

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

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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

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	Assignment Folder Create Assignment Folder An assignment folder is a special subfolder that our strat can view this folder to create and submit sessions privately. As a created normal folder, you can see and control		

* 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

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Overview	Folder Information
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Search	Parent folder Top level folder Edit
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	Edit
	Assignment Folder omarmri_flex_sandpit: Mrisho UWL Flex Module [assignments] 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.
	Closing an assignment folder prevents viewers of this folder from accessing and adding content to the assignment folder. The assignment folder and its content will remain accessible to you as a creator.



4. When it successfully created:

i. It will be available as a sub-folder within the main module folder

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

Search in folder "omarmri_flex_sandpit Q Create -
momarmri_flex_sandpit: Mrisho UWL Flex Module [assignments]
Sort by: Name Duration Date - Rating
This folder contains no videos.

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

