

Lockdown video folder: Adding videos to a module that only specific people can see (external examiners, student presentations)

If you want to store videos in a module but don't want students to access them. Useful for adding work that you want to show external examiners, or keeping student presentations that you don't want students to see.

The Lecture Recording folder in a module is open to students, but you can create a subfolder with special permissions which students won't be able to access. Access is only given to people you specify in the sharing permissions.

You should set external examiners permissions to view; and module tutors to create so they can record presentations or upload videos into the folder.

Only people listed can see this folder and the contents.

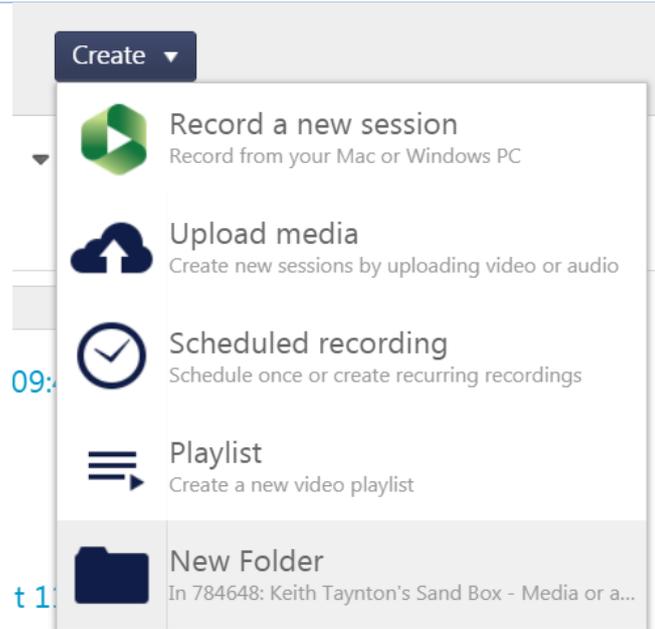
Access for external examiners

You must add external examiners to this folder. You can then either point them to the folder inside Lecture recordings, or add links to the videos you want them to see in the External Examiners folder in Course resources – see part 3.

Part 1 Creating a folder, adding users

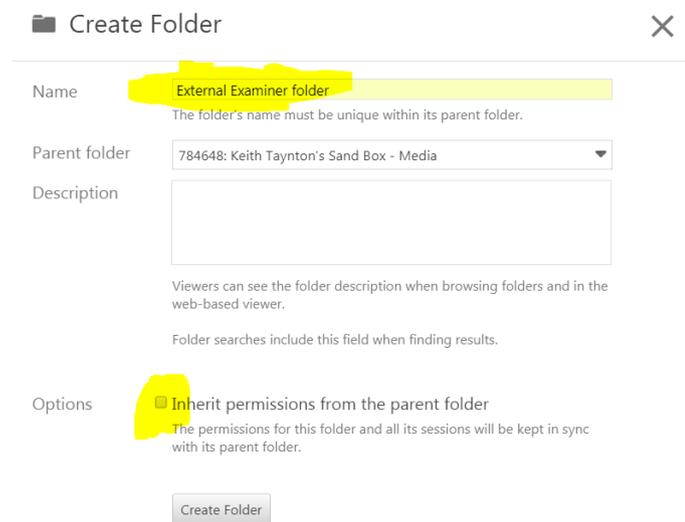
1 Navigate to your Lecture Recordings folder in Course Resources	<p>https://courseresources.derby.ac.uk</p> <p>Sand Box - Media</p> <ul style="list-style-type: none">Weekly Study FoldersLecture recordingStudent Feedback
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2 Click Create > New Folder



3 Enter a folder name and untick the inherit permissions from the parent folder box

Unticking this box means that only certain people you specify can see the contents of the folder.



4 Click Create Folder

Create Folder

5 Add the people you want to be able to access the contents of the folder

In the Invite people box, enter email address or username.

Note: External examiners' usernames begin with ment. You can find their username in Course Resources by clicking Users and groups > Users.

After a few moments a list of potential users will appear.

Click the Course Resources user if multiple users appear.

The name will appear in the invite people box.

