GETTING STARTED WITH MEDIA HOPPER REPLAY

An Instructor’s guide to recording lectures using Media Hopper Replay

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1 Introduction to Media Hopper Replay
Media Hopper Replay is The University of Edinburgh’s centrally supported lecture recording service.

The service provides students with video recordings of lectures that they can watch again anytime, anywhere. Students can review material and catch up on points they may have missed to deepen learning and understanding, support exam preparation, or prepare for lessons. Lecture recording is a supplemental resource and extends the rich collection of online materials already provided by Library resources and virtual learning environment (VLE) courses. Lecture recording is an enhancement resource and not a replacement for attendance at lectures. Not every lecture will be recorded.

Academic colleagues can use Media Hopper Replay to record teaching sessions and publish the recordings for students to access safely and securely via either of the University’s Virtual Learning Environments (VLEs).

2 General lecture recording process
The general process for recording and sharing lectures using the Replay service is as outlined below.

2.1 Schedule Recording
The Replay system uses a pre-defined schedule containing information about the recording including the date, time, duration, presenter name and venue. The recording will start and stop automatically based on the scheduled information. Alternatively, if your activity is not a lecture and you are in a Replay enabled room, you can perform an ad hoc recording.

2.2 Create VLE link to Media Hopper Replay
Replay is accessed through our VLEs (Learn and Moodle). This means that before you or your students can access Replay, your link must be created within the VLE course to the course in Replay. This only has to be done once.

2.3 Deliver Lecture
If automatically scheduled, your lecture recording will commence based on the information in the system, so you simply need to turn up to your class, switch on and attach your microphone and deliver your lecture. At the scheduled end time the recorded footage will be processed and added to your course. It will be available to view by your students through the VLE you use for your course.

2.4 Review, edit and change availability
Once your recording has been processed you can review, edit and change when it becomes available for your students to view.

2.5 Q&A and Analytics
The Q&A feature allows you and your students to ask and answer questions during or after your lecture. Full analytics allow you to see how well students are engaging with your course content.
3 Scheduling

Media Hopper Replay supports automated scheduling of lectures within rooms which have been enabled for lecture recording (i.e. have necessary hardware/software installed and configured). Providing you or your course organiser have not opted out of Lecture Recording, you simply have to turn up and deliver your lecture as normal, and it will be recorded.

3.1 Viewing upcoming scheduled recordings

Once logged into Media Hopper Replay, you can quickly view when your next class is taking place form the Dashboard. The Next Class option will display the next class within your course based on its date. This may be a scheduled recording or a new class you created to add content to.

If you wish to see the next scheduled class, click on Courses and select your course from the list. You will now see a full list of your classes by date (unless you’ve reordered them).
4 Accessing Media Hopper Replay

Media Hopper Replay is accessed through either of the University’s two main VLEs: Learn and Moodle. Replay content can also be accessed using the Echo 360 iOS, Windows or Android mobile apps.

The easiest way for you and your students to find your lecture recordings is to add a link within your VLE course. This link will take users to the relevant course within Media Hopper Replay.

4.1 Choosing the right browser

As Replay is a web-based application, it doesn’t have any specific operating system requirements, however, we recommend you use one of the following browsers as they have been successfully tested at the time of writing this guide:

- Google Chrome – most recent version
- Mozilla Firefox – most recent version
- Safari – most recent version
- Internet Explorer – 11 and higher (also successfully tested on Edge)

More information on suitable web browsers can be found on the Echo 360 Online Help pages at http://bit.ly/2wA3i4P.

4.2 Linking Replay with Learn

In order for your students to find their lecture recordings, you’ll need to add a link to them within your Learn course. It’s recommended that you add the link to main menu on the left so that it will always be visible to your students no matter which section of your Learn course they are currently viewing. You only have to create a link to Media Hopper Replay once for each course.

To create a link Replay within your Learn course:

1. Select your course from the My courses area within Learn.
2. Enable Edit Mode by clicking on the OFF button. It will light green when enabled.
3. Click on the Add Menu Item button and choose Tool Link from the list.
4. Type “Media Hopper Replay” into the **Name** box and choose **Replay** from the **Type** drop-down menu. Tick the **Available to Users** option and when ready, click **Submit**.

![Add Tool Link](image)

5. To move the position of the link within the menu, hover over its left-hand side and when the crosshairs appear, click and drag to its new location.

![Menu with Media Hopper Replay](image)

6. Click on your newly created link to open Replay. It will open outside of Learn in a new tab/window (depending on your browser settings).

7. Using the drop-down list under **Step 1 - Section**, locate and select the course which matches the Learn course you are linking to.

![Select Course](image)

8. Under **Step 2**, leave the **Link to the Section Home** option selected and click on the **Link Content** button to create the link.

![Link Content](image)
When Replay opens, your newly linked course will be visible, showing any future recordings which have been scheduled. If you have accidently linked to the wrong course, use the **Unlink LMS course** button below the black menu bar and repeat steps 7 and 8.
Accessing Media Hopper Replay

4.3 Linking Replay with Moodle
If using Moodle, you also need to create a link to access Media Hopper Replay and your lecture recordings.

To create a link to Media Hopper Replay within Moodle:

1. Select your course from the My courses area.
2. Click on the Settings option and choose Turn editing on.
3. Click on the Add an activity or resource button, select Media Hopper Replay from the list and click Add.
4. Under the General section, enter the Activity name as “Media Hopper Replay” and click Save and display.
5. When Replay renders within the window ensure the Link to the Section Home option is selected and click on the Link Content button.
6. The Replay lecture recording service window will now appear, showing your course and any classes contained within it.
4.4 Interface Overview

The Media Hopper Replay interface may change in appearance depending on what access rights you have (e.g. Admin, Instructor, Scheduler or Student), and which menu you are currently viewing. The following shows the course view for an Instructor.

1) Dashboard, Library and Courses buttons: The Dashboard shows you a high level overview of any courses you are an Instructor on. The Library is your own personal space to store content before publishing or sharing with others. The Courses menu displays a list of courses you are an Instructor on.

