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# Class Recording Permissions (For Faculty)

Last Modified on 01/28/2026 11:48 am EST

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. **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.

The screenshot shows the 'Class Recordings Permission Configuration' interface. At the top, there's a breadcrumb trail: 'Video Permissions Testing > Class Recording Permissions'. A search bar on the right says 'Search this course'. On the left is a sidebar with navigation links: Home, Class Recordings, Class Recording Permissions (highlighted), Announcements, Syllabus, Modules, Zoom, Files, Assignments, Discussions, Quizzes, Grades, People, NameCoach, Search, and Pages. The main content area is titled 'Class Recordings Permission Configuration' and has a 'View Permissions' button. It displays a list of sections. The first section, 'MBAP0910001', is expanded, showing three radio button options: 'No Access' (disabled), 'Restricted Access to Recordings' (selected), and 'All Access to Recordings' (disabled). Under 'Restricted Access to Recordings', there's a sub-section 'Allow Student Requests' with a toggle switch that is currently turned off. At the bottom of the expanded section are 'Save' and 'Save & Copy to All Sections' buttons. The second section, 'MBAP0920002', is collapsed.

- - **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.

Perm Term  
Home  
Class Recordings  
**Class Recording Permissions**  
Announcements  
Syllabus  
Modules  
Zoom  
Files  
Assignments  
Discussions  
Quizzes  
Grades  
People  
NameCoach  
Search  
Pages  
BigBlueButton  
Collaborations  
Outcomes  
Rubrics  
Settings

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.

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

☒ 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:

Auto Approve

Auto Deny

Manual

Personal/Family Emergency:

Auto Approve

Auto Deny

Manual

Other:

Auto Approve

Auto Deny

Manual

Save

Save & Copy to All Sections

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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Penn Term

## Class Recordings Permissions

Back to Configuration

Add Permission

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Announcements

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Discussions

Quizzes

Grades

People

NameCoach

Search

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BigBlueButton

Collaborations

Outcomes







Rubrics

Settings

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

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)

Select Student

Reason (applies to all dates)

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)

Kemal Test340 (g0226254) MBAP0910001

▼

Re

Q

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

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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.

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.

Student(s)  
Viewer Group (All Students) ▼

Reason (applies to all dates)  
Other ▼

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.

test

Select Sections

☐ ACCT6130001  
Fundamentals of Financial and Managerial Accounting - Lane  
WMF MW 08:30AM - 09:59AM

☐ ACCT6130002  
Fundamentals of Financial and Managerial Accounting - Lane  
WMF MW 10:15AM - 11:44AM

Select a section to begin selecting meeting dates.

☒ Set Expiration

Video access will expire on this date:  
03/06/2026

Cancel Approve Permissions

## Permissions for Midterms/Exams

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### Granting Access for All Students

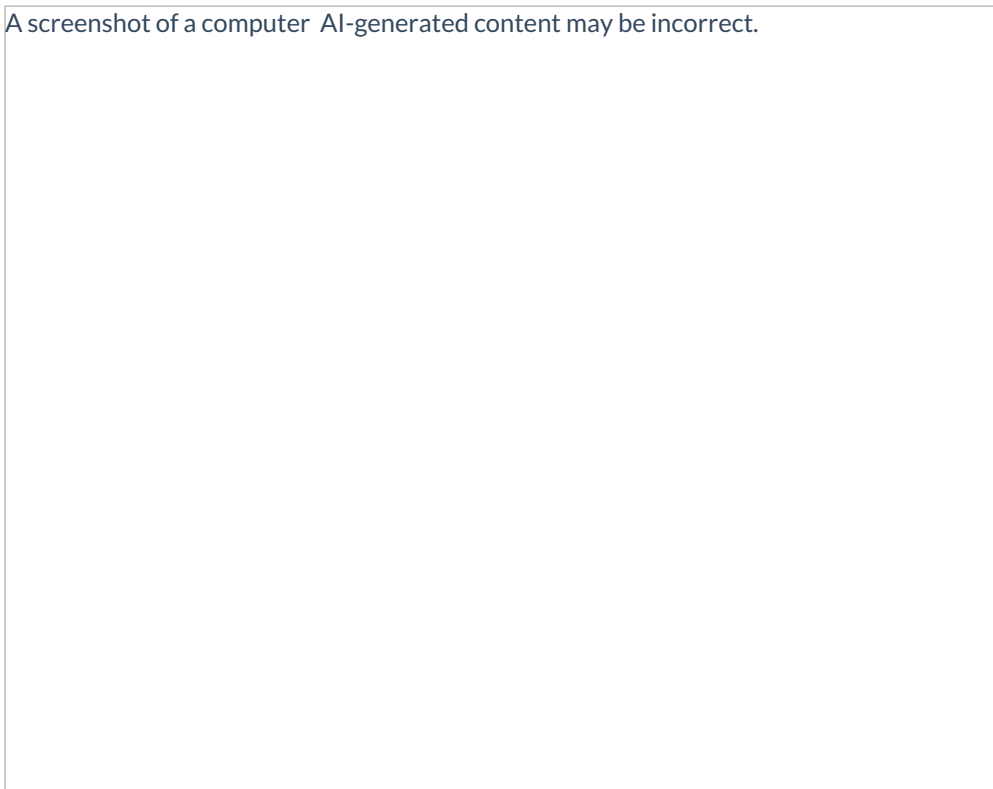
You easily grant all students access to recordings so they can prepare for an exam but still maintain Restricted Access without affecting individual student requests.

- 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, in 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.

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