# Moving a recording to a different folder or module

These instructions will explain how to located a recording and move it from one folder or module to another e.g. to make it available to a different group of students or to make a Personal Capture recording available to its intended audience.

Accessing your ReCap Recordings

1. Once recordings have been made you can access them to view, edit, move and share by navigating to https://campus.recap.ncl.ac.uk

2. When asked to log in choose either 'Medical Sciences Authentication Portal' or 'Blackboard' depending on which VLE you use and log in using 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.
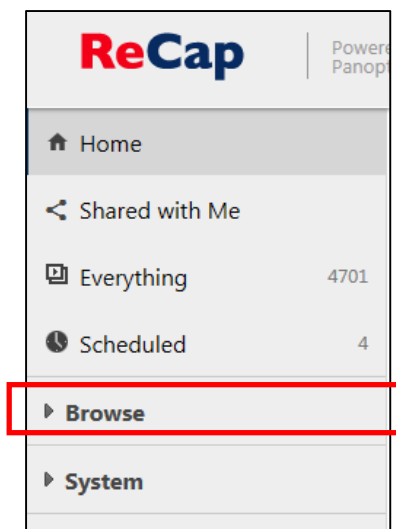
5. This will open a list of all of the folders you have access to.
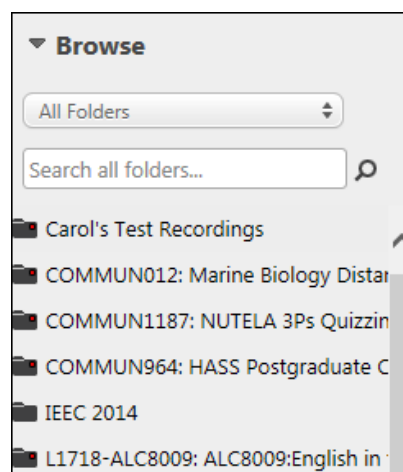
6. Click on the name of the folder that contains the recording you wish to view, edit or share. If you have access to a large number of folders you may wish to use the 'Search my folders' facility.

