

## A. Introduction

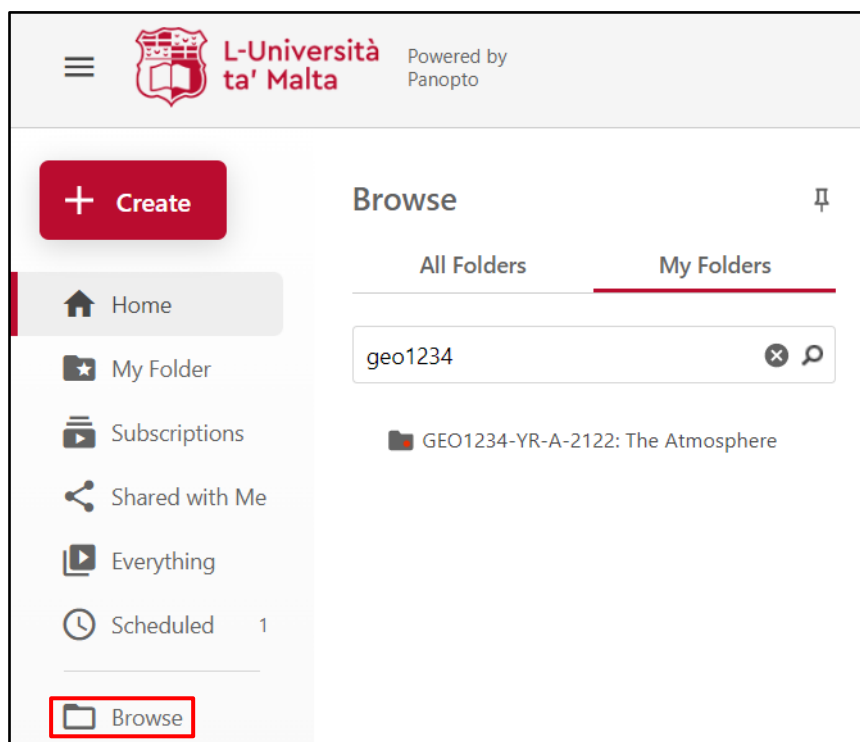
This guide explains how tutors can set up subfolders within the main Panopto study-unit folder. This allows tutors to organise their recordings as they deem fit, which helps students easily locate and access particular recordings.

In this guide you will learn how to:

- [Access a Panopto folder](#)
- [Add a subfolder within an existing Panopto study-unit folder](#)
- [Rename a subfolder](#)
- [Delete a subfolder](#)
- [Move videos to a subfolder](#)
- [Organise videos in a folder](#)

