

How to Post Classroom Recordings in BlazeVIEW so Only Specific Students Have Access

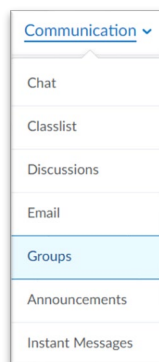
This document explains how to record your in-person classroom sessions and post them to your BlazeVIEW course page so that only students you choose have access to the recordings.

Get set up to record from a sandbox course

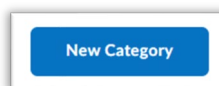
- 1) Make sure you have a BlazeVIEW sandbox course
 - a. You need to record in a Sandbox otherwise all enrolled students in your course will have access to the recordings
 - b. If you do not have a Sandbox course you can [reach out to eLearning](#) to request one
- 2) Select your recording set up method, you can use either Kaltura or Blackboard Collaborate Ultra
 - a. If you wish to work with [Kaltura](#) you can access the eLearning guides on BlazeVIEW 101 for assistance
 - b. If you wish to work with [Collaborate Ultra](#) you can access the eLearning guides on BlazeVIEW 101 for assistance
- 3) Record as you normally would

Create a new student group on your BlazeVIEW course

- 1) From your course homepage select the **Communication** tab from your navigation bar and then select the **Groups** button



- 2) Click on the **New Category** button

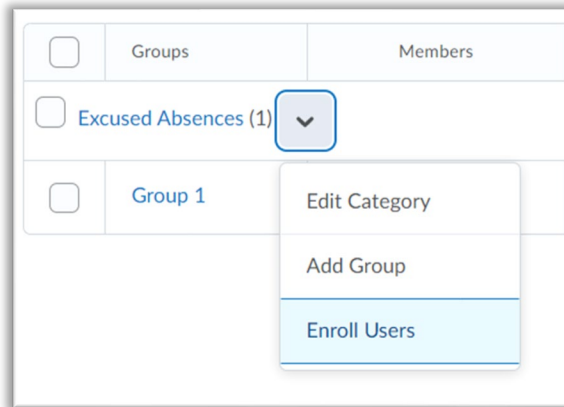


- 3) Set up the features for your new category
 - a. Give the new category a name, for example “Excused Absences”
 - b. Ensure that Enrollment type is set to **# of Groups – No Auto Enrollments**
 - c. Then set the **Number of Groups*** to 1
 - d. Click the **Save** button

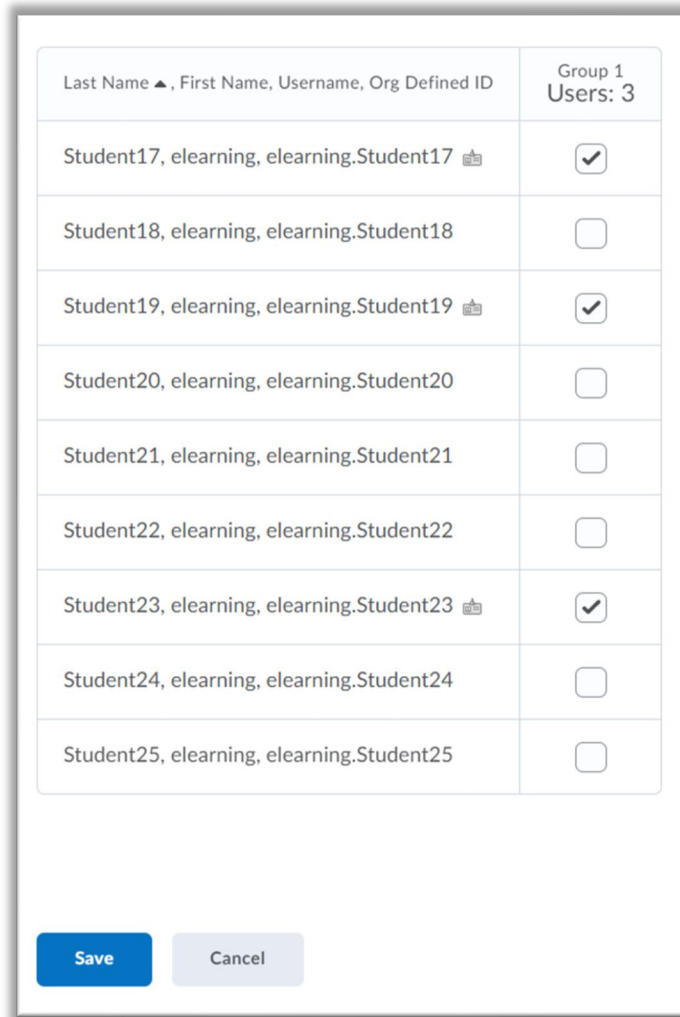
The image shows a 'New Category' form with the following sections and fields:

