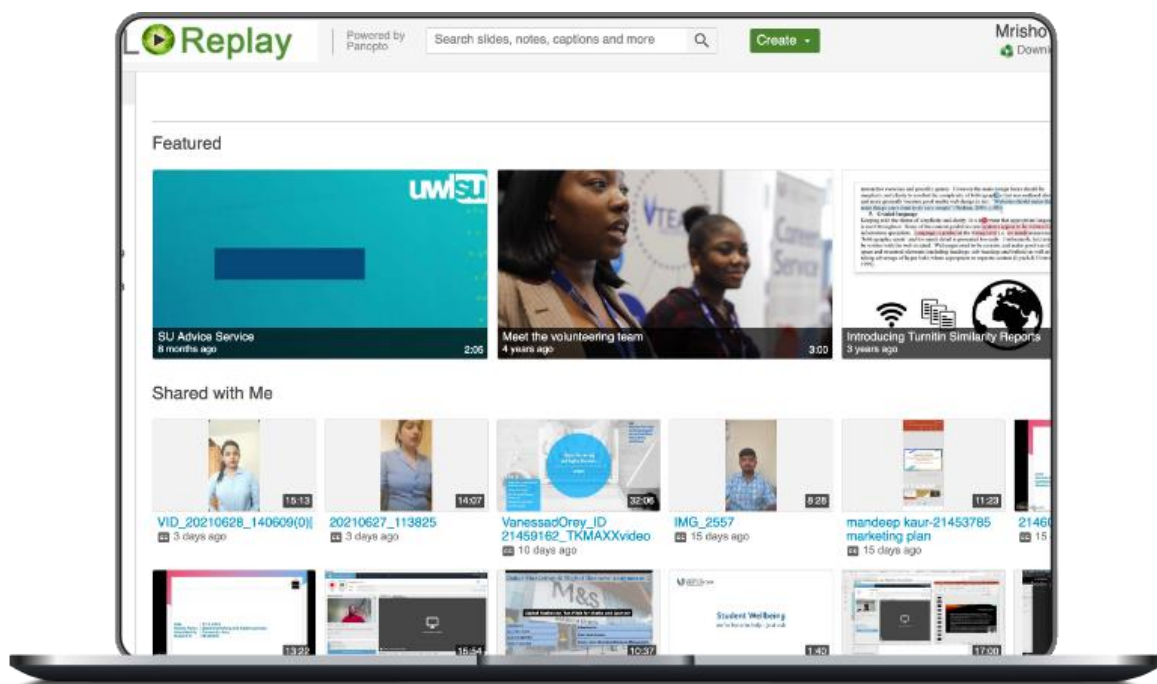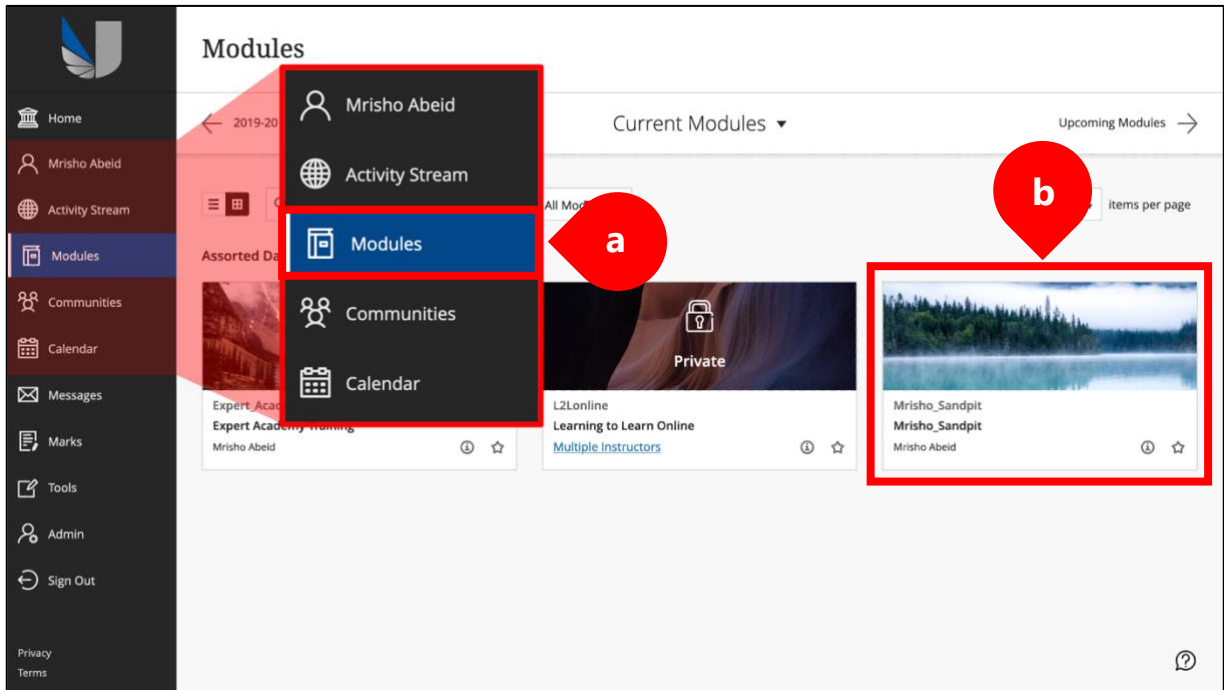