Echo360 Lecture Recording

Lecturer User Guide





Contents

1.	Pur	pose	ə	1
2.	Auc	diend	ce	1
3.	Def	initio	ons, Acronyms and Abbreviations	1
4.	Ove	ervie	w	2
5.	Ech	1036	0 SafeCapture	2
6.	The	e Ecł	no360 EchoCentre	4
6	.1.	Lau	inch the EchoCentre via the Echo360 Block in Moodle (Wattle)	4
6	.2.	The	EchoCentre	4
6	.3.	Нον	w to make a Recording Unavailable/Available	5
6	.4.	Нο	w to View Upcoming Scheduled Recordings	6
6	.5.	Нο	<i>w</i> to Download a Recording	7
7.	The	e Ecł	noPlayer	7
7	.1.	The	EchoPlayer tool bar	8
7	.2.	The	EchoPlayer Applications	9
	7.2	.1.	Scenes	9
	7.2	.2.	Bookmarks 1	0
	7.2	.3.	Search1	0
8.	The	e Ecł	no360 Control Web Interface1	1
8	.1.	Нο\	w to Start or End a Capture Earlier than the Scheduled Time	2
8	.2.	Нο\	w to Pause and Re-start a Recording1	3
8	.3.	Нο\	w to Extend a Lecture Recording1	4
8	.4.	Нο\	w to Verify the Status of a Recording in Progress1	5
8	.5.	Нο	w to Initiate an Ad Hoc Recording1	6
	8.5	.1.	Manual Processing of Ad Hoc Recordings1	7
9.	The	e Ecł	noSystem Server (ESS)1	8
9	.1.	Ech	noes Tool Bar1	9
9	.2.	Нον	<i>w</i> to Edit a Lecture Recording2	20
9	.3.	Нον	w to Restore a Edited Recording2	25
9	.4.	Нο\	w to make a Recording Unavailable/Available2	26
9	.5.	ESS	S Monitor2	27
10.	He	elp a	nd Support2	27





1. Purpose

The purpose of this document is to provide an overview and work instructions for Echo360. This document will provide detail for the following components of Echo360:

- > SafeCapture
- Echo Control Web Interface
- EchoSystem Server (ESS)
- > EchoCentre
- > EchoPlayer
- > The Echo block within Moodle (Wattle)

2. Audience

This document is intended to be read by Lecturers utilising Echo360 SafeCapture for lecture recording.

3. Definitions, Acronyms and Abbreviations

Terms, acronyms and associated descriptions used within this document are contained in the following table:

Terminology, Acronyms and Abbreviations	Definition/Description	
Activity	Any booking or class.	
ANU	Australian National University	
DLD	Digital Lecture Delivery	
ESS	EchoSystem Server	
SCHD	SafeCapture Hardware Device	
Semester	Standard teaching periods: Semester 1 and Semester 2	
Session	Summer session, Autumn session, Winter session and Spring session	



4. Overview

The Echo360 solution supports capturing of visual and audio content of lectures via automated scheduling. Recordings can be prescheduled, conducted on an ad-hoc basis, or recorded offline for future publication.

The 'SafeCapture' component of Echo360 enables the recording and playback of visual and audio content of lectures via hardware, which is installed in lecture theatres.

Echo360 and the Moodle (Wattle) Block plug-in', allows Echo360 to be integrated with the ANU learning management systems to made lecture recordings available to students.

5. Echo360 SafeCapture

The Echo360 SafeCapture Hardware Device (SCHD) will be installed in the AV rack in a number of lecture theatres across ANU. The 'SafeCapture' component of Echo360, in conjunction with the EchoSystem capture and management software, is designed to simultaneously capture the following combinations of sources:

- Audio Captures audio from something as simple as the audio from the lecturer, or as complex as the audio from video, slides, or other media used in a lecture presentation.
- Display Capture output from devices such as lectern computers, document cameras, DVD players and any other display sources controlled by the lectern control panel.



Schedule Recordings

The EchoSystem is based on a pre-defined schedule that configures the day, time, duration, presenter and venue of each lecture to be captured. The EchoSystem will automatically commence and finish recording based on the scheduled start and end times.

The EchoSystem facilitates the initiation of ad hoc recordings outside of the predefined recording schedule. Although it provides this flexibility, scheduled recordings always take precedence. Extended or ad hoc recordings, which overlap a scheduled recording, will automatically stop and the scheduled recording will commence.

Capture Lecture

The EchoSystem will commence recording based on the scheduled start time. A web browser based interface is provided to interact with the capture device to control and monitor the capture functions within a selected venue. The web interface provides the functionality to extend recordings, commence/stop earlier than the scheduled time and pause/resume recordings.



Process Recording

Once the recording has finished, it is immediately uploaded to the server, then processed in preparation for distribution. Once processing is complete the recording is available for streaming playback or downloading via Moodle (Wattle).

Note: A recording can take some time to be processed and made available. To view the progress of a recording being processed, please refer to the section titled 'ESS Monitor'.

