

Making Canvas Class Recordings Available to Specific People

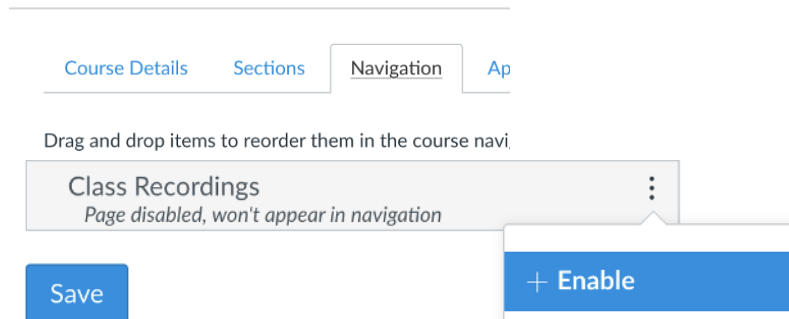
Andres Spillari - 2021-09-10 - Comments (0) - Canvas & Classroom Support

Making Canvas Class Recordings Available to Specific People

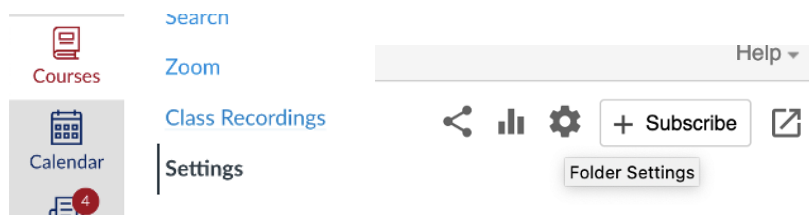
If you're recording class to canvas but you only want specific people to view those videos, follow these steps. You'll need to repeat Step 3 on for each week's class:

- 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 enabled
☐ Do not import meetings for this course

Availability

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

To prevent new sessions from being published to viewers before approval, set folder 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

Week 001_Class 001

Folder Settings

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.

	Annenberg IT::Creator	Creator X
	Annenberg IT::Viewer	Viewer X
	Andres Spillari Canvas\spillari spillari@upenn.edu	Publisher X
	People and groups 3 added Inherit from parent folder	

spillari	Viewer ▼
	Andres Spillari Canvas\spillari spillari@upenn.edu
	Creator X
	Viewer ▼

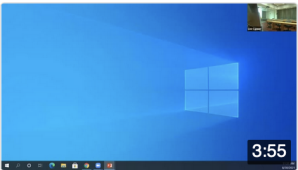
- You and your specific students now have access to the Folder's contents! So let's move the video into that folder. Click on "Class Recordings" on the Navigation bar on the left again to go to the top most folder and find your recordings that've posted automatically.

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

Sort by: Name Duration Date ▼

 Week 001_Class 001

 Add folder



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







Wz Settings r 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.

Overview	Session Information	
Share	Name	Annenberg IT Edit
Outputs	Folder	Choose a folder or start typing to search Quick access  Annenberg IT  COMM 210-301 2020C Quant Res MethC  COMM 130-001 2020A Media Industries / All folders  My Folder  Annenberg IT  Week 001_Class 001
Quiz Results	Tags	
Streams	Preview image	
Clips		
Search		
Captions		
Manage	Viewer link	
Log	Owner	

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!

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