How to upload a Collaborate Ultra recording to Media Hopper Create

The best place to store your Collaborate Ultra recordings would be Media Hopper Create, which is the University of Edinburgh's Media Asset Management Service. You can easily upload the MP4 files into your Media Hopper Channel and share with intended audience.

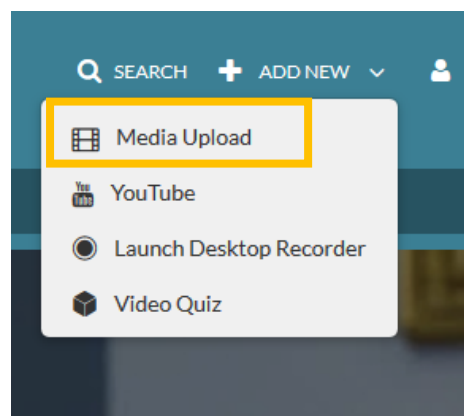## Downloading the MP4 file from your Blackboard Collaborate integration

First you will need to download the Collaborate Recording. It will download as an MP4 file.

Please see instructions for downloading the Collaborate recording. It will depend on which integration you created your Collaborate session in.
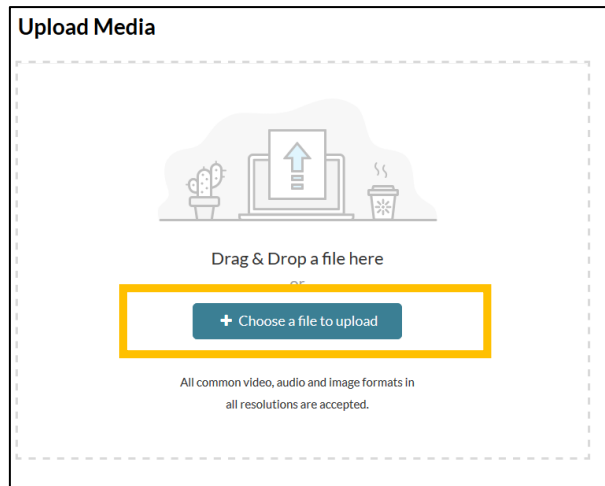
- Downloading from MyEd Integration
- Downloading from Learn Integration
- Downloading from Moodle Integration

Uploading an MP4 file to Media Hopper Create

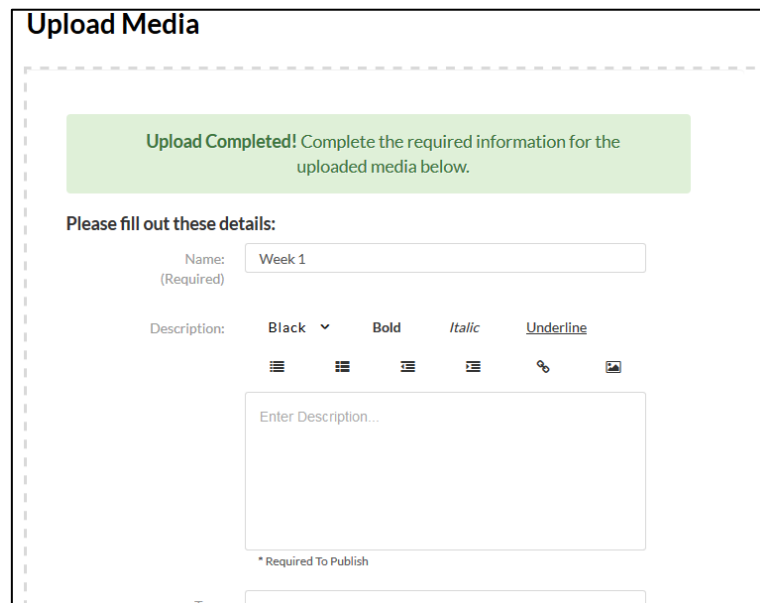1. Login to Media Hopper Create using your University Login : https://media.ed.ac.uk/
   Video: Access the Media Hopper Create web portal and logging in

2. Once logged in go to **Add New** at top right hand corner and select **Media Upload**

3. Click **Choose a file to upload**

If you require this document in an alternative format, such as larger print, please email Kelly Hall at is.helpline@ed.ac.uk

July 2021

4. Find the Collaborate Recording MP4 file that you downloaded and click **Open**
5. Your file will then upload to Media Hopper Create and you will see this screen when complete

6. Please fill in all the relevant fields and click **Save**

Please Note:

If you are sharing this recording, make sure to select either **Unlisted** or **Published** when saving. If the recording is made **Private,** it will only be visible to the content owner.

7. Go to **My Media** where you will be able to edit the recording (such as access, downloads, adding Co-Editors or Publishers) and **Further Guidance** below for additional help and resources about Media Hopper Create.

Further Guidance for Media Hopper Create:

[Media Hopper (Learn)](#)

[Media Hopper (Moodle)](#)

[Getting Started with Media Hopper Website](#)