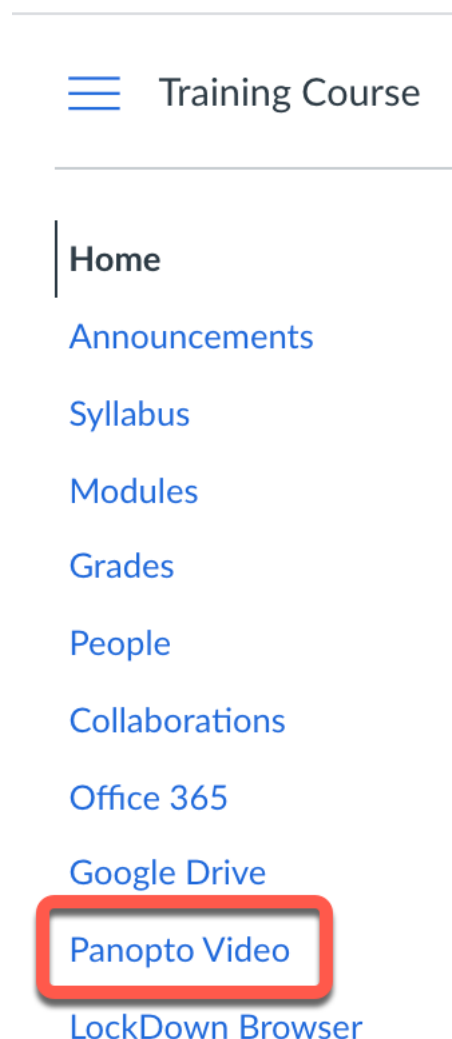


Creating an Assignment Folder

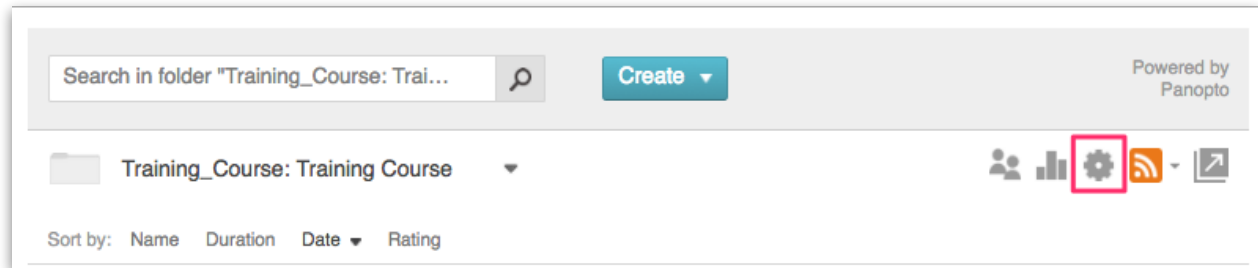
By design, students do not have the ability to create or upload videos to a Canvas course. If you wish to give your students that ability, you first need to create an **Assignment Folder**.

An **Assignment Folder** is a subfolder of your main course folder, that will allow students to create or upload videos to it. The videos are treated as an assignment so only you and the student can see the video. *Students will not be able to see other student video submissions unless sharing permissions on the video itself is changed.*

