

Taking notes against presentations or lecture recordings in Media Hopper Replay

Media Hopper Replay allows you to take notes against any presentation, video and/or lecture recording your lecturer has made available to you to view.

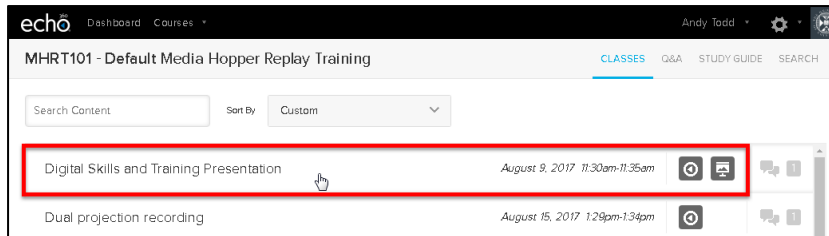
If you take notes against a lecture recording or video file which includes a presentation within the same class, the notes will include both the number of the slide you are viewing and the timestamp for the video you are watching when the note is taken.

Taking notes

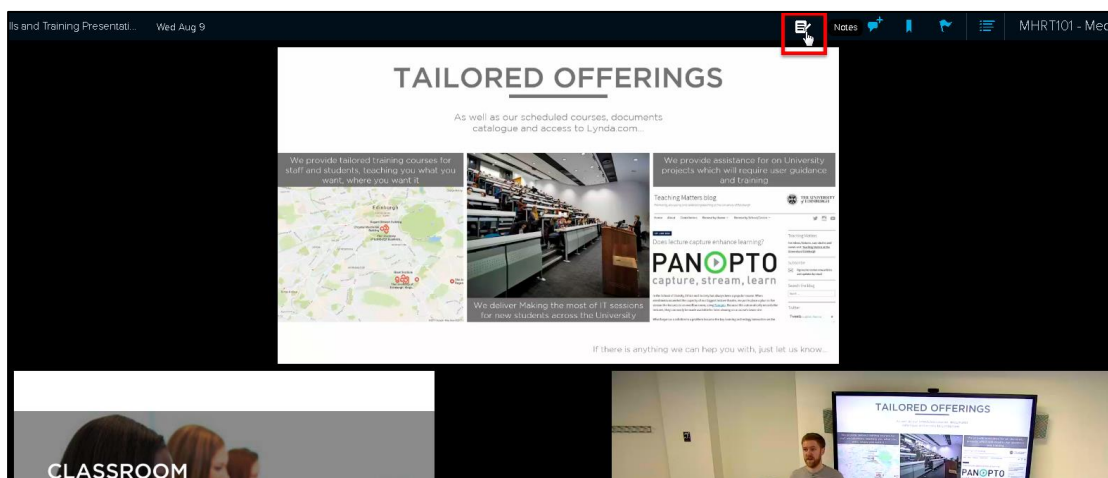
The note taking feature is especially useful if your lecturer has uploaded slides for you to view before or during the lecture. You can take notes against the presentation during the lecture, then add to them when you watch the recording of the lecture at a later date.

To add a note when viewing a presentation and/or lecture recording:

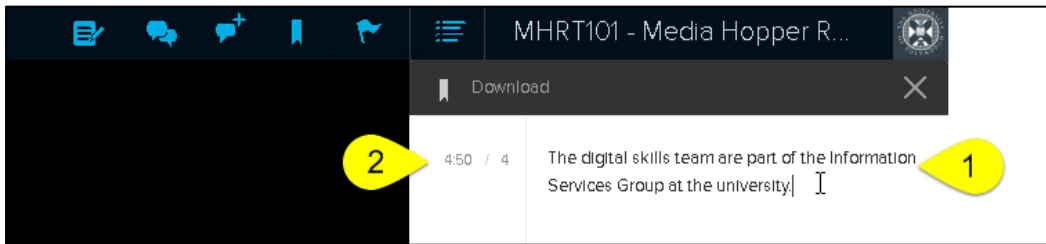
1. Log into Media Hopper Replay through the Virtual Learning Environment used for your course and open the course which contains the presentation/lecture recording you wish to view.
2. Click on the class containing the presentation/lecture recording (the class may contain only one icon if the lecture has not yet been recorded or presentation hasn't been added).



