

Sharing Recordings to Individual Students on Brightspace

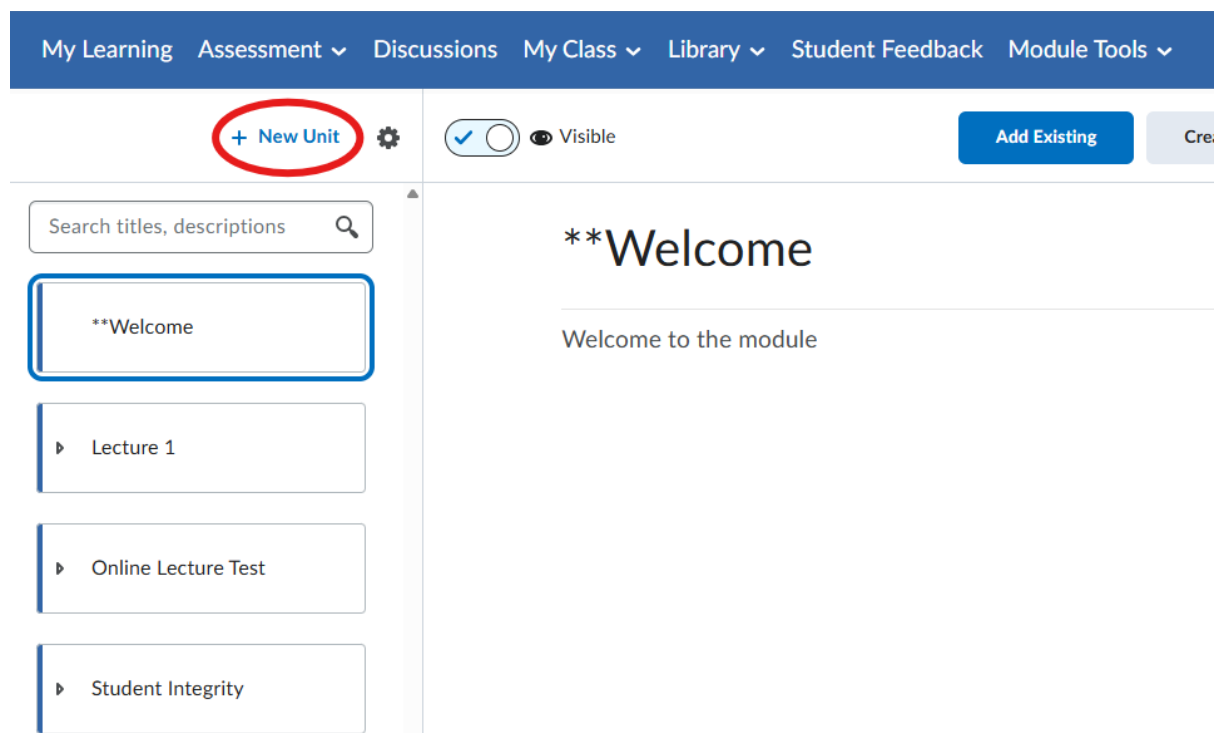
Why is this important?

To ensure equitable access for all learners, students registered with [UCD Access & Lifelong Learning \(ALL\)](#) are entitled to review recorded lectures (where available).

Brightspace's "Release Conditions" feature allows you to grant these specific students access to recordings without distributing them to the entire class. This ensures compliance with student accommodations while maintaining control over your course content.

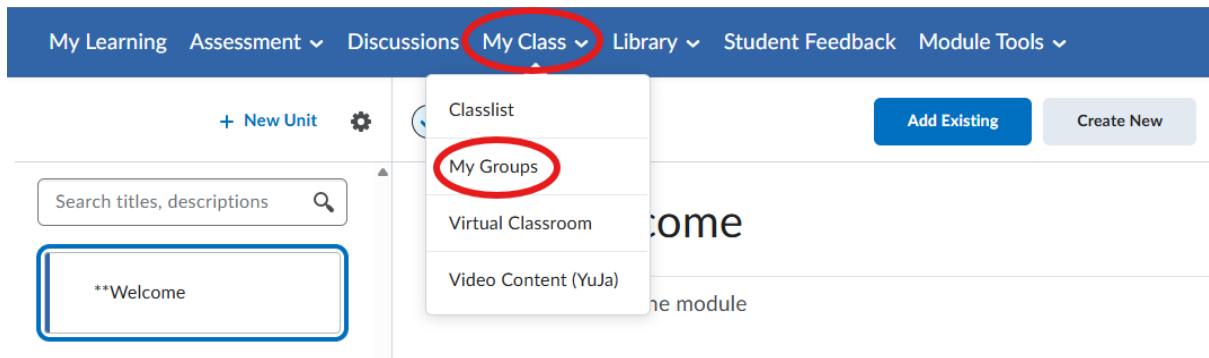
In order for students to gain access to the recordings on Brightspace, we must first add the recordings to Brightspace.

