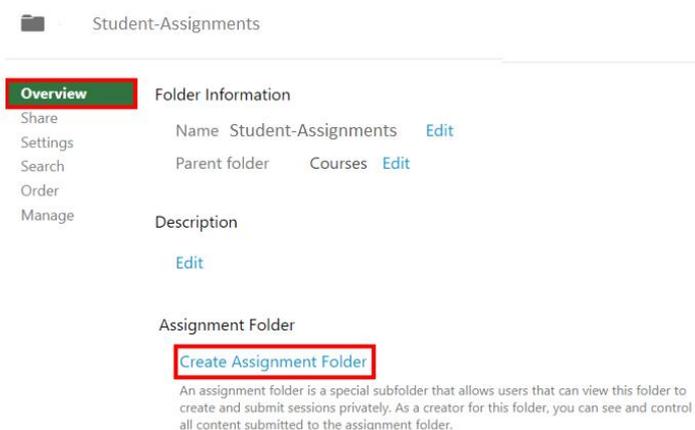


The Assignment folder is a special folder in Panopto designed to provide students with the facility to record and upload video content into Sulis. The process of setting up an assignment folder is straightforward. There are however a few things to be aware of:

- *This feature of Panopto is not a comprehensive assignment tool – it's only providing a location where students can upload video content. There is no deadline feature and you cannot grade videos or leave feedback directly in Panopto. You must use Panopto Assignment folders in conjunction with your existing assessment practices.*
- *Related to the above, students can re-submit and edit and delete videos with no deadline or cut-off date. So to prevent students' re-submissions and editing after the deadline you will manually have to close the assignment folder.*
- *Students can upload multiple videos to Panopto Assignment folders, which can be handy for multi-component submissions or where students record multiple 'takes' before deciding on a final version. But this could be a cause of confusion during marking. Instruct students to decide on a final version and delete all others by the deadline, or to use appropriate file naming. Ideally they should also include their name in the title.*
- *By default, students are unable to view each other's work, but you as a module lead can see all submitted videos. If required, you can open up access so all students can see each other work (see section below) but it is recommended you let students know this before you do it.*

### Step 1: Setting up the Assignment Folder

1. Log into Sulis, browse to the site where you wish to create the assignment folder. Click on the **Panopto** link from the tool menu.
2. Click on the **Folder Settings button (cog)** on the right-hand side 
3. Within the Settings window click on the **Create Assignment Folder** link



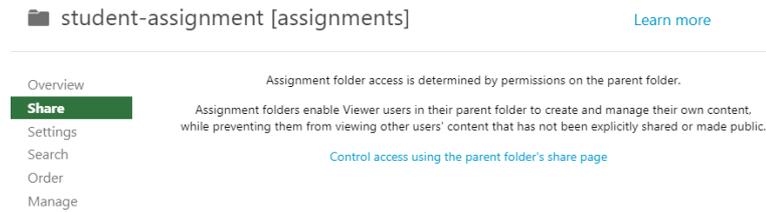
The screenshot shows the 'Student-Assignments' folder settings page. On the left, a navigation menu has 'Overview' highlighted. The main content area is titled 'Folder Information' and includes fields for 'Name' (Student-Assignments), 'Parent folder' (Courses), and 'Description'. Below this, there is a section for 'Assignment Folder' with a red box around the 'Create Assignment Folder' link. A small text box at the bottom explains that an assignment folder is a special subfolder for private content.

This will create an assignment folder for your module.

### Important Notice:

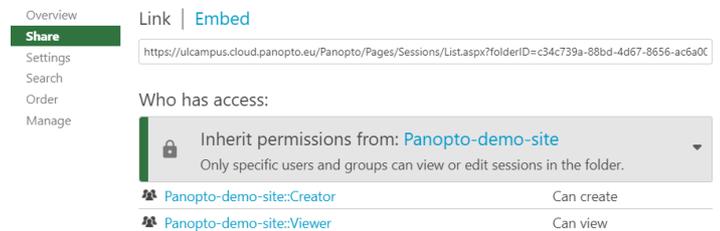
When you create an assignment folder it is vitally important that the folder you create has the correct share permissions. The assignment folder for your module should only be accessible to your students. Note: The assignment folder will inherit the permissions set on its parent folder.

