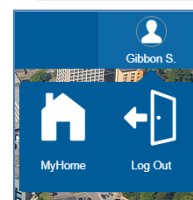


Viewing all of your recordings and changing recording details

Viewing your recordings

1. Navigate to <https://videostream.swan.ac.uk>
2. Hover over the **Anonymous User** icon and click **Log Out**
3. Log in using your **University** credentials
4. Hover over your **username** and click **MyHome**



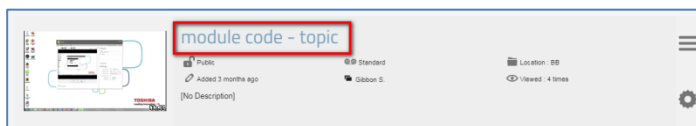
5. On the MyHome page click the **search** icon



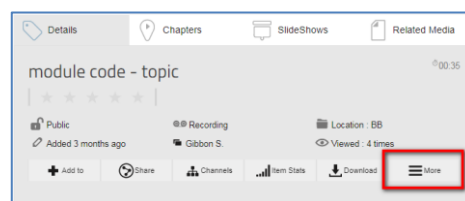
6. This will then display all of the recordings you have made with additional information including:
 - availability (public or private)
 - location (server folder)
 - creation date
 - number of times viewed

Changing your recording details

1. Once you have located the recording which needs to be changed (steps 1-6 above) click the **Recording title**

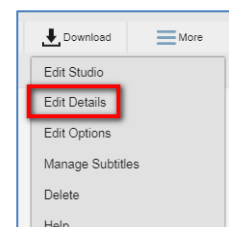


2. The recording will open and start playing. Scroll down to see the recording **Details** information box, hover over the **More** icon



3. From the drop down menu select **Edit Details**

4. The recording details will appear below and any necessary changes can be made



5. Click **Save** to make the change. It may take a while for the changes to take effect on the server, please wait a few minutes for the page to update.

All normal lecture recordings should have the publishing policy/location of **BB**. If you need to change this, for example to keep an external presenters recording after the end of the Academic Year, in most instances choose your **College** from the available options.