## B. Accessing a Panopto folder

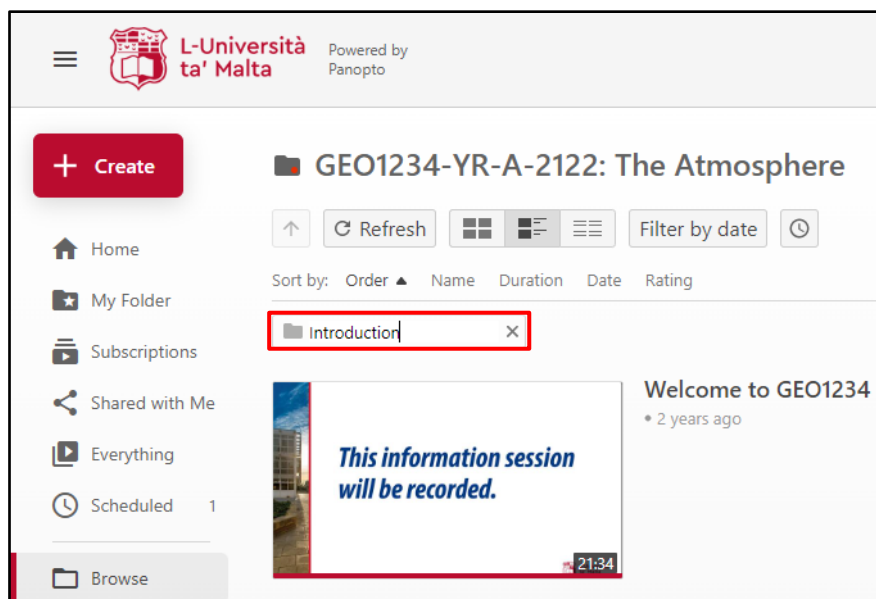
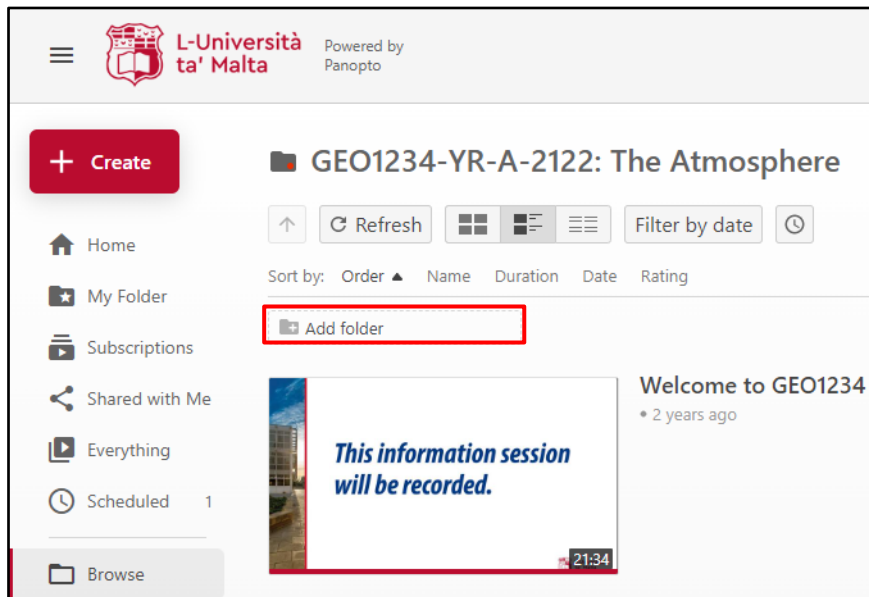
1. Access the [UM Panopto platform](#).
2. Click the **Browse** button from the left menu.
3. Access the required folder that you would like to manage and organise. You may type in the study-unit code in the *Search* text field to immediately list the corresponding study-unit's folder.



4. Click on the Panopto study-unit folder to access it.

## C. Adding a subfolder

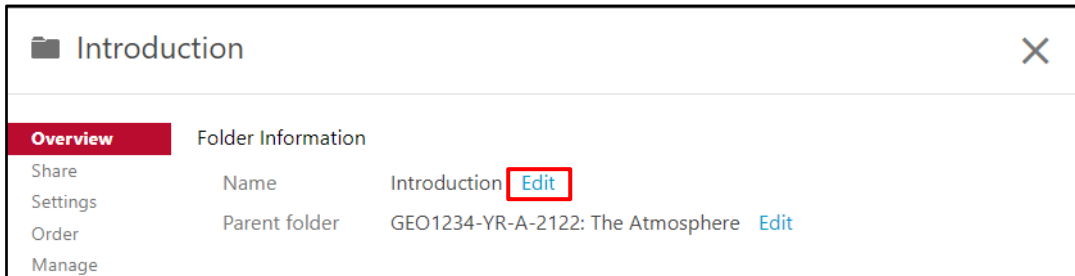
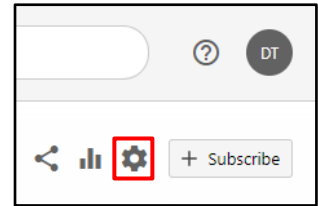
1. To add a subfolder to an already existing study-unit folder, click the **Add folder** button where you will be prompted to give the folder a name.



