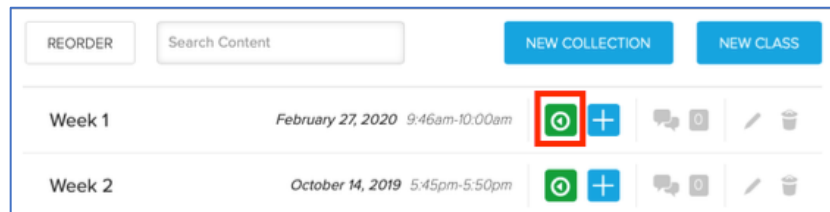


Use a recording made in a previous year

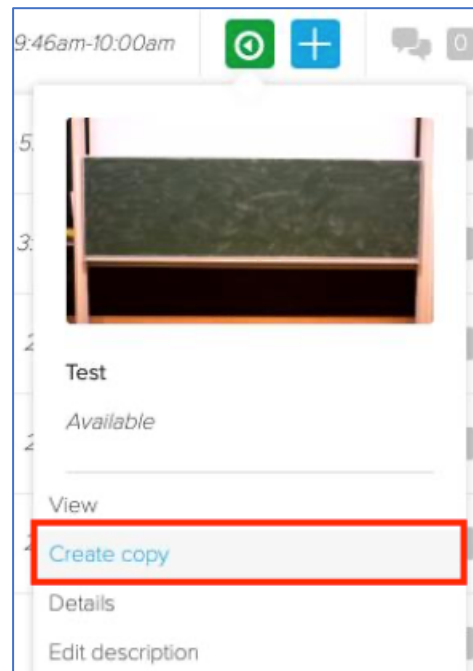
As an instructor you can make a copy of previous recordings and then upload them to your library, allowing you to publish them to another course in Media Hopper Replay.

Part One: Copying the recording to re-use

1. Access the course which contains the original recording via the link in the VLE;
2. Find the lecture you would like to use and click on the green or grey **Play** icon next to it;



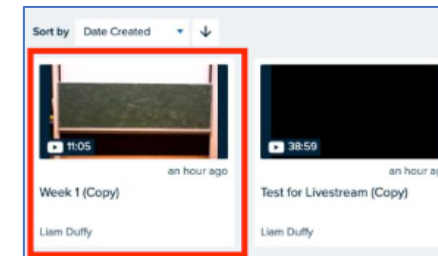
3. Click **Create copy** from the dropdown menu;



4. The copied content will now be available in your Library.

Part Two: Publishing the recording to a section

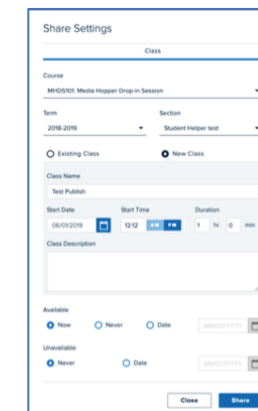
1. Locate the copy you have made in your Library;
2. Click on your copied recording;



3. When the recording opens, click on **Add to a Class**;



4. Complete the details in the form to publish the recording to the appropriate section. One complete click on **Share**;



5. The details of the class you have published to will now appear in the **Share Settings**;