Allow Students to Record and Upload Videos Using Panopto Assignment Folders

An Assignment Folder (referred to as 'Drop Box' in a previous version) 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.

Please Note
In order to create a Panopto Assignments folder, you must have "Creator" role access. Prior to creating this folder, you must add the Panopto Block to your Moodle course.

Panopto Assignment Folders
To give students access to the Assignment Folder, you first need to set up the Panopto Block in your Moodle course. This will give the students access to the parent folder. To Set up the Panopto Block follow the directions below.

Setup Panopto Block and Provision Course
To set up Panopto for a course:

- Go to your Moodle course page and turn editing on
- Add the Panopto block. Refer to the instructions for adding a block.
- The page will refresh and the Panopto block will appear in the right hand column
- Click on "Provision Course" within the Panopto block. This will set up your course within Panopto.
- Look for a message indicating that the provisioning process succeeded. Then click the link to return the course main page.

Your course is now set up to accept Panopto recordings.

Create the Assignment Folder
1. Go to panopto.swarthmore.edu find the folder that matches the name of your Moodle course page
2. Go to the Settings tab the selected folder and click the Overview tab.
3. On the Overview screen, click on the button labeled "Create Assignment Folder."
4. On the main interface page, you will see that the folder has been added as a subfolder to the original with the word "[assignments]" added to the end.
5. Now your students will be able to add content to the newly created [assignments] folder.
6. Add Panopto Folder link to Moodle

Add Panopto Folder Link to Moodle
In order for your students to easily find the Panopto folder, you can add a link to the folder in Moodle.

1. Go to the Settings of the Moodle folder and click Share.
2. Copy the link to the folder.
3. In Moodle, Go to Settings and click Turn Editing On.
4. Click add an activity or resource.
5. Select URL resource
6. Type in the name of the folder and the link. Let them know this is where they will upload their videos.