

# STUDENT GUIDE: RECAP SUBMISSIONS FOR ASSESSMENT USING BLACKBOARD ORIGINAL BEFORE 22/23

## CONTENTS

<b>IMPORTANT: Things You Need To Know Before You Submit .....</b>	<b>3</b>
<b>How to Submit ReCap Media to a Blackboard Original Assignment for Assessment .....</b>	<b>4</b>
<b>Frequently Asked Questions .....</b>	<b>8</b>
How can I see my submitted media? .....	8
Where is the time and date stamp for my submission? .....	9
What if I want to embed more than one bit of media in my submission? .....	10
What if I want to make some changes to my submitted media? .....	11
Where will I see my mark and feedback? .....	12
What if I want to copy and/or edit locked media already submitted (e.g. for re-assessment or re-use for another project):.....	13
How can I record / edit my media for submission? .....	14
Why embed ReCap media in my Blackboard Assignment submission? .....	15
<b>For More Help .....</b>	<b>16</b>

## ABOUT THIS GUIDE

This is a guide for students on how to embed ReCap media within submissions for assessment via a Blackboard Assignment (sometimes known as a 'Grade Centre' submission) in the Original version of Blackboard used before 22/23. Separate guidance is available for the Ultra version of Blackboard used from 22/23.

As **this guide only covers embedding** ReCap within a submission, and does not cover general use of Blackboard Assignments or ReCap, it should be read in conjunction with the following guidance on the Technology Enhanced Learning Knowledge Base for students:

[Blackboard Original Assignments guide for students](#): how to submit work and get your mark and feedback.

[general ReCap](#) guidance for students: accessing and managing your uploaded media and (optionally) recording and editing media using ReCap.

**Check with your tutor if unsure how to submit your work.**

## IMPORTANT: THINGS YOU NEED TO KNOW BEFORE YOU SUBMIT

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

Blackboard Assignments are different to Turnitin submission points. **You can't embed ReCap media within a Turnitin submission.** Check with your tutor if unsure where to submit.

**If submitting from off-campus, keep file sizes small enough to be able to upload over your internet connection.** Uploading media to ReCap on-campus is generally much faster than off-campus because broadband upload speeds are much slower than download. When submitting from off-campus **try keeping media files to a few hundred Megabytes and consider not recording in HD (but check with your tutor first if acceptable for assessment purposes).**

**ReCap media is locked after you embed it in a Blackboard Assignment.** You cannot then edit, delete, overwrite or make other changes to it, including its name as it appears to markers, or move it to a different folder in your personal My Media space in ReCap.

**ReCap media uploaded at the same time as embedding it in a Blackboard Assignment submission is added to the top-level folder in your personal My Media space and the name is set to the uploaded filename.** Because it is immediately locked, consider uploading to ReCap separately, before embedding in submission if you want give it a name other than the media filename and/or store it in a subfolder. (See the [general ReCap guidance for students](#) for accessing and managing your uploaded media)

**Only use a browser to submit ReCap media for assessment.** There is a app for Android and Apple called 'YuJa Mobile' which enables you to record and upload media to ReCap, but you cannot use it to embed your ReCap media in a Blackboard Assignment to submit for assessment.

**For the best compatibility please use the Chrome browser on all devices, except on iPad/iPhone in which case use Safari.**

**ReCap needs cookies need to be enabled on your browser to work.** See <https://support.yuja.com/hc/en-us/articles/360049583574-Enabling-Third-Party-Cookies#enabling-cookies-for-chrome-0-0> for instructions. (Most Safari users will need to do this by unticking the *Prevent cross-site tracking* option in the privacy settings)

## HOW TO SUBMIT RECAP MEDIA TO A BLACKBOARD ORIGINAL ASSIGNMENT FOR ASSESSMENT

1. **CLICK ON THE LINK TO THE Blackboard Original Assignment** (ask your tutor if unsure where):

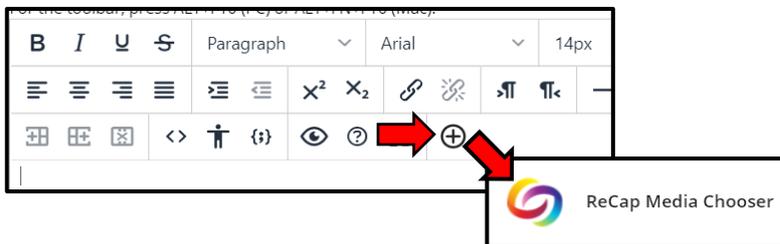


2. **USE THE *Write Submission* OPTION** to embed ReCap media:



Do not use the *Browse My Computer* option which is for direct file attachments only.