- Category Information**
 - Category Name ***: A text input field containing 'Excused Absences'. A red arrow points to this field from the left.
 - Description**: A rich text editor with a toolbar (video, image, link, paragraph, bold, italic, underline, list) and a large empty text area.
- Enrollment Type**: A dropdown menu showing '# of Groups - No Auto Enrollments'. A red arrow points to this dropdown from the left.
- Number of Groups ***: A text input field containing '1'. A red arrow points to this field from the right.
- Group Prefix**: An empty text input field.
- Advanced Properties**: A section containing a blue 'Save' button, a grey 'Cancel' button, and a faint 'Properties' button.

- 4) Repeat step one to return to the **Manage Groups** page
- 5) Click on the chevron to the right of your new category (in this example it is titled “Excused Absences”)
 - a. Select the **Enroll Users** button



6) Select the students you want to grant access to your course videos and choose them by checking the box next to their name, then click the **Save** button

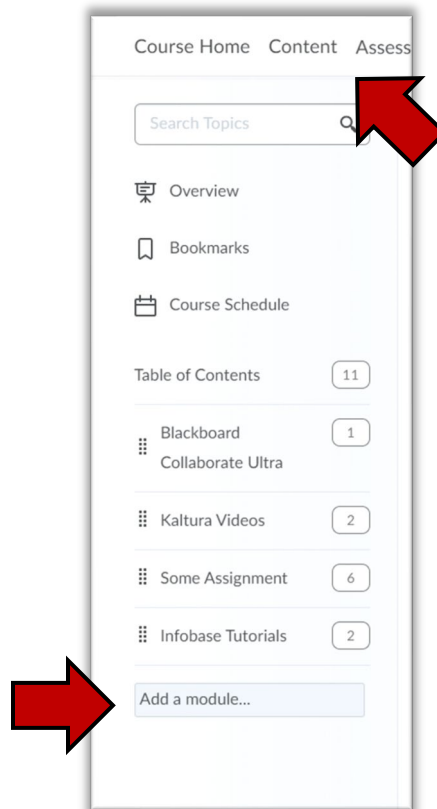


7) You should now see that the groups have the same number of members you just selected

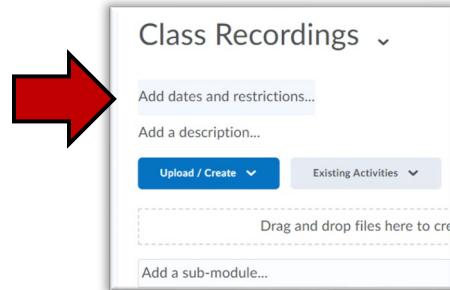
<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Excused Absences (1) ▼	
<input type="checkbox"/>	Group 1	3

Create a module that allows access to only members of the group you created

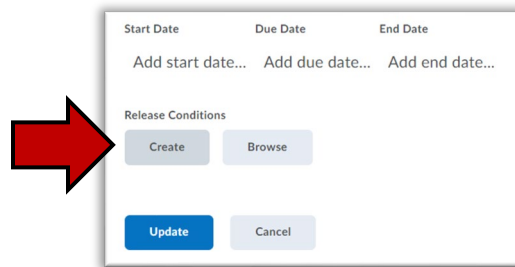
- 1) Select the **Content** tab from your navigation bar
- 2) At the bottom of the menu on the left-hand side of the page you will see a button labeled **Add a module...**
 - a. Click that button and give the module a name (e.g. Class Recordings), then hit enter on your keyboard



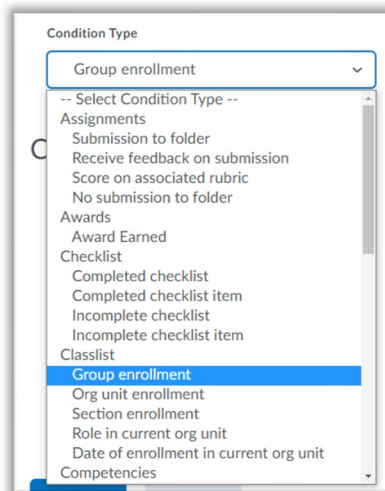
3) Click on the button that says **Add dates and restrictions...**



4) Click on the button that says **Create** under the **Release Conditions** heading



