

Sharing Recordings to Individual Students on Brightspace

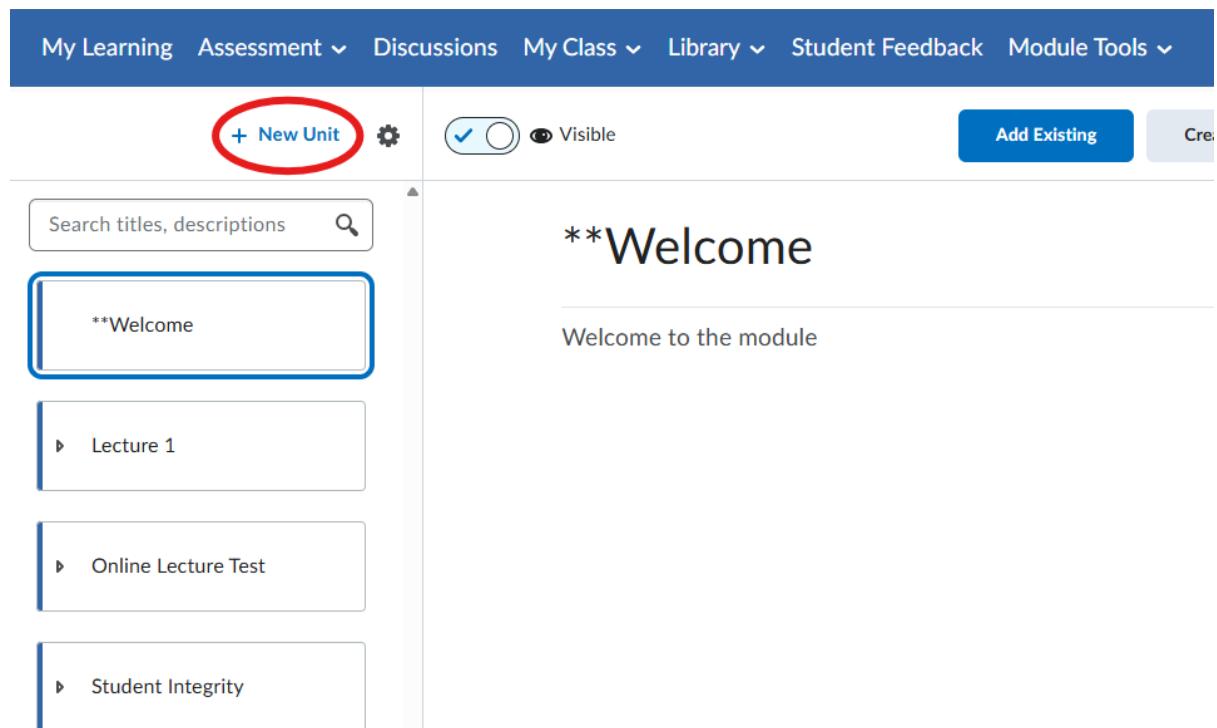
Why is this important?

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.

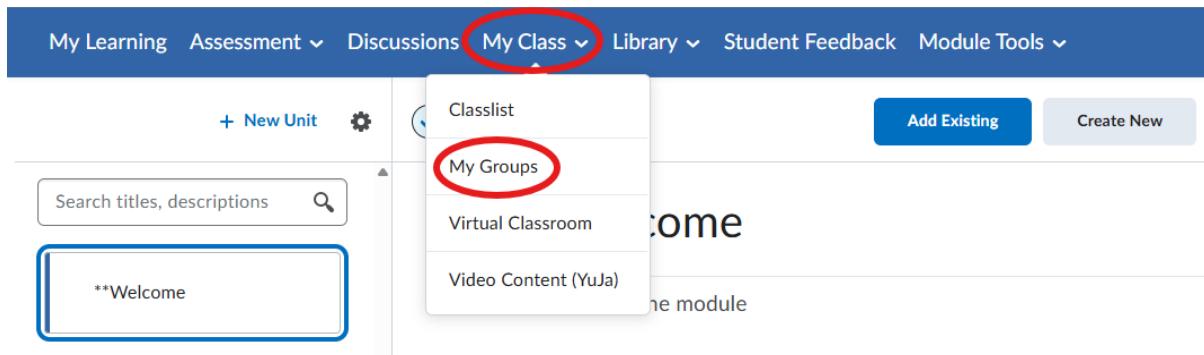
In order for students to gain access to the recordings on Brightspace, we must first add the recordings to Brightspace.

