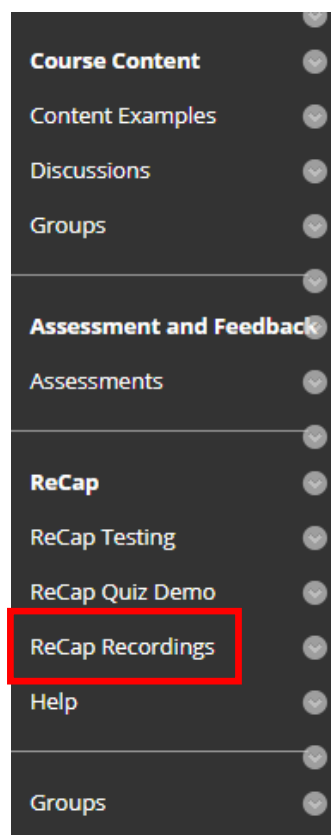


Making a copy of a recording and releasing it to a different group of students

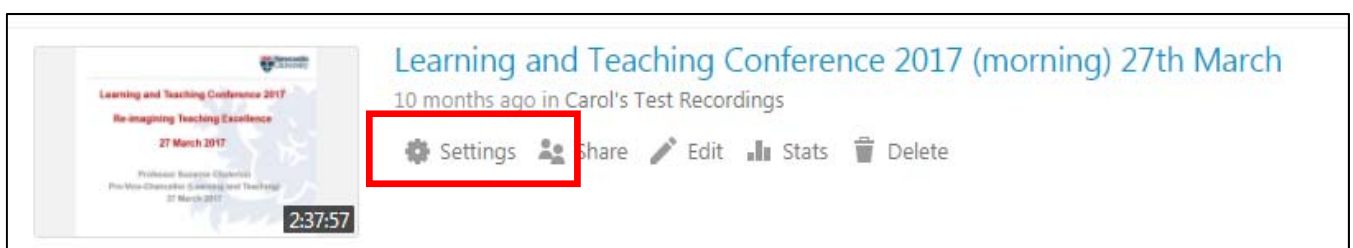
If you wish to share a ReCap recording from a particular module or year with another group of students the easiest option is to make a copy of the original recording and release it to them via their module in Blackboard.

Making a copy of a recording

1. In Blackboard navigate to the module that contains the recording you wish to copy, this may be a previous year's module.
2. Access the ReCap Recordings folder via the module menu.



3. Hover your cursor over the recording that you wish to copy and click 'Settings'.



4. In the window that opens click 'Manage' in the menu list.

▶

Learning and Teaching Conference 2017 (morning) 27th March

×

Overview

Share

Outputs

Quiz Results

Streams

Captions

Manage

Log

Session Information

Name

Learning and Teaching Conference 2017 (morning) 27th March

Edit

Folder

Carol's Test Recordings

Edit

Preview image

Edit

Viewer link

https://campus.recap.ncl.ac.uk/Panopto/Pages/Viewer.aspx?id=f0f26698-99d0-4e0a-8494-72c7999b0980

Owner

campus.ncl.ac.uk\ssb96 (Susan Barfield)

Videographer

UploadService

Start

27 March 2017 @ 09:30:01

Duration

02:37:56

Webcast

No

Downloads

Use folder setting (No one)

