

media hopper

REPLAY

Wondering how  
you can use Media  
Hopper Replay to  
support your  
teaching?



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**Use a recording made in a previous year** **REPLAY**

As an instructor you can make a copy of previous recordings and then upload them to your library, allowing you to publish them to another course in Media Hopper Replay.

**Part One: Copying the recording to re-use**

1. Access the course which contains the original recording via the link in the VLE.
2. Find the lecture you would like to use and click on the green or gray **Play** icon next to it:



3. Click **Create copy** from the dropdown menu:



4. The copied content will now be available in your library.

**Part Two: Publishing the recording to a section**

1. Locate the copy you have made in your library.
2. Click on your copied recording:



3. When the recording opens, click on **Add to a Class**:



4. Complete the details in the form to publish the recording to the appropriate section. Once complete click on **Share**:



5. The details of the class you have published to will now appear in the **Share Settings**.

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Click [here](#) to access how to use a previously made recording

# Use a previously made recording

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## Recording and/or Live Streaming using Universal Capture



Universal Capture is the desktop application available to staff, on Windows and MacOS, allowing you to record and live stream when not in a Replay enabled space.

### Part One: Download and Install Universal Capture: Personal

1. Login to Learn and navigate to your course;
2. Click on the **Media Hopper Replay** link;
3. Click on **Cog Wheel** located in the top right-hand corner;



4. Click on **Downloads** and chose the correct version for your operating system and follow the instruction to install;



5. Once the installation has completed launch Echo360 Capture.

### Part Two: Using the Universal Capture application

Once you have successfully installed the application and launched it for the first time you will then be ready to make a recording or start a live stream. It is important that you have any external devices plugged in prior to launching the application.

#### Logging in to use Universal Capture

When you launch the application you will need to log in using Your University Login.

To log in to Universal Capture:

1. Launch the application, click on **Click here to login**, if you haven't already accessed Your University Login;
2. Enter your credentials, following the prompts;
3. You will then be redirected back to the application;

#### Editing capture details (optional)

Prior to starting a recording or live stream, you should edit the details to make it clear what you are recording.

To Edit capture details:

1. Click the **Pencil** icon or **Edit Capture Details** at the top of the window to open details window and complete.
2. Choose the location that you wish to publish the recording from the drop-down menu. You can send it to your library for future use or straight to a class from one of your courses.
3. Click **Save**

Click [here](#) to access how to create a recording using the Universal Capture application

## Editing content in Media Hopper Replay



As an instructor you can edit, save and publish media that you are an owner of. The media editor provides frame accurate editing for single and multi-channel video in an easy to use and accessible interface.

### Part One: Accessing the media editor

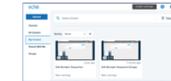
The media editor is accessed from your library and can only be used on content that you are the owner of.

To access the media editor:

1. Login to Learn and navigate to your course;
2. Click in the **Echo360** logo in the top left hand corner;



3. Search for the content you would like to edit in **My Content** (which has all the content you own and have editing rights for);



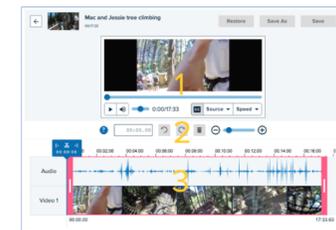
4. Click on the 3 dots to bring up the shortcut menu and choose "Edit Media";



### The media editor explained

The media editor consists of three main functional areas:

1. **Player** - play recording of any time, with any edits applied
2. **Tool kit** - access help, enter specific timecode for precise playhead placement, undo, redo, delete clip and zoom in/out of the timeline
3. **Timeline** - shows trim handles, scissors/cut video, playhead current location, timeline of recording, audio and video channels



Click [here](#) to access how to edit your video

# Record or stream from my computer

## uploading and displaying your 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.

### Part One: Uploading a presentation

Please note: 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.

To upload a presentation:

1. Access the course via the link from your Learn or Moodle course;
2. When the course opens, locate the class that you wish to upload your presentation to and click on the blue **Add presentation** button;



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



4. 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).

Uploading and Displaying your presentations - Quick Reference Card



## Adding Activity Slides to a Presentation

As part of the engagement tools available in Media Hopper Replay it is possible to add activity slides to a presentation. There are five interactive activities that can be added in this way: multiple choice, short answer, image quiz, ordered list and numerical.