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



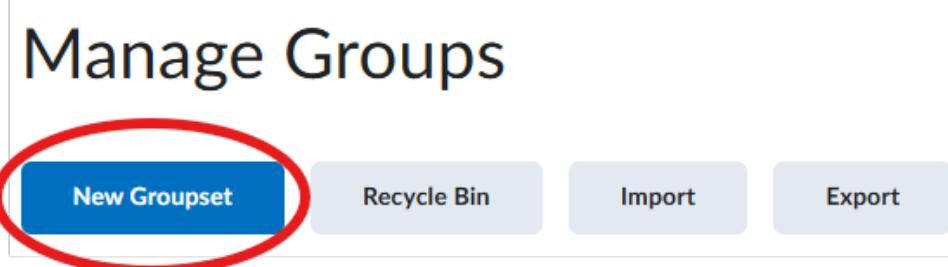
The screenshot shows the Brightspace navigation bar with options: My Learning, Assessment, Discussions, My Class, Library, Student Feedback, and Module Tools. Below the navigation bar, there is a search bar labeled "Search titles, descriptions" and a "New Unit" button with a red circle around it. To the right of the search bar are "Visible" and "Add Existing" buttons. The main content area displays a list of units. The first unit, "Welcome", is highlighted with a blue border. Below it are "Lecture 1", "Online Lecture Test", and "Student Integrity". The "Welcome" unit has the text "Welcome to the module" and "Welcome" in bold. The "Visible" button is checked.

- 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**.



The screenshot shows the Brightspace navigation bar with the following items: My Learning, Assessment, Discussions, **My Class** (with a dropdown arrow), Library, Student Feedback, and Module Tools. The 'My Class' dropdown menu is open, showing 'Classlist', 'My Groups' (which is circled in red), 'Virtual Classroom', and 'Video Content (YuJa)'. Below the navigation bar, there is a search bar and a box labeled '**Welcome'.

- Select **New Groupset**.



The screenshot shows the 'Manage Groups' page with the following buttons: 'New Groupset' (circled in red), 'Recycle Bin', 'Import', and 'Export'.

- 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

A horizontal toolbar with the following icons from left to right: Paragraph, Bold, Italic, Underline, Alignment, List, Paragraph style, Font, Font size, Alignment, Text color, Text direction, and a three-dot menu.

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

 Delete

	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 Code *

 [?](#)