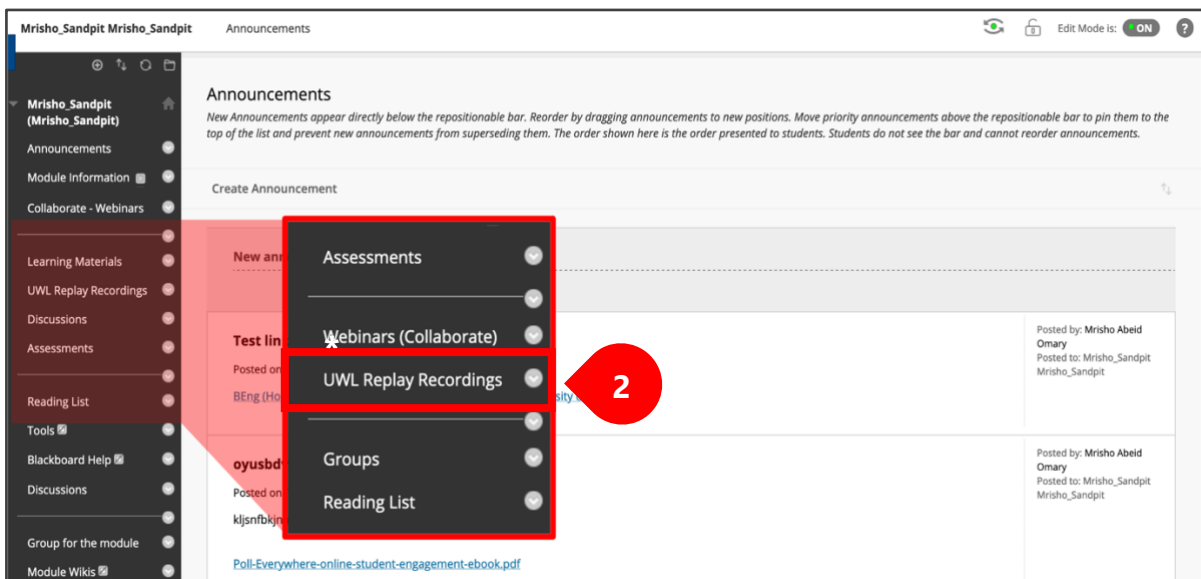# UWL REPLAY:

CREATE AN ASSIGNMENT FOLDER

This guide will show you how to create an assignment folder for your module to allow your students to submit their recordings to it as part of an assignment. This folder is very useful because it limits students to view just the recordings they upload but allow you to access all recordings.
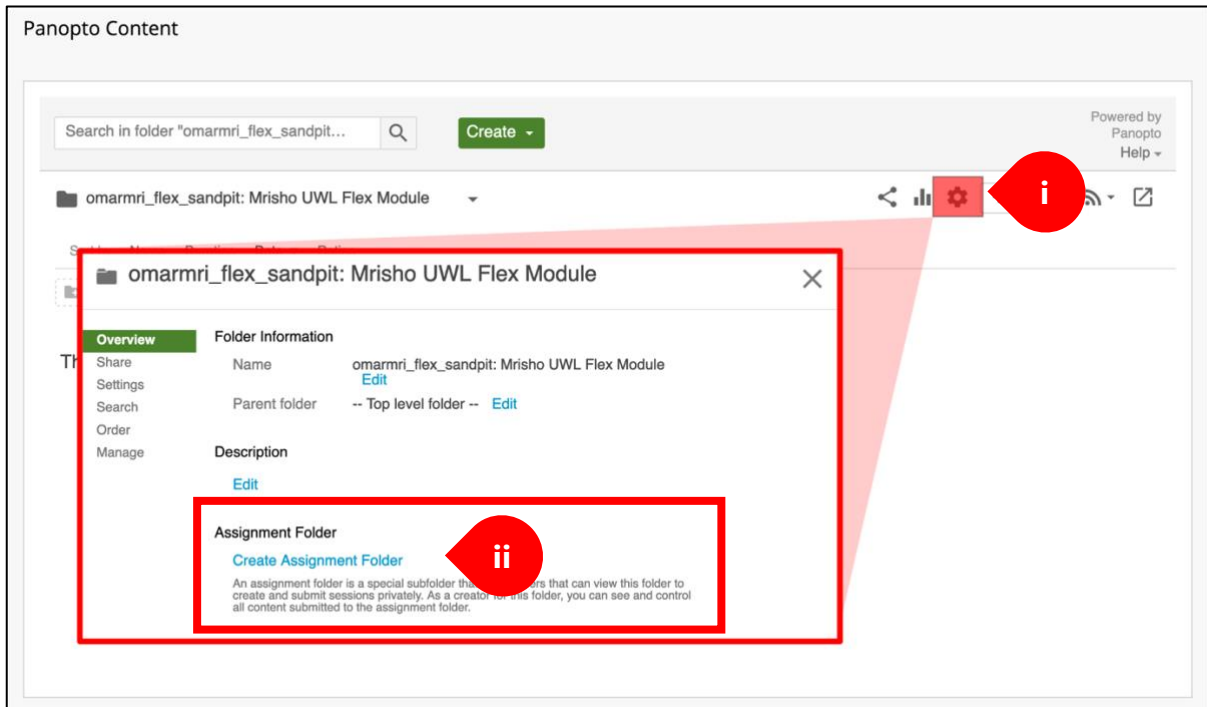

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1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
   b. select a module in which you would like to create the assignment folder

2. While in the module select UWL Replay Recordings folder on the left-hand vertical menu
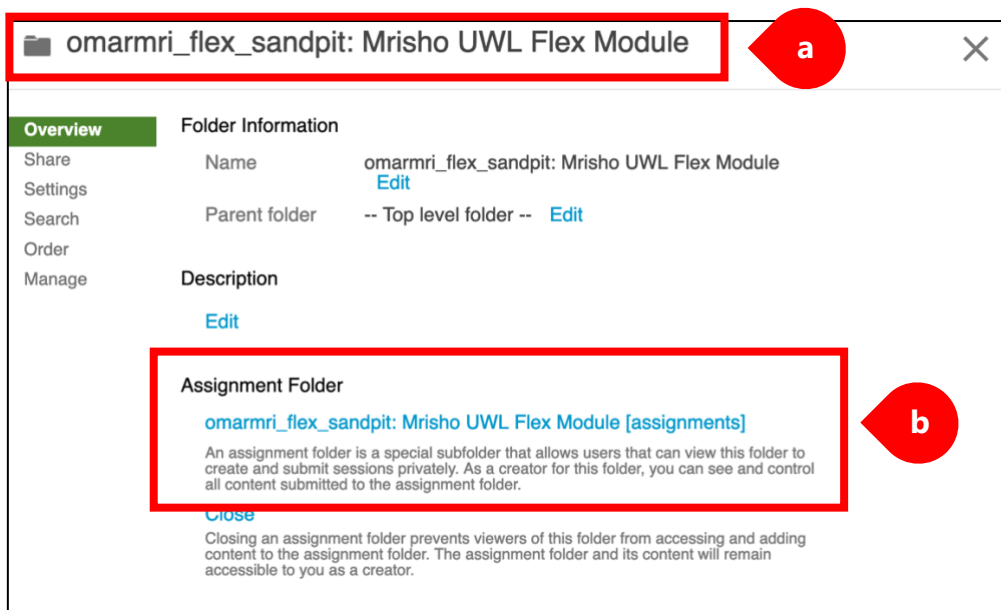
3. This will redirect you to the module's Panopto folder.