2) VLE Reset option: Used to reset the link you made between your VLE and Media Hopper Replay courses (useful if you accidently link to the wrong course).

3) Start Capture option: Used to create your own ad hoc recording.

4) Settings and Info: Provides account information, help, downloads and support.

5) Classes, Q&A, Analytics, Settings and Search buttons: The Classes menu displays any classes within your course. The Q&A menu allows you to ask questions and view any posted by your students. The Analytics menu allows you to view analytics for your selected course. The Settings menu is used to view settings for your currently viewed course. The Search option allows you to search for content within your section.

6) Reorder button and Search box: Used to reorder and search for classes within your course.

7) Classes: Classes are effectively containers for lecture recordings or video files, and/or presentations. When a recording is scheduled, it appears within your course as an individual class. You can attach one presentation file or PDF to this class either before or after your lecture.

8) Video content option: Used to show options for your video content such as view, edit, make available and download.

9) Presentation option: Used to upload, view and edit presentations.
Uploading and viewing your own presentations

5 Uploading and viewing your own presentations

Media Hopper Replay allows you to upload existing presentations created using a third party application (e.g. PowerPoint), which can be shared with your students before or after your lecture. Uploading your presentations before your lectures allows your students to follow along with your presentation on their device, as well as take notes during your lecture which can be saved and downloaded.

If you are uploading a presentation, any animations, transitions, or links will become inactive when it is played back. Additionally, if you have used non-standard fonts, Replay may substitute them for an alternative. This may result in the appearance of your presentation changing.

*To ensure it looks as it should, try saving your presentation as a PDF file and uploading this instead of the PowerPoint presentation file.*

5.1 Uploading a presentation before your lecture

In order for your students to be able to view your presentation on their device through Media Hopper Replay during your lecture, you’ll first need to upload it.

**To upload a presentation before your lecture:**

1. Open Replay using the link you created within your Learn or Moodle course.
2. Click on Dashboard to display all of the courses you are an Instructor on.
3. Locate the course you want to upload your presentation to and click on the Prepare button. You can see when your next class is under the Next Class section. Make sure you select this class when following the next step.

4. When the course opens, locate the class that you wish to upload your presentation to and click on the Add presentation button.

5. When the Add a presentation box appears, choose Upload a file.
7. Click on the **Choose File** button, locate and select your presentation, and click on **Open**. Presentations saved as PDF files can also be uploaded using this method.

Your presentation will be uploaded to the class you selected and will begin processing.

When it has finished processing, the Presentation button will turn green. From this point on, it will be available for yourself and your students to view (unless you make it unavailable or change its availability settings manually.)

8. You can view it within Replay by clicking on the green **Presentation** button and choosing **View**. It’s always recommended that you preview your presentation before your lecture to ensure it has processed correctly.
Uploading and viewing your own presentations

5.2 Opening and playing your pre-uploaded presentation

If you wish to display your pre-uploaded presentation through Media Hopper Replay at your lecture, it will need to be loaded from within Replay at the beginning of your lecture.

To open an uploaded presentation within Replay:

1. Open Media Hopper Replay through your VLE course using the link you created within the course menu.
2. Click on Courses and select the course containing your uploaded presentation from the list.
3. Click on the green Presentation button and choose View.
4. Hover over your presentation slide and use the left and right arrows to move forward and backward through your presentation. The option at the top of your presentation allows you to view all or hide slides.
5. Click on the Full Screen mode button to open your slides in full screen within a new tab.
Performing an ad hoc recording

As well as scheduled recordings, Media Hopper Replay also allows you to perform ad hoc recordings, as long as you are teaching room which has been equipped for lecture recording.

To perform an ad hoc recording:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. When Replay opens, click on the **Start Capture** button at the top-right of the window.

3. From the **Where?** menu, select the room you are teaching in. You can type the name or location of the room into the search box to help narrow down the results.

4. Use the **Hours** and **minutes** options to define how long your recording will last.
5. From the **Inputs** menu, choose which of the available inputs you would like to record. The default selection is always as many inputs as possible for that particular room.

6. Leave the **Quality** setting as **High Quality** as this will produce a recording suitable for playback on most devices, and by users with slower internet connections.
7. Use the **Publish to...** menu to select the location you want your recording to be saved to. The default will be the course you currently have open. If you publish to a course, it will become visible to your students immediately after it is processed. If you don’t want it to be immediately available, choose **Library**. You can then move it from your Library to your course when you are ready, or share it with other users.
Performing an ad hoc recording

8. Click **Start** to begin your recording. Your ad hoc capture will either appear in your Library or as a new class within your course (depending on your choice) under the title ‘Ad Hoc Capture’. A green light will appear next to it to inform you that it is recording.
7 Setting up a live stream

Like ad hoc recordings, if you are in a room which is equipped for lecture recording you can set up a live stream which will also be recorded.

To set up a live stream:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.

2. When Replay opens, click on the Start Capture button at the top-right of the window.

3. From the Where? menu, select the room you are teaching in. You can type the name or location of the room into the search box to help narrow down the results.

4. Use the Hours and minutes options to define how long your stream will last. If a scheduled recording is due to take place in that room before your selected end time, you won’t be able to start the stream until you correct this.

5. From the Inputs menu, choose which of the available inputs you would like to stream. The default selection is always as many inputs as possible for that particular room.

6. Leave the Quality setting as High Quality as this will produce a stream suitable for playback on most devices, and by users with slower internet connections.

7. From the Publish to... option select the course you would like your stream to appear in. Unlike an ad hoc recording, live streams cannot be published to your Library.

8. Click on the Live Stream button to enable live streaming. The button will turn green when active. Click on the Start button to complete the process.
Setting up a live stream

9. The live stream will begin shortly. The default title will be ‘Ad Hoc Capture’, but this can be changed by clicking on the Edit details button.

![Edit details button](image)

10. Change the name of the capture to something that you and your audience will understand and click OK to confirm.

![Edit name dialog](image)

11. Your audience can view the live stream from within their course by logging into Media Hopper Replay and clicking on the class containing the stream, followed by the Show Live Stream button.

