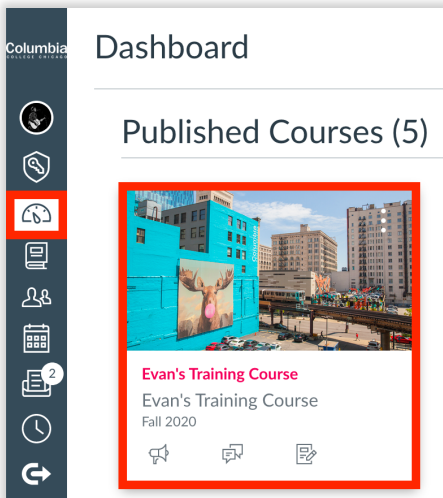


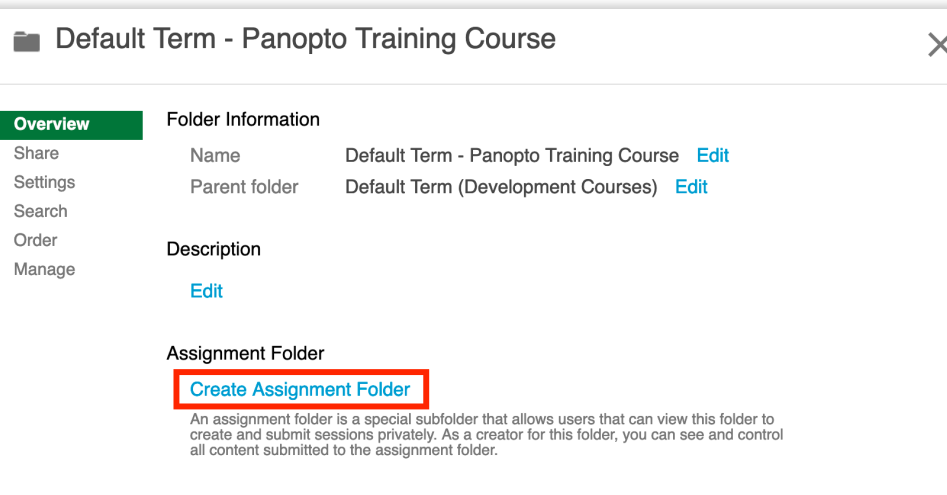
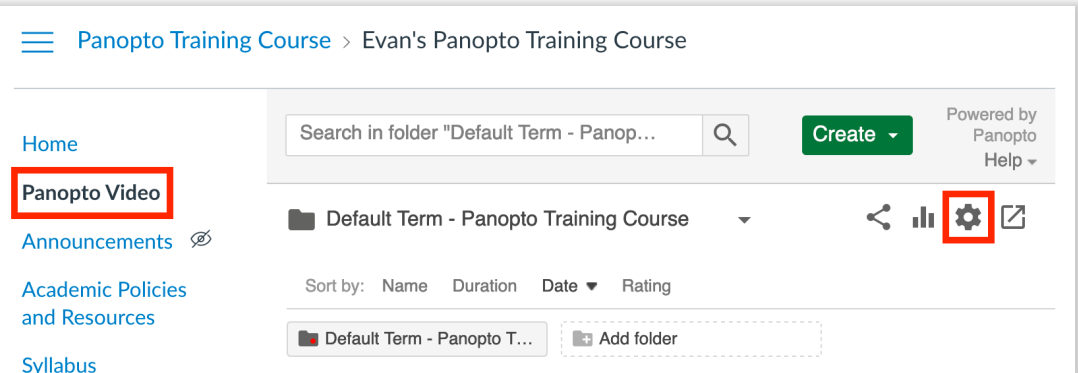
Creating an Assignment Folder



1. In order for students to be able to record videos in Panopto for a course in Canvas, the instructor must first create an assignment folder. This will allow students to access the create button to create videos used for assignment submissions and discussion posts. This is done per class and per Panopto folder.
 - Note: A Student will only have access to the recordings that they create and upload, along with the instructor.
2. Sign into Canvas at canvas.colum.edu with your Office 365 Credentials.
3. Click on the course that you'd like to create an assignment folder within.
4. Click on the "Panopto Video" link in the course menu.

5. Your course's Panopto folder will now open within Canvas.

6. Click on the gear icon in the top right portion of your Panopto folder. This will take you to the settings of this Panopto folder.



7. Click on the link that says, "Create Assignment folder." This completes the process of setting up an assignment folder for student work.

8. Your students will now have access to create Panopto recordings or upload video files to Panopto for assignment submissions and discussion forum replies.

