


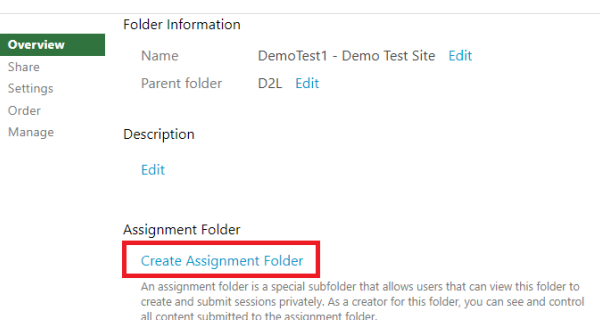
The Assignment folder is a special folder in Panopto designed to provide students with the facility to record and upload video content into Brightspace. The process of setting up an assignment folder is straightforward. There are however a few things to be aware of:

- *This feature of Panopto is not a comprehensive assignment tool – it's only providing a simple location where students can upload video content. There is no deadline feature, and you cannot grade videos or leave feedback directly in Panopto. You must use Panopto Assignment folders in conjunction with your existing assessment practices:*
- *Related to the above, students can re-submit and edit and delete videos with no deadline or cut-off date. So, to prevent students' re-submissions and editing after the deadline you will **manually have to close the assignment folder.***
- *Students can upload multiple videos to Panopto Assignment folders, which can be handy for multi-component submissions or where students record multiple 'takes' before deciding on a final version. But this could be a cause of confusion during marking. Instruct students to decide on a final version and delete all others by the deadline, or to use appropriate file naming. Ideally, they should also include their name in the title (although there is a way identified below to show author).*
- *By default, students are unable to view each other's work, but you as a tutor can see all submitted videos. If required, you can open up access so all students allowing them to view each other's work (see section below) but it is recommended you let students know this before you do it.*

Step 1: Setting up the Assignment Folder

1. Log into Brightspace, browse to the site where you wish to create the assignment folder. Click Course Tools and the **Panopto** tab from the drop-down list.
2. Click on the **Folder Settings button (cog)** on the right-hand side. 
3. Within the Settings window click on the **Create Assignment Folder** link.

📁 DemoTest1 - Demo Test Site



The screenshot shows the 'Folder Information' section of the Panopto settings page. It includes a table with columns for Name, Parent folder, and Description. The 'Name' is 'DemoTest1 - Demo Test Site' with an 'Edit' link. The 'Parent folder' is 'D2L' with an 'Edit' link. Below the table is an 'Assignment Folder' section with a 'Create Assignment Folder' link highlighted by a red box. A small text box below explains that an assignment folder is a special subfolder for private sessions.

Overview	Folder Information
Share	Name: DemoTest1 - Demo Test Site Edit
Settings	Parent folder: D2L Edit
Order	Description
Manage	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 all content submitted to the assignment folder.

This will create an assignment folder for your module.

Information: The student workflow

We have created a guide to [Panopto for student](#) on ITSS student website.

Please direct students to this site if they require further information on using Panopto.

1. To create or upload a recording to the assignment folder in Brightspace, students will select the module from the **Select a course** button and will launch the Panopto tool – **Course Tools > Panopto**
2. The student will see the assessment folder in Panopto.
3. The student will then click on the **Create button**, and can choose to:
 - A. Record a new session using the Panopto Recorder
 - B. Record using Panopto Capture
 - C. Upload their video using the Upload media tool.
4. If a student chooses to "Record a new Session" this will give students, the ability to install and launch the Panopto Recorder. Students will only be able to record to the Assignment Folder created above. If students have previously installed the Panopto Recorder software tool they can launch this directly and start recording.
5. Students can also use the **Panopto Capture** tool to create recordings.
6. The **Upload media** option will provide students with a window through which students can upload a pre-re-corded video file to the Assignment Folder.
7. UL registered students are also able to record directly to the folder using the Panopto app for Android and Apple iOS devices, using their UL credentials.
8. Once their videos are uploaded to the Assignment folder, students can playback, edit and delete any of their uploaded videos. They can also create or upload further videos, so you need to manually close the assignment folder after the video submissions deadline has passed. *Remember, by default they will only be able to see media that they themselves have uploaded.*

What to do on the submission deadline

To prevent students uploading or editing their videos after the submission deadline has passed you will need to close the assignment folder.

To close the Assignment folder, simply **navigate to the parent folder** of the assignment folder, click on the **Settings** cog on the right



Press **Close**.

Student-Assignments

Overview

Share	Name	Student-Assignments	Edit
Settings	Parent folder	Panopto-demo-site	Edit
Search			
Order			
Manage	Description		

[Edit](#)

Assignment Folder

Student-Assignments [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.

Close

Closing an assignment folder prevents viewers of this folder from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator.

Allowing students to see each other's submissions

This could be a useful tool if you would like other students to see and learn from each other's work. Please advise students of this prior to changing this setting.

1. Go to the **Panopto** area of your course then click on the link to take you to the Assignment folder
2. Here click on the **Settings** cog on the right
3. Go to the **Settings** tab on the left
4. Tick the checkbox for '**Allow viewers to see each other's sessions**'.
5. Click on the X (**Close**) button

Student-Assignments [assignments]

Overview

Share

Settings

Search

Order

Manage



Allow viewers to see each other's sessions.

Enable podcast feed

Allow viewers to make notes public

Email viewers when new videos are ready

Disable comments on all sessions in this folder

Advice regarding managing Submissions

Please note, video files tend to be large in size and depending on the student's broadband connection they may take a significant amount of time to upload their video submission. This should be borne in mind when setting video assignment deadlines.

A suggested option to manage **late submissions** is to maybe close the Assignment Folder at the deadline but **create a late Assignment folder** to allow students who may for genuine reasons have missed the deadline still receive some credit for their work.

There can only have one Assignment folder active at any one time. If you have additional assignments that need to be added to the Assignment folder you can –

- A. Create a single Assignments folder and instruct students on how to name their recordings so you know which assignment they belong to
- B. Close each assignment folder when students no longer need to submit or see videos and create a new one for the next assignment

