How to Setup a Panopto Assignment Folder (or Drop Box)
for Student Recording

Before a student can record using Panopto, the instructor must setup an Assignment Folder. You will use the Assignment Folder to store your student recording.

1. Go to your Blackboard course.
2. Click on the Panopto Content link in the Tools Menu on the Left Hand Side of the screen.
3. Click on the Folder Setting button (it looks a gear) to go to the Panopto Library.
4. Click on the **Create Assignment Folder** link at the bottom (If you do not see this button, click Overview on the left hand side navigation bar.

5. Then your course name (e.g. CIS-3345-0-12211-201710: ADVANCED COMPUTER METHODOLOGY) and follows with [assignment] will be displayed
6. Click on the X button to close the window. Now all students in your class can record using Panopto.