Description

5. Within the 'Manage' area there will be an option to copy the session, to do this click 'Copy'.

▶

Learning and Teaching Conference 2017 (morning) 27th March

×

Overview

Share

Outputs

Quiz Results

Streams

Captions

Manage

Log

Manage Session

Session ID

79b9ef0e-2a6d-4822-8ac4-bc9a3bf49f5b

Delivery ID

f0f26698-99d0-4e0a-8494-72c7999b0980

Status

Ready to view

Refresh

Media type

HLS

Merge into another session

Existing session

Choose a folder

-- Not selected --

Copy session

New session

Learning and Teaching Conference 2017 (morning) 27th March

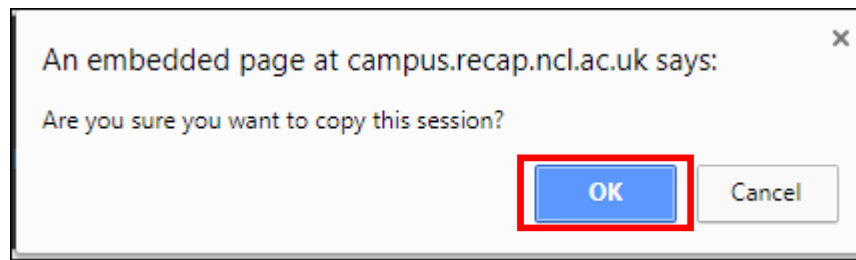
Copy

Delete session

Delete

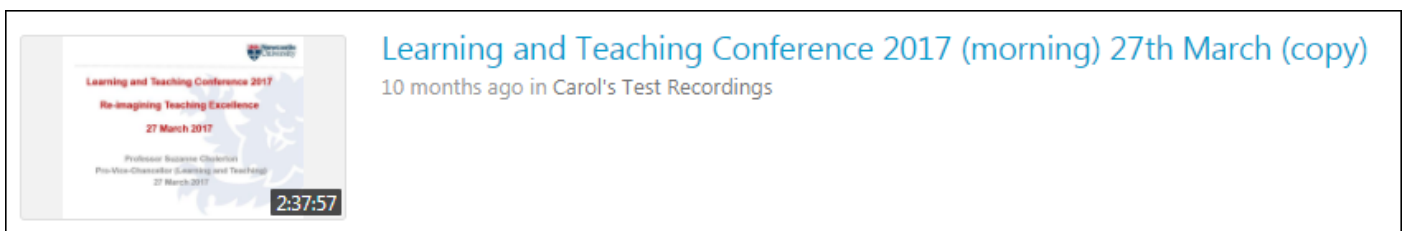
Permanently delete this session's data.

6. When asked 'Are you sure you want to copy this session?' select 'OK'.



7. Close the pop-up screen and a copy of the recording will then be created and will appear with in the recording list with '(copy)' in the recording title.

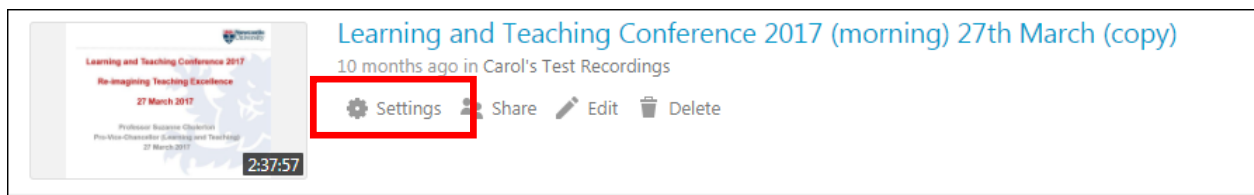
(Note: that it may take a view minutes for the copy to process and appear in the list)



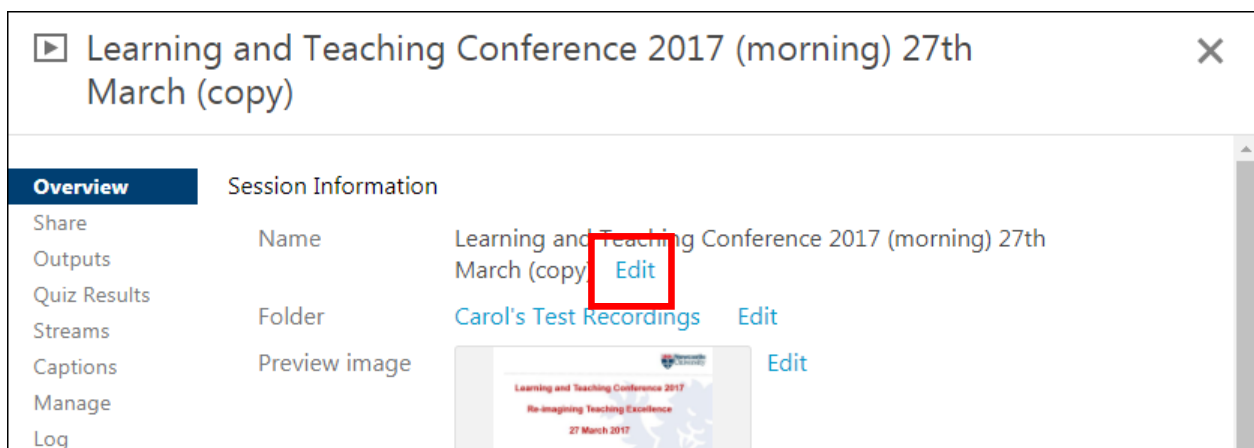
8. This copy can now be renamed (if necessary) and made available to the intended students by following the rest of the instructions in this document.

