1. After logging in to D2L and selecting the correct course, select the module that contains the link for Panopto Recordings. Click the “Panopto Recordings” link.

Note: If you have not yet created a link for Panopto Recordings, follow the directions in the Panopto QuickGuide: Adding Panopto to a Course. The final two options, “Anyone with the link” and “Public on the web” allow universal access and are NOT recommended.

2. Click on the “Settings: icon (gear shaped) on the right side of the screen.
3. In the new window, click “Create Assignment Folder”.

4. The assignments folder will automatically appear. Notice the name of the folder is the name of the course folder with followed by [assignments]. Close the window.
5. There is now a subfolder, the assignments folder. This is where you will find student recordings and where students will go to create and submit recordings.

Click to access the assignments folder.

Students click "create" to record and submit.

Student recordings will be listed here.