View Recording

The ESS will make the recording available for student playback by publishing a link to the content via Moodle (Wattle). Students can access recordings via the EchoCentre, which they can launch by logging into Moodle (Wattle), and launching via the Echo360 Block.



6. The Echo360 EchoCentre

Echo360 and the Moodle (Wattle) Block 'plug-in', or EchoCentre, allows lectuerers and students to access recorded lectures.

6.1. Launch the EchoCentre via the Echo360 Block in Moodle (Wattle)

The EchoCentre block is added to a Moodle (Wattle) course in the same way the DLD block was added.

When you log into Moodle (Wattle), you will notice the 'Echo360' block on either the right or left hand side of the course site.

If you cannot see the Echo360 block, please contact Moodle (Wattle) Support via the IT Service Desk <u>https://itservicedesk.anu.edu.au/</u>.



Select 'Launch EchoCenter' to view recordings via the EchoCentre

6.2. The EchoCentre

The EchoCentre will launch within Moodle (Wattle) for the selected course. Recordings associated with the course will be listed in the Echoes pane located in the bottom left

hand corner. Selecting the information button elating to the selected recording including the Echo description and the availability of the Echo to students.

 ☑ Echoes ➡ Reports 	Update Title of Recording	
Available 💌 Most Recent 💌		6 Echoes
Test recording July 17 5:26 PM	Test recording	Play 🕨
	Play Recording	
Control Recording Properties	Information	
	Image: Contract of the contract	17 5:26 PM Bloggs Lecture 0:00:44 Audio File Video File Available
Update Description o Recording	f DESCRIPTION for Stud	lents



6.3. How to make a Recording Unavailable/Available

A recording can be made unavailable for viewing by students.

- 1. Select the information button
- 2. Select the 'Make Unavailable' button

O Echoes ➡ Reports			
Available 🔻 Most Recent 👻			6 Echoes
Test recording July 17 5:26 PM	✓ Test recording		Play 🕨
	9 1		
Control Recording Properties	Information		
	CERTIFICATION OF THE STATE OF T	DATE PRESENTERS (YPE JURATION DOWNLOADS STATUS	July 17 5:26 PM Joe Blogs Lecture 00:00:44 Audio File Video File Available Toggle Availability for Students

3. The following message will appear



4. To view unavailable Echoes, select the drop down arrow next to 'Available' and select 'Other'



5. This will display a list of all unavailable Echoes.

O Echoes	Reports		
Other 👻	Show Unavailable 👻		
Date 🔻		Presenters	Room
Sandpit Test Reco July 14 11:55 AM	rding	Joe Bloggs	Unavailable
This Echo has been mar	ked as unavailable 🛛 📀		



6. To make an Echo available, select the 'Make Available' button



7. The following message will appear



6.4. How to View Upcoming Scheduled Recordings

Your next scheduled recording will be displayed at the top of the EchoCenter. Selecting "Echoes tab > Other" will display all upcoming scheduled recordings.

If there are any problems with the schedule (timing, location, presenter) please log a job via the IT Service Desk <u>https://itservicedesk.anu.edu.au/</u>

s	ample Course: Echo360 EchoCenter		
			đ
Sample Course - Sandpit		\$	echã 0
Upcoming Recording: 25	uly Eriday 9:05 AM	scheduler	d recording
opconning necording, 20.0	uly. Friday, 5.05 All A	scheuulet	arecording
Course Statistics	Secent Activity		
	The ability to add and engage in dialogs, comments or post links contextually within		
There are no viewing statistics at this time.	The ability to add and engage in dialogs, commer	its or post links o	ontextually within
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn r	nts or post links o more about this e	ontextually within xciting feature.
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn r	its or post links o nore about this e	ontextually within xciting feature.
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn to All upcoming scheduled reco	nts or post links o more about this e	ontextually within xciting feature.
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn r All upcoming scheduled reco	nts or post links o more about this e	ontextually within xciting feature.
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn r All upcoming scheduled reco Presenters	nts or post links o more about this e prdings un Room	ontextually within xciting feature. Inder "Other" 20 Echoes
There are no viewing statistics at this time. At least one Echo must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, commer an Echo is currently disabled. Click here to learn of All upcoming scheduled reco Presenters ing Test Lecturer	nore about this er pordings un Room Actor, C	ontextually within xciting feature. der "Other" 20 Echoes 20 Echoes 20 Echoes 20 Echoes 20 Echoes 20 Echoes



6.5. How to Download a Recording

- 1. Select the information button 🛄 in the bottom right hand pane
- 2. Select 'Audio File' to downloand the mp3 file
- 3. Select 'Video File' to download the m4v file

• • •		
Information		
	DATE	July 17 10:50 AM
Note that the forest of the second se	PRESENTERS	Joe Bloggs
echo unitaria (19)	ТУРЕ	Lecture
Experiency Annual Constant Address in Annual A Annual A Annual A Annual A Annu	DURATION	00:06:01
	DOWNLOADS	Audio File Video File
	STATUS	8 Available
Conception of the second	Les di	
DESCRIPTION		
This Echo has no description		

7. The EchoPlayer

The EchoPlayer allows you to play a recording as well as navigate the recording via scene selection, text searching and user defined bookmarks. The EchoPlayer is opened by selecting the recording and then 'Play' within the EchoCentre.

