

## How to opt-out of lecture recording

Following the introduction of the University's lecture recording policy, lecture recording happens automatically for everything marked in the timetabling system as a lecture that is scheduled to take place in a Media Hopper Replay enabled room.

It is still **your** choice if you want this to happen.

If you **do not** want your lecture/s to be recorded you will need to follow these three simple steps.

**Please note, you are required to exercise your preferences at the start of every teaching year.**

### 1. Inform your School that you will not be recording your lecture/s

### 2. Note the reason for opting-out:

- Pedagogical reasons
- Privacy / legal / ethical reasons
- Personal reasons
- **If you are the Course Organiser:**
  - Log-in to the Replay Scheduler: <https://schedule.media.ed.ac.uk/>
  - Find the course you want to opt-out
  - Choose whether to opt-out a whole course or just individual lectures
  - Note the reason for opting-out
- **If you are not the Course Organiser,** you will need to speak to your Course Organiser about actioning your opt-out. They can either give you access to the Replay Scheduler or can action on your behalf.

### 3. Let your students know which lectures are recorded and which are not

The course or programme handbook should contain this information, or should guide students to find details on Learn. If you make a change after the start of semester, please inform your students by email in advance of the lecture concerned.

### Useful Information:

If you are a Course Organiser and need to give someone access to the Replay Scheduler, you can now do this yourself, please see the following for guidance: <https://edin.ac/2P7Q36z>

If you have any problems, please contact the [IS Helpline](#).

You may find the following links useful:

[How to use the Replay Scheduler](#)

[Media Hopper Replay Website](#)

[Lecture Recording FAQs](#)

[Media Hopper Replay Training](#)