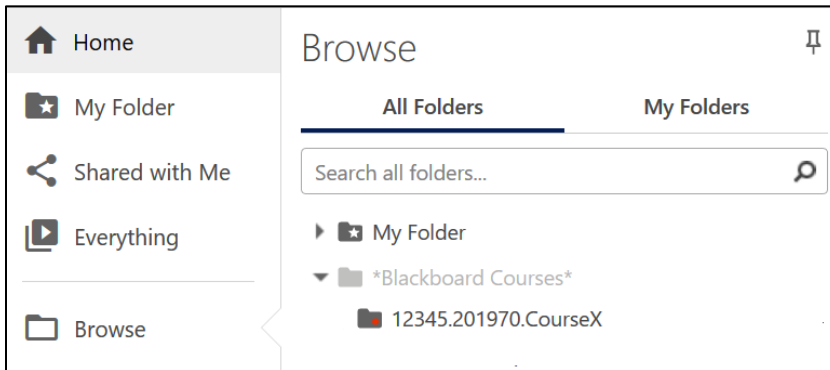


Enabling Panopto's Assignment Folder

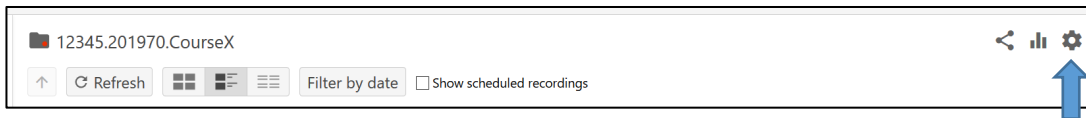
Panopto's "Assignment Folder" can assist you in collecting video assignments from your students. Examples of video assignments can include: Video reflections, video presentations, short films, and more.

Faculty Preparation

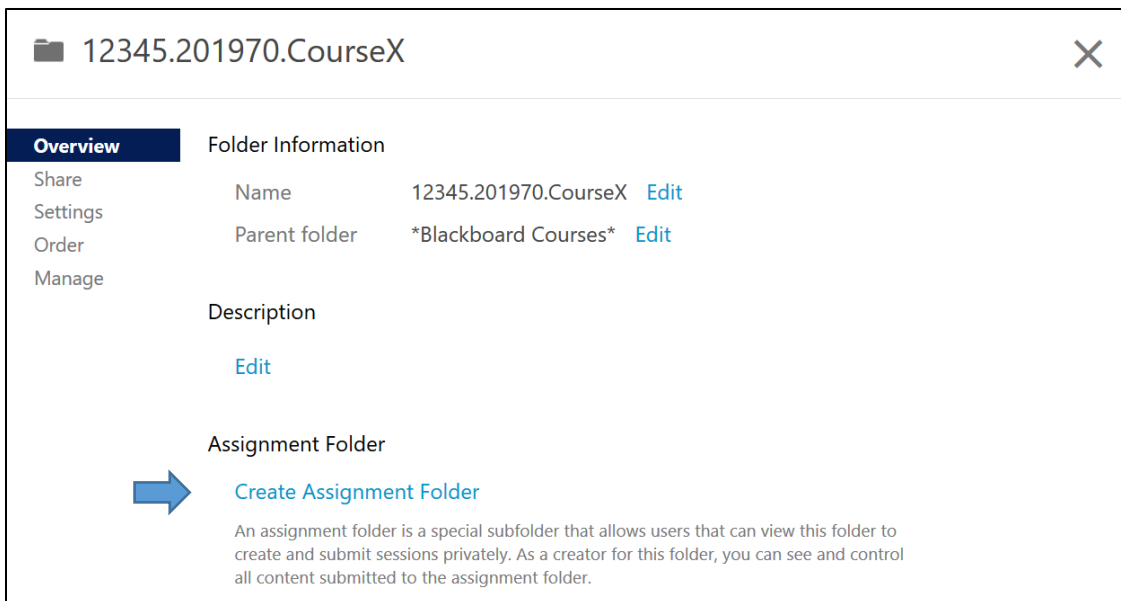
1. Have students **complete** the [student work waiver](#) .
2. In Blackboard, **provision** the [course folder and portal](#).
3. In Panopto, use **Browse** to navigate to the relevant course in the Blackboard Courses folder.



4. **Open** the course folder then choose the gear icon from the top right hand side.



