

# Creating Student Assignment Folders

2018

School of  
**Contemporary Teaching  
& Learning**

*St. Lawrence College*

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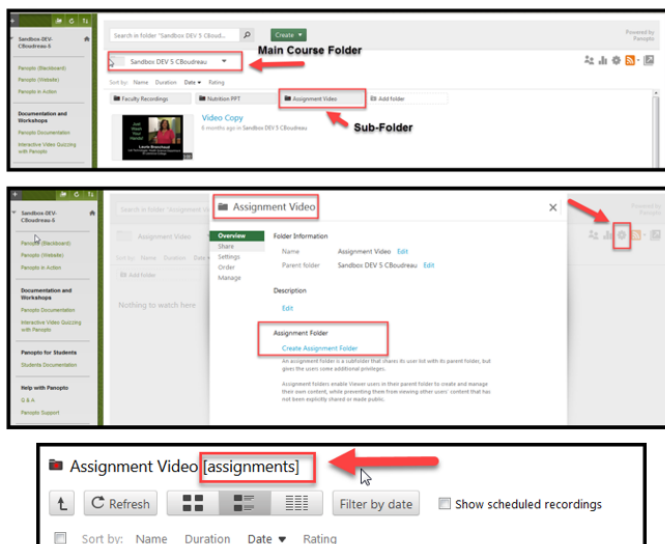
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# Creating Student Assignment Folders

## Creating Assignments Folders

In order for students to upload videos to Panopto, faculty members must create an Assignment Folder. Follow these steps to create an Assignment Folder.

1. Click on the Panopto Link in the course menu.
2. From the Main Course Folder, click on the Add Folder button to create a sub-folder. Give it a name (e.g., Assignment Video). Bring up the folder by clicking on it. The name will appear at the top. This is not yet an Assignment folder.
3. Click on the gear icon at the top right corner.
4. Click Create Assignment Folder. When you see the word Assignment in brackets, you know you have a proper assignment folder. Each sub-folder can only contain ONE assignment folder.



It's highly recommended that you start the name of your assignment folder with the course code (e.g., COMM10 – Assignment).

## Allowing Students to View Other Students' Video

By default, students will be unable to see each other's submission. The can be changed by doing the following:

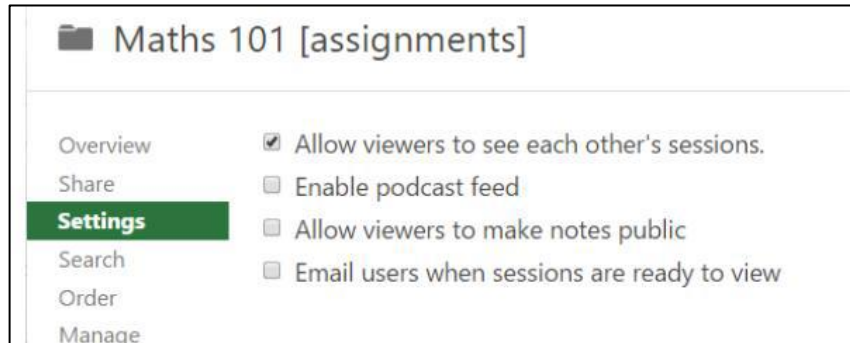


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1. Go to the Settings in the assignment folder
2. Check the box Allow viewers to see each other's sessions



## Related Documents

- Managing Sharing and Permissions
- Panopto and Blackboard Course Copy

