Enabling Panopto's Assignment Folder

Panopto's "Assignment Folder" enables students the ability to submit videos to their instructors. Video assignments, for example, can consist of video reflections, video presentations, short films, and more.
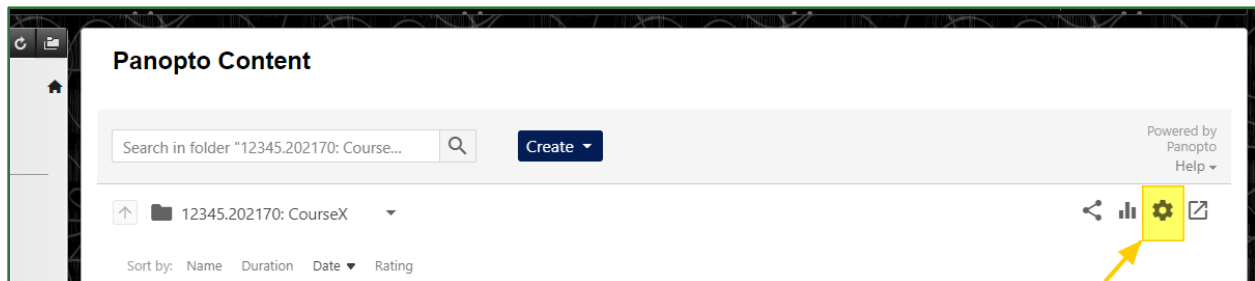
> These instructions require the use of the **Panopto Portal** within Blackboard. Courses created using Humber's Blackboard Template (July 22, 2020 or newer) automatically include the Panopto Portal.

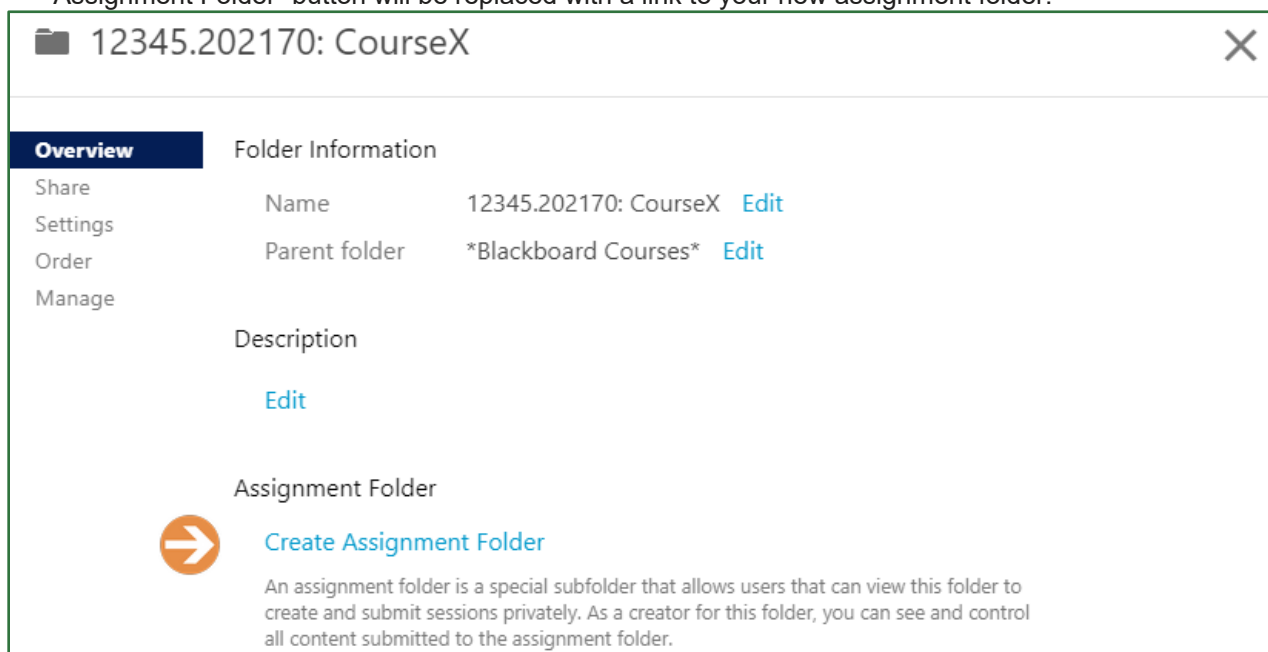**Step A:** Activate Panopto's Assignment Folder

