

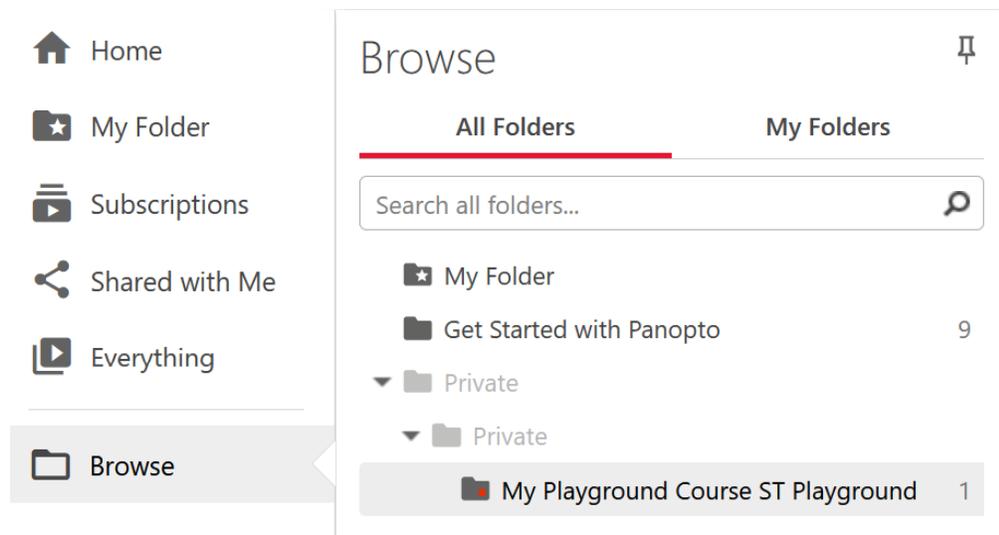
Restricting Recordings for Accommodation

HOW-TO ARTICLE

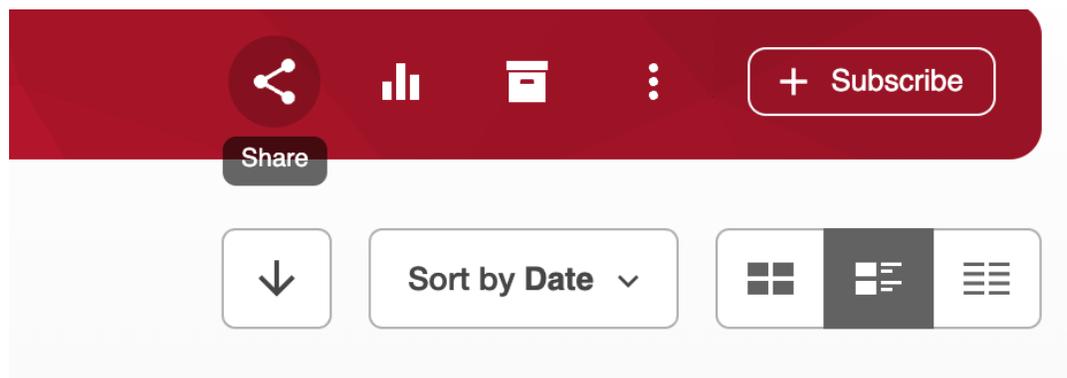
Follow these instructions if you will be restricting lecture recordings for students with accommodation.

Restricting Access in Panopto

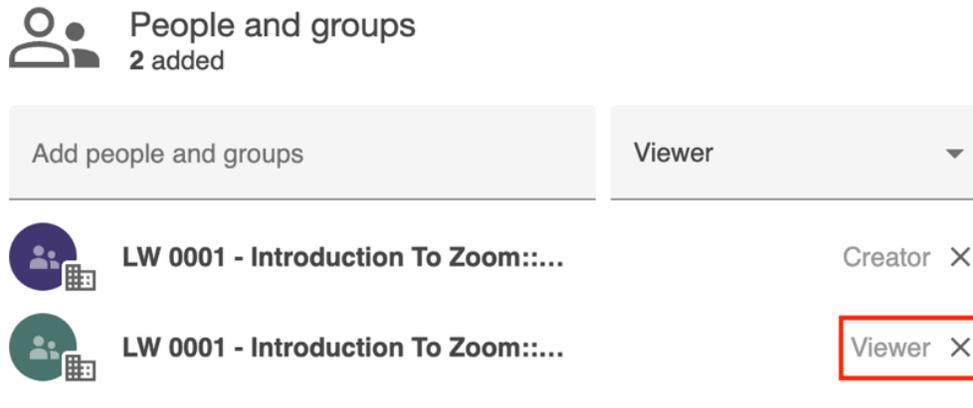
1. Sign into [Panopto](#) using your Passport York credentials
2. Click **Browse** on the left side, then expand the **Private** folders
3. Select the course for which you would like to restrict the recordings