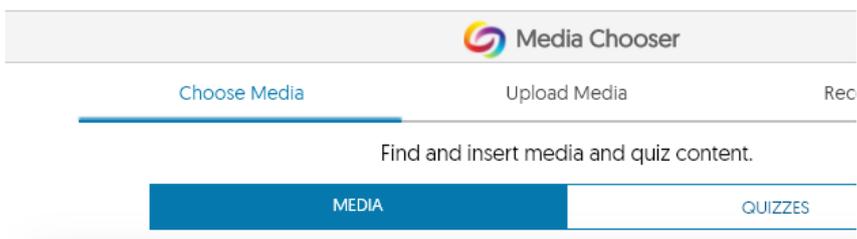
3. **CLICK ON THE *Add Content (+)* ICON AND SELECT *ReCap Media Chooser*:**



If you can't see *Add Content (+)* icon click the **•••** icon to expand the menu bar:



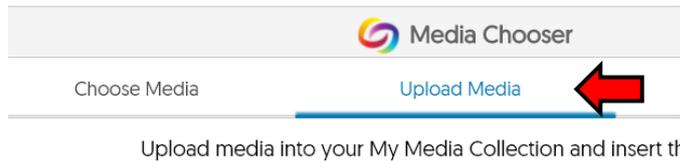
4. **THE ReCap Media Chooser WILL POP-UP:**



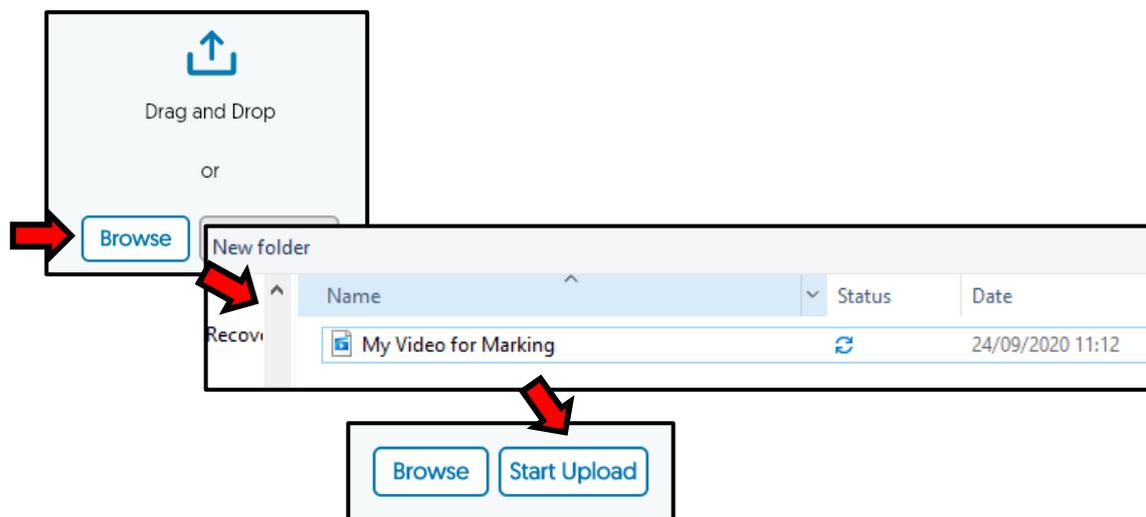
If no window pops up, or is empty, ensure you are using the recommended browser and cookie settings (see *Things You Need To Know Before You Submit*).

