



Using the Relay spreadsheet

This spreadsheet contains a list of any Relay links contained within 2016 and 2017 modules. These Relay links must be transferred to mediastream if you wish for them to be accessible after December 2018. A corresponding form is available in the link below which can be used to request videos to be moved.

<http://blogs.brighton.ac.uk/elearningteam/2018/05/23/moving-from-relay-to-mediastream-resources>

We are recommending all staff check their relay accounts and request moves for any video content they require. This spreadsheet assists with that process by identifying videos currently in use within studentcentral. However there are of course many other videos not in studentcentral (e.g. assessment videos) which need to be addressed, which staff can do by checking their own relay accounts.

Course Leaders

Note: This spreadsheet may not be 100% accurate – for example modules listed may have more videos than listed. Course leaders should identify the affected module leaders, who can in turn check their modules on studentcentral and identify videos that require moving.

- 1) The spreadsheet can be filtered by module prefix by clicking the tabs at the bottom of the page*
- 2) In some cases the same video has multiple links (e.g. html, mp4 and mp3 versions). Staff should just request the mp4 version unless they specifically need an audio only option (mp3).*
- 3) Once a video has been identified as needing moving, ideally the video owner should be identified. They can then follow the instructions here (blog link) which will guide them through requesting the video to be transferred.*