Making Canvas Class Recordings Available to Specific People

Andres Spillari - 2021-09-10 - Comentarios (0) - Canvas Support

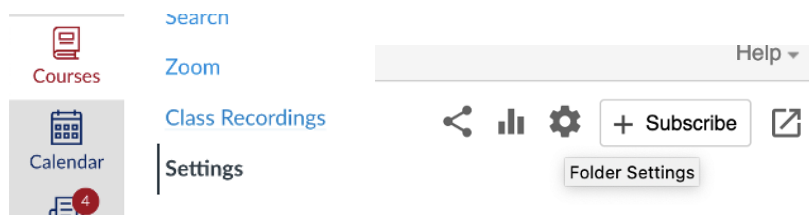# Making Canvas Class Recordings Available to Specific People

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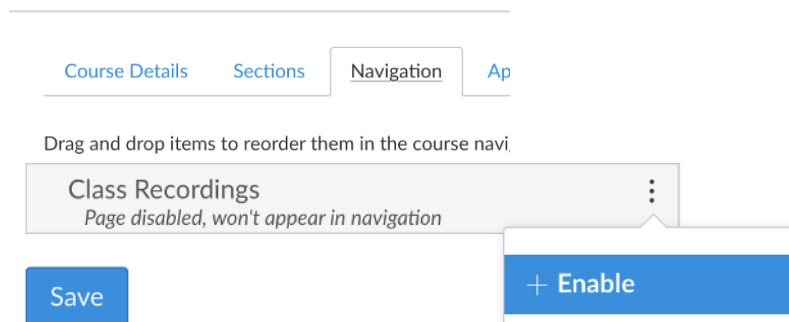
- Now enabled, go to "Class Recordings" in Canvas > (folder) Settings in the top right > Settings > Change "Availability" to "When approved by publisher."
  1. You will now get an email whenever your class recording has posted, so you can edit access and approve it for viewing

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

Availability

Folders can be made available after a start date and before an end date. The ava
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

➕📁 Add folder

📁 Create Folder   ✕

Name	Week 001_Class 001
Parent folder	Annenberg IT ▾
Description	

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

📁 Week 001_Class 001 ▾   ⤴ 📊 ⚙ ➕ S
                                    Folder Settir

Sort by: Name   Duration   **Date** ▾

📁 Week 001_Class 001

Overview
Share
Settings
Order
Manage

👥 **People and groups**
3 inherited from 📁 **Annenberg IT** Change

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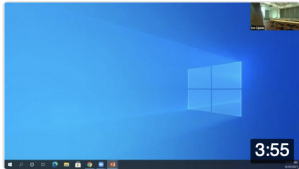
- Now that you've clicked "Stop Inheriting" you can change access for that folder. Make sure to delete the "Class Name" – Viewer ONLY. If you delete Creator you will lose access yourself! Then add the names/pennkey of the students who should have access to view and make sure they're labeled as Viewer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

- 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

- 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.

Name	Annenberg IT Edit
Folder	Week 001_Class 001

Save   Cancel

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

		☑ Enable public comments by c
Overview	Copyright	☑ Show copyright notice
Share	Downloads	Use folder setting (Admins, videograp
Outputs		
Quiz Results	Approval	Requested on September 10, 20
Streams		Cancel Approve Reject
Clips		
Search	Description	

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