![Show Live Stream button](image)

12. As an Instructor, to pause the live stream, press and hold the Delcom light on the teaching desk for one second until it flashes orange. You cannot end the recording early from within Replay but you can pause it using the Delcom light until the original end time.

More information on using the Delcom lights see the Delcom recording lights section on page 35 of this guide.
8 Personal Capture tool - Windows

Media Hopper Replay’s Personal Capture tool is a stand alone application available to all staff on university managed or personal PCs/Macs. It can be used to create a video recording of your screen, webcam and microphone, which can then be edited and published to your Replay Library or course.

8.1 Installing the Personal Capture Tool on a Windows computer

The minimum specifications for installation of the Personal Capture tool on a Windows device are:

- Windows 7 or Windows 8.1 operating system
- Windows .NET 3.5 (required - you will be prompted to install it if necessary)
- Intel Core i5 Processor for A/V or A/D
- Intel i7 recommended for A/D/V or A/V/V
- 2 GB RAM
- 10/100 network interface
- 20 GB free hard drive space
- Internal audio device or USB port for audio capture

8.1.1 Installing on a personal Windows PC/Laptop

To download and install the Personal Capture tool on a personal Windows PC/laptop:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. Click on the Settings option and choose Downloads from the menu.
3. When the Downloads menu options, click on Windows Download. Your file will now be saved and downloaded to your computer.
4. Locate the downloaded file (Echo360PersonalCaptureInstaller.exe) and open it to begin the installation.
5. When the Echo 360 Software Capture Setup window opens, follow the prompts to complete the installation. When complete, click Finish. The Personal Capture tool will now open.
8.1.2 Installing on a managed university Windows PC/Laptop

To download and install the Personal Capture tool on a university managed Windows PC/laptop:

1. Choose **Start > All Programs > Application Catalog** to open the University’s Application Catalog. This can only be accessed on university managed Windows computers.

2. Type “Media Hopper Replay” into the search box at the top right of Applications Catalog to filter the applications. Select the **Media Hopper Replay** application and click on the **Install** button to install it.

3. When asked if you wish to install the selected application, click on the **Yes** button. Leave the application to install until it completes the process.

4. When the software installation is complete message appears, click on the **OK** button to close it.

The Media Hopper Replay Personal Capture tool will now be installed on your computer and can be launched from the Start menu.
8.2 Using the Personal Capture tool on a Windows PC/Laptop

The Personal Capture tool can be used to record your screen, webcam and microphone. You can then edit your recording if necessary, before publishing it to your course.

8.2.1 Opening and logging into the Personal Capture tool

To open and log into the Personal Capture tool:

1. Choose Start > Programs > Echo360 > Personal Capture > Launch Echo360 Personal Capture. Alternatively, if you chose to add the icon to your desktop, you can open it from there.

2. When the tool opens, click on the Login button at the top right-hand side. A new web browser window/tab will now open asking you to log into Echo360. Enter your academic email address (uun@ed.ac.uk) and choose Submit.

3. When asked to select your institution, choose University of Edinburgh from the drop-down menu and click on the Submit button.

4. When prompted, enter your EASE Username and Password, and click on the Login now button.

You will now be logged in and able to use the Personal Capture tool.

8.2.2 Recording, editing and publishing using the Personal Capture tool

To record, edit and publish using the Personal Capture tool:

1. Choose Start > Programs > Echo360 > Personal Capture > Launch Echo360 Personal Capture to open the tool.

2. If you are using any peripheral devices such as a webcam or microphone, plug them into your computer.

3. Click inside the grey box below the echo360 logo to give your recording a name.
4. Select your microphone, the display you wish to record and your camera using the input options on the left of the tool. If you don’t want to record one specific input, choose **None Selected** from the list.

![Personal Capture tool - Windows](image)

5. If you want your recording to be published to your Media Hopper Replay course automatically, check the **Auto-publish** option and select where to publish to when prompted.

![Personal Capture tool - Windows](image)

If this option is left unchecked, your recording will become available to edit and publish at a later date (recordings are saved to your computer but the location can be changed using the **Settings** menu), and will appear under the **Recordings** section of the tool.

6. When ready, click on the **Record** button. A countdown timer will begin before the recording starts.

![Personal Capture tool - Windows](image)

7. When you are finished recording, click on the **Stop** button.

![Personal Capture tool - Windows](image)

8. Once finalised, your recording will appear under the **Recordings** section. Click on the **Edit** button to open the editing tool.

9. To trim the beginning or end of your recording, click and drag the dark grey trim markers to the right or left. The points where you release them will become the start and end points for your video.
10. To apply your changes, click on the **Apply Edits** button and when prompted, click on the **Yes** button. Any edits you apply will be applied to the original media and cannot be recovered.

11. To remove a section of your video, drag the white cut markers at the beginning of the timeline to the beginning and end of the section you wish to remove and click on the **Make cut** button. If you are happy with your edits, choose **Apply edits**. If not, use the **Clear cuts** button.

12. To publish your recording, click on the **Publish** button.

13. When prompted, check your video title is suitable and choose where to upload your recording to (either your course or personal Library). When ready, click **Upload**.

14. Your video will now be published to the area you selected. Information on where it has been published to will appear below the recording. If published to a course, the recording will appear as a new class within that course.
9 Personal Capture tool - Mac

Media Hopper Replay’s Personal Capture tool is a stand alone application available to all staff on university managed or personal PCs/Macs. It can be used to create a video recording of your screen, webcam and microphone, which can then be edited and published to your Replay Library or course.

9.1 Installing the Personal Capture Tool on a Mac

The minimum specifications for installation of the Personal Capture tool on a Mac device are:

- Mac OS X 10.8 or 10.9
- QuickTime 7.5.5 or later (installed with OS X, but you may need to update to the latest version)
- Intel Single Core1.8 GHz processor (or equivalent) for A/V or A/D
- Intel Dual Core1.8 GHz processor (or equivalent) for A/D/V or A/V/V
- 2 GB RAM
- 10/100 network interface
- 20 GB free hard drive space
- Internal audio device or USB port for audio capture (audio is required)

9.1.1 Installing on a university managed Mac

To download and install the Personal Capture tool on a university managed Mac:

1. Open the Self Service application from the dock.

2. Type “Media Hopper Replay” into the search box and when the Personal Capture tool appears in the Search Results area, click on the Install button.

