Allowing students to upload/record in Panopto

Once your class on nexus is connected to Panopto, there will be a folder dedicated to your class on newyork6.hosted.panopto.com. In order to make it available for your students to upload, you begin by right clicking your “Class Folder” and “New Subfolder.”

Then you will be taken to a pop up that will allow you to (1) name the folder, in this case you may type in a student’s name. Panopto also gives you the option to type in a description, this is optional. Finally, click “Create Folder.”
Then, you will be taken to a different pop up. Choose “Create Dropbox.” This Dropbox is the folder that the student will see on their Panopto page.

Panopto will automatically name the dropbox the name of the folder and “[dropbox]”. Then, you can on the left hand menu, click “Share” to give access to the student that the folder is set up for.
You may simply type in the student’s name the box and choose “Nexus” in the dropdown menu.

Then, click on the dropdown to change from the student from “viewer” to “creator” so that the student can record and upload their own media. Then click “notify and share” so that the student can have access to it. Because each folder is for an individual students, as the instructor will have to go through this short process for each student in your class.

This is a preview of how it would look on left menu of your Panopto screen.