Class Recording Permissions (For Faculty)

Last Modified on 09/03/2026 4:01 pm EDT

The Class Recordings Permissions tab in Canvas is a standalone app to help you manage access to your class recordings.

Before You Start

You will need the following before you can complete this task:

- Canvas Site
- Class Recordings Tab
- Class Recording Permissions Tab

Please allow up to (6) hours for the approved recording requests to be provisioned and access granted.

Students can review Class Recording Permissions (for Students).

Video Walkthrough

This 8-minute walkthrough recording of a demo to faculty shows the entire app - from setting your preferences to managing student permissions. The rest of this article provides written instructions and screenshots for these same features.

Click **Read More** to view this excerpt from a recent faculty demo:

Configuring Class Recording Permissions

You'll need to set your permissions preferences for your Class's recordings. See our video above or follow the step-by-step instructions to configure your class.

Configuration Step-by-Step Instructions

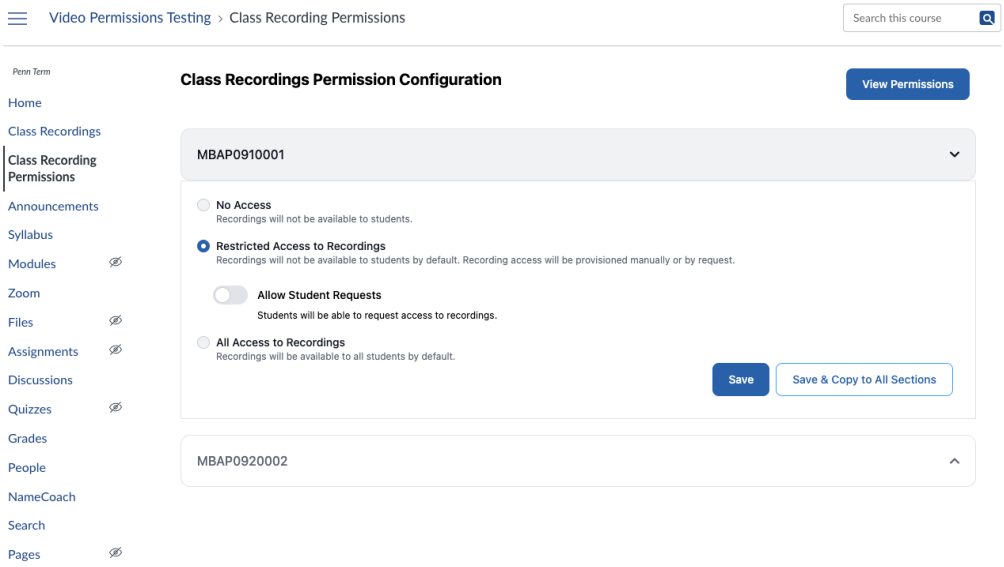
The Class Recordings configuration screen allows you to view and set general settings for classroom recording permissions, such as "No Access," "All Access," or "Restricted Access."

NOTE: Your changes to Configuration will not be saved until you confirm your choices as follows:

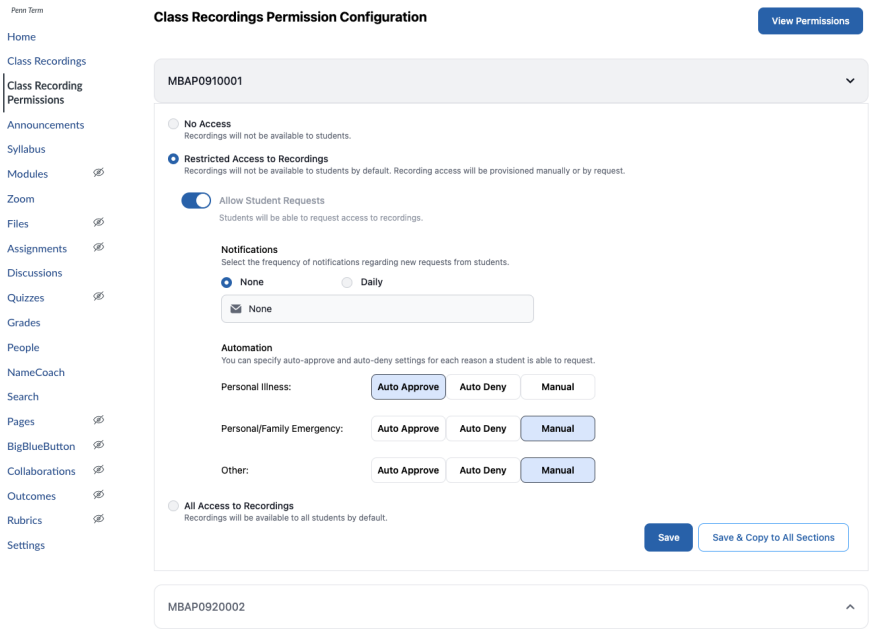
- **Save Changes**: Changes will not be saved until you click the **Save** button.
- **Apply to All Sections**: Changes will not impact all sections unless you select "Save & Copy to All Sections."

You will need to make one of the following choices:

- **No Access:** If you choose this, recordings will not be available to students. **This is the default setting;** if you want recordings to be available to students you must pick another option.
- **Restricted Access to Recordings:** This setting allows you to grant students access to recordings selectively. For example, you might grant the entire class access to an exam review session.



- - **Allow Student Requests:** When you restrict access to recordings in general, you can still allow students to submit requests for certain videos. In addition, you can:
    - Determine how frequently you receive notifications for these student requests.
    - Automate whether to approve or deny the student requests based on the reason.



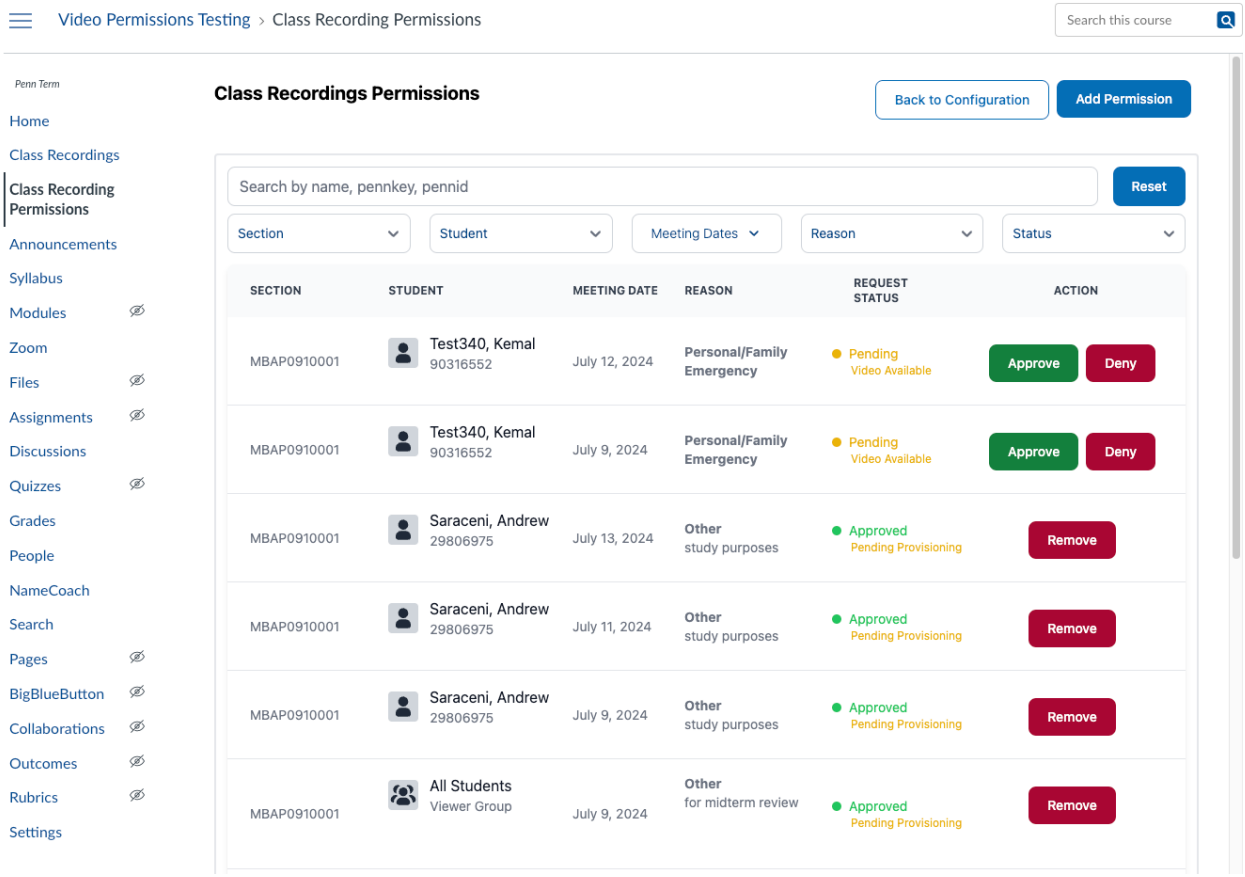
- **All Access:** This choice makes recordings available to all students.

> Under most circumstances, you should click the **Save & Copy to All Sections** button to save your work so that all sections will have the same policy. Individual Section configurations are available for complex course setups, such as recitations.

Once you've chosen your settings, click the blue **View Permissions** button (Top Right) to navigate to the next page,

where you can further refine your configuration choices.

Managing View Permissions

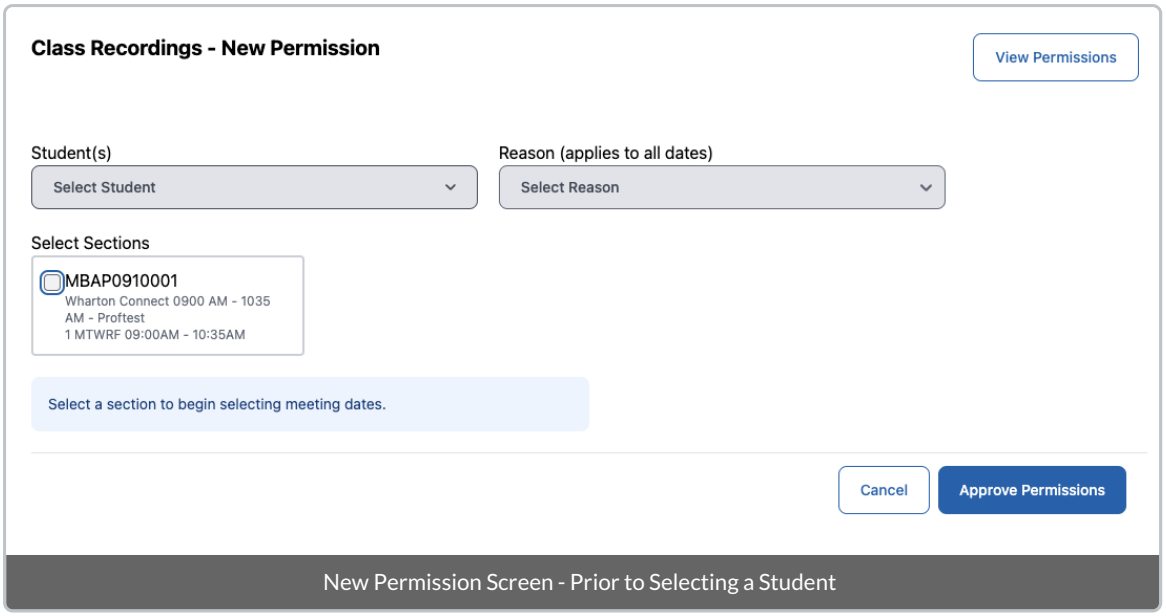


The View Permissions page provides an overview of all the permissions for your Canvas course. All sections will appear by default, sorted by meeting date and request status.

- **Filter** these results with the search bar, or by using any of the dropdown menus underneath the Search bar.
- **Sort** by clicking on the column headings (e.g. Section, Student, Meeting Date, and more).
- **Grant Permissions** in the Action Column. If you have decided to allow student requests,**Approve/Deny** buttons become visible, allowing you to handle those requests. You can remove permissions at any time.
- To add a permission proactively, click the blue **Add Permission** button at the top right of the screen.

Adding Permissions

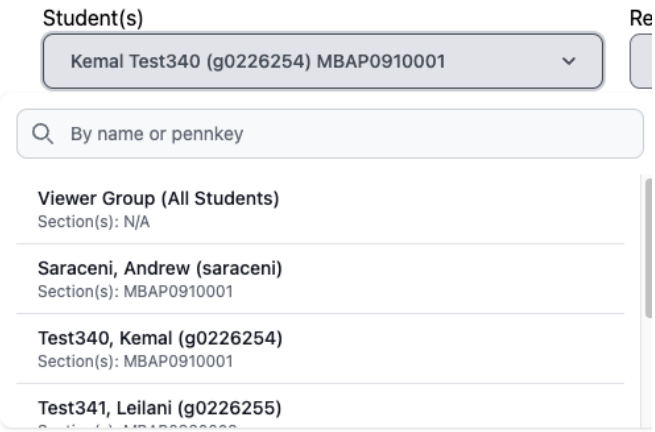
When you have chosen Restricted Access to Recordings in the configuration section, you can add permissions selectively for individual students or for the entire class.



New Permission Screen - Prior to Selecting a Student

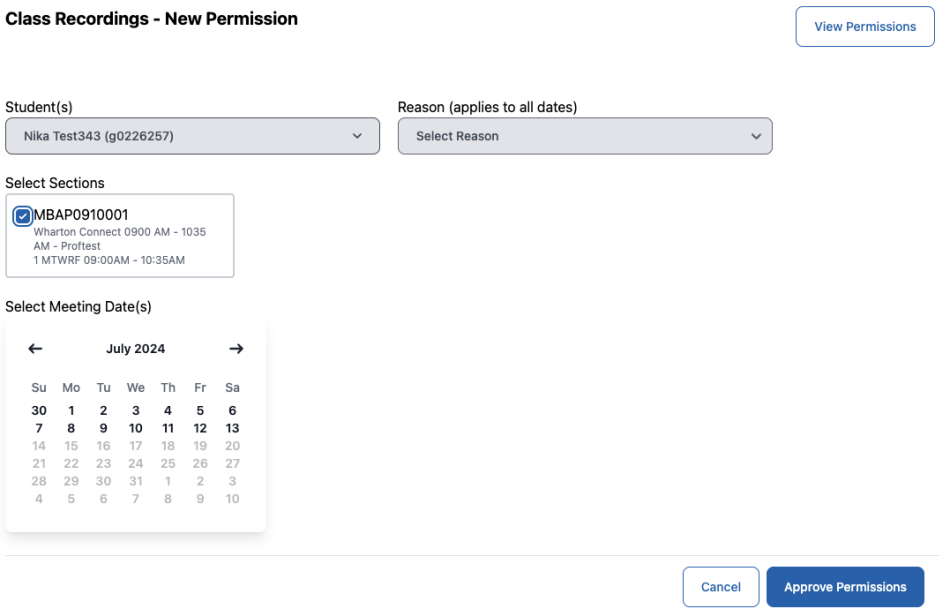
Selecting Students

From the Student(s) dropdown, search for a single student. If you would prefer to add a global permission for all students, select the **Viewer Group (All Students)** option, usually first in the list.

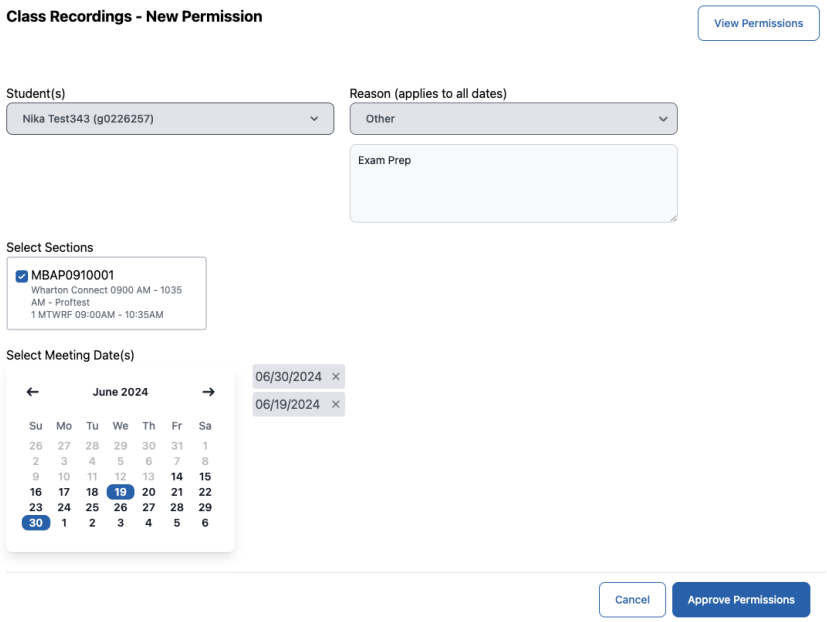


Selecting Sections

Once you have selected a student, select the section from the available list. You will then see a calendar for choosing meeting dates.



- **Select the meeting dates** by clicking on each date
- Assign your **Reason**.
    - Choosing **Other** allows you to enter a customized message explaining the reason.



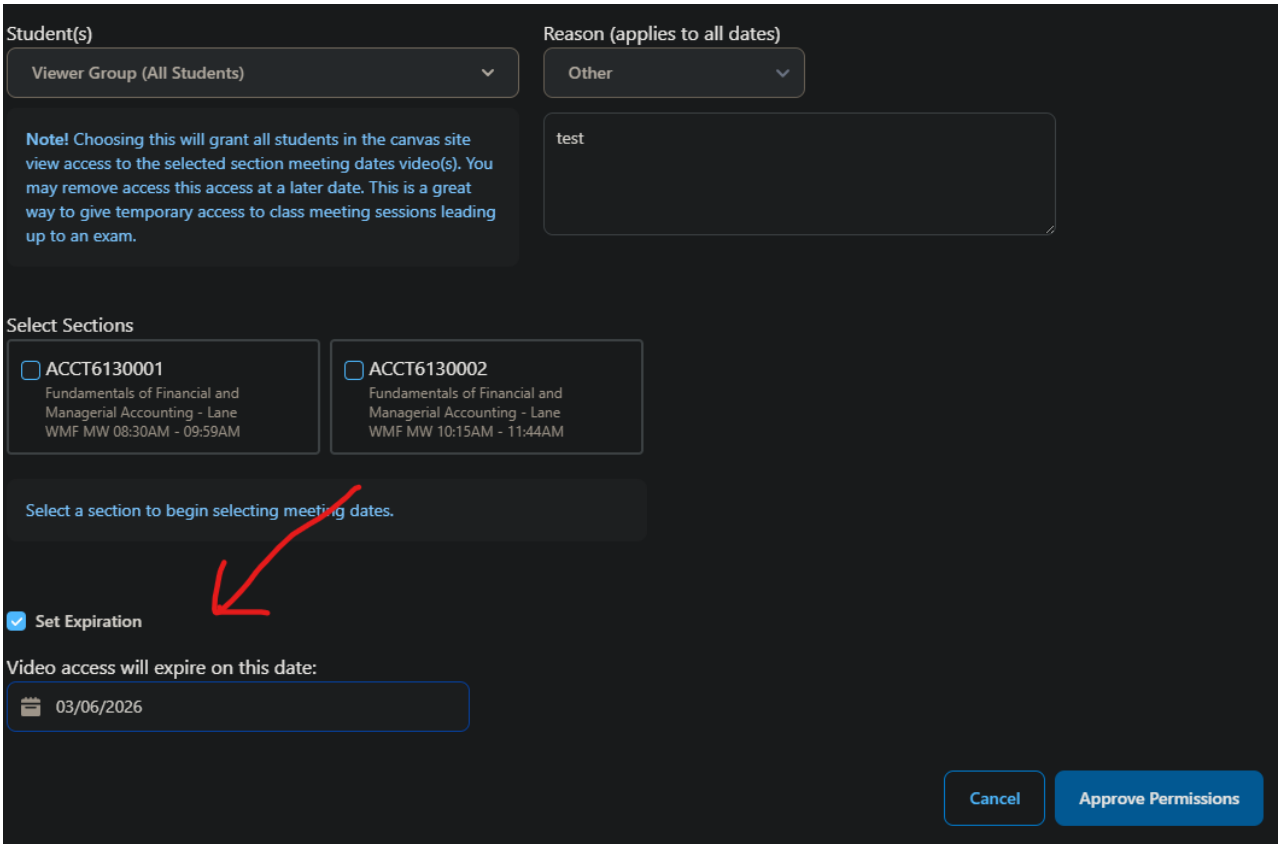
- Click the blue **Approve Permissions** to add this video permission.

Please allow up to 48 hours after the end of that class AND up to 6 hours after approval for video access to begin.

Setting Expiration Date

You can set an Expiration Date when granting individual permissions which will automatically remove access at 12 midnight of the selected date (eg 3/4/26 00:00)

To set an Expiration Date, select the Expiration Date box below the “Select Sections” area. Then use the calendar picker to select the date you’d like access to expire. Click Approve Permissions buton.

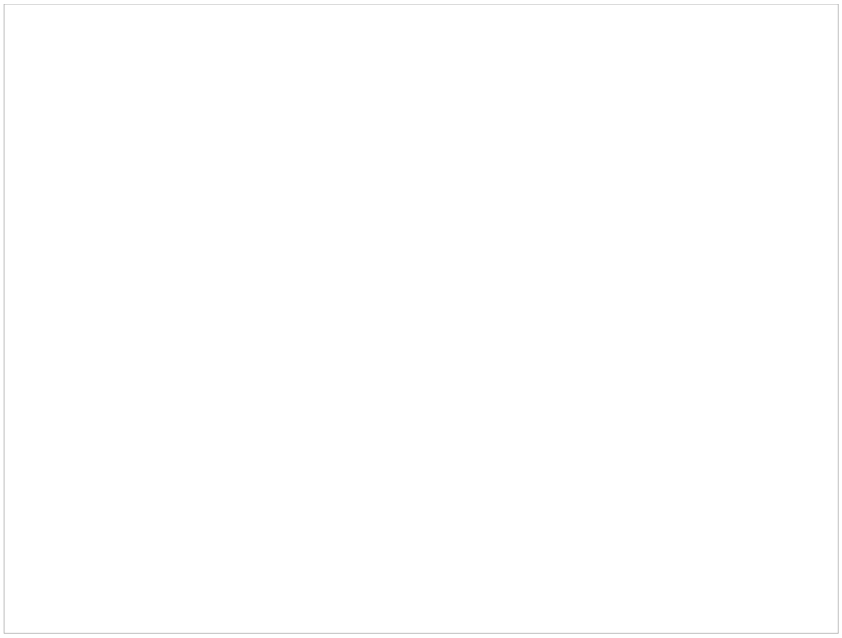


Permissions for Midterms/Exams

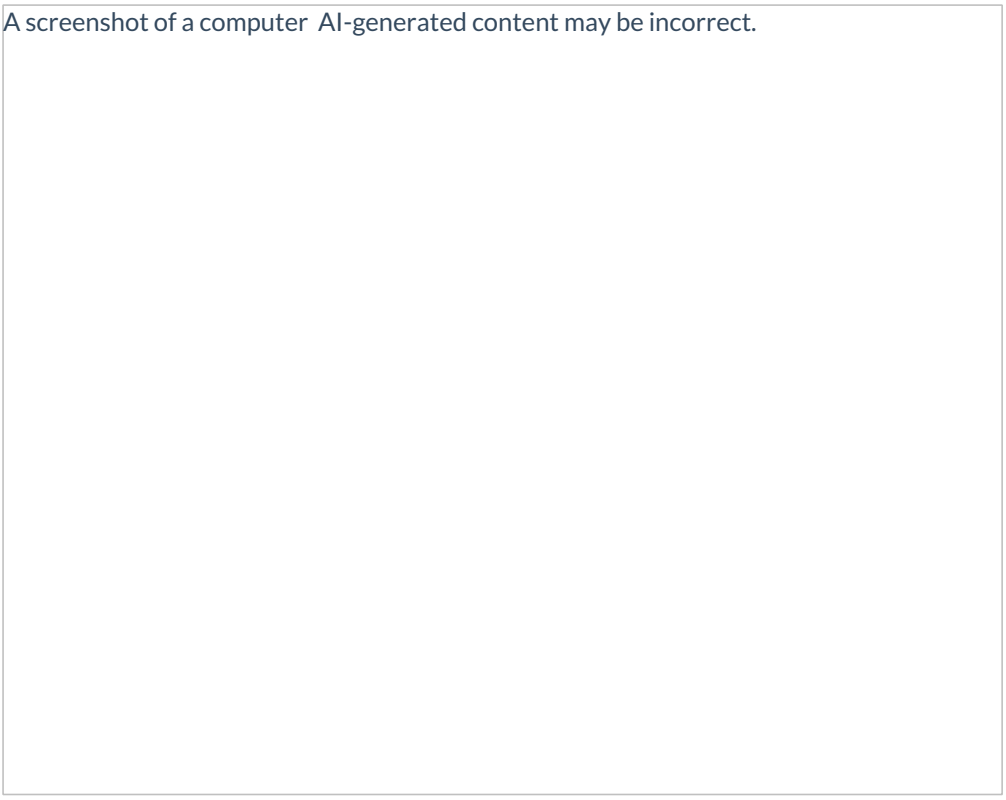
Granting Access for All Students

You easily grant all students access to recordings so they can prepare for an exam but still maintain Restricted Access without affecting individual student requests.

- From the Student(s) dropdown menu, select the Viewer Group (All Students)



- Once you have selected the Viewer Group (All Students), select the section from the available list. You will then see a calendar for choose meeting dates.
- **Select individual meeting dates** or the blue **Select All Dates** button. Assign your **Reason**.
    - Choose **Other** allows you to enter a customized message explaining the reason.

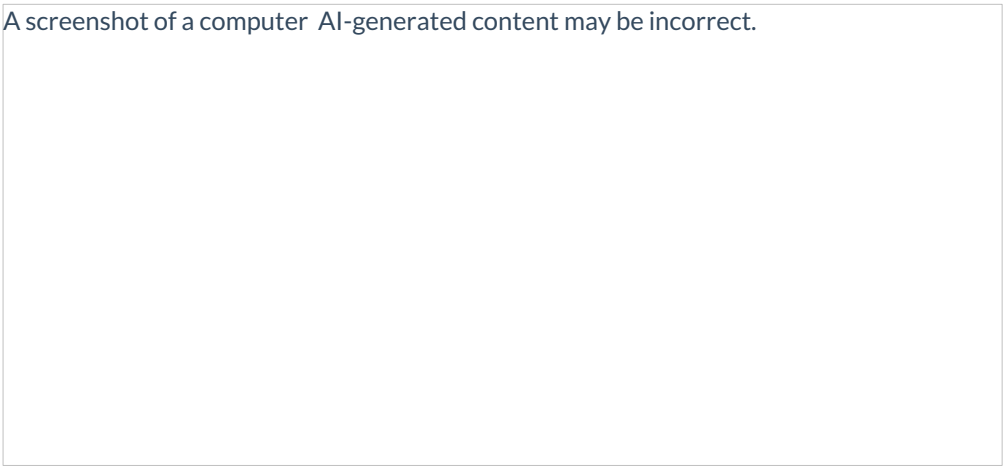


- Click the blue **Approve Permissions** to add this video permission.

Removing Access After Midterm/Exam

To remove **All Student** access after an exam, navigate to the **View Permissions** page, is the search bar type **All Students**. This will filter all current permissions to show only the **All Students** group. Click the red **Remove** button

beside each recording you'd like to remove the **All Students** group.



Questions?

If you have questions about this application, please contact your Wharton Computing representative for help.