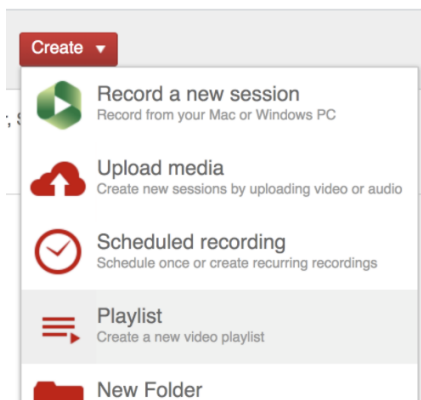


Creating Panopto Playlists

kyle sloane - 2020-07-13 - Comments (0) - Panopto

You can create custom playlists to easily share multiple video and/or audio content in Panopto even if it resides in different folders.

1. Navigate to the folder you want to create the playlist in and Click the **Create** button and then select **Playlist**.



2. The *Create Playlist* window will open. Here you can name your playlist, choose a folder where your playlist will reside (the default will be the current folder you are in), and write a description for the playlist if desired. **Click Create**.

☰ Create Playlist ✕

Playlist Information

Name

Folder

Description

3. The *Overview* page for the new playlist will open. Here, you can edit the playlist information and description, add videos to the playlist, or delete the playlist.


☰ Videos to View

Overview | Playlist Information

Share | Access

Name: Videos to View [Edit](#)

Folder: My Videos [Save](#) [Cancel](#)

Preview Image: 

The preview image will always use the first video in your playlist.

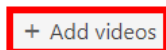
Description: [Edit](#)

Videos in Playlist: [+ Add videos](#)

Delete Playlist: [Delete](#) Permanently delete this playlist.

4. To add content to the playlist, click **+ Add videos**.







Videos in Playlist



5. A video selection window will open where you can search for videos by navigating to the desired folder(s). As long as you have at least viewer access to the video, you can add it to a playlist even if they reside in separate course folders**. Choose the videos you want and then click Add.

☰ Add sessions to Videos to View ✕

Lecture Capture Demo | Search under "Lecture Capture Demo"

<input checked="" type="checkbox"/>		Tuesday 13 February 2017 2/9/2017
<input type="checkbox"/>		Event Lecture Capture example 9/25/2016
<input checked="" type="checkbox"/>		Course Lecture Capture example 9/14/2016
<input type="checkbox"/>		Panopto Demo 8/31/16 8/31/2016
<input checked="" type="checkbox"/>		Lecture 2 6/16/2016
<input type="checkbox"/>		Lecture 1 9/10/2016

[Add](#) [Close](#)










**If adding from multiple folders you will need to click Add before navigating to the next folder.

6. When you have finished adding videos, click on **Close**. This will also indicate how many videos you have just added to the playlist.

Add
Close
3 session(s) added

7. Back on the *Overview* page, Under *Videos in Playlist*, you will see the videos added. Reorder these videos by clicking and dragging them.

Videos in Playlist

1	 45:49	Tuesday 13 February 2017		
2	 44:41	Course Lecture Capture example		
3	 1:00:00	Lecture 2		

+ Add videos

8. One final step before sharing your playlist is to ensure that all of the videos are accessible by the users you are sharing with.

In the left side of the Playlist Overview window there is an **Access** tab. This will show you if there are videos in the playlist that users with access to the parent folder do not have access to.

Overview **Synchronize Access**




Share

Access

Videos listed below can't be seen by everyone who can access this playlist. Click "Synchronize Access" to share videos you own with users who can see this playlist.

Synchronize Access

Private Videos in this Playlist

	Tuesday 13 February 2017
	Course Lecture Capture example
	Lecture 2

To resolve this click the **Synchronize Access** button. This will give users or groups with access view only permissions to the listed videos in the playlist.

If there are no access issues, either due to matching restricted permissions or content is available to all Brown users, you will see a message letting you know that access is already synchronized.

Overview **Synchronize Access**

Share

Access

Access is already synchronized for all the sessions in this playlist.

9. Once complete you can close this window and [share the playlist with users](#) the same way you would share individual videos.

Related Content

- [Remote Teaching: Zoom and Panopto FAQs](#)