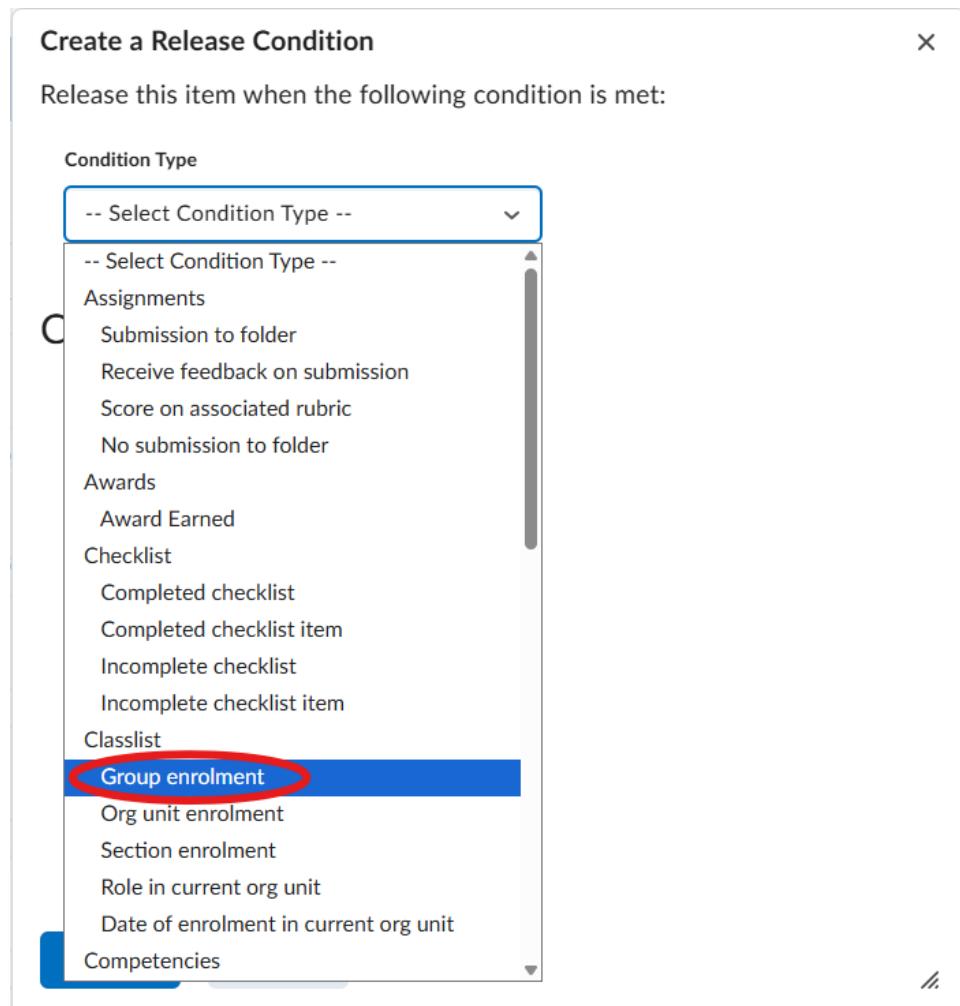
- Once you have clicked enrol users, a list of all students in your module will appear underneath with an empty box beside each one. Select the box(es) of the students you wish to enrol to the group and click **save**.
- Go back to the My Learning tab on the top of the Brightspace page and select the 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**.

The screenshot shows the Brightspace interface with the 'Lecture Recordings' unit selected. In the top right corner of the unit list, there is a three-dot menu. A red circle highlights the 'View Release Conditions' option in the dropdown menu that appears. Other options in the menu include 'Edit', 'Reorder', and 'Delete'.

- 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**.

The screenshot shows the 'Release Conditions' dialog box. It contains the text: 'This activity is only visible to those people who satisfy its release conditions.' Below this text are two buttons: 'Create' and 'Browse'. The 'Create' button is highlighted with a red circle.

