Adding a Panopto Assignment Folder

Adding an assignment folder inside Panopto will allow students to submit their videos to the folder for the instructor to view.

1. Navigate to [https://blackboard.towson.edu](https://blackboard.towson.edu)
2. Log in with your TU NetID and Password
3. Enter the desired course
4. Click Tools in your course menu
5. Click the Panopto Content tool
6. Select the gear icon in the top right of Panopto screen
7. Select Create Assignment Folder

![Panopto Assignment Folder](image)

**Figure 1**

8. Once the folder appears in the Assignment Folder section, click the X to close the window
9. The assignment folder is now created. Your students can now go into Panopto and upload their assignment

Creating a Panopto Assignment Folder via Panopto Website

1. Navigate to [https://towsonu.hosted.panopto.com](https://towsonu.hosted.panopto.com)
2. In the drop down menu, select Blackboard, then click Sign In
3. Enter your NetID and Password
4. Click Browse on the left and select the course you’d like to add the assignment folder to
5. Follow steps 6-9 above.