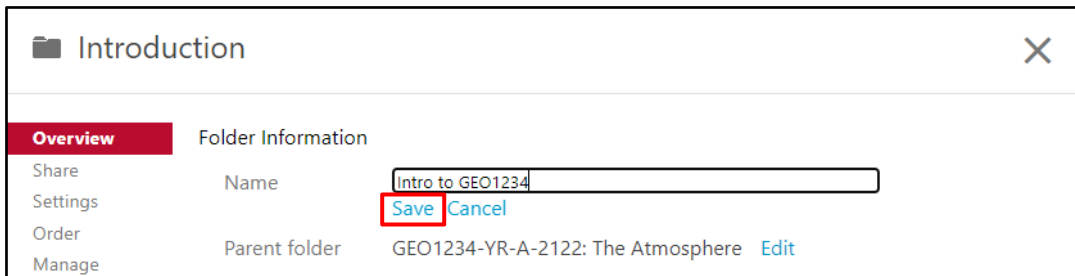
2. Press the **Enter** key to save the inputted name.

### D. Renaming a subfolder

1. To rename an existing subfolder, access the respective subfolder as instructed in [Section B](#).
2. Click the **Folder Settings** (gear) icon in the top-right corner.
3. Within the *Overview* page, click the **Edit** button next to the subfolder name.

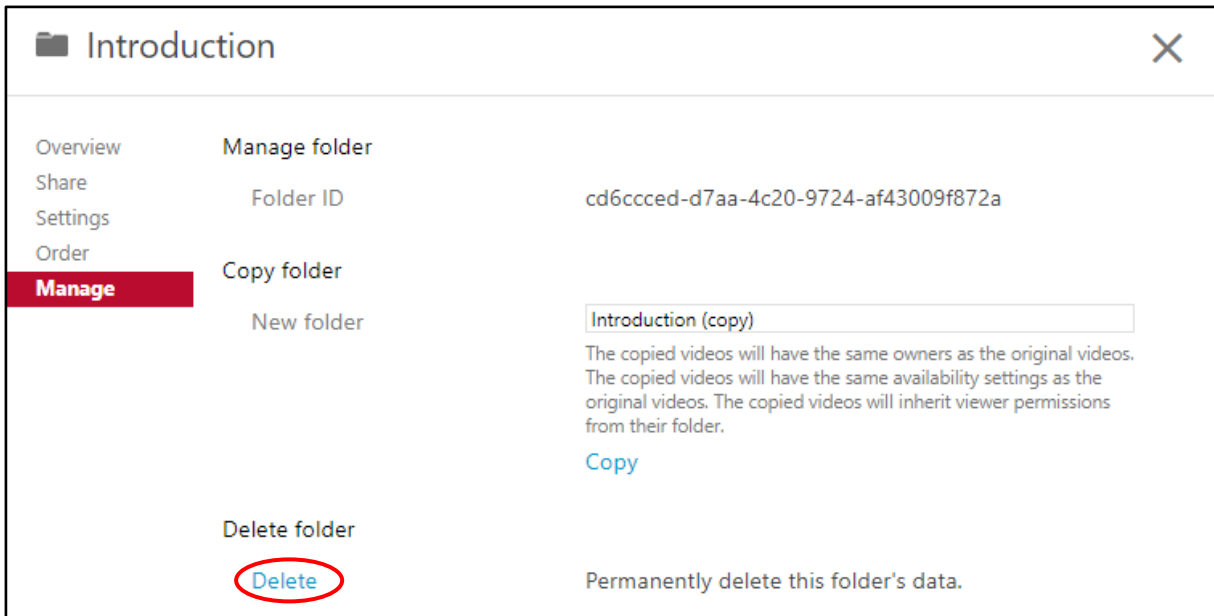
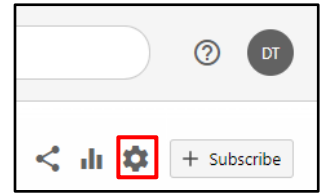


