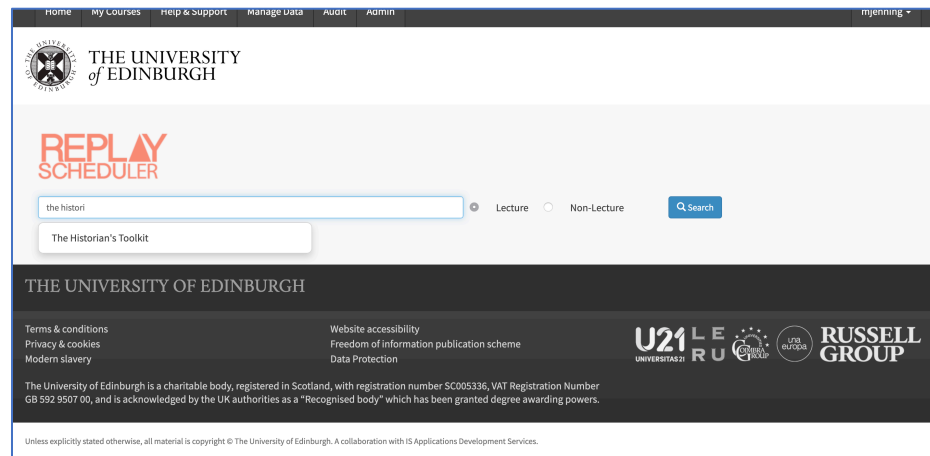


# Using The Replay Scheduler with Lectures

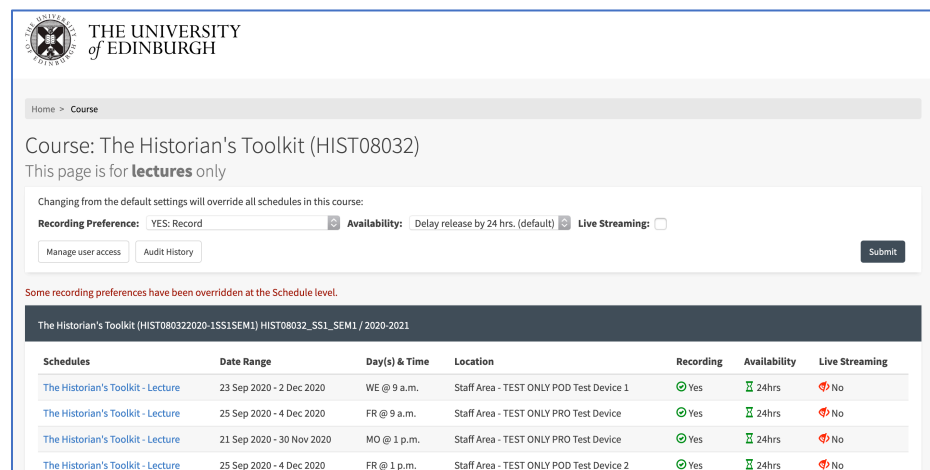
The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-out of lectures being recorded automatically, live streamed and if you would like to change how they are released to your students.

## Part One: Accessing The Replay Scheduler and search for your course

1. Navigate to <https://schedule.media.ed.ac.uk/>;
2. If you haven't already logged in to EASE, enter your username and password when prompted;
3. Type the Course code or name into the Search box and ensure that the **Lecture** radio button is selected, click on **Search**;



4. You will then be presented with the course details page, showing Course level options and details of all Lecture activities that make up that course.

