Copying an existing lecture recording (Media Hopper Replay)

Fully revised January 2026.

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 from which you want to copy the lecture.
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 and click on the actions menu to the right of the video [circled in green on the screenshot below] and then select 'Create Copy'. A dialogue box will open asking you to confirm whether you want to copy this video; click OK to go ahead. Once the copy has been generated, there will be a pop-up message at the bottom of the screen confirming that this has been successful.
   The copy has now been saved to your library on Echo360.

4. Click on 'Library' at the top left of the page.
5. Find the copy you just created and move your cursor over it to see the three dot (…) actions menu; click to open up the menu and select 'Share'.
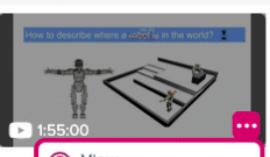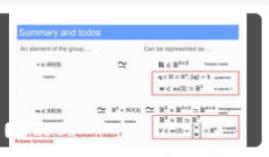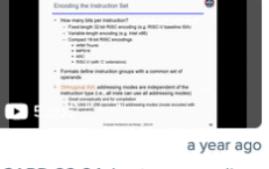
6. When the 'Share To' dialogue box opens, select 'Classes', then 'Add To Class'. You can now select any course you have Instructor access in Echo360. Once you have chosen the course you want, select the 'Term', i.e. academic year, and then the 'Section' will almost always only have one option to choose.

IMPORTANT: 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 recording for that date. If you do not want to overwrite an existing recording, select the option for 'New Class' and input the required details.

Click 'Done'.

*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.

The IS Helpline supports Media Hopper Replay throughout the University. Contact details are listed [here](#). You can also find some other information and instructions on the [IS Media Hopper Replay Support Sharepoint pages](#).

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 [Understanding privacy levels in Media Hopper Create](#).)
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.

Body (Edit summary)

B | I | U | S | X² | X₂ | Tₓ | ∅ | ≔ | ≟ ∨ | 66 | 🖼 | 田 ∨ | — | Paragraph | ∨ | 📄 ∨ | ⋮
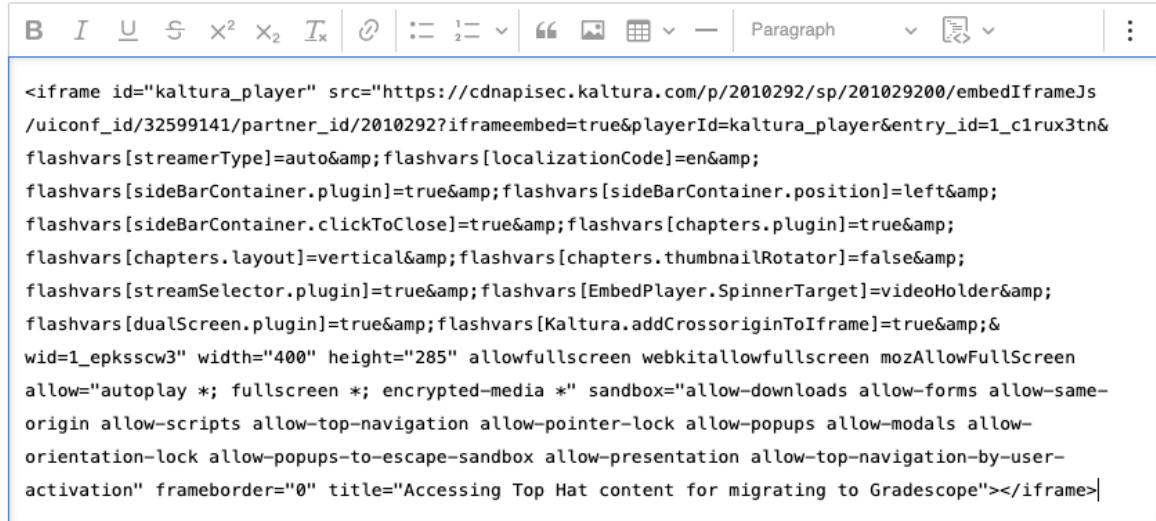
```
<iframe id="kaltura_player" src="https://cdnapisec.kaltura.com/p/2010292/sp/201029200/embedIframeJs
/uiconf_id/32599141/partner_id/2010292?iframeembed=true&playerId=kaltura_player&entry_id=1_c1rux3tn&
flashvars[streamerType]=auto&amp;flashvars[localizationCode]=en&amp;
flashvars[sideBarContainer.plugin]=true&amp;flashvars[sideBarContainer.position]=left&amp;
flashvars[sideBarContainer.clickToClose]=true&amp;flashvars[chapters.plugin]=true&amp;
flashvars[chapters.layout]=vertical&amp;flashvars[chapters.thumbnailRotator]=false&amp;
flashvars[streamSelector.plugin]=true&amp;flashvars[EmbedPlayer.SpinnerTarget]=videoHolder&amp;
flashvars[dualScreen.plugin]=true&amp;flashvars[Kaltura.addCrossoriginToIframe]=true&amp;&
wid=1_epksscw3" width="400" height="285" allowfullscreen webkitallowfullscreen mozAllowFullScreen
allow="autoplay *; fullscreen *; encrypted-media *" sandbox="allow-downloads allow-forms allow-same-
origin allow-scripts allow-top-navigation allow-pointer-lock allow-popups allow-modals allow-
orientation-lock allow-popups-to-escape-sandbox allow-presentation allow-top-navigation-by-user-
activation" frameborder="0" title="Accessing Top Hat content for migrating to Gradescope"></iframe>
```