4. Rename the subfolder and click **Save**.



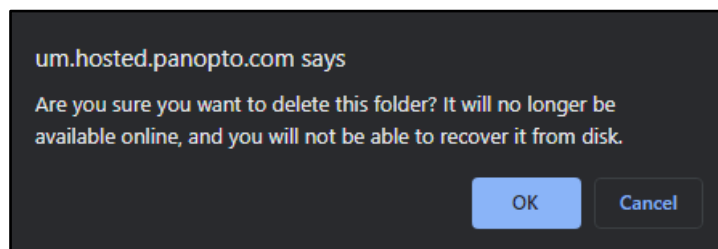
## E. Deleting a subfolder

1. To delete an existing subfolder, access the respective subfolder as instructed in [Section B](#).
2. Click the **Folder Settings** (gear) icon in the top-right corner.
3. Choose **Manage** from the left side menu.
4. Click **Delete**.



You will be prompted to confirm deletion.

5. Click **OK**.



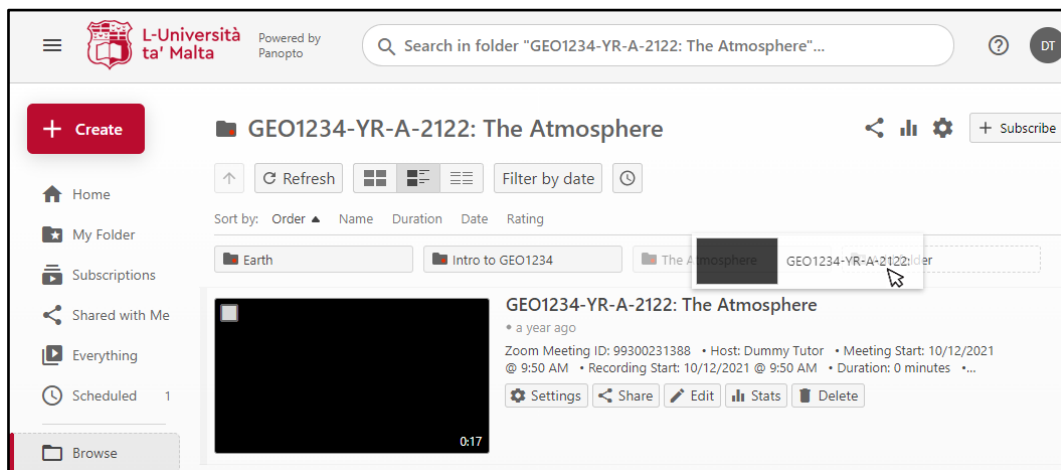
The subfolder will be deleted.

## F. Moving videos into subfolders

1. Access the Panopto study-unit folder, as instructed in [Section B](#). All subfolders created will be displayed below the main folder heading.



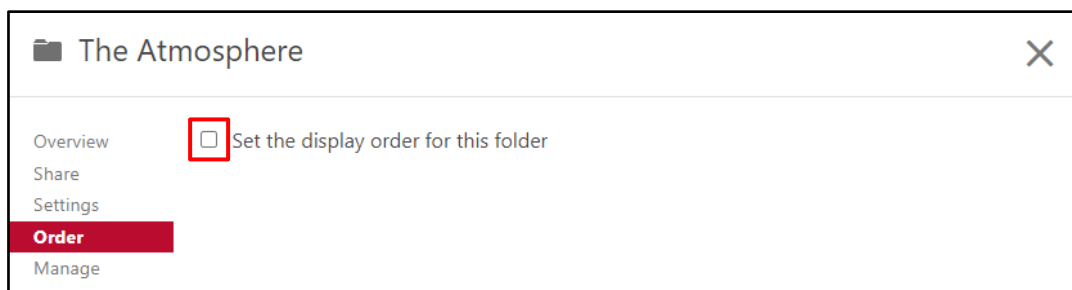
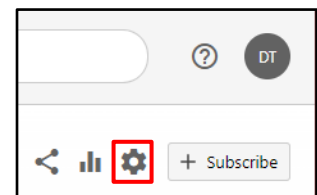
2. Simply drag-and-drop the video you would like to move to the respective subfolder.



