

## Recorded Session Properties and Access Permissions

This article discusses the following topics:

- Access Your Recorded Sessions Library
- Change Recordings Properties
- Apply Playback Permissions
- Extract Playable and Download Links

This article applies only to account admins and session moderators. Students do not have access to the below options.


### Accessing the Recordings Library





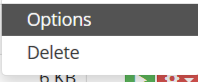


To access the recorded sessions library you have to be logged in with a teacher profile. Account administrators have access to all recorded sessions, while moderator-teachers can access only sessions they have recorded in their classrooms.

Click on **Resources** -> **Recorded Classes** on the main menu. The list shows all recordings that you are allowed to access.

### Recorded Classes

Space Usage 3.21 MB Space Limit 10000 MB

More ▾  Delete

	Date/Time ▾	Title ▲	Duration ▾	Virtual Room ▲	Size ▾	
	18/01/2017 09:29	New Recording	1 min.	Demo Room -1	740 KB	 
	28/10/2016 10:12	New Recording	1 min.	Demo Room -1	6 KB	 
	03/10/2016 17:35	New Recording	1 min.	Demo Room -1		Options Delete
	06/08/2016 18:45	New Recording	1 min.	Demo Room -1	6 KB	 


## Recorded Session Properties and Access Permissions


### The Recording Properties Page


On the properties page you can change the title of your recording, assign one or more resource groups, set playback permissions to your students, as well as get playback and download links that can be used to publish your recording a website.


#### Recorded Class Options


New Recording


 28/10/2016 10:12


 Demo Room -1

 1 min.

 6 KB

 Play

 Download

 Get Links

**Title**

This recording belongs to the following resource groups

[Add Resource Group](#)

**Permissions**

Available for playback

**Available For**

Also allow the permitted users to download the file

[Apply](#)

To change the title of your recording fill in the Title edit box.

To assign one or more resource groups to this recording use the **Add Resource Group** button and select the resource group this recording belongs to. This helps later finding your recordings easily. You can read more about resource groups in the related articles (at the end of this page).

### Setting Permissions

Important: The below permissions are set up directly on recordings. Recordings assigned to

## Recorded Session Properties and Access Permissions

courses can be played by users who are allowed to attend the respective course. Please refer to the related articles to read more about resource permissions.

To mark that your recording is available for playback by students turn on the "**Available for playback**" option. Then select the appropriate access option from the drop-down menu. The following are available:

Anonymous visitors can play this recording. This option will publish your recording on your front page making it available for anyone who visits your site.

All users who are registered under your company. This option will restrict the access to all your students. Only students who have usernames/password can play the file.

Only the following users and groups. This options applies even more restrictions by limiting the users who can play this recording. You have to select users or groups of people.

Permissions

Available for playback

**Available For**

All users who are registered under your company

**Anonymous visitors can play this recording (shows up on front page)**

All users who are registered under your company

Only the following users and groups

Apply

To limit the access over certain users or groups use the third option "Only the following users and groups" and select the people who should have access to the file by using the two selection buttons below. You can select individual students or whole groups of students.

## Recorded Session Properties and Access Permissions



You can also allow your users to download the recording. To do so use the option "Also allow the permitted users to download the file".

Please note that once a file is downloaded locally you have absolutely no options to stop your users from playing it or sharing it with other people. Even if you disable the access to the file in your library, locally downloaded files remain with their users.

### Extracting Links to Recordings

Sometimes you may want to get a direct link to your recording and publish it on your website. To do so use the Get Links button on your properties page. It will open the links dialog page.

#### Get Links

**Please Read!**  
The playback/download link is an HTML code snippet which points to your recording and when clicked launches the recording. These links can be published on websites or sent in email messages. Please note that once you send a playable link to someone you can't stop them from playing/downloading the file. If you just want to give temporary access to the recording, please consider setting playback permissions.

**Playable Link**

```
https://electa.school-network.net/E/?url=http://fe9cda655b857c37e6cc-12b36b99f26fa7b44a0df45a5ff3a348.r16.cf2.rackcdn.com
```

**Download Link**

```
http://fe9cda655b857c37e6cc-12b36b99f26fa7b44a0df45a5ff3a348.r16.cf2.rackcdn.com/1/U1821851R1000S3062856133.e18
```

Close

## Recorded Session Properties and Access Permissions

Copy the respective link and use it as you need on your website or by sending it in an email.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50064>