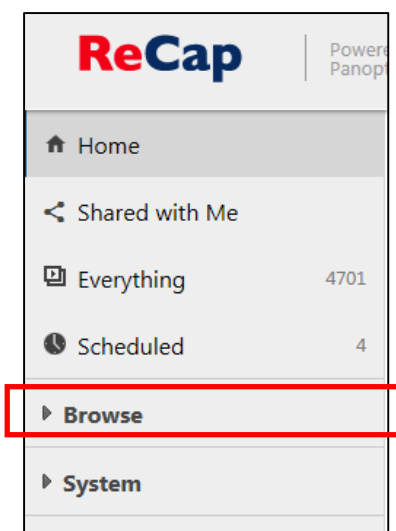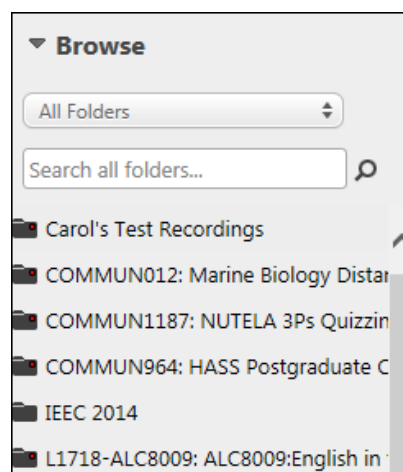# Viewing usage statistics

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.
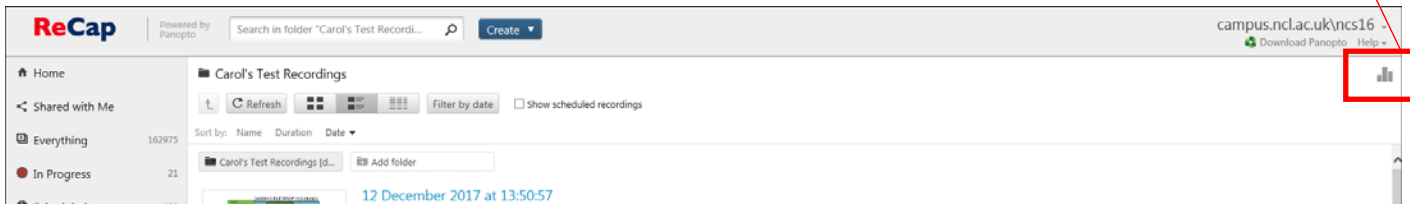
Viewing usage statistics for a module or folder

