

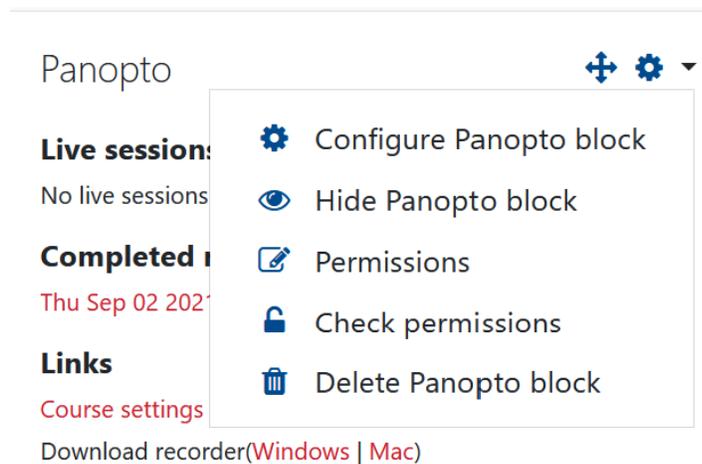
Restricting Recordings for Accommodation

How-to Article

Follow these instructions if you will be restricting lecture recordings for students with accommodation.

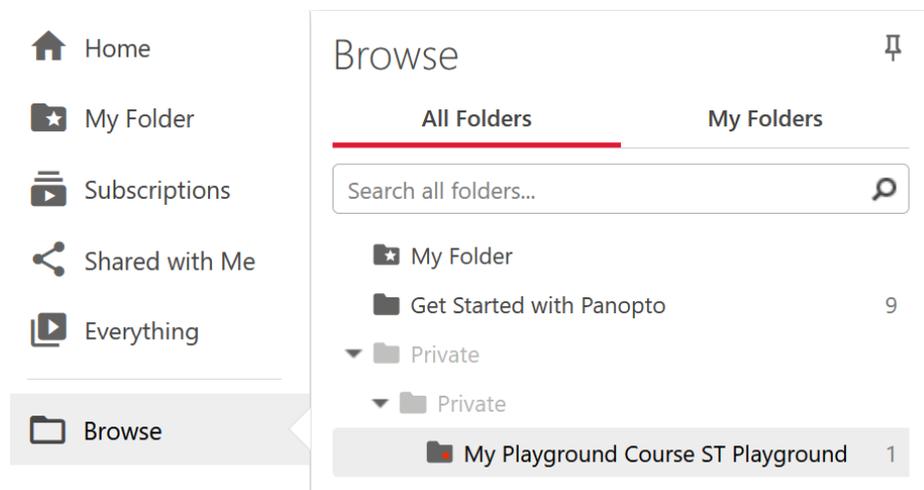
Hiding Panopto Recordings in eClass

1. Sign into [eClass](#) using your Passport York credentials
2. Turn Editing on
3. In the *Panopto* block, click the settings gear then **Hide Panopto block**



Sharing the Recordings for Students with Accommodation

1. Sign into [Panopto](#) using your Passport York credentials
2. Click **Browse** on the left side, then expand **Private** twice
3. Select the course for which you would like to restrict the recordings



4. Click the **Settings** gear



5. Click **Change** under *Who can access this folder*

6. Select **Your Organization (unlisted)**

Who can access this folder

-  **Restricted** Only specific people and groups
-  **Your Organization (unlisted)** Anyone at your org who has the link
-  **Public (unlisted)** Anyone who has the link

7. Click **Share** then **Copy Link**

Overview

Share

Settings

Order

Manage

 **People and groups**
3 added

Add people and groups

Viewer ▾

-  **My Playground Course ST Playground::Creator** Creator ×
-  **My Playground Course ST Playground::Publisher** Publisher ×
-  **My Playground Course ST Playground::Viewer** Viewer ×

 **Who can access this folder**
Only specific people and groups [Change](#)

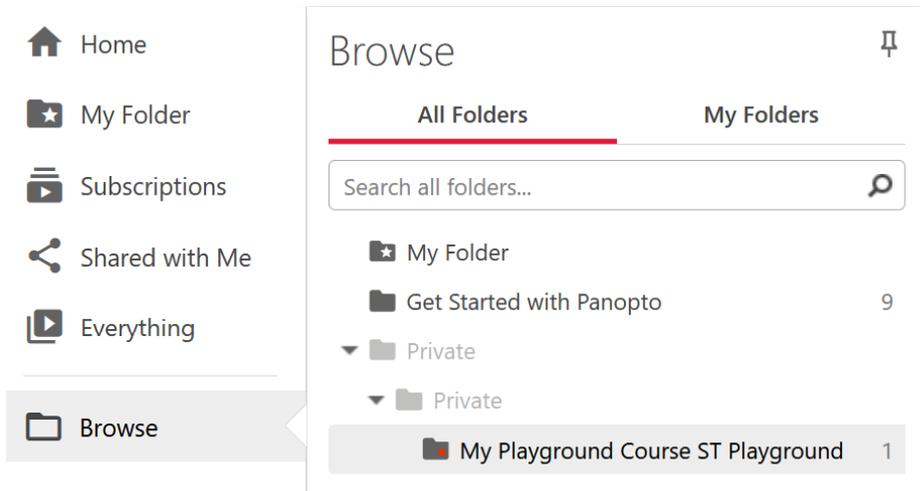
Link Embed Facebook Twitter

<https://yorku.ca.panopto.com/Panopto/Pages/Sessions/List> **Copy Link**

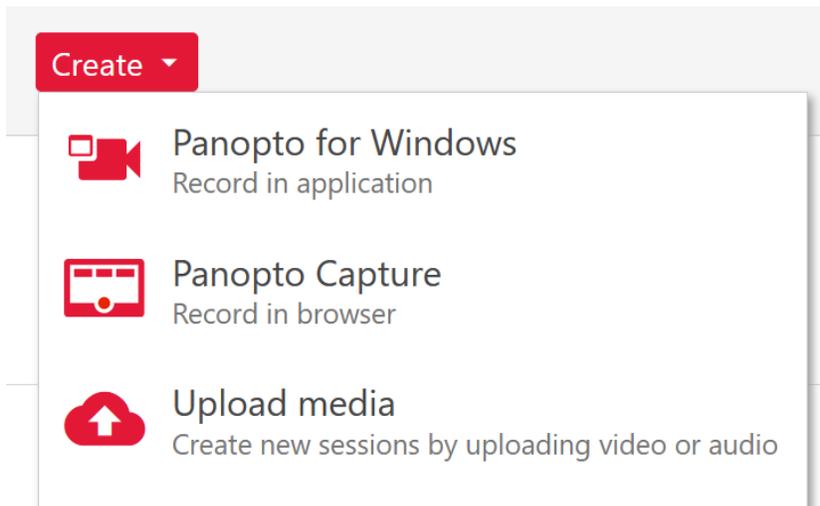
8. Send an e-mail to audiorecording@osgoode.yorku.ca with the link to the folder

Uploading Recordings from Zoom

1. Sign into Zoom using your Passport York credentials
2. Click **Recordings** on the left
3. For the recording you want to download, click **More** -> **Download**
4. Sign into [Panopto](#) using your Passport York credentials
5. Click **Browse** on the left side, then expand **Private** twice
6. Select the course to which you would like to upload the recordings



9. Click **Create** then **Upload Media**



10. Drag the file to the upload box, the file will upload automatically



Drag video or audio files here (or click to find on your computer)