

How to swap recordings in Listen Again

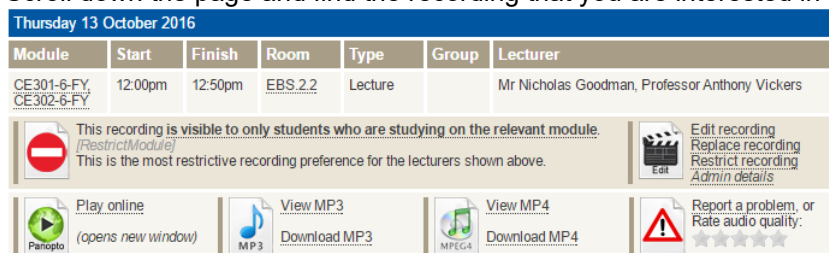
You would do this if you wished to substitute an existing or failed recording in Listen Again.

Note: The replace recording link becomes available in Listen Again after the timetabled event has taken place

1. Open a web browser and visit <http://listenagain.essex.ac.uk/>
2. Under **For staff**, click on the **Show lecture recordings based upon your teaching timetable**
3. This will take you to a list of recordings that are attributed to you, click on one of the term tabs to see more information:



4. Scroll down the page and find the recording that you are interested in replacing:



Module	Start	Finish	Room	Type	Group	Lecturer
CE301-6-FY, CE302-6-FY	12:00pm	12:50pm	EBS.2.2	Lecture		Mr Nicholas Goodman, Professor Anthony Vickers

5. Click on the **Replace recording** link to the right of the recording.
6. In the page that loads, scroll down to **Substitute or revert** and select **Use a substitute recording**:

Substitute or revert

You can revert this recording back to the original or substitute the recording for one you have uploaded, by selecting one of the options below:

- Use original recording (if one exists)
- Use a substitute recording:

SUBMIT

7. Pick a recording from the list.
8. Click on **Submit** to save your changes.