

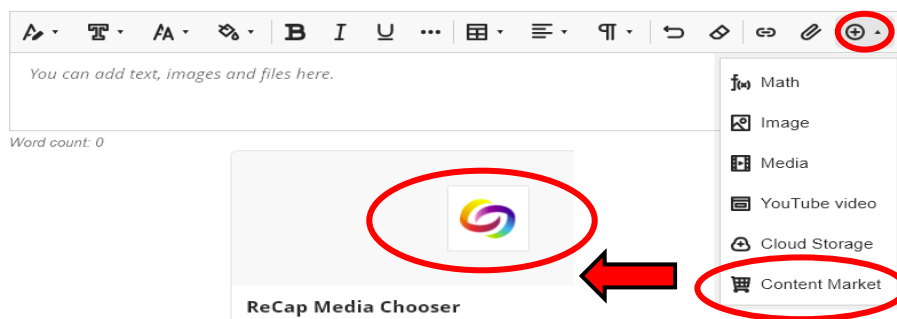
ReCap Submissions for Assessment (Quick Guide) for Ultra version of Blackboard from 22/23

Click on the Blackboard Ultra Assignment (ask your tutor if unsure where) then *View assessment* to the right of the page to start your submission:



To embed your audio/video scroll down to the *Submission* section and click the '+' *Insert content* icon and choose *Content Market* then *ReCap Media Chooser*. (Use the Paperclip icon only to other attach files directly to your submission, not audio/video unless directed to by your tutor).

Submission



OFF CAMPUS: LIMIT VIDEO SIZE TO A FEW HUNDRED MB if possible. Setting the **RECORDING QUALITY LOWER THAN HD** will help, but **check first with your tutor if appropriate for assessment**.

You can upload media to ReCap at the same time as embedding it in your Blackboard Assignment submission, or beforehand if you want to edit in ReCap before submitting it.

TO GET YOUR MARK & FEEDBACK: Click on the Blackboard Ultra Assignment link again when marks and feedback have been posted by your marker. You will see them be alongside your submission.

FURTHER HELP AND ADVICE:

Check first with you tutor, including where you need to have an incorrect submission cleared or if you've made several submissions and need to let them know which one is correct.

Please contact the i-Zone if you have any technical problems.

For further, detailed guidance see also the following available on the [Technology Enhanced Learning Knowledge Base for Students](#):

- [Submitting ReCap media to a Blackboard Ultra Assignment for Assessment](#): in depth, step-by-step guide including considerations before you submit and Frequently Asked Questions
- [Blackboard Ultra Assignments guide for students](#): saving and returning to your work in progress, add more media and other files to your submission and getting marks and feedback.
- [general ReCap guidance](#): how to access your media, record and edit using ReCap (optional)

Note: ReCap is powered by software called 'YuJa'. Wherever you might see 'YuJa' think ReCap.