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.

6. Click **Create Assignment Folder**.

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

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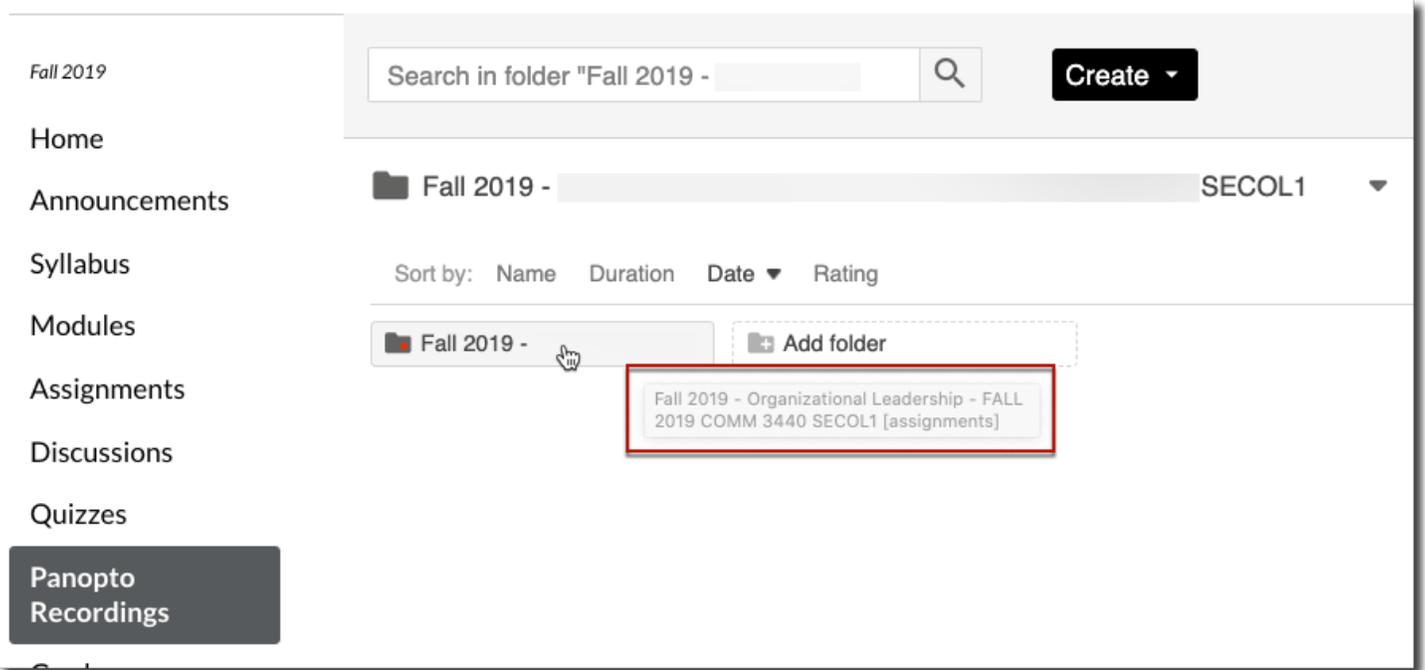
9. **Panopto Recordings** can now be removed from your course.
   a. This has no impact on your or your student's ability to record in a course.
   b. Click **Settings** in the course menu.
   c. Click the **Navigation** tab.
   d. Locate **Panopto Recordings** in the upper list of tools.
   e. Click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