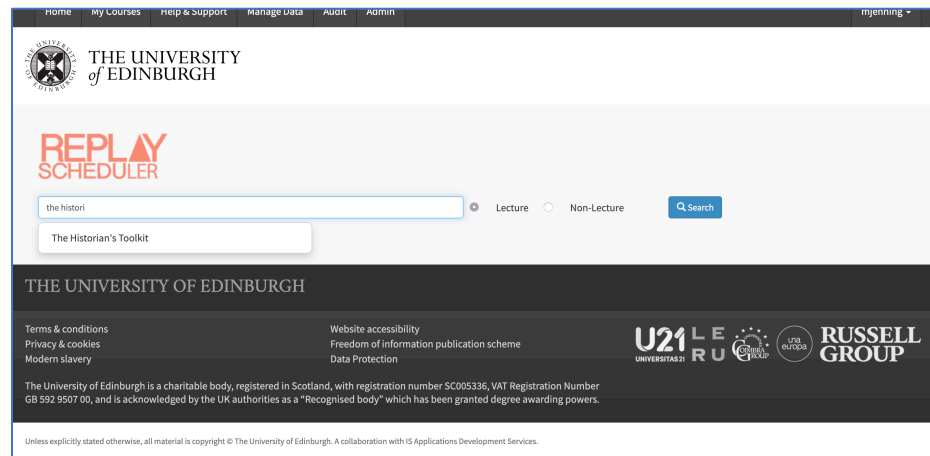


Using The Replay Scheduler with Non-Lecture activities

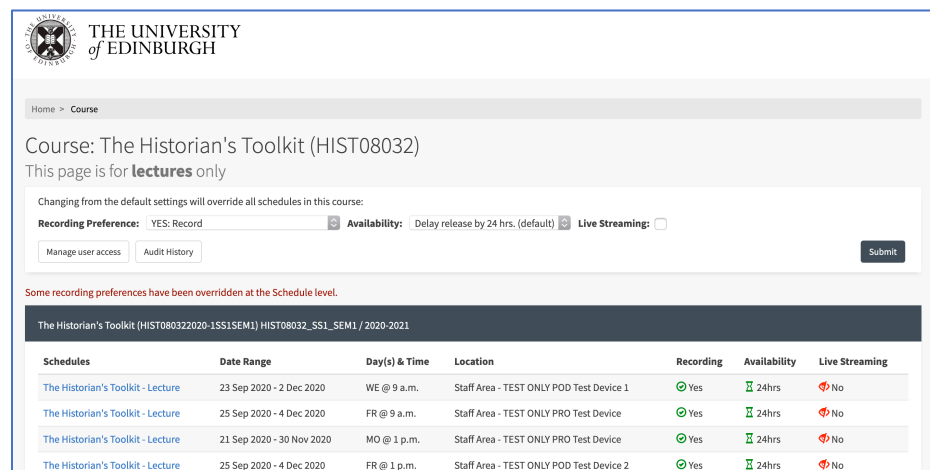
The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-in of non-lecture activities being recorded automatically, live streamed and when they are released to your students. This is only applicable to activities marked as Seminars, Tutorials or Workshops at present.

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 **Non-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 Non-Lecture activities that make up that course.