5. **UPLOAD YOUR MEDIA TO ReCap** (skip to *SELECT & EMBED* steps if already uploaded)

Click on the *Upload Media* section:

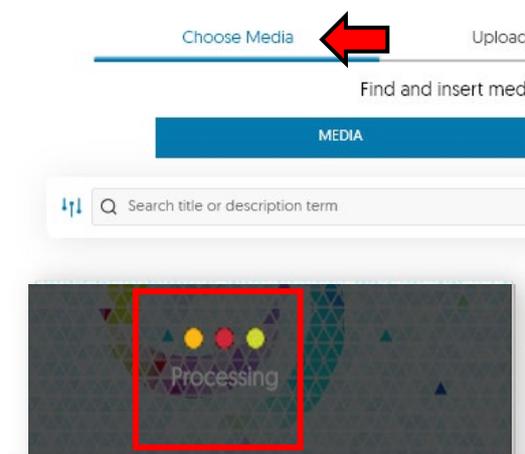


Browse to your video file or drag and drop from your device and click *Start Upload*:



Note: see *Things You Need To Know Before You Submit* for advice about file sizes off campus. Consider also using a descriptive filename or uploading to ReCap separately, before embedding in submission (which would also enable you to choose a folder to upload your media to).

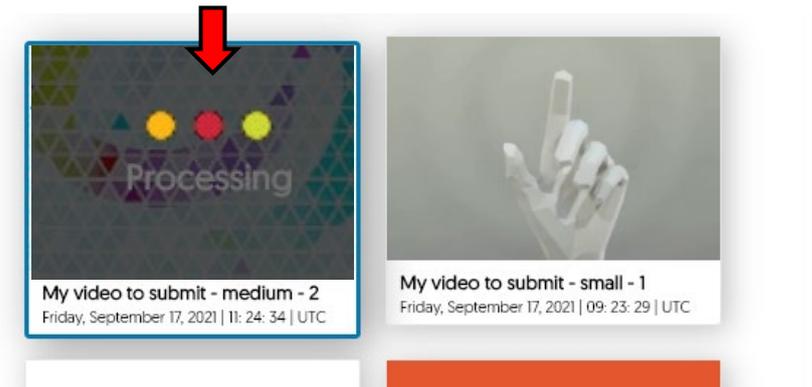
Once it has uploaded it will appear in the *Choose Media* section:



Note: newly uploaded media needs to be processed by ReCap before it can be played. You will see the processing message (enclosed in red in image above) while it is being processed. **It can be embedded in the Blackboard Assignment and submitted at this point**, it just means your marker won't be able to play it until ReCap has finished processing the media (see also *How can I see my submitted media?*).

**6. SELECT ReCap MEDIA TO EMBED IN THE Blackboard Assignment:**

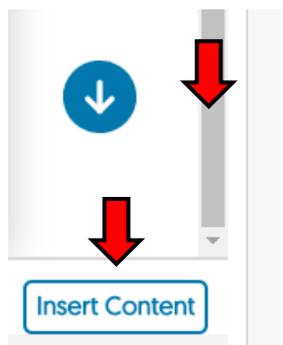
Click on the media you want to embed to select it (you may need to scroll):



Selected media will be enclosed in blue. (You can select one or more media to embed at the same time.)

Note: the time stamp on the media is time of uploading, not submission. **Time of submission is recorded by the Blackboard Assignment in local UK time, not by ReCap.** (see *Where is the time and date stamp for my submission?*)

**7. CLICK *Insert Content* TO EMBED WITHIN YOUR Blackboard Assignment SUBMISSION:**

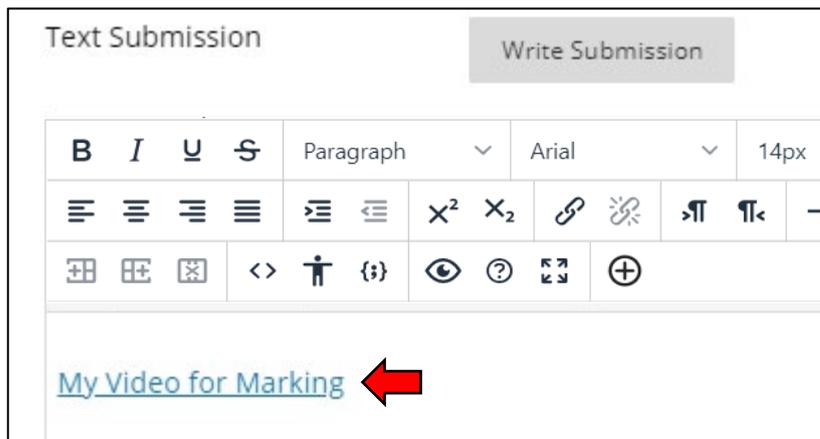


You may need to use the **scroll bar** to get to the Insert Content button.

