# Changing the name of a recording

By default ReCap recordings are named according to the naming convention in timetabling. It may be that you wish to change the name of a recording to something more relevant to the content of the session.

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.
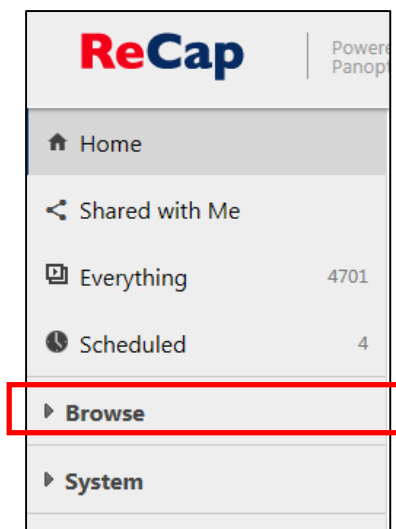
5.   This will open a list of all of the folders you have access to.
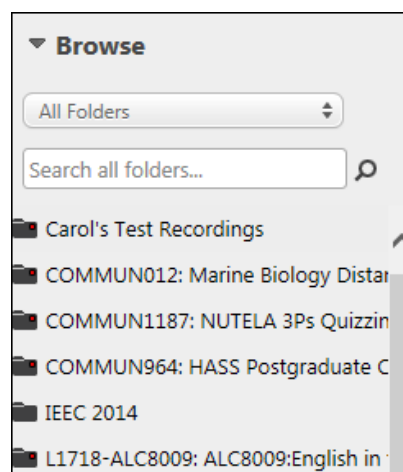
6. Click on the name of the folder that contains the recording you wish to view, edit or share, if you have access to a large number of folders you may wish to use the 'Search my folders' facility.

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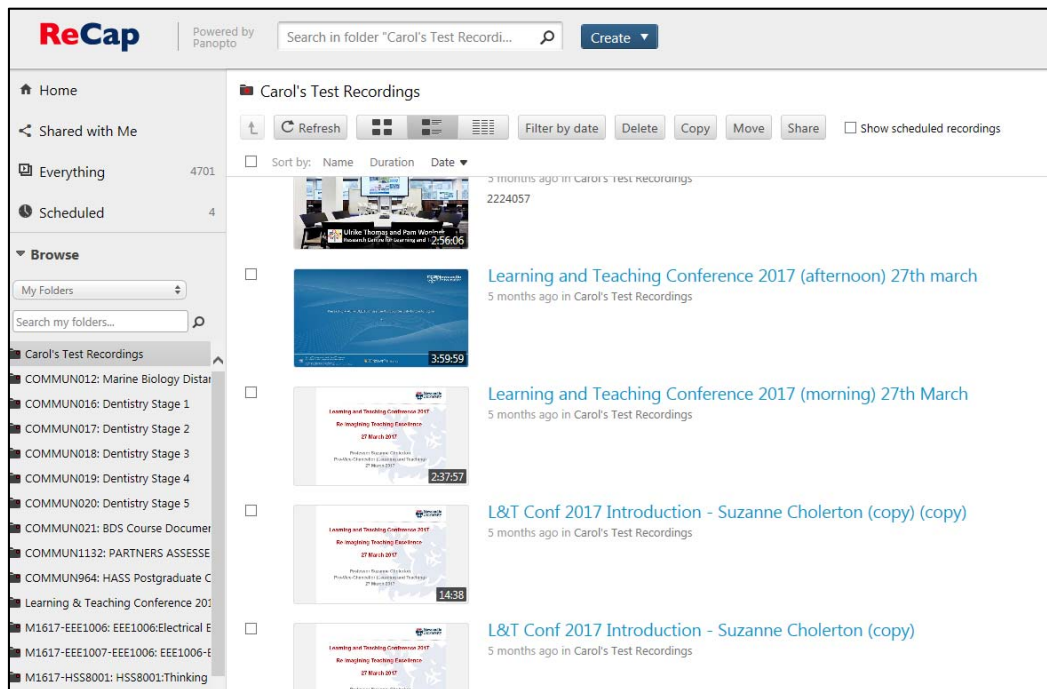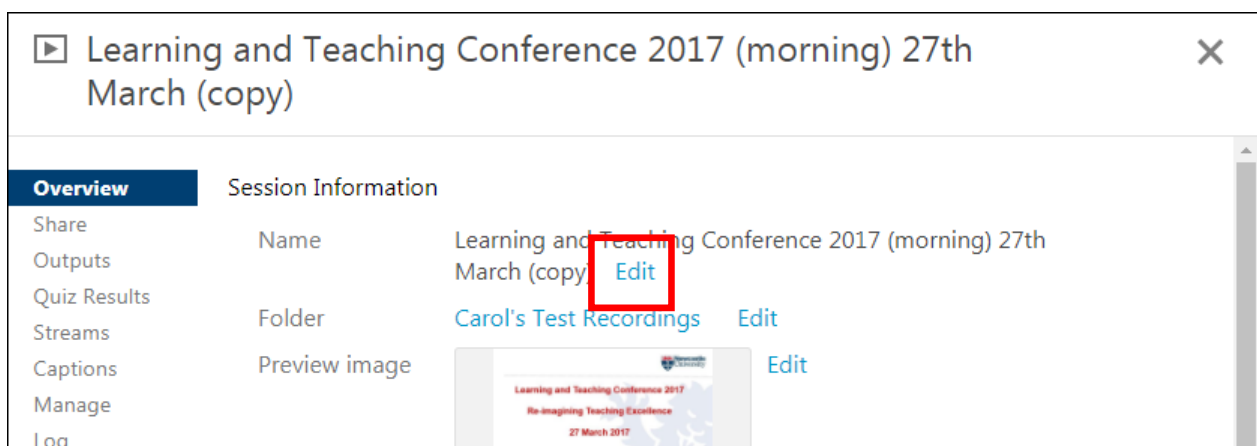


