

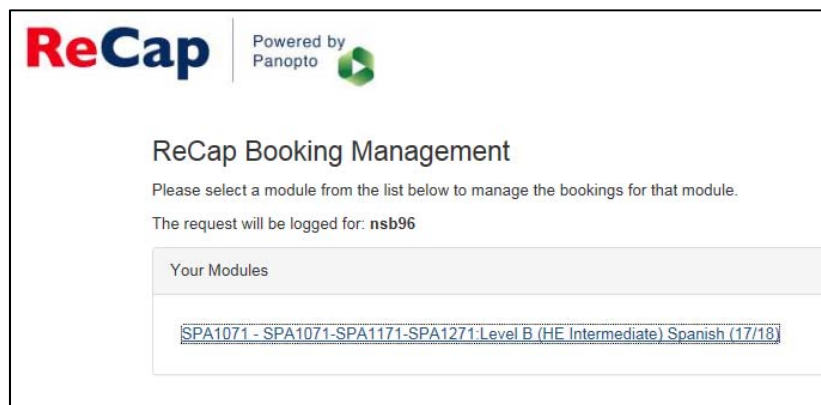
Cancelling or Adding Additional ReCap Bookings to a Module

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 cancel or add additional bookings

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 the module you wish to cancel or add bookings for.



4. You will be shown a list of all of the sessions on the module that are due to take place in a ReCap enabled venue. The sessions that are booked to record will show 'Booked' in the status column.
 - Note: If a session is due to take place that day, then it will be highlighted in grey and you will not be able to cancel the booking. To cancel that session please contact ReCap support on Ext. 88162.

5. Click the 'Amend Lecture Bookings' button.

Amend Lecture Bookings

6. You will then be shown a list of teaching sessions associated with the module, that are due to take place in a ReCap enabled venue, with a check box beside each session.
7. The status column on the right indicates whether or not a session is scheduled to record - if it is it will state 'Booked' and the session will also be highlighted in yellow. If you have no sessions booked, there will be no sessions highlighted and the status column will be blank.

Note: Unless a School has chosen otherwise all lectures are scheduled to record by default.

ReCap Booking Management

Use the checkbox beside each session to choose whether it will be recorded - sessions with the checkbox selected will be recorded. Click 'Save Changes' to save any amendments you make.

[Back to module list](#) | 143 Sessions found for **SPA1071**

SPA1071 Sessions

<input type="checkbox"/>	Name	Location	Start	End	Timetable Week Number	Status
<input checked="" type="checkbox"/>	SPA1071_SPA1171/L01/01^	HERB.G LT3	Tue 05 Dec 2017 13:00	14:00	14	Booked
<input type="checkbox"/>	SPA1071_SPA1171/S01/03	OLB.5.16	Tue 05 Dec 2017 15:00	16:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/01	OLB.4.19	Tue 05 Dec 2017 16:00	17:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/08	OLB.4.19	Wed 06 Dec 2017 10:00	11:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/06	OLB.5.16	Wed 06 Dec 2017 10:00	11:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/07	OLB.5.16	Wed 06 Dec 2017 12:00	13:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/04	OLB.5.16	Thu 07 Dec 2017 11:00	12:00	14	
<input type="checkbox"/>	SPA1071_SPA1171/S01/05	OLB.5.16	Thu 07 Dec 2017 15:00	16:00	14	

- To record every session listed**, click '*Book All Sessions*' – every session associated with the module taking place in a ReCap enabled venue will then be recorded.
- To record only certain sessions** - select them individually by ticking the check boxes on the left and clicking '*Save Changes*'.
- To cancel a booked session** – deselect the check box beside the session(s) and click '*Save Changes*'.
- Once you have made and saved your choices one of three banners will appear at the top to confirm your preference.

If you have chosen all sessions:

All sessions in this module are set to record

If you have chosen only lectures:

Only lectures are set to be recorded from this module
Other sessions such as seminars can be booked individually below.

If you have chosen only a certain number of sessions or have cancelled bookings:

Saved! Sessions have been amended successfully

- Once you are happy with your bookings, and the status column indicates that those you wish to record are labelled as 'Booked', then you can exit the booking form by closing the window.

Further Help

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