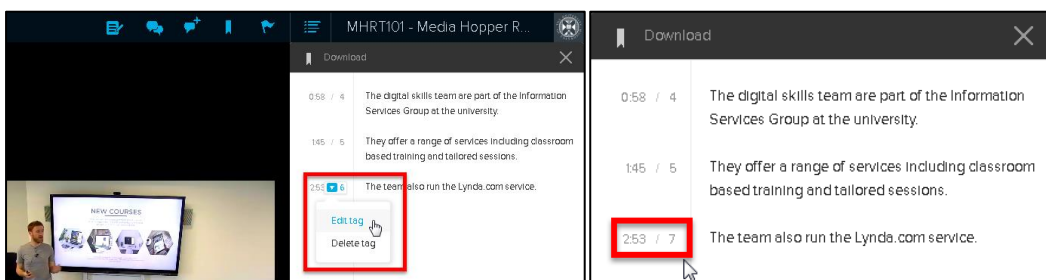
3. When the presentation and/or lecture recording opens, click on the **Notes** option at the top of the window to open the **Notes** panel.



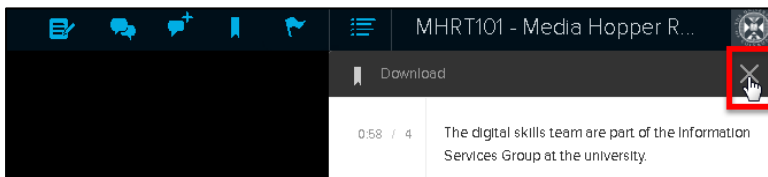
- When the **Notes** panel opens, click inside it and begin typing your first note. Press the **Return** key when you have finished typing. Your note will appear on the right of the panel (1) and the video timestamp/slide number will appear on the left (2).



- If you need to change the slide number or timestamp for a note you have already taken, click on the slide number or timestamp on the left of the panel and choose **Edit tag**. Make your changes and press the **Return** key.



- To close the **Notes** panel, click on the **X** at the top of the panel.

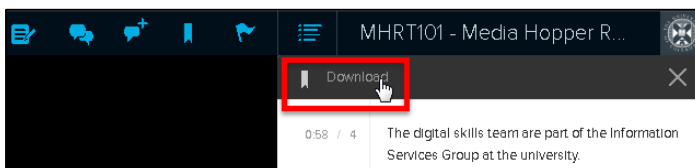


Downloading notes

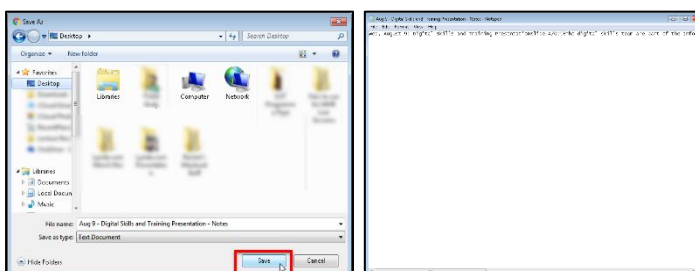
Any notes you have taken can be downloaded either from the Notes panel within the class or from your Study Guide.

To download your notes:

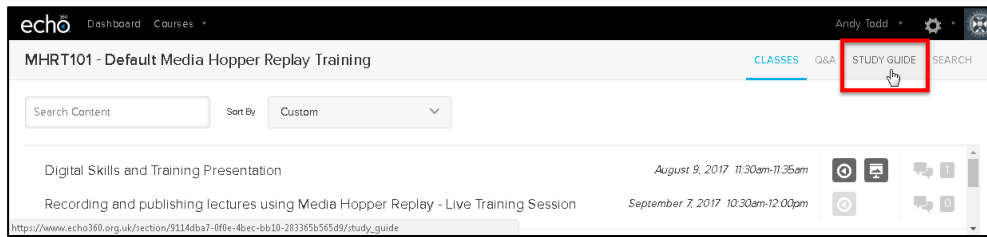
- With the **Notes** panel open, click on the **Download** button



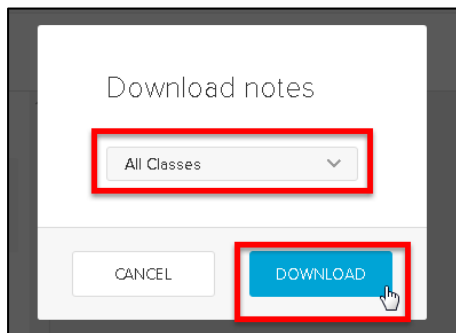
- When prompted, select the location to save your file and click **Save**. Your notes will now be downloaded as a text file and can be viewed.



- Alternatively, when in the **Classes** menu, click on **Study Guide**.



- When the **Study Guide** opens, click on the **Download** button.
- When the **Download notes** window opens, select whether you want to download notes from one specific class or from all classes (the All Classes option creates a consolidated list of notes from all of your classes) using the drop-down menu, and click **Download**.



- Select the location to save the file to and click **Save**. Your notes will now be downloaded as a text file.