

## Making Canvas Class Recordings Available to Specific People

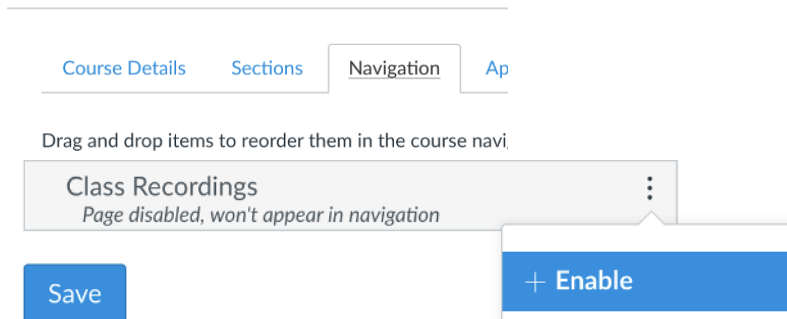
Andres Spillari - 2021-09-10 - Comments (0) - Canvas & Classroom Support

### Making Canvas Class Recordings Available to Specific People

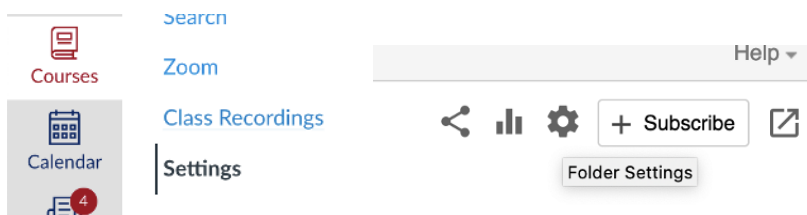
If you're recording class to canvas but you only want specific people to view those videos, follow these steps. You'll need to repeat Step 3 on for each week's class:

- If you don't already see "Class Recordings" on the left-side navigation bar, you'll have to enable it by going to your Canvas Course > Settings > Navigation > Right click on "Class Recordings" at the bottom and "Enable" > Then Save

> [Settings](#)



- Now enabled, go to "Class Recordings" in Canvas > (folder) Settings in the top right > Settings > Change "Availability" to "When approved by publisher."
  1. You will now get an email whenever your class recording has posted, so you can edit access and approve it for viewing



Share

**Settings**

Order

Manage

Import all meetings, regardless of the meeting host's setting (
   
 Import meetings only if meeting host has meeting import enat
   
 Do not import meetings for this course

**Availability**

Folders can be made available after a start date and before an end date. The avi for a single session may override the availability for its parent folder.

To prevent new sessions from being published to viewers before approval, set fol availability to "never". Sessions can then be made available by editing them or by availability for each individual session.

Sessions become available

when approved by a publisher
   
 immediately

- Back in "Class Recordings" create a new Folder for each week's recordings



**Create Folder** ✕

Name

Parent folder

Description

- In that new folder, go to Settings > Share > Change (blue highlight) > Stop Inheriting

**Week 001\_Class 001** ✕ 🔗 📊 ⚙️ + ⋮

Sort by: Name Duration Date ▼

**Week 001\_Class 001**

Overview

**Share** 👤 **People and groups**  
3 inherited from  **Annenberg IT** [Change](#)

Settings

Order

Manage

👤 **Annenberg IT::Creator**

👤 **Annenberg IT::Viewer**

## Stop inheriting users and permissions?





Members and viewing permissions will no longer be synced to the parent folder. Viewing permissions will remain the same as they are now - **Restricted**.

Keep **3 members** as added users

Cancel

**Stop Inheriting**


- Now that you've clicked "Stop Inheriting" you can change access for that folder. Make sure to delete the "Class Name" - Viewer ONLY. If you delete Creator you will lose access yourself! Then add the names/pennkey of the students who should have access to view and make sure they're labeled as Viewer and not Creator.

 **Annenberg IT::Creator** Creator ×  
 **Annenberg IT::Viewer** Viewer ×  
 **Andres Spillari**  
 Canvas\spillari | spillari@upenn.edu Publisher ×  
 **People and groups**  
 3 added [Inherit from parent folder](#)

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spillari Viewer ▼

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 **Andres Spillari** Creator ×  
 Canvas\spillari | spillari@upenn.edu Viewer ×

- You and your specific students now have access to the Folder's contents! So let's move the video into that folder. Click on "Class Recordings" on the Navigation bar on the left again to go to the top most folder and find your recordings that've posted automatically.

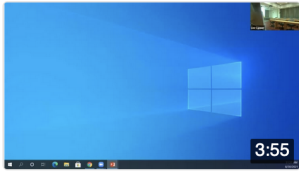
- Click the Settings gear on the Video you want to move

Sort by: Name Duration Date ▼

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📁 Week 001\_Class 001 ➕ Add folder

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**Annenberg IT**

📅 • 11 days ago

Zoom Meeting ID: 92393678528 • Host: Andre  
 @ 11:34 AM • Recording Start: 08/30/2021 @

⚙️ 🔗 ✎️ 📊 🗑️

W... Settings approval

- Then under Overview, click Edit next to Folder and you'll get a drop-down menu to move the video into a specific folder. Move it to the folder you created for that week. Then Save.

<b>Overview</b>	<b>Session Information</b>	
<a href="#">Share</a> <a href="#">Outputs</a> <a href="#">Quiz Results</a> <a href="#">Streams</a> <a href="#">Clips</a> <a href="#">Search</a> <a href="#">Captions</a> <a href="#">Manage</a> <a href="#">Log</a>	<p><b>Name</b> <span style="float: right;"><b>Annenberg IT</b> <a href="#">Edit</a></span></p> <p><b>Folder</b></p> <p><b>Tags</b></p> <p><b>Preview image</b></p> <p><b>Viewer link</b></p> <p><b>Owner</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose a folder or start typing to search</p> <hr/> <p><span>🕒</span> Quick access</p> <ul style="list-style-type: none"> <li><span>📁</span> <b>Annenberg IT</b></li> <li><span>📁</span> COMM 210-301 2020C Quant Res MethC</li> <li><span>📁</span> COMM 130-001 2020A Media Industries /</li> </ul> <hr/> <p><span>📁</span> All folders</p> <ul style="list-style-type: none"> <li><span>➕</span> My Folder</li> <li><span>▼</span> <b>Annenberg IT</b></li> <li><span>📁</span> <b>Week 001_Class 001</b></li> </ul> </div>

Name	Annenberg IT <a href="#">Edit</a>
Folder	<input type="text" value="Week 001_Class 001"/>
	<a href="#">Save</a> <a href="#">Cancel</a>

- Last step is to go to scroll down to Approval and Approve the video for viewing!

<b>Overview</b>	Copyright	<input checked="" type="checkbox"/> Enable public comments by c
Share	Downloads	<input checked="" type="checkbox"/> Show copyright notice
Outputs	Approval	<input type="text" value="Use folder setting (Admins, videograp"/>
Quiz Results		Requested on September 10, 20
Streams		<a href="#">Cancel</a> <a href="#">Approve</a> <a href="#">Reject</a>
Clips		
Search	<b>Description</b>	

#### To Review:

- Enable Class Recordings on the Navigation Bar
- Change video availability to “When approved by publisher”
- Create a folder in Class Recordings for each week’s class
- Adjust the permissions in each week’s folder depending on who needs access
- Move the class recording/video into the appropriate folder
- Approve the video for viewing

If you have any questions, please submit a support request to [ithelpdesk@asc.upenn.edu](mailto:ithelpdesk@asc.upenn.edu)