Create an Assignment Folder

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

2. Select **Create Assignment Folder**.

   **Assignment Folder**
   
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   An assignment folder is a subfolder that shares its user list with its parent folder, but gives the users some additional privileges.

   Assignment folders 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.

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

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