

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

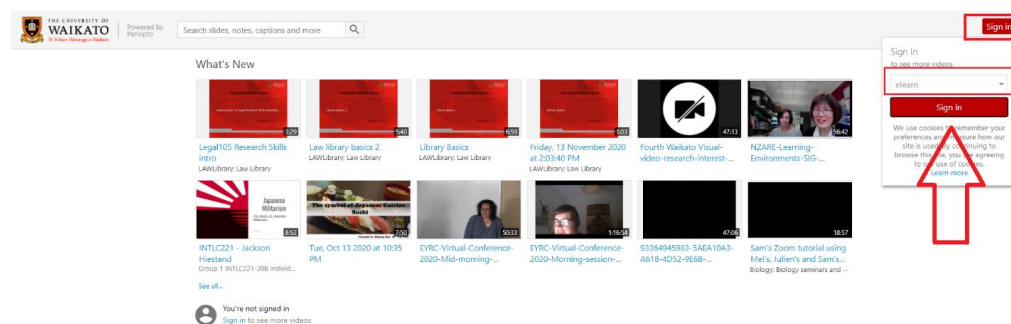
include: .wmv, .asf, .wma, .flv, .f4v, .f4a, .mpg, .mpeg, .mp4, .m4a, .m4v, .3gp, .mov, .qt

Note:

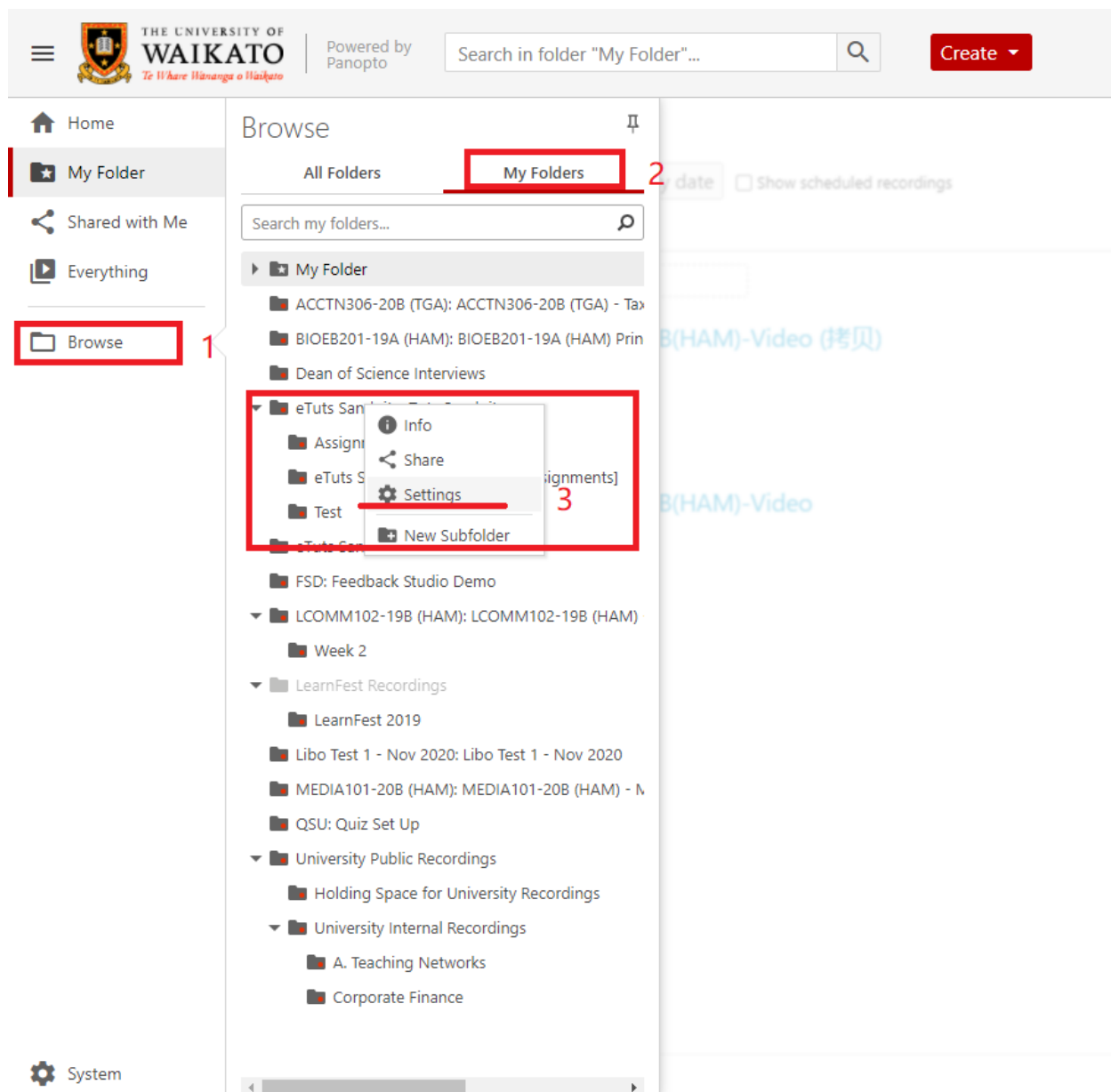
At the moment, the Upload recordings and Panopto assignments online documentation only cover the new tools, as we felt that this would avoid confusion. Students are advised: "If your lecturer has asked you to upload an assignment using another method, please [contact the e-Tuts](#) for help."