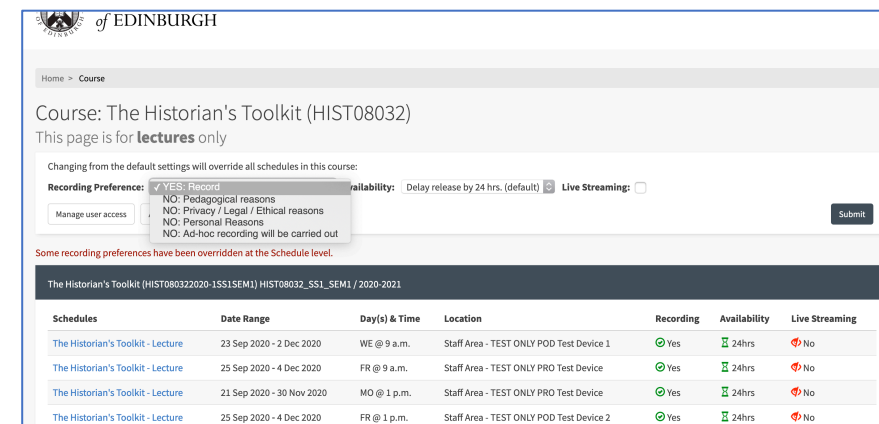


## Part Two: Making changes to your lectures at Course level

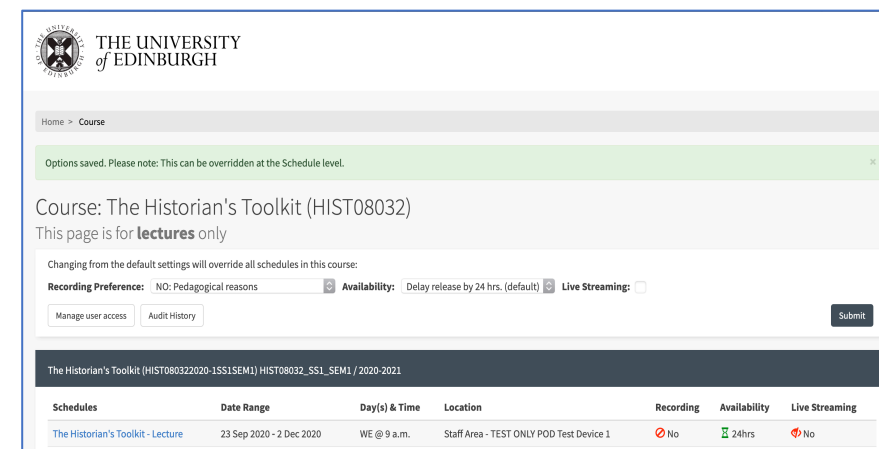
The process of opting-out, changing the default availability and setting the live flag can be done at course, schedule, or individual activity level. The remainder of this document will guide you through doing this at each level for Lecture activities.

To opt-out at Course Level:

1. When in the course details page, click on the **Recording Preference dropdown**;



2. Choose the applicable option and click on the **Submit** button;
3. A confirmation message is displayed & the **Recording Preference** icons for all associated lecture series have been updated.



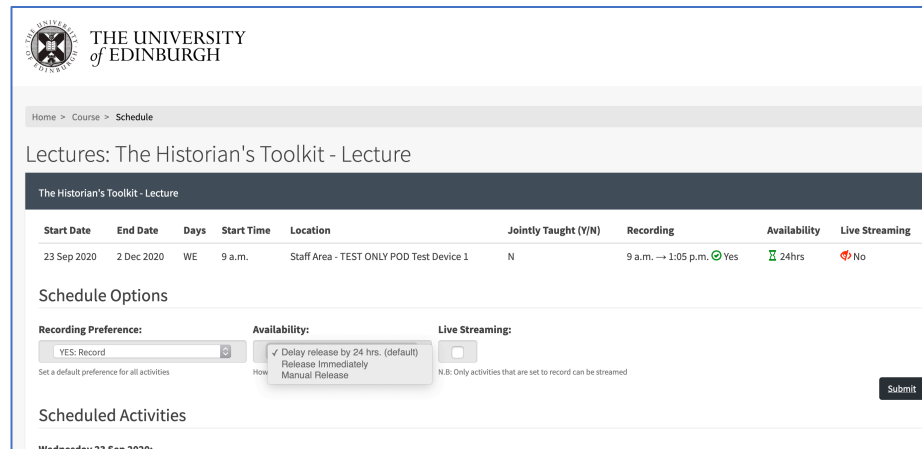
# Using The Replay Scheduler with Lectures

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-out of lectures being recorded automatically, live streamed and if you would like to change how they are released to your students.

