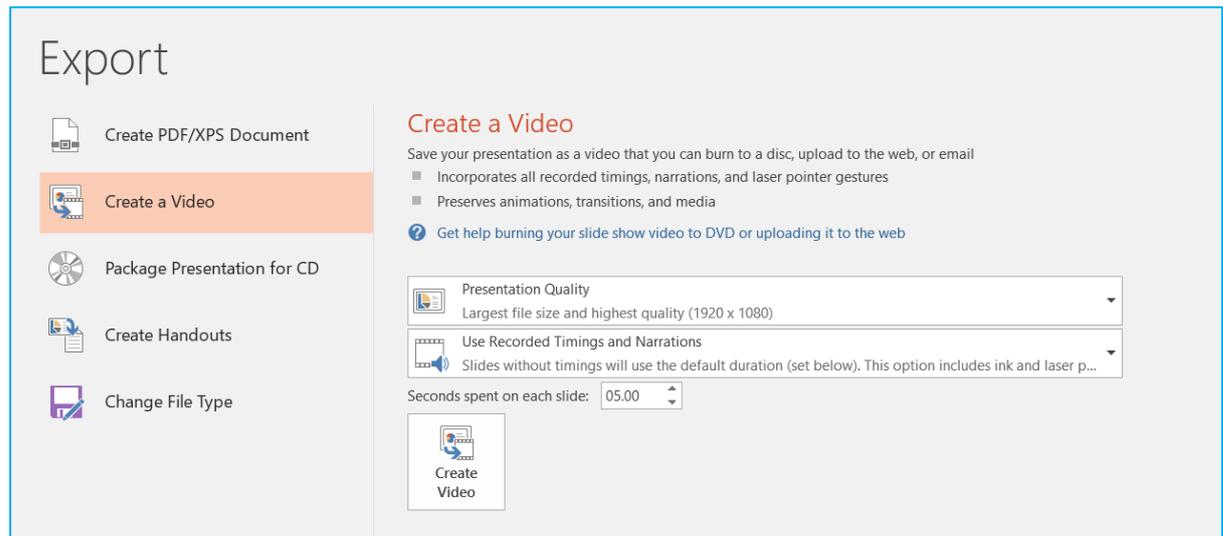


Saving presentation as .mp4 video

- 1) Open the presentation with recorded narrations in PowerPoint.
- 2) Go to File->Export and click on 'Create a Video'
- 3) In the available settings choose:
 - Presentation quality -> Largest file size and highest quality
 - Use Recorded Timings and Narrations

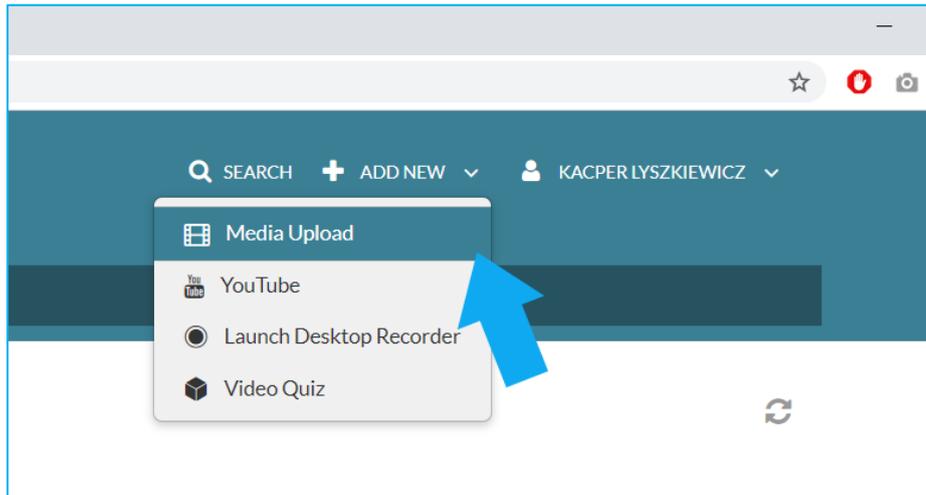


- 4) Click on Create Video
- 5) In the pop-up window put in the name of the video file and choose the location for where it should be saved. Leave the 'Save as type' set to MPEG-4 Video.
- 6) Click on Save.
- 7) Powerpoint will go back to the standard view. Progress bar at the bottom will indicate how much of the video has been rendered. Note that it can take quite a while to generate a video with many slides and many narrations.
You will now have a video (mp4) file, ready to be uploaded to Media Hopper.