- Go to your module in Brightspace, select My Learning and create a new unit called **Lecture Recordings**.

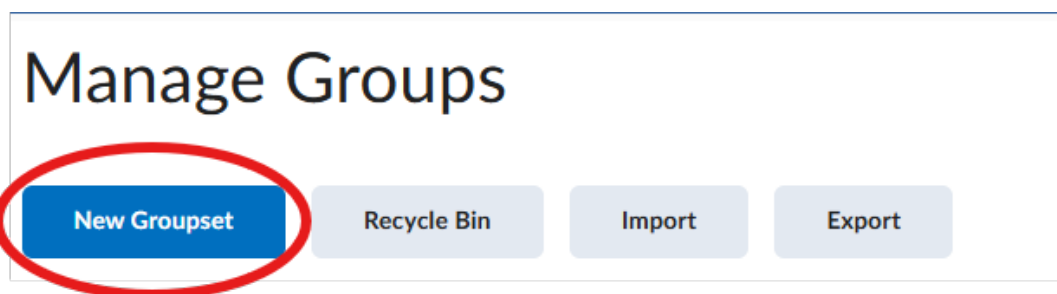


The screenshot displays the Brightspace user interface. At the top, a dark blue navigation bar contains links: 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', 'Student Feedback', and 'Module Tools'. Below this, a light blue header bar features a '+ New Unit' button (circled in red), a settings gear icon, a 'Visible' toggle switch, and buttons for 'Add Existing' and 'Create'. The main content area is divided into two panels. The left panel, titled 'Search titles, descriptions', lists units: '**Welcome' (highlighted with a blue border), 'Lecture 1', 'Online Lecture Test', and 'Student Integrity'. The right panel displays a large 'Welcome' message with the text '**Welcome' and 'Welcome to the module' below it.

- Now that your new unit is created, we need to make sure the appropriate **release conditions** are applied to the unit so that only specific students have access to the recordings. To allow specific students to view a recording, we need to first add them to a group.
- For creating groups, click on **My Class** at the top of your Brightspace page and select **My Groups**.



- Select **New Groupset**.



- Give the group a name and select the type of enrolment to **# of Groups - no Auto Enrolment** and choose how many groups you need.

New Groupset

Groupset Information

Groupset Name *

Lecture Recordings

Description

Paragraph **B** *I* U ~~A~~ Lato (Recomm... 19px (...

Enrolment Type

of Groups - No Auto Enrolments

Number of Groups

1

Restrict Enrolments To *

No restrictions

- Press **Save** and it will take you to the main groups page. You should see your new group you have created and that there are **0** members in the group.

View Groupsets

Lecture Recordings

Lecture Recordings (1)

Email Delete

<input type="checkbox"/>	Groups	Members	Assignment	Discussions
<input type="checkbox"/>	Group 1	0		

- To enrol members in the group you just created, click on the group name (Group 1) and you will see an option to Enrol Users and View Enrolment. Select ***Enrol Users***.

