

Panopto

Creating an Assignment Folder

Introduction

Enabling an assignment folder grants students the ability to record and submit content to a Professor's Folder. Students cannot access or view other students content while in an assignment folder. This tool can be used to make assignments more interactive and engaging - enabling students to submit multimedia projects individually or in teams

Creating an Assignment Folder

To create an Assignment Folder, you must first log in to the **Web Management Interface**.

1. From your favorite browser type **towsonu.hosted.panopto.com**.
2. Click the **Sign In using Blackboard** option. You will be prompted for your Blackboard credentials.

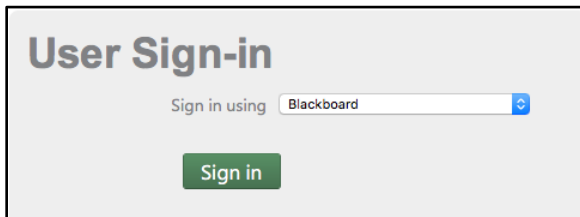


Figure 1

3. Once logged in, the Panopto **Web Management Interface** will appear. Click the **Browse** toggle from the **Left Navigation** pane. A list of all available course folders will appear.

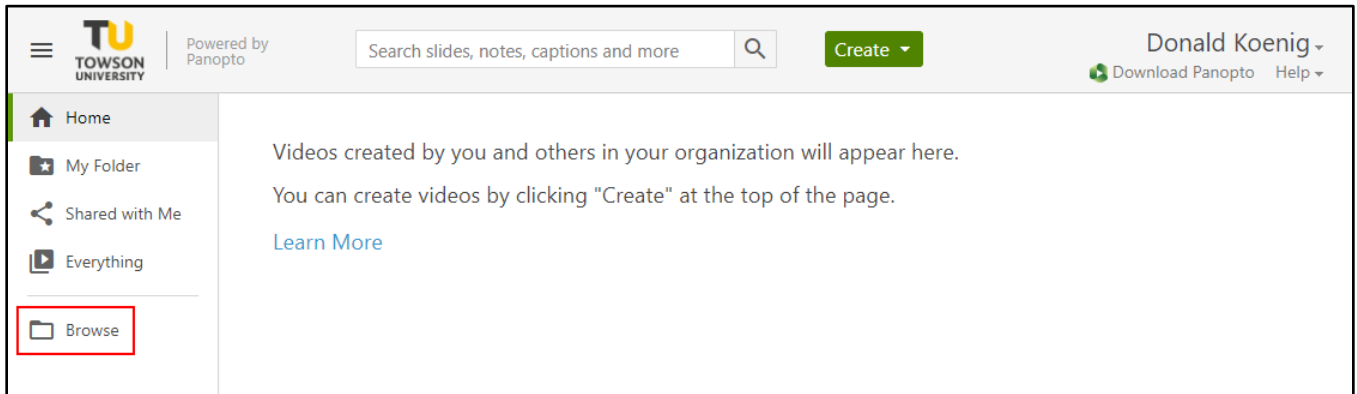


Figure 2

Panopto Lecture Capture: Creating an Assignment Folder

4. Make sure the **My Folders** tab is selected in the **Browse** menu. Click on the folder you wish to create an assignment folder for. The folder contents will appear.

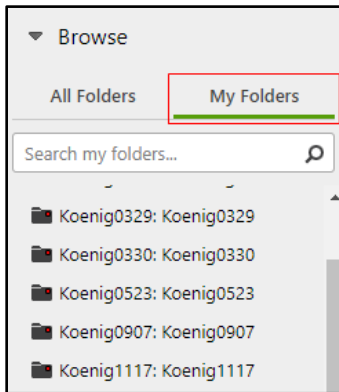


Figure 3

5. Click the **Settings** cog icon in the upper right corner of the screen. The **Folder Properties** screen will appear.