5) In the dropdown menu under **Condition Type** select **Group Enrollment**



- 6) Select the group you created in the previous stage (e.g. Excused Absences)
a. Then click the **Create** button

Condition Type

Group enrollment

Condition Details

Group

-- Select Group --

Excused Absences

Group 1

Create Cancel

- b. Then select the **Update** button

Class Recordings

Print

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

All conditions must be met

Member of at least one group in group category: Excused Absences

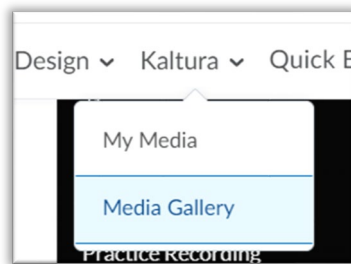
Update Cancel

- 7) Your module should now indicate there is a release condition attached

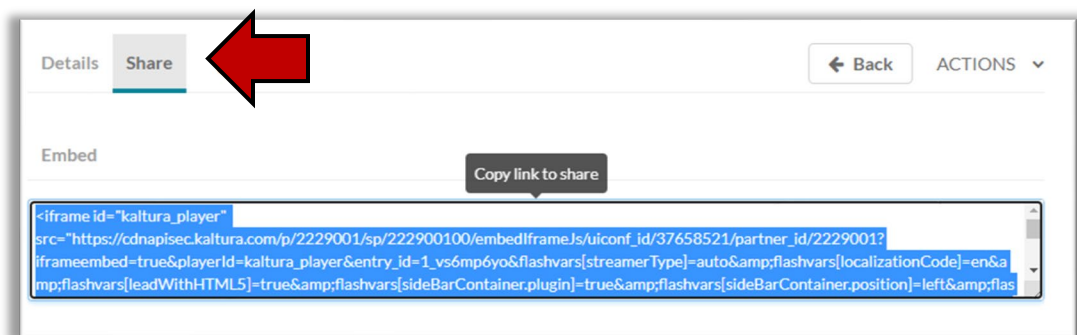


Embed Kaltura Recordings in your new module (Option 1)

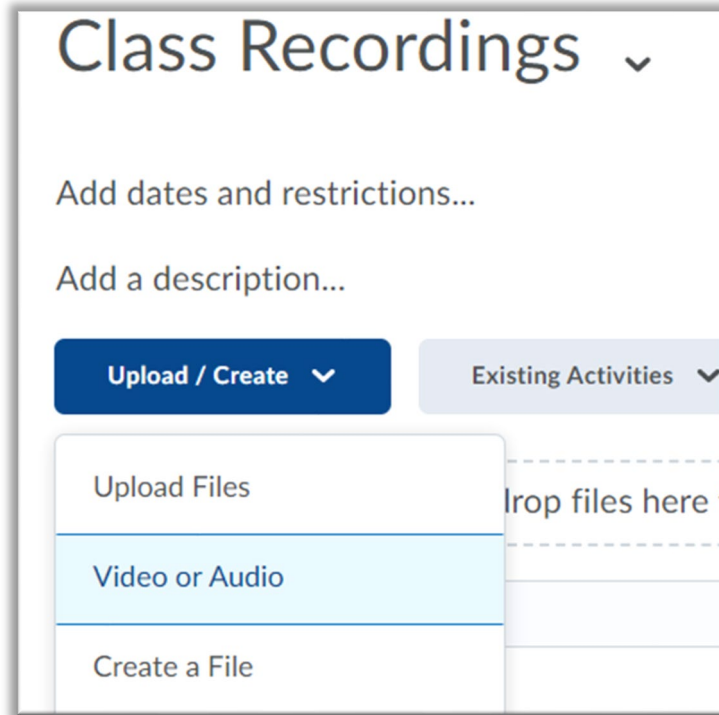
- 1) Return to your BlazeVIEW sandbox where you recorded in Kaltura
- 2) For Kaltura you will select the **Kaltura** tab from your navigation bar and then click the **Media Gallery** button



