
Panopto Guide How to set availability dates on Panopto recordings - Staff

Overview

This video will demonstrate how to set a start date and an end date for the availability of your Panopto recording on Brightspace. Setting a date will determine a range your viewers will have access to a given video.

How do I set an availability date on my Panopto recording?

When recordings are uploaded or copied to your module on Brightspace, they are immediately available to your students with no date restrictions as shown here –

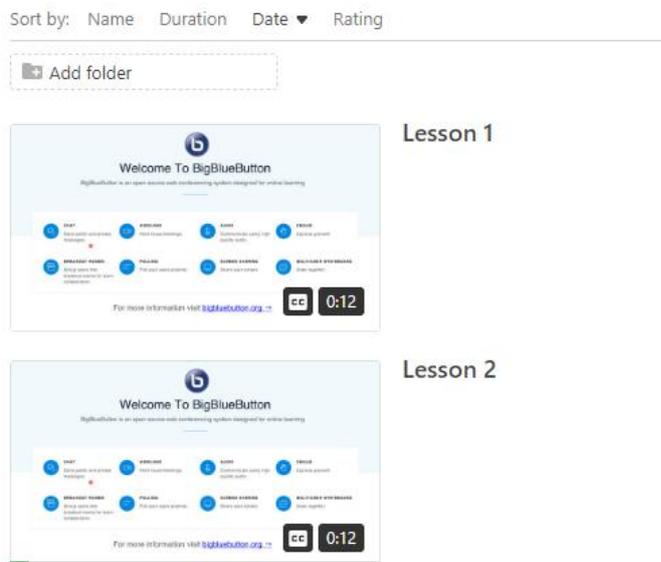


Figure 1 Panopto recordings

- To add a release date, select the **Settings** button by scrolling over the recording where 3 options will be presented Share|Settings|More actions
- Select Share –

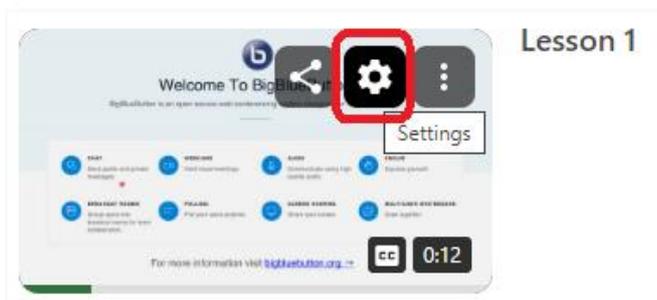


Figure 2 Panopto Settings button

- A new dialog box opens on the **Overview** page
- Scroll to the end where you will see **Availability**
- By default, there is no date set and the recordings are available immediately
- Select the **starting radio button**
- Click on the **calendar icon**

Availability

A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

- with its folder (immediately)
- starting Dublin, Edinburgh, Lisbon, London

Session remains available

- forever
- with its folder (forever)
- until Dublin, Edinburgh, Lisbon, London

Figure 3 Panopto - Starting radio button

- Enter a **date**
- Click **Done**

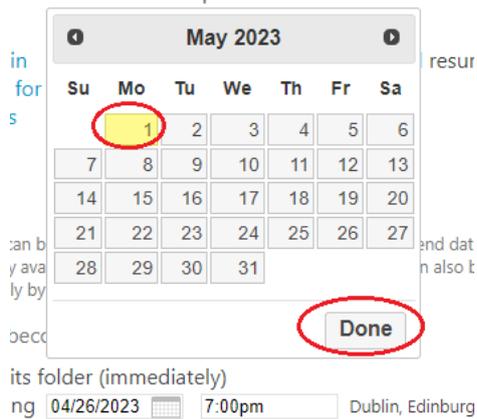


Figure 4 Panopto – calendar and setting a release date

- Enter a time –

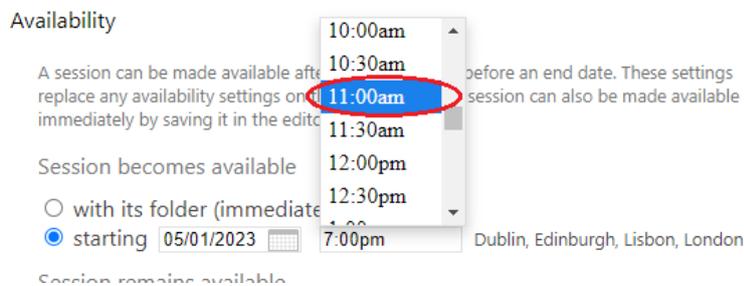


Figure 5 Panopto - settings release time

- The recording will be available on the 1st May at 11am –

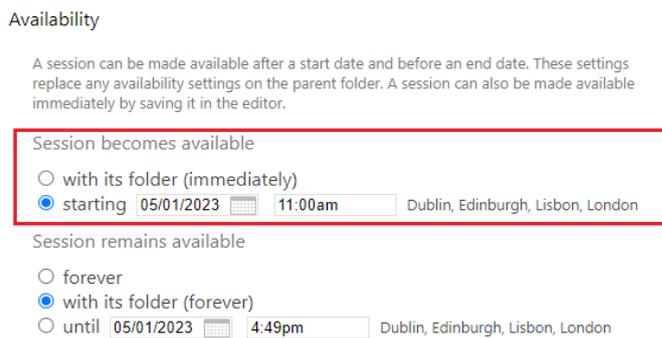


Figure 6 Panopto Availability date and time

- Close the Settings page
- On the Panopto

Sort by: Name Duration Date ▼ Rating

Add folder



Lesson 1

Will be available to viewers on 5/1/2023 11:00:00 AM (UTC+00:00) Dublin, Edinburgh, Lisbon, London.



Lesson 2

Figure 7 Panopto recordings showing a release date and time

Repeat the process for the other recording but enter a different date and time.