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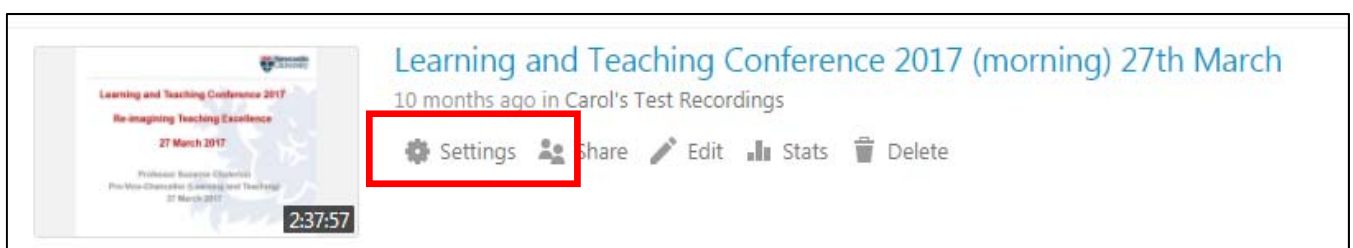
If you wish to share a ReCap recording from a particular module or year with another group of students the easiest option is to make a copy of the original recording and release it to them via their module in Blackboard.

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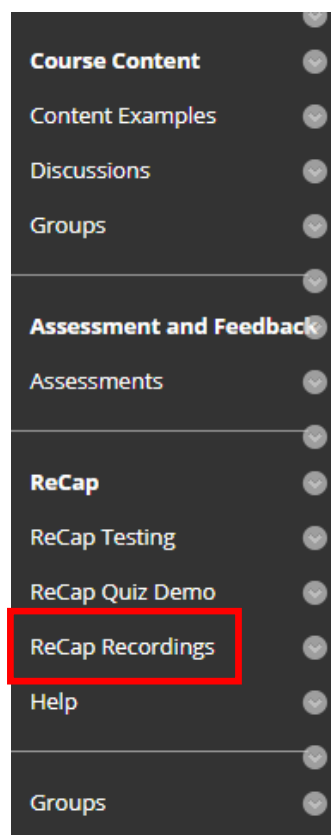
3. Hover your cursor over the recording that you wish to copy and click 'Settings'.

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

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

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

An embedded page at campus.recap.ncl.ac.uk says:

Are you sure you want to copy this session?

OK   Cancel
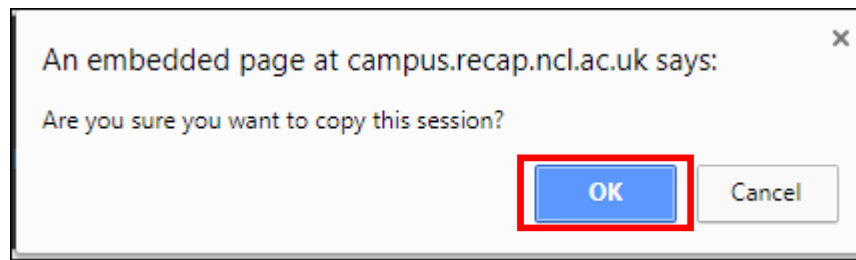
7. Close the pop-up screen and a copy of the recording will then be created and will appear with in the recording list with '(copy)' in the recording title.
(Note: that it may take a view minutes for the copy to process and appear in the list)

Learning and Teaching Conference 2017 (morning) 27th March (copy)
10 months ago in Carol's Test Recordings
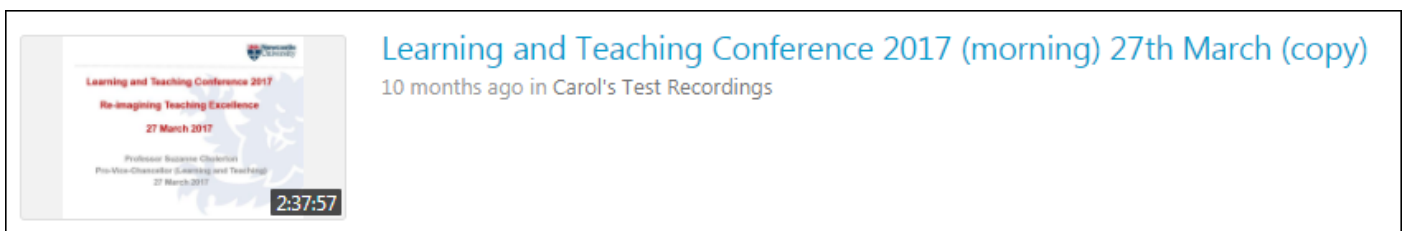
8. This copy can now be renamed (if necessary) and made available to the intended students by following the rest of the instructions in this document.

