Copying an existing lecture recording (Media Hopper Replay)

Our most common enquiry is how to share a recording made in a previous year with a different cohort of students. This may be because something went wrong with this year's recording* or because it would be of interest to students enrolled on an entirely different course.

In order to share a recording, you need to first make a copy of it, which will add it to your personal Media Hopper Replay library. You can then publish it to another linked course in Media Hopper Replay. This is quick and easy to do, just follow these instructions:

- 1. Go to the Learn page for the course you want to copy the lecture from.
- 2. Follow the link for 'Lecture Recordings' on that Learn page, which will take you through to a list of all the recordings for that course.
- 3. Locate the recording you want to copy from the list.
- 4. Follow <u>these instructions</u> on how to copy the recording and then share it with a different course.

Note: By default, when selecting where you want to copy the recording to, it will go with an existing 'class' for the course, which will overwrite any recordings for that date there may be. If you do not want to overwrite an existing recording, select the option for 'New Class' and input the required details.

The instruction guide from Step 4, along with many others, is available via the IS Media Hopper Replay quick reference website.

The IS Helpline supports Media Hopper Replay throughout the

University. Contact details are listed here.

*It is obviously best to avoid issues with the recording, wherever possible! Make sure students in the room can hear you out of the speakers to ensure the mic is working. If you encounter any problems with the equipment in the lecture room, please contact University's central Learning Spaces Technology team ASAP using the phone number provided in the room (or listed on their Contacting Us page), as they look after all of that equipment. They can triage over the phone or send a technician. While this may briefly disrupt your class, in most cases the issues can be resolved right away.

Embedding a video in Drupal

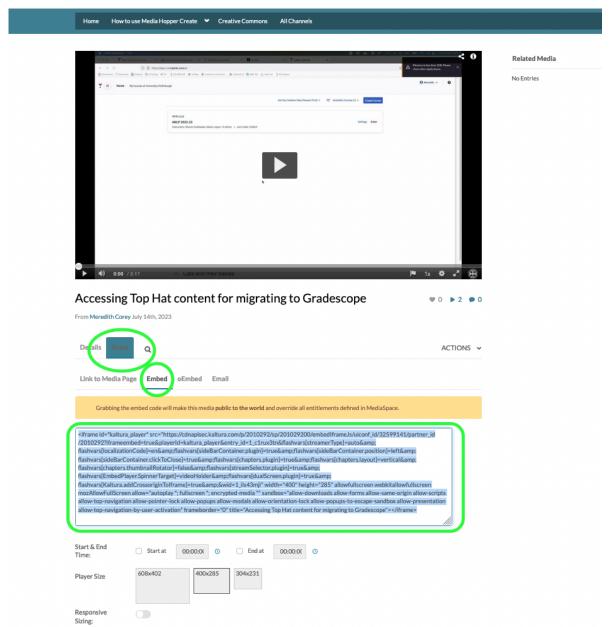
To embed a video from Media Hopper Create (MHC) into a Drupal page for your course, please follow these instructions.

Note: you can mostly follow these steps for embedding a video from another platform e.g. YouTube, but how you find the embed code on that platform will be different than the steps for MHC.

If you haven't used Media Hopper Create before or need a bit of help, IS has extensive documentation and help guides here.

- 1. Log into your MHC account at: https://media.ed.ac.uk/
- 2. Make sure that the video you want to embed in Drupal is set to either Unlisted or Published. (Not sure how to check or change this setting? Please see IS's guidance on <u>Understanding privacy levels in Media Hopper Create</u>.)
- 3. Open the video you want to share in MHC and below it, you will see several tabs. Click on the tab "Share" and then select "Embed" (N.B. do not select oEmbed) and then

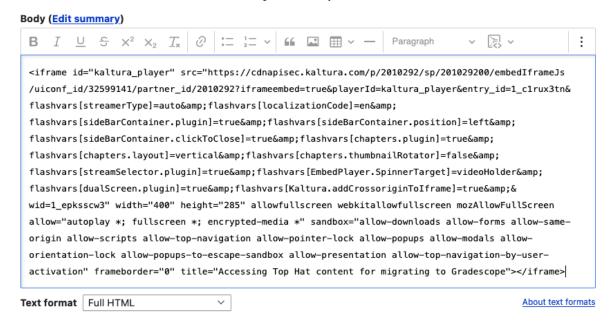
select and copy the full embed code that appears in the box. (Note: you can use the options below the code to choose a different sized embedded player or start/end times for the video. Do *not* use Responsive Sizing at the present time.)



