Create a Student Drop Box

1. From your Panopto folder, select the gear icon in the upper right-hand corner of the page.

2. Select **Create Drop Box**.

3. The drop box will now appear under the course folder on the left hand side of the screen.

   When using this folder, students can create and manage their own recordings, but cannot view others student's recordings.

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Drop Box

**Create Drop Box**

A drop box is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges.

Drop boxes enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.