

Create a student assignment folder in Panopto

You can create a folder in Panopto where students can record or upload video or audio for an assignment.

Students will need to follow the Student Learning > Help with technology > Panopto [Record in Panopto documentation](#).

Accepted file types

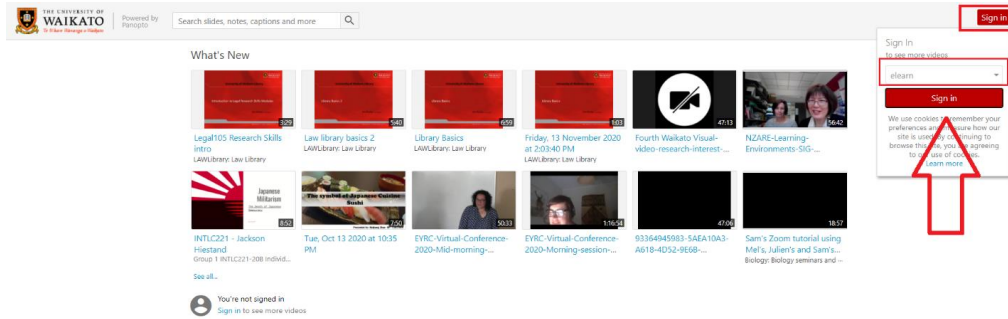
include: .wmv, .asf, .wma, .flv, .f4v, .f4a, .mpg, .mpeg, .mp4, .m4a, .m4v, .3gp, .mov, .qt

Note:

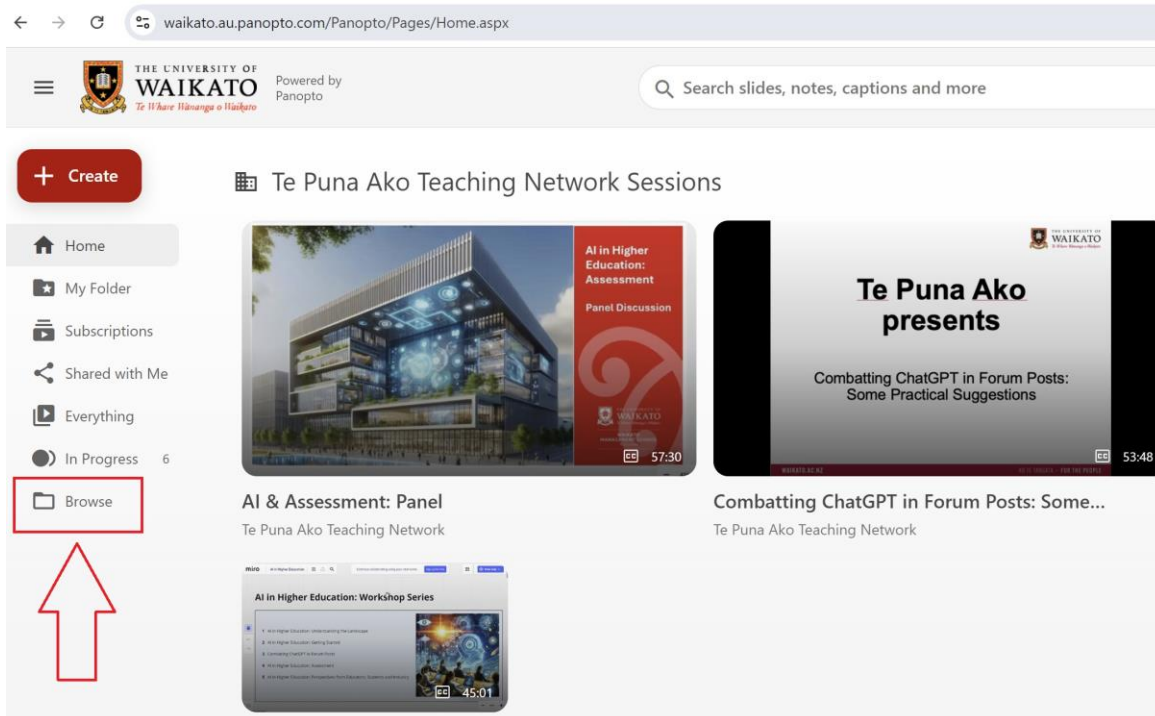
The Upload recordings and Panopto assignments online documentation for students only cover the new tools, as we felt that this would avoid confusion. Students are advised: “If your lecturer has asked you to upload an assignment using another method, please [contact the e-Tuts](#) for help.”

A [pdf](#) outlining this method is available to share with students. Please include this link in your instructions and test the link.

