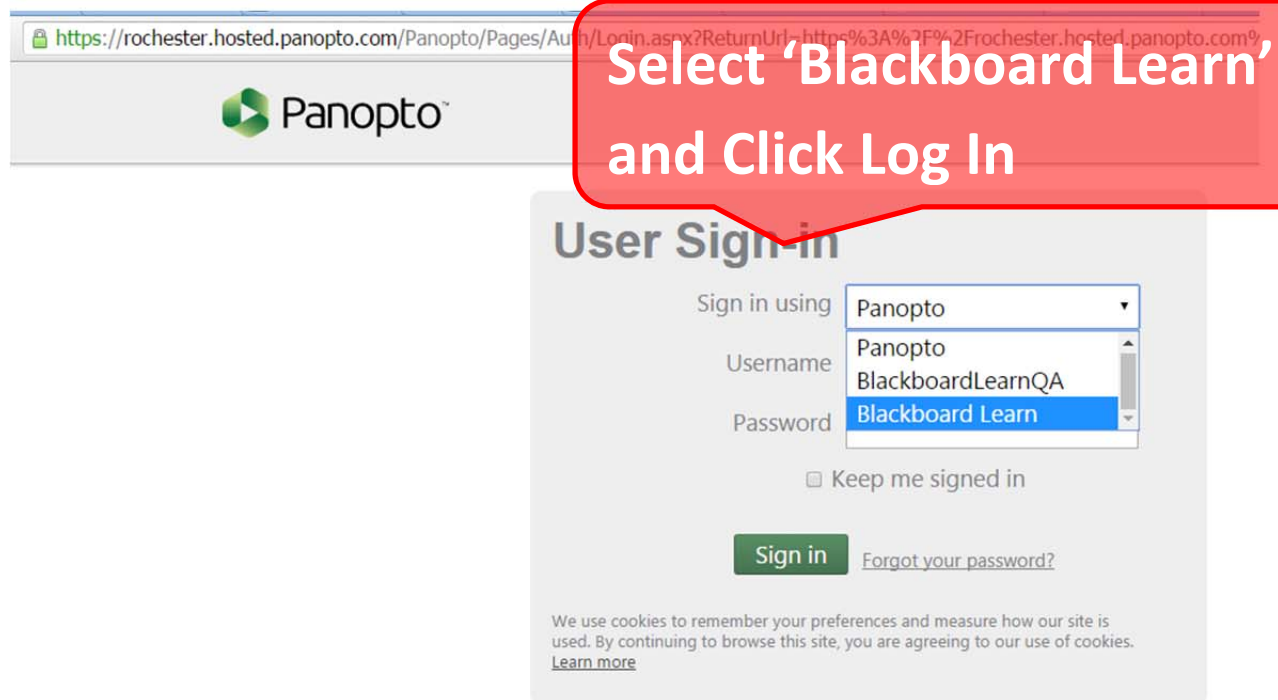


Creating a Student Dropbox in Panopto

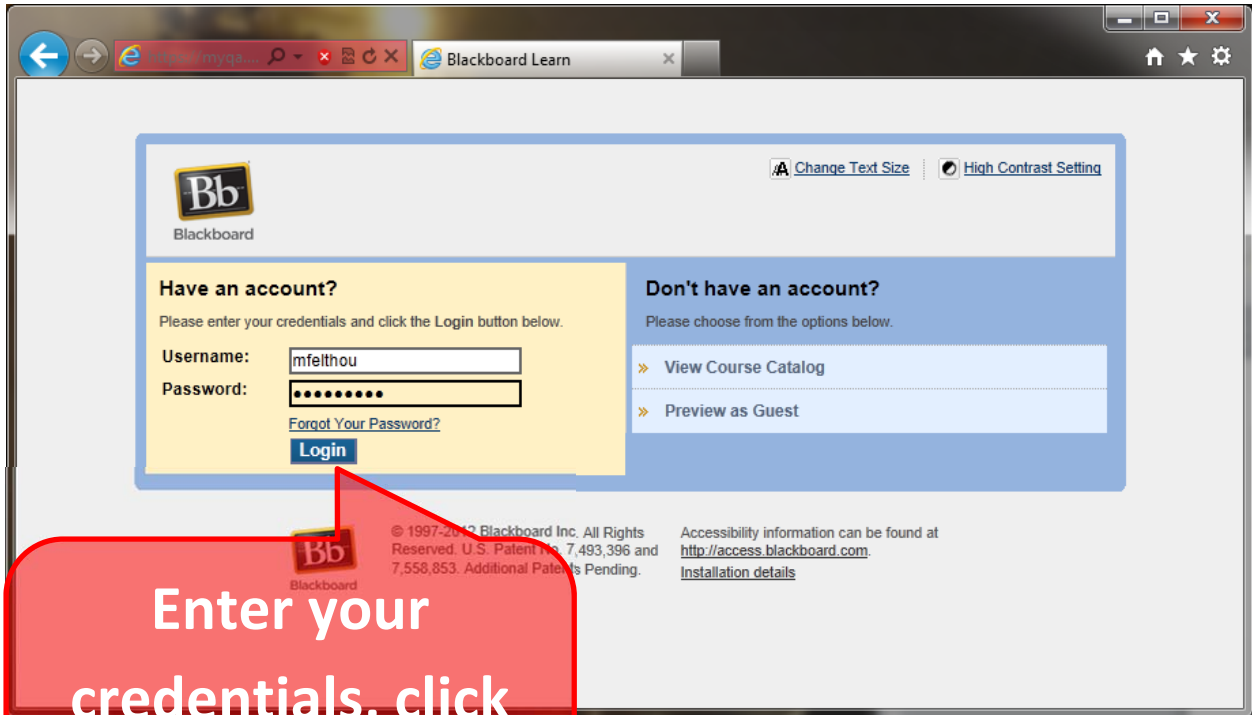
A Panopto drop box is a special folder within your course folder that is available for students to create recordings. It allows you to take Viewers from your course folder and give them a location to create and manage their own recordings.

To begin, log in to the Panopto web site at <http://rochester.hosted.panopto.com>.



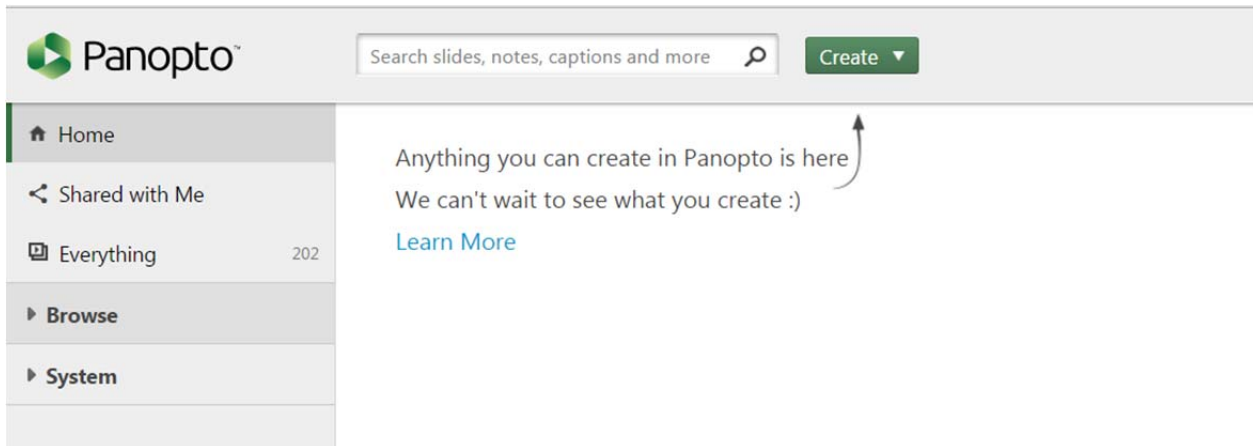
The image shows a screenshot of the Panopto website's user sign-in page. The browser's address bar displays the URL: <https://rochester.hosted.panopto.com/Panopto/Pages/Authentication/Login.aspx?ReturnUrl=https%3A%2F%2Frochester.hosted.panopto.com%2F>. The Panopto logo is visible in the top left. A red callout box with white text is overlaid on the right side of the page, containing the instruction: "Select 'Blackboard Learn' and Click Log In". The sign-in form includes a "Sign in using" dropdown menu with "Panopto" selected, a "Username" field with "Panopto" and "BlackboardLearnQA" as options, and a "Password" field with "Blackboard Learn" as an option. Below the form is a checkbox for "Keep me signed in", a green "Sign in" button, and a link for "Forgot your password?". At the bottom, there is a cookie notice: "We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies. [Learn more](#)".

