

# How to control the availability of videos on Panopto Cloud?

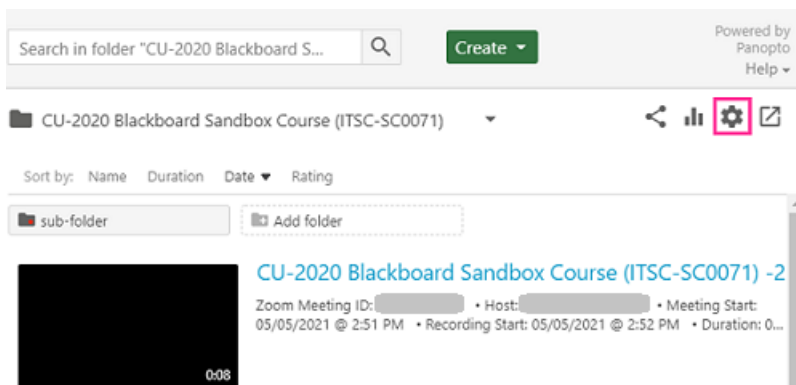
Last Modified on 17/01/2025 11:48 am HKT

## Overview

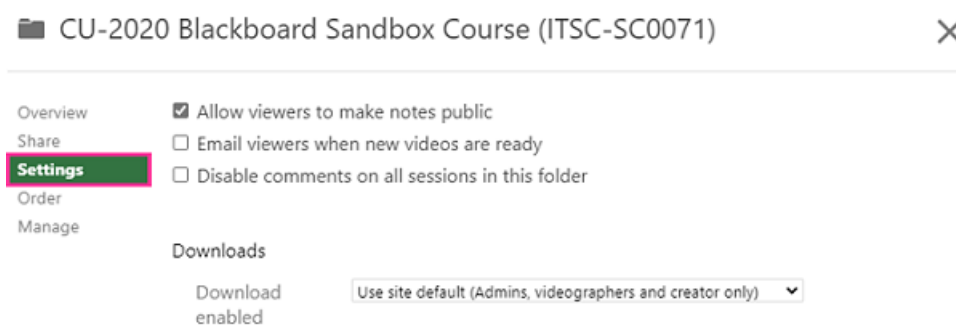
- By default, videos uploaded to Panopto course folders are [restrictively available](https://support.panopto.com/s/article/Share-a-Video) (<https://support.panopto.com/s/article/Share-a-Video>) to the respective class lists.
- With the [Blackboard's ZOOM Panopto Cloud Integration](https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-panopto-cloud-integration) (<https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-panopto-cloud-integration>), and the completion of the migration to the Panopto Cloud system in late May 2021, if you schedule a Zoom meeting in a Blackboard course with cloud recording enable, the recording will be uploaded to the Panopto course folder automatically (and thus be available for students to view).
- In case you would like to review and edit the videos in your Panopto course folder before allowing students to view them, please go through this article and learn how to control the video availability.

## Steps

1. Select the gear icon from the upper right corner to open the Settings menu of your course folder.



2. In the folder's Settings window, select the "Settings" tab.



3. Scroll down to the Availability section. Underneath Sessions become available, select the radio button labeled "Never (unless set on the session)". **(Important note: the availability setting only applies to this folder. Any sub-folders under this folder will NOT inherit the setting. You need to check and update the availability of sub-folders.)**

## Availability

Folders can be made available after a start date and before an end date. The availability for a single session may override the availability for its parent folder.

To prevent new sessions from being published to viewers before approval, set folder availability to "never". Sessions can then be made available by editing them or by setting availability for each individual session.

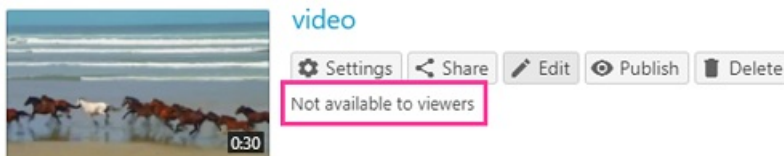
Sessions become available

- when approved by a publisher
- immediately
- never (unless set on the session)
- starting on   Beijing, Chongqing, Hong Kong, Urumqi

Sessions remain available

- forever
- until   Beijing, Chongqing, Hong Kong, Urumqi

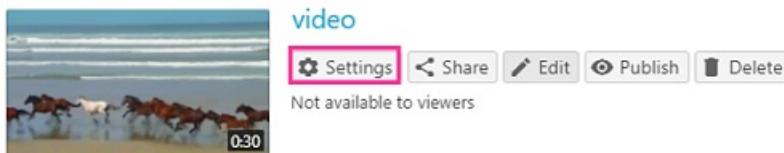
- When a video is uploaded to this folder, it will show as "Not available to viewers".



## Make a video session available (even its folder's availability is set as 'never')

Any availability rules set at the session level will override the rules set on the folder level. So even the folder's availability is set as 'never', you can make a video session available.

- You can edit the video (Panopto Support: [How to Edit a Video](https://support.panopto.com/s/article/Edit-a-Video) (<https://support.panopto.com/s/article/Edit-a-Video>)), then make it available when it is ready. To make it available, hover over the video session name and click "Settings".



- This will take you to the Overview tab. On this tab you will see the section for Availability rules. Select "now" if you would like to make the video available to viewers.

## video

**Overview**

- Share
- Outputs
- Quiz Results
- Streams
- Clips
- Search
- Captions
- Manage
- Log

Webcast: No

Discussion:  Allow viewers to post comments

Downloads: Use folder setting (Admins, videographers and creator only)

**Description**

[Edit](#)

**Actions**

- [View](#): Open this session in the viewer
- [Share](#): Share this session with other users
- [Edit](#): Open this session in the Panopto Editor to edit video and presentation files
- [Resume](#): Launch Panopto and resume this session

**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

- now
- with its folder (never)
- starting 05/06/2021 4:45pm Beijing, Chongqing, Hong Kong, Urumqi

Session remains available

- forever
- with its folder (forever)
- until 05/12/2021 4:45pm Beijing, Chongqing, Hong Kong, Urumqi

3. Then the video will be available to viewers (the “Not available to viewers” tag is removed).



video

[Settings](#) [Share](#) [Edit](#) [Stats](#) [Delete](#)