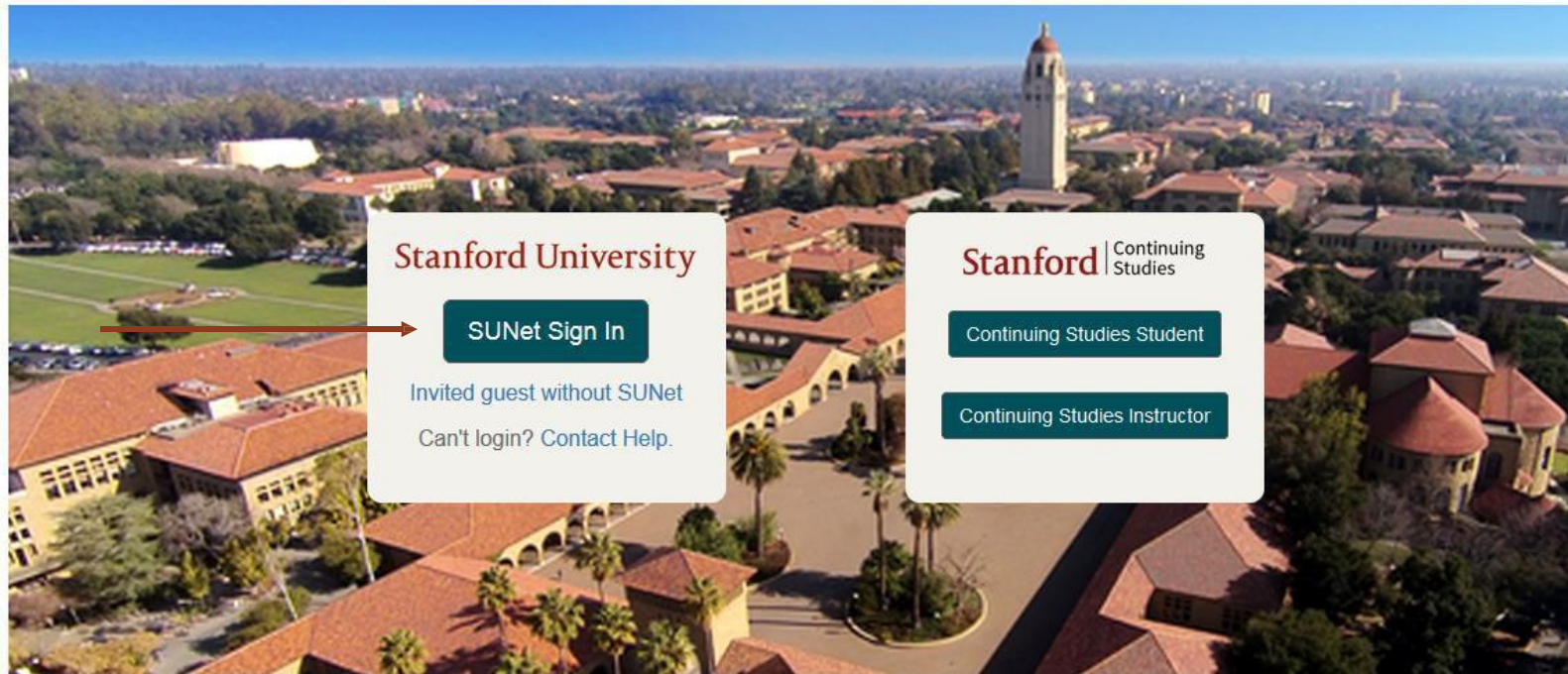


Creating Hidden Folders

- Log into canvas.Stanford.edu



Locate your Course

- Course Videos
- Add folder
- Name Folder and hit Enter on your Keyboard

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Roster Photos
- Course Videos**
- Google Drive
- New Analytics
- Settings

The screenshot shows the Panopto interface for a course folder named "Default Term - GSE Panopto Test". At the top, there is a search bar and a "Create" button. Below the folder name, there are several video thumbnails, each with a title, a duration, and a "Stanford VPTL" logo. The thumbnails include:

- Introduction to Panopto (3:08)
- Assignment Folders For Teaching Teams (2:26)
- Panopto for Mac For Teaching Teams (1:32)
- Enabling Panopto on Canvas Course Pages For Teaching Teams (0:44)
- In-Video Quizzing For Teaching Teams

At the top right of the video list, there is a red box highlighting the "Add folder" button. The interface also shows a "Sort by" dropdown menu and a "Powered by Panopto" logo in the top right corner.

