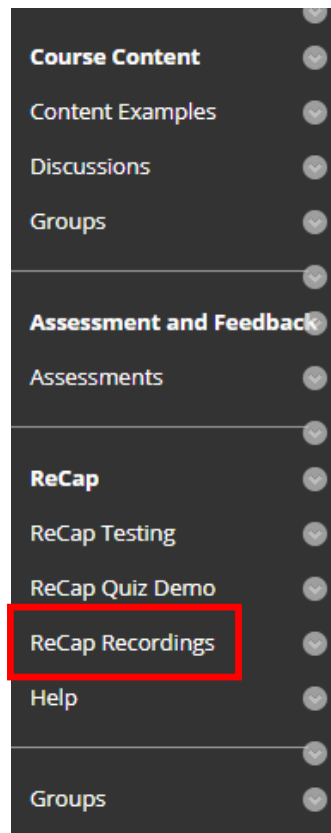


Making recordings available across multiple modules

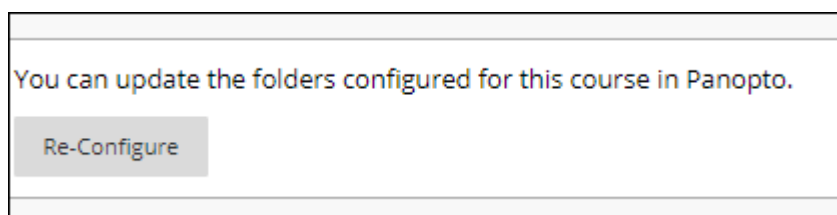
When sessions are taught jointly across two or more modules the ReCap recordings will only be stored against one module code (usually the one that comes first alphabetically and numerically), to make the recordings available to students on the other modules follow the instructions below.

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 recap@ncl.ac.uk

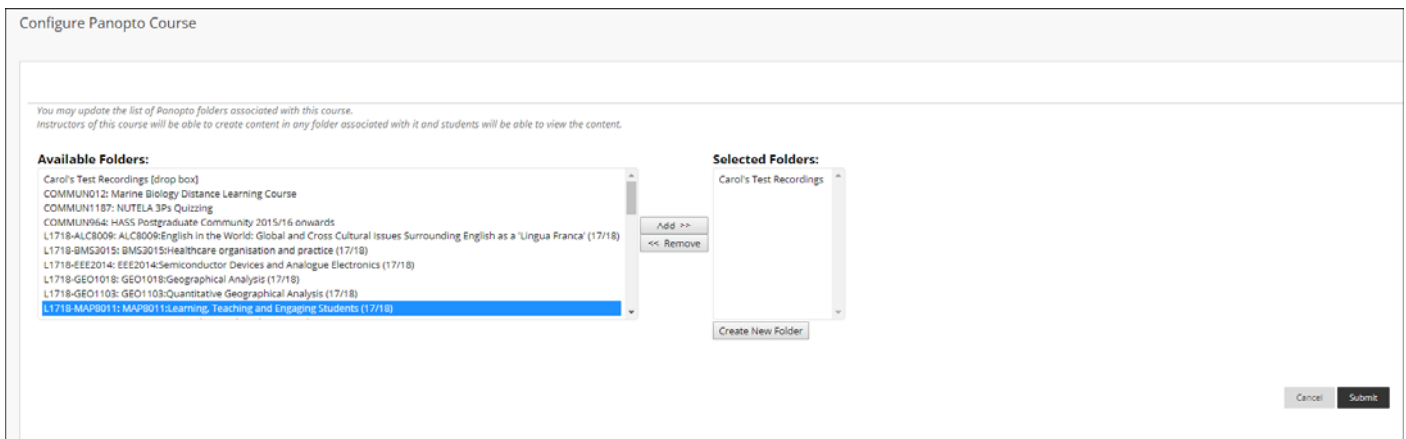
1. In Blackboard navigate to the module where you wish to make the recordings available.
2. Access the ReCap Recordings folder via the module menu.



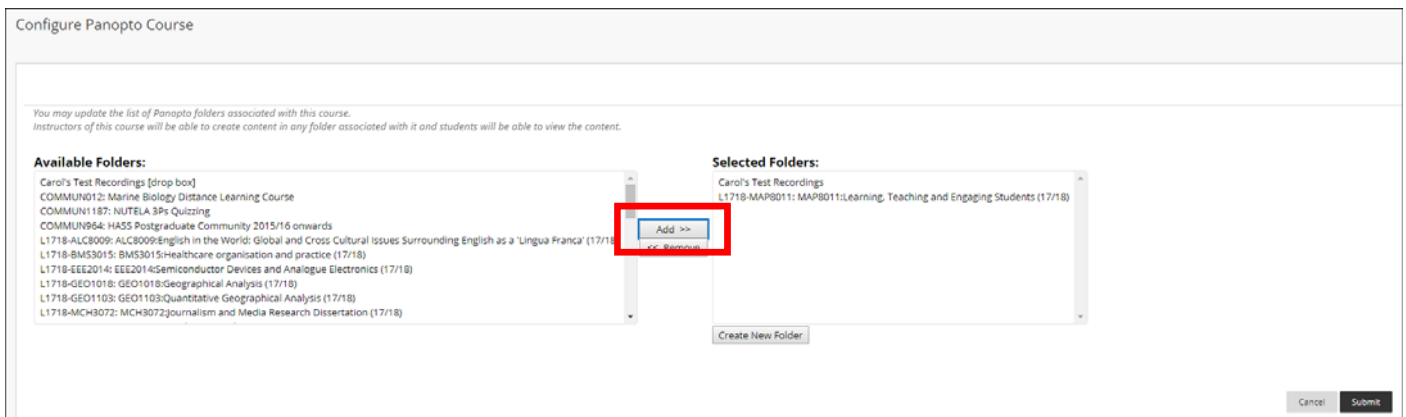
3. Select the Re-Configure button at the bottom of the page.



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



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



- 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 <http://teaching.ncl.ac.uk/recap/howtousererecap/staffguide/userguides/#postrecording>

Further Help

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