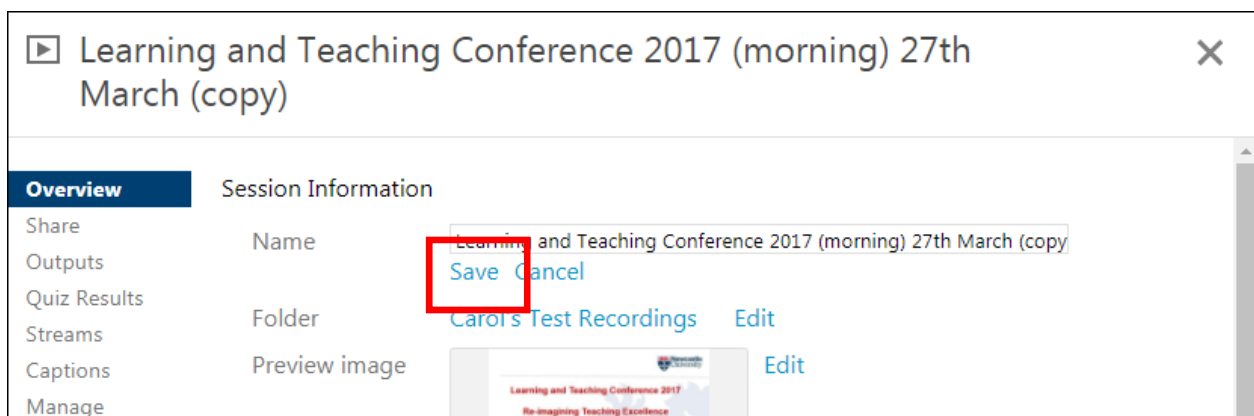**Changing the name of the recording** (optional)

1. Hover your cursor over the recording and click 'Settings'.
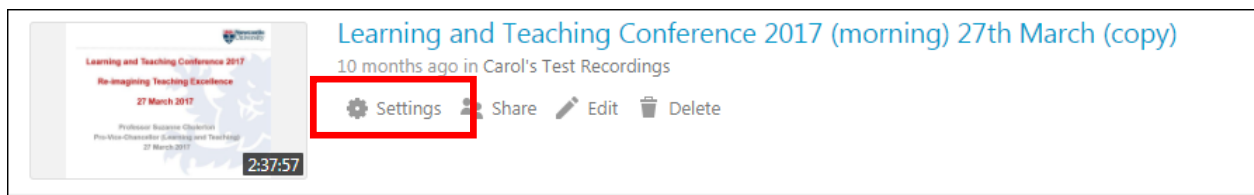
2. Within the window that opens the name of the recording will be displayed – click on 'Edit' alongside the current name.
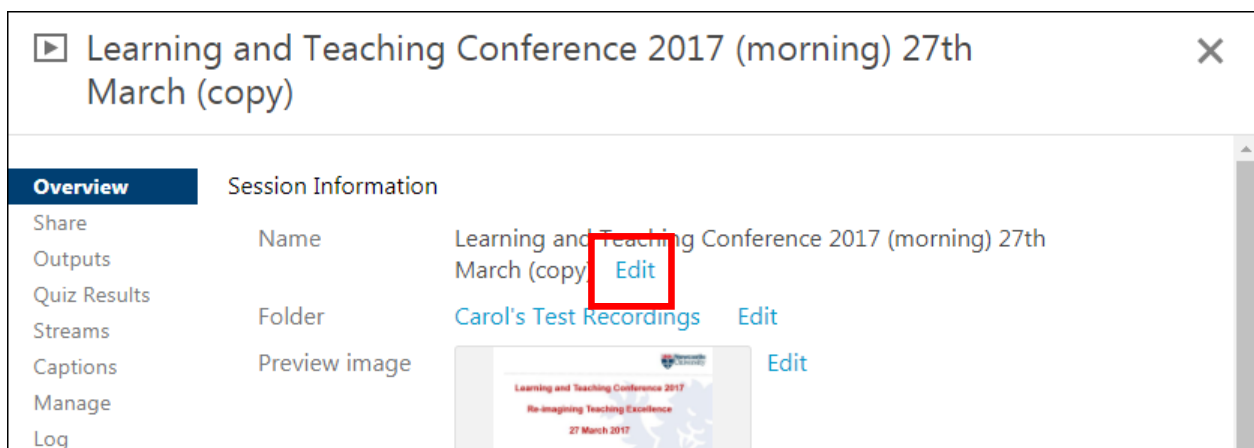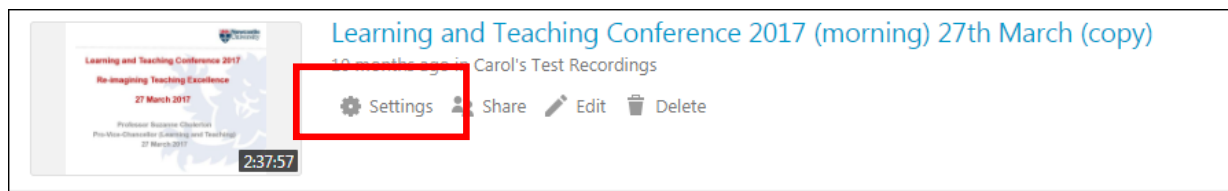