Log into your course and click on Panopto Video from the Course menu on the left

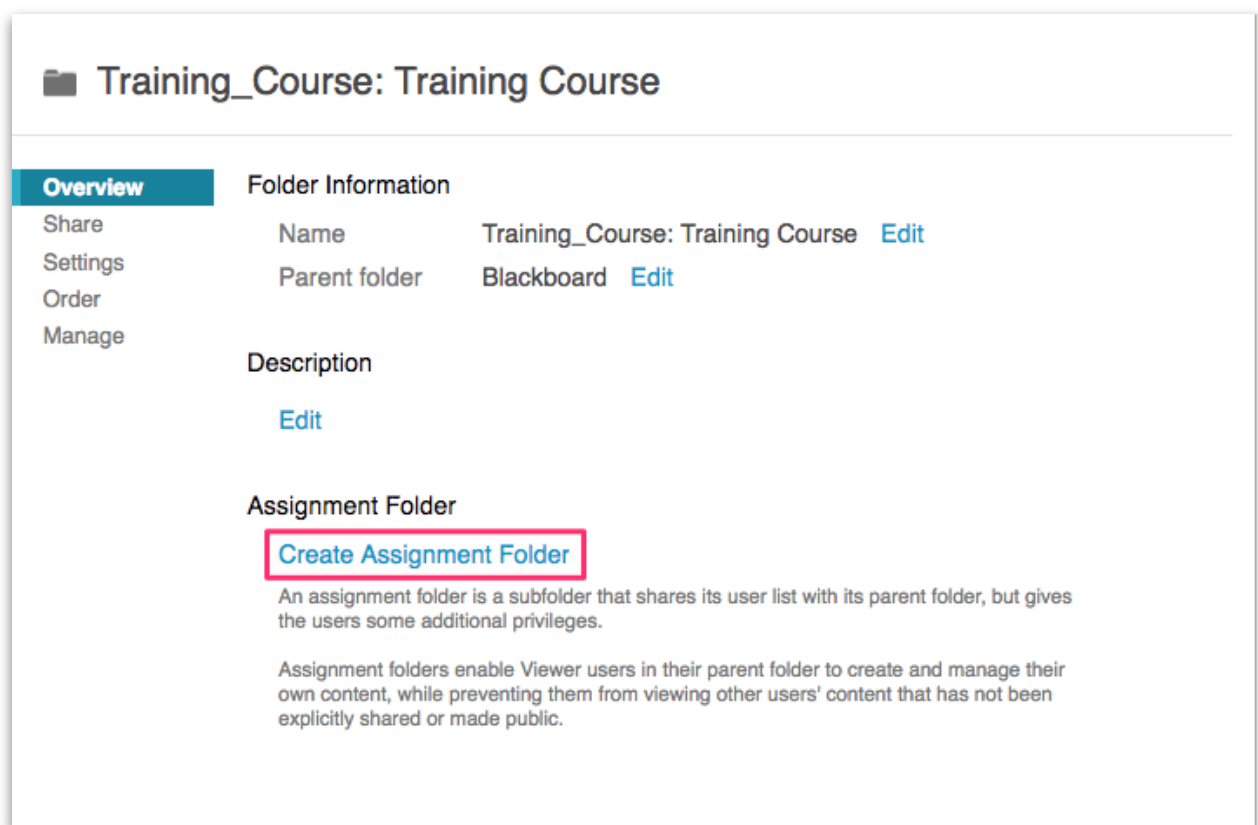


1. Click the **settings button**



The screenshot shows the top navigation bar of the Blackboard interface. On the left, there is a search bar with the text "Search in folder 'Training_Course: Trai..." and a magnifying glass icon. To the right of the search bar is a blue "Create" button with a dropdown arrow. Further right, it says "Powered by Panopto". Below the search bar, there is a folder icon and the text "Training_Course: Training Course" with a dropdown arrow. To the right of this are several icons: a group of people, a bar chart, a gear (the settings button, which is highlighted with a red box), an RSS feed icon, and a share icon. At the bottom left, there is a "Sort by:" menu with options: Name, Duration, Date (with a dropdown arrow), and Rating.

2. Click **Create Assignment Folder**



The screenshot shows the "Training_Course: Training Course" page. At the top, there is a folder icon and the text "Training_Course: Training Course". Below this is a navigation menu with the following items: Overview (highlighted in a dark blue bar), Share, Settings, Order, and Manage. To the right of the navigation menu is the "Folder Information" section, which contains a table with the following data:

Folder Information	
Name	Training_Course: Training Course Edit
Parent folder	Blackboard Edit

Below the "Folder Information" section is the "Description" section, which contains an "Edit" link. At the bottom of the page is the "Assignment Folder" section, which contains a blue button labeled "Create Assignment Folder" (highlighted with a red box). Below this button is a paragraph of text: "An assignment folder is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges." and another paragraph: "Assignment folders enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public."

3. A **new subfolder** is created. The subfolder name is the same as the course folder name with [assignments] added on the end.

Training_Course: Training Course

Overview | Folder Information

Share | Name: Training_Course: Training Course [Edit](#)

Settings | Parent folder: Blackboard [Edit](#)

Order

Manage

Description

[Edit](#)

Assignment Folder

Training_Course: Training Course [assignments] [Delete](#)

An assignment folder is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges.

Assignment folders enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.

4. The new folder will now appear in your main Panopto course area and will give students the ability to **create or upload videos** to it

Search in folder "Training_Course: Trai..." [Create](#) Powered by Panopto

Training_Course: Training Course [Add folder](#)

Sort by: Name Duration Date Rating

Training_Course: Trainin... [Add folder](#)

Nothing to watch here