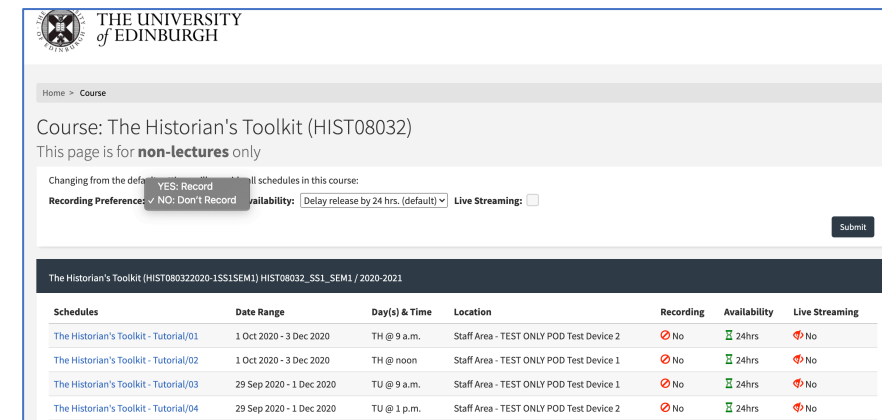


Part Two: Making changes to your activities at Course level

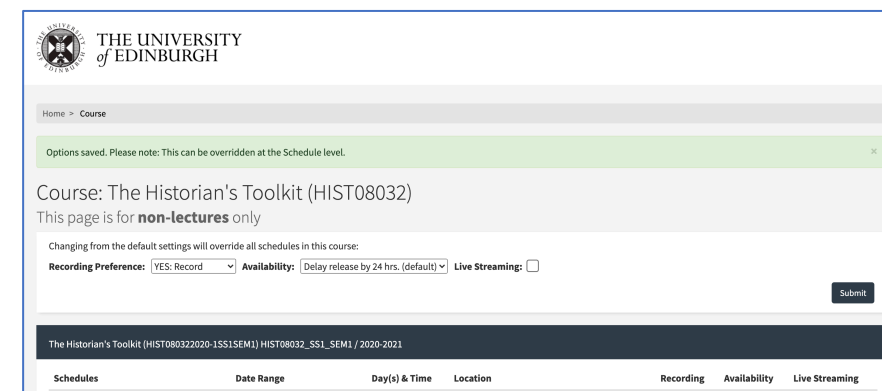
The process of opting-in, changing the default availability and setting the live flag can be done at course, schedule, or individual activity level. The remainder of this document will guide you through doing this at each level for Non-Lecture activities.

To opt-in 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.



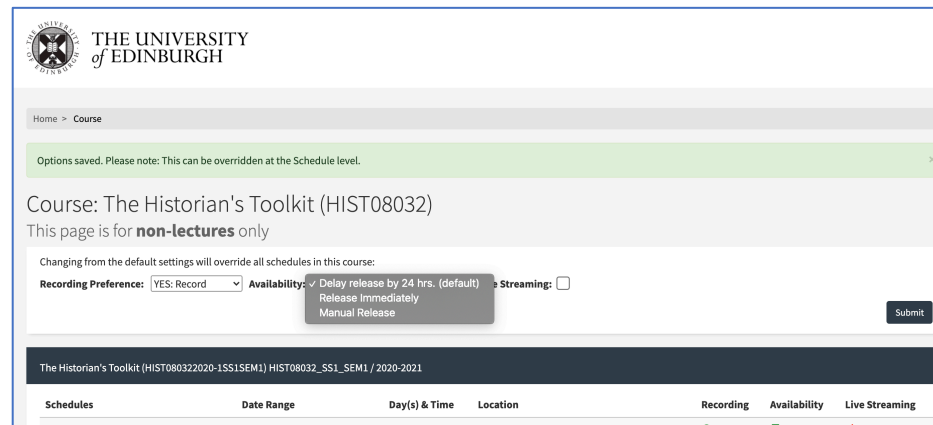
Using The Replay Scheduler with Non-Lecture activities

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-in of non-lecture activities being recorded automatically, live streamed and when they are released to your students. This is only applicable to activities marked as Seminars, Tutorials or Workshops at present.

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

To change the default availability:

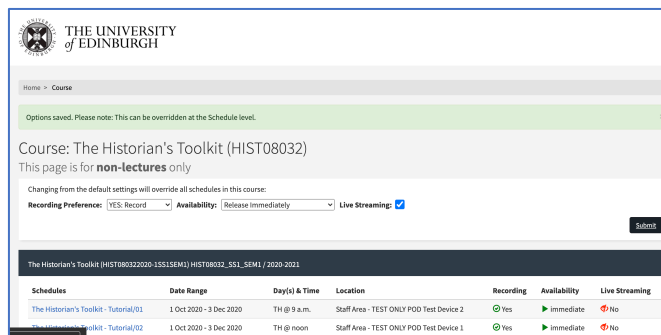
1. When in the course details page click on the **Availability** dropdown;
2. Choose the applicable option and click on the **Submit** button;



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

To enable Live Streaming:

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

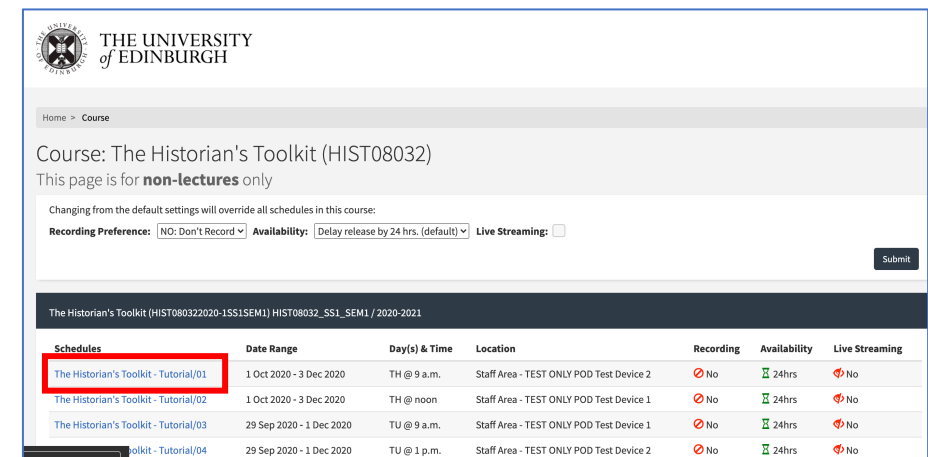


2. A confirmation message is displayed and the **Live Streaming** icons for all associated lecture series have been updated.

