

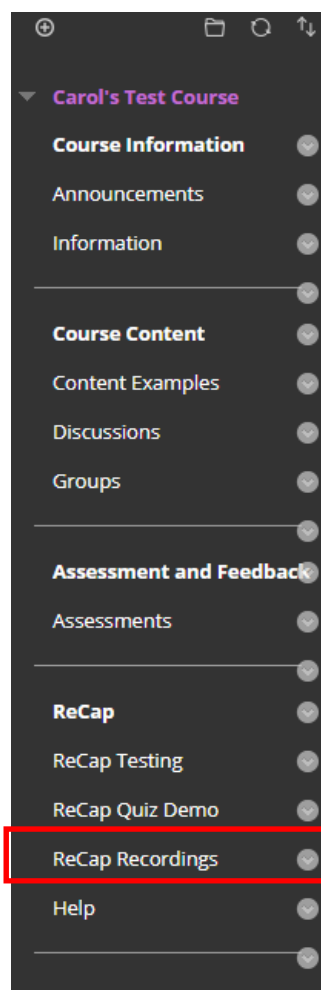
## Making recordings available to your students in Blackboard

There are two ways you can provide access to recordings for your students in Blackboard:

1. **By making the 'ReCap Recordings' content area available to students** – this will provide access to all recordings associated with the module as soon as they are processed (as long as you have chosen that recordings be made available immediately during the booking process).
2. **By publishing a link to individual recordings via the 'ReCap Video Link' tool** – this allows to you to make each recording available individually when you wish students to see them and alongside other relevant materials.

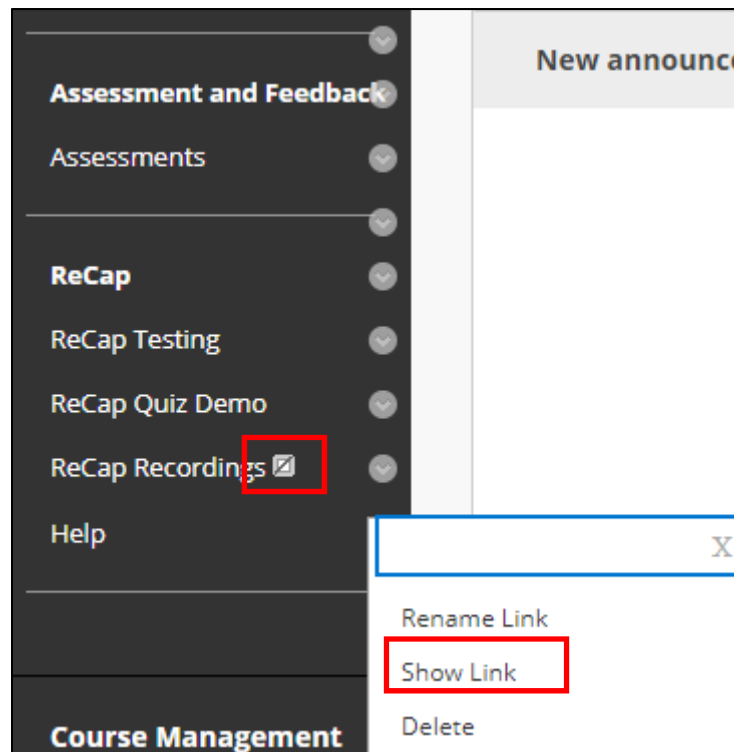
### Making the ReCap Recordings Content Area Available

1. Log in to Blackboard and navigate to the module that the recording(s) belong to.
2. Within each module you should see a 'ReCap Recordings' content area in the left hand column. If you cannot see this link, please contact [recap@ncl.ac.uk](mailto:recap@ncl.ac.uk) so that we can create it for you.



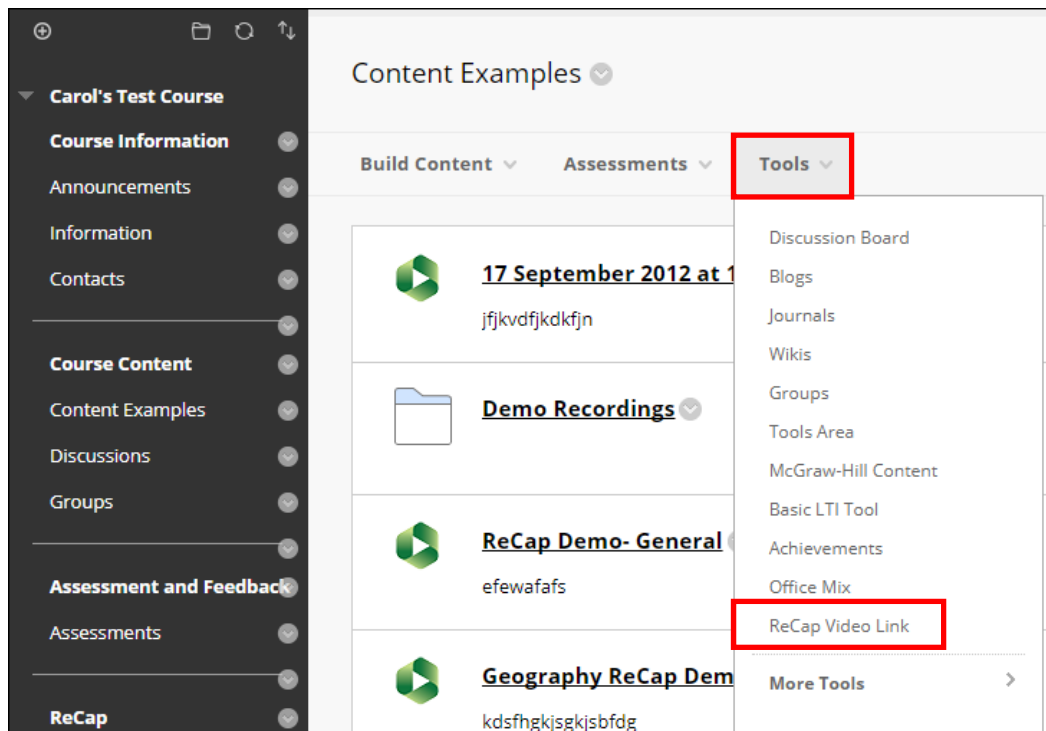
3. To make the area available to students so that they can see all recordings as soon as they have been processed click on the drop down menu alongside 'ReCap Recordings' and choose 'Show Link'.

**Note:** Making the content area available will make all recordings associated with module automatically available for student to view and therefore if you are teaching a module with colleagues you should agree this decision with them.



## Using the ReCap Video Link Tool

1. Log in to Blackboard and navigate to the module that the recording belongs to.
2. Go to the content area that you wish to make the recording available in.
3. Switch on 'Edit mode' (if it isn't on already- this is located in the top right of the Blackboard page).
4. From the 'Tools' drop down menu select 'ReCap Video Link'.



5. Select the relevant folder and then recording that you wish to make available. Ensure the recording has an appropriate title and if you wish you can also add a short description. When complete click 'Submit'.

The screenshot shows the 'Insert Panopto Video' form. It has the following fields:

- Folder:** A dropdown menu with the text '-- Select a Folder --'.
- Lecture:** A dropdown menu with the text '-- Please select a folder first --'.
- Title:** A text input field.
- Description:** A text area with a placeholder text: 'Use HTML to include additional links, images, formatting, etc. in the description'.

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

6. On the next screen click 'Ok' and the link to the recording will be added to your chosen content area.

## Further Help

If you require further assistance please contact ReCap Support at [recap@ncl.ac.uk](mailto:recap@ncl.ac.uk)