Changing the name of the recording (optional)

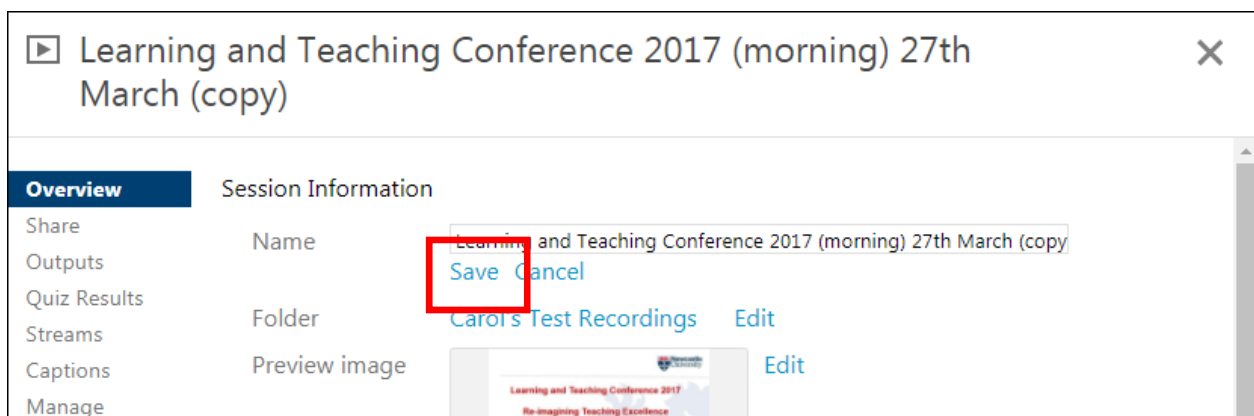
1. Hover your cursor over the recording and click 'Settings'.



2. Within the window that opens the name of the recording will be displayed – click on 'Edit' alongside the current name.

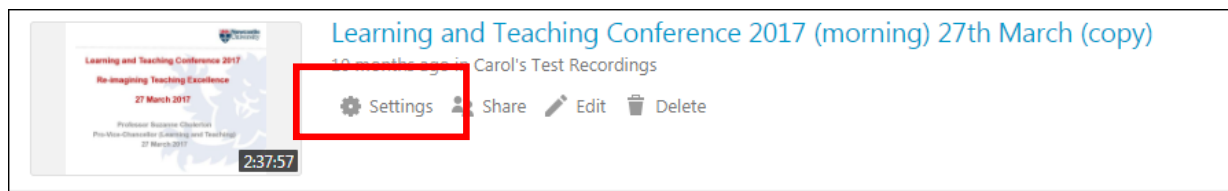


3. You will then be able to change the name of the recording. When you have made the necessary changes click 'Save' and the new name will be displayed.

