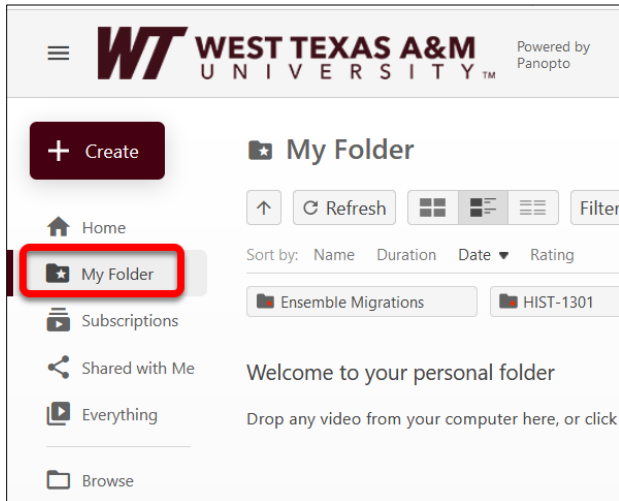
If you have any questions about which settings to use, please contact ITSC@wtamu.edu or 806.651.4357 and request a member of Academic Technology discuss Panopto folder settings with you.

1. Create a folder for each course and/or topic that you want to move migrated Ensemble videos into by **following one of the desired methods above** before proceeding to Step 2.

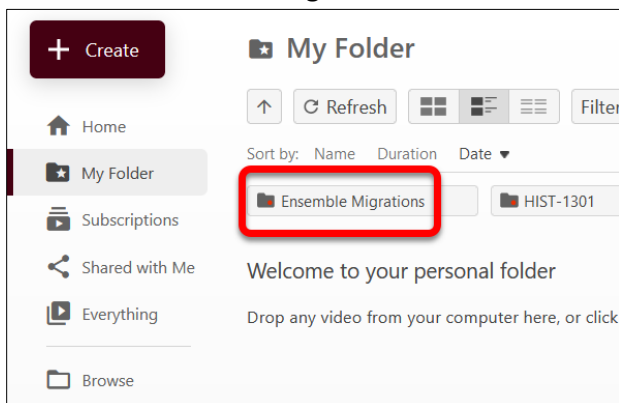
STEP 2: MOVING VIDEOS INTO FOLDERS

Moving migrated video into folders will not change access settings on specific migrated Ensemble videos. These videos will remain with the “Organization (Unlisted)” setting to ensure that any WTClass user with a link to the video has access to the video.

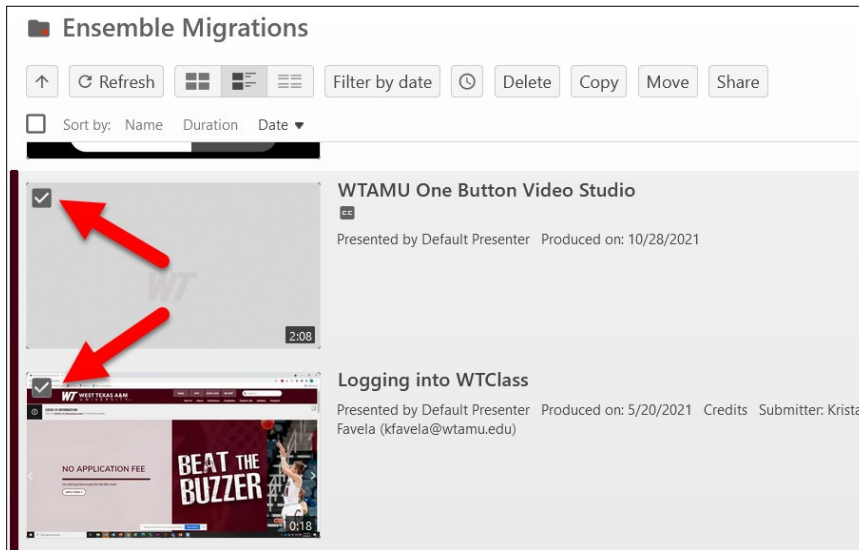
1. If necessary, access Panopto at <https://wtamu.hosted.panopto.com>
2. Click on **My Folder**.



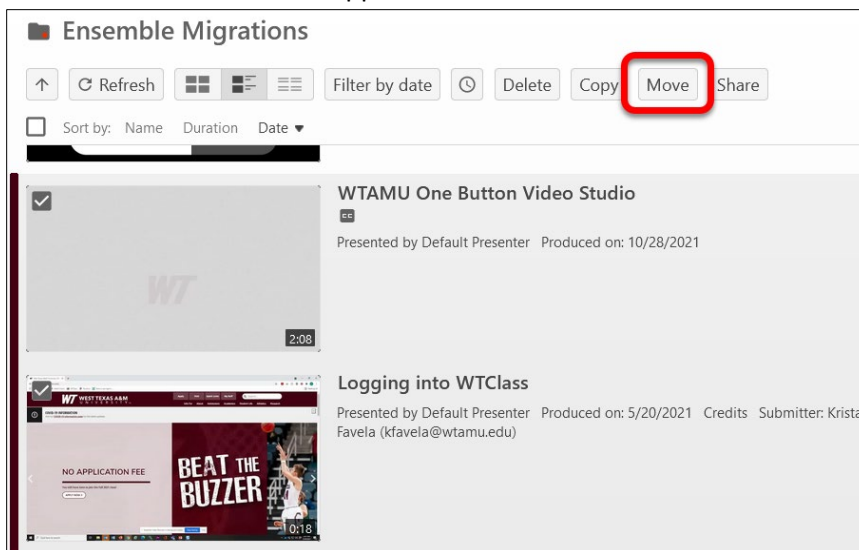
3. Click on the **Ensemble Migrations** folder.



