Centre for learning Innovation and Professional Practice



## Accessing Recordings



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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
Re	cording yo	u wish to s	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.

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