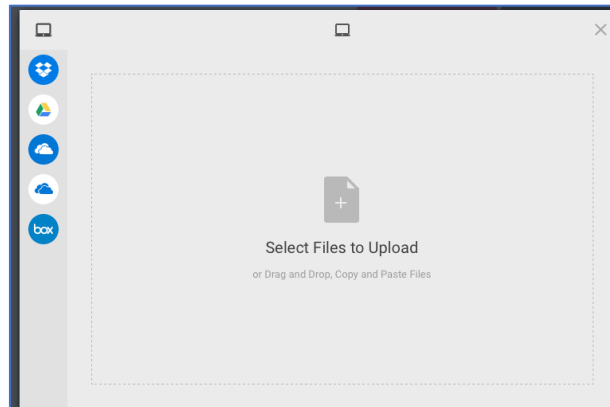


Uploading content to your Library

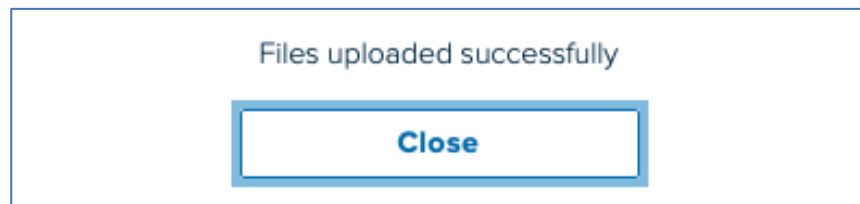
As an instructor you can upload content to your personal library in Media Hopper Replay which you can then publish to any section you are enrolled on as an instructor.

Part One: Uploading content

1. Access Media Hopper Replay by following a link to any course you are enrolled on in Learn;
2. Click on **Echo360** in the upper left corner;
3. Click on **Upload**;
4. When the dialogue box opens you can select the files you wish to upload by drag and drop, selecting from your device or from a cloud storage solution;



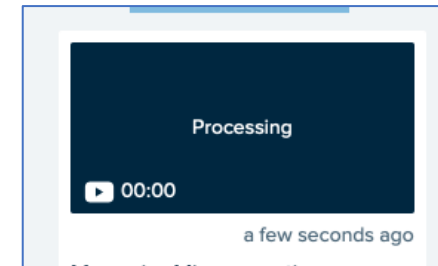
5. You can upload multiple files at once and you will see a message as soon as your file has uploaded and begins to process. You can then close the dialogue box;



6. We recommend that you save any presentations as pdf documents before uploading.

Part Two: Processing Media

1. Your media will begin processing immediately. The length of time it takes to process will be dependent on several factors including the size of the file;



2. Once completed, your media will appear in your Library and can be found by using the search and/or sort functionality;
3. Double click on the media and you will be taken to the media details page where you will find a range of functionality including editing, copying and sharing.

Note: If it appears to be taking more time than expected to process your media, try refreshing your page.