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.

Select ‘Blackboard Learn’ and Click Log In
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.
When the Settings window opens, on the Overview screen there is an option for Assignment folder.

This will automatically give all “Viewers” (i.e. 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.

Click ‘Create Assignment Folder’ Box

Click ‘Allow viewers to see each other’s sessions’ Box