Q&As in Media Hopper Replay

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.

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.

   *If you wish to change the availability of content in a different course please follow steps 2 & 3, if not continue straight to step 4.*

2. To change monitor Q&A in a different course, click on the *Echo360* logo in the top left.

3. Click on the **course** you would like to monitor Q&A discussion on

4. Click on the **Q&A** button to open the Q&A menu for the course you are currently viewing.
5. Click on **Classes** drop-down and select the class you would like to view the discussion for.

6. 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.

7. 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.

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

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**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.

**Answering a question**

**To answer a question asked by a student:**

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.

   *If you wish to change the availability of content in a different course please follow steps 2 & 3, if not continue straight to step 4.*

2. To answer questions in a different course, click on the **Echo360** logo in the top left.
3. Click on the **course** you would like to answer questions on

![Course selection in Media Hopper Replay](image1)

4. Click on the **Q&A** button to open the Q&A menu.

![Q&A button highlighted](image2)

5. 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.

![New Question section](image3)

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

7. 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.

![Respond to question](image4)

Your reply will now appear under the question and will be visible to everyone enrolled on the course.
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. Log into the VLE (Learn or Moodle) that you use for your course and open Replay using the Media Hopper Replay link you created.
   If you wish to change the availability of content in a different course please follow steps 2 & 3, if not continue straight to step 4.

2. To answer questions in a different course, click on the Echo360 logo in the top left.

3. Click on the course you would like to answer questions on

4. 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.

5. Click on the Post Question button.

6. 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.

![To edit a question:](image)

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

![Make any changes to the question’s text or location](image)

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