Who has access:

Specific people
Only specific users and groups can view or edit sessions i

Keith Taynton

Invite people:

784648

784648B: Keith Taynton's Sand Box - 2017::Viewers
784648B: Keith Taynton's Sand Box - Institutional resources::Cr
784648B: Keith Taynton's Sand Box - Institutional resources::Vi
784648C: Keith Taynton's Sand Box - Media Gallery Showcase:
Keith Taynton (CourseResources\784648)

6 Choose access level: View or Create.

The "Can view" dropdown has create as an option.

View: selected users can only watch the contents of the folder.

Create: selected users can record to the folder as well as view.

External examiners should be given view.

Module tutors can be given create access so they can record presentations or upload videos into this folder.

Specific people
Only specific users and gro

Keith Taynton

Invite people:

Keith Taynton x

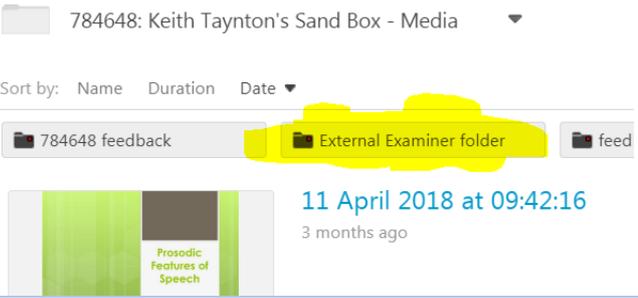
Can view

Save changes Cancel

7 Add all required users!

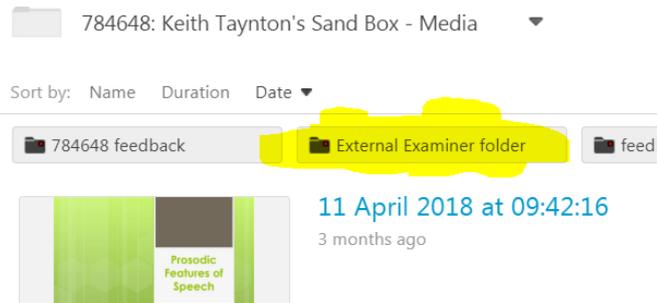
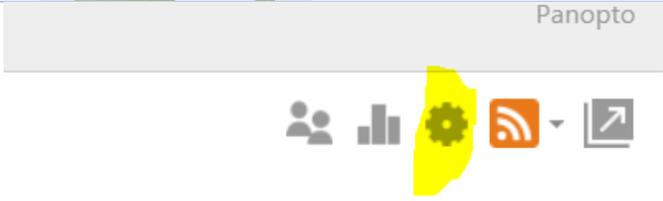
Only the people in this list will have access to this folder.

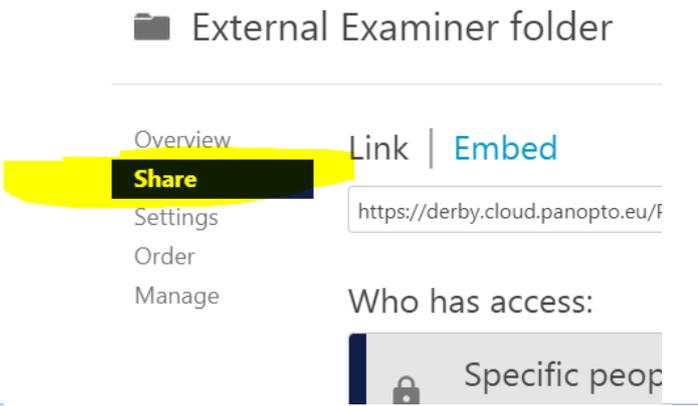
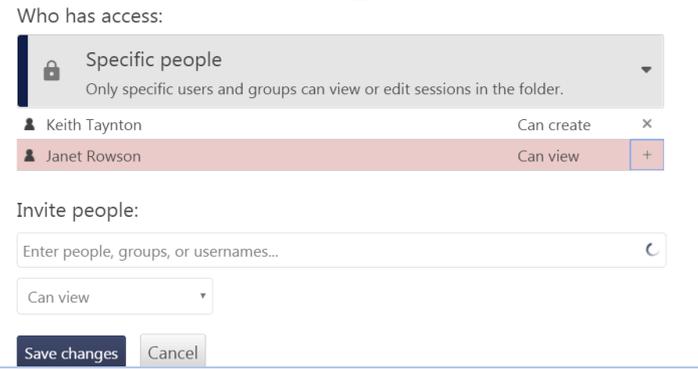
That means you must add module tutors as well if they need to access this folder.