1. Select the Echo Recording you wish to play and then select 'Play'

 ☑ Echoes		
Available 🔻 Most Recent 👻		2 Echoes
Sandpit Test Recording July 14 11:55 AM	Sandpit (Sandpit-u5465671 - Stacey De Simone) 0	Play 🕨
Exploring EchoCenter	B 0 % (T
July 11 4:48 PM	Statistics	

2. A copyright warning will be displayed with audio. Once the audio has completed, you can **acknowledge the copyright** to continue.



3. This will then launch the recording in the EchoPlayer



JUL 11, 2014 4-4839 PM - JEINWER EDMONDSON Exploring EchoCenter 🕑			
		80	APPS E
Safar File Lot View History Bookmarks Develop Window Help wattlecourses.anu.edu.au/blocks/echo366.achocenter/echocenter/frame.php?id=8422	10 00 00 00 10 10 10 10 10 10 10 10 10 1		Scenes
Comparing a second	C Dented a		Search
			i Bookmarks
Wattle + Courses + Wattle Bupport + Wattle Training + u6466871_Bandpit + Esho880 EshoCenter	You are logged in as Jennifer Edmondeon (Logoud)		U INTO
u5465671 - Stacey De Simone Sandpit: Echo260 EchoCenter			Help
	Ø		
u5465671 - Stacey De Simone - Sandpit	🌣 echő 🥹		
E Course Statistics	Recent Activity		
Then are no viewing statistics at this time. At least ow Echs must be viewed and the system will gather viewing statistics. Click here to learn more.	The ability to add and engage in dialogs, comments or post links contextually within an Echo is currently disabled. Click here to learn more about the exciting feature.	\odot	
O Echoes ■ Reports			
Telefelt Aggregate			
There is currently no report data.			
		0 0	
Reinformung z AMI 24 AM			
	C 2014 ESTRUCTURE AN INFORMATION CONTRACTOR AND A CONTRACT PROVIDER	Θ	
		0	
<u>, , , , , , , , , , , , , , , , , , , </u>			
			echő
		LA APPS	ECHO

7.1. The EchoPlayer tool bar

The following tool bar is located in the bottom left hand corner of the EchoPlayer



The following table details each of the buttons contained in the tool bar above:

Task	Description
> II and >	Pause and Play the recording
	Go to previous scene
	Go to next scene
▶ 1.5	Allows you to modify the speed of playback.
> < and <>	Mute and unmute audio
> 00:00:05 / 00:00:07	Displays how long the recording has been playing for / displays the total duration of the
	recording



7.2. The EchoPlayer Applications

The EchoPlayer provides a number of applications to help search and navigate through the recording.

1. If you cannot see the Application menu, select **'APPS'** in the bottom right hand corner:



2. The following application menu will be displayed within the EchoPlayer. This can be moved around the EchoPlayer by selecting and holding the application window

when the following icon appears and then dragging the Apps window to a new position within the EchoPlayer.



7.2.1. Scenes

Every minute Echo extracts a thumbnail of what is displayed which allows staff and students to navigate the recording by selecting different scenes.

Simply select a thumbnail to be taken directly to that position in the recording





7.2.2. Bookmarks

Staff and Students can put a bookmark against a specific time in the recording.

- 1. Pause the recording where you want to add a bookmark
- 2. Record a name for the bookmark and select **'Submit'**

- 3. Navigate directly to the bookmarked frame in the video by selecting the scene.
- 4. You may also edit the name of the bookmark by selecting 'Edit' or delete the bookmark by selecting 'Delete'





7.2.3. Search

Echo recordings are indexed during processing to facilitate text searching. Indexing is most effective in recordings featuring clear text such as Power Point presentations. Once processed, the video can be searched for specific text. Search results will allow a user to navigate directly to the frame in the video featuring the search term.





8. The Echo360 Control Web Interface

The EchoSystem provides a web interface to remotely interact with the capture device to control and monitor the capture functions within a selected venue. The web interface provides the following functionality:

- View capture status information
- > Start a recording earlier than the scheduled start time
- Pause and restart a recording
- > End a recording earlier than the scheduled end time
- Initiate ad-hoc recordings

To launch Echo360 Lecture Recording in one of the <u>Echo360-enabled</u> <u>venues</u>, simply double-click on the "Echo360 Lecture Delivery" icon on the lectern desktop.



(Please notify the ITS Servicedesk if the icon does not appear or is not working as expected.)

Enter your University User ID and Password and select 'OK'.

?	Authentication Required A user name and password are http://150.203.12.28. The site	e being requested by says: "EchoSecure"	y
User Name:	u1234567		
Password:	•••••		
		Cancel	ОК

This will then launch the Echo Control Web interface. The web interface provides the details of the next scheduled recording including the Capture title, presenter, start time, duration, status and remaining time until the capture starts.