The tool will now begin to download and will begin installing automatically.

3. Open the Spotlight Search and type “Echo360 Personal Capture”. When the application appears, double click to open it.
9.1.2 Installing on a personal Mac

To download and install the Personal Capture tool on a personal Mac:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.

2. Click on the Settings option and choose Downloads from the menu.

3. When the Downloads menu options, click on Windows Download. Your file will now be saved and downloaded to your computer.

4. Locate the downloaded file (Echo360PersonalCaptureInstaller) and open it to begin the installation. If the security warning appears, click Open.

5. When the Echo 360 Software Capture Setup window opens, follow the prompts to complete the installation. When complete, click Finish. The Personal Capture tool will now open.
9.2 Using the Personal Capture tool on a Mac
The Personal Capture tool can be used to record your screen, webcam and microphone. You can then edit your recording if necessary, before publishing it to your course.

9.2.1 Opening and logging into the Personal Capture tool - Mac
To open and log into the Personal Capture tool:

1. Open the Personal Capture tool from either the dock or by searching for ‘Echo360’.
2. When the tool opens, click on either the Go to My Recordings or Start Recording buttons (in this example, the Start Recording button has been used).

3. Click on Login at the top-right. A new web browser window/tab will open asking you to log into Media Hopper Replay. Enter your academic email address (uun@ed.ac.uk) and choose Submit.

4. When asked to select your institution, choose University of Edinburgh from the drop-down menu and click on the Submit button.

5. Enter your EASE Username and Password and click Login now.

You will now be logged in and able to use the Personal Capture tool.
9.2.2 Recording, editing and publishing using Personal Capture tool

To record, edit and publish using the Personal Capture tool:

1. Open the Personal Capture tool from either the dock or by searching for ‘Echo360’. When the tool opens, click on the Start Recording button.
2. If you are using any peripheral devices such as a webcam or microphone, plug them into your computer.
3. Click inside the Title box and give your recording a name.
4. Click on the Configure button to select the inputs you wish to record. If this is the first time you have used the tool and are using the built-in webcam, you may need to select it from the Configure menu. If you make any changes, click Save to save and close the menu.
5. Tick the Enabled checkbox for all of the inputs you wish to record. If you have two visual inputs (screen and webcam), their feeds should now both be visible on screen. Audio must always be recorded using this tool, so you cannot disable your microphone.
6. Click on the Start Capture button to begin recording. A short countdown timer will appear on screen with details of how to pause or end your recording.
7. End your recording by pressing Command+8 or by clicking on the Stop Capture button. Your recording will now end and the video editor will open.
8. To trim the beginning or end of your recording, click and drag the dark grey trim markers to the right or the left. The point where you release them will become the start and end points for your video once edits are applied.

9. Click on **Apply Edits** below the timeline to save your changes. Click **OK** to confirm. You will now see your edited recording in the **Recoding**’s list.

10. To re-enter editing mode, select the video and click on the **View/Edit** button.

11. To remove a section of your video, drag the gold cut markers (markers turn red when selected) at the beginning of the timeline and position them at the beginning and end of the section of your video you wish to remove. Click on the **Cut** button to remove this section from your video.

12. Once you have finished making edits, click on the **Apply Edits** button to save your video. When the confirmation dialog appears, click **OK**.

13. To publish, select your recording from the list and click on the **Publish Recording** button.
14. Select the location to publish your video to (either your Personal Library or course) and click on the **Next** button. If you choose Personal Library, it will remain private until you share it. If you select a course, it will be published and available to view within this course in Replay once it has finished processing.

![Select location to publish video](image1.png)

15. If necessary, change alter the **Title** for your video and click on the **Publish** button. Your video will begin to transcode and will then begin processing in the location you chose to publish it to.

![Change video title and publish](image2.png)
Using the AV equipment when recording lectures

10 Using the AV equipment when recording lectures

The university’s AV equipment will vary from room to room, but generally speaking the equipment works in the same way to record your lecture. The main thing to note is that whatever is displayed on the projector screen at the front of the room will appear in your recording video. If the room has a camera installed, this will also record and be added to your video.

In lecture theatres with dual projection screens and a camera installed, the recording combination is:

- **Only one projector feed in use**: Recording source one will be the projector feed and source two will be the room camera feed.
- **Two projector feeds displaying the same content**: Recording source one will be the projector feed and source two will be the room camera feed.
- **Two projector feeds showing different content (e.g. computer feed and document camera)**: Recording source one will be the computer feed and two will be the document camera. The camera in the room will not be recorded.

Information on how to use the AV equipment in the room you are in should be available on the teaching desk, along with contact details for help and support, should you encounter any issues.

10.1 Selecting your visual input

As mentioned above, the equipment may vary from room to room but you will always use a control panel of some description within the room to select your visual input.

10.1.1 PC, HDMI and VGA feeds

To display your presentation on the screen at the front of the teaching room:

1. Under the **Display** section on the control panel, press the **ON** button. It will light up when active.

2. Press the **PC** button to switch on the computer feed. The content on your PC screen should now be visible on the screen at the front of the teaching room.

If you are using your own device, plug in the HDMI cable or VGA and audio jack into your device and select either **Laptop HDMI** or **Laptop VGA**.
10.1.2 Document cameras

Media Hopper Replay records only your computer, the camera (if the room has a camera installed), and the microphone feeds. Therefore, if you are teaching in a room without a camera installed and wish to write something or show notes, it’s recommended you do so using the document camera.

In some of the teaching spaces equipped for lecture recording you will find a document camera installed on the desk. Anything positioned underneath it will be shown on the screen at the front of the teaching room, and will be recorded (provided you have selected the document camera as the input) as part of your video.

To use the document camera:

1. Press the Power button once to switch it on. The blue light will light when it has powered up.

2. Extend the arm so that the viewer is positioned over the item you wish to display.

3. On the main control panel, press the Doc Cam button to switch your display to show the document camera.

The item positioned under the viewer will now appear on screen and be visible to your audience. You can manoeuvre the arm to view the item better, zoom in/out, and switch on the light if necessary.