5. On the Overview screen, click on **Create Assignment Folder**.



6. Once the assignment folder is created, you will see a link which will navigate to your new Assignment folder. <Blackboard course folder name> [assignments].

📁 12345.201970.CourseX
✕

Overview

Folder Information

Share		Name	12345.201970.CourseX Edit
Settings		Parent folder	*Blackboard Courses* Edit
Order		Description	
Manage		Edit	

Assignment Folder

➔
12345.201970.CourseX [assignments]

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

7. **Click the name of the folder** to open the folder's settings. Adjust the settings (ie: viewers can see the other videos) based on student preferences.

[assignments]

Settings

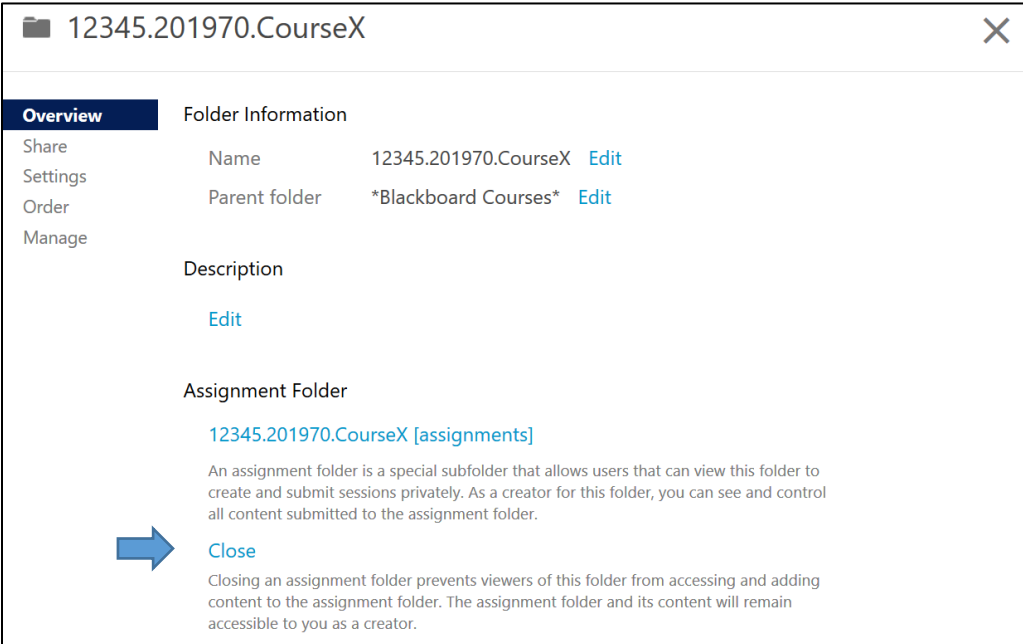
Overview	<input type="checkbox"/> Allow viewers to see each other's sessions.
Share	<input type="checkbox"/> Enable podcast feed
Settings	<input checked="" type="checkbox"/> Allow viewers to make notes public
Search	<input type="checkbox"/> Email users when sessions are ready to view
Order	<input type="checkbox"/> Disable comments on all sessions in this folder
Manage	

Your assignment folder is now available to your students, and can be found by navigating through the Panopto Portal.

Closing your assignment folder

To close an assignment folder, click the **Overview** tab, scroll down to where it says Assignment Folder and click "Close".

Clicking this will prevent your students (viewers) from further accessing and adding content to the assignment folder, but as the creator, you will still have access.



The screenshot shows a window titled "12345.201970.CourseX" with a close button (X) in the top right corner. On the left side, there is a navigation menu with the following items: Overview (highlighted), Share, Settings, Order, and Manage. A blue arrow points to the "Overview" tab. The main content area is divided into sections: "Folder Information" with fields for Name (12345.201970.CourseX) and Parent folder (*Blackboard Courses*), both with "Edit" links; "Description" with an "Edit" link; and "Assignment Folder" which contains a link for "12345.201970.CourseX [assignments]". Below this link is a paragraph explaining that an assignment folder is a special subfolder for private sessions. At the bottom of the "Assignment Folder" section, there is a "Close" button with a blue arrow pointing to it, and a paragraph explaining that closing the folder prevents viewers from accessing and adding content, while the creator remains accessible.