Captures Monitor Help	Logout Acton: Copland Building, COP T
Next Capture:Captur	e Title
Presente	r: Joe Bloggs
Start Tim	e: 2014-07-14 at 11:55:00
Duration:	50 minutes
Status:	Capture Scheduled
This Stop Capture	capture starts in 2:22 Start Capture
EchoSystem Version 6.4.39512	Device Time: 2014-07-14 11:52:37



8.1. How to Start or End a Capture Earlier than the Scheduled Time

The Echo360 Control Web Interface provides the functionality to start a capture immediately or earlier than the scheduled time. Once you have logged into the Control Web Interface, the screen will display the start time of the next capture and the minutes and seconds until the next capture starts. To start the recording earlier, simply click **'Start Capture'**:

Note: The ability to start a capture earlier is limited to 5 minutes before the scheduled start time.

ochå	Logout
echo	Acton: Copland Building, COP T
Captures Monitor Help	
Next Capture: Capture	Title
Presenter:	Joe Bloggs
Start Time:	2014-07-14 at 11:55:00
Duration:	50 minutes
Status:	Capture Scheduled
This c	apture starts in 2:22
Stop Capture	Start Capture
EchoSystem Version 5.4.39512	Device Time: 2014-07-14 11:52:37

Once the recording has started, the status will change from 'Capture scheduled' to 'Recording':

ochő	Logout
echo	Acton: Copland Building, COP T
Captures Monitor Help	
Capturing: Capture Title	
Presenter: Joe Bloggs	
Start Time: 2014-07-14 at 11:53:08 Duration: 52 minutes	
Status: Recording	
Capture Time Remaining: 51:39	
Stop Capture Pause Capture	Extend Capture
EchoSystem Version 5.4.39512	Device Time: 2014-07-14 11:53:2

At any time throughout the recording and prior to the recording commencing, you can 'stop' the capture earlier than the scheduled end time. To stop the recording earlier:

- Select 'Stop Capture'
- > Select **'OK'** to stop the capture or **'Cancel'** to continue recording:



Captures Monitor Help Capturing: Capture Title Capturing: Capture Title Presenter: Joe Biogos Star Time: 2014-07-14 at 115.308 Deration: 2 2014-07-14 at 115.308 Deration: 2 2014-07-14 at 115.308	Acteer Acteer The page at https:// In the saved and uploaded You cannot resume after stopping a capture. OK Cancel
Capture Time Remaining: 51:39 Stop Capture Pause Capture Construction S (1991)	Extend Capture

Note: Selecting 'OK' processes and uploads the recording immediately.

8.2. How to Pause and Re-start a Recording

The Echo360 Control Web Interface provides the functionality to pause and re-start a capture. Once you have logged into the Control Web Interface and the recording has commenced, you can pause the recording by selecting **'Pause Capture'**. This will change the status displayed on the interface to **'Paused'**.

Captures Monitor Help	Logout Actor: Copland Building, COP T	
Capturing: Capture Title Presenter: Joe Bloggs Start Time: 2014-07-14 at 11:53:08	Captures Monitor Help	Logout Actor: Copland Building, COP T
Status: Recording	Capturing: Capture Title Presenter: Joo Bloggs	
Capture Time Remaining: 51:39 Stop Capture Pause Capture	Exter Terrer Pausing capture External Status: Recording	
EchoSystem Version 6.4.30612	Capture Time Remaining: 50:58 Stop Capture Pause Cepture Ecologyatem Version 64.00612	Extend Capture Device Time: 2014 07-14-11-54-01

To resume the recording, simply select **'Resume Capture'**. This will change the status displayed on the interface back to 'Recording'.

Captures Monitor Help	Logout Actor: Copland Building, COP T	
Capturing: Capture Title Presenter: Joe Bloggs		Logout Actor: Copland Building, COP T
Start Time: 2014-07-14 at 11:53:08 Duratione: 52 minutes Status: Paused	Capturing: Capture Title	
Stop Capture Resume Capture	Extend C Start Te Duratise Resuming capture Device T Status: Paused	
	Stop Capture Resume Capture	Extend Capture



8.3. How to Extend a Lecture Recording

The Echo360 Control Web Interface provides the functionality to extend **individual recordings** by a user defined number of minutes. To extend the recording, simply select **'Extend Capture'.** This will launch a pop up window, allowing you to record the number of minutes for which you would like to extend the capture by and select **'OK'**.