4. When finished with the camera, press the Power button twice to turn it off and gently fold the neck down.
Using the AV equipment when recording lectures

10.2 Using the microphones in the teaching rooms
When delivering a lecture in any teaching room, the microphone provided should always be used. It should not be assumed that all students can hear you or that they will let you know if they can’t. As well as for accessibility reasons, the microphone is also required to record your audio for your lecture recording video.

At least one lavalier clip-on microphone (sometimes two) will be present in every room equipped for lecture recording. Some rooms also have a lectern microphone which should only be used if the lavalier microphone is out of commission.

10.2.1 Lectern microphones
As mentioned above, some of the university’s teaching rooms are also equipped with lectern microphones. These are fixed, meaning you must give careful consideration to how you and the microphone are positioned to ensure your voice is properly heard by your audience and recorded if being used.

Position the microphone
Before you begin your lecture, bend the neck of the microphone so that it is pointing towards your upper chest. This will help amplify your voice for your audience and ensure the audio is being recorded clearly by the system.

Position yourself
Now that the microphone is correctly positioned, think about your position relative to it. You should be close enough to speak into it without it actually touching your mouth. Ideally, the microphone will be positioned around 8-10 inches away from your mouth.

When delivering your lecture, try to pivot around the lectern, maintaining an equal distance between your mouth and the microphone as you speak to the room.

Don’t turn your head away from the microphone or walk away from the lectern as your voice may not be recorded clearly, or at all.

If you do move to the left or right, try moving your body in that direction but keep your head angled toward the microphone.
10.2.2 Lavalier clip-on microphones

The recommended microphone of choice within the teaching room is the lavalier clip on-microphone. Every teaching space will have at least one of these microphones and a charging dock located on the teaching desk. The main advantage of this type of microphone over the lectern microphone is flexibility. Once you have attached the microphone to your clothing, you will be able to freely move around the room, safe in the knowledge that you will not only be heard by your audience, but your audio will also be recorded as part of your recording.

It is vital that the microphone is always placed correctly back into the charging dock after you’ve finished with it so it can be changed for the next user.

To use the lavalier microphone:

1. Remove the microphone unit from the docking station and switch it on (the button will either be inside or on top of the unit depending on the make/model).

2. Ensure that the mute option is set to off. This is usually located on the top of the unit.

3. Place the unit in your pocket or attach to your waist/belt using the clip on the back.

4. Position the microphone roughly six to eight inches from your mouth and attach it to your clothing using the clip.

5. When finished, gently place the microphone back into the cradle. The red charging light should turn on when it is correctly positioned. You should never have to force it in.
Using the AV equipment when recording lectures

10.2.3 Catchbox microphones
A Catchbox is a throwable microphone designed for audience participation. As part of the lecture recording rollout programme, Catchboxes are being added to some of the lecture recording enabled teaching spaces.

Please be aware when using Catchbox microphones that some members of your audience may feel uncomfortable using the Catchbox microphone due to physical impairments (e.g. upper limb mobility, chronic pain), specific learning disabilities (e.g. dyspraxia), or mental impairments (e.g. social anxiety disorder). To ensure no one is disadvantaged please make sure that on all occurrences you use the Catchbox microphone an ordinary microphone is also available as another option.

To operate the Catchbox:

1. Twist the top of the Catchbox 90 degrees and pull the central core upwards. Move the switch to the I position to switch the microphone on.

   ![Catchbox Microphone Operation]

   The microphone status light should light up green if the batteries have sufficient charge.

2. Place the core back into the box. Align using the triangular markers to ensure that the core is locked tightly in place. You should hear a click when it is secure.

   ![Catchbox Microphone Alignment]

3. To use the Catchbox, speak into the foam cap located at the top of the transmitter. Position your mouth roughly 20cm away from it.

   ![Catchbox Microphone Use]

To change the batteries:

If when you switch the Catchbox on you notice the light is red, you should change the batteries. Additional batteries are stored in the teaching desk drawer. If supplies are low, contact the servitor.

With the central core removed, open up the battery cover (right piece then left), remove the old batteries and carefully replace with the new batteries. Fold the covers back over and refit the core.

![Catchbox Battery Replacement]
10.3 Delcom recording lights

In each of the teaching rooms equipped for lecture recording, a Delcom recording light has been fixed to the teaching desk. This is used to notify both you and your students that the session is either not recording, paused, recording or that an error has occurred.

10.3.1 Colour codes

The Delcom light uses a colour code system to notify you of the system’s current recording state. At any one time the light can either be red, amber or green.

**What do the lighting states mean?**

**Green:** The light will be solid green when no recording is currently taking place.

**Amber:** The light will be solid amber during the 5 minutes prior to a scheduled recording taking place.

**Flashing amber:** If a scheduled, ad hoc or live stream recording is paused, the light will flash amber.

**Red:** When a recording is currently active the light will be solid red.

**Flashing red:** If an error has occurred within the system and your recording cannot begin, the light will flash red. If this happens to you, use the telephone and contact details in the room to seek assistance.
Using the AV equipment when recording lectures

10.3.2 Pausing a recording or ending early

The Delcom light is the only way that you can pause an active scheduled, ad hoc or live stream.

To pause a recording:

To pause a recording, gently press down on the Delcom light for roughly one second. When you release your hand the light should change from red to flashing amber. During the time your lecture recording will be paused and nothing recorded.

To resume the recording, gently press down on the light again for the same amount of time. When released, the light should change from flashing amber to red, provided the end time for the recording has not been reached.

If your session finished early:

If your session earlier than the end time selected for your scheduled or ad hoc recording (this information will be displayed on the class being recorded within your course), the only way you can stop the recording is to pause it. When paused, nothing will be recorded from that point until the scheduled end time unless the light is pressed and the recording resumed.
11 Delivering your lecture

When delivering your lecture, you may or may not have to first log into Media Hopper Replay before you begin. This depends on how your session is being recorded and what Replay features (if any) you intend to use.

