

Version: 1.2

Date: 21/11/2022

An Assignment Folder is a subfolder within a course folder that shares its user list with its parent folder but gives the users some additional privileges. Assignment folders enable students on a course who normally have the [Viewer](#) role to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.

1. Creating an Assignment Folder

- In the course settings, go to the Overview tab of the folder.
- On the Overview screen, click on the button labelled "Create Assignment Folder"
- Once the assignment folder is created, you will see a new link that is <name of folder> [assignments]
- 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 (you can edit the title).

Now all students that have access to the course will be able to add content to the newly created [assignments] folder.

2. Recording to an assignment folder

Note: As a viewer with assignment folder privileges, students may login to the university's Panopto server and download the recorder.

This process is described on our [Student Panopto Tutorials](#) page.

Students can then use the Panopto Recorder to create their content. They will be able to see and select the [assignments] folder associated with their course under their choices (once you have created an assignment folder, it will be open to them until you manually close it).

Once the recording is complete, the submission will be automatically uploaded. Students will be able to edit and delete submissions that they have uploaded until the assignment folder is closed. Please remind your students to delete any test uploads that they do before the assignment deadline, and only leave their final submission in the assignment folder.

3. Closing an assignment folder

- In the course settings, go to the Overview tab of the folder.
- On the Overview screen, click on the button labelled "Close"

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Closing an assignment folder prevents students from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator. A folder cannot be re-opened to accept submissions once it has been closed.

4: Late submissions

You will need to create a new assignment folder for late submissions and make it available to students when the original folder has been closed. Only one submission folder can be open at a time. After closing the original submission, follow step one above to create a late submission folder.