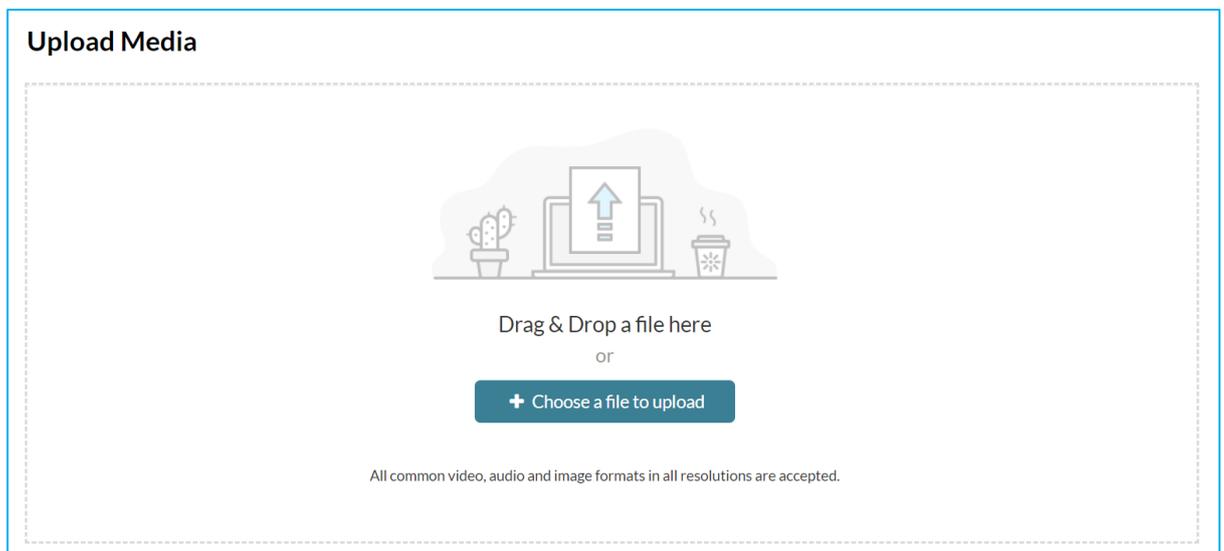
Uploading video to Media Hopper Create

- 1) Log in to Media Hopper at <https://media.ed.ac.uk>

- 2) Click on Add New->Media Upload at the top of the page



- 3) Then choose the video file you want to upload, either by dragging it onto the box on the page or choosing it in file browser



- 4) The file will start uploading (progress bar at the top will update accordingly).
5) On the same screen fill in the following details:

Name:

Type in the title of the lecture, e.g. *Homeostatic mechanisms*

Description:

Type in a general description; you can also add relevant details, e.g. 'It is suggested to watch lecture XYZ for information relevant to this lecture'

Tags:

Add tags relevant to the content of the video (the key here is consistency – use the same tag for all relevant videos, without any variations in spelling etc).

Course Code – leave blank

Publisher – type in University of Edinburgh

Licence type – choose All rights reserved The University of Edinburgh

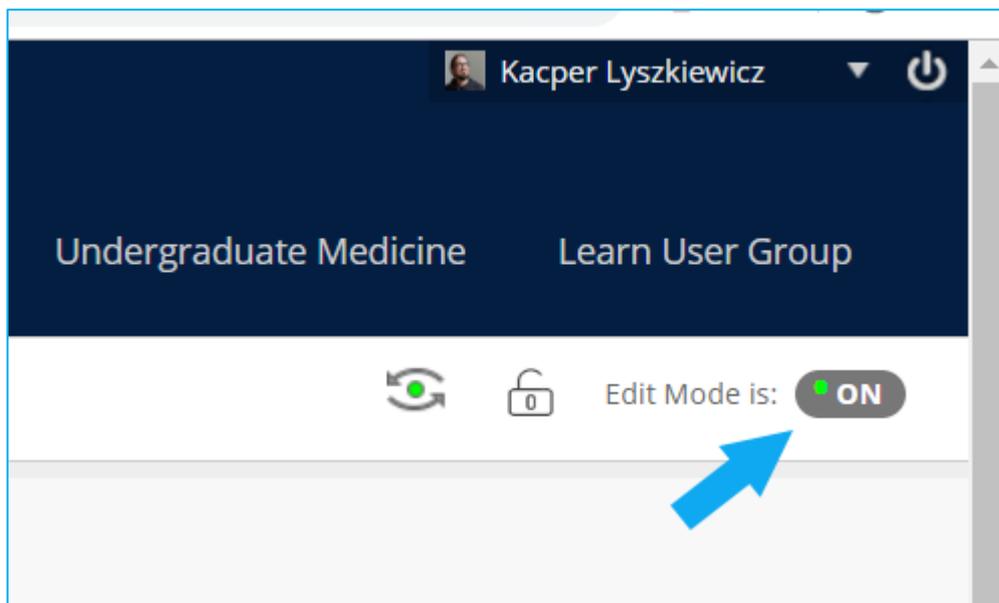
Date Created - choose the date of the upload

- 6) Then hit Save at the bottom of the screen. Then you should be able to change the privacy setting (last option, just over the Save button) to 'Unlisted'.
- 7) Scroll down to the bottom and click on Save again. Then click on Go to Media (next button to the right). This will take you to your video page. Here you can grab the video's URL (address) and paste it into the correct course / place on Learn or, if you'd like to embed it on Learn, follow the instructions below.

