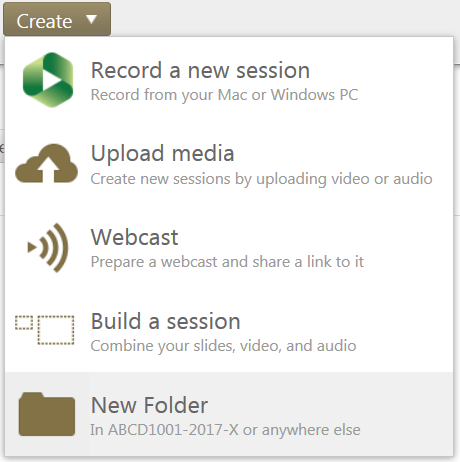
Students are not able to view a DMU Replay recording from **Blackboard** until you have created a link to it. ***However,*** students **CAN** still see a recording for which there is not a link in Blackboard if the recording has been associated with a Blackboard module. They can see it by logging in to panopto.dmu.ac.uk.

Therefore, if you want to **completely** hide a recording from students and staff until you are ready to release it – follow these guidelines:

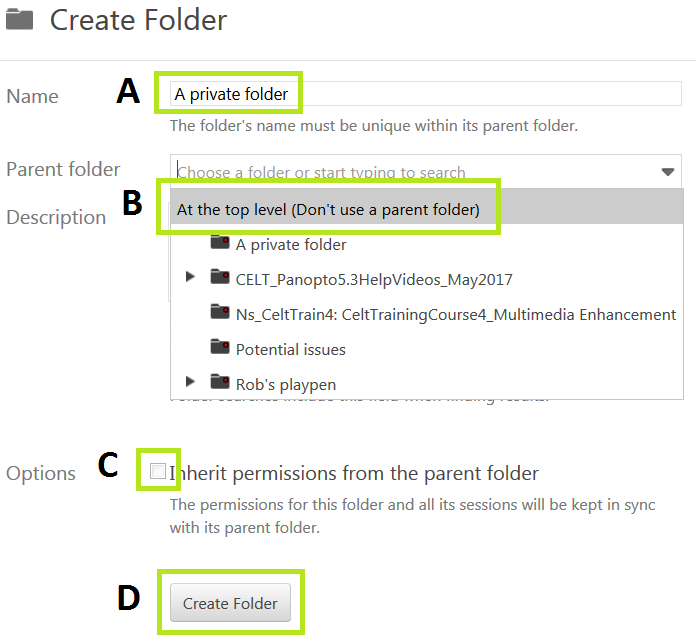
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| **Step 1 - Create a private folder for your recordings – only you will be able to view recordings in this folder** |

1. Navigate to <https://panopto.dmu.ac.uk> and log in.

2. Click the **Create button** and select **New Folder**



3. **A)** Give your private folder a name; **B)** Ensure that the Parent folder is set to : At the top level (Don’t use a parent folder); **C)** Ensure that the Inherit permissions box remains unchecked; **D)** Click Create Folder



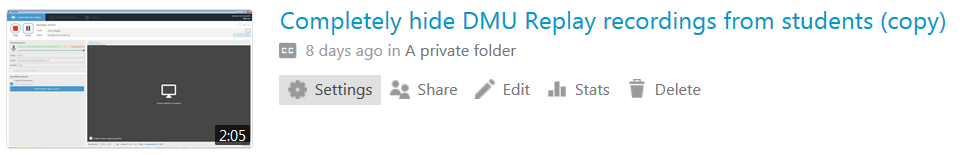
This is the folder that you will set the Panopto software to use when making any private recordings.