### Part One: Navigating to the presentation

1. Click on the **Echo360** logo to take you to your Homepage;
2. Click on **My Content** from the left hand menu to see your presentations;
3. Select the presentation you wish to add the interactive activity to. NB: You can type the name of the presentation into the search bar if you cannot immediately see it;
4. Click on the 3 dots that appear to reveal the drop-down list;
5. Click on **Edit Media** and your slides will be shown.



### Part Two: Adding an interactive activity

1. Click **ADD ACTIVITY**;
2. You will then be presented with a choice of the 5 available activity types



Adding Activity Slides to a Presentation - Quick Reference Card

### Multiple Choice

You can add multiple choice activities to a presentation. You enter the question and a list of possible answer choices. Then mark which answer is correct and whether that answer requires justification. Students click an answer and enter a justification into a text box if required.

To add a Multiple Choice question:

1. Select the **Multiple choice** icon;
2. Enter the question. You can enter up to 1000 characters;
3. If you wish to embed media, **enable the checkbox** to upload an image or enter a URL;
4. Add the answer options and designate the correct answer(s) by clicking on the **correct** box to the right of the answer(s);
5. You can enable the **Require justification** tab so that students must elaborate on their answers;
6. You can click **PREVIEW** to see the students view of the activity;
7. Click **Done**.



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## Facilitating Polls in your classes

As an instructor you can use the Polling feature, which is built into Media Hopper Replay, during a class or for flipped and distance learning activities.



### Part One: Using Polls in an active class

The Quick Reference Card assumes that Polls have been added in advance of your class starting. For further information on adding Polls, see the Adding Activity Slides to a Presentation QRC.

1. At the beginning of your teaching session, navigate to the Class you plan to teach in Media Hopper Replay;
2. Open the Class and you are ready to teach;
3. You should also instruct your students to do the same.

Note: Students have a very similar view, but are also able to navigate freely through slides, respond to polls, add a confusion alert, and make notes.

4. To make your slides full screen, click the icon in the upper right side of your slides;
5. To navigate through the slides, hover over the slides and click the < or > icons. Alternatively, use your keyboard cursor keys for changing slides.



6. As you reach your Poll slides, instruct your students to respond from their own devices;
7. Using the Poll control, you can:

- monitor the number of submissions
- pause all student responses
- show all responses (anonymous)
- reveal the correct response (if defined)
- reset the Poll if you wish Students to begin again.

Facilitating Polls in your classes - Quick Reference Card

- Tips for facilitating Multiple Choice Polls:
- As students are responding, click the **responses** button to show all responses as they are being added.
  - If you don't wish students to respond before you reach the slide, **hide the slide** before class using the 'eye' icon.
  - Click this again to reveal the slide to students during the class.
  - Tick the box to prompt students to justify their answers when creating a Poll. You can hover over the question options to reveal all anonymized comments.
  - After reviewing student responses you may wish to reset the question by clicking **reset activity** and ask students to respond again.

- Tips for facilitating Short Answer Polls:
- Use Short Answer polls in combination with other Polls to encourage free thinking or application of knowledge.
  - All responses are anonymous, so showing the responses by clicking the **responses** button as they are being added can trigger different thinking and help others to participate.

- Tips for facilitating Hotspot Polls:
- Imaginative use of image hotspot polls can help promote deeper thinking of a topic. The example below illustrates how student responses to a question can lead to follow on discussions.



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Click [here](#) to access how to upload your presentations

Click [here](#) to access how to add activity slides

Click [here](#) to access how to facilitate polls

# Add activities or quiz questions

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## Reviewing student engagement scores



Engagement scores are weighted averages of student analytics that are collected within Media Hopper Replay. The scores can be informative of class dynamics in an active learning session and can potentially provide early warning signs of low student engagement and/or performance. Course-level analytics are available to all instructors in a Section.

### Part One: Identify your least engaged students

1. Navigate to the section in Media Hopper Replay you wish to review analytics for.
2. Click on the **Analytics** tab.
3. Click **Engagement** on the left menu.
4. Click on the **All Classes** dropdown box and select a Class from the list.
5. The table shows the least engaged students in the cohort:



6. The Engagement Score is calculated from up to six different learning metrics.
7. Engagement scores can be modified by clicking on **Weighting** in the left menu.
8. Each Section can have a different engagement score weighting to reflect the dominant mode of instruction.
9. Adjust the sliders or click on the presets to update the weighting.
10. Click **Apply** to save your choices.

