

# Class Recording Permissions (For Faculty)

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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

Students can review [Class Recording Permissions \(for Students\)](#).

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## 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:

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## 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.

Penn Term

**Class Recordings Permission Configuration**

**MBAP0910001**

- No Access**  
Recordings will not be available to students.
- Restricted Access to Recordings**  
Recordings will not be available to students by default. Recording access will be provisioned manually or by request.
- Allow Student Requests**  
Students will be able to request access to recordings.
- All Access to Recordings**  
Recordings will be available to all students by default.

**MBAP0920002**

**View Permissions**

Search this course

Save

Save & Copy to All Sections

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- **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.

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## Managing View Permissions

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## Class Recordings Permissions

Back to Configuration Add Permission

Reset

Section Student Meeting Dates Reason Status

SECTION STUDENT MEETING DATE REASON REQUEST STATUS ACTION

MBAP0910001	Test340, Kemal 90316552	July 12, 2024	Personal/Family Emergency	Pending Video Available	<span>Approve</span> <span>Deny</span>
MBAP0910001	Test340, Kemal 90316552	July 9, 2024	Personal/Family Emergency	Pending Video Available	<span>Approve</span> <span>Deny</span>
MBAP0910001	Saraceni, Andrew 29806975	July 13, 2024	Other study purposes	Approved Pending Provisioning	<span>Remove</span>
MBAP0910001	Saraceni, Andrew 29806975	July 11, 2024	Other study purposes	Approved Pending Provisioning	<span>Remove</span>
MBAP0910001	All Students Viewer Group	July 9, 2024	Other for midterm review	Approved Pending Provisioning	<span>Remove</span>

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.

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## 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.

**Class Recordings - New Permission**

[View Permissions](#)

Student(s)  Reason (applies to all dates)

Select Sections

MBAP0910001  
Wharton Connect 0900 AM - 1035 AM - Proffest  
1 MTWRF 09:00AM - 10:35AM

Select a section to begin selecting meeting dates.

[Cancel](#) [Approve Permissions](#)

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.

Student(s)

By name or pennkey

Viewer Group (All Students)  
Section(s): N/A

Saraceni, Andrew (saraceni)  
Section(s): MBAP0910001

Test340, Kemal (g0226254)  
Section(s): MBAP0910001

Test341, Leilani (g0226255)

## 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.

## Class Recordings - New Permission

[View Permissions](#)

Student(s)  
Nika Test343 (g0226257)

Reason (applies to all dates)  
Select Reason

Select Sections

MBAP0910001  
Wharton Connect 0900 AM - 1035  
AM - Profest  
1 MTWRF 09:00AM - 10:35AM

Select Meeting Date(s)

← July 2024 →  
Su Mo Tu We Th Fr Sa  
30 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3  
4 5 6 7 8 9 10

[Cancel](#)[Approve Permissions](#)

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

## Class Recordings - New Permission

[View Permissions](#)

Student(s)

Nika Test343 (g0226257)

Reason (applies to all dates)

Other

Exam Prep

Select Sections

MBAP0910001  
Wharton Connect 0900 AM - 1035  
AM - Profest  
1 MTWRF 09:00AM - 10:35AM

Select Meeting Date(s)

← June 2024 →  
06/30/2024 x  
06/19/2024 x  
Su Mo Tu We Th Fr Sa  
26 27 28 29 30 31 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 1 2 3 4 5 6

[Cancel](#)[Approve Permissions](#)

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

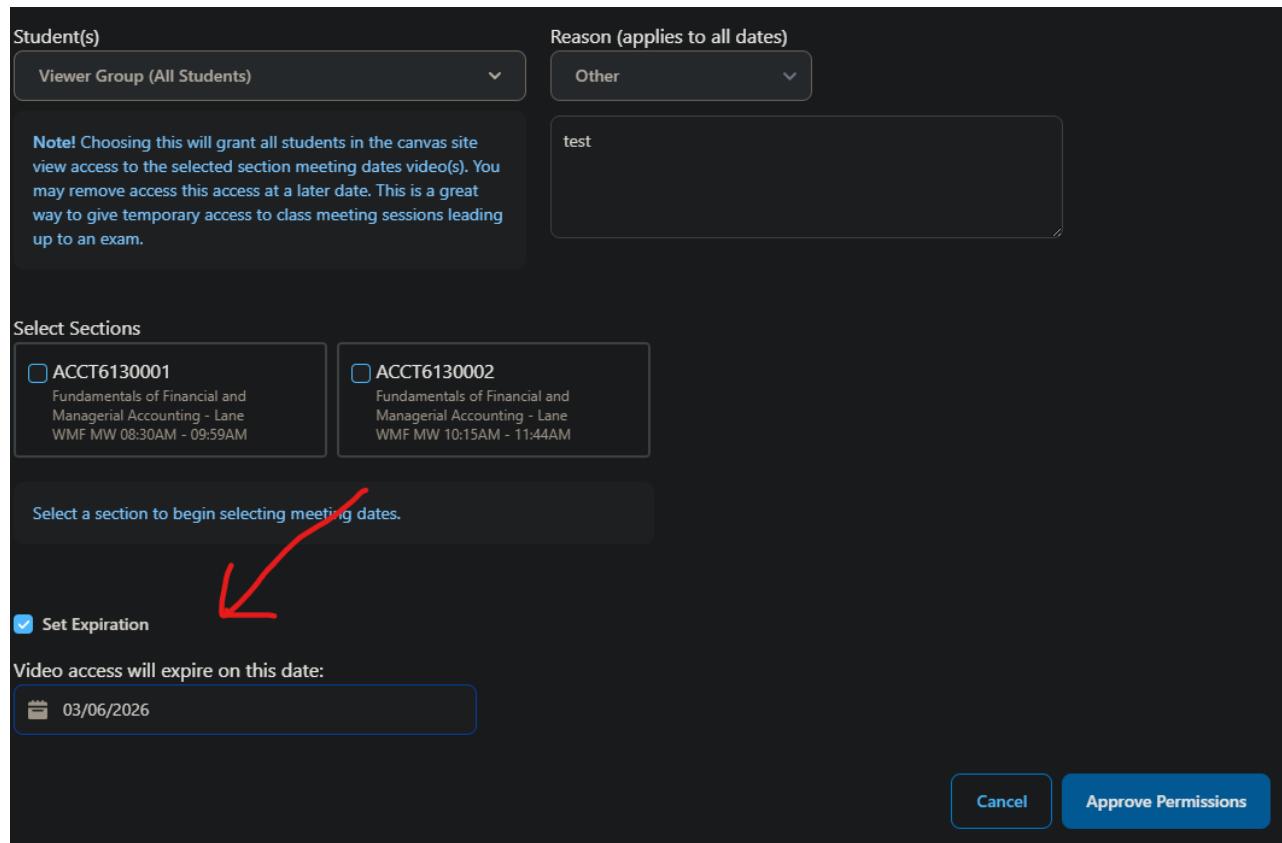
**Please allow up to 48 hours after the end of that class AND up to 6 hours after approval for video access to begin.**

## Setting Expiration Date

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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 button.



The screenshot shows the 'Grant Access' dialog box. At the top, there are dropdown menus for 'Student(s)' (set to 'Viewer Group (All Students)') and 'Reason (applies to all dates)' (set to 'Other'). A note states: 'Note! Choosing this will grant all students in the canvas site view access to the selected section meeting dates video(s). You may remove access this access at a later date. This is a great way to give temporary access to class meeting sessions leading up to an exam.' Below this is a section titled 'Select Sections' with two options: 'ACCT6130001' (Fundamentals of Financial and Managerial Accounting - Lane WMF MW 08:30AM - 09:59AM) and 'ACCT6130002' (Fundamentals of Financial and Managerial Accounting - Lane WMF MW 10:15AM - 11:44AM). A message 'Select a section to begin selecting meeting dates.' is displayed. A red arrow points to the 'Set Expiration' checkbox, which is checked. Below it, a date picker shows '03/06/2026'. At the bottom are 'Cancel' and 'Approve Permissions' buttons.

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## Permissions for Midterms/Exams

### Granting Access for All Students

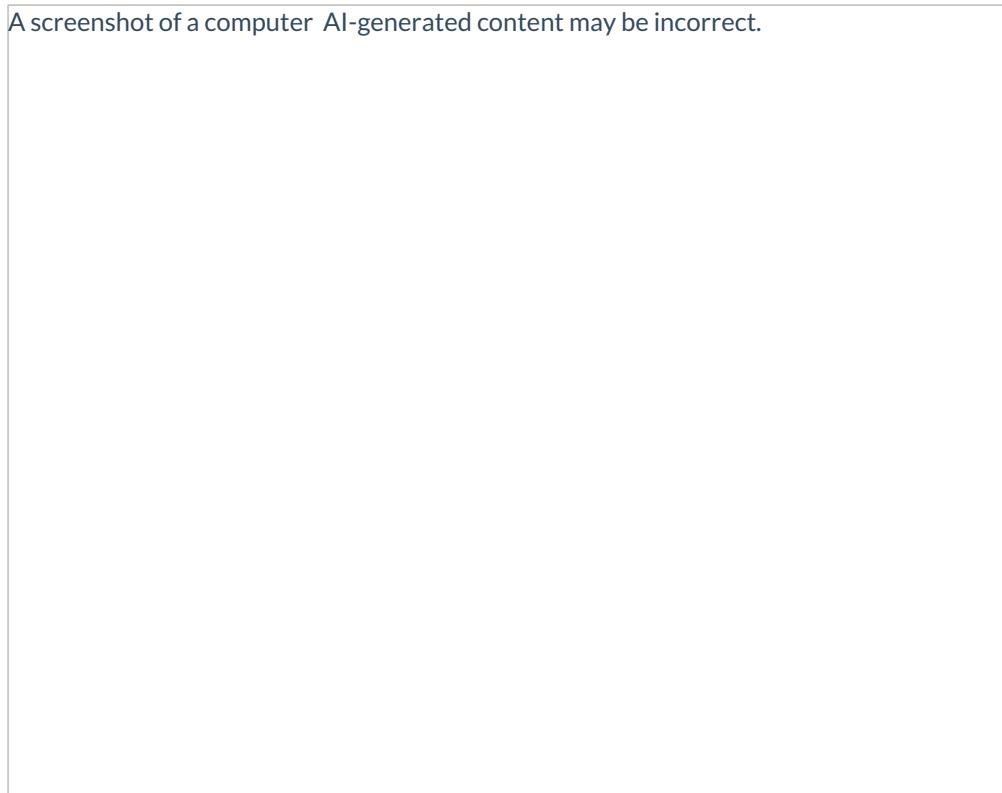
You easily grant all students access to recordings so they can prepare for an exam but still maintain Restricted Access without affecting individual student requests.

- 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.

A screenshot of a computer AI-generated content may be incorrect.



- 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.

A screenshot of a computer AI-generated content may be incorrect.

## Questions?

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