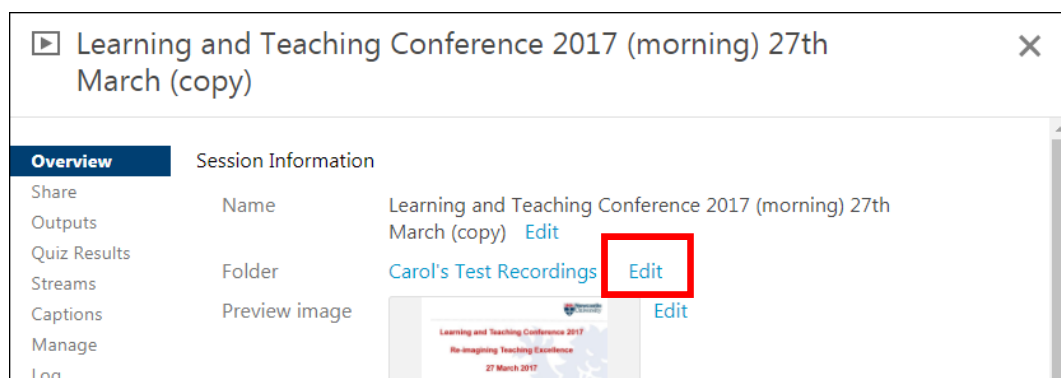7. Once a folder is selected you will see all of the recordings contained in that folder.
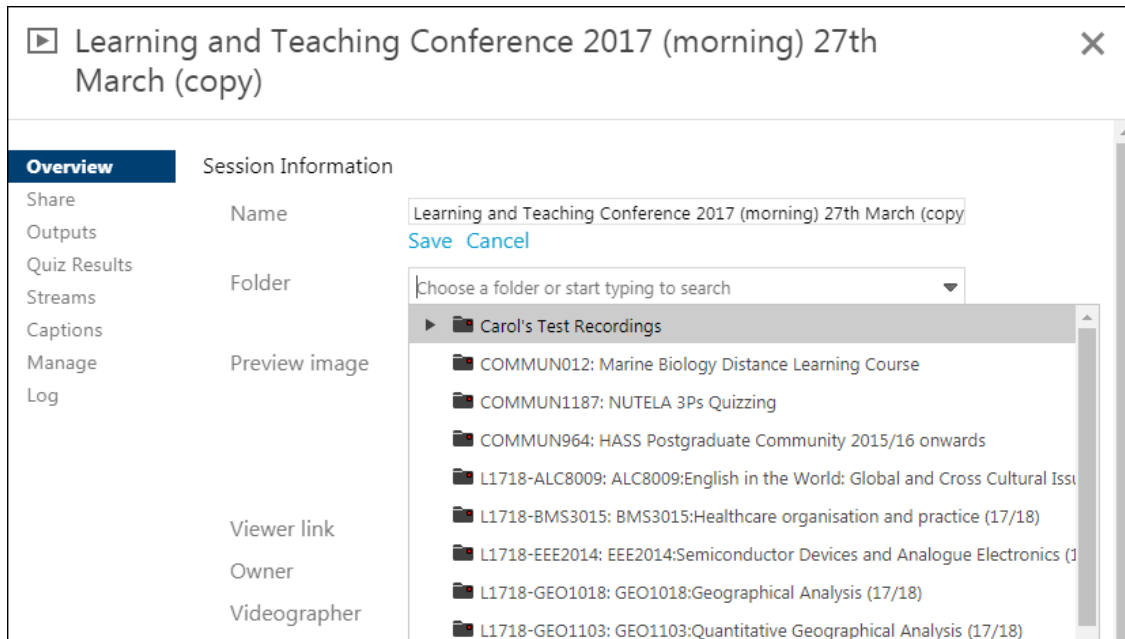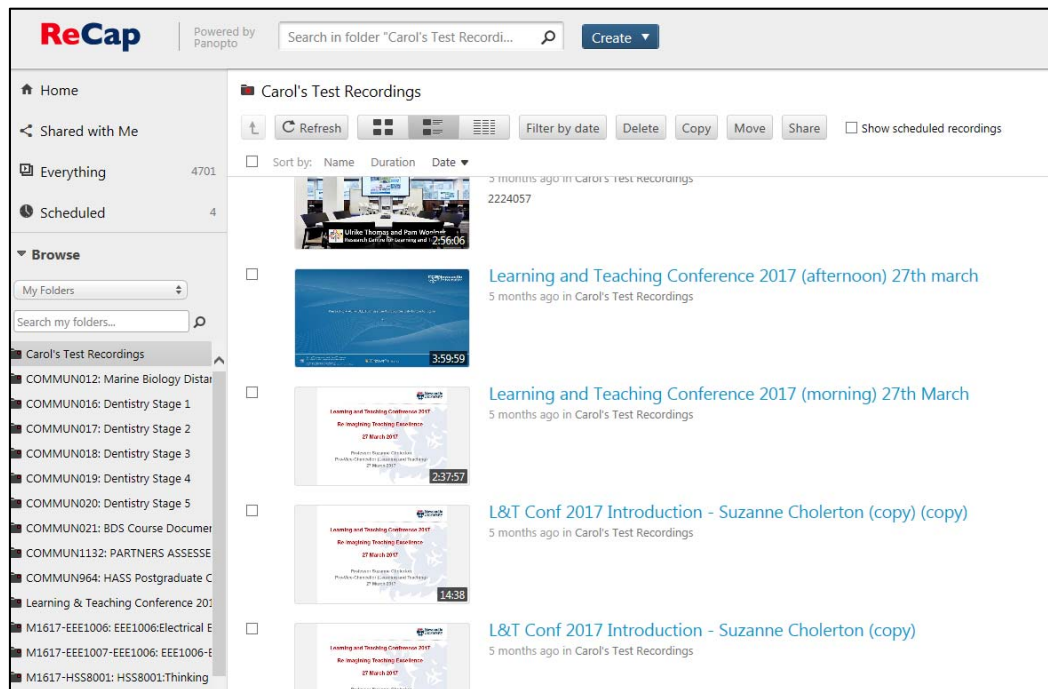

Moving a recording

1. When you have located the recording you wish to move hover your cursor over the recording and click 'Settings'.
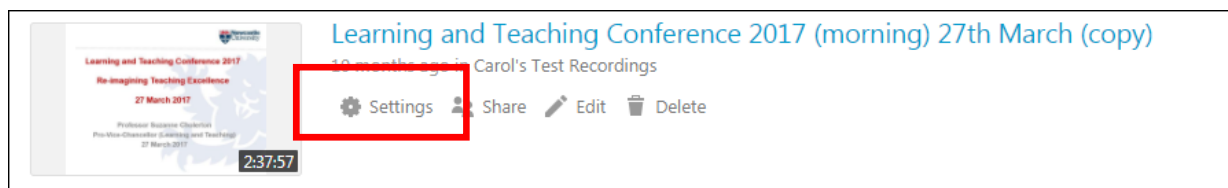
2. Within the window that opens the folder that the recording currently sits in will be displayed – click on 'Edit' alongside the current folder name.

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 or module and become visible within the chosen folder or module.

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