1. Introduction to the Replay Scheduler

The Replay Scheduler is a simple online tool for the management of recording preferences enabling you to opt-out of lectures and opt-in to workshops, tutorials and seminars being recorded. The Replay Scheduler gives Schools full control of automatic scheduling so that your recording preferences can be actioned.

The purpose of this document is to provide a step-by-step guide for users of the Replay Scheduler. Each part of the applications functionality is explained through a worked example and covers:

- Accessing the Replay Scheduler
- Searching for a Course
- Adding and removing additional users to a course (Course organiser and Secretary only)
- Lectures:
  - Updating preferences at Course Level
  - Updating preferences at Lecture Schedule level
  - Updating preference at Individual Lecture level
- Other Activity Types:
  - Updating preferences at Course Level
  - Updating preferences at Lecture Schedule level
  - Updating preference at Individual Lecture level
- Viewing the Audit History for a course (Course organiser and Secretary only)
- Viewing all courses you have access to
- Accessing Help & Support

In addition to this document there is also a demonstration video available which steps through the above processes.
2. Accessing the Replay Scheduler

The Replay Scheduler is a web-based application and can be accessed by navigating to https://schedule.media.ed.ac.uk/

Logging into the Replay Scheduler

1. Navigate to the Replay Scheduler by going to https://schedule.media.ed.ac.uk in your browser.
2. If you haven’t already authenticated with EASE you will be taken to the EASE login page. Enter your details, as you would for normal access, and click on Log in.
3. You will then be presented with the Replay Scheduler home page.
3. Search for a Course

In order to enact an opt-in or opt-out you must, first, search for the individual course in the Replay Scheduler.

To search for the course, you would like to update:

1. Type the Course Name or Course Code in the Search box, select the appropriate checkbox for Lecture or Non-Lecture activities and click Submit.

2. You will then be presented with the course details page, showing Course level options and details of all Lecture or Non-Lecture activities that make up that course.

The process of opting-in/out, changing the default availability and setting the live flag can be done at course, schedule, or individual activity level. The remainder of this document will guide you through doing this at each level for Lecture and Non-Lecture activities.
4. Adding and removing additional users to a course (CO & CS Only)

It is now possible to add additional users to courses in the Replay Scheduler, allowing them to enact opt outs at course, schedule or individual level where required. It is only possible for a Course Organiser or Secretary to add additional users and they must be added individually.

To add additional users:

1. Click on Manage user access from within the course you would like to add users to.

2. Enter the uun of the user you would like to add into the Username field and click on Add User.

3. A confirmation message is displayed in the Replay Scheduler and the user has been added.

4. If you would like to add further users, then please complete these steps again for each user.
To remove additional users:

1. Click on **Manage user access** from within the course you would like to remove users from.

2. Click on the Trash Can icon under Remove for the user you would like to remove.

3. The user will be removed from the list of additional users managing your course.

4. If you would like to add further users, then please complete these steps again for each user.
5. Updating Lecture preferences at Course Level

5.1. Opt-out of lecture recording at Course Level

1. When in the course details page, click on the **Recording Preference dropdown**

2. Choose the applicable option and click on the **Submit** button

3. A confirmation message is displayed & the ‘Recording Preference’ icons for all associated lecture series have been updated.
5.2. Changing the Availability of Lecture recordings at Course level

1. When in the course details page click on the **Availability dropdown**

2. Choose the applicable option and click on the **Submit** button

3. A confirmation message is displayed and the **Availability icons** for all associated lecture series have been updated.
5.3. Enabling Live Streaming of Lecture recordings at Course level

1. When in the course details page click on the **Live Streaming** checkbox then **Submit**

2. A confirmation message is displayed and the **Live Streaming icons** for all associated lecture series have been updated.
6. Updating Lecture preferences at Schedule Level

6.1. Opt-out of Lecture recording at Schedule level

1. On the schedule details page click on the Lecture Schedule which you wish to opt-out of recording

2. Click on the Recording Preference dropdown and choose the applicable option. Click on the Submit button.
3. A confirmation message is displayed and the **Recording Preference icons** for all individual lectures that make up the schedule have been updated.
6.2. Changing the Availability of recordings at Schedule level

1. When in the schedule details page click on the *Availability dropdown*

2. Choose the applicable option and click on the *Submit* button

3. A confirmation message is displayed and the *Availability icons* for all associated lecture series have been updated.
6.3. Enabling Live Streaming of Lectures at Schedule level

1. When in the schedule details page click on the Live Streaming checkbox then Submit

2. A confirmation message is displayed and the Live Streaming icons for all associated lecture series have been updated.
7. Updating Lecture preferences at Individual Level

   a. Opt-out of recording at individual lecture(s) level

1. On the lecture schedule detail page click on the Lecture which you wish to opt-out of recording

2. Choose the applicable option and click on the Submit button

3. A confirmation message is displayed

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**Media Hopper Replay Scheduler user guide**

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8. Updating Non-Lecture preferences at Course Level

8.1. Opt-in of non-lecture recording at Course Level

4. When in the course details page, click on the Recording Preference dropdown

5. Choose the YES: Record and click on the Submit button

6. A confirmation message is displayed & the ‘Recording Preference’ icons for all associated lecture series have been updated.
8.2. Changing the Availability of Non-Lecture recordings at Course level

4. When in the course details page click on the *Availability dropdown*

![Image](the-university-of-edinburgh.com)

5. Choose the applicable option and click on the *Submit* button

6. A confirmation message is displayed and the *Availability icons* for all associated non-lecture series have been updated.