**IMPORTANT:** At this point your media is embedded in your Blackboard Assignment submission, and ready to submit, but **NOT YET SUBMITTED**. **You must follow the next step to submit your work for marking.**

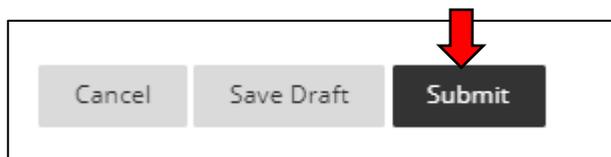
## 8. CHECK YOUR MEDIA IS EMBEDDED AND SUBMIT THE Blackboard Assignment

You will see a link to your media within the Blackboard Assignment:



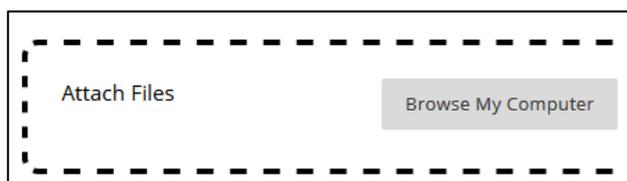
Note: in the Original version of Blackboard before 22/23 only a link will show, not a 'thumbnail' of your media, but your marker will be able to access and play it. (A directly playable version is shown within your submission in the Ultra version of Blackboard from 22/23)

Click the **Submit** button at the bottom of the Blackboard Assignment page to submit your work for marking.



Optional:

You can attach other, non-media files as well, for example a script or some accompanying slides, by using the *Attach Files* option:



If you are not ready to submit your work for marking yet, for example you want to come back later to add more, click *Save Draft*. **Note: your marker cannot see your work when saved as draft** so you must still return and click *Submit* when done (see the [Blackboard Original Assignments guide for students](#) for more information)

## 9. NOTE CONFIRMATION OF YOUR SUBMISSION

A blue banner will appear to confirm your submission, as shown below, including a unique submission number that you can copy and paste or take a screen grab of for your own records. You will also get a confirmation email and you can check your submission at any time (see *How can I see my submitted media?*).



Success! Your submission appears on this page. The submission confirmation number is c8d55093-592d-4415-bac5-3078f793e2a8. Copy and save this number as proof of your submission. View all of your submission receipts in My Marks.

Review Submission History: [CLICK TO SUBMIT Your ReCap Media](#)

Assignment Instructions	Assignment Details
	<b>MARK</b> LAST MARKED ATTEMPT /100
<a href="#">My Video for Marking</a>	<b>ATTEMPT</b> 26/05/21 16:13 /100

**YOUR SUBMISSION IS NOW COMPLETE.**

## FREQUENTLY ASKED QUESTIONS

### HOW CAN I SEE MY SUBMITTED MEDIA?

Go back to the Blackboard Original Assignment submission point and click on it to see your previous submission:



**[CLICK TO SUBMIT Your ReCap Media](#)**

Please embed your ReCap media within this Blackboard Assignment and submit it for assessment.

Click on the link to your media within the Blackboard Assignment submission to play it.

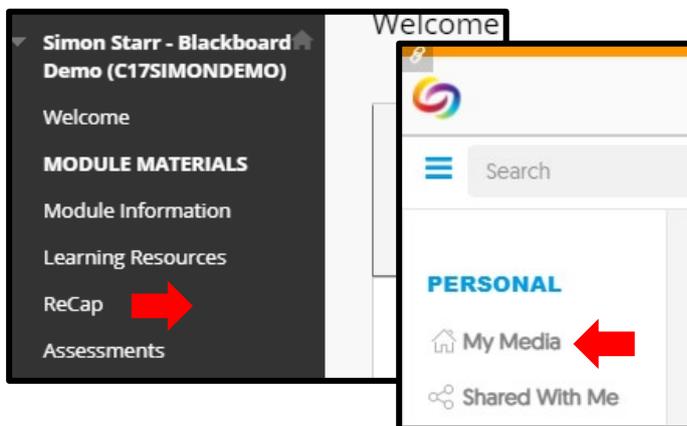
Assignment Instructions	Assignment Details
	<b>MARK</b> LAST MARKED ATTEMPT
<a href="#">My Video for Marking</a>	<b>ATTEMPT</b> 26/05/21 16:13

Note: If you uploaded your media to ReCap at the point of embedding it into the Blackboard Assignment, or only shortly before, it may still be being processed by ReCap as indicated below:



It will be playable shortly. If you find it is not playable after an hour or two, contact the i-Zone.