Captures Monitor Cap	The page at https:// says: × How many minutes would you like to extend the capture by? C OK Cancel Presenter: Joe Bloggs Start Time: 2014-07-14 at 11:53:08 Duration: 52 minutes		Logout
Stop Capture	Status: Recording Capture Time Remaining: 51:39 Pause Capture	Extend C	apture
EchoSystem Version 5.4.39512		Device 1	līme: 2014 <mark>- 1</mark> 7-14 11:53:20

If you select 'OK', the capture will be extended and the following message will appear:



NOTE: Once you have extended the recording and selected 'OK', please take notice of the **'Duration'** and **'Capture Time Remaining'** on the control interface. If you have extended the recording past the start time of a scheduled recording, the scheduled recording will take precedence. Your recording will only extend up until the start time of the next scheduled recording. The duration will display the actual duration from when you extended it until the start time of the next scheduled recording, not what you extended it by.

For example, if there is a scheduled recording commencing in 5 minutes and the current recording has been extended by 10 minutes, the duration remaining will be 5 minutes.

Capturing: Cap	ture Title
Pre Sta Dur Sta	senter: Joe Bloggs rt Time: 2014-07-14 at 11:53:08 ation: 5 minutes tus: Recording
	apture Time Remaining: 4:39



8.4. How to Verify the Status of a Recording in Progress

Once the recording has started, the screen will change to the below display which includes the capture 'Status' Information:

echo Captures Monitor Help	Logout Acton: Copland Building, COP T
Capturing: AdHocTest	
Presenter: Joe Bloggs Start Time: 2014-07-14 at 11:58: Duration: 1 bour Status: Recording	31
Capture Time Remaining: 59:49 Stop Capture Pause Capture	Extend Capture
EchoSystem Version 5.4.39512	Device Time: 2014-07-14 11:58:41

The following table provides an explanation for each status:

Status	Status Description
Capture Scheduled	This is the status displayed prior to the recording of the lecture
	commencing
Recording	This is the status displayed whilst the lecture is recording.
Paused	This is the status displayed if the recording has been paused.
Completing Capture	This is the status displayed once the recording has finished or been
	stopped and the recording is uploading to the Echo360 server.



8.5. How to Initiate an Ad Hoc Recording

The Echo web interface facilitates the initiation of ad hoc recordings outside of the predefined recording schedule. Although it provides this flexibility, scheduled recordings always take precedence. Ad hoc recordings that overlap a scheduled recording will automatically stop and the scheduled recording will commence. To initiate an ad hoc recording:

1. Select 'Ad Hoc Capture'

echo	Logout
	Acton: Coombs Building, COOMBS T
Captures Monitor Help	
Next Scheduled	l Capture
Title: Course 123	
Presenter: Joe Bloggs	
Section: Course 123 Semester 2, 2	2014
Starts: 2014-07-21 at 11:05:00	
How Long: 110 minutes	
Ad Hoc Capt	
EchoSystem Version 5.4.39512	Device Time: 2014-07-18 15:28:41

2. Complete the details for the ad hoc recording and select 'Start Ad Hoc Capture'.

Please note the following points for ad hoc recording:

- a. Ensure you select your course from the drop-down (If you do not select a course from the drop down then the recording will be considered 'unassigned' and will require manual intervention to process the recording via the ESS (refer to section 6.1.1 Manual Processing of ad hoc recordings.)
- b. The duration of an ad hoc recording cannot exceed 4 hours (240 minutes) at a time

echő	Logout
Acto	on: Coombs Building, COOMBS T
Captures Monitor Help	
Next Scheduled Capture	
You may start an ad hoc capture by entering a title, selecting a section, and clicking Start	Capture Now
Title this capture Record a	a title for the ad
Ad Hoc Capture Title ho	c capture
How many minutes is the capture? Record the duration of 60 the ad hoc capture Which section is this capture for? Select the cours Course 123, Semester 2	se for which the associated
What do you want to capture? Display Only (Podcast/Vodcast/EchoPlayer). Balanced between file size & qualit	Select preferred recording quality
Cancel Capture Start Ad Hoc Capture	



8.5.1. Manual Processing of Ad Hoc Recordings

To manually process an ad hoc recording:

- Log in to the ESS <u>https://capture.anu.edu.au</u> (please refer to section '7 The EchoSystem Server (ESS)' below)
- 2. Select 'Ad Hoc Captures'



3. Hover your mouse over the recording you wish to process. This will display a menu bar. Select 'Process' from the menu bar.

	Title			Date 👻	Duration	Device	
	makeuptest			process delete 10/9/14 1:38 PM	3 minutes	00-1c-08-00-0d-ce	
Select: A	II 1 (of 1) Displayed Above, All 1 in Filter, None	Actions: Choose	•	Edit Ad Hoc		View: 20 Captures Per Page 1 - 1	of 1

4. Complete the details below and then select 'Next' to process the recording.

Process Ad Hoc Capture	Input or edit the title of the
Manual Capture Description	recording
Title : makeupt	est 🖉
Course/Section	
Section : Term :	2014, Semester 2 🔍 Course : STAT2001 🔹 Section : Introductory Mathematical S 💌
Select the semester to which	Select the course for which the recording is Select the section for which the Next Cancel
are recording belongs	associated recording is associated



9. The EchoSystem Server (ESS)

The ESS allows you to manage; playback, edit and delete lecture recordings (known as Echoes) as well as monitor the progress of recordings currently being processed.