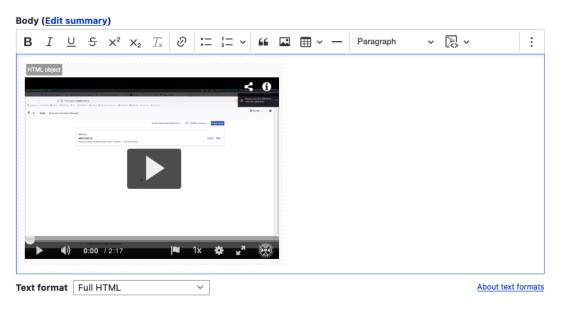
4. Go to the Drupal page where you want to embed the video. Make sure that the Text Format for the Body field is set to Full HTML (this is the default). Then use the three vertical dots on the right of the editing toolbar to open additional tools and select "Source"



5. Paste in the embed code you copied from MHC.



6. Use the three vertical dots to open the expanded toolbar and click Source again to go back to the main editing view. It may take a moment or two to load, but you should now see the video you just embedded.



7. You can, of course, add text before or after the video or embed multiple videos on a single Drupal page. Once you are done with the edits on the page, just remember to press Save at the bottom. **Important!** You must have captions available on any video you use for teaching. MHC has auto-generated captioning available and it is very quick (just a click or two) to request this for your videos before sharing them with students. Please see this guide from IS: Requesting subtitles for your content.

Informatics Teaching Festival 2021: Sharing experience and planning for online and hybrid teaching

The Informatics Teaching Festival is back for a second consecutive year.

Join us for the opportunity to:

- hear interesting presentations around lessons learned in the past year and good practice in online/hybrid teaching from colleagues and inspiring speakers from other schools
- listen to the feedback provided by student representatives regarding their experience with studying in an online/hybrid context
- listen to the feedback provided by teaching support and administrative staff as to their experience with teaching and administration this past year
- learn about new approaches to teaching and educational software
- share your own experience with teaching delivery, student support and course administration during workshops and informal GatherTown meetings

 reflect and come up with ideas together for improving our delivery of online and hybrid teaching, both as a school and in our different courses.

If you'd like to attend any of the following sessions, and are not a member of the School of Informatics, please <u>register</u> <u>your interest here</u>, and a Collaborate link will be emailed to you in advance of the session(s).

Schedule

Topic and links to recordings	Date/Time	Resources
Opening/Welcome	Monday 7 June, 10-10.30am	<u>Björn Franke</u>
<pre>Keynote: Experience with online/hybrid teaching in 2 other schools</pre>	Monday 7 June, 10.30-11.30am	<u>Charlotte</u> <u>Desvages</u> <u>Brian Rabern</u>
Coffee break & GatherTown meet and greet	Monday 7 June, 11.30am-12pm	n/a
Student experience with online/hybrid teaching in 2020-21; Suggestions for the future	Monday 7 June, 12-1pm	n/a
Personal Tutoring and Student Support: Sharing best practice and providing views on upcoming changes	Monday 7 June, 2-3pm	n/a
<u>Lectures in an</u> <u>online/hybrid context</u>	Tuesday 8 June, 10-11.15am	Iain Murray Mary Cryan Fiona McNeill
Coffee break & GatherTown meet and greet	Tuesday 8 June, 11.15-11.45am	n/a

Teaching support staff experience with online/hybrid teaching in 2020-21; Suggestions for the future	Tuesday 8 June, 11.45am-12.45pm	n/a
Practical sessions (tutorials, labs, workshops, etc.) in an online/hybrid context	Wednesday 9 June, 10-11.15am	Fiona McNeill Pawel Orzechowski Tim Drysdale Sharon Goldwater
Coffee break & GatherTown meet and greet	Wednesday 9 June, 11.15-11.45am	n/a
Case study: practical sessions in IRR and IPP	Wednesday 9 June, 11.45am-12.45pm	IRR/IPP
<u>Case study: Teaching</u> <u>Ethics in Computing</u>	Wednesday 9 June, 3-4pm	David Sterratt email James for Shannon's paper
Assignments in an online/hybrid context	Thursday 10 June, 10-11.15am	<u>Padlet</u>
Coffee break & GatherTown meet and greet	Thursday 10 June, 11.15-11.45am	n/a
Exams in an online/hybrid teaching context	Thursday 10 June, 11.45am-12.45pm	<u>Padlet</u>
<u>Learn Foundations: UX</u> <u>(Emma Horrell)</u>	Thursday 10 June, 2-3pm	Emma Horrell
Equality and Inclusion (Decolonizing the curriculum and Congressive Teaching methods)	Friday 11 June, 10-11.15am	Decolonizing the curriculum
Coffee break & GatherTown meet and greet	Friday 11 June, 11.15-11.45am	n/a

Final reflection,
Informatics Awards
Ceremony

Friday 11 June, 12-1pm will be
uploaded after
the session

Where does Kaltura store your video files locally?