Log in with your Blackboard credentials (NetID).

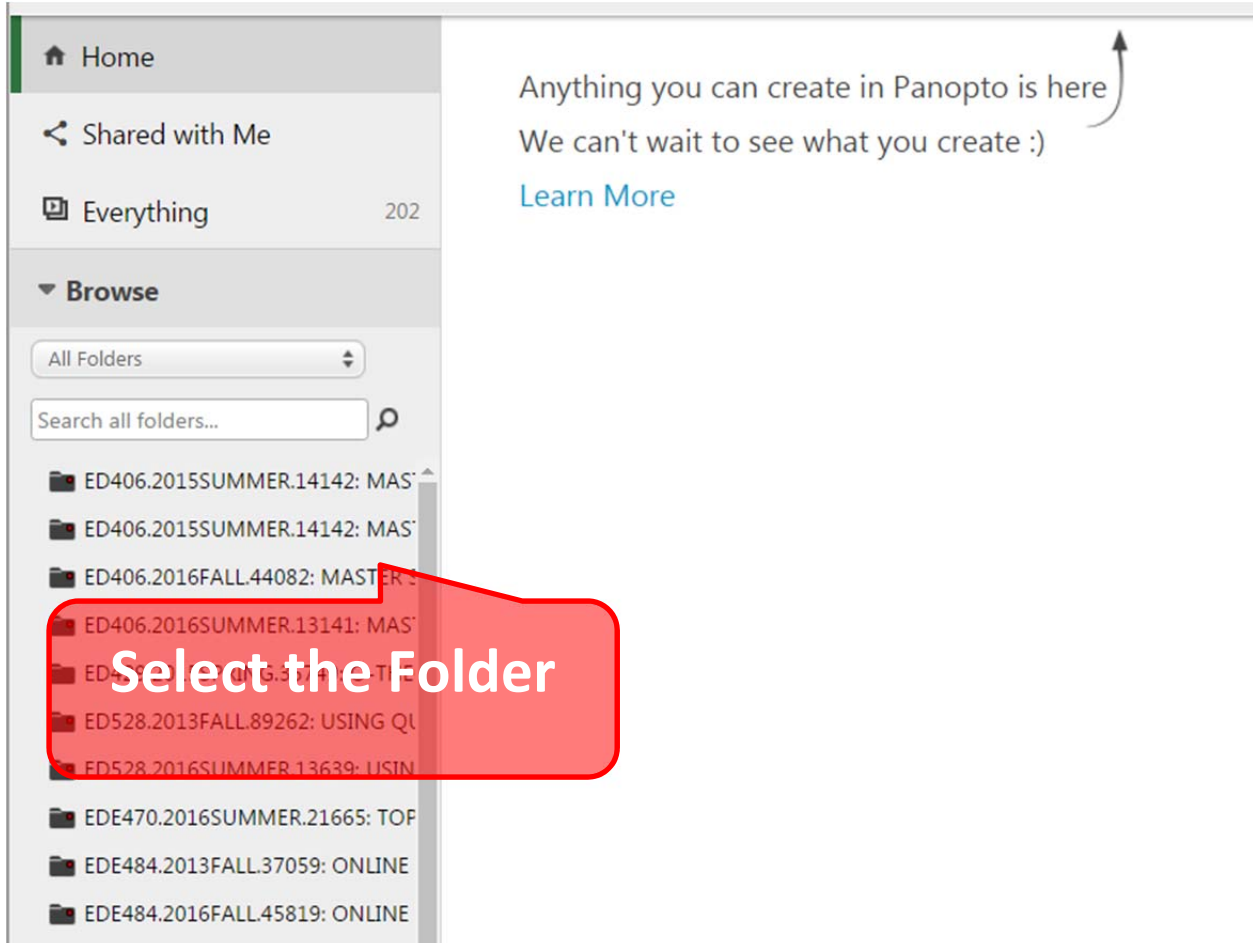


Enter your
credentials, click
"Login"

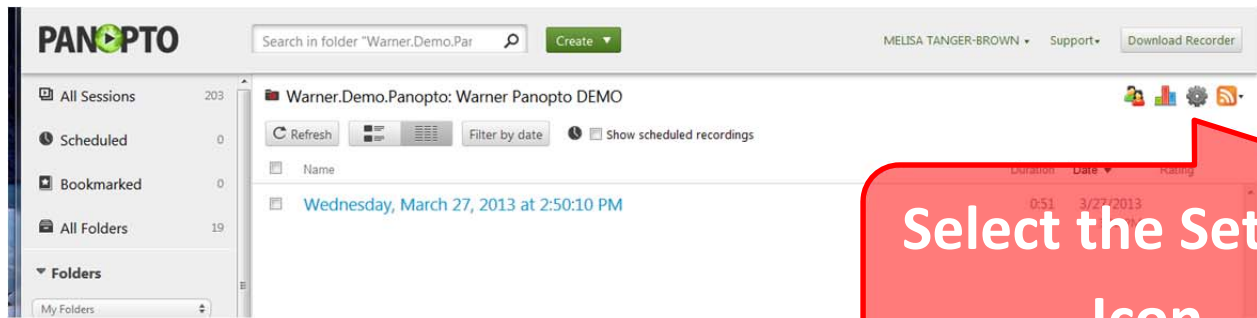
Once you have logged in successfully, you will see a screen similar to the one below. Click Browse.



Choose the folder option so that you see all of the folders associated with your account. You should see the folder associated with your Blackboard course listed here. Note that you must have already commissioned the course to use Panopto, but you do not have to create any recordings of your own.



With the list of folders showing, find your course folder and select it. Then choose the Settings icon.



Select the Settings
Icon

When the Settings window opens, on the Overview screen there is an option for Assignment folder.

2015Q4.testing: 2015Q4 Testing

Overview Folder Information

Share
Settings
Search
Order
Manage

Name 2015Q4.testing: 2015Q4 Testing [Edit](#)

Parent folder -- Top level folder -- [Edit](#)

Description

[Edit](#)

Assignment Folder

[Create Assignment Folder](#)

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 assignments. They also allow users to create assignments in a subfolder that has not been explicitly created for public use.

Click 'Create Assignment Folder' Box

This will automatically give all “Viewers” (ie. students in your course) access to upload recordings to this new area. Click the “X” in the top right corner to close the Settings window.

The students will not be able to view each others recordings. However, you can change the permissions on this folder using the its Settings options.

2015Q4.testing: 2015Q4 Testing [assignments]

Overview
Share
Settings
Search
Order
Manage

Allow viewers to see each other's sessions.

Enable podcast feed

Allow viewers to make notes public

Email users when sessions are ready to view

Click 'Allow viewers to see each other's sessions' Box