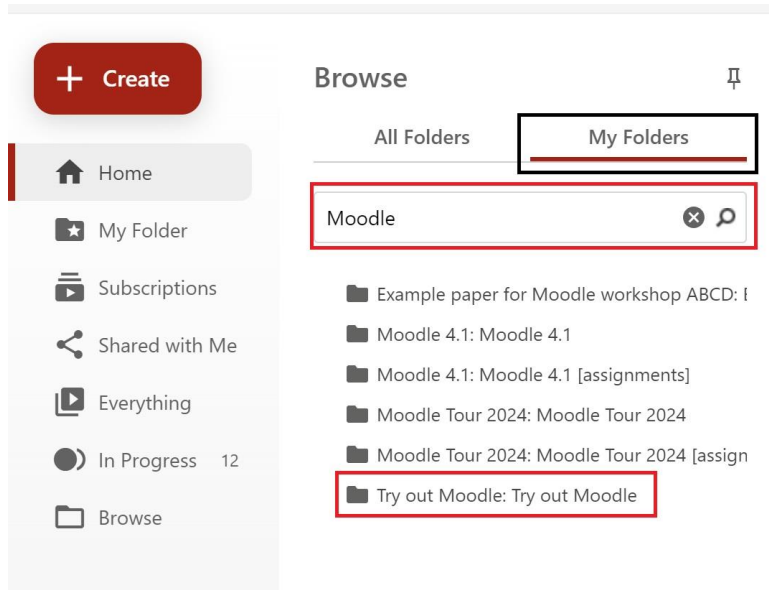
1. Go to the University of Waikato's Panopto server: <https://waikato.au.panopto.com/>. If your name or initials do not appear at the top right, **Sign in** with your standard Waikato username and password



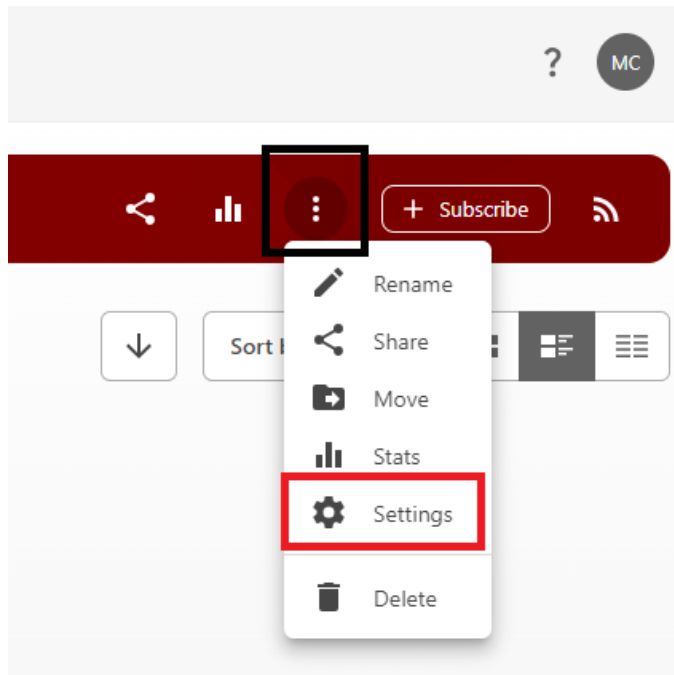
2. In the left-hand menu, select **Browse**.



3. Select **My Folders** to open the list of folders you have access to. Select the **folder** to which you wish to add the assignments. If there are too many papers in the list, enter the paper code in the **Search my folders** box.



4. Select the **three dots icon** at the top right of the Folder screen, then in the drop-down menu select the **Settings cog**.



5. Select **Overview** at the top left of the pop-up window, then select **Create Assignment Folder**.

University Public Recordings

- Overview**
- Share
- Settings
- Search
- Order
- Manage

Folder Information

Name	University Public Recordings	Edit
Parent folder	-- Top level folder --	Edit

Description

[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.

6. Select the Assignment Folder **name**.

Assignment Folder

[Try out Moodle: Try out Moodle \[assignments\]](#)

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.

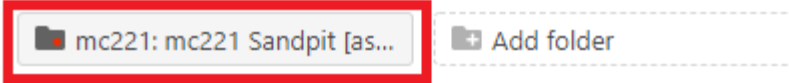
Note:

The assignment folder will appear as a sub-folder of the paper folder you created it from, with an [assignments] suffix. You may wish to change the folder name to make it easier to identify.

mc221: mc221 Sandpit



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To change subfolder settings, including the name, select the subfolder, then the **three dots icon** at the top right of the page, then in the drop-down menu select the **Settings cog**.