3. You will then be able to change the name of the recording. When you have made the necessary changes click 'Save' and the new name will be displayed.
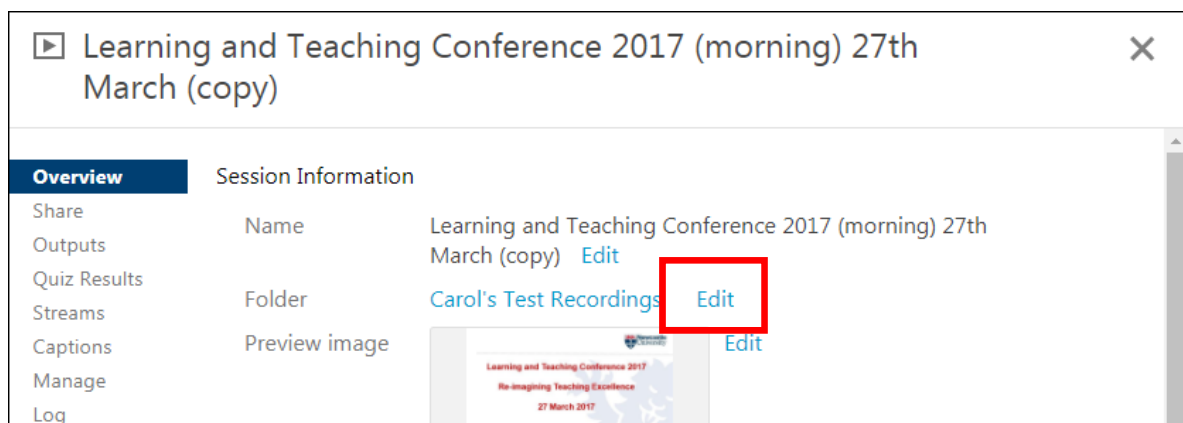
**Making the copy visible to the intended students**

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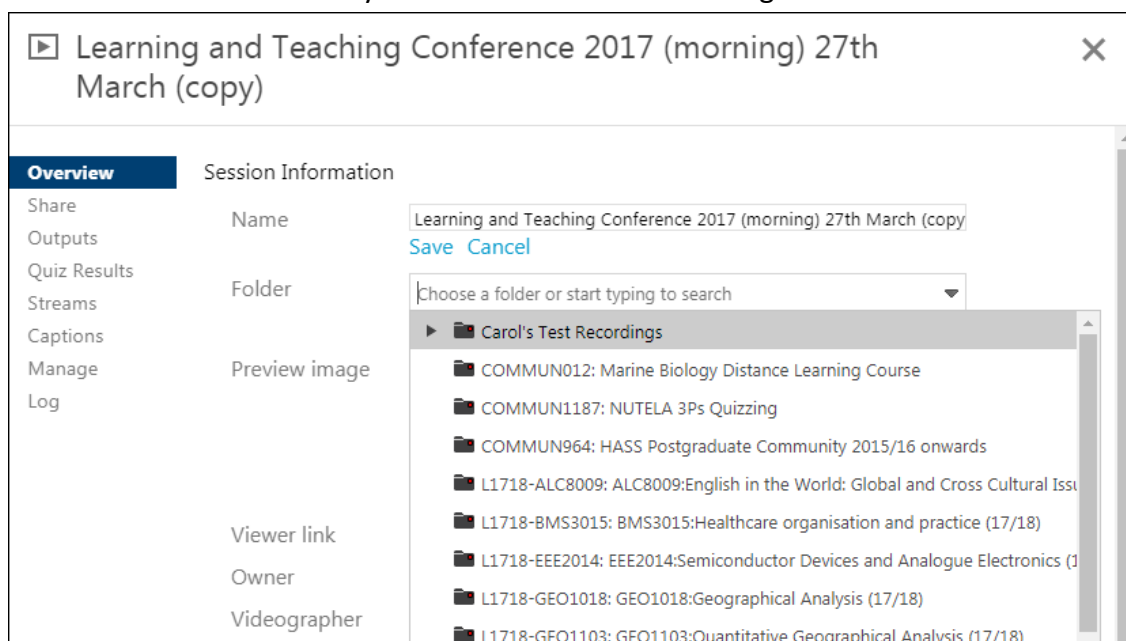
4. Once the change is saved the recording will disappear from the current folder and become visible within the chosen folder/module.

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