

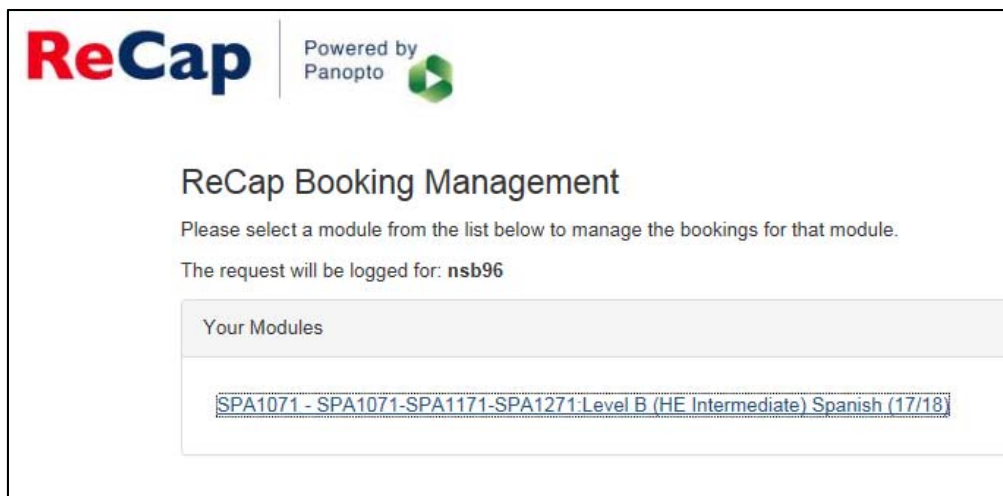
Checking bookings

ReCap bookings for all timetabled teaching sessions are controlled via the ReCap Booking Management System. Using this system you can check bookings, schedule additional sessions, cancel bookings and manage recording availability.

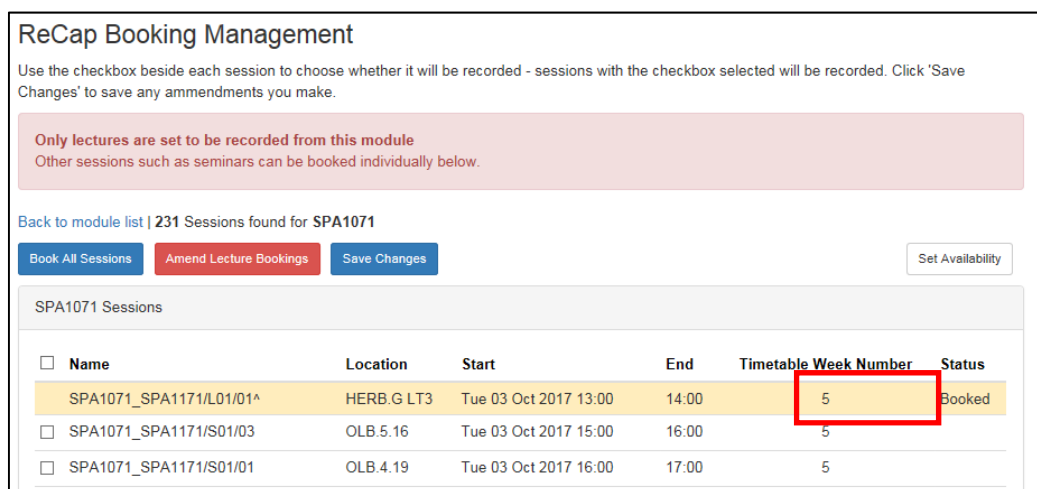
Please note: This system controls booking preferences across the entire module, for all instructors, and not just for the sessions you teach. Therefore you may wish to discuss the arrangements for a module with other colleagues teaching on it.

Checking which sessions are booked to record:

1. Access the booking management system at <https://timetables.ncl.ac.uk/recapbooking/>
2. The modules you are able to control bookings for will be listed in the 'Your Modules' section.
3. Select on the module you wish to check the bookings for.



4. You will be shown a list of all of the sessions on the module that are due to take place in a ReCap enabled venue. The sessions that are booked to record will show 'Booked' in the status column.
 - a. Note: If a session is due to take place that day, then it will be highlighted in grey and you will not be able to amend the booking. To amend that session please contact ReCap support on Ext. 88162.



Further Help

If you require further assistance using the Booking Management System please contact ReCap Support on Ext. 88162 or recap@ncl.ac.uk