Faculty Tutorial: Create a Panopto Assignment Folder

Purpose: To show instructors how to create a Panopto “Assignments” folder in Blackboard.

When to Use: An Assignments folder is required if students will be recording videos to share with the instructor or each other. These recordings include any combination of the following:

- Videos recorded with Panopto — or other recording software that generates an MP4
- Online presentations where students share their computer screen (with or without sharing their faces)
- Recordings that don’t involve their computer screen

Start by locating the Panopto link in your course menu:
Students will need to see the Panopto link so they can access the Panopto Assignments folder and the recorder, if applicable. If the link has a slashed checkbox to the right of the word ‘Panopto,’ this means students will not be able to see the link.

To show the link to students, hover your cursor over “Panopto.” Select the drop-down arrow that appears. Then, in the menu that opens click “Show Link.”
After clicking the Panopto link, the Panopto Content landing page for the course displays. This page defaults to a course-specific folder. This course folder for Panopto currently contains no videos.

Click the gear icon to display the Folder Settings.
The Panopto Content page for the course folder defaults to the Overview. Click ‘Create Assignment Folder’ to create a folder to which students will save or upload their assigned recordings.
The **default** naming convention of the assignment folder is in this format:

YearTerm-Dept-Course#-CRN: Course Name [assignments]

Because the [assignments] identifier is at the end of the folder name, it can be difficult to locate quickly the assignments folder, especially from a mobile device. Therefore, we recommend changing the folder name so it starts with "[Assignments]".

Click the assignment folder, the one with a red dot.
Click the gear icon to display the Folder Settings.

The Panopto Content page for the assignments folder defaults to the Overview. This page includes the name of the Parent Folder, as well as the name of the [assignments] folder. Click Edit to change the name of the assignments folder.
Type the new assignments folder name in this format:

[Assignments] 202020-ABC-123-#####: Course Name.

Click Save.

The new assignment folder name displays on the Overview screen.
Finally, click **Settings** for the assignments folder to check the permissions:

- Check the box next to **“Allow viewers to see each other’s sessions.”**
  - This ensures students and instructor have the correct permissions to view any recording that has been uploaded to the assignments folder.
- Leave the Downloads setting as is ("Use site default").

Congratulations! You now know how to create a Panopto assignments folder.

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