Alternatively, you can view your submitted media in your personal ReCap space by clicking on the *ReCap* link within a Module-level Blackboard site using the Original version of Blackboard and then on *My Media*:



See the [general ReCap guidance for students](#) for accessing and managing your uploaded media and (optionally) recording and editing media using ReCap.

Note:

- You can only view media uploaded to ReCap this way. To submit it for assessment you need to embed it in a Blackboard Assignment by following the steps in this guide.
- ReCap media embedded in a Blackboard Assignment is locked in your My Media space in ReCap (see *What if I want to make some changes to my submitted media?*)

### WHERE IS THE TIME AND DATE STAMP FOR MY SUBMISSION?

Go back to the Blackboard Original Assignment submission point and click on it to see your previous submission:

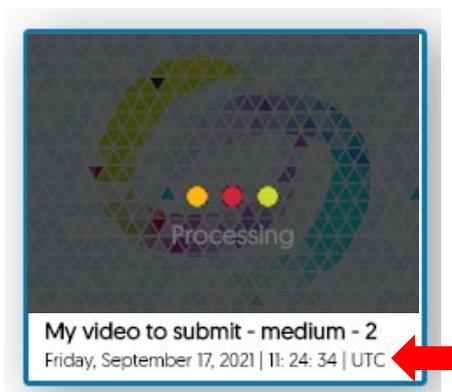


The time and date stamp is under the **ATTEMPT** heading to the right of the page:

<b>Assignment Instructions</b> ▾	<b>Assignment Details</b> ▾
<a href="#">My Video for Marking</a>	<b>MARK</b> LAST MARKED ATTEMPT
	<b>ATTEMPT</b> 26/05/21 16:13 

The time and date is also in your submission confirmation e-mail.

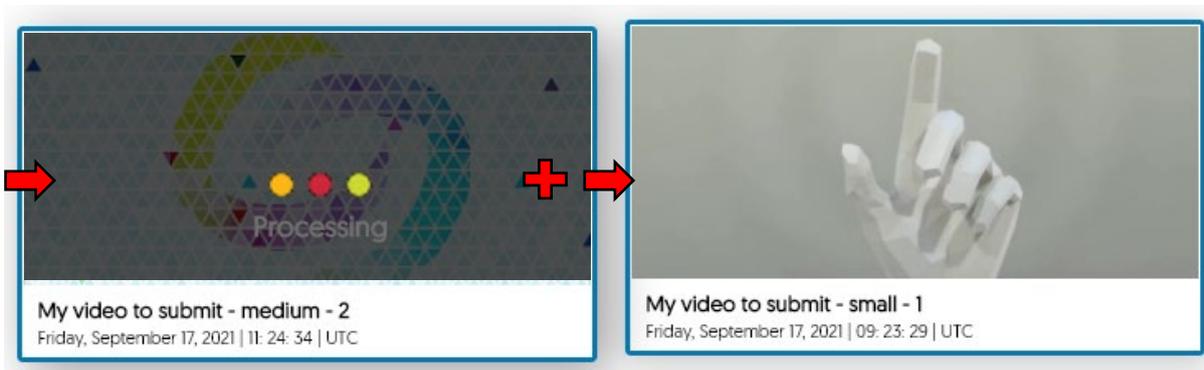
Note: **ignore the time and date stamp from ReCap itself** (indicated in image below).