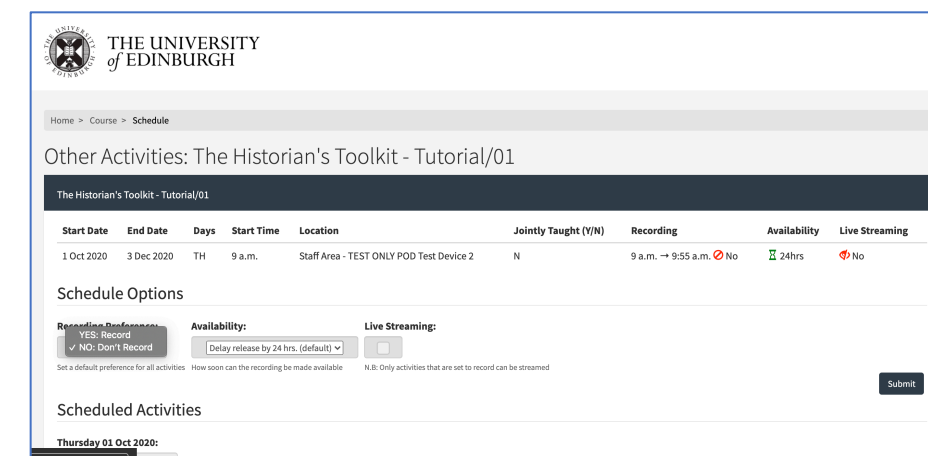
Part Three: Making changes to your activities at Schedule level

To opt-in at Schedule Level:

1. On the schedule details page click on the Non-Lecture Schedule which you wish to opt-in for 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 Non-Lecture activities

The Replay Scheduler is a simple, web based, application that allows you to chose if you want to opt-in of non-lecture activities being recorded automatically, live streamed and when they are released to your students. This is only applicable to activities marked as Seminars, Tutorials or Workshops at present.

Part Three: Making changes to your activities 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;

The screenshot shows the 'The Historian's Toolkit - Lecture' page. The 'Availability' dropdown menu is open, showing options: 'Delay release by 24 hrs. (default)', 'Release Immediately', and 'Manual Release'. The 'Submit' button is visible at the bottom right.

Start Date	End Date	Days	Start Time	Location	Jointly Taught (Y/N)	Recording	Availability	Live Streaming
23 Sep 2020	2 Dec 2020	WE	9 a.m.	Staff Area - TEST ONLY POD Test Device 1	N	9 a.m. -> 1:05 p.m.		

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;

The screenshot shows the 'The Historian's Toolkit - Tutorial/01' page. The 'Live Streaming' checkbox is checked. The 'Submit' button is visible at the bottom right.

Start Date	End Date	Days	Start Time	Location	Jointly Taught (Y/N)	Recording	Availability	Live Streaming
1 Oct 2020	3 Dec 2020	TH	9 a.m.	Staff Area - TEST ONLY POD Test Device 2	N	9 a.m. -> 9:55 a.m.		

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

Part Four: Opting-In at Individual level

In order to facilitate an opt-in at this level, you are required to opt-in at the schedule level – see previous steps – and then opt-out of the activities that are not to be recorded.

To opt-in to an individual lecture being recorded:

1. Perform the Steps [here](#) to opt-in at Schedule level
2. On the non-lecture schedule detail page click on the drop-down for the activity which you wish to opt-out of recording;

The screenshot shows the 'The Historian's Toolkit - Tutorial/01' page. The 'Recording Preference' dropdown for the activity is set to 'NO: Don't Record'. The 'Submit' button is visible at the bottom right.

Start Date	End Date	Days	Start Time	Location	Jointly Taught (Y/N)	Recording	Availability	Live Streaming
1 Oct 2020	3 Dec 2020	TH	9 a.m.	Staff Area - TEST ONLY POD Test Device 2	N	9 a.m. -> 9:55 a.m.		

Scheduled Activities

- Thursday 01 Oct 2020: YES: Record NO: Don't Record
- Thursday 08 Oct 2020: YES: Record
- Thursday 15 Oct 2020: YES: Record
- Thursday 22 Oct 2020: YES: Record

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