Performing an ad hoc recording in Media Hopper Replay

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.
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.

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

10. When the **Add a presentation** box appears, choose **Upload a file**.