This is the time of uploading, not submission, and may not be in local UK time. **Your marker will only look at the time of submission as recorded by the Blackboard Assignment, which is in local UK time.**

### WHAT IF I WANT TO EMBED MORE THAN ONE BIT OF MEDIA IN MY SUBMISSION?

You can highlight multiple media in the ReCap Media Chooser to embed more than one thing at a time in a Blackboard Assignment submission:

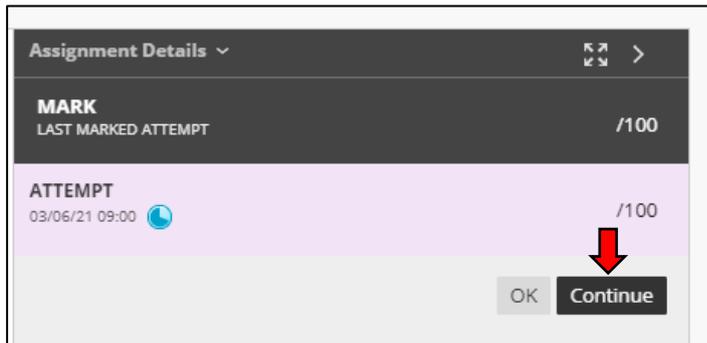


All selected media will be enclosed in blue.

You can also use the *Save Draft* option on your Blackboard Assignment to save it without submitting it yet ..



.. then return later and click *Continue* to embed more media before you submit it:



You can use this method also if you find you cannot add multiple media from the ReCap Media Chooser, for example on some mobile phone browsers, by adding one then saving as a draft and then returning to add another.

**IMPORTANT:** your submission is still a draft at this point and your marker cannot see it. Don't forget to submit it for marking!



### WHAT IF I WANT TO MAKE SOME CHANGES TO MY SUBMITTED MEDIA?

ReCap media embedded in a Blackboard Assignment is locked in your My Media space in ReCap (indicated by a padlock icon):



You cannot edit, delete or overwrite it, or otherwise make changes to it, including its name as it appears to markers, or move it to a different folder in your My Media space.

**To submit a new version of the media to your marker you need to make a new Blackboard Assignment submission, .**

There are two ways you can make a new Blackboard Original Assignment submission – **check with your tutor which option to take:**

- as a second submission to the Blackboard Original Assignment, if it has been set up to allow multiple submissions, by clicking the *Start New* option:



OR

- by contacting your tutor, asking them to clear your original submission and making a new submission in its place by following the steps in this guide.

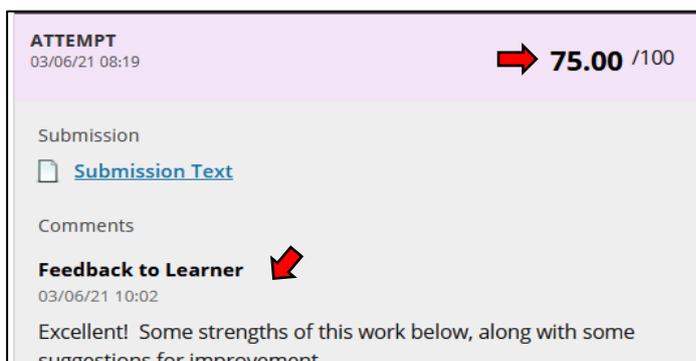
**IMPORTANT:** submissions made after the deadline, or a personal extension if you have one, are only accepted at the marker’s discretion. Check with your tutor first. If you have made multiple submissions, make sure also they know which version to mark.

### WHERE WILL I SEE MY MARK AND FEEDBACK?

Go back to the Blackboard Original Assignment submission point and click on it to see your submission:



Your mark and feedback will be under the **ATTEMPT** heading to the right of the page:



Check with your tutor when your mark and feedback will be available.

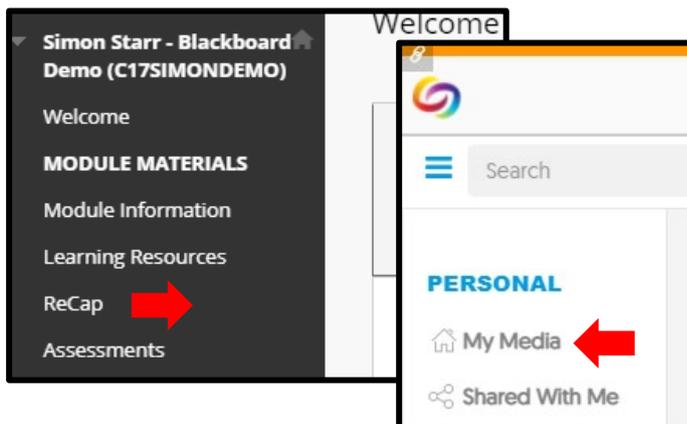
See the [Blackboard Original Assignments guide for students](#) for more information about feedback on Blackboard Assignments.