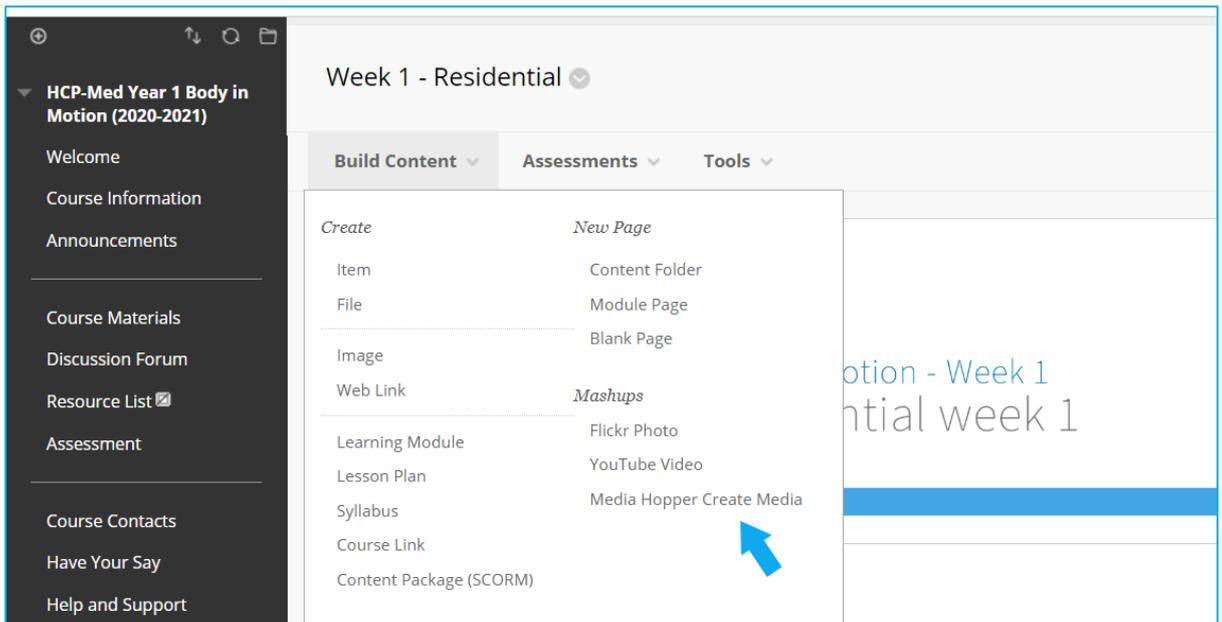
Embedding video on a course in Learn

(note that this method works with your own videos only)

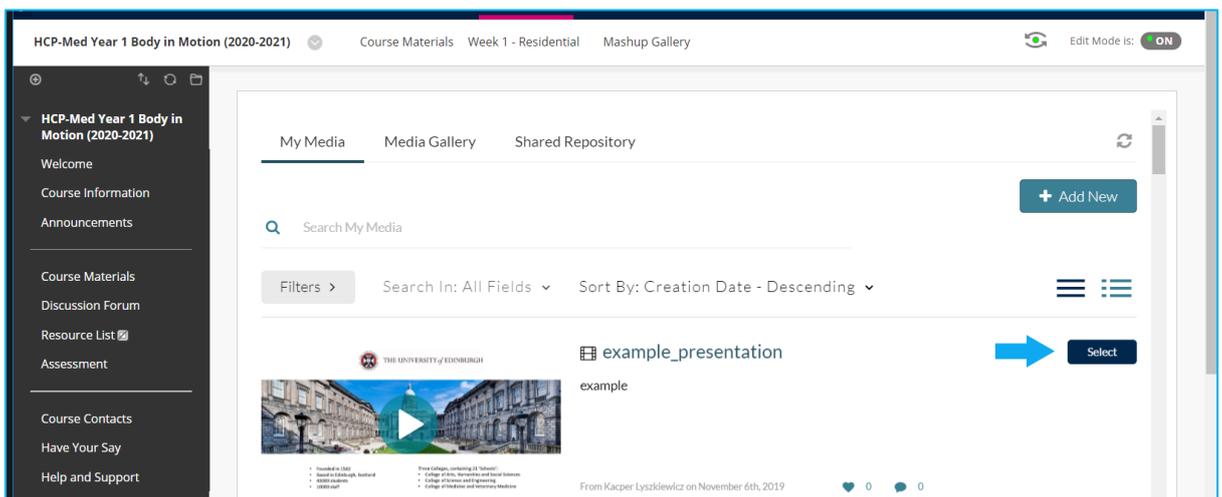
- 1) Make sure that your video is uploaded to Media Hopper Create.
- 2) Log in to Learn and go to the course where you'd like to embed the video. Navigate to the exact folder where you want to add it.
- 3) Make sure that the Edit Mode is on.



- 4) Hover the mouse cursor over the Build Content button and choose Media Hopper Create Media from the list.



- 5) This will open the library of your videos from Media Hopper Create. Select the video you wish to embed.



- 6) When asked 'Would you like to submit media as assignment?' choose 'No, thanks'.
- 7) On the next screen type in the title of the video and add a description (if applicable). Scroll down and hit Submit.
- 8) The video is now embedded as a separate video item.