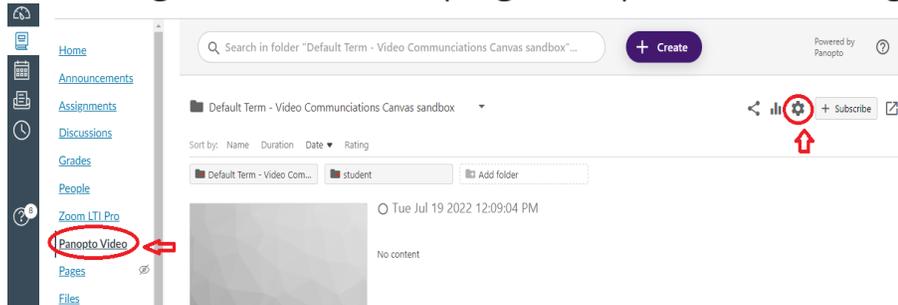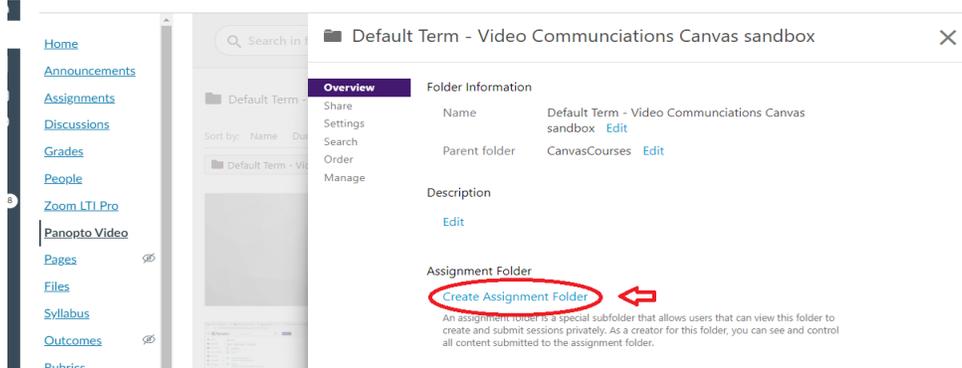# Creating Assignment Folders in Canvas with Panopto

1. Navigate to the Canvas course.
2. Click **Panopto Video** in the course navigation.
3. Click the gear icon at the top right to open folder settings

4. Click **Create Assignment Folder** under the Assignment Folder heading.

5. Panopto will display the name of the subfolder.
6. Press the X in the top right to close the dialog box.
7. If you later want to stop students from accessing and adding content to the assignment folder, you can go back to the Settings box and click **Close**. Instructors will still have access to the folder and its content. You can create multiple assignment folders and only the active ones will appear for students.