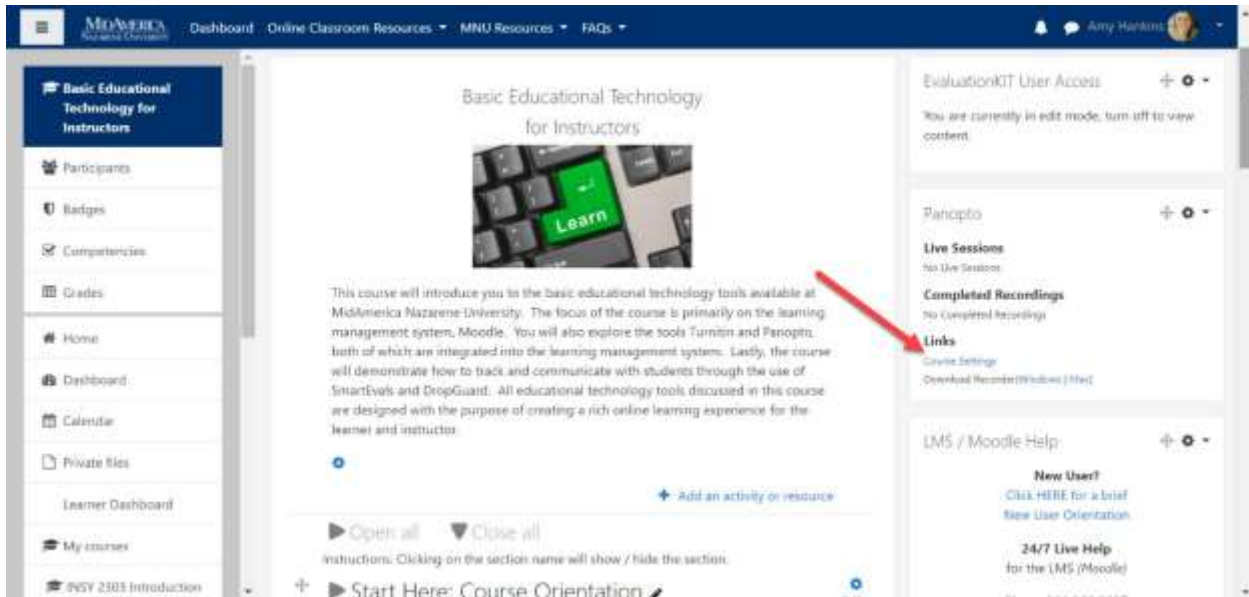


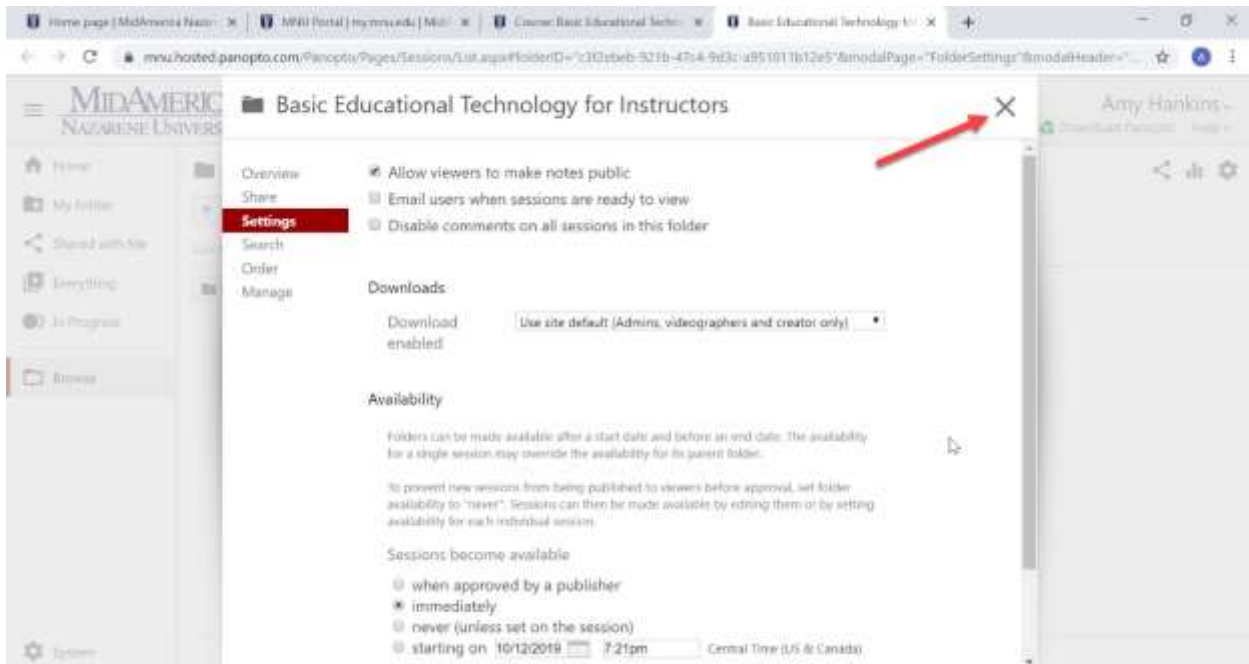
How to Create an Assignment Folder in Panopto