You will first have to log into Replay if:

- You are performing an ad hoc recording or live stream
- You are displaying a pre-uploaded presentation through Replay
- You would like to view and answer questions asked by your students during your lecture

If you are not doing any of the above, you can simply deliver your session as you would normally.

For all recordings, whatever is displayed on the projector screen (e.g. document camera or computer feed) will be recorded as part of your lecture. It is vital that you use the microphone and that it is turned on and not muted to ensure your audio is recorded. If your audience are participating in a discussion or asking questions, hand them the roaming microphone/Catchbox, or repeat their question/answers back to the room if roaming microphones or Catchboxes are not available.

For more information on using the equipment in the teaching rooms, see the Using the AV equipment when recording lectures section of this guide on page 30.

11.1 Ad hoc recording delivery

If you would like your lecture to be recorded but it has not been scheduled for recording, you can perform an ad hoc recording. In order to do this, you will first have to log into Replay through your VLE course using the computer in the teaching room (or your own computer plugged in using HDMI or VGA), then set up the recording (see the Performing an ad hoc recording of this guide on page 15 for more information).

11.2 Displaying a pre-uploaded presentation

Irrespective of whether your recording is scheduled or ad hoc, if you wish to display a pre-uploaded Media Hopper Replay presentation you will first have to log into Replay (through your VLE course) and launch the presentation from there (see the Displaying a pre-uploaded presentation section of this guide on page 37 for more information).

11.3 Viewing questions asked by your students during your lecture

If you would like to view any questions your students are asking during your lecture, you’ll need to log into Replay (through your VLE course) and open the class for that lecture, followed by the Q&A menu (see the Q&As section of this guide on page 54 for more information).

If you plan on displaying a presentation on the main computer, it’s recommended you open the relevant class on another device such as a tablet or laptop so you can see the questions as they appear without having to close your presentation down whilst you view them. This will also prevent you from showing the names of those who asked questions anonymously (Instructors see the name of the student next their question/reply).
12 Changing the availability of your content

All scheduled, ad-hoc recordings and uploaded presentations will automatically become available for your students to view within your course as soon as they have been processed. Processing begins immediately after the recording has ended (or the presentation uploaded), and takes roughly the same amount of time as the recording itself to be processed.

The only type of recording which will not become automatically available for viewing after it has been processed is an ad-hoc recording which has been published to your Library.

If you don’t want your file to be visible automatically after it has been processed, you need to make it unavailable (this can be done whilst the file is processing). If you are planning on editing the file, it’s recommended you make it unavailable before you edit it.

To make your recording unavailable:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. Click on Courses and select the course which contains your recording.
3. Click on the green Video content button and choose Make Unavailable from the list. When the Warning! message appears, choose OK.

The Video content button will now turn grey and when clicked on will show as Unavailable.

4. To make your recording available again, follow step 3 and choose Make Available from the list. You can also use the Availability Settings option (above Make Available/Make Unavailable) to select future start and/or end dates for the availability of your content.

Changing the availability of your content
13 Editing your lecture recordings

After your lecture has been recorded and processed, you may wish to perform some basic edits to it. Media Hopper Replay’s web editing tool allows you to trim content from the beginning and end of your recording, chop sections out of it and create clips.

13.1 Opening the video editor

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.

2. Click on Courses and select the course containing the lecture you would like to edit.

3. Click on the Video content button and select Edit video from the list.

The editor will now open showing your video. You can review it using the playback tools or by clicking on the timeline located below the video.
13.2 Removing sections of your video

Occasionally, you may wish to remove a specific part of your recorded lecture. For example, you may have had technical issues which you don’t want to appear in your video.

To remove a section of your video:

1. Position the cursor on the timeline at the start of the section you would like to remove and click on the **Make Cut** button.

![Make Cut button](image)

2. Click on the timeline at the end of the section you would like to remove and click on the **Make Cut** button.

![Make Cut button](image)

3. Click on the section you have created to select it. The selected area will appear a lighter shade of blue. Use the **Delete** button to remove it from your video. This change is only temporary until the video is saved.

![Delete button](image)

4. The section you have removed will appear grey in colour. You can bring back any section you have deleted by selecting it and clicking on the **Revert** button.

![Revert button](image)

5. Click on the timeline before this section and use the **Play** button to review your edit. The playhead should skip this section during playback.

![Play button](image)
13.3 Trimming your video
Replay’s trim options allow you to trim a section from your video at the beginning or end. This could be useful if your lecture didn’t begin on time or ended early.

The Media Hopper Replay bumpers automatically added to the beginning and end of your video will be re-applied to the edited version.

To trim your video:

1. Click and drag the start marker point to the location on the timeline where you would like your video to begin.

2. Click and drag the end point to the location on the timeline where you would like your video to end.

3. The sections of your video which will be removed will appear grey on the timeline. Click the Play button to preview how your edited video appears. If you need to make changes, click and drag either of the marker points to move them.

13.4 Saving your edits
Any edits you have made to your video will not be applied until you have first saved your file. When saving, you can either save the current file you are editing or create a new copy of this file.

1. Use the Save As button to save the video as a copy of the original, meaning that it will not overwrite the original.
Editing your lecture recordings

2. When the **Save as a new video** box opens, give your edited a video a **Name, Description** and **Tags**. When ready, click on the **Save As** button.

3. When the confirmation message appears, read it and click **OK**. Your edited video will be processed and added to your **Library**.

4. If you would like to overwrite the original version with your new changes, click **Save**. You can always revert to the original version (even after saving) using the **Restore** option.

5. Your edited video will now be processed. The **Edit video** option will be unavailable until processing has been completed.

6. To make your video visible within your course once it has been processed, click on the grey video icon and choose **Make available**. When prompted, choose **OK**.

7. Use the **Availability settings** option (located within the same menu) if you want to choose a specific start and/or end date for your video to become available for viewing.
Managing your content

As more and more of your lectures are recorded and added to your course, you may wish to manage them by renaming and putting them into groups. Doing so can make it easier to locate specific content.

14.1 Locating your lecture recordings

If your lecture was scheduled and recorded automatically, it will appear under the selected course within its own class. Recurring recordings will all have the same name so it’s recommended you change them for each individual class to help your students identify the lecture they wish to view.

