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.

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 **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.