In order for students to create Panopto videos, as well as view peer videos, faculty must create an Assignment Folder within Panopto. The following guide details the steps faculty must take to create Assignment Folders in Panopto.

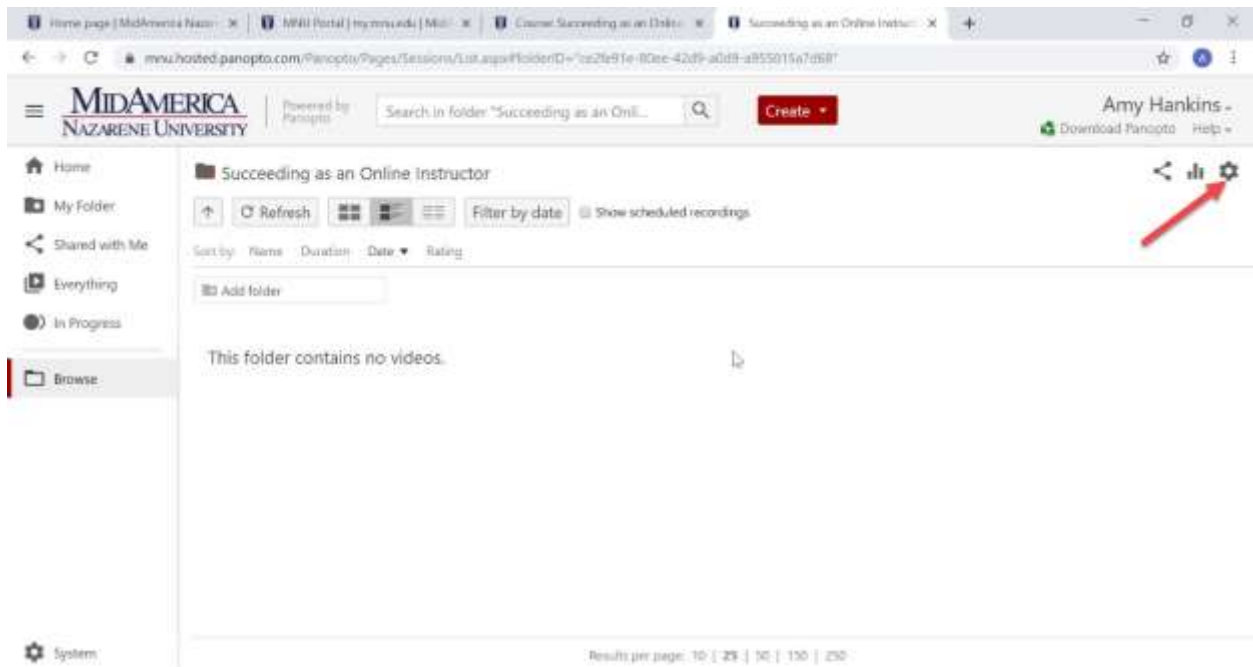
1. In your Moodle course, locate the Panopto block in the right column and select “Course Settings”:



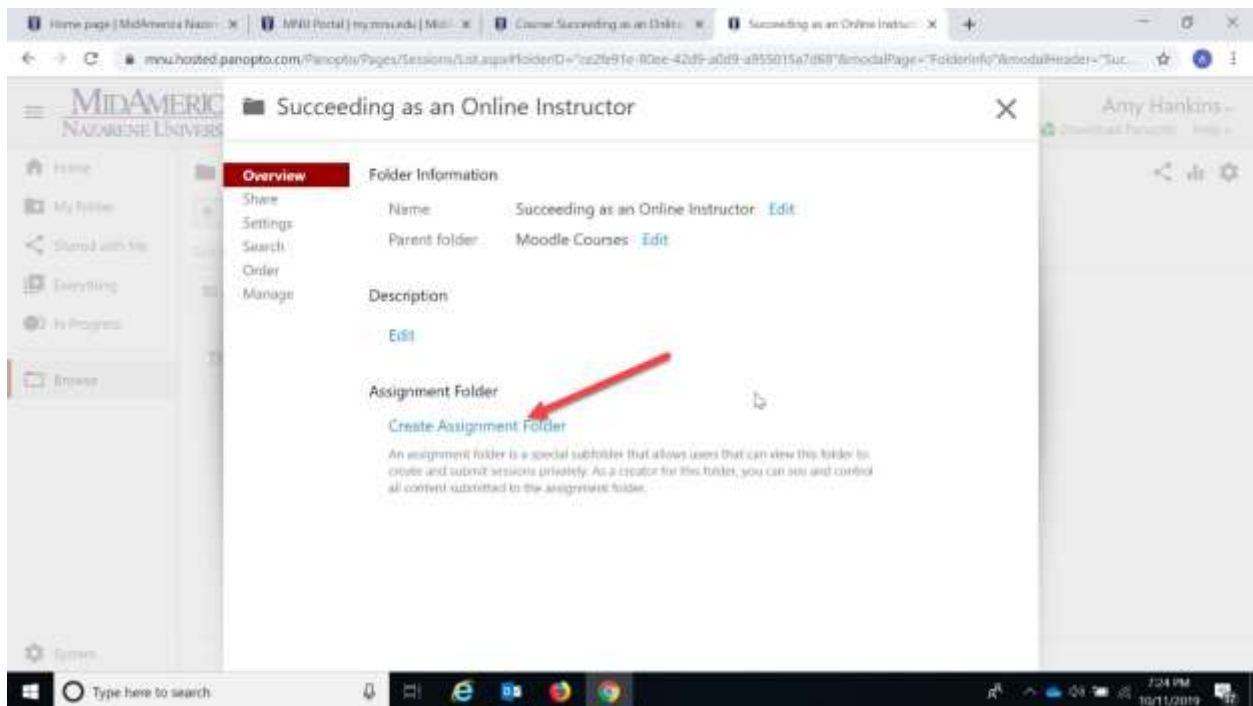
2. Panopto will automatically load, and you will want to exit out of the first screen that appears by selecting the “X” in the top, right corner:



