You can check and manage your bookings!
Use the ReCap Booking Management System to check the status of booked ReCap recordings and make any required amendments.

Booked recordings start and stop automatically
For example, a 10:00 – 11:00am lecture will start recording at 10:05am and stop at 11:00am.

Control your recordings in-venue
Use keyboard shortcuts or right click the Panopto icon (Windows task bar) to start (F8), pause (F9) or stop (F10) your recording. You can extend it with the icon too!

Stay near to the AV lectern for best audio
In most ReCap venues the presenter’s voice is captured via a USB microphone installed at the main teaching lectern.

Video of the presenter is not recorded
Only digital content connected to the room’s AV system and the presenter’s voice, via the microphone at the teaching lectern, is captured.

You can capture written material!
Content from whiteboards is not recorded; however, most ReCap venues have a visualiser / document camera that is captured into ReCap.

Recordings are ready to view within 24 hours
By default, recordings are automatically processed and made available to viewers, usually via the VLE, within 24 hours, unless requested otherwise.

Don’t forget about the advanced features!
Once uploaded, you can enhance your recordings by editing or adding quizzes. See our website for further information including user guides.

Use PCap to record additional material
PCap is a version of ReCap that can be installed on your PC, laptop or tablet. Create supplementary materials whenever you like!

For more information contact us at recap@ncl.ac.uk or visit teaching.ncl.ac.uk/recap