Creating an Assignment folder in Panopto

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.

Viewer Access Needed

To give a user access to the Assignment Folder, the user needs to have viewer access to the parent folder. This can be accomplished by sharing the parent folder to the user or group specifically or by sharing with a wider audience such as Anyone at the Organization. If a folder is listed as Anyone at the Organization and it has an assignment folder, everyone in the organization has access to record to that Assignment Folder.

Step-by-step guide

1. Go to the Settings of the parent folder and click Share.

2. Add a user to the folder by typing in their name or email address in the Invite People section or select a wider audience to share with.
   A. Viewers can only add sessions to the assignment folder if they have viewer access to the parent folder.
3. Once you’ve added the users who need access to the assignment folder, go to the **Overview** tab.

4. Select **Create Assignment Folder** to create the folder.

A. You can select the **Close** option which will not allow users to record into that course.