A [pdf](#) outlining this method is available to share with students.

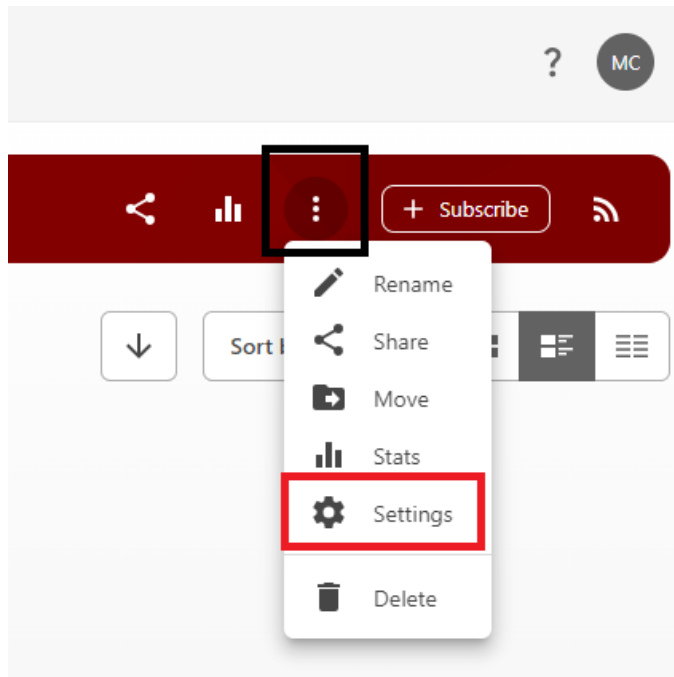
1. Go to the University of Waikato's Panopto server: <https://waikato.au.panopto.com/>. If your name or initials do not appear at the top right, **Sign in** with your standard Waikato username and password





2. Select **Browse**, then **My Folders** to open the list of folders you have access to. Right-click on the folder to which you wish to add the assignments, then select **Settings**.



Note: To access folder settings you can also select the folder, then the **three dots icon** at the top right of the folder screen, then in the drop-down menu select the **Settings cog**.



3. 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.

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



 Refresh

Filter by date

Sort by: Name Duration Date ▼ Rating

 mc221: mc221 Sandpit [as...

 Add folder

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

