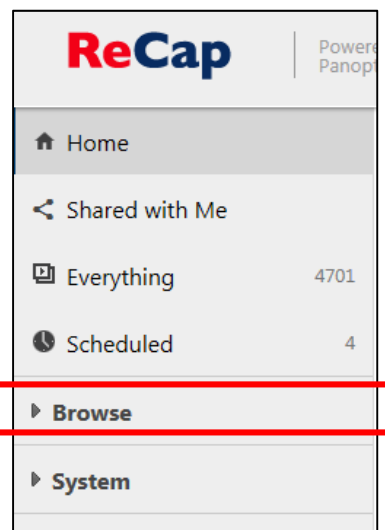
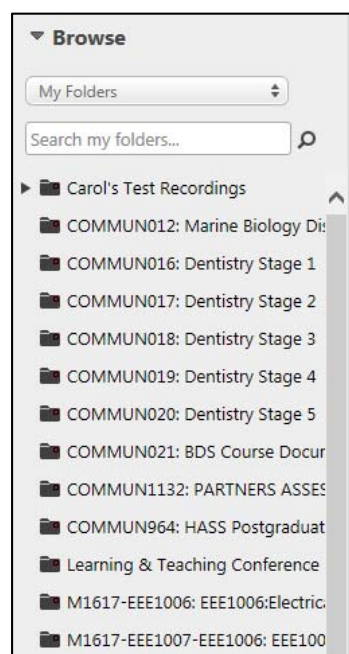


Accessing all of your ReCap Recordings

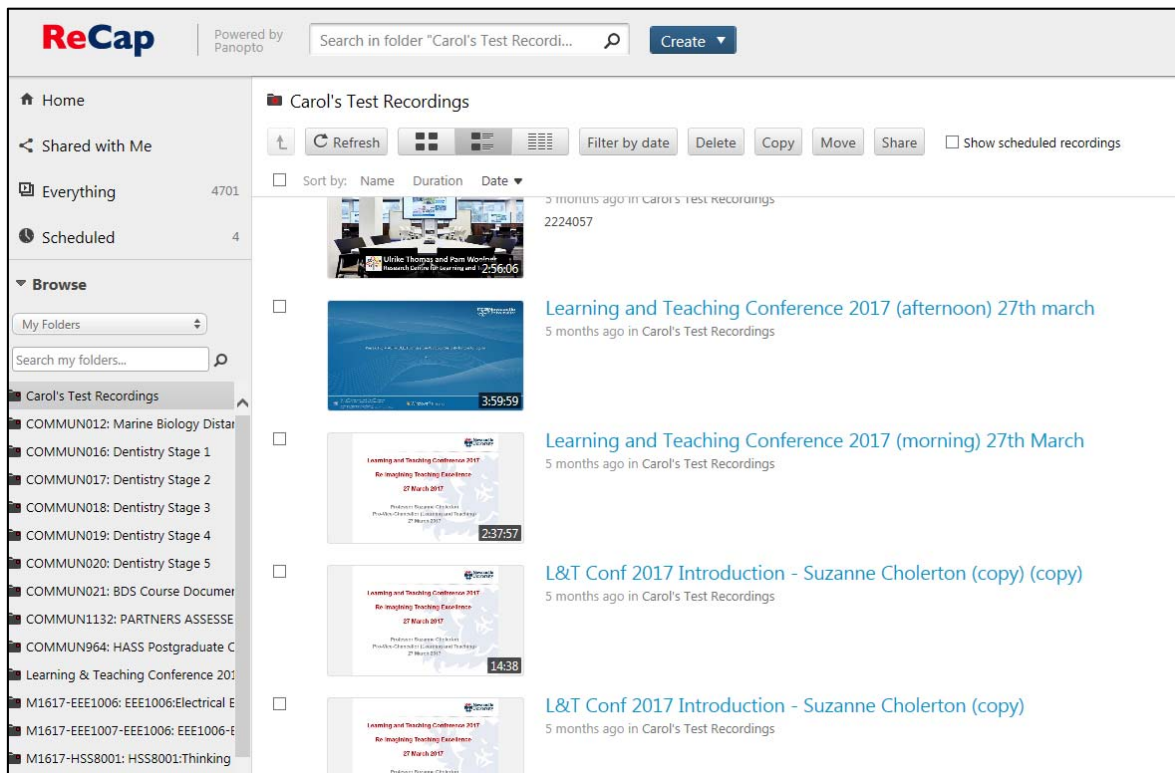
1. Once recordings have been made you can access them to view, edit, move and share either by navigating to the ReCap Recordings folder within the relevant Blackboard module or to see all of the recordings you have access to by going to <https://campus.recap.ncl.ac.uk>
2. If asked to log in choose either 'Medical Sciences Authentication Portal' or 'Blackboard' depending on which VLE you use and use your regular University user ID and password.
3. Once logged in you will see the most recent recordings you have made, that have been shared with you and that are publically available.
4. To locate a specific recording click on the **Browse** option within the left-hand side menu.



5. This will open a list of all of the folders you have access to.



6. Click on the name of the folder that contains the recording you wish to view. If you have access to a large number of folders you may wish to use the 'Search my folders' facility.
7. Once a folder is selected you will see all of the recordings contained in that folder.



Further Help - If you require further assistance using ReCap please contact ReCap Support at recap@ncl.ac.uk