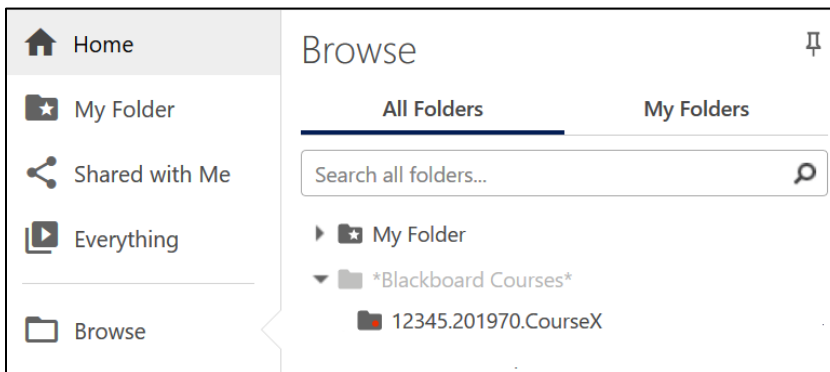


## Enabling Panopto's Assignment Folder

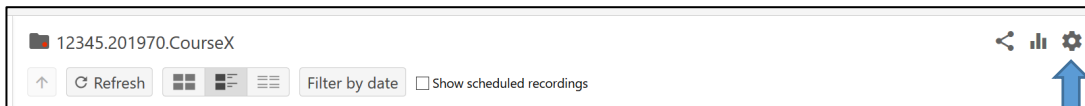
Panopto's "Assignment Folder" can assist you in collecting video assignments from your students. Examples of video assignments can include: Video reflections, video presentations, short films, and more.

### Faculty Preparation

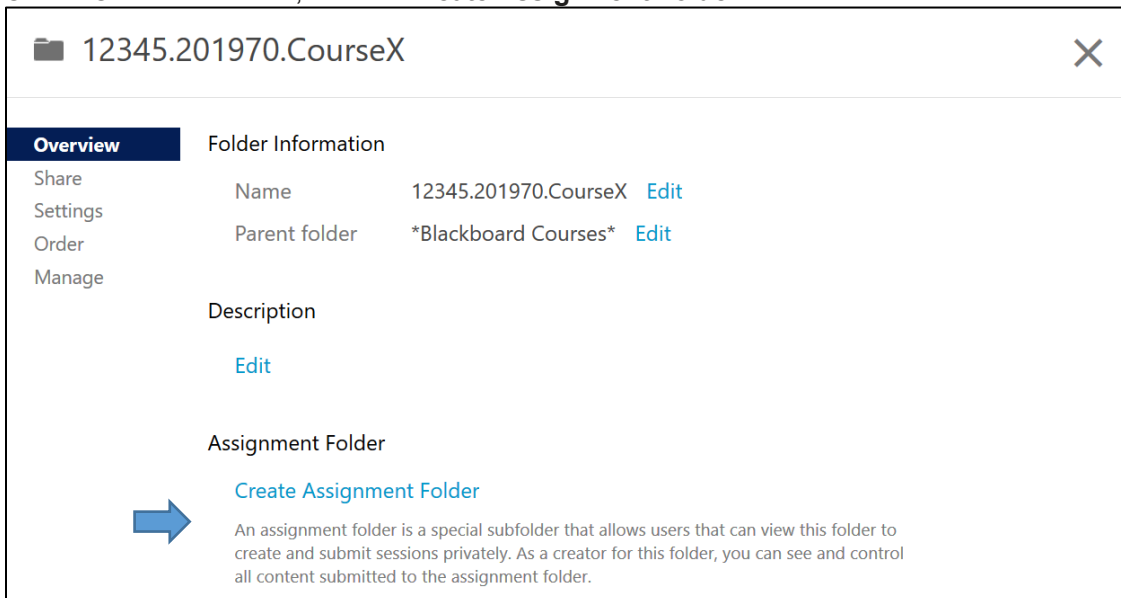
1. Have students **complete** the [student work waiver](#) .
2. Activate the [Panopto Portal](#) in your Blackboard course so students can access the Assignment Folder. Make sure the Panopto Portal is viewable to your students.
3. In Panopto, use **Browse** to navigate to the relevant course in the Blackboard 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].