Edit Group – Group 1

Enrol Users

View Enrolment

Edit Group

Group Name *

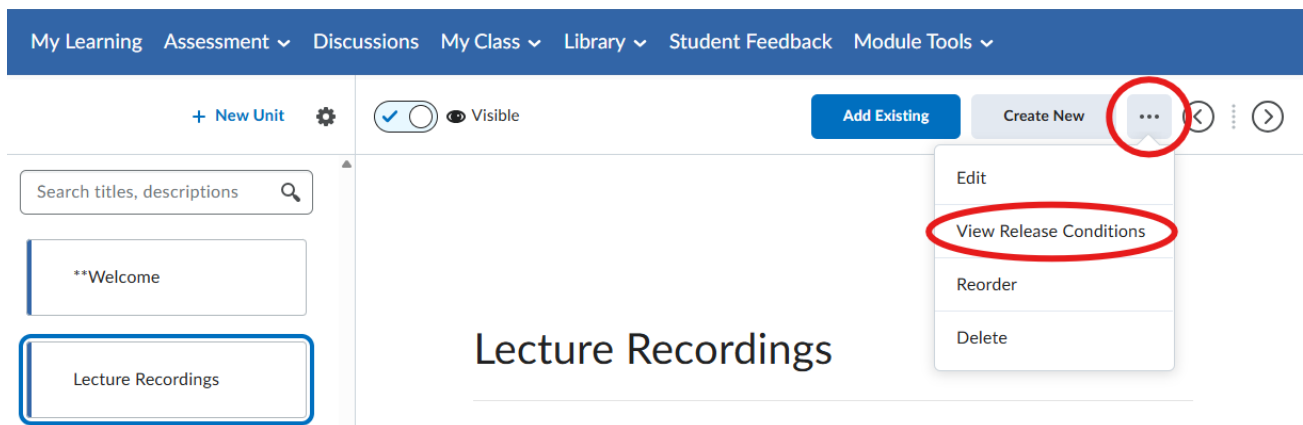
Group 1

Group Code *

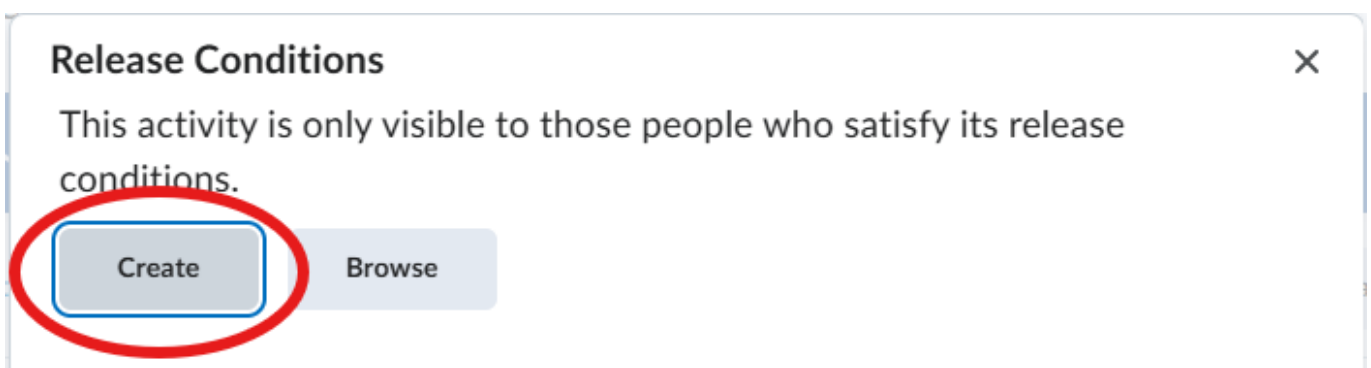
grp_16224_91577_1



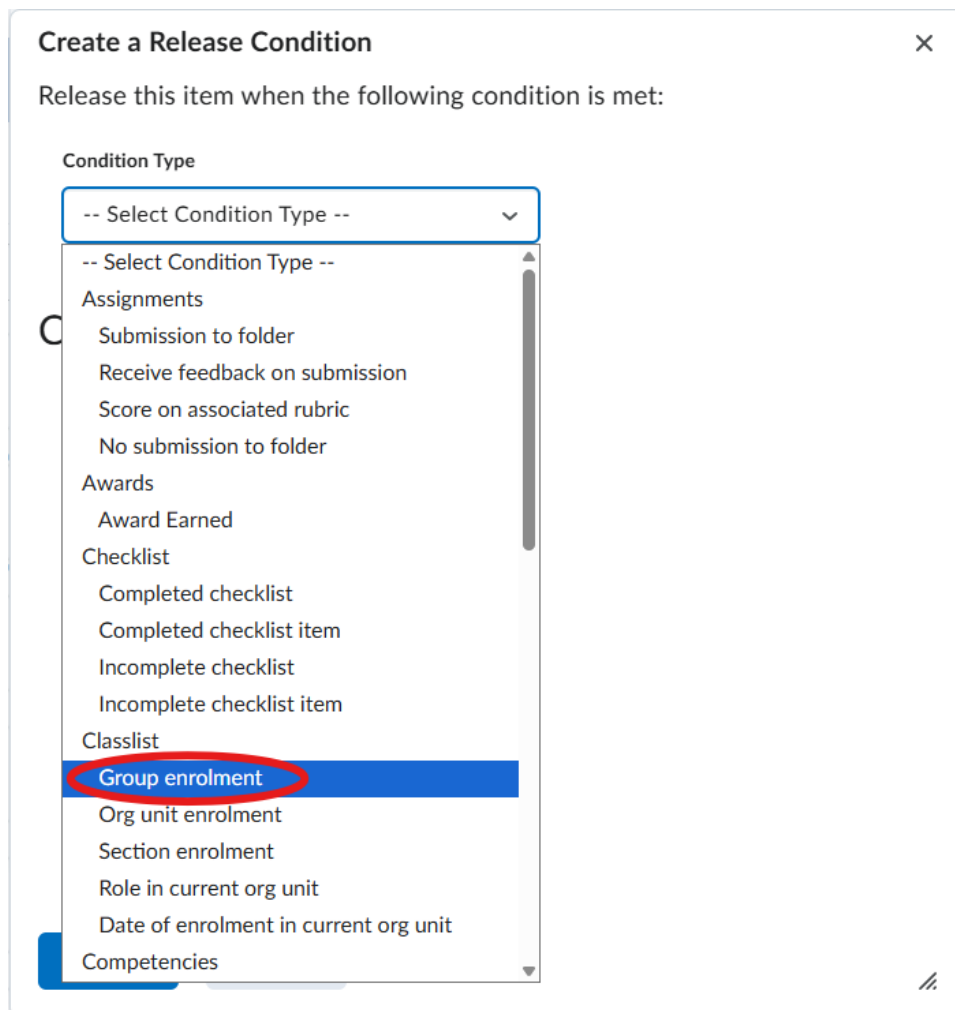
- Once you have clicked enrol users, a list of all students in your module will appear underneath with an empty box beside each one. Select the box(es) of the students you wish to enrol to the group and click **save**.
- Go back to the My Learning tab on the top of the Brightspace page and select the unit you created called Lecture Recordings. You will see 3 dots in the top right corner. Click on the 3 dots followed by selecting **View Release Conditions**.



- You will have an option to Create or Browse, in this instance, we will create a new release condition so select **Create** and press **save**.



- Select the dropdown menu under Condition Type and scroll down to **Classlist** followed by selecting **Group enrolment**.



Create a Release Condition [X]

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

- Select Condition Type --
- Assignments
 - Submission to folder
 - Receive feedback on submission
 - Score on associated rubric
 - No submission to folder
- Awards
 - Award Earned
- Checklist
 - Completed checklist
 - Completed checklist item
 - Incomplete checklist
 - Incomplete checklist item
- Classlist
 - Group enrolment**
 - Org unit enrolment
 - Section enrolment
 - Role in current org unit
 - Date of enrolment in current org unit
- Competencies

- Another dropdown menu will appear and you will have to select which group you want to choose and select **Create**.

Create a Release Condition

×

Release this item when the following condition is met:

Condition Type

Group enrolment

Condition Details

Group

Lecture Recordings

Create

Cancel

⌵

- A new pop up window will appear and you must make sure that the option ***“All conditions must be met”*** is selected and click ***Save***.

Release Conditions

×

This activity is only visible to those people who satisfy its release conditions.

