

Sheridan

Change Access to the Recordings Folder or file in a Teams Channel

(Denying students access to class recording at folder of files level)

- Open Teams and click your class
- On the *General* channel, click on the *Shared* (formerly *Files*) tab above the messages
- Click on the **...** Menu beside the 'Class name' Recordings folder and click *Manage Access*
- Click on *Groups* • 4
- The first two groups are for *Owners* – you – no changes needed
- Click on *Academic Use Members* (Students), and then *Can Edit*
- Click on *Direct Access* and choose *No direct access*, and then *Apply*
- Students will not have access to the Recordings folder
 - This process can also be applied to individual files
 - Files may also be shared with students

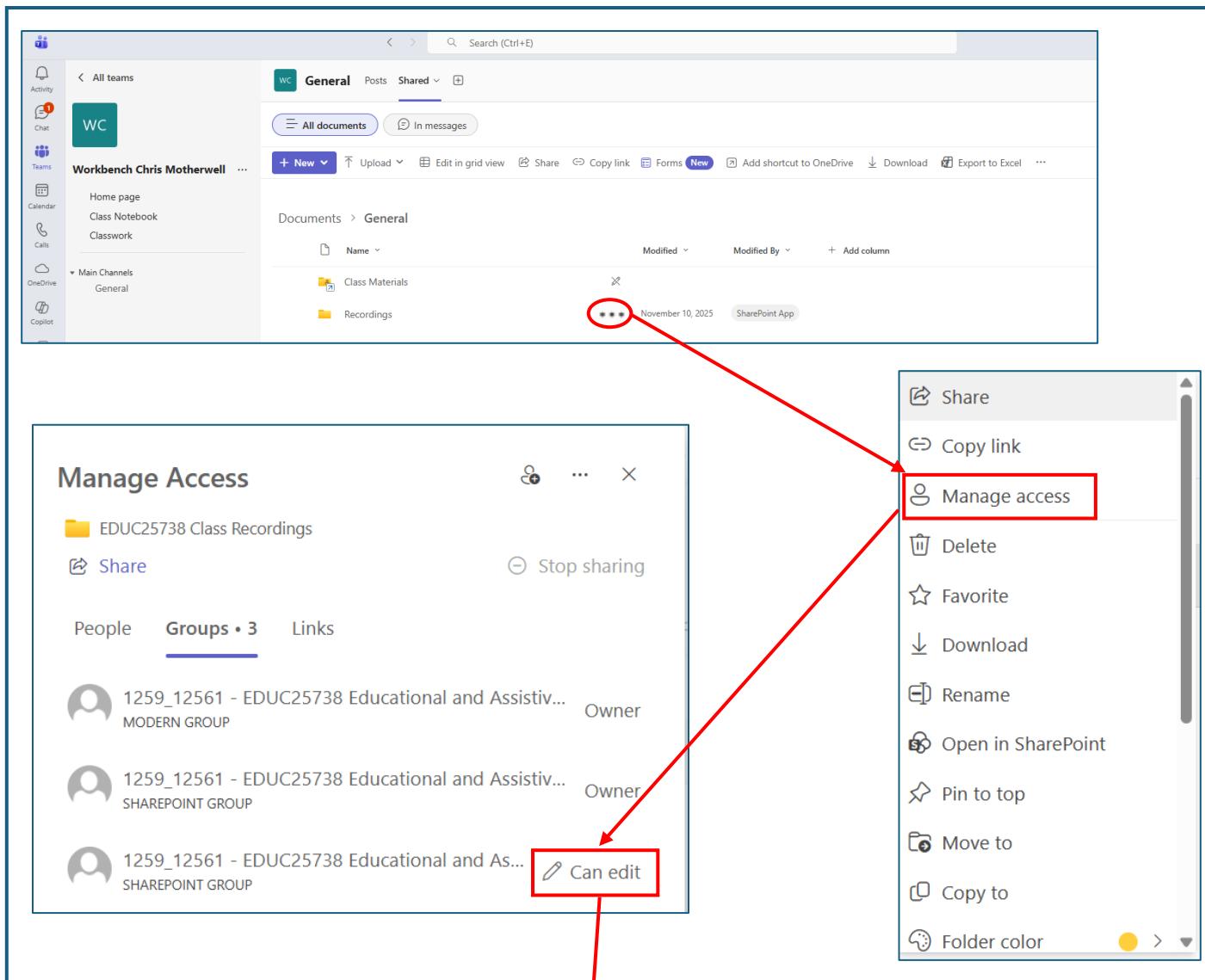


Figure 1 Changing Folder/File Access

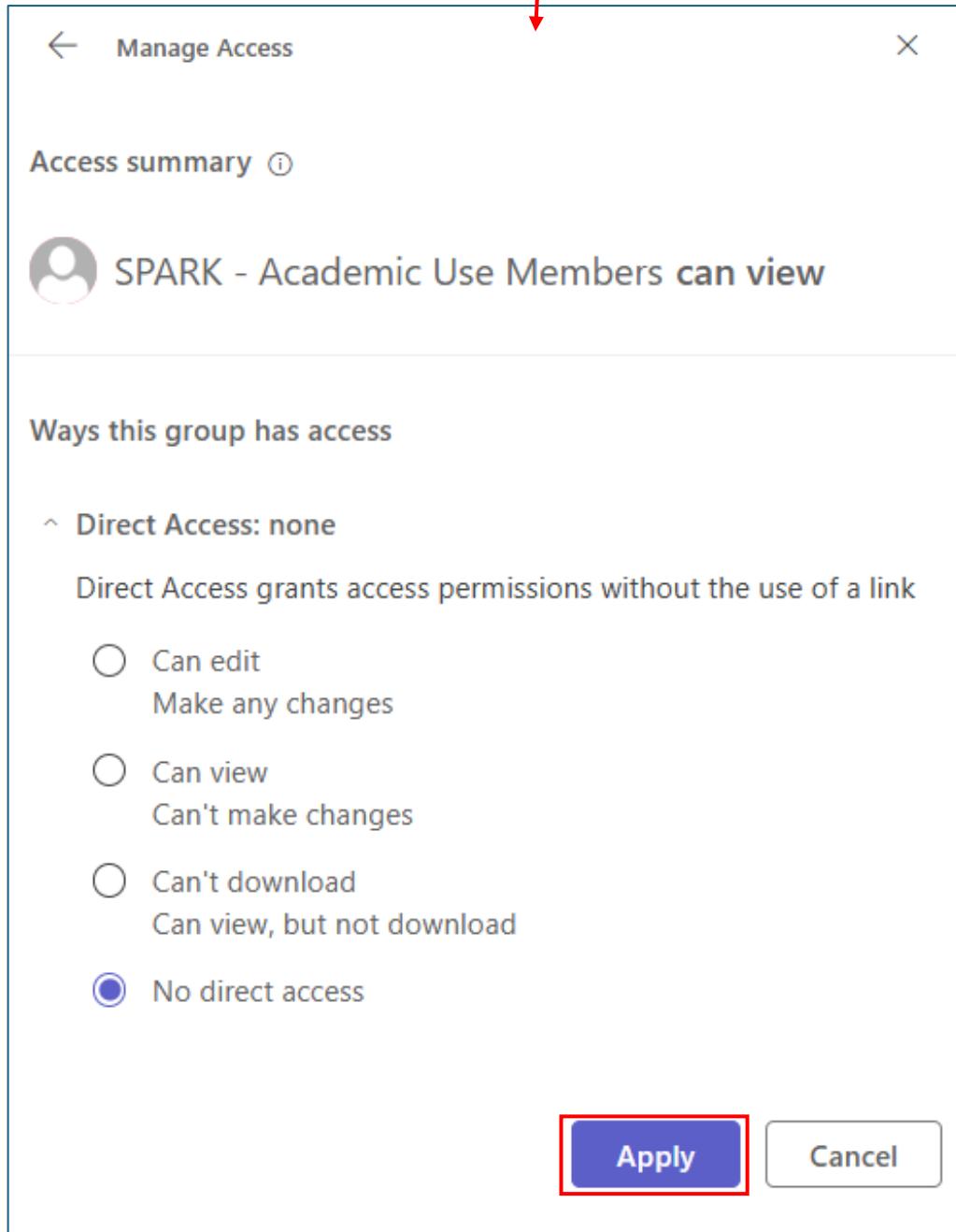


Figure 2 Access Summary Dialog Box

This process removes the Members group from the *Manage Access* list. The folder or specific files can be shared, if necessary, after this process.