To locate and edit the details of a scheduled recording:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. Click on Courses and select the course the lecture was recorded for.
3. Locate the recording either by looking through the list or using the search box (you can search by name or date). If the recording has been processed, the Video content button will be green.
4. If you wish to edit the information for your recording, click on the Edit details button.
5. Change the text in the Name field to something meaningful. You can also add a Description for this class. Make your changes and click OK to apply them.
Managing your content

14.2 Creating classes, groups and reordering your content

Classes and groups can be used to help manage your content within your course.

14.2.1 Understanding and creating classes

A class is essentially a container for a lecture recording or video file, and/or presentation. When a recording is scheduled, it appears within your course its own individual class. You can attach one presentation file or PDF to a scheduled recording’s class either before or after your lecture.

When an ad-hoc recording is performed, it will be given its own class like a scheduled recording.

You may occasionally wish to upload and share a video file and/or presentation file with your students as an additional resource. If this is the case, you will have to create a new class and add the resources to it.

To create a new class:

1. Within the course you wish to add the class to, click on the **New Class** button.

2. Complete the fields within the **New class** window and click on the **OK** button to create it. Always enter the **Start time** in 12 hour format, not 24 hour or an error message may appear.

3. Your new class will now appear in the list. You can edit it using its **Edit details** button if necessary.
4. Content can be added to this class using the **Add content** button and choosing either **Add video** or **Add presentation**. Videos or presentation can be uploaded or imported from your Replay Library.

14.2.2 Creating a new group and reordering classes

You may find it useful to create a new group to store several classes within. For example, there may be a week where you would like your students to review videos or presentations which have been added to new classes. Rather than listing the names of the classes you would like them to view, you can create a group containing all of them then direct your students to the group.

**To create a new group and reorder existing classes:**

1. Open the course you would like to create the group within.
2. Click on the **New Group** button.
3. Complete the fields within the **New Group** window and click **OK** when you’re finished.

Your new group will appear within the list of classes based on the date you selected when creating it.

4. To begin moving classes into your new group, click on the **Reorder** button.
Managing your content

5. Click and drag the class you wish to move onto the newly created group. When the group turns blue, release the cursor button to drop it into the group.

6. You can quickly reorder the entire list by date using the Oldest first or Newest first options.

7. When you have finished making your changes, click Save. When the Warning! message appears, read it and click OK to confirm you wish to save.
15 Publishing, sharing and downloading your content

Media Hopper Replay provides you with several different ways of making your content available to your students.

15.1 Publishing

The default publishing options for your content varies depending on what the content is and how it was captured. All content can be published to any course you are an instructor on, or published to the Library of another Replay user.

Scheduled lecture recordings will be automatically published to your course as individual classes and will become immediately available for viewing once they have finished processing (see the Changing the availability of your content section of this guide on page 38 to learn how to make your content unavailable).

Ad hoc recordings allow you to choose whether you would like them to be published to your course after processing, or if you would like to save them to your Library where they will remain private until published or shared.

Video and presentation files can be uploaded and published to your Library to remain private, or to classes and made available to your students.

To publish your content:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. Click on Courses and select the course you would like to publish.
3. Click on the green Video content or Presentation button for the content you wish to publish, and select Details from the list.
4. When your video opens, click on the Publishing tab followed by the Publish button.
Publishing, sharing and downloading content

5. Choose where to publish your content to (a new or existing course or another user’s Library) using the **Publish to a new location** form. When the form is complete, click on the **Publish** button.

![Publish to a new location form]

A green message will appear to inform you it has been published successfully, and the courses it has been published to will appear below the **Publishing** section.

6. To un-publish your content from a course, click on the drop-down arrow next to the course it is located within and click on the blue **X** for the file.

![Un-publishing form]

7. Read the message in the **Warning!** box and click on the **OK** button to confirm.
15.2 Sharing
Your content can also be shared from your personal Library or your course to the personal Library of other Media Hopper Replay user. This process is the same as publishing content to an individual using the Publishing option.

To share content with other users:

1. Click on Courses and select the course containing the content you would like to share.

2. Click on the green Video content or Presentation button for the content you wish to publish, and select Details from the list.

3. Click on the Sharing tab followed by the Share button.

4. Enter the email address for the user you wish to share the content with, and click Share. This must be the email address they are registered with in the system. If the user is not registered then an error message will appear.

5. A green confirmation message will appear on screen. Your file will now appear in the Library for the user you shared it with under the Shared with me section.

6. You can un-share content with the user by clicking on the X next to the user’s name. When prompted, click OK to un-share. This file will no longer be visible in the user’s Library.
Publishing, sharing and downloading content

15.3 Enabling content downloads
As an instructor you can allow your students to download your lecture recordings and presentations from your course. By default, downloads are disabled so they must be manually enabled.

*When you enable downloads for your course, you do so for the entire course and all of its content, not just specific classes.*

To enable download and download your content:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
2. Click on *Courses* and select the course you would like to enable downloads for.
3. Click on *Settings* to show the options for the course you currently have open.
4. From the left menu, Select *Features*. Click on the greyed out *Content downloads* option to enable downloads. When the *Warning!* message appears, read it and click *OK* to confirm.
5. Click on *Classes* from the top right to display your classes for your current course again.
6. Click on the green/grey *Video content* or *Presentation content* button. The *Download original* option should be visible if downloads have been correctly enabled.
7. Click on the **Download original** option, select the file you wish to download and click **Download**. When prompted, select the location to save the file to on your computer and click **Save**.

If you’re downloading a presentation or video file, select the location to save it to on your computer and click **Save**.

If it’s an ad hoc or scheduled capture you’re downloading, you will be asked to select the feed (camera, screen or audio) you wish to download and its quality.

If audio was recorded, it will always be mixed into any video or screen feeds downloaded.

8. Open the file from the location you saved it to on your computer to check that it downloads correctly.
16 Personal Library
The Library in Media Hopper Replay is your own personal space to store your content or access content that others have shared with you. For example, you can upload presentations or videos to this area to preview how they look before adding them to your course for your students to view.

