
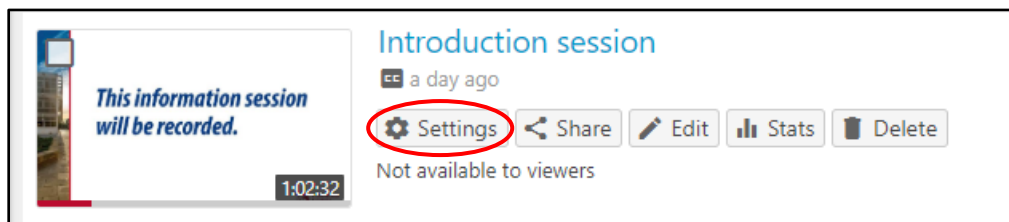


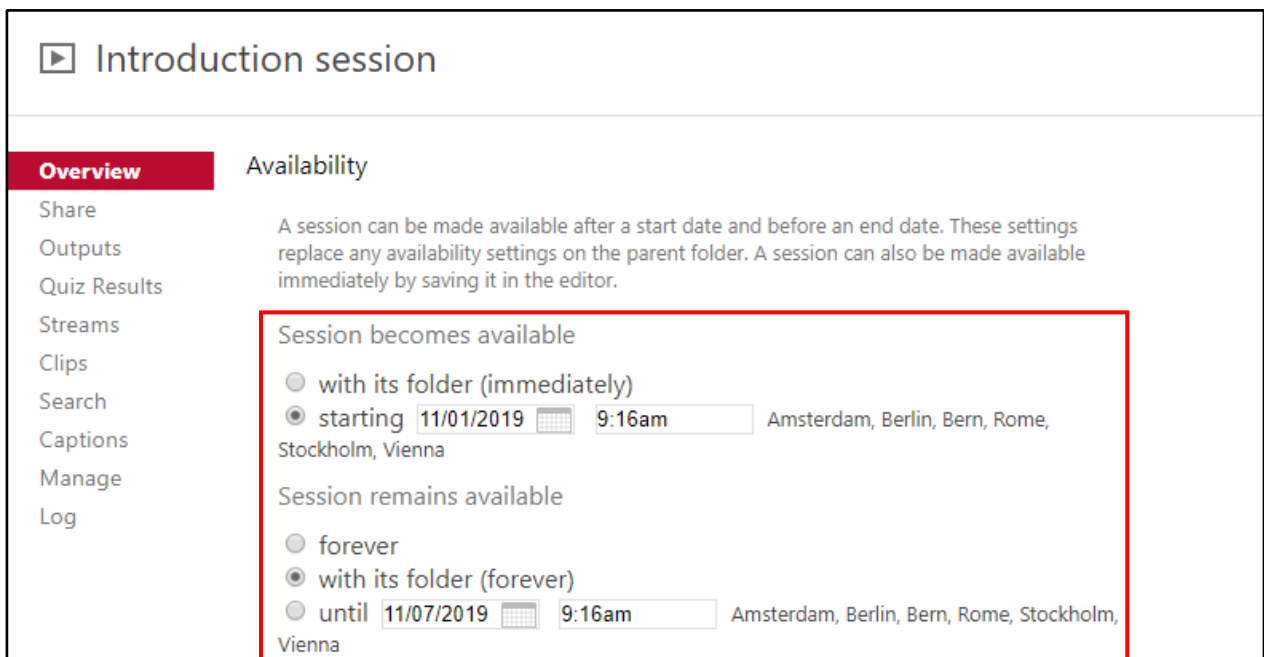
Managing recordings availability for students

Recordings within Panopto study-unit folders are immediately accessible to students. If you wish to review the recording before students can access it, or if you simply would like students to view the recording within a specific time frame, you may change the availability settings as follows:

1. Access the respective VLE area from the **VLE Dashboard (UM VLE / JC VLE)**.
2. Access the **Lecture Capture (Panopto)** activity, identified by the Panopto icon . You will be automatically directed to the Panopto folder of the respective VLE area. If the *Lecture Capture (Panopto)* activity has not been set up in the VLE area, you may access the Panopto folder by clicking the **Course settings** link within the *Lecture Capture (Panopto)* block (available on the right-side of the screen).
3. Hover over the recording you wish to update its availability settings and click the **Settings** button.



4. In the *Overview* tab, scroll down to the **Availability** section. Change the *Session becomes available* setting and/or the *Session remains available* setting, as necessary.



