

Teaching and assessing online

This is a reminder of the tools and services available to you in the event of disruption to campus based activities, such as the current COVID-19 epidemic.

If your **students** can't access campus

- If students can't come to lectures, they can access the lecture recordings via the Lecture Recordings link in [Learn](#). Please note: this is only for those lectures delivered in a [centrally supported room](#).
- Any room which supports lecture recording, also supports Live Streaming. Please [get in touch](#) if you would like to enable live streaming of your lectures.
- For those courses requiring to use submit, students can download and install [Virtual DICE](#) or remote access to normal DICE machines via [XRDP](#) or SSH. Please log a call with [computing help](#) for further information.
- For those courses which don't require to use submit, remember that Learn has an [assignment tool](#) which will more than likely meet your needs. The Informatics Learning Technology Service can help with this – please [get in touch](#).

If **you** can't access campus

- The same product used for lecture recording at scale across campus (Echo360) has an application users can download from the website. Please note: the application is only available for Mac and PC. If you require a loan device, please [get in touch](#).
- The Echo360 application – called Universal Capture – allows you to capture audio, screen + video. You can then publish direct to your course via the recording interface. This means students will access your recording in the same place as recordings of campus based lectures. See the bottom of the page for links to

video and written guidance.

- The Echo360 player (the interface students use to watch lecture recordings) also has a nice feature where they can ask questions at specific points in the presentation. The lecturer can then review these and answer questions in the appropriate context. See [Media Hopper Replay: Q&A discussions, flagging confusing content, and bookmarking](#) for further guidance.
- You may want to deliver smaller, tutorial sized classes via [Blackboard Collaborate](#). Collaborate sessions can be scheduled via MyEd or Learn. All sessions run in the browser (Chrome is recommended) and so there's no need to worry about user devices.

Further Help

In addition to local help via the Informatics Learning Technology service, Blackboard are running sessions on **Tuesday 10 March** called "Preparing to scale online teaching and learning during Coronavirus". This webinar is for anyone involved in administering or delivering teaching and learning, including but not limited to system administrators, eLearning technologists, IT managers, Heads of Teaching and Learning, faculty and academic staff. Register here: <http://bit.ly/COVID-19EURUG>

Media Hopper Replay's universal capture tool – video instructions

Media Hopper Replay's Universal Capture tool – Mac

http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3873_v2.pdf

Media Hopper Replay's Universal Capture tool – Windows

http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3872_v2.pdf

Media Hopper Replay: Q&A Discussions, flagging confusing content and bookmarking

<http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3887.pdf>

An Instructor's guide to Media Hopper Replay: Viewing course and student analytics

https://media.ed.ac.uk/media/An+Instructor%27s+guide+to+Media+Hopper+ReplayA+Viewing+course+and+student+analytics/1_rs96etgi

How to access a live stream of your lecture

In some circumstances, your course organiser may enable the live streaming of their lectures. This is most frequently the case when timetable clashes prevent a student from being able to get to the classroom in time.

If this has been enabled, you can access the live stream the same way you access the lecture recordings.

Go to the Learn course page and navigate to the Lecture Recordings link (this is usually under 'Course Materials').



Lecture recordings

This provides you with access to any lecture recordings available for this course.

Locate the 'live' button next to the lecture you wish to access and select.

REORDER		Search Content		NEW COLLECTION		NEW CLASS	
Advanced Vision_Lecture		January 13, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture		January 16, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture		January 20, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture		January 23, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture		January 27, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture	LIVE	January 30, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture	LIVE	February 3, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture	LIVE	February 6, 2020 2:10pm-3:05pm					
Advanced Vision_Lecture	LIVE	February 10, 2020 2:10pm-3:05pm					

If the recording has started, you will see a further 'play button' icon to select. Press this to access the live stream of the lecture.

Create an ad-hoc lecture recording

The scenario

You're about to teach your class but there's been a room change and you want to make sure the session will be recorded. What to do?

- Firstly, check the light on the desk. It should change to RED at the time the class is scheduled to start (usually, 10 minutes past the hour).



- If the light remains green (not recording) you can quickly schedule your own recording (as long as you are teaching in a [room which has been equipped for lecture recording](#)).

Performing an ad-hoc recording

- Log into your Learn course that you use for your course and open Replay using the Media Hopper Replay link (usually called “Lecture Recordings” in the list of course contents).
- When Replay opens, click on the pink “Create” button at the top of the screen and select “New Device Capture”.
- 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.
- Use the Hours and minutes options to define how long your recording will last.
- 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.
- 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.
- If you wish to make your Ad Hoc recording a live session, then enable the Live Stream option. If you enable Live Streaming Your audience can view the live stream from within their course by logging into Media Hopper Replay and clicking on the class containing the stream, followed by the Show Live Stream button.
 - 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.
 - 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.

Myth Busting

The Delcom light in the rooms acts primarily as a visual clue as to whether a recording is in process.

RED = Recording

GREEN = Not Recording

Amber = Recording Paused.

You can press the light to pause / unpause an already scheduled recording. You can **not** start a recording by pressing the light in the room. Instead, follow the instructions above on how to perform an ad-hoc recording.

Related Links

User guide: [Performing an ad hoc recording in Media Hopper Replay](#)

Video: [View the short tutorial video on performing an ad hoc recording in Media Hopper Replay](#) [note, the video shows an older version of Media Hopper Replay, so there may be slight differences to what you see]

Lecture recording scheduler

The Media Hopper Replay page for your course displays **when** recordings are scheduled, but not **where**. So, when you select the *Lecture recordings* link in Learn...



Lecture recordings

This provides you with access to any lecture recordings available for this course.