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| **Step 2 - Making a private recording accessible in a module** |

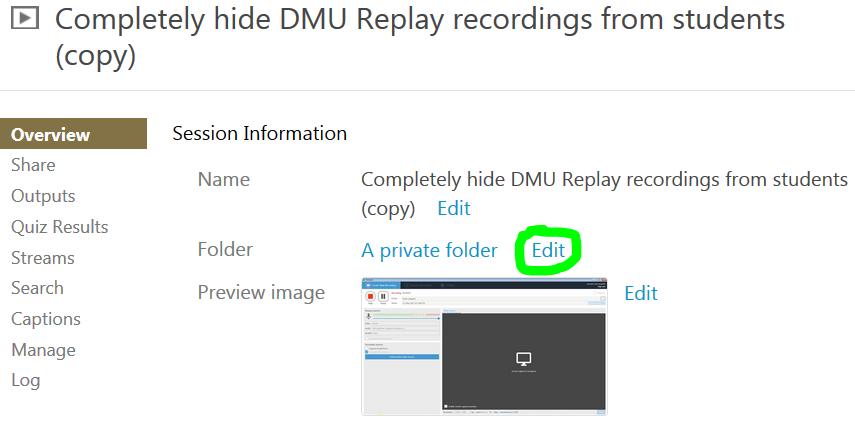
1.Navigate to <https://panopto.dmu.ac.uk> and log in

2. Locate the recording in your private folder

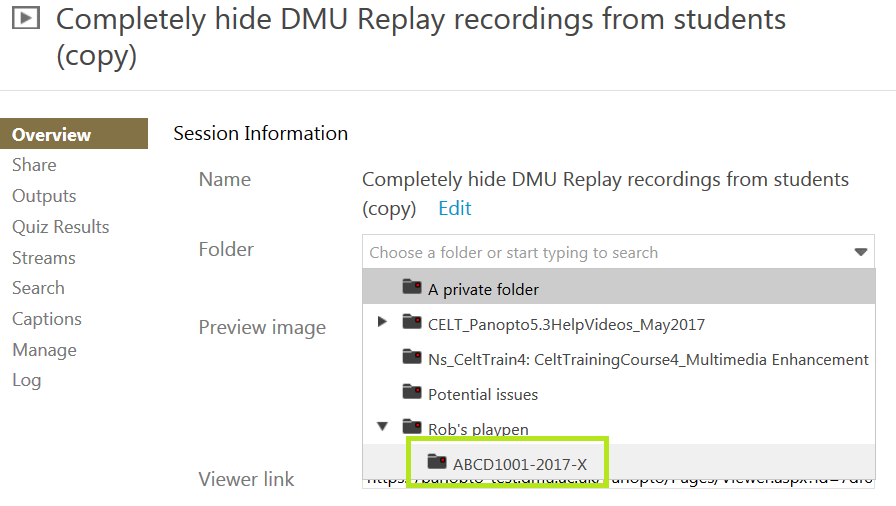
3. Move your cursor over the recording entry and click the **Settings** button

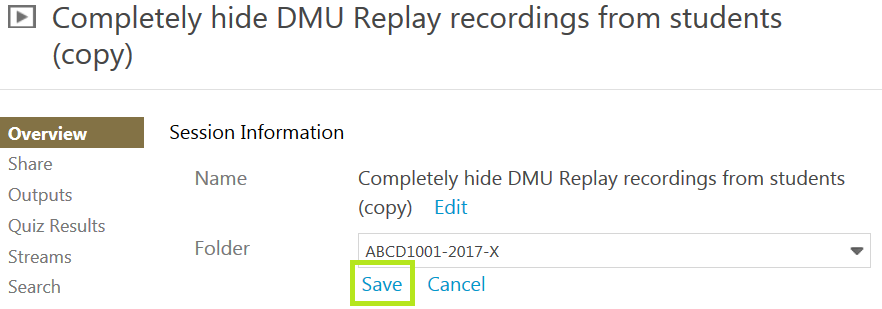


4. Cick **Edit** next to the Folder entry



5. Using the drop down menu, click the module that you wish to associate the recording with



6. Click **Save**  


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| --- |
| **Step 3 - Add a link to the recording in your Blackboard shell, as normal.** |