

What is RePlay?

RePlay is a lecture-recording service for teaching and learning that is available in most teaching rooms across campus. RePlay will record whatever you display on the screen along with your voice

Before the lecture

*If you plan to present a timetabled lecture using the PC in the room, this can be pre-requested (via your admin department) as part of the annual timetabling process. Your session will then record automatically and you won't normally need to do anything. If you want to schedule an *ad hoc* recording however, you will need to complete the [online AV booking form](#).*

If you plan to present from a laptop then you will need to check that Panopto Recorder is installed on it. To install it on your laptop, log into Moodle and go to your course page. Click the appropriate "Download Recorder ([Windows](#) or [Mac](#) version)" link at the bottom of the RePlay block. Follow these instructions to install the recorder on your laptop. When installed, open Panopto, choose "Sign in with Moodle", and use your usual Royal Holloway login and password.

In the lecture

*If you are presenting from the PC in the room then your lecture will be pre-set to record at the specified time, with no further action required. You can pause and restart the recording at any time by pressing the **F9** button on the keyboard.*

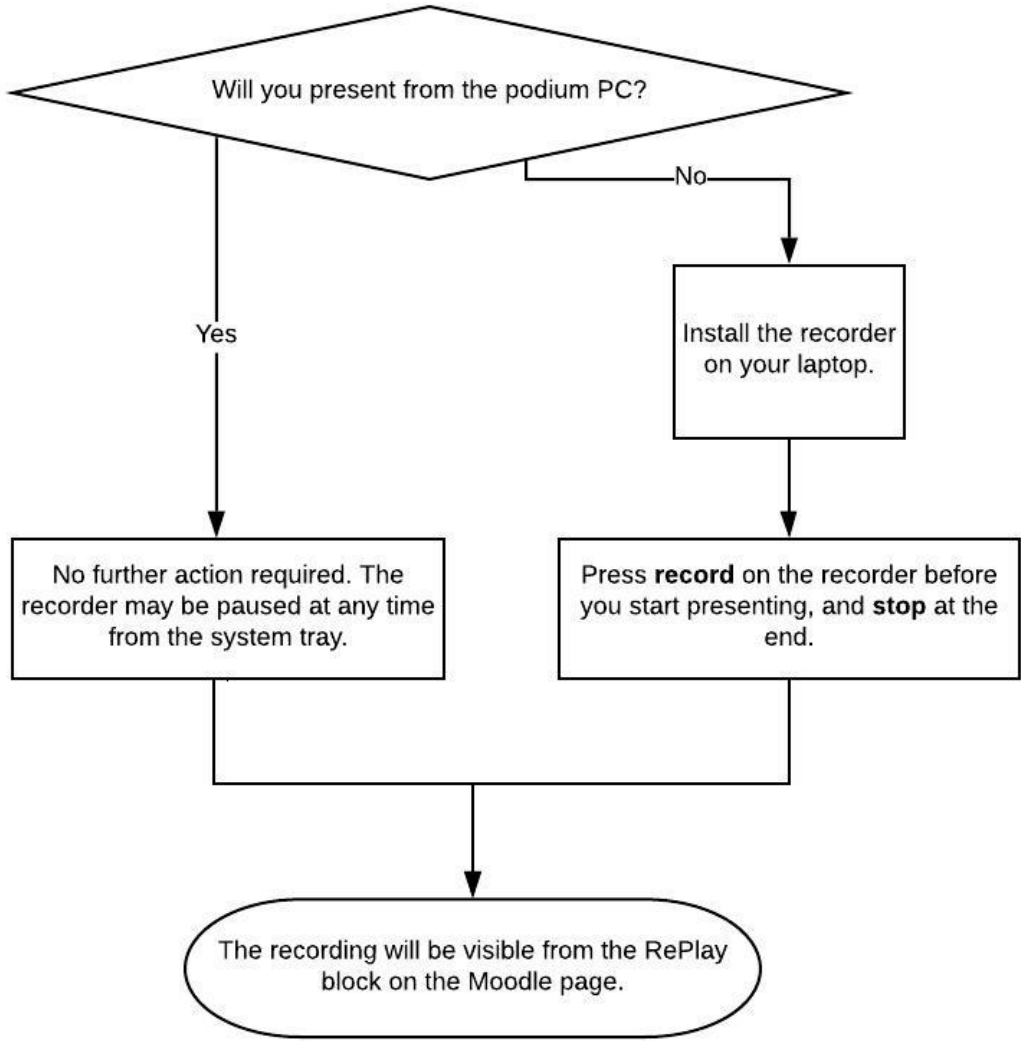
If you are presenting from a laptop, open the Panopto Recorder software, sign in if necessary, and select the folder you wish to record to. Press the red "Record" button on the Recorder before you start your lecture, and "Stop" and then "Upload" at the end. You can pause and restart the recording at any time by pressing "Pause" and "Resume" on the Recorder.

Whether you are presenting from the PC in the room or from a laptop, don't worry about moving around or changing your style. If you're worried your voice will not be picked up if you move away from the podium, consider the use of a lapel mic. They're readily available in many rooms or bookable from our Audio Visual team, to improve the audio quality.

After the lecture

The lecture recording will appear automatically in the RePlay block on the Moodle page. You can edit or delete the recording by clicking the "Course Settings" link in the RePlay block.

Recording A Lecture



N.b. If this is an Ad-hoc recording you will need to complete the AV Online booking Form