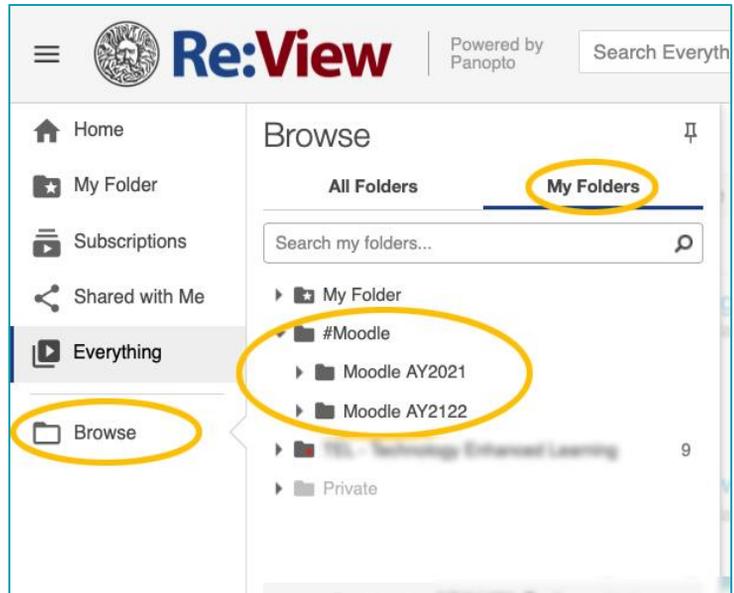


How to move a recording in Re:View to make it visible to the current cohort

Step 1: log in to Re:View to locate the recordings you wish to reuse.

- Log into Re:View at <http://go.bath.ac.uk/review>
- Click on Browse on the left side of the Re:View window, then click on My Folders.
- If you then click on the Moodle Folder you should see two sub-folders; 'Moodle AY2021' which will have last year's recordings in it and a new 'Moodle AY2122' which will be used to store recordings for this year's courses.
- If you open the Moodle AY2021 folder you will see subfolders with names prefixed 'AY2021'. Folders in the Moodle AY2122 folder will look the same but won't have the prefix.

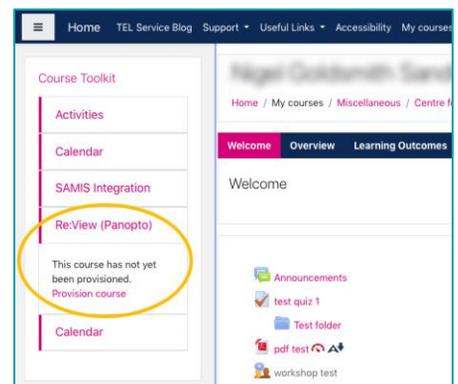


If you cannot see these folders, there are three possible reasons.

1. The first reason is that the course has not yet been provisioned. To Provision a course login to the course in Moodle and click 'Provision Course'.

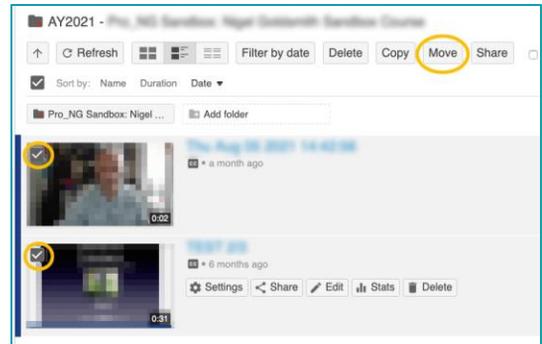
2. if the course has already been provisioned, just by logging on to the Moodle page the permissions should be passed through to Re:View.

3. You are not enrolled as a Teacher on the corresponding Moodle page.

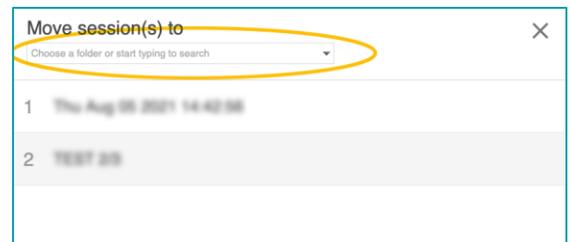


Step 2: Locating and moving the recordings

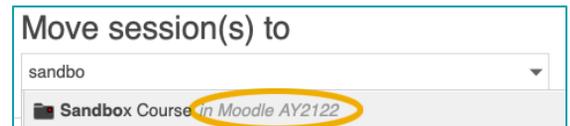
In Re:View, open the Moodle AY2021' folder and then locate and open the folder that has the recordings you wish to move. Click in the box on the top left corner in the image for each of the recordings you wish to move then click on the Move button.



Use the search box at the top of the window to locate the destination folder for your recordings.

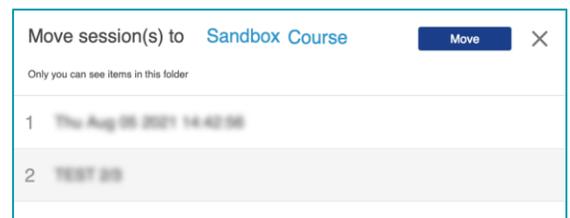


Make sure that the destination is inside the 'Moodle AY2122' folder.



Click Move to place the recordings in the chosen destination.

If you want to check that they have been moved correctly you can click on the Course title (in Blue) at the top of the window before clicking Done.



Recordings linked or embedded in your Moodle course from last year

Recordings that you have embedded or linked to in last year's Moodle course will not need to have new links or embed codes added.

If your course is newly provisioned, you will need to create new links or embed codes for the Moodle page.