... you see something like this:

The screenshot shows the Echo360 interface for a course titled "INFR08019 - Informatics 2C - Introduction to Software Engineeri...". The interface includes a navigation bar with options like "CLASSES", "Q&A", "POLLING", "ANALYTICS", "SETTINGS", and "SEARCH". Below the navigation bar, there are buttons for "REORDER" and "Search Content", and "NEW COLLECTION" and "NEW CLASS". The main content area displays a list of lecture recordings with columns for the lecture title, date, and time. Each row includes a green play button icon and a plus sign icon, along with other icons for chat, settings, and deletion.

Lecture Title	Date	Time	Recording Status
Informatics 2C - Introduction to Software Engineering - Lecture	September 17, 2019	5:10pm-6:05pm	Recording
This lecture will not go ahead	September 19, 2019	3:10pm-4:05pm	Recording
Informatics 2C - Introduction to Software Engineering - Lecture	September 24, 2019	5:10pm-6:05pm	Recording
Informatics 2C - Introduction to Software Engineering - Lecture	September 26, 2019	3:10pm-4:05pm	Recording

But what if you want to check **where your classes are scheduled for recording?**

You can visit the [Media Hopper Replay scheduler](#)^{*}. Enter the course name or course code (be sure to select the correct instance) and you will see something like this:



Home > Course

Course: Informatics 2C - Introduction to Software Engineering (INFR08019)

Changing from the default settings will override all schedules in this course:

Recording Preference: Pick an option to change default preference 1

Availability: Delay release by 24 hrs. (default) 2

Informatics 2C - Introduction to Software Engineering (INFR080192019-0SV1SEM1) INFR08019_SV1_SEM1 / 2019-2020

Schedules	Date Range	Day(s) & Time	Location 3	Recording	Availability
Informatics 2C - Introduction to Software Engineering - Lecture	17 Sep 2019 - 26 Nov 2019	TU @ 5 p.m.	50 George Square Lecture Theatre G.03	✔	⌛ 24hrs
Informatics 2C - Introduction to Software Engineering - Lecture	19 Sep 2019 - 28 Nov 2019	TH @ 3 p.m.	50 George Square Lecture Theatre G.03	✔	⌛ 24hrs

1. you can change your recording preference – and give a reason why. Please remember – this changes recording preference for all lectures within your course. If you want to change at a more granular level, please select the specific scheduled lecture (eg TU @ 5pm)
2. you can change the availability of your recordings from the default 24 hour delay to ‘immediately’ or ‘manual release’
3. you can enable live streaming of classes
4. you can check the location of the scheduled recordings.

Further information on the Media Hopper Replay scheduler can be found here:

<https://www.ed.ac.uk/information-services/learning-technology/media-hopper-replay/help-and-support/staff-help-and-support/replay-scheduler>

*By default, only Course Organisers and Course Secretaries are added to a course in the Replay Scheduler, so people can only see information on the site for a specific course where they have one of these two roles. Additional users can be added by the CO or CS, who will then be able to manage opt-outs and release timings.

Teaching Spaces: news and developments



Image from teaching spaces website homepage

Learning Spaces Technology, part of Information Services, has recently [launched a new website](#) aimed at informing and supporting colleagues using teaching spaces.

Please note: content is still being added to the site. If you have a question relating to teaching spaces, you can log a call with the [IS Helpline](#) or speak with your local [Learning Technologist](#).

Further information

- <http://www.teachingspaces.ed.ac.uk>
-

Mobile Capture Kit now available

I'm pleased to say Informatics now has a 'mobile capture kit' which can be booked out by colleagues. Perhaps you want to record a lecture in a space which currently doesn't have the hardware installed? Or a research seminar? Or a video answering a common question posed by your students?

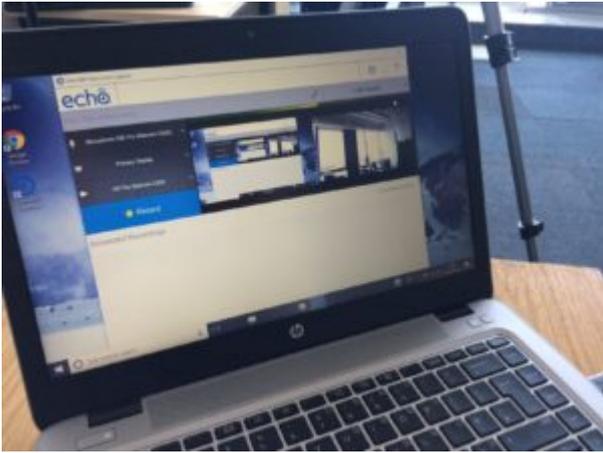
You may already have some equipment which can support you in this. However, the Learning Technology service has packaged this up together for ease of use to support you in your teaching. It consists of the following:

- Windows laptop (HP Elitebook G3)
- USB Document Camera (HoverCam Solo 8Plus)
- Webcam (Logitech C920)
- USB mic (Snowball)
- Graphics tablet and pen (Wacom intuos)
- Tripod.

The laptop has the Echo360 Classroom Capture client installed which supports recording your screen, audio (via the Snowball mic) + video (via the Logitech webcam or HoverCam document camera).

It is worth noting that the mobile capture kit could also act as a mobile solution for video conferencing. Conferencing could be managed by a web browser (such as [Blackboard Collaborate](#)) or via an application such as Skype for Business.

If you'd like to borrow the kit, please [get in touch](#) with the learning technology service.



HP Elitebook G3



Logitech C920 webcam on tripod



Snowball USB microphone



Wacom tablet and pen



HoverCam Solo 8Plus + green screen