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.
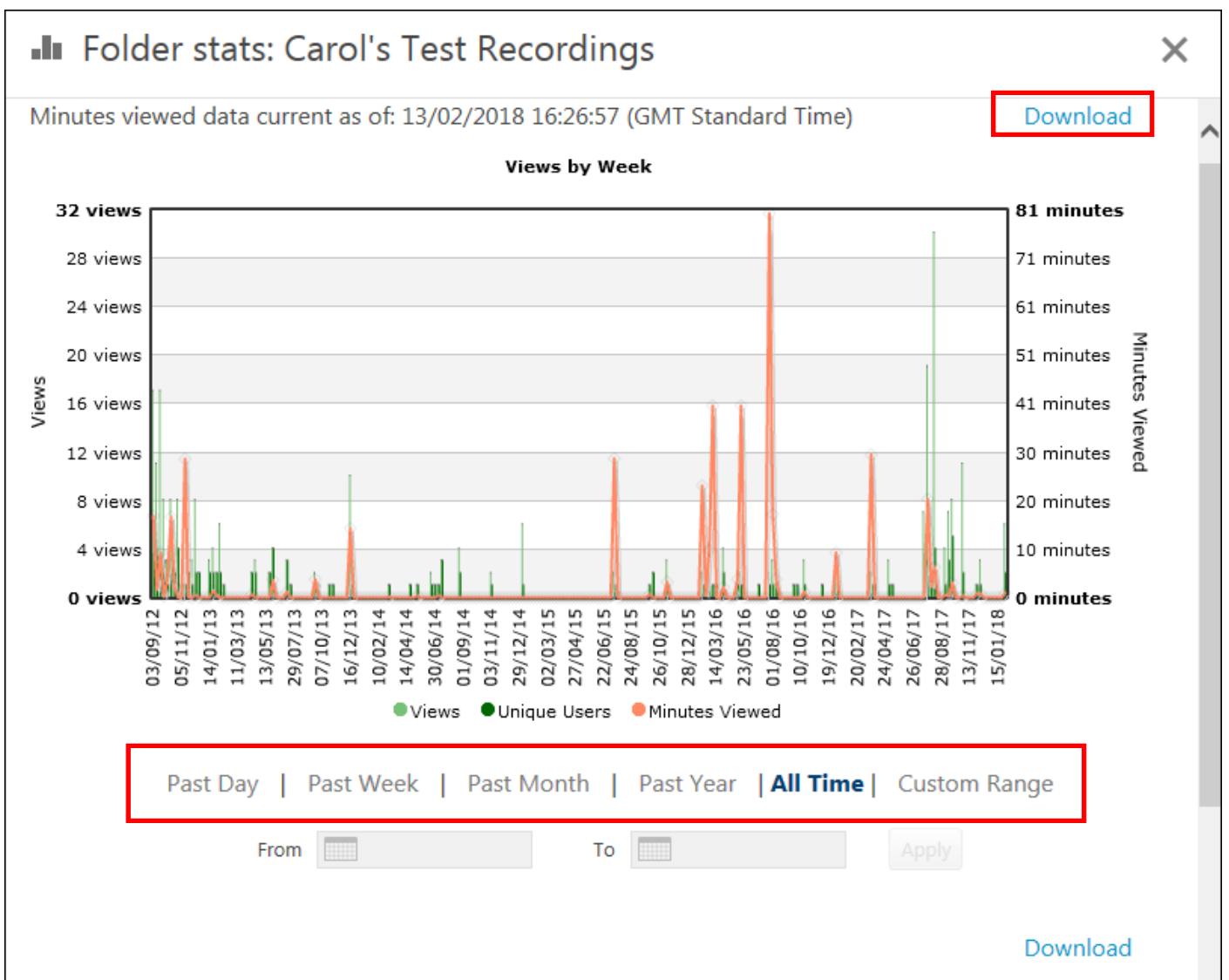

5. This will open a list of all of the modules and folders you have access to.

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.
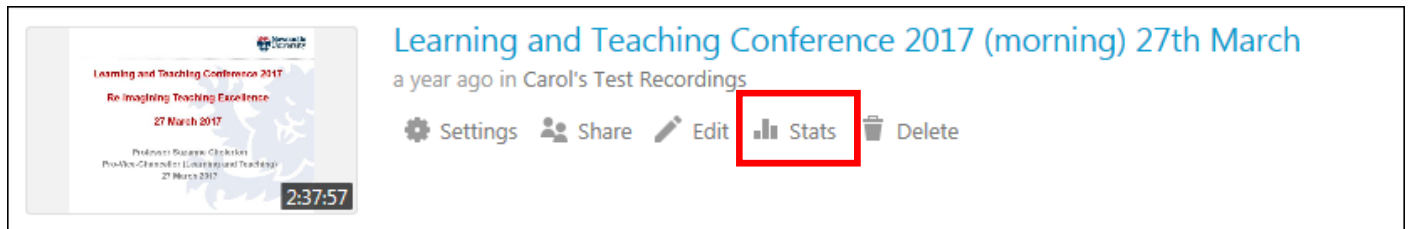

8. You will then be shown the usage statistics for the entire folder or module and will be able to choose the timeframe for which you wish to view the statistics. You can also download the statistics as a .csv file.

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 recap@ncl.ac.uk