## Part Two: Making changes to your lectures at Course level cont.

To change the default availability:

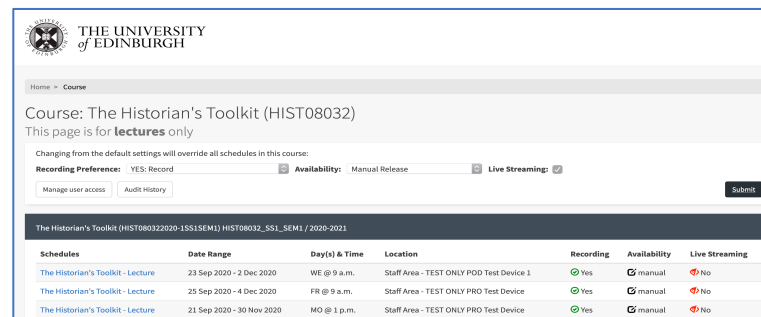
1. When in the course details page click on the **Availability** dropdown;
2. Choose the applicable option and click on the **Submit** button;



3. A confirmation message is displayed and the **Availability** icons for all associated lecture series have been updated.

To enable Live Streaming:

1. When in the course details page click on the **Live Streaming** checkbox then Submit;

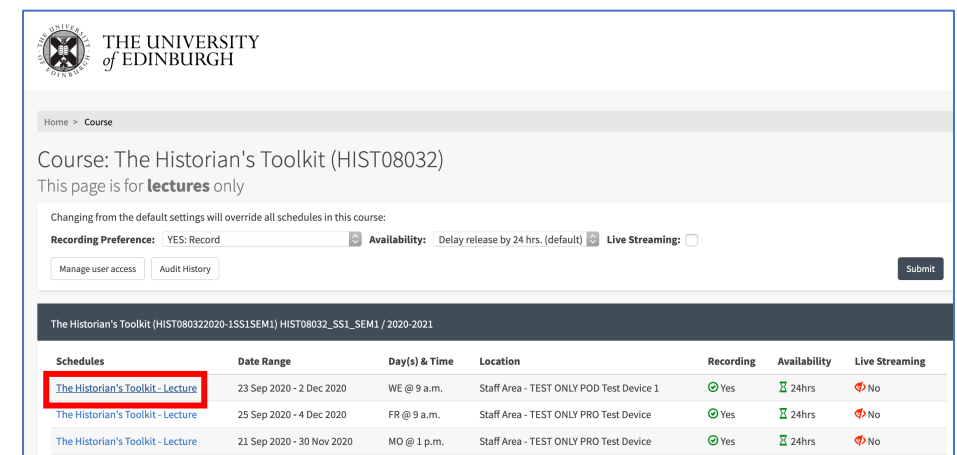


2. A confirmation message is displayed and the **Live Streaming** icons for all associated lecture series have been updated.

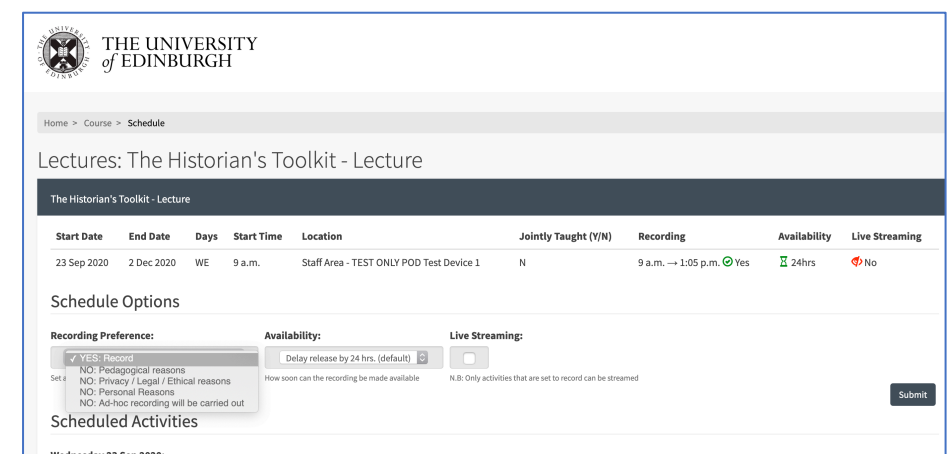
## Part Three: Making changes to your lectures at Schedule level

To opt-out at Schedule Level:

1. On the schedule details page click on the Lecture Schedule which you wish to opt-out of recording;



2. When in the schedule details page, click on the **Recording Preference** dropdown;



3. Choose the applicable option and click on the **Submit** button;
4. A confirmation message is displayed & the **Recording Preference** icons for all associated lecture series have been updated

