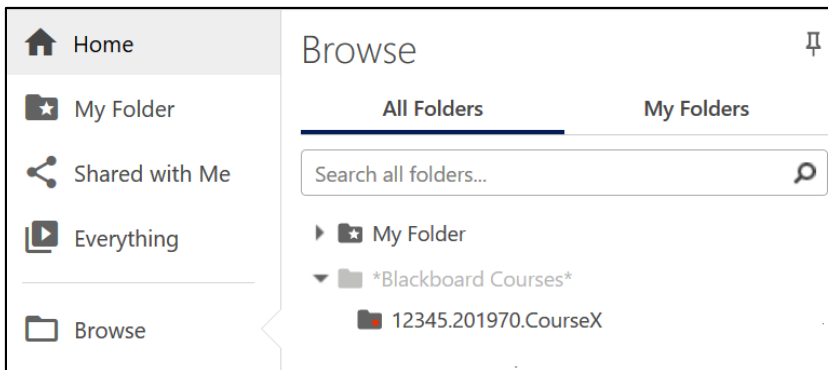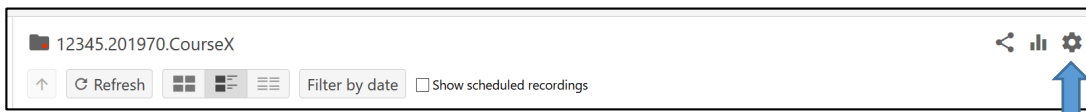## Enabling Panopto's Assignment Folder

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.
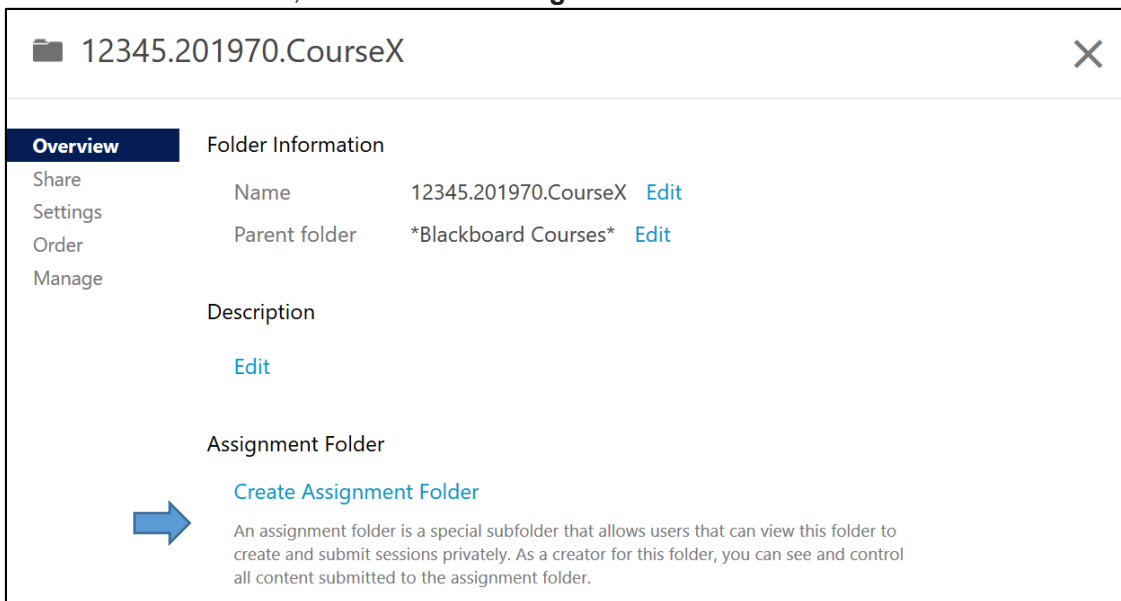
Faculty Preparation

1. Have students **complete** the student work waiver .

2. In Blackboard, **provision** the course folder and portal. You must have the Course Portal viewable to your students.

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].

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.

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

Using the Assignment Folder

Once your Assignment Folder is made, it's time to put it to use! There are a number of ways in which you can use the Assignment Folder; however, we recommend the following steps:

1. Create an Assignment in Blackboard.
2. In the Assignment Information field, provide instructions for your students – consider using the **Sample Instructions Template** below – be sure to also include the link to the student guide.

In order for your students to have access to the Assignment folder, they **must** login to Panopto by **clicking the link from your Course Sidebar**, at least once. If they have not done so, they may receive "access denied" errors.

Sample Instructions Template

[Insert details about your specific assignment details here]

Your video assignment will be submitted in Panopto. You can find Panopto in the Course Sidebar (located on the left), under the **[INSERT SECTION]** Section. To submit your assignment, you will need to navigate to the assignment folder which is labeled: **[INSERT FOLDER NAME].** After you have finished uploading your video to Panopto, you'll need to **come back** to this Assignment and click **Submit.**

For more detailed instructions on using Panopto to upload your video assignment, see Using Panopto to Upload Student Work.

Assignment Folder Features

Videos uploaded to the assignment folder cannot be shared outside of the folder (ie: links in a Blackboard discussion post) so if you would like students to see each other's work then check the relevant folder setting.

Students can use Panopto's discussion tool to comment on another student's video in the embedded player.
To support accessibility, students can add captions to their own submitted video using the video's Edit option.

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.

📁 12345.201970.CourseX ✕

Overview
Share
Settings
Order
Manage

Folder Information

Name 12345.201970.CourseX Edit

Parent folder *Blackboard Courses* Edit

Description

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.

Close

Closing an assignment folder prevents viewers of this folder from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator.