

Class Recording Permissions (For Faculty)

Last Modified on 08/22/2024 7:16 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](#)

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:

[Read More](#) 

Configuring Class Recording Permissions

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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.
- **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.

Video Permissions Testing > Class Recording Permissions

Search this course

Class Recordings Permission Configuration

View Permissions

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.

Save Save & Copy to All Sections

MBAP0920002

- **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.

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Class Recordings Permission Configuration

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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.

Notifications
Select the frequency of notifications regarding new requests from students.

None **Daily**

Automation
You can specify auto-approve and auto-deny settings for each reason a student is able to request.

Personal Illness:

Personal/Family Emergency:

Other:

All Access to Recordings
Recordings will be available to all students by default.

MBAP0920002 ^

- **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

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Class Recordings Permissions

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Search by name, pennkey, pennid [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	Approve Deny
MBAP0910001	Test340, Kemal 90316552	July 9, 2024	Personal/Family Emergency	● Pending Video Available	Approve Deny
MBAP0910001	Saraceni, Andrew 29806975	July 13, 2024	Other study purposes	● Approved ● Pending Provisioning	Remove
MBAP0910001	Saraceni, Andrew 29806975	July 11, 2024	Other study purposes	● Approved ● Pending Provisioning	Remove
MBAP0910001	Saraceni, Andrew 29806975	July 9, 2024	Other study purposes	● Approved ● Pending Provisioning	Remove
MBAP0910001	All Students Viewer Group	July 9, 2024	Other for midterm review	● Approved ● Pending Provisioning	Remove

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 Student Select Reason

Select Sections

MBAP0910001
 Wharton Connect 0900 AM - 1035 AM - Proftest
 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) Reason

Kemal Test340 (g0226254) MBAP0910001

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)**
Section(s): MBAP0910001

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 - ProfTest
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 - ProfTest
1 MTWRF 09:00AM - 10:35AM

Select Meeting Date(s)
← June 2024 →

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

06/30/2024 ×
06/19/2024 ×

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

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

Questions?

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