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



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

Create a Release Condition

X

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

X

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

Create

Browse

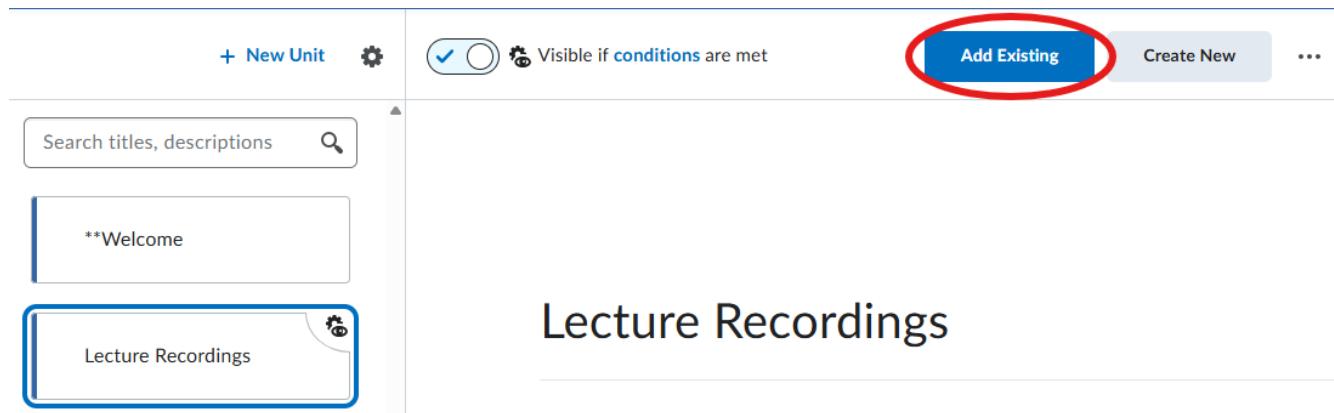


All conditions must be met

▼

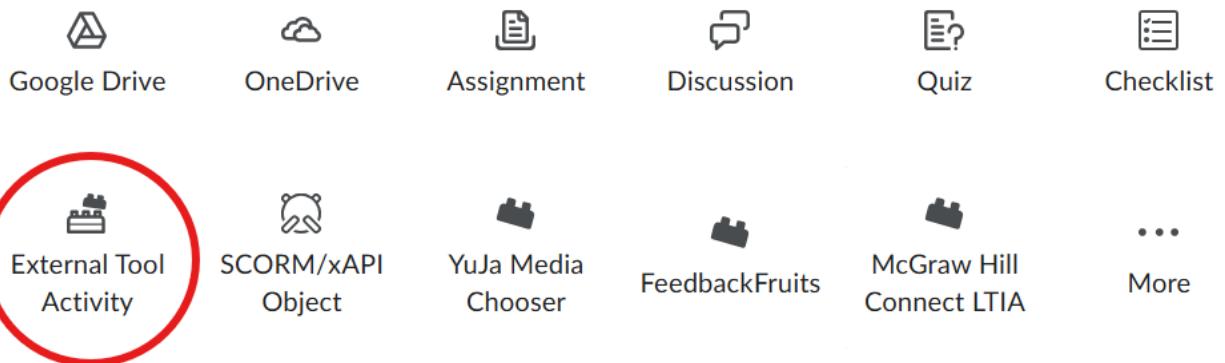
Member of at least one group in group category: **Lecture Recordings** X

- 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**.