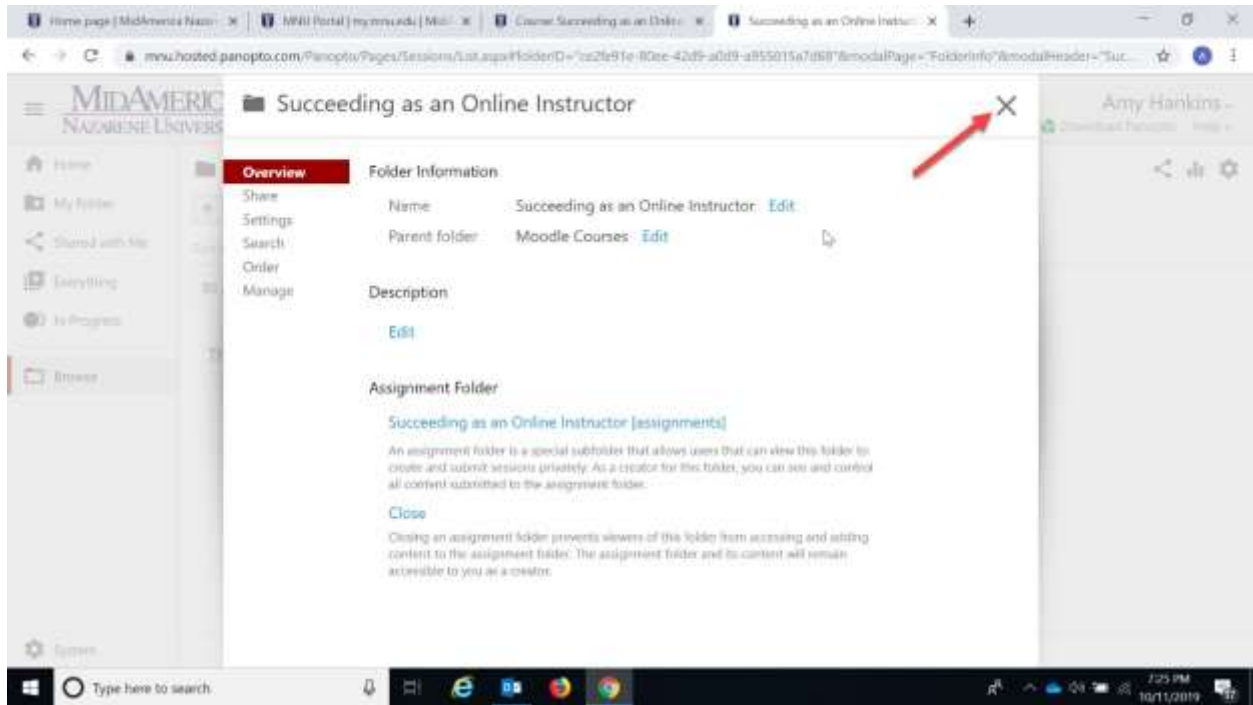
3. Select the “Edit” cogwheel in the top, right corner of the course folder:



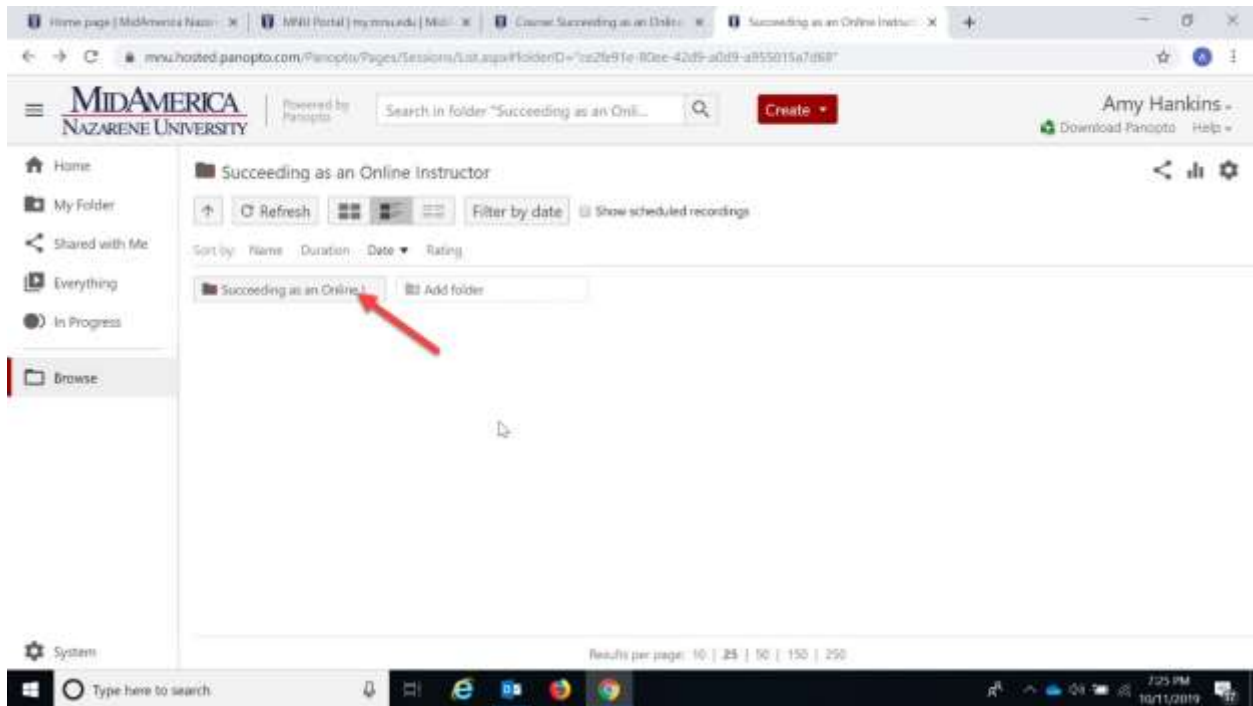
4. Select “Create Assignment Folder”:



5. Exit out of the settings by selecting the “X” in the top, right corner:



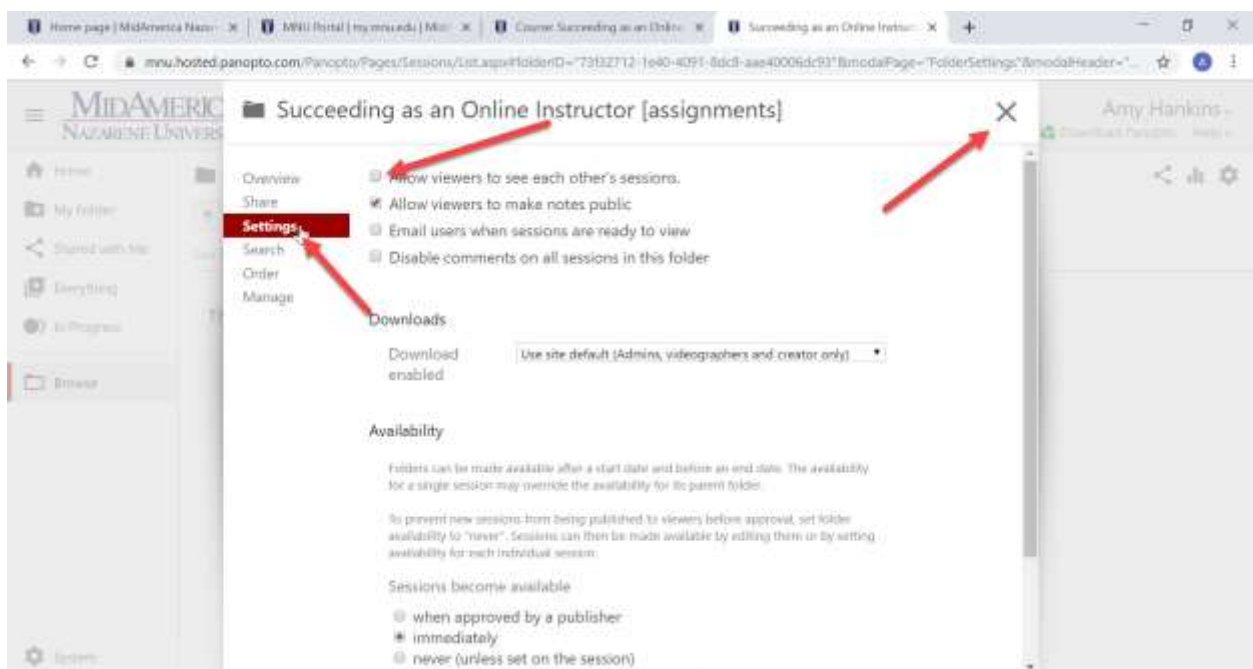
6. Select the assignment folder you just created by clicking on the folder:



7. Select the "Edit" cogwheel to make changes to the folder settings:



8. In the “Settings” check the first box to ensure videos can be seen by both you and students when posted in the course and click the “X” to exit:



9. Your assignment folder is now created; you can exit out of Panopto.