The ESS can be accessed from the URL <u>https://capture.anu.edu.au</u> where you will be prompted to authenticate. Please enter your University User ID and Password and select **'Log in'**.

G	chã	
Please ente	er your user name and password.	
User Name: Password:	u1234567	
1 000010.	Log In	

EchoSystem 5.4.2014-02-17.1

Once you have logged in, you will be presented with the following screen.

6 Echoes Downloads Monitor	echő
Echoes Media Import	Send Feedback Help
Echoes (Available)	
Search	
Filter By: Date From : To: Keyword Search : Course Name / Title / Description / etc	
All: 17 Available: 13 Unavailable: 4 Archived: 0	1-13 of 13
7 Title Presenter Term Start Time -	Status
S capture stopped notification test STeattor/ST Test section 1 Joe Bloggs Orgoing 7/16/14/12:15 PM	Available
Fun with Testing 101 (FWT101-SVT101-SVT101-SVT)Senester 1 3 www.pig.ymp3_pig.ymw/v_edit. download_closed caption_copy_delete Sleve Academic 2014, Senester 1 40/14 11:00 AM	Available
Select: Al 13 (of 13) Deplayed Above, Al 13 in Filter, None 5 ectore: Choose Vew: 20 Vev: 2	er Page 1 - 13 of 13

- 1. Select the 'Echoes' tab to view your library of Echoes (recordings)
- 2. Your library of 'Echoes' for each of the courses you are a presenter in will be listed. Using the column-heading bar you can sort the list by Title, Presenter or Start Time.
- 3. Hover your mouse over an Echo recording within the list and the Echo Tool bar will appear:

	Title		Presenter
l	Fun with Testing 101 (FWT101-FWT101-S1) FWT101-FWT101-S1	Semester 1 view_play.mp3_play.m4v_edit_download_closed.caption_copy_delete	Steve Academic

Details of this menu bar are explained in detail in the section titled 'Echoes Tool Bar' within this document.

4. The tabs along the top allow you to view either view available Echoes, unavailable Echoes, Archived Echoes or All Echoes.



5. You can select one or more Echoes using the check boxes and then apply one of the following actions to all selected Echoes:



Note: Selecting 'Delete permanently' does exactly as it states, the record is deleted permanently and cannot be recovered.

- 6. Select the **'Monitor'** tab to verify the progress and status of a recording. Please refer to the section title 'Monitor' for further information.
- 7. Select 'Logout' to log out of the ESS

9.1. Echoes Tool Bar

Hover your mouse over an Echo recording within the list and the Echo Tool bar will appear:

Tì	itle		Presenter
Fu FV	un with Testing 101 (FWT101-FWT101-S1) Semester 1 WT101-FWT101-S1	view play mp3 play m4v edit download closed caption copy delete	Steve Academic

The following table details each of the actions within the toolbar:

Task	Description				
View	Launches the Echo Player for viewing the lecture recording				
Play mp3	Download and Play the mp3 (podcast) version of the Echo in software				
	outside of Echo such as Windows media player.				
Play m4v	Download and Play the mp4 (vodcast) version of the Echo in software				
	outside of Echo such as VLC Media Player				
Edit	Allows you to edit the title and description of the Echo.				
Download	Download the entire Echo as a zipped file.				
Closed caption	Download the mp3 file for closed captioning. This may be used by a				
	System Administrator when supplying an Echo to a service that adds				
	closed captions.				
Сору	Allows you to copy an Echo from one section to another. For further				
	information, please refer to the section titled 'Copy an Echo'.				
Delete	This will delete an Echo permanently. A deleted Echo CANNOT be				
	retrieved. Before deleting an Echo, consider the following options:				
	1. Make the Echo unavailable. Students will not be able to view				
	unavailable Echoes. (Please refer to the section title 'How to make				
	an Echo Recording Unavailable')				
	Archive the Echo. Students will not be able to see archived				
	Echoes.				



9.2. How to Edit a Lecture Recording

The ESS allows you to edit a lecture recording and provides the following methods:

- > Removing a segment from the middle of the recording
- > Removing either the beginning or end sections, known as 'trimming top 'n tail'.

After you have logged in to the ESS, you can edit a recording by following these steps:

1. Navigate to the list of Echo recording within the 'Echoes' tab, hover the mouse over the Echo you wish to edit so that the tool bar appears, and select 'Edit':



2. Scroll to the very bottom of the page, and select 'Edit Media'



3. Please wait whilst the Echo360 Presentation Editor loads

ech ³⁶⁰ live. and learn.	
	Loading the Echo360 Presentation Editor
	Please wait while we load the resources
EchoSystem Editor v5.4 © 2004-2014 Ed	cho380 Inc. All Rights Reserved