4. Click on the **Share** icon in the top left



5. Click the “X” beside **Viewer** to remove the students’ access to the recordings



People and groups
2 added

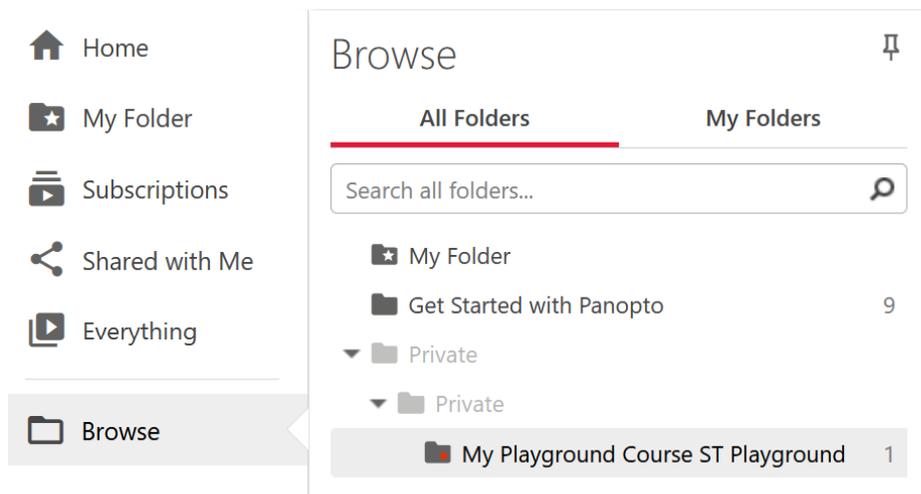
Add people and groups Viewer

LW 0001 - Introduction To Zoom:... Creator X

LW 0001 - Introduction To Zoom:... Viewer X

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 the **Private** folders
3. Select the course for which you would like to share the recordings



Home

My Folder

Subscriptions

Shared with Me

Everything

Browse

Browse

All Folders My Folders

Search all folders...

