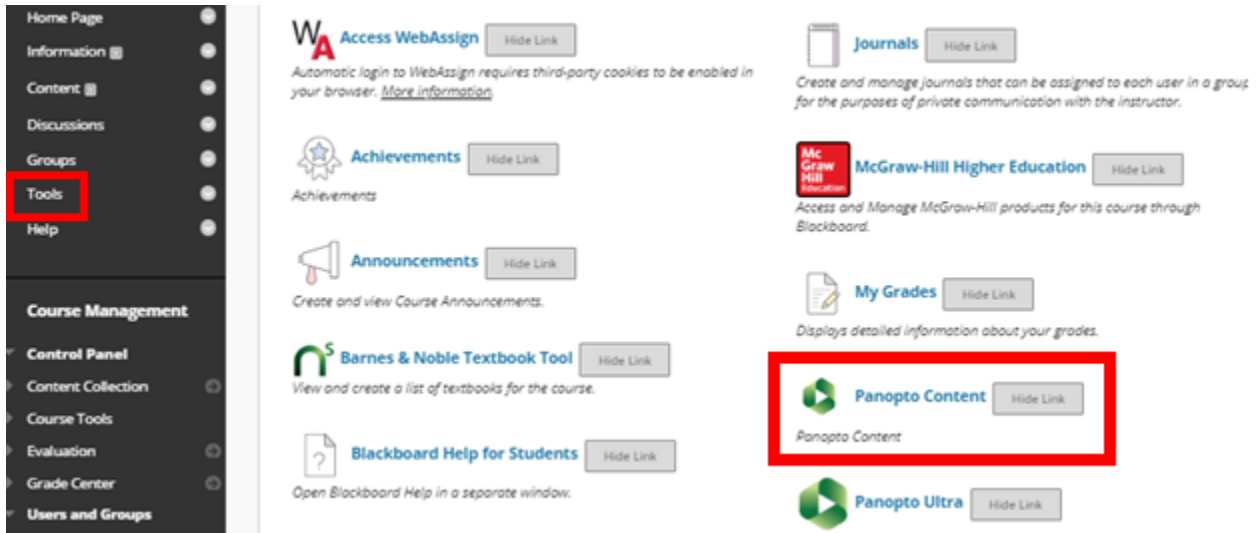


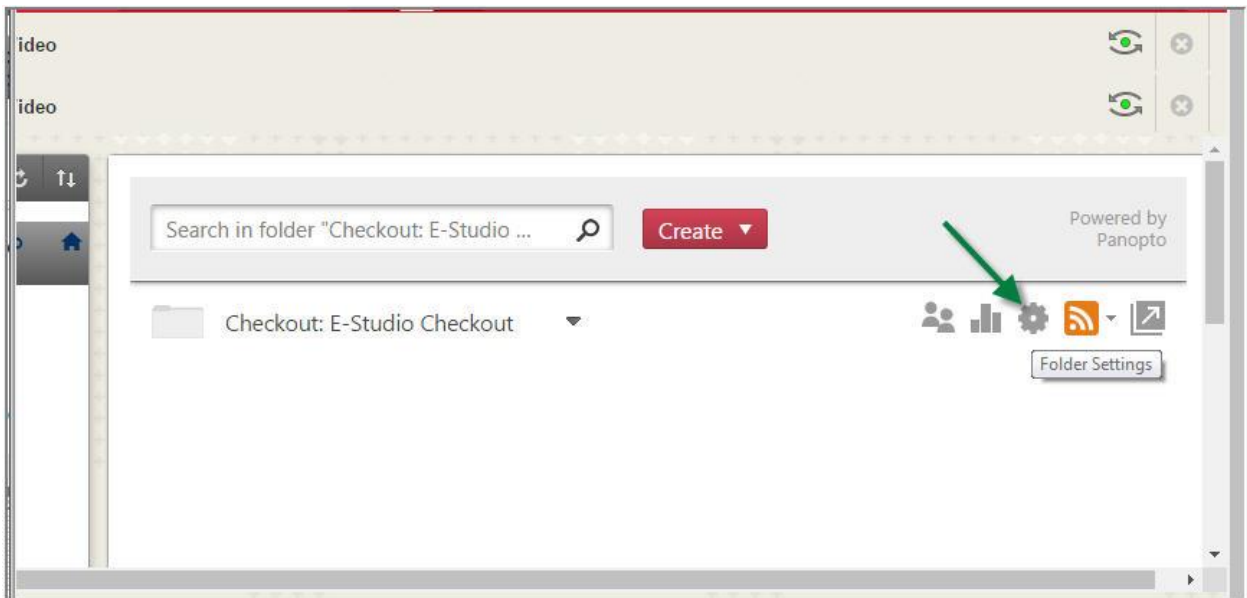
How to Setup a Panopto Assignment Folder (or Drop Box) for Student Recording

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

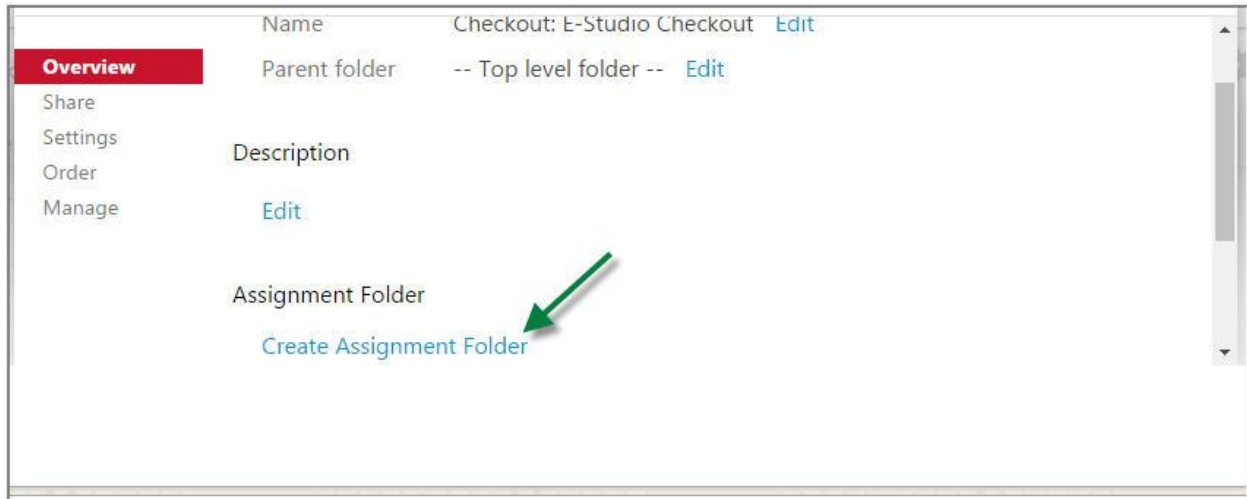
1. Go to your Blackboard course.
2. Click on the **Panopto Content** link in the **Tools Menu** on the Left Hand Side of the screen.



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.

CIS-3345-0-11372-201710: ADVANCED COMPUTER METHODOLOGY

Overview

Share
Settings
Order
Manage

Folder Information

Name	CIS-3345-0-11372-201710: ADVANCED COMPUTER METHODOLOGY	Edit
Parent folder	-- Top level folder --	Edit

Description

[Edit](#)

Assignment Folder

[CIS-3345-0-11372-201710: ADVANCED COMPUTER METHODOLOGY \[assignments\]](#) [Delete](#)

An assignment folder is a subfolder that shares its user list with its parent folder, but gives