**WHAT IF I WANT TO COPY AND/OR EDIT LOCKED MEDIA ALREADY SUBMITTED (e.g. FOR RE-ASSESSMENT OR RE-USE FOR ANOTHER PROJECT):**

ReCap media embedded in a Blackboard Assignment is locked in your My Media space in ReCap and cannot be copied directly within ReCap to create a new version to submit.

The best way to re-use media you have already submitted for assessment is to keep a 'master' copy of the media yourself, outside of ReCap, which you can then edit and upload to ReCap separate from the locked version embedded in your Blackboard Assignment submission.

If you haven't got a separate copy outside of ReCap, you can download a copy of locked media from ReCap. To do this click the *ReCap* link within a Module-level Blackboard site using the Original version of Blackboard and then on *My Media*:



Hover over the locked media and click on *More...*



Click on the *Download Original* option in the Download section:



You can re-use this downloaded copy for a new submission.

If you prefer to use ReCap for editing, rather than your own editing software, you will need to upload it to ReCap and edit it **before** embedding it in a new Blackboard Assignment submission because it will be locked at that point. (see *How can I record / edit my media for submission?*)

## HOW CAN I RECORD / EDIT MY MEDIA FOR SUBMISSION?

You can record media using the ReCap recorder which captures your computer's screen and/or web cam and/or microphone. You can also edit media in ReCap (whether it was recorded using ReCap or not.) See the [general ReCap guidance for students](#) for instructions.

However, you don't have to record and edit using ReCap. You can do this however you prefer, for example using a mobile phone or your computer's in-built camera and editing software.

As well as from a computer, you can upload media directly from a mobile phone to ReCap, so long as you use the recommended browser on your phone (see *Things You Need To Know Before You Submit*).

If you prefer to use ReCap for recording, it is recommended you **do not use the recording option at the point of embedding** within the Blackboard Assignment: If you do there is a risk of not being complete your submission if you have internet problems during recording, also the embed option for the Blackboard Assignment may time out if it is a long recording (see *Things You Need To Know Before You Submit* for advice about file sizes off-campus). Instead, it is **recommended you make the recording separately, before embedding in the Blackboard Assignment.**

If you haven't recorded using ReCap before with a particular computer, it is **recommended you first do a 'sound and light check'** by making a short test recording, upload to ReCap and play it back to make sure it has recorded OK on your computer.

If you prefer to use ReCap for editing, rather than your own editing software, you will need to upload it to ReCap and edit it **before** embedding it in your Blackboard Assignment submission because it will be locked at that point.

### **WHY EMBED RECAP MEDIA IN MY BLACKBOARD ASSIGNMENT SUBMISSION?**

Blackboards Assignments are used instead of Turnitin where multiple and/or large files need to be submitted (which Turnitin isn't designed for) including video and audio media. Media files can be attached directly to a Blackboard Assignment submission, like attaching to an e-mail. However, attachments have to be downloaded by your marker to play and they may not have the correct software installed to play all media file types submitted. Instead, you will usually be asked to **embed video and audio within your Blackboard Assignment submission using ReCap** which will accept all commonly used media files and your marker will be able to play your work directly from Blackboard.

Note: you can't embed a ReCap submission in a Turnitin submission, only submissions to Blackboard Assignments. **Check with your tutor if unsure how to submit your work.**

## FOR MORE HELP

**Check with your tutor first** if you have any questions about what, where and when to submit, to check whether you can submit further attempts or clear an incorrect submission, and when and how you will receive feedback on your work.

If you have any technical difficulties, refer first to the *Things You Need To Know Before You Submit* section and then **contact the i-Zone for further help**.

As **this guide only covers embedding** ReCap within a submission, and does not cover general use of Blackboard Assignments or ReCap, it should be read in conjunction with the following guidance:

[Blackboard Original Assignments guide for students](#): how to submit work

[Uploading Media to ReCap guidance for students](#): accessing and managing your uploaded media and (optionally) recording and editing media using ReCap