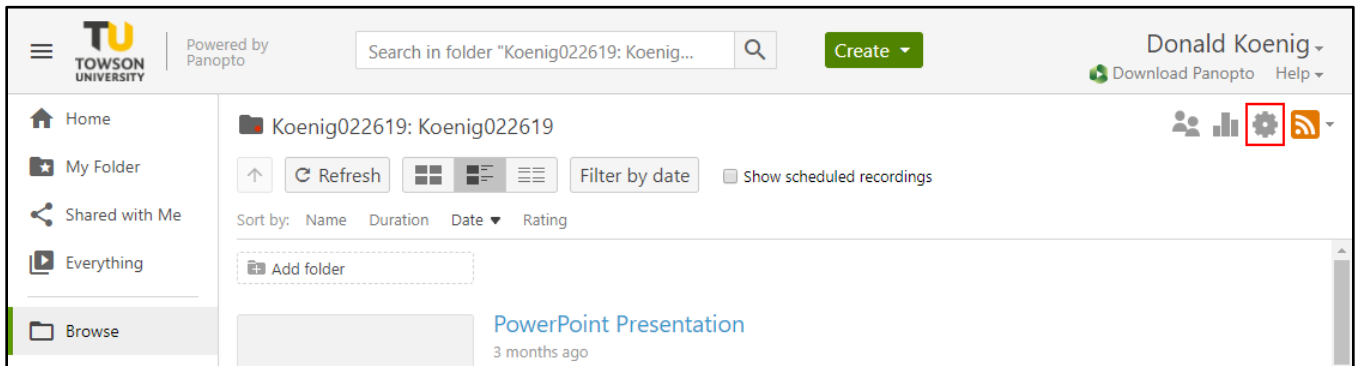


Figure 4

6. Click the **Create Assignment Folder** hyperlink to create an assignment folder.

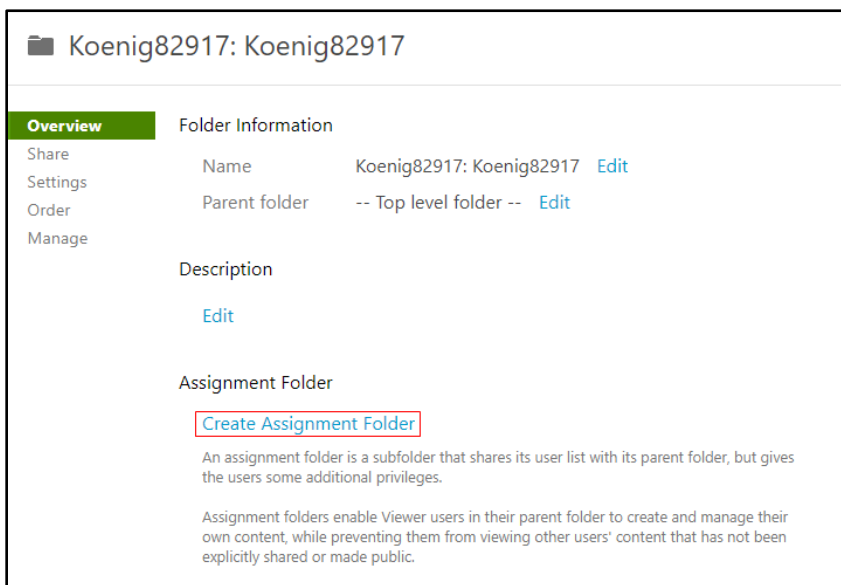
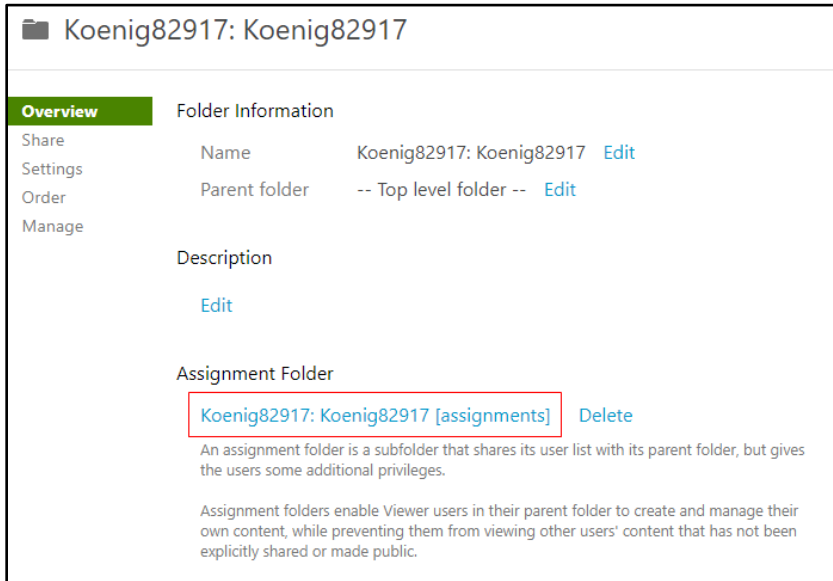


Figure 5

Panopto Lecture Capture: Creating an Assignment Folder

- An assignment folder will be created using the same name as the course with **[assignments]** appended to the name. Students and other creators assigned to your Blackboard course will now be able to login, download the Panopto Recorder and submit recordings to this folder.



The screenshot displays the Blackboard interface for a folder named "Koenig82917: Koenig82917". On the left, there is a navigation menu with options: Overview (highlighted in green), Share, Settings, Order, and Manage. The main content area is titled "Folder Information" and includes the following details:

- Name:** Koenig82917: Koenig82917 [Edit](#)
- Parent folder:** -- Top level folder -- [Edit](#)
- Description:** [Edit](#)
- Assignment Folder:** [Koenig82917: Koenig82917 \[assignments\]](#) [Delete](#)

Below the Assignment Folder section, there is explanatory text: "An assignment folder is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges." and "Assignment folders enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public."

Figure 6