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A session can be made available after a start date and before an end date. These settings replace any availability settings on the parent folder. A session can also be made available immediately by saving it in the editor.

Session becomes available

with its folder (immediately)

starting Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Session remains available

forever

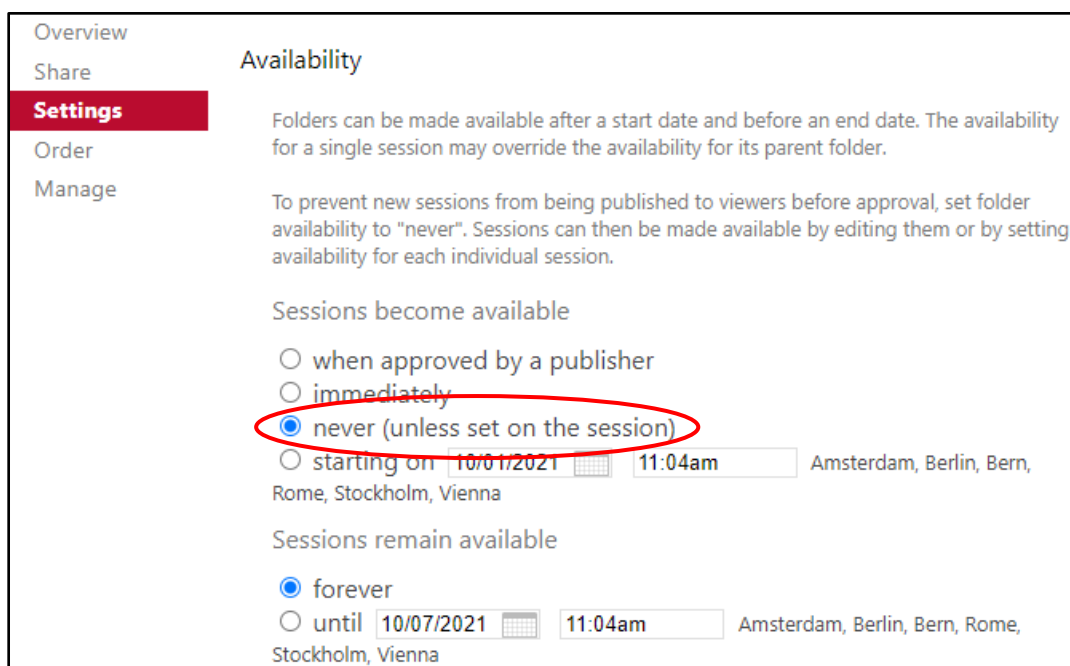
with its folder (forever)

until Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Managing folder availability

Alternatively, you may change the folder availability setting such that by default all newly added recordings are hidden from students. This may be done as follows:

1. Access the respective VLE area from the **VLE Dashboard** ([UM VLE](#) / [JC VLE](#)).
2. Click the **Course settings** link available in the *Lecture Capture (Panopto)* block (right-side of the screen).
This will display the **Course settings** dialog box within the respective Panopto study-unit folder.
3. Scroll down to the **Availability** section.
4. Set the **Sessions become available** setting as **never (unless set on the session)**.



The screenshot shows the 'Availability' settings for a Panopto folder. On the left, there is a navigation menu with 'Settings' highlighted in red. The main content area is titled 'Availability' and contains the following text: 'Folders can be made available after a start date and before an end date. The availability for a single session may override the availability for its parent folder.' Below this, there is a paragraph: 'To prevent new sessions from being published to viewers before approval, set folder availability to "never". Sessions can then be made available by editing them or by setting availability for each individual session.' The 'Sessions become available' section has three radio button options: 'when approved by a publisher', 'immediately', and 'never (unless set on the session)'. The 'never (unless set on the session)' option is selected and circled in red. Below this, there are two more radio button options: 'starting on' (with a date field set to 10/07/2021 and a time field set to 11:04am) and 'forever'. The 'Sessions remain available' section has two radio button options: 'forever' (selected) and 'until' (with a date field set to 10/07/2021 and a time field set to 11:04am). The location 'Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna' is listed at the bottom of both the 'starting on' and 'until' options.

5. Close the dialog box.

Note:

- If you opt to change the Panopto folder availability setting, remember that you then need to change the availability setting for every new recording added to the Panopto folder so that students may access and view the recording.

