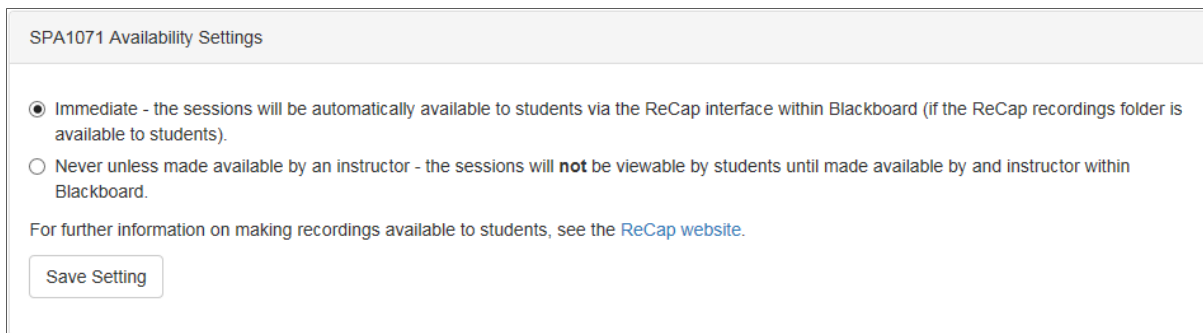# Checking or Setting the Availability of Recordings

ReCap bookings for all timetabled teaching sessions are controlled via the ReCap Booking Management System. Using this system you can check bookings, schedule additional sessions, cancel bookings and manage recording availability.

Please note: This system controls booking preferences across the entire module, for all instructors, and not just for the sessions you teach. Therefore you may wish to discuss the arrangements for a module with other colleagues teaching on it.

To check or set the availability of recordings:

1. Access the booking management system at https://timetables.ncl.ac.uk/recapbooking/

2. The modules you are able to control bookings for will be listed in the *'Your Modules'* section.

3. Select on the module you wish to check or change the availability settings for. This setting controls whether or not the recording is released for viewing in Blackboard.

4. Click the *'Set Availability'* button.

5. As you can see in the image above, there are two options to choose from. If you wish to edit or control the release of recordings, you should select the second option '*Never unless made available by an instructor*'. For more information on releasing recordings, see the training guide.

6. When you have made your choice click *'Save Setting'.* You should consult with colleagues when making this decision, as this will affect all the sessions for that module.

Further Help

If you require further assistance using the Booking Management System please contact ReCap Support on Ext. 88162 or recap@ncl.ac.uk