
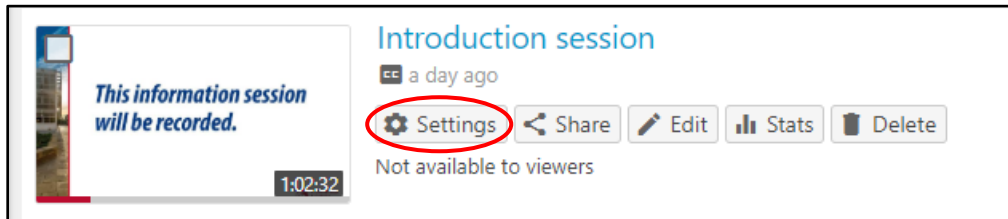


Managing recordings availability for students

Once you upload a recording, this is immediately accessible to students within the respective VLE area. 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
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.

