

## Create a Panopto Assignments Folder for a Canvas Course

*Students have no ability to record Panopto Videos in a course until the course-specific assignments folder is created on the Panopto server!*

1. Log into Canvas at <https://canvas.uccs.edu>
2. Enter your course.
3. **Enable Panopto Recordings** for your course if it is not in your course menu.
  - a. Click **Settings** in the course menu.
  - b. Click the **Navigation** tab.
  - c. Locate **Panopto Recordings** in the lower list of tools.
  - d. Click the 3 vertical dots/options menu and click **Enable**.
  - e. Scroll to the bottom of the page and click **Save**.
  - f. **Panopto Recordings** is now in your course menu.
4. Click **Panopto Recordings** in the course menu (this creates a folder for your course on the Panopto server).
5. Click the **Settings/gear icon** in the upper right of the window.

The screenshot displays the Canvas LMS interface for a course titled "Fall 2019 COMM~ 3440 > Organizational Leadership - FALL 2019 COMM 3440 SECOL1". The left sidebar contains a navigation menu with items such as Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and a back arrow. The main content area shows a search bar for the folder "Fall 2019 - Organizational Leadership" and a "Create" button. Below the search bar, there is a folder icon labeled "Fall 2019 - Organizational Leadership - FALL 2019" with a settings gear icon to its right. A red arrow points to this gear icon. The folder is currently empty, displaying the message "This folder contains no videos." The "Panopto Recordings" option in the left sidebar is highlighted with a red box.

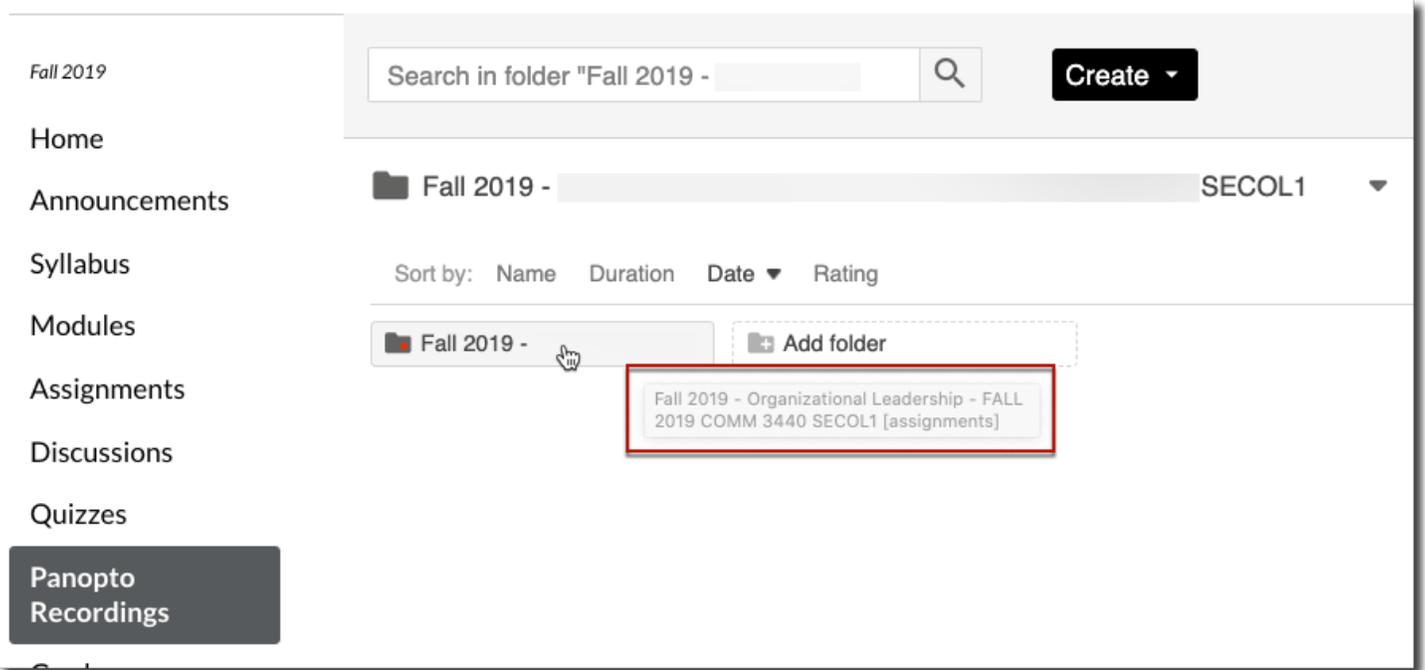
6. Click **Create Assignment Folder**.

The screenshot shows a window titled "Fall 2019 - [redacted] SECOL1" with a close button (X) in the top right corner. On the left is a sidebar with "Overview" selected and options for Share, Settings, Search, Order, and Manage. The main content area is titled "Folder Information" and displays:  
Name: Fall 2019 - [redacted] - FALL 2019 (with an Edit link)  
Parent folder: Default Folder (with an Edit link)  
Description: (with an Edit link)  
Assignment Folder: A button labeled "Create Assignment Folder" is highlighted with a red rectangular box. Below this button is explanatory text: "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."

7. The Panopto Assignment Folder is created. Click the **X** in the upper right to close the window.

The screenshot shows the same window after the assignment folder has been created. The "Assignment Folder" section now displays a link: "Fall 2019 - [redacted] SECOL1 [assignments]". A red rectangular box highlights the close button (X) in the top right corner, with a red arrow pointing to it. The rest of the interface, including the sidebar and folder information, remains the same as in the previous screenshot.

8. Your students now have the ability to record Panopto videos in your course and they are stored in this course-specific folder.



9. **Panopto Recordings** can now be removed from your course.
  - a. This has no impact on your or your student's ability to record in a course.
  - b. Click **Settings** in the course menu.
  - c. Click the **Navigation** tab.
  - d. Locate **Panopto Recordings** in the upper list of tools.
  - e. Click the 3 vertical dots/options menu and click **Disable**.
  - f. Scroll to the bottom of the page and click **Save**.