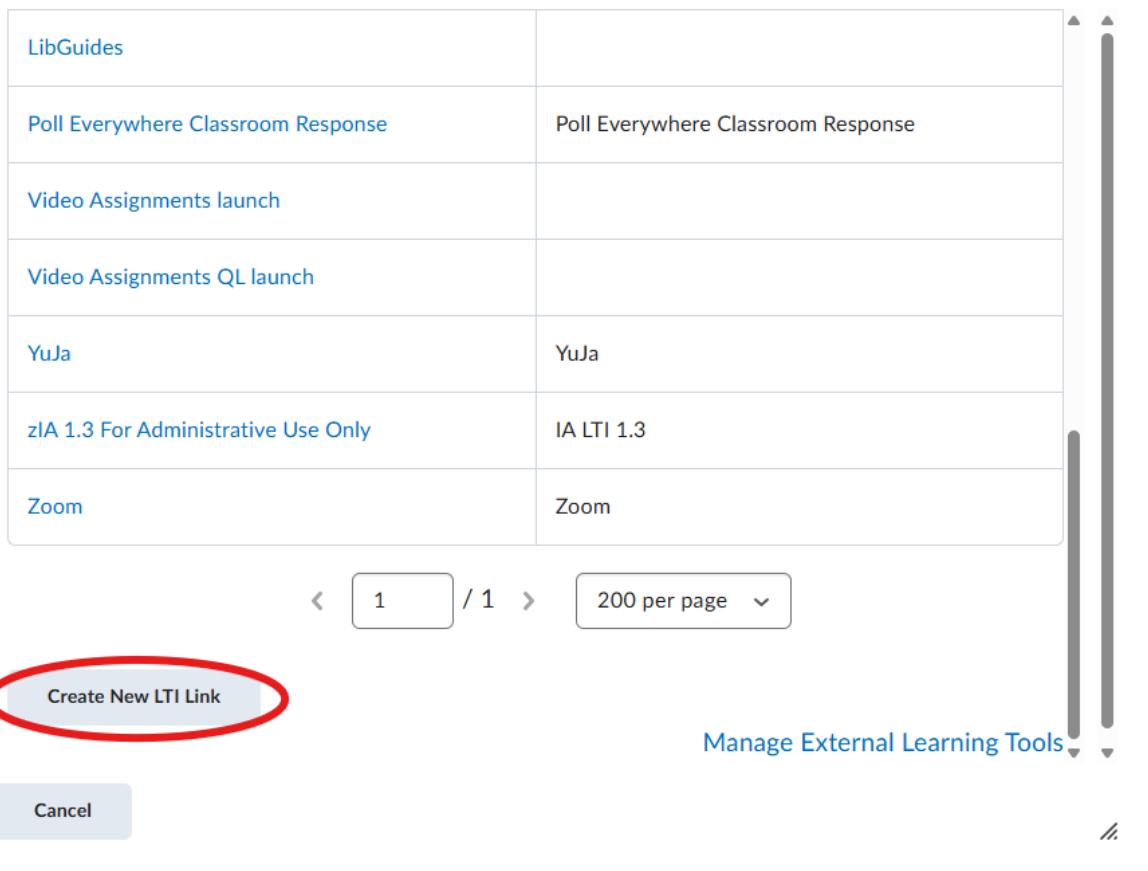
The screenshot shows the 'Lecture Recordings' unit settings. At the top, there are buttons for '+ New Unit', a gear icon, a visibility switch labeled 'Visible if conditions are met', and a red-circled 'Add Existing' button. Below these are search and create buttons. The main area shows a list of items: '**Welcome' and 'Lecture Recordings' (which is highlighted with a blue border). The title 'Lecture Recordings' is centered below the list.