The <u>Kaltura desktop recorder</u> is designed for easy upload to <u>Media Hopper Create</u>. However, there may come a time where you wish to have access to the native video files on your local machine. You can find these as follows:

Windows

- 1. Right click on the Kaltura Capture icon on the desktop.
- 2. Select Properties.
- 3. Click on 'Open File Location' and go up one folder to the 'Capture' folder.
- 4. Or simply go to:
 C:\Users\<username>\AppData\Local\Kaltura\Capture\

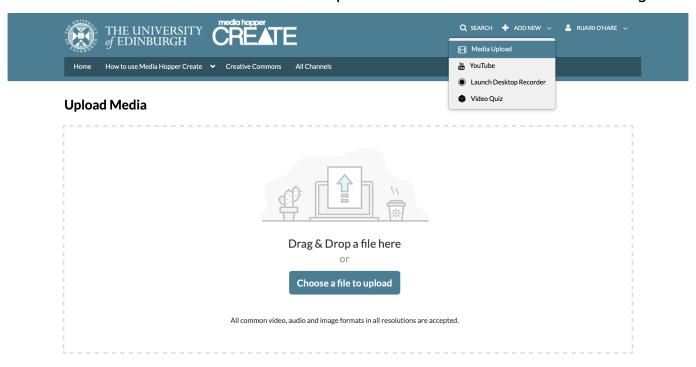
Mac

- 1. Go to the Finder.
- 2. From the Go menu, select Go to Folder.
- 3. In the form, enter
 ~/Library/Preferences/Kaltura/Capture/
- 4. Click Go.
- 5. Or simply go to: /Users/<username>/Library/Preferences/Kaltura/Capture/

Publishing videos to a Media Hopper Create channel

How to publish a video

To upload a video, e.g. from another university source such as Blackboard Collaborate, click Add New on media.ed.ac.uk, then click Media Upload to begin.



When uploading a piece of media to Media Hopper Create, certain fields must be filled in order for the video to be published to a course channel. The required fields to publish can be filled in while uploading the content, or after uploading the content by finding the video and clicking Actions>Edit>Details and filling in the fields below. In order to publish the media fill out:

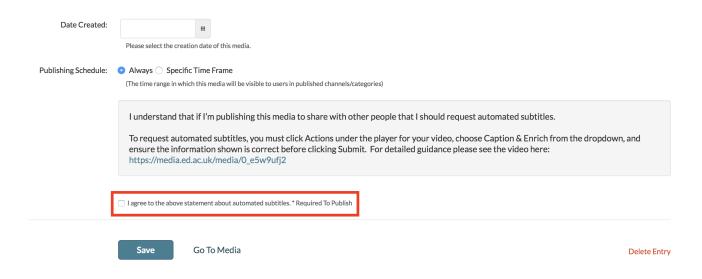
-Name (The title of the video that will be displayed)

- -Description (Will be displayed underneath the video)
- -Tags (at least one tag word is required for the video to be published and help people find it easier)
- -License Type (This is the copyright license to be applied to the content. I normally select All Rights Reserved The University of Edinburgh from the dropdown menu but this is at the content creator's discretion.)

Course code, Publisher, Language and Date Created do **not** need to be filled in order to publish the video but can be useful to fill in to make the video easier to retrieve later on. A publishing schedule can also be set so the media can only be viewed for a certain period of time (useful for perhaps making a video only available during one semester).

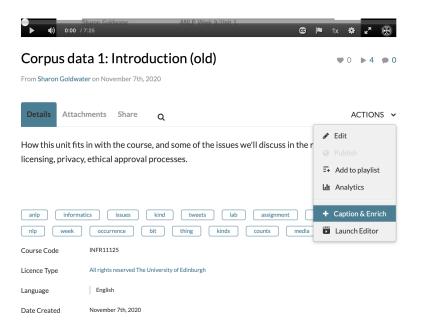
- You now need to agree to request automatic subtitles before you can publish your content.

NOTE: Selecting this box does NOT enable auto-captioning, this is done in the next step.



After the details are filled in, on the video uploading page (or on the video editing page under Publish instead of Details), set the Publishing Status to Published (if Published is not selectable, there are missing video details that still need to be filled in). A drop down menu will appear giving the

option to Publish in Category or Publish in Channel. Select Publish in Channel and select a channel you manage to publish to the channel.





Sharing mathematical writing using video

<u>Dr George Kinnear</u> from the School of Informatics has written an interesting blog post on his experience of sharing mathematical writing using video. It can be found here: https://blogs.ed.ac.uk/georgekinnear/2020/05/16/sharing-mathematical-writing-using-video/

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.

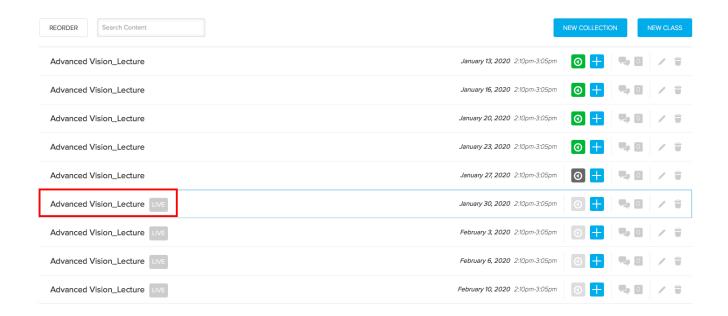
Go to the Learn course page and navigate to the Lecture Recordings link (this is usually under 'Course Materials').



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.



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.