

- 1. Log in to Canvas
- 2. Open Canvas Course
- 3. Click Panopto Library
- 4. Click Panopto Settings Icon



- 5. Click **Overview**
- 6. Click Create Assignment Folder

	Default Term - Panopto for Faculty	
5	Overview	Folder Information
	Share	Name Default Term - Panopto for Faculty Edit
	Settings	Parent folder Top level folder Edit
	Order	
	Manage	Description
		Edit
		Assignment Folder
	6	Create Assignment Folder
		An assignment folder is a special subfolder that allows users that can view this folder to create and submit sessions privately. As a creator for this folder, you can see and control all content submitted to the assignment folder.

Your Assignments Folder in Panopto for your course is now activated.

When students submit a Canvas video assignment, videos will be stored in this Panopto folder.