This quick guide will demonstrate how to create a drop box for students. When the Panopto tool is added to a Sakai course, a folder for that course is created in Panopto. By default students have the ability to view recordings in that folder, but cannot create their own recordings. To allow students to create their own recordings, without changing the permissions for your course folder, you can setup a drop box that will allow for students to create and manage their own recordings.

**Create a Student Drop Box**

1. Open your course in Sakai and click the Panopto tool from the left-hand menu.

2. Under My Folders, on the left-hand side of the screen, right-click on your course folder.

3. Select Settings.

4. Select the Overview tab on the left-hand side.
5. Click **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.

6. 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.