To view the permissions on your assignment folder, navigate to the assignment folder and then click on the **Share** menu item. You will be presented with the following notice.



The screenshot shows a share permissions notice for the 'student-assignment [assignments]' folder. It states that 'Assignment folder access is determined by permissions on the parent folder.' and provides a link to 'Control access using the parent folder's share page'.

Please click on the link to "Control access using the parent's folder share page". When you click on this link you see the share permissions of the folder. You need to ensure that the permissions are set as pictured below, which ensures that only students on this specific module are able to post videos to the assignment folder of this module.



The screenshot shows the 'Who has access:' section of the share permissions configuration. It shows 'Inherit permissions from: Panopto-demo-site' and a list of users with their permissions: 'Panopto-demo-site::Creator' (Can create) and 'Panopto-demo-site::Viewer' (Can view).

### Information: The student workflow

We have created a guide to Panopto for student on ITSS student website. The link to the site is as follows <https://ulsites.ul.ie/itd/node/127271> Please direct students to this site if they require further information on using Panopto.

1. To create or upload a recording to the assignment folder students will launch the Panopto tool from within Sulis.
2. The student will then click on the **Create button**, and can choose to:
  - Record a new session using the Panopto Recorder
  - Record using Panopto Capture
  - Upload their video using the Upload media tool.

- If a student chooses to “Record a new Session” this will give students the ability to install and launch the Panopto Recorder. Students will only be able to record to the Assignment Folder created above. If students have previously installed the Panopto Recorder software tool they can launch this directly and start recording. Student can also use the Panopto Capture tool to create recordings.
- The Upload media option will provide students with a window through which students can upload a pre-recorded video file to the Assignment Folder.
- UL registered students are also able to record directly to the folder using the Panopto app for Android and Apple iOS devices, using their UL credentials.
- Once their videos are uploaded to the Assignment folder, students can playback, edit and delete any of their uploaded videos. They can also create or upload further videos, so you need to manually close the assignment folder after the video submissions deadline has passed. Remember, by default they will only be able to see media that they themselves have uploaded.

### What to do on the submission deadline

To prevent students uploading or editing their videos after the submission deadline has passed you will need to close the assignment folder.

To Close the Assignment folder, simply navigate to the parent folder of the assignment folder, click the setting button and Press Close.

### Advice regarding managing Submissions

Please note, video files tend to be large in size and depending on the student’s broadband connection they may take a significant amount of time to upload their video submission. This should be borne in mind when setting video assignment deadlines.

A suggested option to manage late submissions is to maybe close the Assignment Folder at the deadline but create a late Assignment folder to allow students who may for genuine reasons have missed the deadline still receive some credit for their work.

Penalties for late submissions should be clearly defined within your assignment documentation.

### Allowing students to see each other’s submissions

This could be a useful tool if you would like other students to see and learn from each other’s work. Please advise students of this prior to changing this setting.

- Go to the **Panopto** area of your course then click on the link to take you to the Assignment folder
- Here click on the **Settings** cog on the right
- Go to the **Settings** tab on the left
- Tick the checkbox for ‘**Allow viewers to see each other’s sessions**’.
- Click on the **Close** button

📁 Student-Assignments [assignments]

Overview

Allow viewers to see each other’s sessions.

Share

Enable podcast feed

**Settings**

Allow viewers to make notes public

Search

Email viewers when new videos are ready

Order

Disable comments on all sessions in this folder

Manage

📁 Student-Assignments

**Overview**

Folder Information

Share	Name	Student-Assignments	<a href="#">Edit</a>
Settings	Parent folder	Panopto-demo-site	<a href="#">Edit</a>
Search	Description		<a href="#">Edit</a>
Order			
Manage			

Assignment Folder

[Student-Assignments \[assignments\]](#)

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.

