# Ad-hoc recordings in Media Hopper Replay

Last updated: 18 March 2020

You can use a room that is equipped for lecture recording to create a video. This is called an “ad hoc recording”, and it does not need to be done at a pre-scheduled time.

You might want to record a few lectures in the same day, rather than waiting for your regularly scheduled lecture slots.

These recordings will then appear in Media Hopper Replay. You can control the settings about when they are published to students.

**Available rooms**

1. You can use the room booking tool to find which rooms are free at the time you want:

<https://www.ted.is.ed.ac.uk/UOE1920_WRB/default.aspx>

1. You can also check the timetable more generally, e.g. if you want to find out how long a particular room is free (click on “Locations” in the left hand menu, and search for the room name):

<https://www.ted.is.ed.ac.uk/UOE1920_SWS/default.aspx>

(Note that if you start the process for making an ad-hoc recording outlined below, this will show non-available rooms as greyed out, so you can narrow down the search that way).

1. All scheduled recordings for the School of Mathematics have been cancelled for 18-20 March, so that these slots can be used for ad-hoc recordings. You can see the list of slots here:

[https://uoe.sharepoint.com/:x:/s/SoMCovidGuidanceNotes/ESQZrUKCGZpKlnBxo08Fn-wB-uA1lEajNH7BpO9kE0gx8g?e=5O0WcZ](https://uoe.sharepoint.com/%3Ax%3A/s/SoMCovidGuidanceNotes/ESQZrUKCGZpKlnBxo08Fn-wB-uA1lEajNH7BpO9kE0gx8g?e=5O0WcZ)

Please add your name to the final column to book one of the slots.

**Making an ad-hoc recording**

When you are in the room, follow the steps in this guide:

<http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3870.pdf>

Note that under step 7 you have the choice to either (a) publish to the course right away, or (b) save to your ***Library.*** Option (b) is recommended here, so that you can release the recordings when you choose.

**Releasing the recordings**

When you are ready to release the recordings to your class, follow the steps in this guide:

<http://www.docs.is.ed.ac.uk/skills/documents/Lecture%20Recording/Guides/3879.pdf>

Full guidance on using Media Hopper Replay: <https://www.ed.ac.uk/information-services/learning-technology/media-hopper-replay/help-and-support/staff-help-and-support/staff>