4. The Echo360 Presentation Editor will open in a new tab



, han Aunstein an Libre 🗙 🗙	$= q + w(1/2) - 1/2 \varepsilon_{\rm c}$	outre X (O	Edit Echo - EchoSyster	m Serv 🗙 🕢 🕢 Edit Echo - Ed	:hoSystem Serv 🗙 【	👷 watte (Eliteration)	×
👻 JIRA System Dashboa	🗋 Log in - Blackboa	rd Mo 🚺 Pr	oject management	🕒 Scientia Enterprise Lo	C Student Allocator	Terminology - Student	💥 University Mobile Apps
Edit Start Cut	Preview End Cut Durat	Save ion	Save New		Editing: SI capture s	topped notification test - J	lul 16, 2014 12:15:00
EchoSystem Editor v5.4		Inc. All Rights Re	served	00:00:00 / 00:00:00			00:01:32 echố

- 5. In order to remove either the beginning or end sections, known as 'trimming top 'n tail':
 - a. Drag the left slider in to remove the beginning of the recording
 - b. Drag the right slider in to remove the end of the recording

е	cho				Each Edit is	`			
live	. and learn. Edit	Preview	Save	Save Ne	Displayed in the 'Edit' Pane	Edit	ing: Exploring Echo	Center - Jul 11, 20	14 4:48:39
#	Start Cut	End Cut	Duration						
1	00:00:00	00:00:01	00:00:01	edit restore			i hang taktinan bengti basili bina beng	a na	
						abiliti's lines being to lines a larger		0 atá 4	
2	00:00:27	00:00:29	00:00:01	edit restore		Course Environment Automatical priority in an action outrie counterful prior of prior and prior and		Record Activity	
					_	Class V Parts		and the data for the set of the s	
	Drag the Left Slider in		00:00:05		×	TALACKS MUL	0	Drag th Right Sli in	ne ider 2
	4				00:00:24				
<u></u> :00:	00								00:00:29
0	•	-@- ◀))			00:00:00 / 00:0	0:00			7
EchoS	ystem Editor v5.4	© 2004-2014 Ed	ho360 Inc. All Righ	its Reserved					echõ

- 6. In order to remove a segment within the middle of a recording, two methods available:
 - a. Option 1: Use the Play head and buttons:





- i. Drag the red play head 😎 and position it at the start of the cut
- ii. Then select the start cut button
- iii. Drag the red play head and position it at the end of the cut
- iv. Then select the end cut button
- v. Select the scissors button to make the cut
- b. Option 2: Use the markers:



- i. Drag the left marker and position it at the start of the cut
- ii. Drag the right marker and position it at the end of the cut
- iii. Select the scissors button to make the cut
- c. Once you have selected the scissors to make the cut, you will notice that the cut area appears grey on the timeline and the cut appears in the 'Edit' pane:

and terrin. Editory Ed	e. and Barn. Edition Preview Save Save New Start Cut End Cut Duration 00:00:07 00:00:12 00:00:05 edit restore	echõ				o a
Edit Preview Save Save New Save New New Save New New New New New New New New New Ne	Edit Preview Save Save New Start Cut End Cut Duration Image: Cut	e. and learn.	Y		Editing: Explorin	ig EchoCenter - Jul 11,
Start Cut End Cut Duration	Start Cut End Cut Duration Image: Cut of the start	Edit I	Preview Save	Save New	A set for the set of t	
00.00.07 00.00:12 00.00.05	00.00.07 00.00.12 00.00.05 eett restore	Start Cut End	d Cut Duration			
		00:00:07 00	00.12 00.00.05	edit restore	and the second s	A PROPERTY AND DESCRIPTION
		00.00.07	00.00.00		and backing bad	A
					B Carlo Balaton	& BostAbly
					The area we associated when the solution of a second second process of the second second	The other and the property of the second second
					O Lines O Papers	
					Enderson Concession	
	10.000			v	TO DECEMBER OF COMPANY	
				_		
	:00	00:00				
		:00 O 4	■ (0)	00	12/00:00:12	



7. If at any stage you need to edit a cut, this can be done by selecting 'Edit' in the edit pane:

	Edit	Preview	Save	Save New
#	Start Cut	End Cut	Duration	
1	00:00:07	00:00:12	00:00:05	edit restore
				T

8. You can change the value for either the start cut or the end cut. Once you have

changed the values, select the check button to submit the changes or the cross button to restore the original value

Edit	Previ	ew Sav	ve Sa	ve New	
# Start Cut	End Cut	Duration			
1 00:00:0	7 00:00:12	00:00:05		\otimes	-

- 9. You can preview the edited recording by selecting the 'Preview' tab and then play
- 10. To save the edited recording, select the 'Save' tab and select either 'Save Edits' or 'Process Edits'
 - a. The edit overview provides an explanation of the edits which were made.
 - b. Submission Information allows you to record a version description of the edits which were made.
 - c. Save Edits Commits your edits but does not publish the recording to students
 - d. Process Edits Commits your edits and makes the recording available to students



Edit	Preview	Save	Save New			
it Overview						
otal Number of	of Segments:		2			
Original Presentation Duration: 00:00:29						
New Presentation Duration: 00:00:27						
Amount of Time Removed: 00:00:01						
bmission Info	rmation					
/ersion Descri	ption: Testing Editir	ig of Recording				
			Ensure you enter a			
version description						