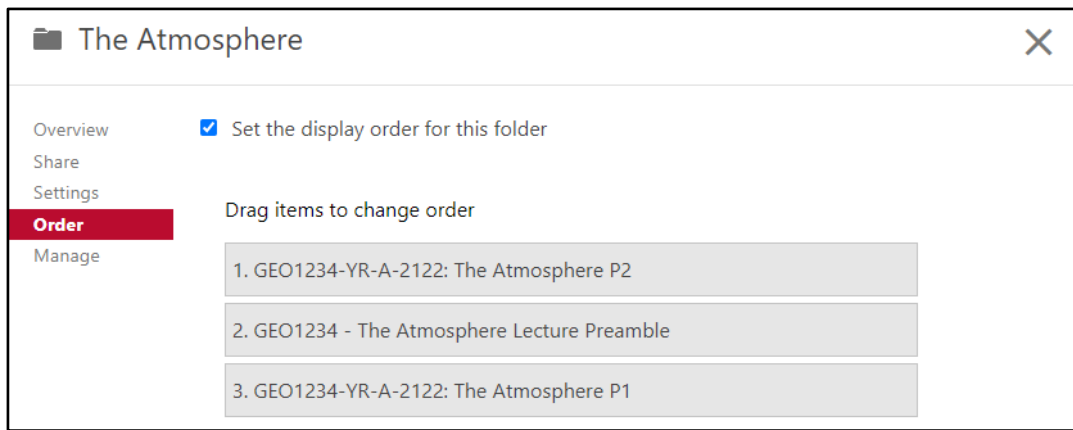
## G. Organising videos in folders

By default, Panopto displays recordings in descending order based on the creation date. You may wish to organise your videos in a particular order for both your Panopto study-unit folder and any subfolders.

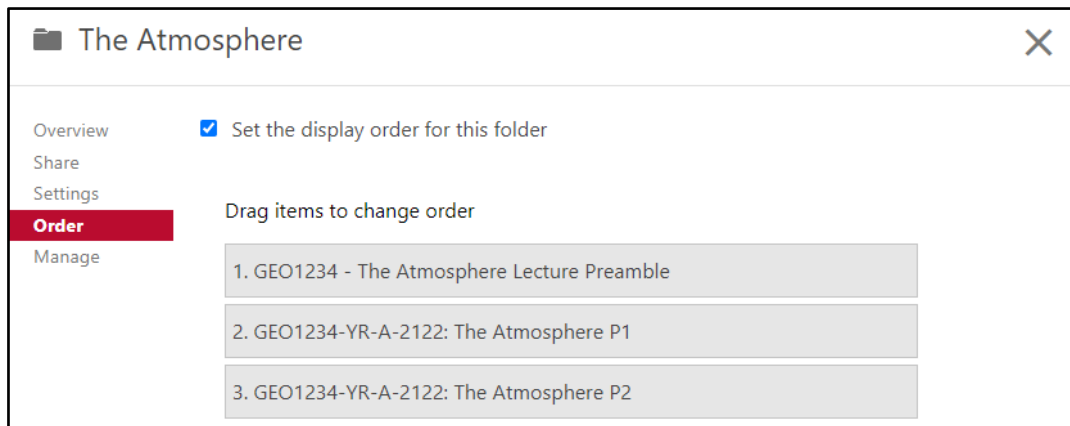
1. Access the required folder / subfolder, as instructed in [Section B](#).
2. Click the **Folder Settings** (gear) icon in the top-right corner.
3. Choose **Order** from the left side menu.
4. Tick the setting **Set the display order for this folder**.



All videos within the folder / subfolder will be listed.



5. Drag-and-drop the videos in the order you deem fit.



**Note:**

- The order of the videos will be saved automatically once the user closes the dialog box.