16.1 Uploading content to your Library
To upload a file to your Library:

1. Click on Library from the options at the top of the window. Your Library isn’t linked to any courses you are an Instructor on, so will always show you everything stored within it, irrespective of which course you are currently viewing.

2. Click on the Upload content button and when the Choose File window appears, locate and select the file you wish to upload. As with uploading a file to a class within a course, files can be uploaded from Dropbox, Google Drive, Box, OneDrive (personal, not OneDrive for Business), or your computer.

The file will now begin to process and will soon be available to view within your Library.
16.2 Managing content within your Library

As you begin to use your Library more often, it may become more difficult to find specific files, especially if you have lots of similar looking content.

Using the search box, filter and sorting options at the top of the window can be a great way of quickly narrowing down and locating the file you wish to access. To quickly clear your search or filter selections, click on **Clear All**.

To view options for a specific file, hover over it and click on the down-pointing arrow when it appears. The options within this menu allow you to view, copy, share, edit, delete or download the file.

16.3 Accessing content others have shared with you

If another Replay user has shared content with you, it will appear under the **Shared with me** section of your Library. As you can see, the options for each file shared with you are reduced from those you see for content you own.
17 Q&As

The Question and Answer options allow you (as the Instructor) to post questions or discussion points, view and respond to questions your students have asked, and endorse student questions or answers students have given.

As the course Instructor, you can also delete any questions you feel are inappropriate or may cause offense. However, you cannot edit questions posted by another user.

17.1 Q&A discussions

Your students may wish to engage in discussions through Media Hopper Replay when viewing your lecture live, the recorded version or your uploaded presentations. They will be able to anonymously ask each other questions and provide answers, although you (as the Instructor) can always see their names.

To monitor Q&A discussions:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.

2. Click on Courses and select your course from the list.

3. Click on the Q&A button to open the Q&A menu for the course you are currently viewing.

4. Click on Classes drop-down and select the class you would like to view the discussion for.

5. To delete a question or answer, open it from the list on the left and click on the X to the right of the question or answer you wish to delete.
6. When the **Warning!** message appears, click on the **OK** button to confirm you wish to delete the question. If you delete a question, any replies will also be deleted. Questions and replies will be permanently deleted.

7. Replay will now automatically refresh and the question/answer will no longer be visible.

17.2 Answering and asking questions
As an instructor, you may wish to get involved with discussions by replying to questions or by asking students your own questions.

17.2.1 Answering a question
To answer a question asked by a student:

1. Click on *Dashboard* at the top left-hand side to show all of the courses you are an Instructor on. The Dashboard allows you to quickly see if any new questions have been posted.

2. Click on the number under *New Questions* to be taken to the Q&A menu for that specific class. Here you will see any newly posted questions marked with a small red circle.

3. Select the question you want to reply to from the left and click on the *Respond to this question* button below the question.

4. Enter your reply in the text entry box. Use the *Attachment* option to upload and attach a file if required. Click *Post* to submit your response.
Your reply will now appear under the question and will be visible to everyone enrolled on the course.

17.2.2 Asking and editing questions
Replay also allows you post questions or comments to the course or individual classes within the course. This can be a good method of prompting your students to enter discussions.

To post a question to a course:

1. Click on Dashboard and locate the course you wish to post the question in.
2. Click on the All Classes button within that course.
3. Click on Q&A at the top right-hand side of the window.
4. Click on the New Question button and enter your question or discussion text into the text entry box.
5. Leave the Select a class option as it is if you want to post your question to the general course. If your question is for a specific class within this course, select it from the list.
6. Click on the **Post Question** button.

7. Your question will now appear within the Q&A menu for your students under both the All Questions and General Questions menus.

**To edit a question:**

1. Locate and hover over the question you wish to edit (only your own questions can be edited) until the down-pointing arrow appears. Click on it and choose **Edit**. You can also delete the question from this menu too.

2. Make any changes to the question’s text or location (class or course) and click on the **Save** button.

The question will now be updated with the changes you made.
18 Analytics

The Analytics tab for a section provides a large amount of analytic and engagement data for your entire class or individual students within your course.

18.1 Analytics overview

To open the Analytics tab:

1. Click on Courses and select the course you wish to view analytics for.

2. When the course opens, click on Analytics.

The Analytics tab will now open and will show how your entire class have been engaging with your course content.
18.1.1 Class engagement analytics

When you first enter the Analytics tab as an Instructor, the default is to show you Engagement, Video Views, Questions, Activity Participation, Attendance, Presentation Views and Notes word count metrics for your course.

To view analytics for your course:

1. To show data for a specific class within your course, click on Classes drop-down and select a class from the list. The data displayed will change depending on your selection.

2. Click on the Classes drop-down again and choose All Classes to revert back to the default.

3. Hover over any of the metric labels for a description as to what they measure. To select the metric, click on its label. It will become highlighted both as a label and within the chart.

4. To hide a metric from the chart, click on its coloured light when the label is not selected.

5. Click on Hide unselected to hide all metrics except the selected one. To reveal them again, click on each of them one by one or refresh the browser.
Analytics

18.1.2 Student engagement analytics
As well as viewing how your class as a whole are engaging with your course, it may also be useful to see how engaged individual students are too.

To view student engagement:

1. Click on Students from the left-hand side menu to show student information.

You can now see the same metrics as you saw for entire classes within the chart, however, data is now displayed in table format for each student enrolled on the course.

2. If you wish to see how your students engaged with a specific class within your course, click on All Classes and select the class from the list. The data displayed will now update.

3. Type the name of a particular student into the Search box if you wish to quickly view the engagement information for an individual student.
18.2 Downloading student analytic data

Replay also allows you to download your course analytic data and save it as a .CSV file.

To download your analytic data:

1. Open the course you wish to view analytics for from the Courses menu.
2. Click on Analytics to open the Analytics tab.
3. From the options on the left, choose Export & Gradebook.
4. Under the Export section, click on the Download button.
5. From the Download student analytics window, choose the category you wish to download and click on the Download button.
6. When prompted, select a location to save the file to and click Save. It may automatically open once saved.