

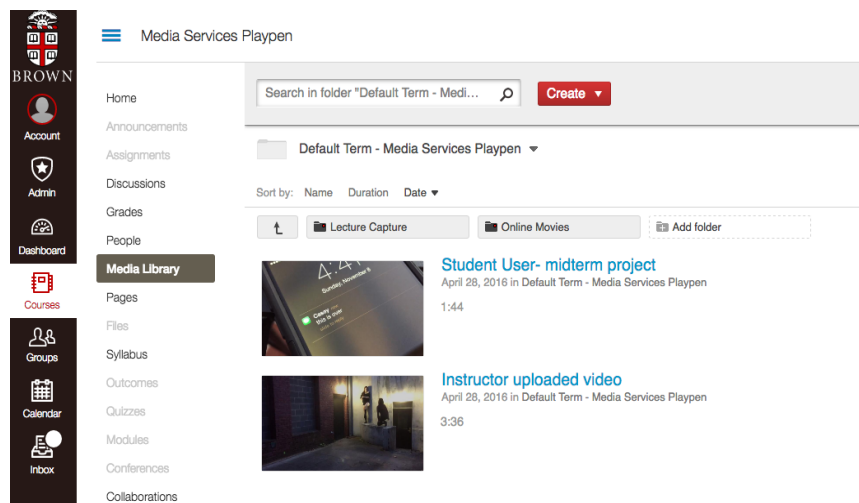
## Create Assignments folder in Panopto Media Library

Kyle Sloane - 2024-09-16 - Comments (0) - Using Media Library in Canvas

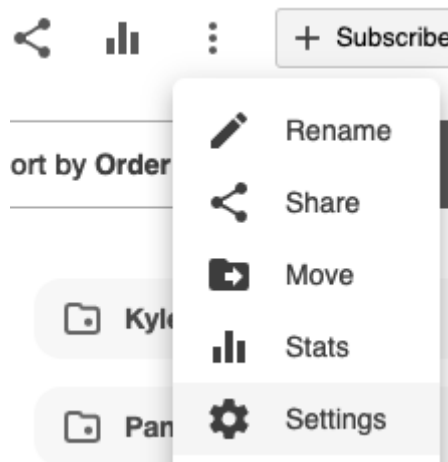
Instructors are able to create an Assignments folder for their course which allows Student users to upload content to that is not visible to other users except the Instructor(s) until it is moved to main course folder or shared.

Follow these instructions to add an Assignments folder if needed.


### 1. Open the Media Library in Canvas



### 2. On the top right side, Click the three dots and then the settings 'gear' button.



### 3. The Overview window will open

 Default Term - Media Services Playpen

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**Overview**  
Share  
Settings  
Search  
Order  
Manage

**Folder Information**  

Name	Default Term - Media Services Playpen	<a href="#">Edit</a>
Parent folder	Media Services	<a href="#">Edit</a>
Description	<a href="#">Edit</a>	

  
**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 own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.

### 4. Click the Create Assignment Folder button to generate the Assignments folder

#### Assignment Folder

##### [Create Assignment Folder](#)

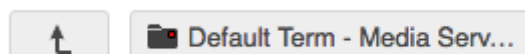
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Assignment folders enable Viewer users in their parent folder to create and manage their own content, while preventing them from viewing other users' content that has not been explicitly shared or made public.

The folder is automatically created as *name of course [assignments]* and can be deleted at any time by Instructor.

**Default Term - Media Services Playpen [assignments]** [Delete](#)

5. The folder will now appear on the main course folder page and will appear as an option for students when uploading video and audio content on a computer or in the mobile app.



One assignment folder can be created for every folder and/or subfolder.

#### Related Content

- [Remote Teaching: Zoom and Panopto FAQs](#)