

Media Hopper Create

Adding content from Teams to Media Hopper Create

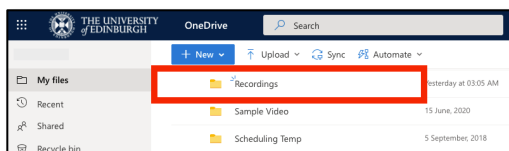
You can download recordings from Teams to be added to Media Hopper Create where they can be shared publicly, to a select group of users, or added to a course in Learn or Moodle. You can also use the automated captioning options on the service or edit your recording using the online editing tools.

Finding and downloading your content on Teams

The recording files will be stored in a different location depending on whether your meeting was started from a channel or not.

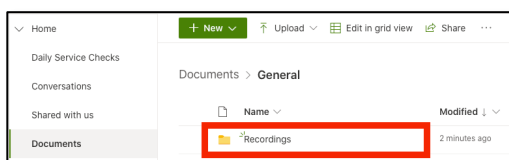
- **For a Non-Channel meeting**

The recording is stored in a folder named Recordings in the OneDrive of the person who started the meeting recording. If you are the person who started the meeting, log in to OneDrive, and find the top-level folder called *Recordings*.



- **For a Channel meeting**

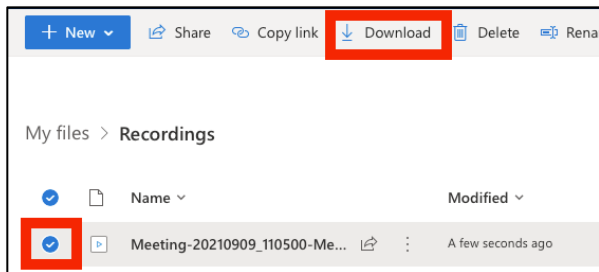
The recording is stored in the document library of the SharePoint site of the Team that the meeting was scheduled in, or from the *Files* tab of the Teams Channel. On SharePoint, the recording file can be found in this folder: */Documents/Channel Name/Recordings*.



On Teams, the Files tab can be found at the top of your Channel, and the Recordings folder will be at the top level.

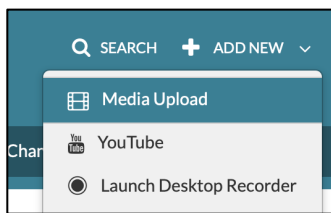


- Once you are in the folder where your recording is stored, select the recording file required using the circle to the left of its title, then click **Download** on the top menu bar. Your file will now be downloaded. *Note: Make sure that you can play the recording all the way to the end on your computer to ensure that the download has finished. If it stops half-way through, it may still be downloading in the background.*

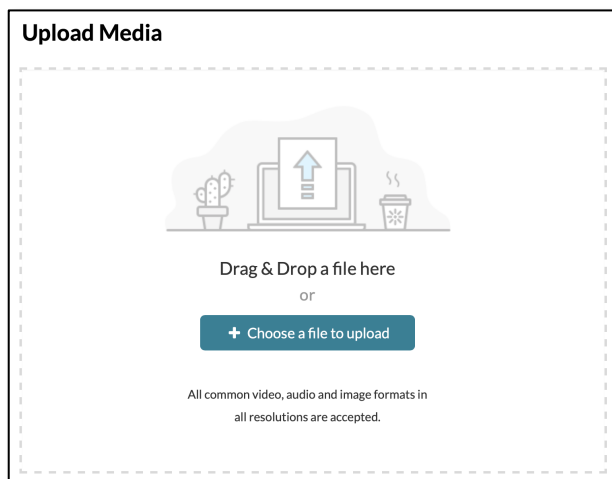


Uploading your recording file to Media Hopper Create

1. Click on the **Add New** button at the top of the screen, and select **Media Upload**.

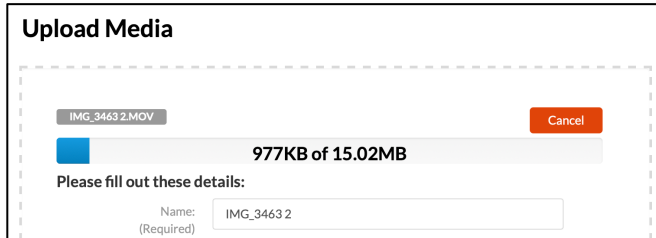


2. The **Media Upload** page will open. Either drag your video file over the space indicated in the browser window, or click **Choose a file to upload** and use your computer's file browser to select a file.

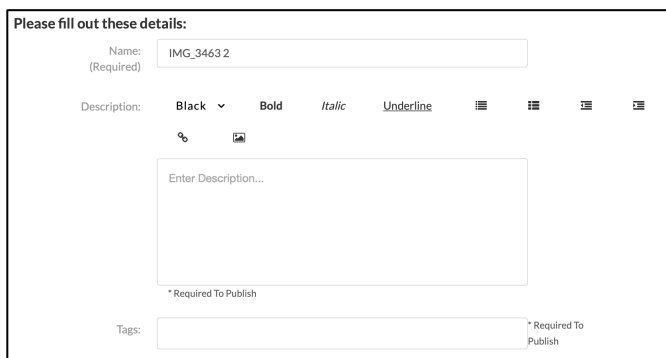


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- The selected file will now be uploaded to Media Hopper Create, with its progress indicated by the bar at the top of the screen.



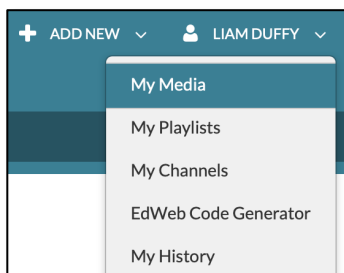
- As your file is uploading, enter information about it, including a name, description and add some tags. Make the information as relevant to the file as possible, as this is how others will be able to search for and view your content (depending on privacy settings).



- Once completed, click **Save** to complete your edits. You can then go to the playback screen for your content by clicking **Go To Media**, or see all of your uploaded content by clicking **Go To My Media**.



- You can see all the content you have uploaded to Media Hopper Create by clicking your name at the top of the screen and selecting **My Media**.



Using your Media Hopper Create content on Learn

There is full written guidance on how to use your content uploaded to Media Hopper Create as part of a course in Learn available here: <https://edin.ac/398dzVT>

Requesting automated captions for your Media Hopper Create content

You can find video guidance, written instructions, and more information on how to request and edit captions for all media content uploaded to Media Hopper Create on this page: <https://edin.ac/2M2oG9L>