



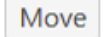


How to make lecture recording available to specific students.

To this you need to move all recordings and scheduled recordings to a subfolder and then restrict access to the subfolder. To do this:

- Go to Blackboard course VStream video link.
- Select 'Open in Panopto link using the (box with and arrow icon)  top right side of screen.
- Create a subfolder called "Course code" Lecture recordings, eg. QUAN102 lecture recordings.
- To do this click on the Add folder button at the top.



- Select the 'show scheduled recordings' option. Show scheduled recordings
- Select all recordings by selecting one (click on the thumbnail image), this puts a tick on the recording. Go to the top of the list and check the empty box to select all. s

- Once all recordings are selected click on move button at the top.   
- Select your subfolder as the location, click green move button, when it says Done you can click X to close the window.
- If you now, Click on the Subfolder all the recordings and scheduled recordings should now be visible.
- To change the access to this subfolder you need to change the sharing options.
- Once you are viewing the subfolder content, go to share option for the folder at top right  corner.
- You will see permissions for the folder are set to Inherit permissions for the main course folder. Using the drop-down option change to Specific People.
- Then click the X on right hand side of the group with :: **Viewer** at the end. This deletes the automatic access for all students in the Blackboard course.
- To allow specific students access you will need to invite them by adding in their name and selecting the correct student identity (you may need to know their username). Leave the setting as Can View and uncheck the Notify people via email box. Save changes.