Click on New Folder

➤ Go into this new folder's setting by selecting the cog in the upper right

The screenshot displays the Panopto interface for a folder named "Hidden Folder". On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Roster Photos, Course Videos, Google Drive, New Analytics, and Settings. The main content area shows a search bar with the text "Search in folder 'Hidden Folder'...", a "Create" button, and a "Powered by Panopto" label. Below the search bar is a folder icon and the name "Hidden Folder". A "Sort by: Name Duration Date" dropdown is visible. A dashed box labeled "Add folder" is present. The text "This folder contains no videos." is displayed. In the top right corner of the folder view, there are four icons: a share icon, a bar chart icon, a settings gear icon, and a refresh icon. A red arrow points to the settings gear icon.

Adjust the Share settings to Specific People

- Select **Share**
- Click on the arrow next to *Inherit Permissions From:*
- Select **Specific People**

Hidden Folder [Learn more](#) ✕

Overview | **Share** | Settings | Order | Manage

Link | [Embed](#)

<https://stanford-pilot.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?folderID=e9d2f99a-19dd-4>

Who has access:

Inherit permissions from: Default Term - GSE Panopto Test

Only specific users and groups can view or edit sessions in the folder.

Default Term - GSE Panopto Test::Creator	Can create
Default Term - GSE Panopto Test::Viewer	Can view

Hidden Folder [Learn more](#) ✕

Overview | **Share** | Settings | Order | Manage

Link | [Embed](#)

<https://stanford-pilot.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?folderID=e9d2f99a-19dd-4>

Who has access:

Inherit permissions from: [Default Term - GSE Panopto Test](#)
Only specific users and groups can view or edit sessions in the folder.

Specific people
Only specific users and groups can view or edit sessions in the folder.

Delete Viewer Group

- Delete the Viewer Group
- Save Changes

Hidden Folder [Learn more](#) ✕

Overview | **Share** | Link | Embed

Settings | Order | Manage

https://stanford-pilot.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?folderID=e9d2f99a-19dd-4

Who has access:

Specific people
Only specific users and groups can view or edit sessions in the folder.

Default Term - GSE Panopto Test::Creator	Can create	✕
Default Term - GSE Panopto Test::Viewer	Can view	

Invite people:

Enter people, groups, or usernames...

Can view ▼

Save changes Cancel

Creator View

Anyone with Teacher, Course Admin or Teaching Assistant will be able to see this folder

The screenshot shows the 'Hidden Folder' sharing interface in Panopto. At the top, there is a folder icon, the text 'Hidden Folder', a 'Learn more' link, and a close button (X). On the left, a navigation menu includes 'Overview', 'Share' (highlighted in red), 'Settings', 'Order', and 'Manage'. The main content area has two tabs: 'Link' and 'Embed'. Below the tabs is a text input field containing the URL: `https://stanford-pilot.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx?folderID=e9d2f99a-19dd-4`. Underneath is the 'Who has access:' section, which shows a lock icon and the text 'Specific people' with a dropdown arrow. Below this is the subtext 'Only specific users and groups can view or edit sessions in the folder.' A table lists the access settings for 'Default Term - GSE Panopto Test::Creator' with the permission 'Can create' and a close button (X). At the bottom, the 'Invite people:' section features a text input field with the placeholder 'Enter people, groups, or usernames...' and a dropdown menu currently set to 'Can view'.

What Teachings Teams see vs What Students See

Teaching Team View

Default Term - GSE Panopto Test

Sort by: Order ▲ Name Duration Date

GSB Hidden Folder Joe Sherman - GSE Panopto Advanced Feat... Quiz functions testing

SCPD - TEST TEST TEST Week 1 Week 10 Week 2

Add folder

Student View

Search in folder "Default Term - GSE Pan..."

Powered by Panopto

Default Term - GSE Panopto Test

Sort by: Order ▲ Name Duration Date

Week 1 Week 10 Week 2