Accessing Recordings

To access recordings click the **Recordings** link.
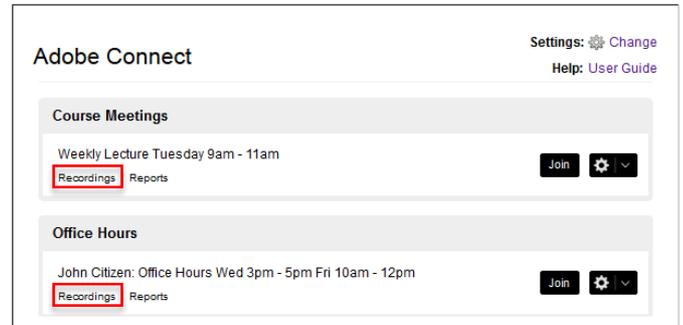
Under **Recordings** for that meeting you will see:

- The name given to the recording you have made
- Recording date
- Duration in minutes
- Actions menu containing Edit Recording and Share.
- Delete (note deleted items are NOT Recoverable)

Playback

Click on the **Name** of your recording.
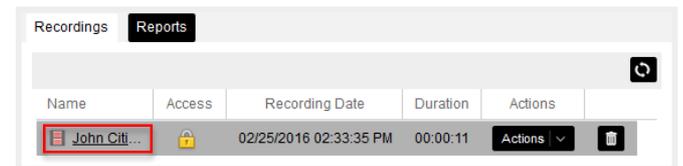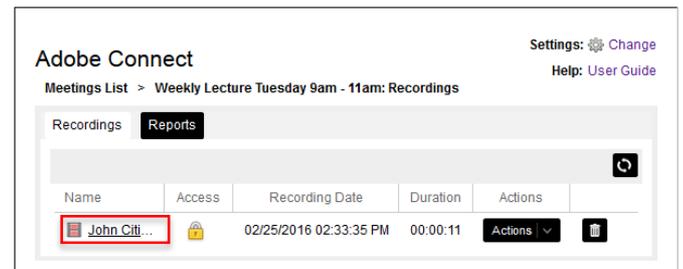
A new window opens showing you the recording. Press **Play** to watch and pause when needed.
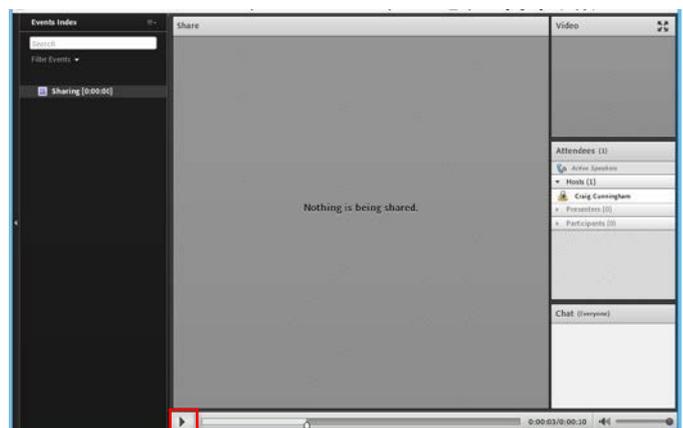
Sharing Recordings

1) Under Recordings for that meeting you will see a **Recordings** button to click.

2) From the recordings menu choose **Actions** on the Recording you wish to share.

3) Click on **Share**

4) Choose how you wish to share the recordings.

Recording URL Allows you to share a link via email or via Moodle that allows anybody with the link to view the recording.

Change Access Type Allows you to select either Public or Private to choose whether you wish to share with students enrolled into your Moodle Shell.