

## Making recordings available across multiple modules

When sessions are taught jointly across two or more modules the ReCap recordings will only be stored against one module code (usually the one that comes first alphabetically and numerically), to make the recordings available to students on the other modules follow the instructions below.

**Note:** you must be registered as an instructor in Blackboard on all of the modules that need access to the recordings. If you are not please contact the ReCap team at <u>recap@ncl.ac.uk</u>

- 1. In Blackboard navigate to the module where you wish to make the recordings available.
- 2. Access the ReCap Recordings folder via the module menu.



**3.** Select the Re-Configure button at the bottom of the page.





**4.** Find the module where the ReCap recordings are located in the 'Available Folders' list and select it by clicking on it.

Configure Panopto Course	
You may update the list of Panopto folders associated with this course. Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content.	
Available Folders:	Selected Folders:
Carols Test Recordings (6rop box) ●   COMMUND: Varine Biology Distance Learning Course ●   L1718-BIOLOGY ALCBOORFINGS in the World: Global and Cross Cultural Issues Surrounding English as a 'Lingua France' (17718)    L1718-BIOLIDI & (EED014-Seconductor Devices and Analogy Electronics (17718) L1718-BIOLIDI & Global Analysis (17718)   L1718-BIOLIDI & Global Scholl Scholl Scholl Counstanteus Geographical Analysis (17718) L1718-BIOLIDI & Global Scholl Schol Scholl Scholl Scholl Scholl Scholl Scholl Scholl Scho	Carol's Test Recordings
	Create New Folder
	Cancel Submit

5. Click 'Add' to add the module folder to the 'Selected Folders' list.

Configure Panopto Course		
You may update the list of Panopto folders associated with this course. Instructors of this course will be able to create content in any folder associated with it and students will be able to view the content		
Available Folders:	Selected Folders:	
Carol's Test Recordings (drop box) COMMUN012: Marine Biology Distance Learning Course COMMUN054: HASS Postgraduate Community 2015/16 onwards L1718-ALCS0067 ALCS000-2618/161 In the World's Liobal and Cross Cultural issues Surrounding English as a 'Lingua Franca' (17/18 L1718-BUS3015: BMS3015:Healthcare organication and practice (17/18) L1718-BEC2014: EEE2014-Semiconductor Devices and Analogue Electronics (17/18) L1718-GEO1018: GEO1016:Seegraphical Analysis (17/18) L1718-GEO1018: GEO1016:Sunctative Geographical Analysis (17/18) L1718-GEO102: LCH0372/2010/analtative Geographical Analysis (17/18)	Carol's Test Recordings L1718-MAP8011: ILearning. Teaching and Engaging Students (17718)	
	Create New Folder	
		Cancel Submit

6. Click 'Submit' and all recordings from the selected folder will now be visible in the ReCap Recordings area of the module you are currently in. You can now make the recordings available to students – for guidance on doing this please see the 'Making recordings available to students' user guide available at <a href="http://teaching.ncl.ac.uk/recap/howtouserecap/staffguide/userguides/#postrecording">http://teaching.ncl.ac.uk/recap/howtouserecap/staffguide/userguides/#postrecording</a>

## **Further Help**

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