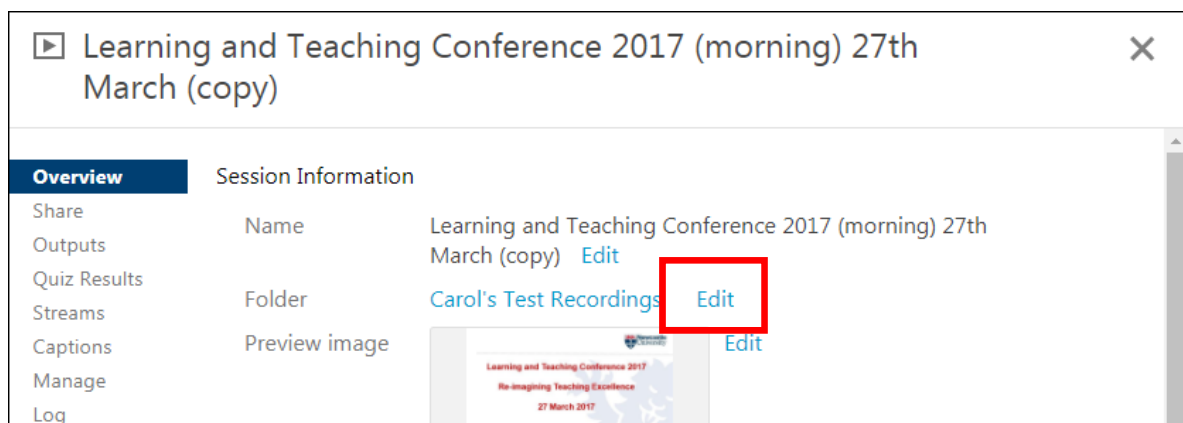


Making the copy visible to the intended students

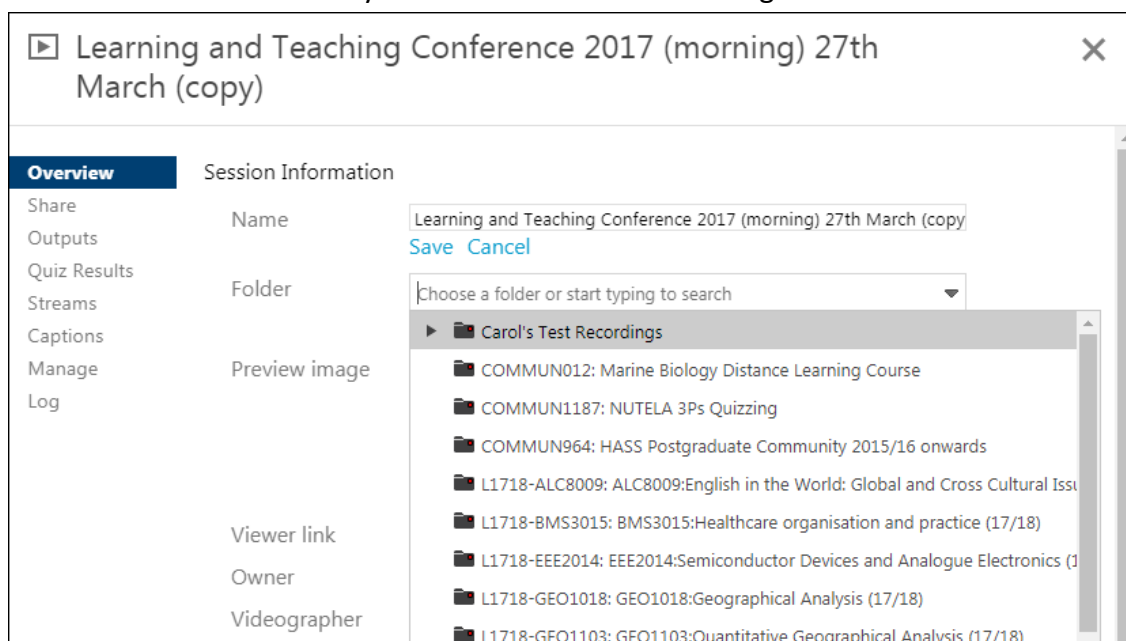
1. Hover your cursor over the recording and click 'Settings'.



2. Within the window that opens the name of the folder/module that the recording currently sits in will be displayed – click on 'Edit' alongside the current folder name.



3. You will then be able to choose, from a drop-down menu, the folder/module that you wish to move the recording to (the list will show all modules and folders where you are an instructor in Blackboard). When you have selected the folder you wish to move the recording to click 'Save'.



4. Once the change is saved the recording will disappear from the current folder and become visible within the chosen folder/module.

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