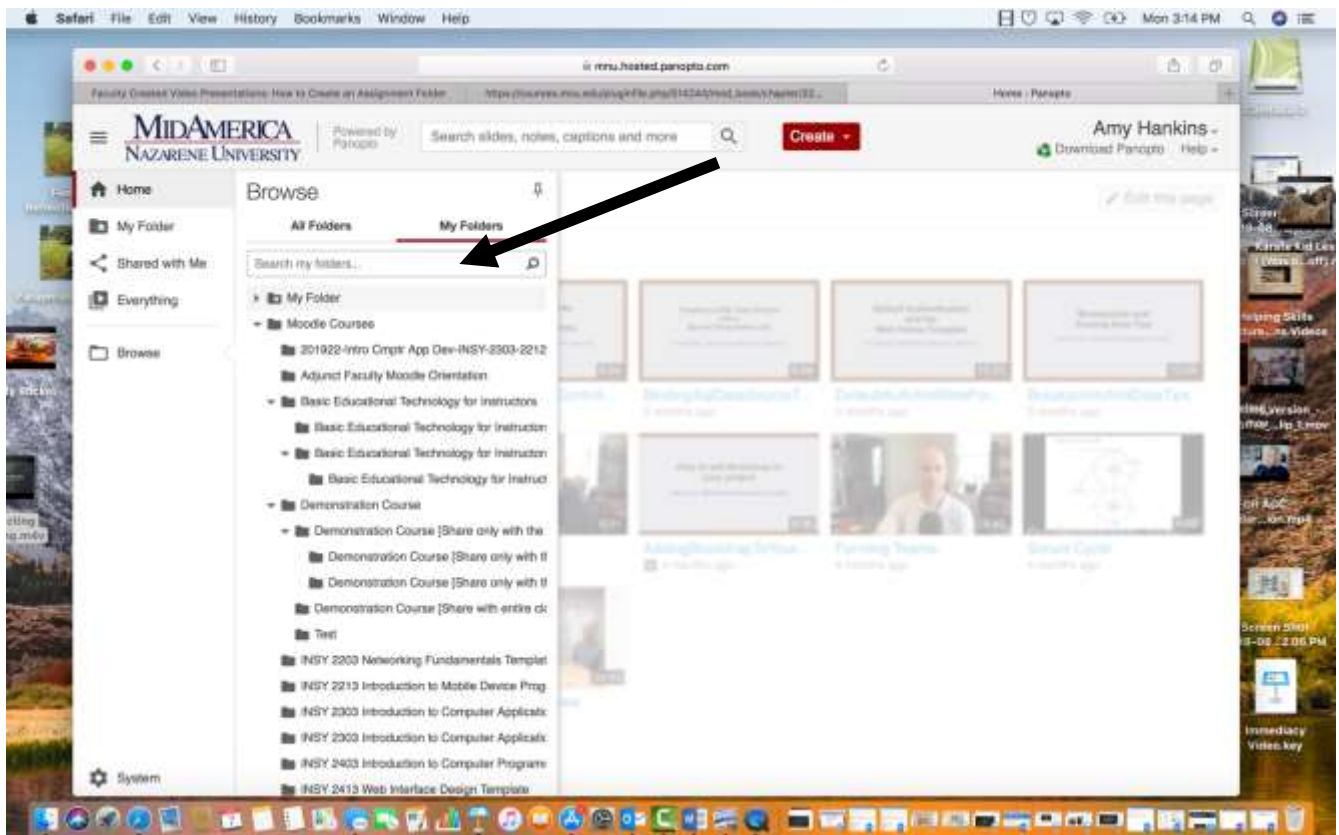


Creating Assignment Folders in Panopto (for a Mac)