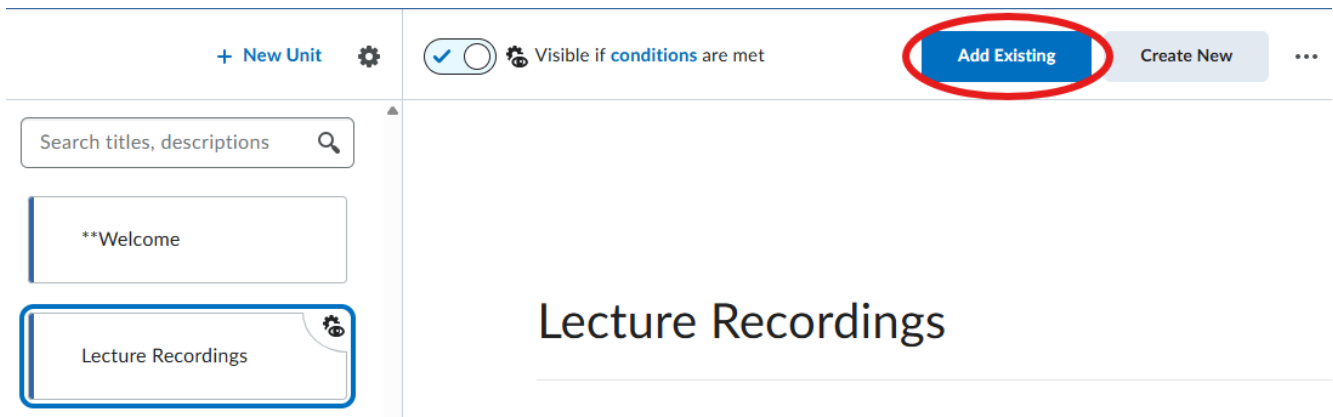
Create

Browse

All conditions must be met

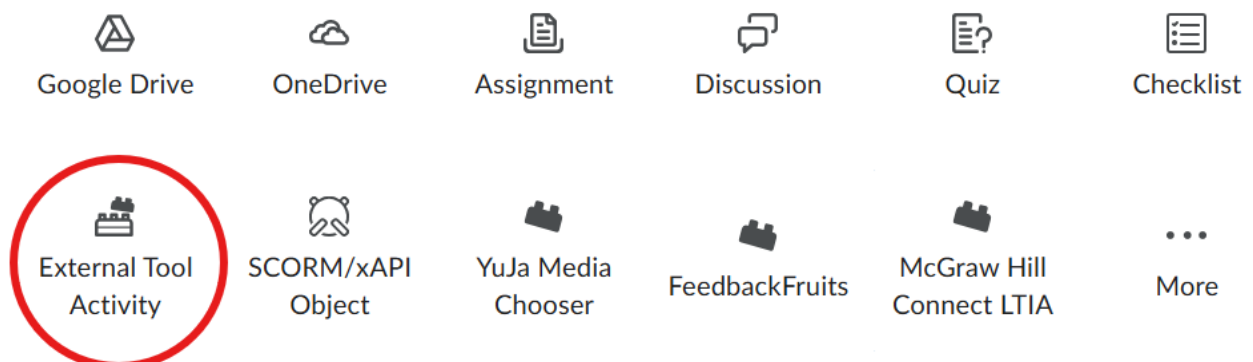
Member of at least one group in group category: **Lecture Recordings** ×

- Now that the unit is only available to the group with the release condition, you can now add the recording link to the unit.
- In the Lecture Recording unit, select Add Existing and a number of icons will appear below. Select **External Tool Activity**.



The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with a '+ New Unit' button, a toggle switch for 'Visible if conditions are met', and a blue 'Add Existing' button circled in red. Below the navigation bar, there is a search bar labeled 'Search titles, descriptions'. On the left sidebar, there are two unit cards: '**Welcome' and 'Lecture Recordings', with the latter highlighted by a blue border. The main content area displays the title 'Lecture Recordings'.

What would you like to add?



The screenshot shows a grid of external tool icons. The first row includes Google Drive, OneDrive, Assignment, Discussion, Quiz, and Checklist. The second row includes External Tool Activity (circled in red), SCORM/xAPI Object, YuJa Media Chooser, FeedbackFruits, McGraw Hill Connect LTIA, and More.

- Scroll down to the bottom of the page and select **Create New LTI Link**.

Insert an External Learning Tool

LibGuides	
Poll Everywhere Classroom Response	Poll Everywhere Classroom Response
Video Assignments launch	
Video Assignments QL launch	
YuJa	YuJa
zIA 1.3 For Administrative Use Only	IA LTI 1.3
Zoom	Zoom

< 1 / 1 > 200 per page ▾

Create New LTI Link

[Manage External Learning Tools](#)

Cancel

- Log into your media server, find the recording you wish to move to Brightspace and select the 3 dots in the bottom right corner of the video and select **edit**.

