How to Create a Panopto Assignment Folder for Students in Blackboard

After integrating Panopto in your Blackboard course, you can easily create an assignment folder so that your students can record and upload their videos in your Blackboard course. An assignment folder is a special subfolder that allows users with viewing permission to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

To create a Panopto assignment folder, follow the steps below:

1- Log into Blackboard (https://ku.blackboard.com/) with your KU username and password.
2- Click and go into the Blackboard course to which you wish to add a Panopto assignment folder.
3- Click the Panopto link on the course menu you have already created. Then you will see the Panopto interface in your Blackboard course. Click the Folder Settings icon.
4- A new pop-up window will appear. From the Overview tab in the left sidebar menu, click Create Assignment Folder.

5- After clicking the Create Assignment Folder, you will see the screen below. The assignment folder has been created. To exit, click the X icon at the top right side of the screen.
6- The folder now appears on the screen. You can edit the name and description of the folder, if you wish. To do so, click the folder.

7- After opening the folder, click the **Folder Settings** icon.

This folder contains no videos.

8- Click **Edit** to edit the folder name and description.
9- Type the name and description of the folder. Then click Save, and exit via the X icon.

![IT-PNP101: IT Panopto Integration [assignments]](image)

Folder Information

<table>
<thead>
<tr>
<th>Share</th>
<th>Name</th>
<th>Save</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order</td>
<td>Parent folder</td>
<td>IT-PNP101: IT Panopto Integration</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Description

Please upload your videos here.

![Save Cancel]

10- Click the Panopto link on your course menu, and you will see the Assignment folder. Your students can open this folder, create their videos, and upload here.

![Panopto link on course menu and Assignment folder]

7 days ago
11- Your students can record their videos. After opening this folder, they need to click **Create**, and choose **Record a New Session**.

In order for your students to record a new session, they must install Panopto. Here are the instructions for installation: [https://support.panopto.com/s/article/Install-Panopto-for-Windows](https://support.panopto.com/s/article/Install-Panopto-for-Windows)

After installation, they can follow the steps described in the link below to record a new session: [https://support.panopto.com/s/article/basic-recording-1](https://support.panopto.com/s/article/basic-recording-1)