My Folder

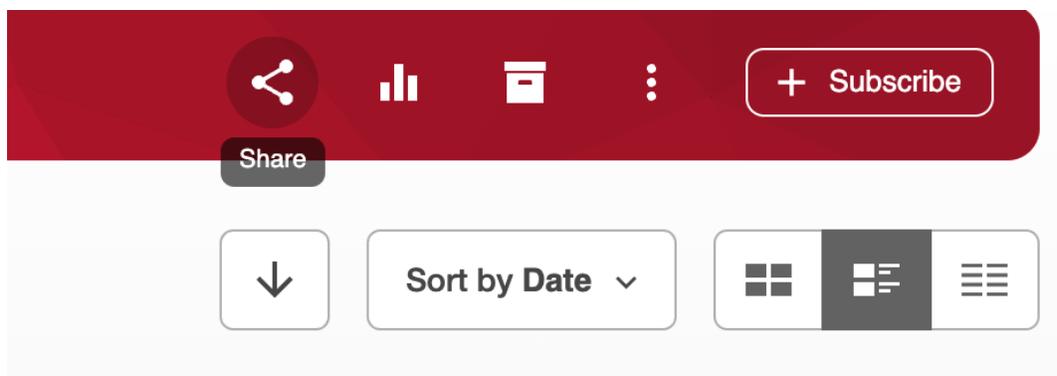
Get Started with Panopto 9

Private

Private

My Playground Course ST Playground 1

4. Click on the **Share** icon in the top left



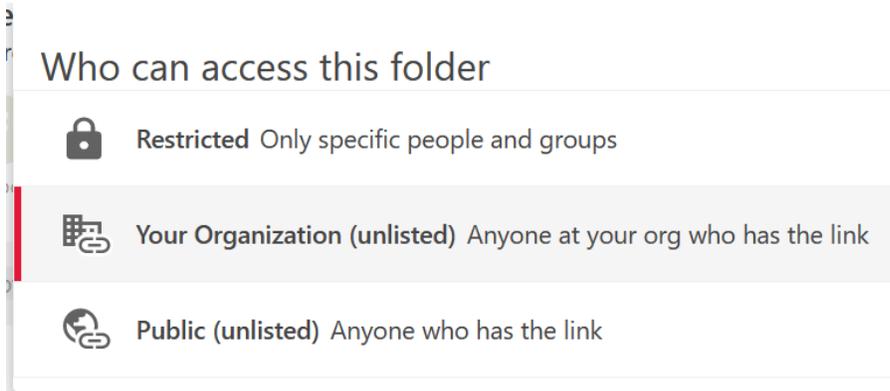
Share

+ Subscribe

Sort by Date

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

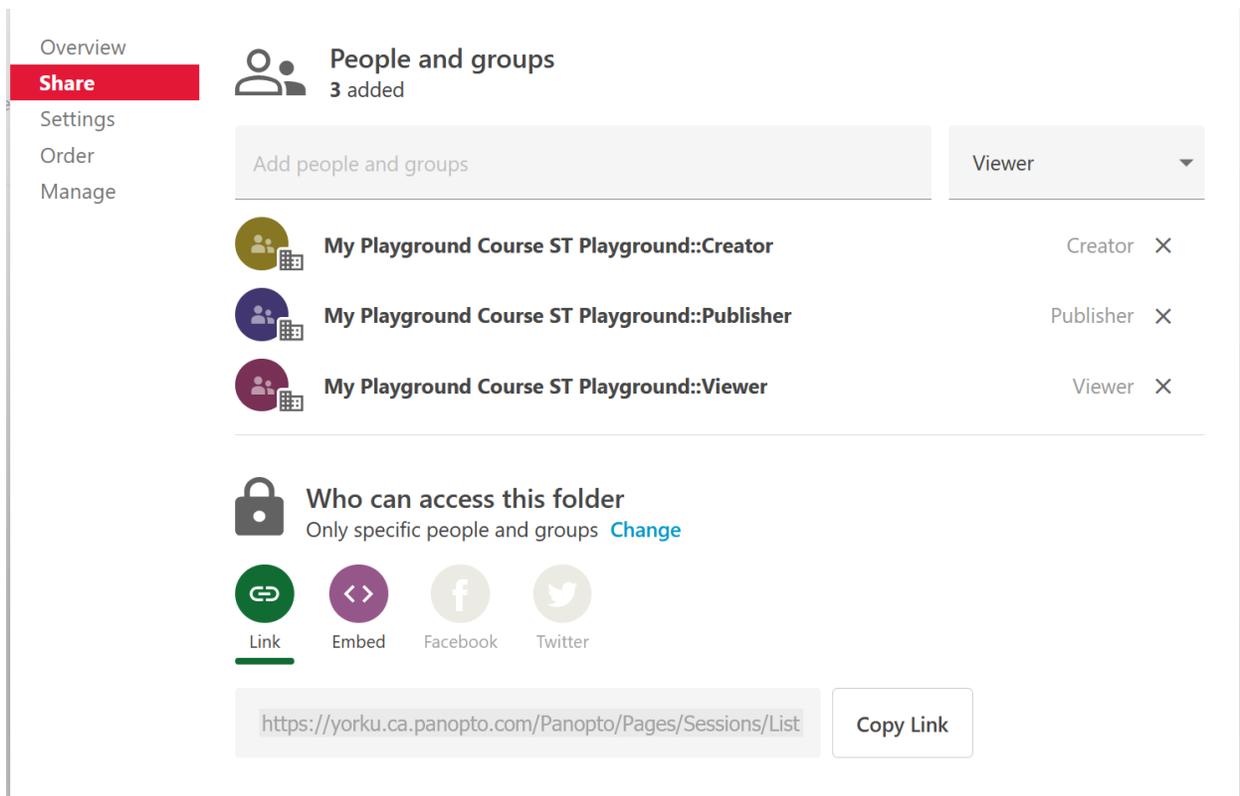
6. Select **Your Organization (unlisted)**



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 **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