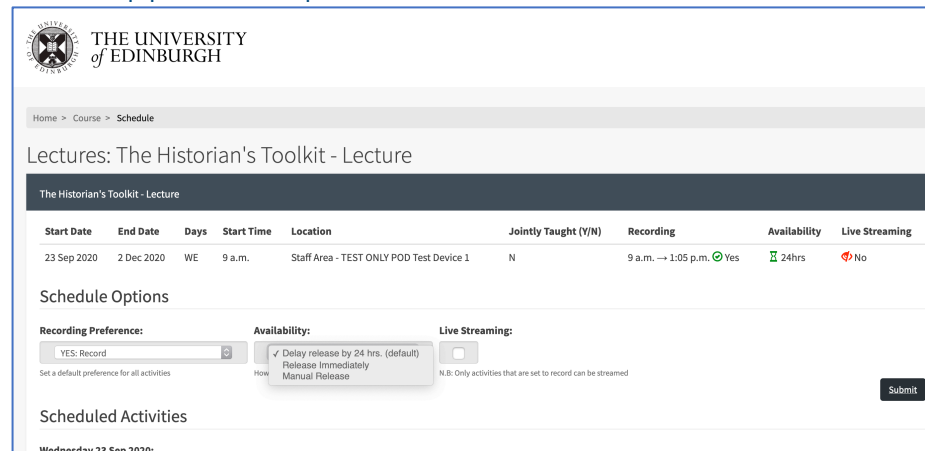
# Using The Replay Scheduler with Lectures

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-out of lectures being recorded automatically, live streamed and if you would like to change how they are released to your students.

## Part Three: Making changes to your lectures at Schedule level cont.

To change the default availability:

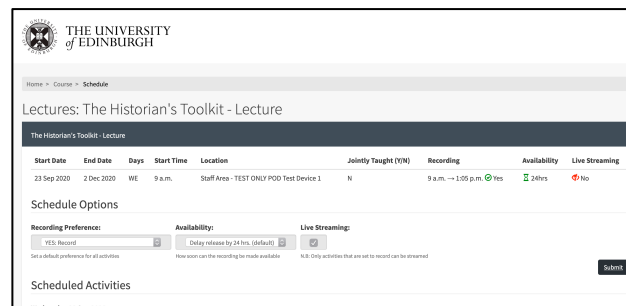
1. When in the schedule details page click on the **Availability** dropdown;
2. Choose the applicable option and click on the **Submit** button;



3. A confirmation message is displayed and the **Availability** icons for all associated lecture series have been updated.

To enable Live Streaming:

1. When in the course details page click on the **Live Streaming** checkbox then Submit;

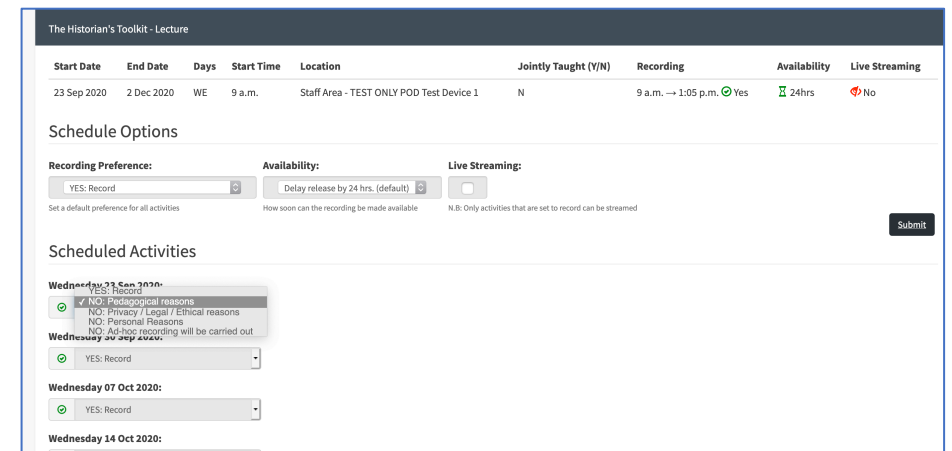


2. A confirmation message is displayed and the **Live Streaming** icons for all associated lecture series have been updated.

## Part Four: Opting-Out at Individual level

To opt out if an individual lecture being recorded:

1. On the schedule detail page click on the **Individual Lecture** which you wish to opt-out of recording;



2. Choose the applicable option and click on the Submit button
3. A confirmation message is displayed

