

You are now in a ReCap enabled space

Activity in this space may be recorded in line with the CCCU Digital Learning Capture Policy. Recordings of taught classes will be made available via Blackboard, and only to staff and students involved in the module being taught.

IF YOU DO NOT WISH TO BE RECORDED, PLEASE LET YOUR LECTURER KNOW BEFORE CLASS.











By default, recordings will capture sound in the room and everything shown on the screen. Your lecturer will inform you if they plan to capture other elements (such as video of the classroom). Sound is captured using the microphone located on the podium.

Please note that the red light inside the microphone is a power indicator - it does not indicate that sound is being recorded.



The light on the podium shows the current state of the recording, and can be used to control the recording.

Listed below are the different ReCap recording states and their associated light colours.

COLOUR	STATE	ACTION(S)
 Light off	 ReCap is not recording	None
 Green light	 ReCap is currently recording	Press the light once: <i>Pause the recording</i> Hold for light down for 5 seconds: <i>End the recording</i>
 Yellow light	 ReCap is recording, but currently paused	Press the light once: <i>Resume the recording</i> Hold for light down for 5 seconds: <i>End the recording</i>
 Red light	 ReCap is reporting an error	None

Recordings will be retained for a standard period of time and then will be removed from the ReCap service. This will normally be for the remainder of the current academic year and the entirety of the following academic year. For further information on the retention period and to read the full Digital Learning Capture Policy please visit <http://www.canterbury.ac.uk/ReCap/>