i. **settings** – select the gear icon to open the setting panel for the folder

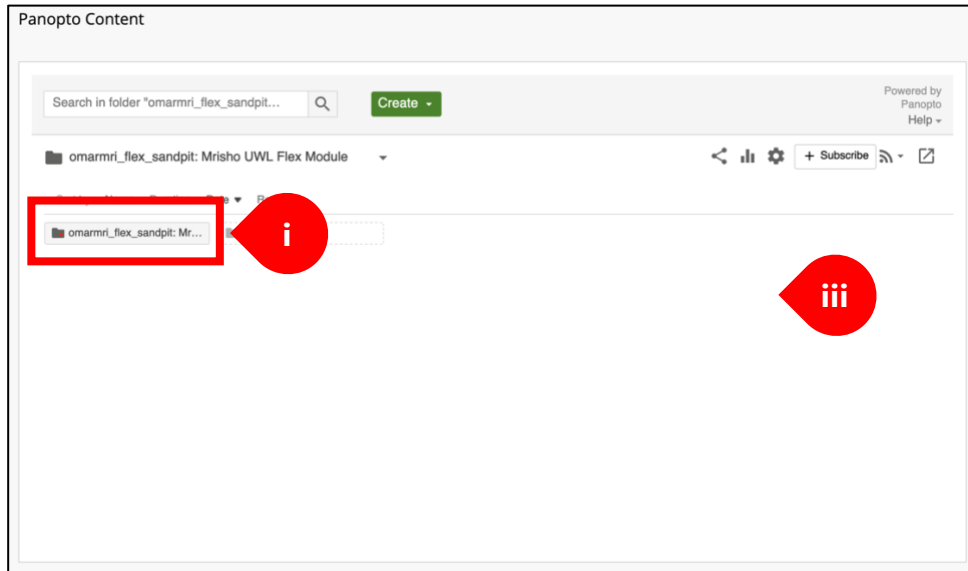ii. **create assignment folder** – select the link to *create an assignment folder* for the module

* *Once created, the assignment folder will appear with the same name as the main module folder **but with [assignments]** at the end. See the example below*:

a. this shows the module name and code

b. shows the assignment folder with the same information and **[assignments]** at the end
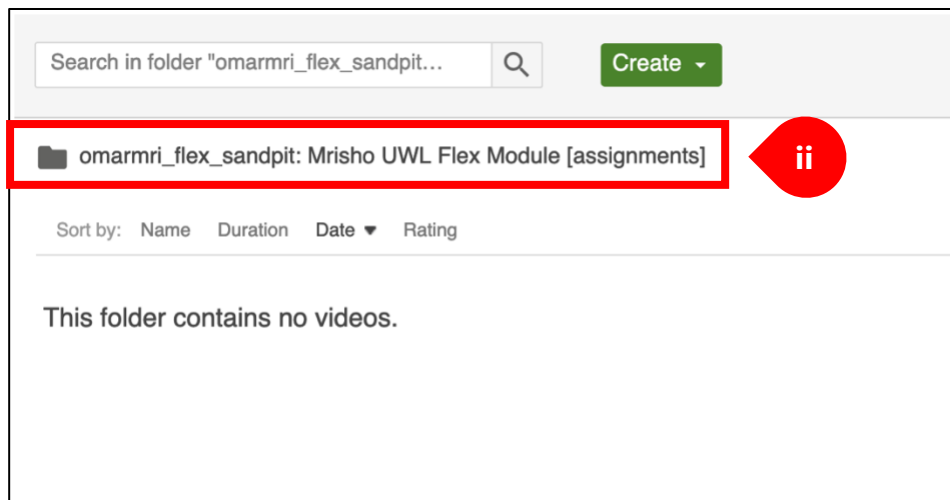
4. When it successfully created:
   i. It will be available as a sub-folder within the main module folder

   ii. And when opened, it will indicate its name which is similar to the module's name and has **[assignments]** at the end.

   iii. In its folder settings, it will indicate that it is a child/sub-folder for a main folder in Panopto