# **FAQs**

We've compiled answers to our most frequently asked questions! If you can't find the answer to your question below, please check out the 'Useful Links' at the bottom of this page to find out further information about these technologies.

How do I...?

# **Lecture Recordings**

- Copy a lecture recording from a previous year to share with this year's students
- Move a lecture recording to Media Hopper Create

  If you would like to move a lecture recording to your Media Hopper Create library, you will need to download the two separate video files (one for the speaker and the other the screen/slides) from Replay and use the <a href="video migrator">video migrator</a> to merge them into one video that you can then upload to Media Hopper Create.
- Contact someone about problems with recording equipment
- Check the recording schedule for a course
- Link Zoom and lecture recordings for a course

### Coursework submissions and marking

- Download student submissions (in bulk)
  - from Learn
  - from Gradescope
- Set up rubrics and mark in Gradescope
- Upload marks to Learn
- Choose the most suitable tool for submission and marking
- Create a programming assignment in Gradescope –
   please liaise with the Course Secretary, if you want a programming assignment set up, as, unlike

other types of Gradescope assignments, you will need to set up parts of this yourself.

#### Logging in and access to learning technologies

Users get permissions to the variety of tools and technologies used for Informatics courses in different ways. Below we have covered how access is managed for most of these tools.

- Piazza all users (staff and students) need to access Piazza through the course Learn page to ensure that they are authenticated properly and given the permissions required via the correct license.
- Learn Course Organisers and Course Secretaries are automatically enrolled on their corresponding Learn course(s) as Instructors. Students are automatically fed from EUCLID. All other Informatics lecturers and any Teaching Support Providers will automatically be enrolled on Learn, via a feed from PIP. Note that TSPs will only be enrolled automatically once their contract is in place.

Note: as an Instructor on a Learn course, you can add anyone else as an Instructor too, if they are not enrolled via PIP. Just follow these instructions: Adding other instructors to your course

- Drupal / OpenCourse The Course Organiser, any co-lecturers, and any Teaching Assistants will automatically be given edit access to a course in Drupal via a feed from PIP. Note that TAs will only be automatically enrolled once their contract is in place.
- Gradescope all users (staff and students) need to access Gradescope through the course Learn page to ensure that they are authenticated properly and given the permissions required via the correct

- license. If you are using Gradescope for assessments on your course, please speak to the Course Secretary to get this set up for you.
- Lecture recordings lecture recordings are only available to enroled users on the course's Learn page by default. If you want to share some or all recordings more widely, it is best to do this by copying them to Media Hopper Create.

# Further help

For more information about any of the tools mentioned above, you can find all of our relevant documentation under the 'Support' menu at the top of the page.