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1. When you have located the recording you wish to change the name of hover your cursor over the recording and click 'Settings'.
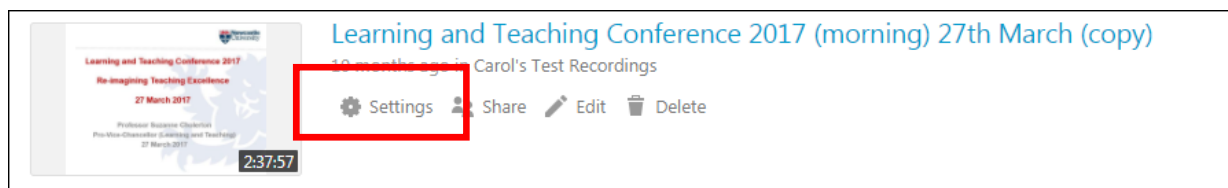
1. Within the window that opens the name of the recording will be displayed – click on 'Edit' alongside the current name.

2. 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.
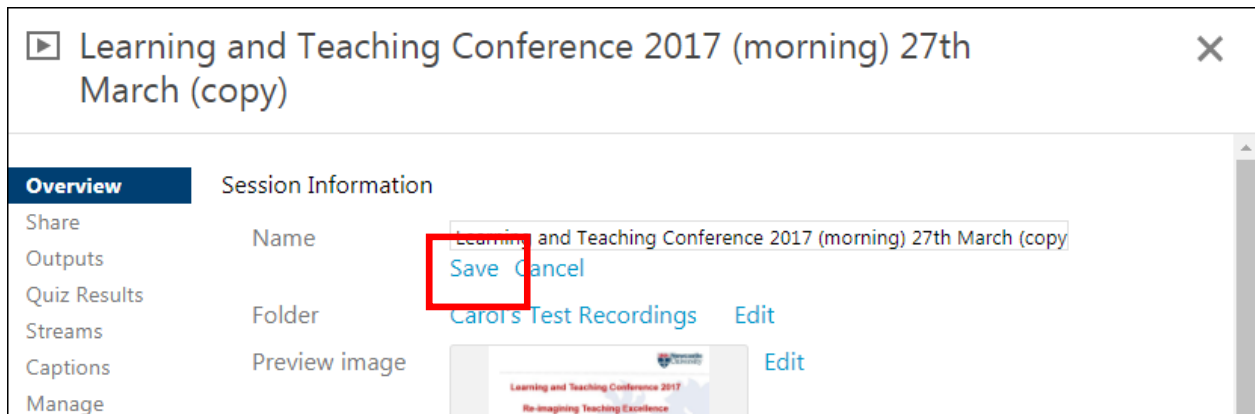
Further Help - If you require further assistance using ReCap please contact ReCap Support at recap@ncl.ac.uk