1. Within your Blackboard course, navigate to **Panopto Videos** from within your **Course Sidebar** to launch the Panopto Portal.
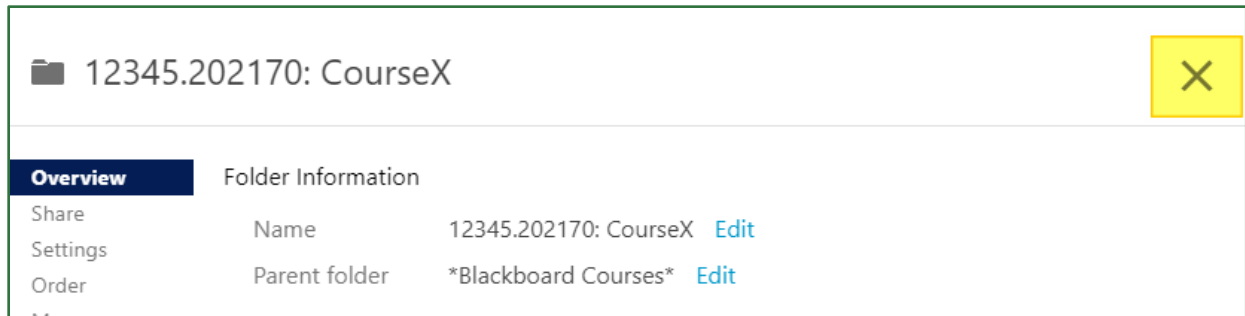
2. Click the **Settings Cog** on the right side of the Panopto Portal

3. Click on **Create Assignment Folder** found at the bottom to create your folder. The "Create Assignment Folder" button will be replaced with a link to your new assignment folder.

4. Click on the **"X" button** to navigate away from the current popup**.**
    Note that your new assignment folder will have [assignments] at the end of its name.

📁 12345.202170: CourseX   ❌

Overview	Folder Information		
Share			
Settings	Name	12345.202170: CourseX	Edit
Order	Parent folder	*Blackboard Courses*	Edit

Your assignment folder has now been created, and is available for your students to find by navigating through the Panopto Portal.

Folder Settings: Note that, by default, your students' videos submissions are hidden from each other. Your assignment folder contains <u>settings which can be changed</u> to suit your preferences.

Step B: Sharing your Assignment Folder within Blackboard

Once per semester, please ensure your students have completed the <u>student work waiver</u> before collecting video assignments.
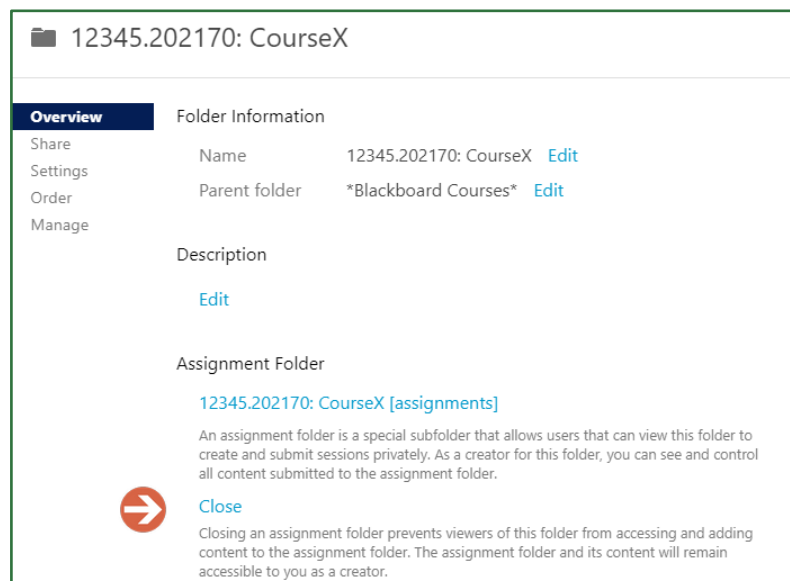
To receive the videos, you can use one of two options:

- **Option 1:** Direct your students to the Assignment Folder within Panopto and Use Grade Center to manually assess the work.
- **Option 2**: Follow our <u>instructions and templates</u> to create a Blackboard Assignment to track submission and grade entry.

Step C: Closing your assignment folder

Once your assignment is completed, you may wish to close the assignment folder to prevent further uploads, and to prevent students from further accessing the files.

To close an assignment folder, **follow steps 1-2 in Step A above**, then click "**Close**" under Assignment Folder.

📁 12345.202170: CourseX

Overview	Folder Information		
Share			
Settings	Name	12345.202170: CourseX	Edit
Order	Parent folder	*Blackboard Courses*	Edit
Manage			

Description

Edit

Assignment Folder

12345.202170: 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.

Resources

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

Troubleshooting

Are your students receiving "Access Denied" errors?

Students **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.