Text format Full HTML ∨   About text formats

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.

Body (Edit summary)

B | I | U | S | X² | X₂ | Tₓ | ∅ | ≔ | ≟ ∨ | 66 | 🖼 | 田 ∨ | — | Paragraph | ∨ | 📄 ∨ | ⋮
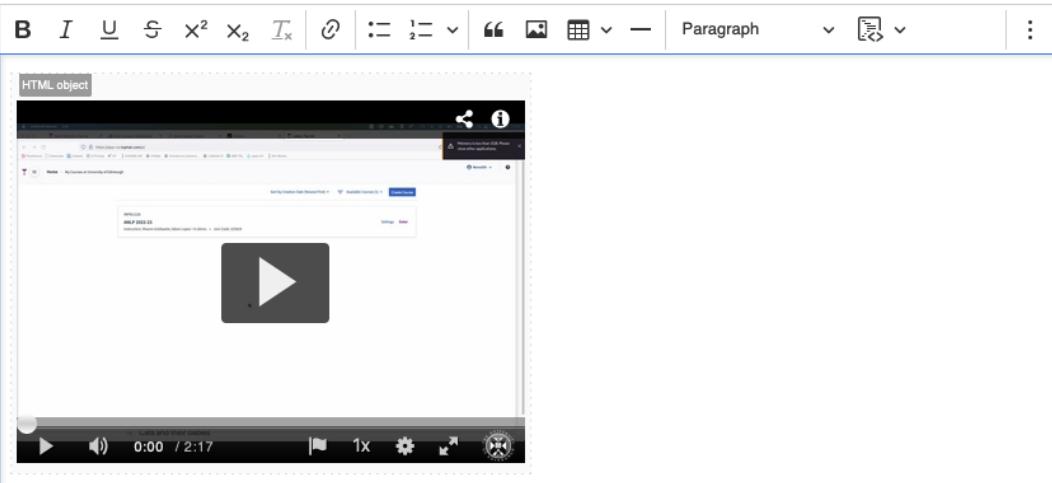
**Text format** Full HTML ∨   About text formats

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.

Where does Kaltura store your video files locally?

The [Kaltura desktop recorder](#) is designed for easy upload to [Media Hopper Create.](#) 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/