

Creating Panopto Assignment Folders in Desire2Learn

(for students to record private videos)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

1. Create a **new module** in your course, e.g. "Presentation 1 Recordings"
2. Select **External Learning Tools** from the dropdown

The screenshot shows the Desire2Learn interface for a course titled "BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (F...". The navigation bar includes "Course Home", "Content", "Discussions", "Dropbox", "Quizzes", "Grades", "Class Progress", "Classlist", and "Resources".

The left sidebar contains a search box labeled "Search Topics" and a menu with the following items:

- Overview
- Bookmarks
- Course Schedule (1)
- Table of Contents (45)

The main content area is titled "Presentation 1 Recordings" with a dropdown arrow. Below the title are two text input fields: "Add dates and restrictions..." and "Add a description...".

Below the input fields are three buttons:

- New** (blue button with a dropdown arrow)
- Add Existing Activities (light blue button with a dropdown arrow)
- Bulk Edit (light blue button with a pencil icon)

At the bottom, there is a dashed box containing the text: "Drag and drop files here to create and update".

3. Choose the **Panopto Recordings** external learning tool

BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (F...     BS Bri

Home Co
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Overview
Bookmarks
Course Schedule
of Contents
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Add Activity



LTI Link ▲	LTI Advantage Deployment
Bookstore - Follett Discover to access course materials	
Link2Zoom	
LockDown Browser Dashboard	
Panopto Recordings	

< 1 / 1 > 200 per page ▼

[Create New LTI Link](#)

[Manage External Learning Tools](#)

4. Click on the newly created **Panopto Recordings** link

🏠 BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (F...   

[Course Home](#) [Content](#) [Discussions](#) [Dropbox](#) [Quizzes](#) [Grades](#) [Class Progress](#) [Classlist](#) [Re](#)



-  Overview
-  Bookmarks
-  Course Schedule 1
-  Table of Contents 45
-  MyITLab 3

Presentation 1 Recordings

Add dates and restrictions...

Add a description...

[New !\[\]\(e8d9a93ec20b03a87f87656d82b1d87f_img.jpg\)](#) [Add Existing Activities !\[\]\(26f705032f9bfc35af8f50827c41fe0d_img.jpg\)](#) [Bulk Edit !\[\]\(cb65566174cc9295803440b3dcf14f8e_img.jpg\)](#)

-  [Panopto Recordings](#) 
 -  External Learning Tool

5. You should see a folder with the name of the section of the course. To the right of that folder, click the **gear icon**.

Panopto Recordings



Search in folder "2018_Fall - BUS 140-5..." 

Create 

 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) 



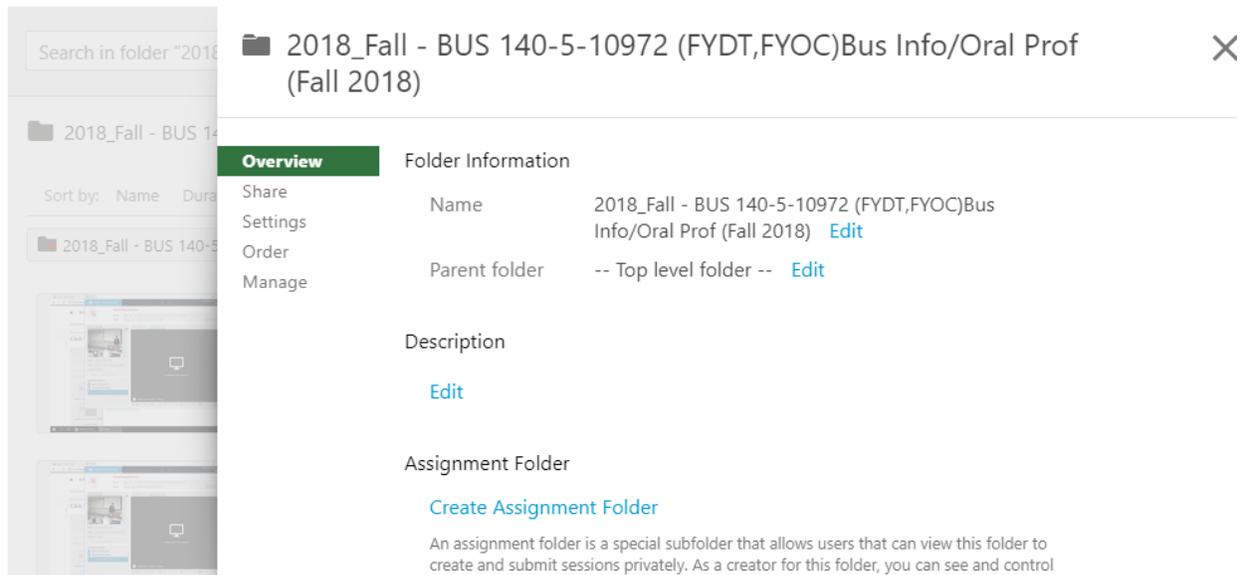
Sort by: [Name](#) [Duration](#) [Date](#)  [Rating](#)

 2018_Fall - BUS 140-5-109...

 Add folder

6. Click **Overview**, then click **Create Assignment Folder**

Panopto Recordings ▾



Search in folder "2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018)"

2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) X

Sort by: Name Duration

2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018)

Overview Folder Information

Share Name 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) [Edit](#)

Settings Info/Oral Prof (Fall 2018) [Edit](#)

Order Parent folder -- Top level folder -- [Edit](#)

Manage

Description

[Edit](#)

Assignment Folder

[Create Assignment Folder](#)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control

Assignment Folder

[2018_Fall - BUS 140-5-10972 \(FYDT,FYOC\)Bus Info/Oral Prof \(Fall 2018\) \[assignments\]](#)

An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

!! DO NOT CLICK CLOSE !!

Instead, click the X in the upper right-hand corner.

At this point, students will see the following when they go to the module and the Panopto recordings. Instruct them to click the drop down next to the folder with the course name.

🏠 BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2... 📄 📧 💬 🔔

[Course Home](#) [Content](#) [Discussions](#) [Dropbox](#) [Quizzes](#) [Grades](#) [Class Progress](#) [Classlist](#) [Resources](#) ▾

[Table of Contents](#) > [Week 9 : \(Oct. 22\)](#) > [Presentation 1 Recordings](#) > Panopto Recordings

Panopto Recordings ▾ 🔖

🔍 Create ▾

📁 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) ▾



After they click the dropdown, they will see a subfolder with the folder name and [Assignments] appended to it. If they choose that folder, they will have access to record to that folder by clicking **Create** and then **Record New Session**.

Panopto Recordings

Search in folder "2018_Fall - BUS 140-5-..."

Create

Choose a folder or start typing to search

- Everything
- Quick access
- 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018)
- All folders
 - 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018)
 - 2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) [assignments]
 - aulisiog2_test_course

Panopto Recordings

Search in folder "2018_Fall - BUS 140-5-..."

Create

2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/Oral Prof (Fall 2018) [assignments]

Sort by: Name Duration Date Rating

This folder contains no videos.

Panopto Recordings ▾



[Create ▾](#)

 **Record a new session**
Record from your Mac or Windows PC

 **Upload media**
Create new sessions by uploading video or audio

2018_Fall - BUS 140-5-10972 (FYDT,FYOC)Bus Info/O

Sort by: [Name](#) [Duration](#) [Date](#) ▾ [Rating](#)

This folder contains no videos.

After selecting **Record a New Session** each student will be asked to download/install the Panopto Recorder. This should happen without much intervention from the student. After installation completes, they can follow the standard instructions for recording videos.