### Part Two: Reviewing individual student engagement

1. The engagement scores are included in the **Classes** and **Students** summary analytics pages.
2. For example, click on **Students**, and on the column: **Weighted Engagement %**, to display the engagement scores in descending and ascending order for ALL classes in the section.
3. To better understand how an individual student engaged across all the classes, click on a name and a new window will open.
4. The Student table presents a summary of all student interactions in each class, represented by the following metrics:

- Weighted engagement %
- Attendance %
- Video view % and Video views
- Slide deck views
- Polling participation % and Polling Correct %
- News events
- Q&A events\_email
- Canvas Page viewed

5. All data is available to be downloaded from the **Classes** or **Students** pages.

Reviewing student engagement scores. Click Back to menu

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## Reviewing class activity analytics



Analytics are available for instructors to view and download from the Analytics page in each Section. As an instructor, Class-level data can help with future teaching instruction and with supporting individual students.

### Why analyse class activity analytics

The analytics in Media Hopper Replay are designed to give instructors vital information about their students and their classes that can support further instruction and pastoral support.

Here are several ways that the class activity analytics can support educators:

- to evaluate the attendance of any class
- to understand the level of engagement in each class, and by each student
- to support planning for follow-up activities
- to provide further support for struggling students
- as evidence for personal reflection on one's own teaching.

### Part One: Analysing class activity analytics

1. Click on the **Analytics** link in your Section.
2. Each of the **Classes** are represented as differently coloured bars in the chart and as tabular data in the table below.
3. Hover over any Class to view the metric scores.



4. Click on any column in the table to rank your Classes against any of the metrics (Attendance, Video Views, Slide Deck Views, etc).

Reviewing class activity analytics. Click Back to menu

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### Part Two: Analysing student cohort scores for your Class

1. Click on a Class to view the analytics for the whole cohort:

2. Alternatively, you can view each student's analytics across all the classes in the Section:

3. Click on **Students** and select an individual student to open a tabular view to better understand how student activity differs between classes.

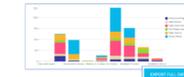
## Exporting course analytics



Analytics are available for instructors to view and download from the Analytics page in each Section. Student analytics can provide critical indicators to student engagement and progress. Regular analysis of the data can help support all learners whilst also being useful for reflective practice on one's own teaching.

### Part One: Downloading analytics to CSV

1. Navigate to the section in Media Hopper Replay you wish to review analytics for.
2. Click on the **Analytics** tab.
3. On each of the **Classes** and **Students** pages is a button to export all data shown on the page; see examples below.
4. Click the **Export Full Data Set** button to export the data. This data is available in a CSV (comma separated file) to allow you to analyse the data in spreadsheet software, such as MS Excel, Google Sheets or Numbers.



5. For an explanation of each of the metrics included in the report, click **Metric Definitions**.

Exporting course analytics. Click Back to menu

### Part Two: Send analytics to the Gradebook

1. From the **IMS Gradebook** page, select which metric you wish to send to your gradebook.
2. Select which classes you wish to include:

3. Click on the **metric** to export dropdown menu to select which metric to export to the gradebook.
4. Hover over the row and click on the **Export** button to send the data to Learn.
5. You should now be able to return to gradebook page in Learn and see the exported values. The exported data should appear in the columns associated with the link you selected to export. The value in this column is the value for the metric you selected to send.

Exporting course analytics. Click Back to menu

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Click [here](#) to access how to review student engagement scores

Click [here](#) to access how to review class activity analytics

Click [here](#) to access how to export analytics

Further guidance on working with engagement scores can be found [here](#)

# Access and work with analytics

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**Using The Replay Scheduler with Lectures** **media hopper**  
**REPLAY**

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-out of lectures being recorded automatically, live streamed and if you would like to change how they are released to your students.

**Part Two: Making changes to your lectures at Course level cont.**

To change the default availability:

1. When in the course details page click on the **Availability** dropdown;
2. Choose the applicable option and click on the **Submit** button;



3. A confirmation message is displayed and the **Availability** icons for all associated lecture series have been updated.

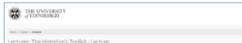
**Part Three: Making changes to your lectures at Schedule level**

To opt-out at Schedule Level:

1. On the schedule details page click on the Lecture Schedule which you wish to opt-out of recording;



2. When in the schedule details page, click on the **Recording Preference** dropdown;



To enable Live Streaming:

1. When in the course details page click on the **Live Streaming** checkbox;

Click [here](#) to Opt-out of , change availability and enable Live Streaming of Lectures

**Using The Replay Scheduler with Non-Lecture activities** **media hopper**  
**REPLAY**

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-in of non-lecture activities being recorded automatically, live streamed and when they are released to your students. This is only applicable to activities marked as Seminars, Tutorials or Workshops at present.

