



Creating a Panopto Assignment Folder

Learn how to create a Panopto recordings assignment folder in your D2L course shell. An assignment folder is a special subfolder that allows users to create and submit recordings privately. Students can record and submit to the course assignment folder. As the creator of the folder, the instructor can view and control all content submitted to the folder.

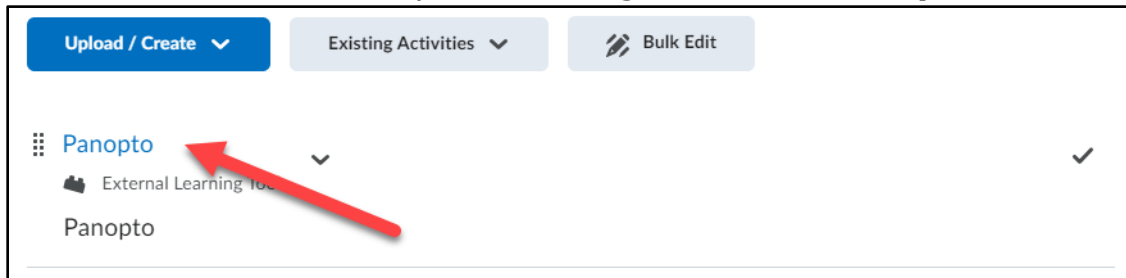
Note: If you copy a course to use for another section or another semester, you still need to set up your Panopto recordings and Assignment Folder(s) each time.

Tutorial Video

[How to Create a Panopto Assignment Folder](#)

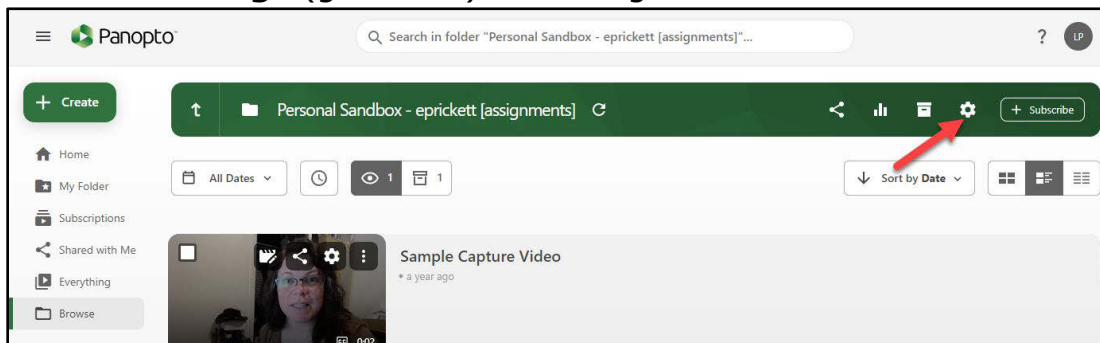
Create an Assignment Submission Folder

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

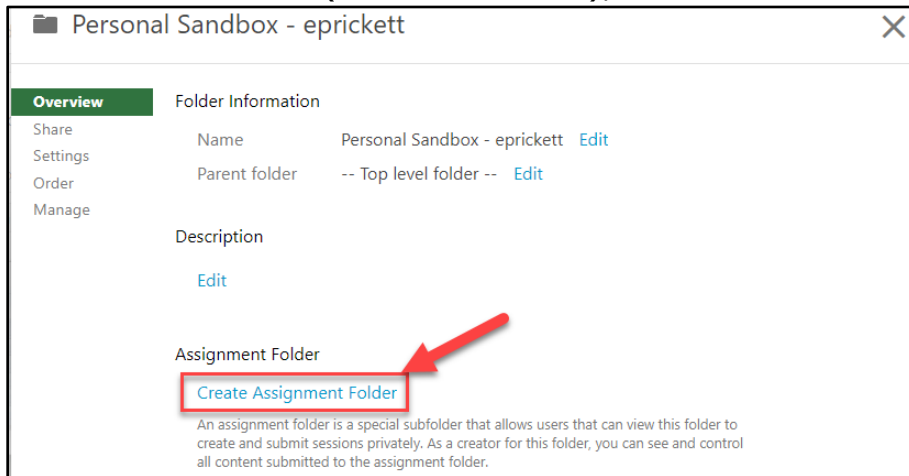


Note: If you have not yet created a link for Panopto Recordings, follow the directions in the Panopto QuickGuide: [Adding Panopto to a course shell](#).

2. Click on **Settings** (gear icon) on the right side of the screen.



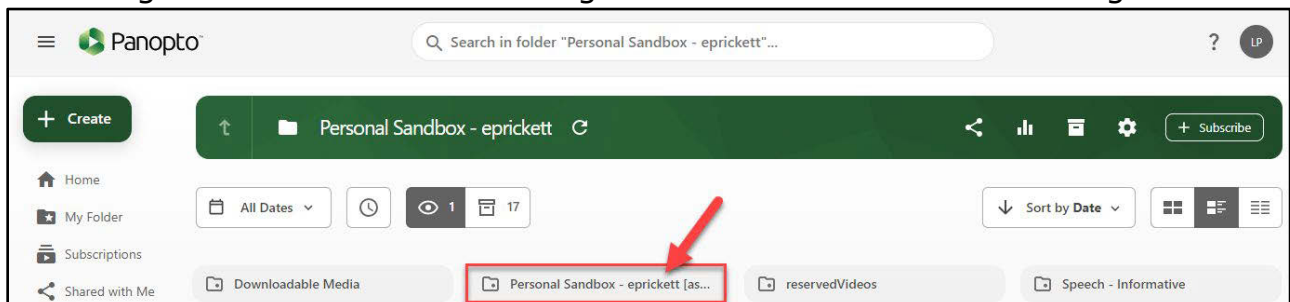
3. In the new window (**Overview** area), click **Create Assignment Folder**.



4. The **Assignments Folder** will automatically appear. Notice the name of the folder is the name of the course folder 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.



6. When students access the folder, they will click **Create** to record and submit their recordings.