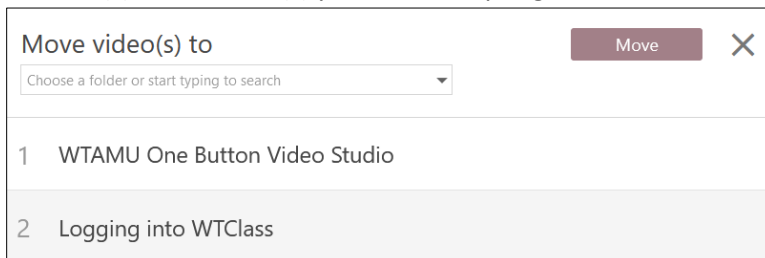
4. Select the **checkbox** next to each video you would like to move.



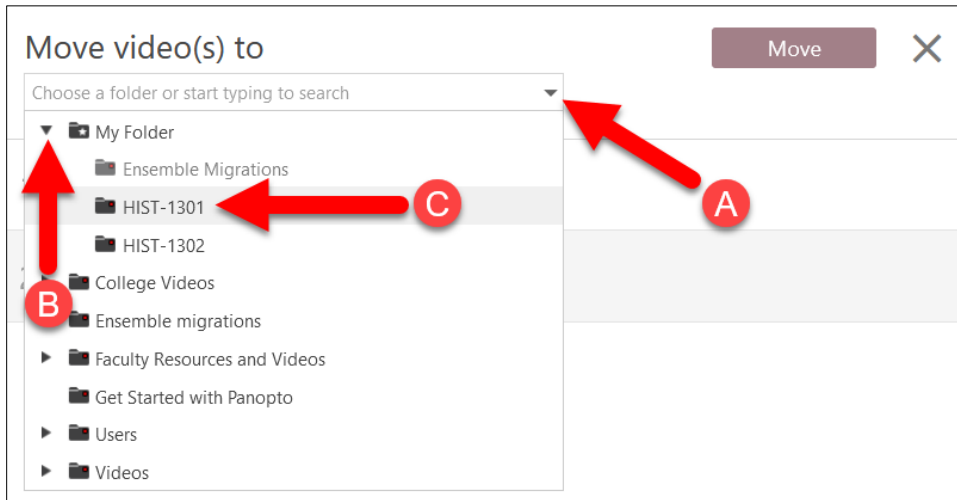
5. Click the **Move** button that appears above the list of videos.



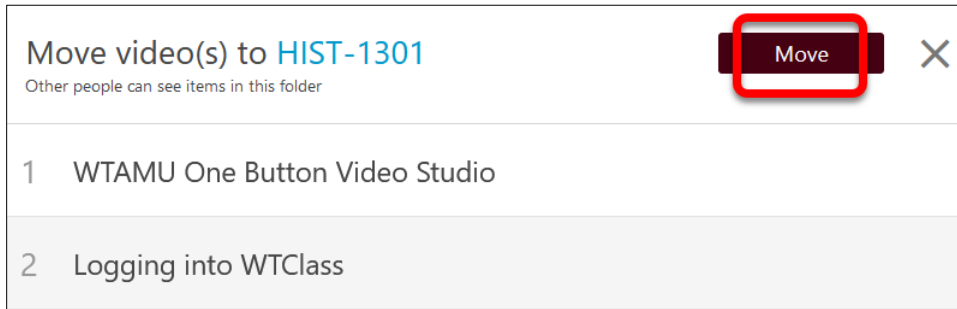
6. The title(s) of the video(s) you are attempting to move will be listed on the popup window.



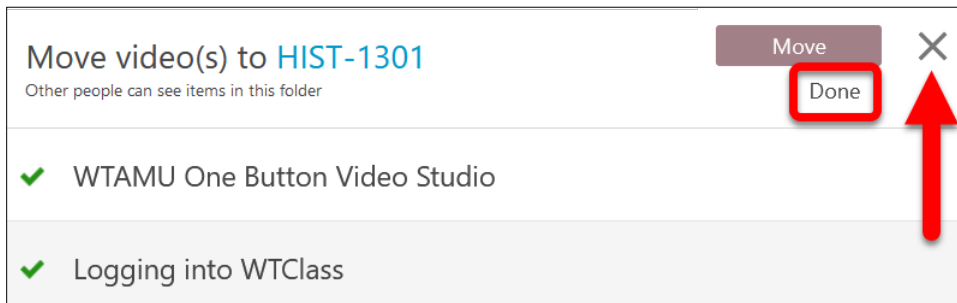
7. Select the **dropdown menu** at the top of this window (A), select the **small arrow** to the left of My Folder (B), and then select the **folder** you are moving these video into (C).



8. Select the **Move** button.



9. Green checkmarks will appear next to each video as the move is completed. When Done appears below the Move button, click the **X** to exit this window.



Video will now be available within the folder you moved the video to.