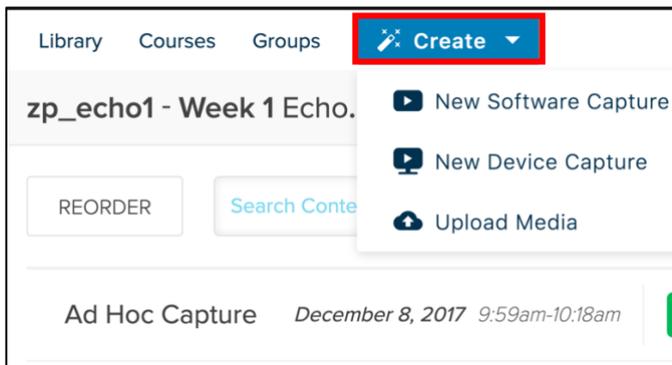


Performing an ad hoc recording

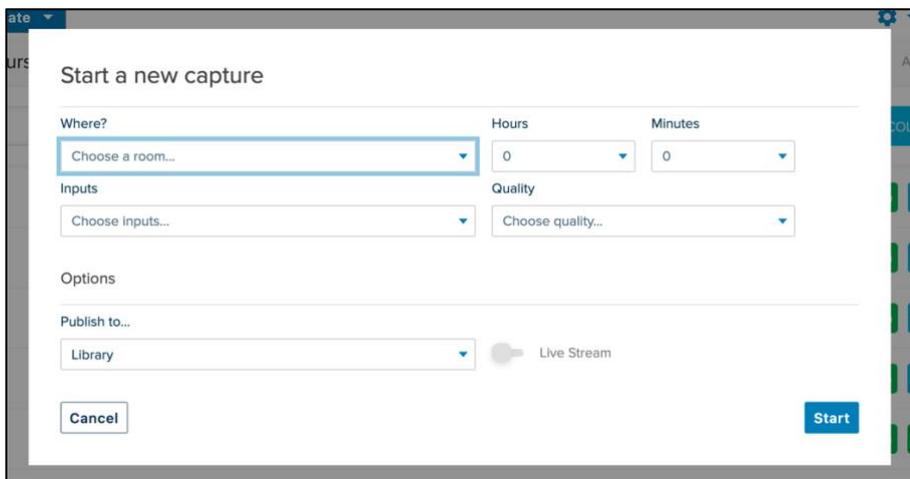
As well as scheduled recordings, Media Hopper Replay also allows you to perform ad hoc recordings, as long as you are teaching room which has been equipped for lecture recording.

To perform an ad hoc recording:

1. Log into the VLE (Learn or Moodle) that you use for your course and open Media Hopper Replay.
2. When Replay opens, click on the **Create** in the navigation bar and then **New Device Capture**

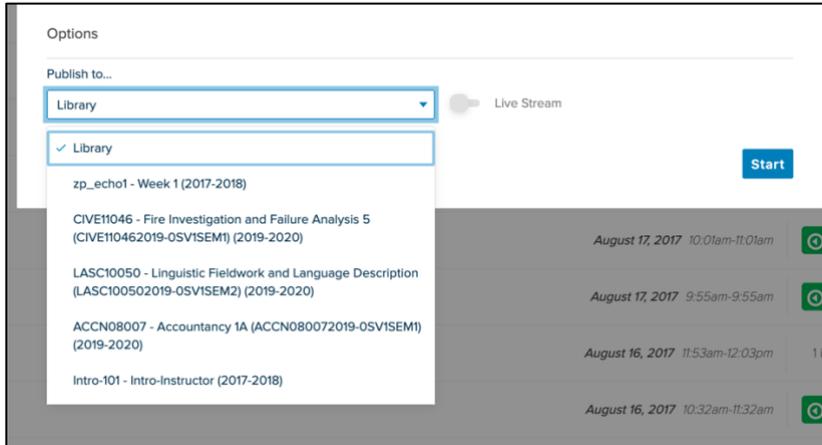


3. From the **Where?** menu, select the room you are teaching in. You can type the name or location of the room into the search box to help narrow down the results.

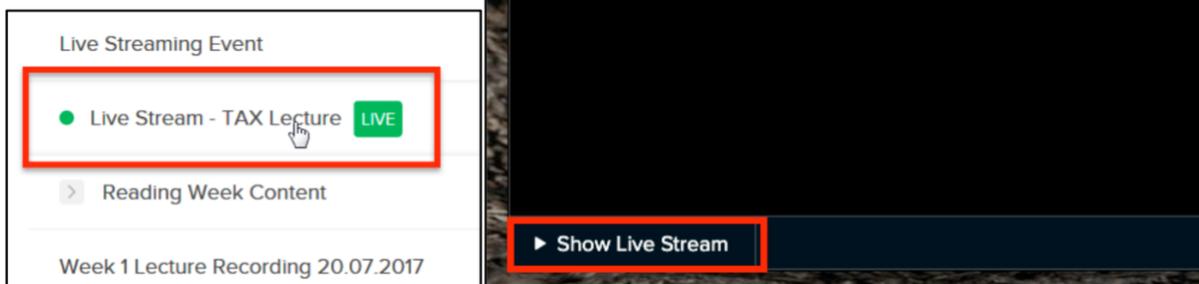


4. Use the **Hours** and **minutes** options to define how long your recording will last.
5. From the **Inputs** menu, choose which of the available inputs you would like to record. The default selection is always as many inputs as possible for that particular room.
6. Leave the **Quality** setting as **High Quality** as this will produce a recording suitable for playback on most devices, and by users with slower internet connections.

- 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. If you publish to a course, it will become visible to your students immediately after it is processed. If you don't want it to be immediately available, choose **Library**. You can then move it from your Library to your course when you are ready or share it with other users.



- If you wish to make your Ad Hoc recording a live session, then enable the **Live Stream** option
- 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.
- If you have enabled 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.



- As an Instructor, to pause the live stream, press and hold the Delcom light on the teaching desk for one second until it flashes orange. You cannot end the recording early from within Replay but you can pause it using the Delcom light until the original end time.