**Part One: Accessing The Replay Scheduler and search for your course**

1. Navigate to <https://schedule.media.ed.ac.uk/>;
2. If you haven't already logged in to EASE, enter your username and password when prompted;
3. Type the Course code or name into the Search box and ensure that the **Non-Lecture** radio button is selected, click on **Search**;



**Part Two: Making changes to your activities at Course level**

The process of opting-in, changing the default availability and setting the live flag can be done at course, schedule, or individual activity level. The remainder of this document will guide you through doing this at each level for Non-Lecture activities.

To opt-in at Course Level:

1. When in the course details page, click on the **Recording Preference** dropdown;



2. Choose the applicable option and click on the **Submit** button;
3. A confirmation message is displayed & the **Recording Preference** icons for all associated activities have been updated.

Click [here](#) to Opt-in to, change availability and enable Live Streaming of Non-Lecture activities

# Opt-in or out using The Replay Scheduler

## Automatic Speech Recognition (ASR)

Videos uploaded to Media Hopper Replay will have transcripts automatically created for them using Amazon's ASR (Automatic Speech Recognition) service. You can review and edit these transcripts using the Transcript Editor and use the transcript to generate Closed Captions for the video.

**media hopper**  
**REPLAY**

**Part One: Accessing the transcript editor**

1. Navigate to the section in Media Hopper Replay which contains the content you require.
2. Click on the green **playback** icon.
3. Click on **Edit transcript**.



**Part Two: Using the Transcript Editor**

1. Click on **Edit transcript** to enable the editing features.
2. Click on the line of text you wish to edit.



3. Once you have completed your edit, click outside of the currently selected text, or another line of text to edit it.
4. If you wish to undo your current edits, you can use the **Undo/Redo** buttons in the editor.



5. When finished, click **Save As New Version**. This creates a new version of the transcript complete with your edits. This will be the version users see in the transcript panel in a classroom.

Automatic Speech Recognition (ASR) - Quick Reference Card Page 1 of 3

Click [here](#) to access how to Edit Transcripts

# Edit Transcripts created using Automatic Speech Recognition (ASR)

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Starting an Ad-Hoc recording media hopper  
REPLAY

If you require to record something, in a Replay enabled teaching space, which hasn't been scheduled in advance then please use the following steps to start an Ad-Hoc recording using the in-room recording device.

[Scale document down](#)

### Launching the Device Capture

1. Navigate to the section in Media Hopper Replay by clicking on the [Replay](#) link from the VLE.
2. Click on **Create**, followed by **New Device Capture**.



3. In the **Start a new capture** view click on the dropdown for **Where?** And start to type the room name. It should then show the list of rooms and you can select the room you are in.
4. Use the **Hours** and **Minutes** dropdown to set the duration of your recording.
5. Leave the **Inputs** and **Quality** options as they are.
6. Select the course you wish to publish the recording to from the courses available to you in the **Publish to...** dropdown.
7. If you also wish to live stream the session, then set the flag for **Live Stream** - This can only be performed if you are publishing to a course and is not available if you have left **Publish to...** set to **Library**.



8. Click on **Start**.

[Return to an Ad-Hoc recording - Quick Reference Card](#) Page 1 of 1

Click [here](#) to access how to Launch and Ad-Hoc recording

# Launch an Ad-Hoc recording

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**MEDIA HOPPER  
REPLAY**

### Using Zoom with Media Hopper Replay

It is possible to launch a zoom session from within Media Hopper Replay and Zoom is now linked so that any recordings made in Zoom are automatically transferred to Media Hopper Replay. There is no need to perform any additional steps, however if you wish not to have recordings automatically transferred you can stop this from happening within Replay.

**Part One: Stop recordings being automatically transferred**

1. Click on the cog wheel, followed by **Account Settings**
2. Click on **Zoom Settings**
3. Disable the **Automatically copy Zoom recordings to Echo360** toggle



**Part Two: Launch a Zoom session from Media Hopper Replay**

1. Click on the **Create** menu, followed by **Zoom Meeting**
2. Selecting this option provides a configuration dialog box where you can enter a name and a description of your meeting. The name you enter will become the name of the recorded meeting once ingested into Media Hopper Replay
3. If you have an Echo360 course open at the time you select Zoom, you will see an additional option on this dialog box for creating a class in the currently open course/section. This is identified in the below figure. In this case, the name you provide will be both the name of the meeting recording AND the name of the class in the course.



ina Zoom with Media Hopper Replay - Quick Reference Card Page 1 of 3

Click [here](#) to access using Zoom with Media Hopper Replay

# Using Zoom with Media Hopper Replay