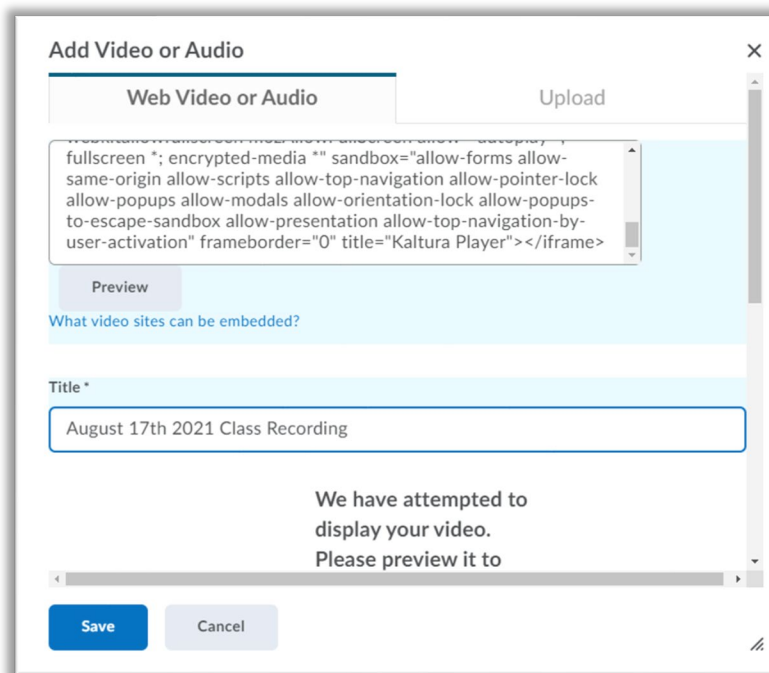
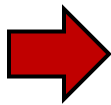
- 3) Locate the appropriate recording and select it
- 4) Scroll down below the video player to find and click the **Share** button



- 5) Copy the embed code that appears below
- 6) Return to your BlazeView course and open the restricted module you created to hold your videos
- 7) Click on the **Upload/Create** button and then select **Video or Audio** from the dropdown menu



8) Paste the embed code into the text box

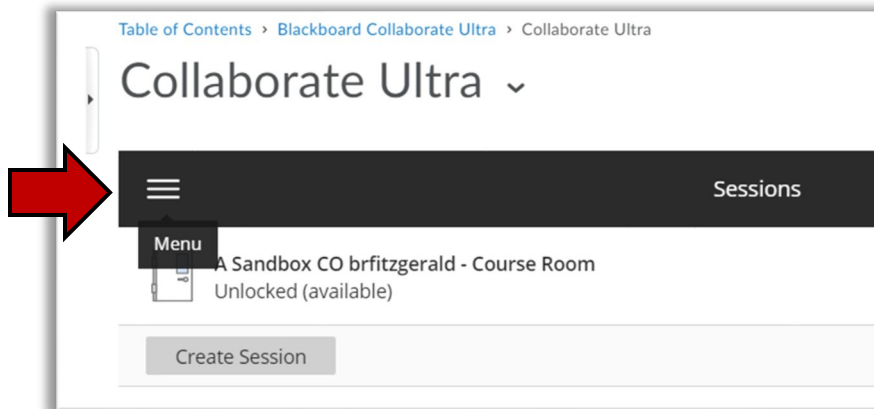


9) Give the video an appropriate title and click the **Save** button

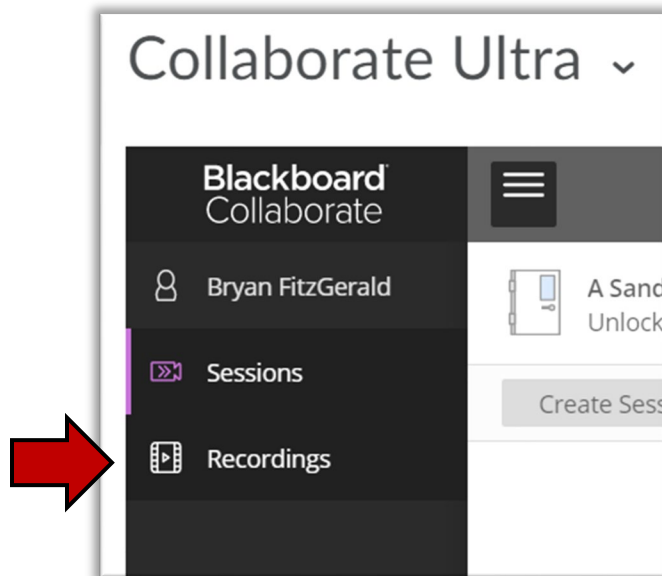
10) You should now have a restricted access module with your class recording

Link a Blackboard Collaborate Ultra Recording in your new module (Option 2)