Home > Channels > Personal channels > Clare Mcaleavey



Channel content: 6 video(s)

Used size: 933.44 MB

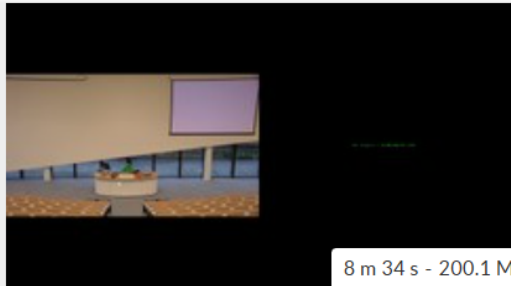
Filters

Select

Add a sub-channel

Add content here

Medias

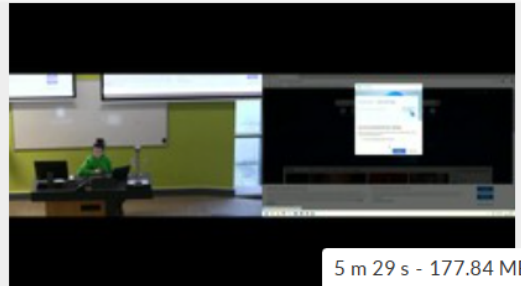


8 m 34 s - 200.1 MB



Test Live

0 views - 1 week ago

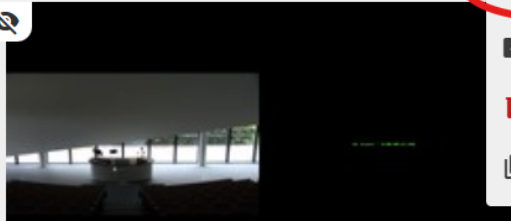


5 m 29 s - 177.84 MB



Test Live record

0 views - 1 week ago



Test Live
Used size: 200.1 MB

Edit

Move

Delete

Copy object identifier

- In the edit window, copy the **LTI link** in the **Settings** tab.

The screenshot shows the 'Settings | "Test Live"' page. The breadcrumb trail is: Home > Channels > Personal channels > Clare McLeavey > Test Live > Edit > Settings. The page has tabs for Settings, Trimming, Slides, Community, Player settings, Appearance, Widgets, Activities, Subtitles, and Resources. Under 'About this media', it shows 'Media added on: January 6th, 2026, 4:56 p.m.' and 'Storage used by this media: 200.1 MB'. The 'Links to this media' section contains four links: Normal link, Permalink, Embedding link, and LTI link. The LTI link is circled in red. Below the links, there are options to 'Download the metadata' as a 'Metadata package', 'Metadata package with editorial annotations only', or 'Metadata package with all annotations'.

- Go back to your module in Brightspace and paste the link into the LTI URL box, give it an appropriate title and select **Create and Insert**.

The screenshot shows the 'Insert an External Learning Tool' dialog box. The 'Create' tab is selected. The 'Title' field contains 'Test Recording'. The 'LTI URL' field contains 'https://qsblc.ucd.ie/lti/v126d2c6e365ejtw4flv/'. The 'Tool' dropdown menu is set to 'Legacy LTI Tool'. At the bottom, there are three buttons: 'Create and Insert' (highlighted in blue), 'Create', and 'Cancel'.

- Your recording will now appear in the Lecture Recording unit and only viewable by the students within the group.

The screenshot displays a learning management system (LMS) interface. On the left is a sidebar with a search bar labeled 'Search titles, descriptions' and a list of units: '**Welcome', 'Lecture Recordings' (expanded), 'Test Recording' (highlighted with a blue border), 'Lecture 1', 'Online Lecture Test', 'Student Integrity', 'Peer Scholar', and 'Lecture Notes'. The main content area at the top has a header with '+ New Unit', a settings gear, a 'Visible' toggle, and buttons for 'Add Existing' and 'Create New'. Below this, the title 'Test Recording' is shown with a 'Test' icon and 'LTI • Required' status, alongside an 'Edit Activity' button. The 'Activity Content' section features a video player titled 'Test Live' with an 'Edit' button. The video shows a lecture hall with a stage, a screen, and a large blue play button overlay. A vertical toolbar on the right of the video player contains icons for full screen, download, and search.