

Viewing usage statistics

Once recordings have been made available to viewers you can view usage statistics for them. These instructions will explain how to view ReCap usage statistics for a module or folder and individual recordings.

Viewing usage statistics for a module or folder

- 1. In a web browser navigate 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 module or folder click on the **Browse** option within the left-hand side menu.



5. This will open a list of all of the modules and folders you have access to.

▼ Browse	
All Folders	
Search all folders	۵
Carol's Test Recordings	~
COMMUN012: Marine Biology I	Distar
COMMUN1187: NUTELA 3Ps Q	uizzin
COMMUN964: HASS Postgradu	ate C
EEC 2014	
L1718-ALC8009: ALC8009:Englis	sh in [.]



- **6.** Click on the name of the module or folder that you wish to view the statistics for. If you have access to a large number of folders you may wish to use the 'Search my folders' facility.
- 7. Once you have selected a folder there will be a graph icon in the top right of the screen click this icon to access the folder level statistics.

ReCap	Powerei Panopto	d by Search in folder "Carol's Test Recordi 🔎 Create 🔻	campus.ncl.ac.uk\ncs16 -
A Home		Carol's Test Recordings	.lı
< Shared with Me		t C Refresh	
Everything 1629	2975	Sort by: Name Duration Date -	
In Progress	21	Carol's Test Recordings (d Rs Add folder	^
Schedulari d	493	12 December 2017 at 13:50:57	

8. You will then be shown the usage statistics for the entire folder or module and will be able to choose the timeframe for which you wish to view the statistics. You can also download the statistics as a .csv file.

-1	Fo	der stats: Carol's Test Recordings		×					
М	Download	_							
Views by Week									
	32 viev	s	81 minutes						
	28 viev	s	71 minutes						
	24 viev	s	61 minutes						
	20 viev	s	51 minutes						
Views	16 viev	s	41 minutes						
	12 viev	s	30 minutes						
	8 viev	s https://www.second.com/second/second/second/second/second/second/second/second/second/second/second/second/se	20 minutes						
	4 viev	s and a second sec	10 minutes						
	0 view	s c c c c c c c c s s s s s s s s s s s	🚽 0 minutes						
		3/09/ 5/11/1/ 1/03/ 1/03/ 2/02/ 2/02/ 2/03/ 2/02/02/02/ 2/02/ 2/02/02/02/02/02/02/02/02/02/02/02/02/02	5/01/.						
Views Unique Users Minutes Viewed									
		Past Day Past Week Past Month Past Year All Time Custom F	Range						
		From To Apply							
	Download								



Viewing usage statistics for a single recording

- **1.** Access the folder or module containing the recording using steps 1 6 above.
- 2. When you have located the recording you view the statistics for hover your cursor over the recording and click 'Stats'.



3. You will then be shown the usage statistics for the recording and will be able to choose the timeframe for which you wish to view the statistics. You can also download the statistics as a .csv file.

Further Help

If you require further assistance using ReCap please contact ReCap Support at <u>recap@ncl.ac.uk</u>