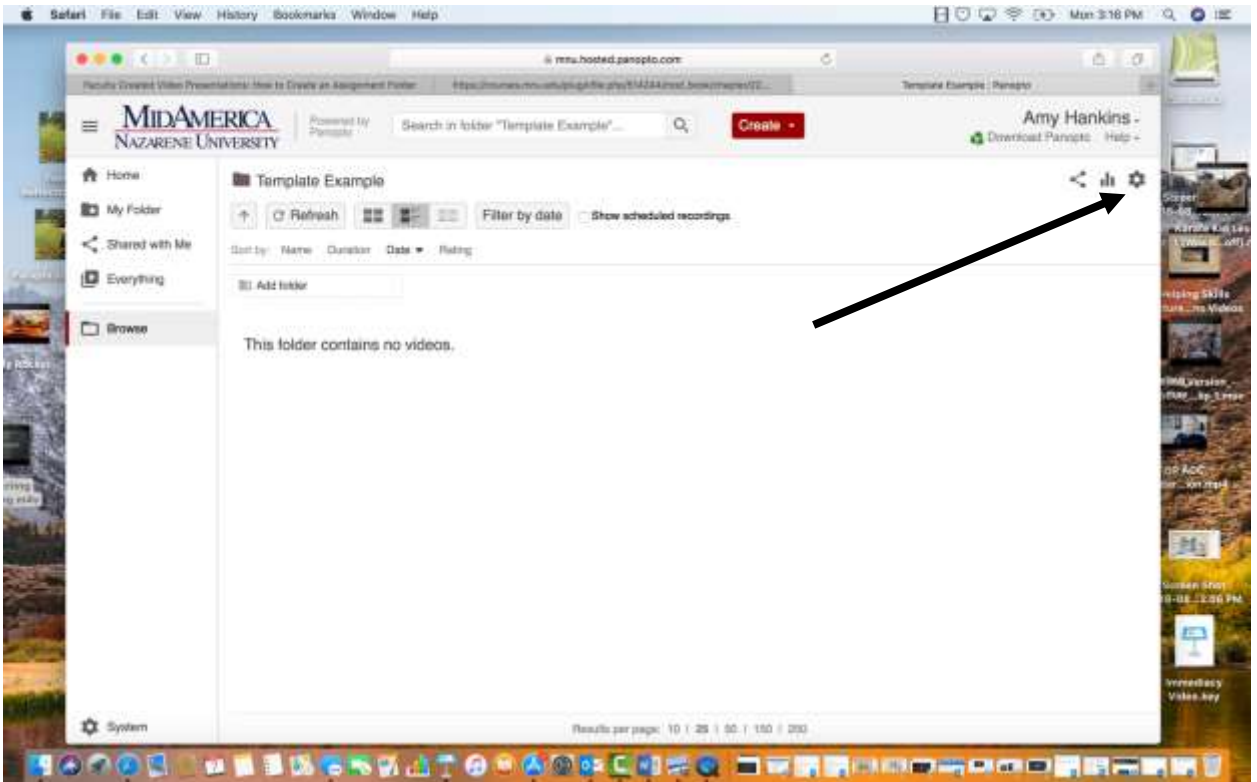
When assigning student presentations, either as a forum or submitted assignment, a course instructor will need to create an assignment folder within Panopto. Creating an assignment folder allows students the ability to record and submit content to a specific course in Moodle. The assignment folder is not linked to the Moodle course gradebook, rather it allows students to create and share content, as well as allows the instructor to determine permissions for viewing work.

To create an assignment folder:

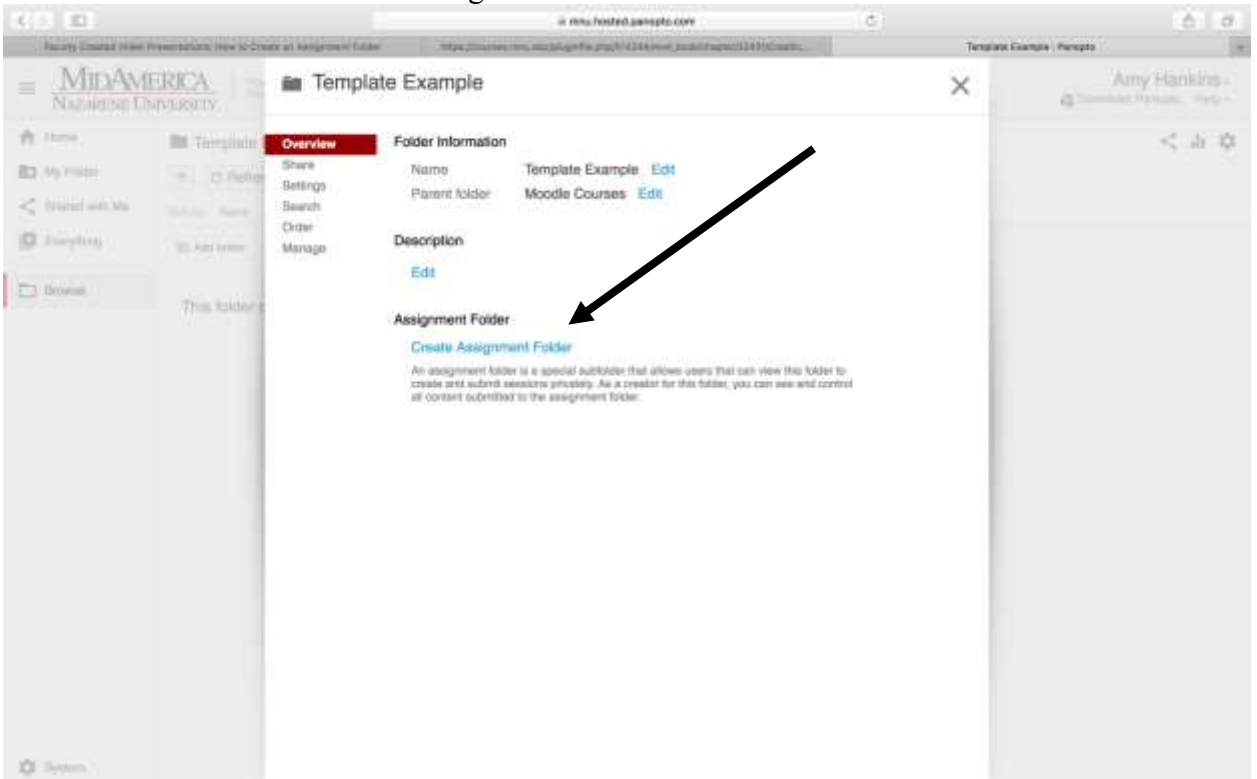
1. From your browser type: media.mnu.edu
2. Select “Sign in using MNU-Moodle”
3. Once logged in, the Panopto Web Management Interface will appear. Select the course you need to create an assignment folder for in the “My Folders” tab in the Browse menu, in the left navigation bar. You can either select the course by browsing through the folders, or you can type the course in the search box provided.



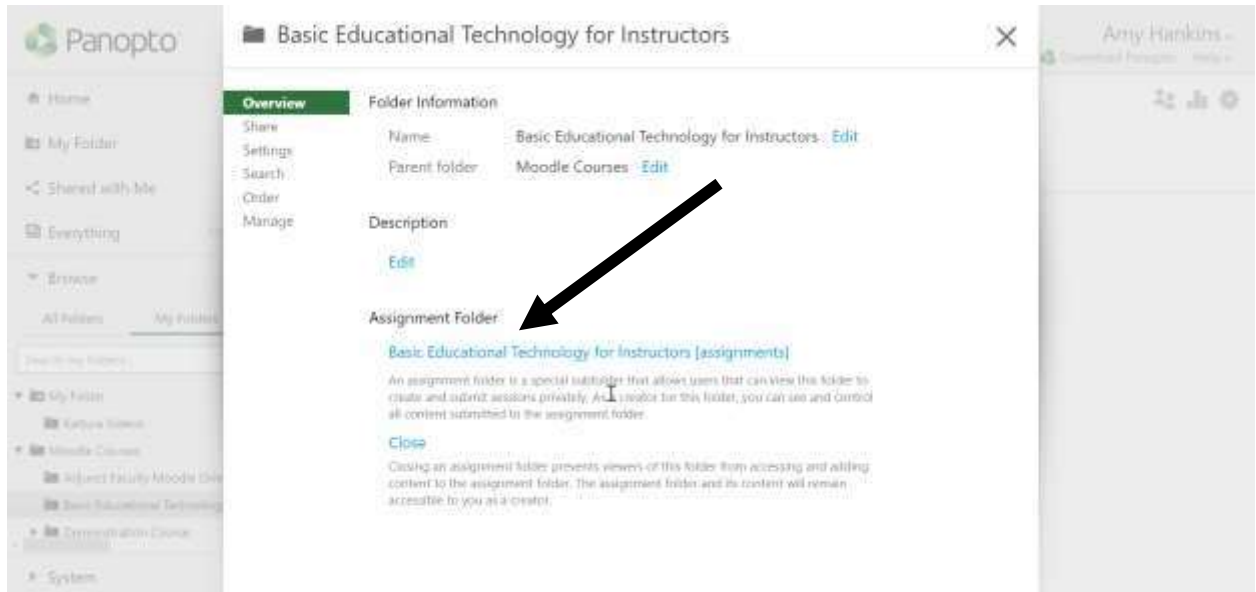
4. Once you have selected the course folder, select the “Folder Settings” cogwheel in the top, right corner of your screen:



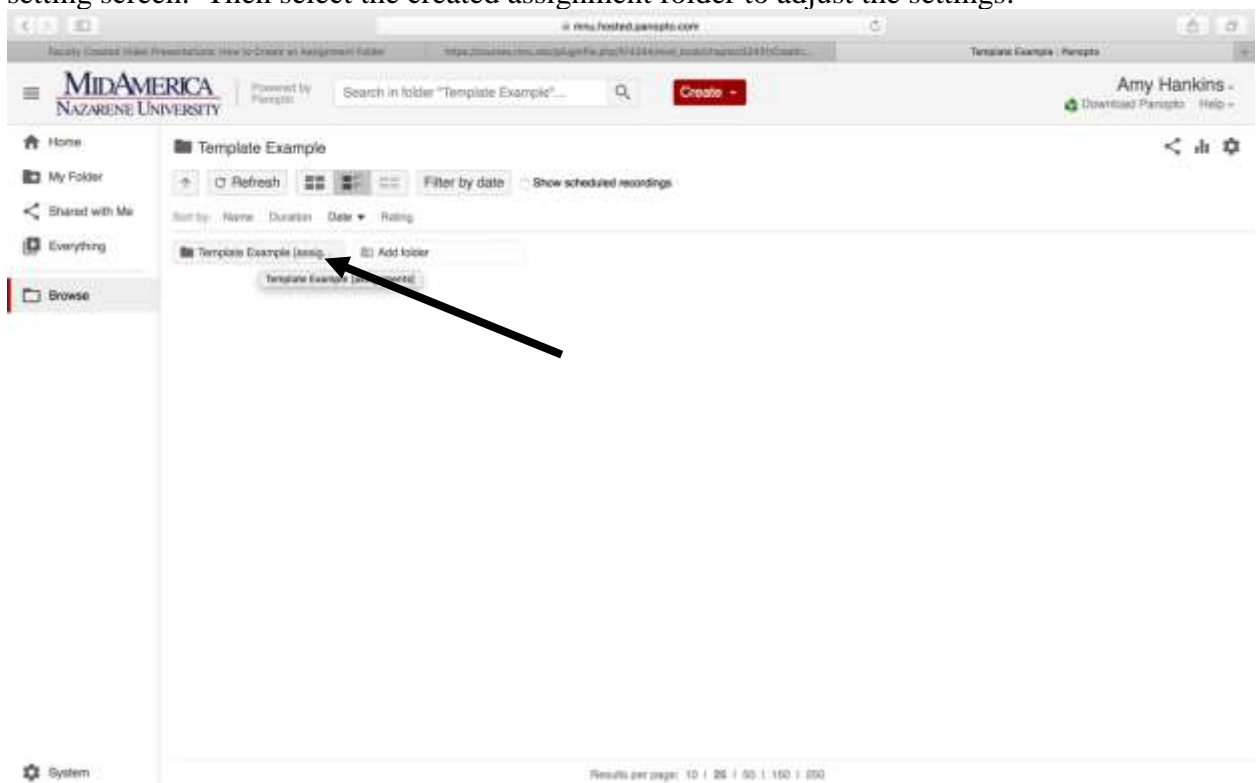
5. You will then select “Create an Assignment Folder”



6. The screen will refresh with a newly created assignment folder. Click on the assignment folder.



7. Now that the assignment folder is created, click the “x” in the top, right corner to exit the setting screen. Then select the created assignment folder to adjust the settings:



8. Then select “Settings” to adjust visibility and permissions for work uploaded to the folder:

The screenshot shows the Panopto interface for a folder titled "Basic Educational Technology for Instructors [Share with the entire class assignments]". The left sidebar contains navigation options: Home, My Folder, Shared with Me, Everything, Browse, All Folders, and My Folders. The "My Folders" section is expanded, showing "Basic Educational Technology for Instructors" selected. The main content area is divided into sections: Overview, Share, Settings (highlighted with a red arrow), Search, Order, and Manage. The "Settings" section includes three checkboxes: "Allow viewers to see each other's sessions" (checked, with a red arrow pointing to it), "Allow viewers to make notes public" (checked), and "Email users when sessions are ready to view" (unchecked). Below this is the "Downloads" section, where "Download enabled" is checked and the "Download" dropdown is set to "Use site default (No one)". The "Availability" section contains explanatory text and a "Sessions become available" section with radio button options: "when approved by a publisher" (unchecked), "immediately" (checked), and "never (unless set on the session)" (unchecked). A "starting on" field is set to "10/26/2018 12:57pm" in Central Time (US & Canada).