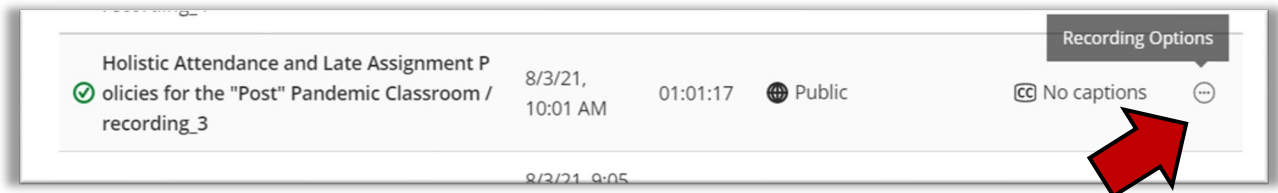
- 1) Return to your BlazeVIEW sandbox where you recorded with Collaborate Ultra
- 2) Navigate to your Collaborate Ultra page
- 3) Click on the **Menu** button (looks like three horizontal lines) on the left-hand side of the **Sessions** heading



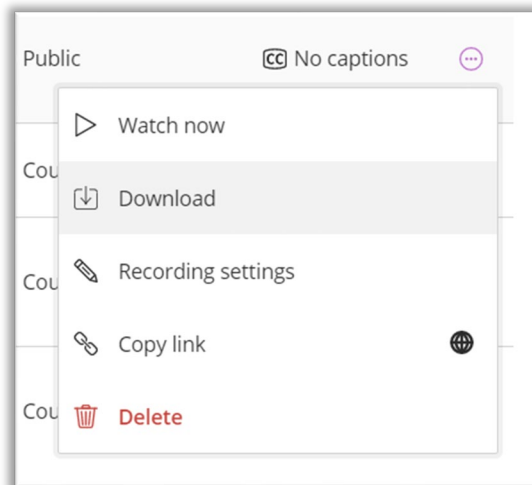
- a. Select the **Recording** button from the menu that pops up



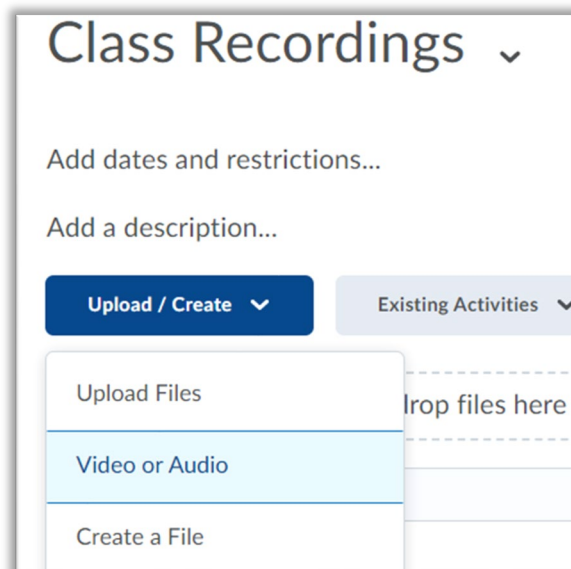
- 4) Locate the appropriate video and select the **Recording Options** button on the far right



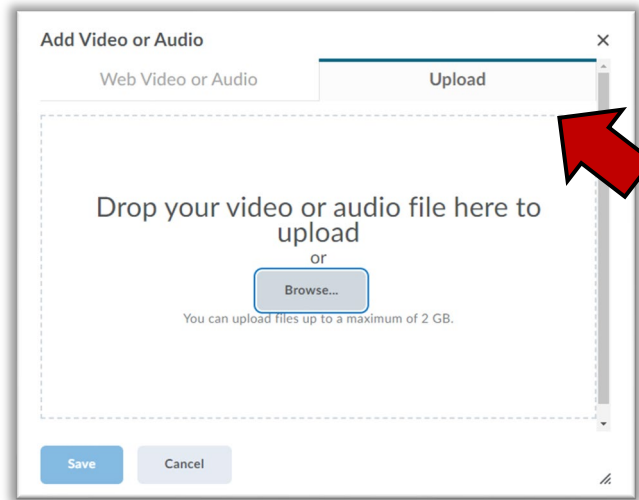
- 5) You need to download the recording from your sandbox so you can upload it to your course
 - a. NOTE: If you choose to share the link rather than download the video you will need to change the **Recording Settings** to allow access to the **Public**. At that point anyone who received the link would be able to access the video



- 6) Return to the restricted access module in your BlazeVIEW course
- 7) Click the **Upload/Create** button



- 8) Click on the **Upload** button and then drag your downloaded video into the submission box or click the **Browse** button to locate it on your computer



- 9) Then give your video a title and click the **Save** button
10) You should now have a restricted access module with your class recording

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).



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