![Image](the-university-of-edinburgh.com)
8.3. Enabling Live Streaming of Non-Lecture activities at Course level

1. When in the course details page click on the **Live Streaming** checkbox then **Submit**

2. A confirmation message is displayed and the **Live Streaming icons** for all associated lecture series have been updated.
9. Updating Non-Lecture preferences at Schedule Level

9.1. Opt-in of Non-Lecture recording at Schedule level

1. On the schedule details page click on the **Non-Lecture Schedule** which you wish to opt-in for recording.

2. Click on the **Recording Preference** dropdown and choose the applicable option. Click on the **Submit** button.
3. A confirmation message is displayed and the **Recording Preference icons** for all individual non-lecture activities that make up the schedule have been updated.
9.2. Changing the Availability of Non-Lecture recordings at Schedule level

1. When in the schedule details page click on the *Availability dropdown*

![Schedule Options](image1)

2. Choose the applicable option and click on the *Submit* button

![Schedule Options](image2)

3. A confirmation message is displayed and the *Availability icons* for all associated lecture series have been updated.
9.3. Enabling Live Streaming of Non-Lecture activities at Schedule level

3. When in the schedule details page click on the **Live Streaming** checkbox then **Submit**

4. A confirmation message is displayed and the **Live Streaming icons** for all associated activities have been updated.
10. Updating Non-Lecture preferences at Individual Level
   
a. Opt-in of recording at individual non-lecture(s) level
   
In order to facilitate an opt-in at this level, you are required to opt-in at the schedule level – see previous steps – and then opt-out of the activities that are not to be recorded.

1. On the non-lecture schedule detail page click on the **drop-down** for the activity which you wish to opt-out of recording

2. Choose the applicable option and click on the **Submit** button

3. A confirmation message is displayed

```
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<th>End Date</th>
<th>Days</th>
<th>Start Time</th>
<th>Location</th>
<th>Jointly Taught (Y/N)</th>
<th>Recording</th>
<th>Availability</th>
<th>Live Streaming</th>
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<td>3 Dec 2023</td>
<td>TH</td>
<td>9 a.m.</td>
<td>Staff Area - TEST ONLY POS Test Device 2</td>
<td>Y</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Schedule Options

Recording Preference: [Yes] Record [No] Don’t Record

Availability: [Yes] Available [No] Not Available

Live Streaming: [Yes] Live [No] Not Live

Submit

Scheduled Activities

Thursday 03 Oct 2023:
- [Yes] Record

Thursday 09 Oct 2023:
- [No] Record

Thursday 16 Oct 2023:
- [No] Record

Thursday 23 Oct 2023:
- [No] Record

Other Activities: The Historian’s Toolkit - Tutorial/01

<table>
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Schedule Options

Recording Preference: [Yes] Record [No] Don’t Record

Availability: [Yes] Available [No] Not Available

Live Streaming: [Yes] Live [No] Not Live

Submit

Scheduled Activities

Thursday 03 Oct 2023:
- [Yes] Record
```
11. Viewing the Audit History for a course (CO & CS only)

It is now possible to access a full audit history for the courses which you are the course organiser or secretary for. This allows you to see what actions have been taken to your courses and at what level for audit and accountability purposes.

To view the Audit History for your course:

1. Click on **Audit History** from within the course you would like to add users to.

2. You will then be presented with a list of all actions which have been made against the course including the date, type of change, uun, description and the level at which the change was made.
12. Viewing all courses you have access to

In order to view all courses that you have access to, via the Replay Scheduler, we have included a quick view of all courses.

To view all courses you have access to:

1. Click on **My Courses** from the top Navigation bar

![My Courses](image1)

2. You will then be presented with a list of all courses you have access to

![Course List](image2)

3. To go directly to any of the courses listed click on the **course code** in the left hand column and you will be taken directly to that course in the Replay Scheduler

![Course Details](image3)
13. Accessing Help & Support

This document, along with the supporting video can be found in the Help and Support section of the service webpages. In order to access this please follow the instructions below.

1. To access the Help & Support pages click on the Help & Support tab that is included on every page within the application (Use Ctrl/Command + click to open in new tab).

2. You will then be taken to the Help & Support pages for Media Hopper Replay where you can find this document amongst other materials designed to assist you in the use of Media Hopper Replay.