📁 12345.201970.CourseX
✕

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**Overview**

Share

Settings

Order

Manage

**Folder Information**

Name	12345.201970.CourseX	<a href="#">Edit</a>
Parent folder	*Blackboard Courses*	<a href="#">Edit</a>

**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.

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]

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Overview

Share

**Settings**

Search

Order

Manage

- Allow viewers to see each other's sessions.
- Enable podcast feed
- Allow viewers to make notes public
- Email users when sessions are ready to view
- Disable comments on all sessions in this folder

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

## Using the Assignment Folder in Blackboard

Once your Assignment Folder is made, let your students know where they can upload find the assignment folder using the Panopto Portal in the course sidebar. You can use the Grade Center to manually assess the work, or create an assessment in Blackboard. Contact [Humber's Panopto Support Team](#) for more information, to get some sample instructions to give to your students, or to talk over some strategies!

## Assignment Folder Features

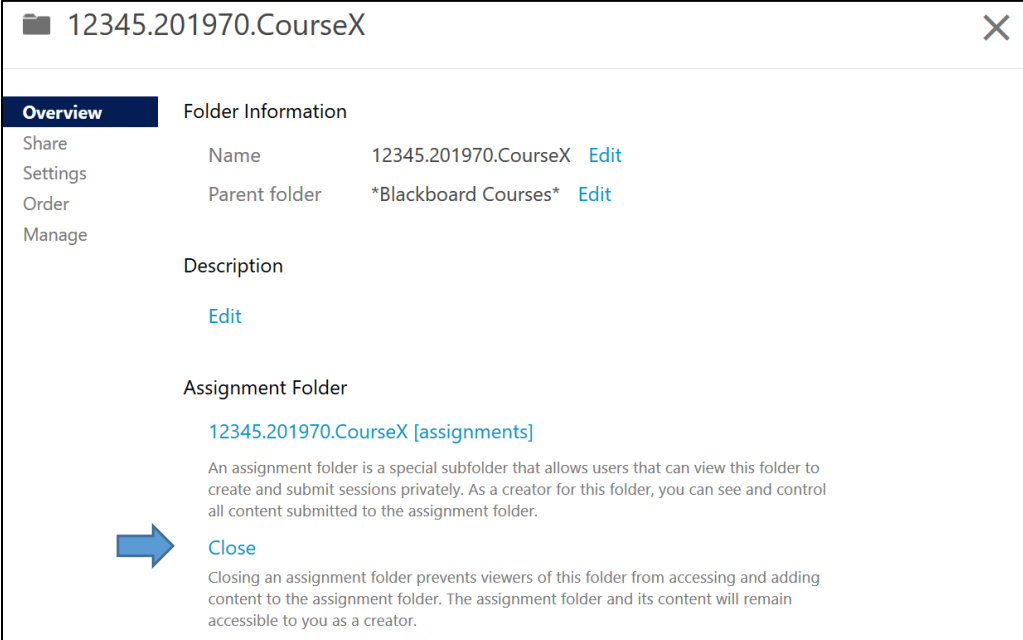
Videos uploaded to the assignment folder cannot be shared outside of the folder (ie: links in a Blackboard discussion post) so if you would like students to see each other's work then check the relevant folder setting.

- 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.



The screenshot shows the 'Overview' page for an assignment folder named '12345.201970.CourseX'. A blue arrow points to the 'Overview' tab in the left-hand navigation menu. The main content area is divided into sections: 'Folder Information' with fields for Name and Parent folder; 'Description' with an 'Edit' link; and 'Assignment Folder' which includes a link to the folder's assignments and a 'Close' button. A second blue arrow points to the 'Close' button. Below the 'Close' button, a text box explains that closing the folder prevents viewers from accessing and adding content, while the creator retains access.

## Other Resources

- Guide for Students: [Using Panopto to Upload Student Work](#)
- [Create an Assignment in Blackboard](#)

## Are your students receiving “Access Denied” errors?

In order for your students to have access to the Assignment folder, they **must** login to Panopto by **clicking the link from your course menu**, at least once in your semester. If they have not done so, they may receive “access denied” errors.