<p>8 Click Save changes The people added to the list will now be able to see the folder and view or create into it.</p> <p>The permissions are listed by each user's name.</p>	<p>Who has access:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Specific people Only specific users and groups can view or edit sessions in the folder.</p> <table border="1"> <tr> <td>Keith Taynton</td> <td>Can create</td> <td>×</td> </tr> <tr> <td>Janet Rowson</td> <td>Can view</td> <td>×</td> </tr> </table> </div>	Keith Taynton	Can create	×	Janet Rowson	Can view	×
Keith Taynton	Can create	×					
Janet Rowson	Can view	×					
<p>9 The folder has now been created and members added.</p>							
<p>10 You can see the folder in the main lecture recordings folder.</p>							

Part 2 Managing users and the folder

To add or remove users from a folder.

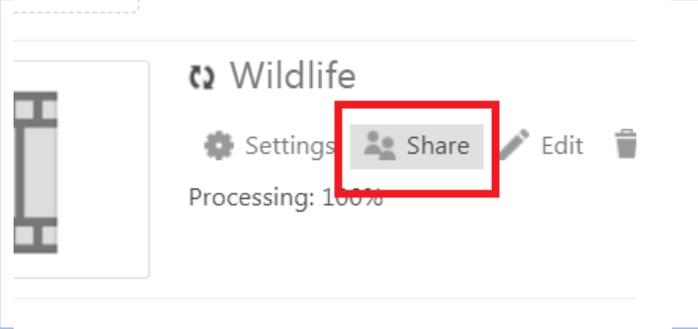
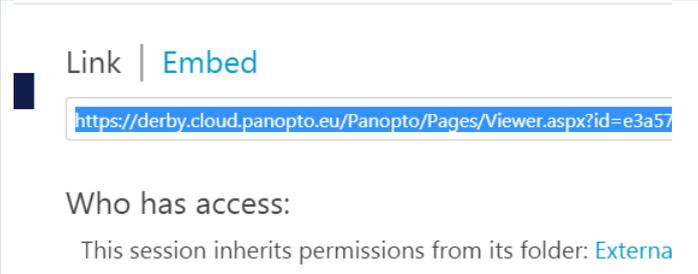
<p>1 Navigate to the Lecture recordings folder in your module</p>	
<p>2 Click into the folder (e.g. External examiner folder)</p>	
<p>3 Click on cog in the top right</p>	

<p>4 Click on Share</p>	
<p>5 To delete someone from the list, click on the X.</p> <p>The line will turn red.</p> <p>Click Save changes.</p>	
<p>6 To add users, follow steps 5 and 6 in part 1 above.</p>	

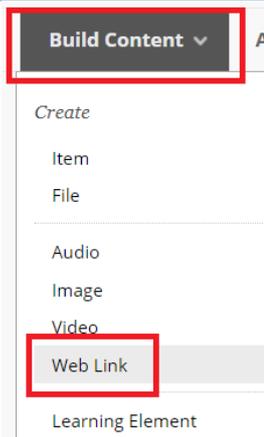
Part 3

Adding links to a video stored in a locked down folder in Lecture recordings. You can add a link to a video to the external examiners' folder so they have everything in one place.

You must add external examiners as viewers to the folder in Lecture recordings (see part 1).

<p>1 Navigate to the lock down folder in Lecture recordings in your module</p>	
<p>2 Hover over the video you want to get the link for</p> <p>Click the share icon (two people)</p>	
<p>3 Click in the Link box, highlight the link and copy</p>	

4 In External examiners' folder, click Build content > Web link



5 Enter a name and paste the URL of the video.

Click Submit at the bottom of the screen.

WEB LINK INFORMATION

* Name

* URL

DESCRIPTION

6 The video is now available as a weblink in the examiner's folder.