What would you like to add?



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

Insert an External Learning Tool



The screenshot shows a list of external learning tools. The 'Create New LTI Link' button is highlighted with a red oval. The list includes:

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

Below the table are navigation buttons: < 1 / 1 > and a dropdown for '200 per page'. A 'Manage External Learning Tools' link is also visible.

- 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**.

Clare Mcaleavey

Channel content: 6 video(s)

Used size: 933.44 MB

Filters

Select

Add a sub-channel

Add content here

Medias

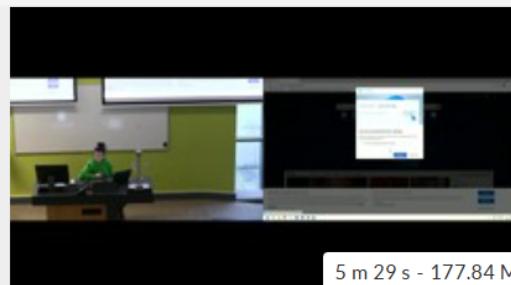


8 m 34 s - 200.1 MB



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

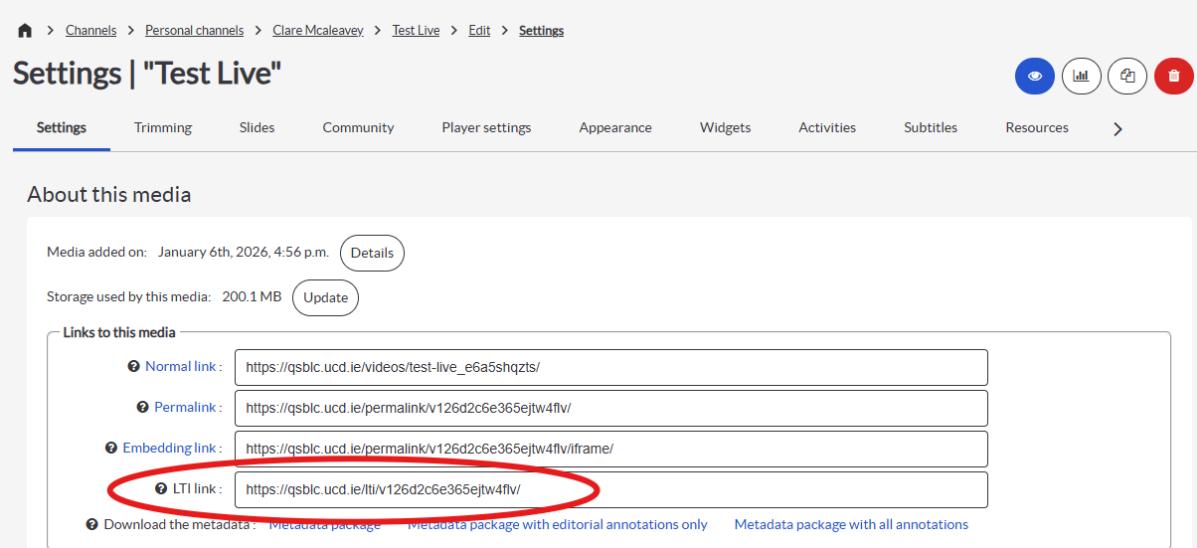


Delete



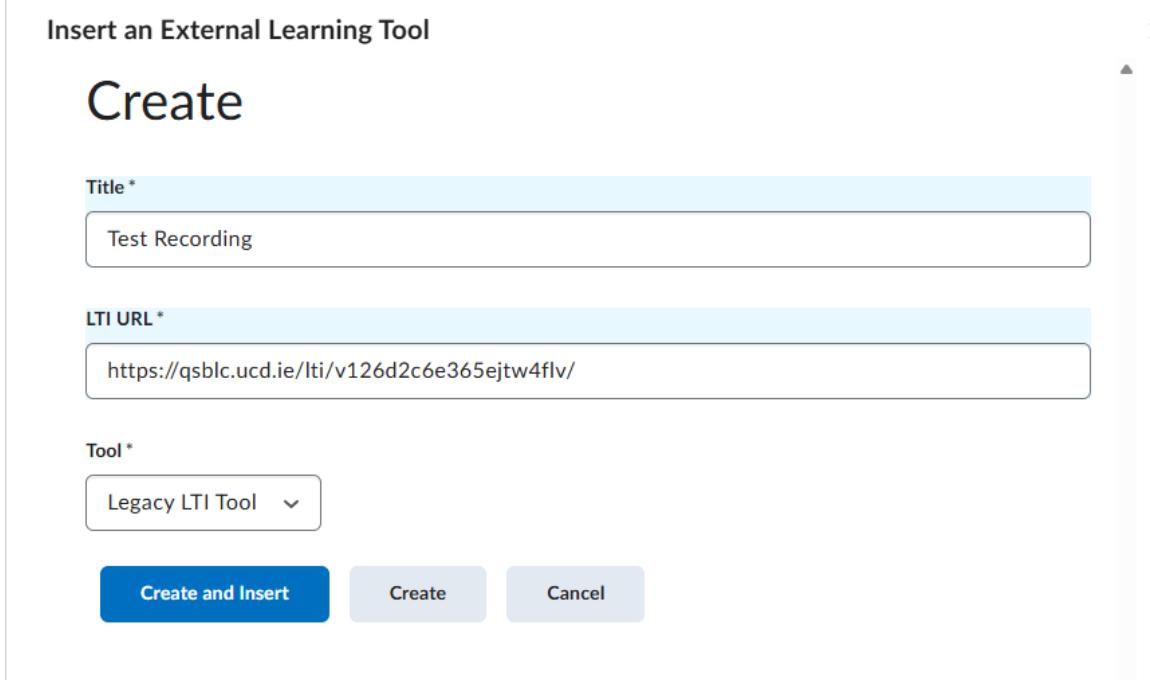
Copy object identifier

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



The screenshot shows the 'Settings' tab of a media item titled 'Test Live'. The 'Links to this media' section is expanded, displaying four types of links: 'Normal link', 'Permalink', 'Embedding link', and 'LTI link'. The 'LTI link' is highlighted with a red oval. Below the links, there are download options for 'Metadata package', 'Metadata package with editorial annotations only', and '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 'Create' dialog for inserting an external learning tool. The 'Title' field contains 'Test Recording'. The 'LTI URL' field contains 'https://qsblc.ucd.ie/lti/v126d2c6e365ejtw4flv/'. The 'Tool' dropdown is set to 'Legacy LTI Tool'. At the bottom, the 'Create and Insert' button is highlighted in blue, while 'Create' and 'Cancel' are in grey.

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

+ New Unit 

 Visible

Add Existing Create New    

Search titles, descriptions 

**Welcome

▼ Lecture Recordings

 **Test Recording** 

▶ Lecture 1

▶ Online Lecture Test

▶ Student Integrity

Peer Scholar

▶ Lecture Notes

Test Recording LTI • Required 

Activity Content

Test Live 