11. A confirmation message will appear once you have saved or processed the edits:

nk you for using the Echo360 Presentation Editor						
The edit list was successfully submitted to the ESS.						
ho360 Inc. All Rights Reserved						

12. You can now close the Editor by simply closing the tab.



9.3. How to Restore a Edited Recording

The ESS allows you to restore an edited recording back to its original format. To do this:

1. Select the 'Echoes' tab on the ESS screen and then select the title of the Echo you wish to restore:

Echoes Dow	vnloads Schedule Mo	nitor Reports	Configuration	System					
Echoes Ad	ichoes Ad Hoc Captures Media Import								
Echoes (Au	Echoes (Available)								
Search									
Filter By :	Date 🔹	From :	📑 To :		Keyword Search :	Course Name / Title / Description / etc			
All: 27		ailable: 21		Unavailable: 6		Archived: 0			
	nue								
	SI capture stopped notification SITest101-SI Test section 1	test							
	Stacey Test Extend			view	play mp3 play m4v e	dit download closed caption copy delete			

2. Scroll to the bottom of the screen. In the section titled 'Presentation Media Edits' you will see the version control for the recording. The title is the version description you recorded when saving/processing the edit.

Presentatio	n Media Edito Version	<u>`</u>			
No.	Title Description of Edit	Updated By	Updated Time	Has Edits	Status
1	Original	Internal User	7/16/14 11:38 AM	No	Obsolete
2	Testing Editing of Recarding	Stacey	7/16/14 5:49 PM	Yes	Current

3. Two new buttons have now appeared at the bottom of the 'Presentation Media Edits' section: 'Reprocess Media' and 'Restore Unedited Media'.

Copy Edit	Edit Media	Reprocess Media	Restore Unedited Media	Done
			•	

- 4. Select **'Restore Unedited Media'** to delete all edits made to the recording. This will restore the recording back to the original state.
- 5. Once it has been restored you will notice the new version control entry:

Γ	Presentation Media Edits								
ŀ	No.	Title	Updated By	Updated Time	Has Edits	Status			
L1	1	Original	Internal User	7/16/14 11:38 AM	No	Obsolete			
12	2	Testing Editing of Recording	Stacey	7/16/14 5:49 PM	Yes	Obsolete			
	3	Restored Original	Stacey	7/17/14 7:52 AM	No	Current			
lī			Copy Edit Edit Media Reprocess Media Done						



9.4. How to make a Recording Unavailable/Available

You may wish to make a recording unavailable for viewing by students for a number of reasons. For example you may want to edit the recording first, before releasing it. A recording can be made unavailable in one of two ways: Through the ESS or through the EchoCentre. This section will describe the steps to make a recording unavailable through the ESS.

1. Select the 'Echoes' tab on the ESS screen and then select the check box of the Echoes you wish to make unavailable:

Echoes Dow	nloads Schedule Monitor Reports Configuration System								
Echoes Ad	Echoes Ad Hoc Captures Media Import								
Echoes (Av	Echoes (Available)								
Search									
Filter By :	Date • From : To :								
All: 27	Available: 21 Unavailable: 6								
	Title								
	SI capture stopped notification test SITest101-SI Test section 1								
2	Stacey Test Extend Sendpit								
1									

2. Scroll to the very bottom of the screen and select the 'Actions' drop down menu.



- 3. Select 'Make Unavailable'.
- 4. The Echo recording will no longer appear in the 'Available' tab. It will now appear in the 'Unavailable tab'

All: 27	Available: 20	Unavailable: 7	Archived: 0
Title			

- 5. To make the Echo recording 'available', select the check box of the Echoes in the 'Unavailable' tab.
- 6. Scroll to the bottom of the page to the 'Actions' list and select 'Make Available'.



9.5. ESS Monitor

The Monitor tab provides a summary of the lecture recordings. Select "Monitor tab -> Processing" to view the progress of recordings that are still being processed, and so are not yet available:

Summary				Send Feedback Help					
Summary									
System Alerts	Capture Stations	Processors	System Status						
0 in lashnur 2 1 tis Ahver sgo 4 tis 12 hours sgo 0 12 to 2 hours sgo 0 12 to 2 hours sgo 6 1 to 5 days sgo Recent Captures Filter By : Organization ▼ Organization: Choose▼	4 registered 2 or do const. 2 assigned to aroon 15 pbs completed today Very recordings curricity Keyword Seach : Course	1 registered 0 out forotact 0 jobs in gravue 10 jobs in gravue 10 jobs completed today	a date literate(s) a date literate(s) transpe vulner(s) with disk space OK transpe vulner(s) with disk space CRTCAL stranspe vulner(s) with disk space CRTCAL Prograss bar indicates the processes						
Scheduled: 0 Capturing: 0	Processing: 1 C	ompleted: 14		1 - 1 of 1					
Time Course Room	Capture Status 🔺 Sour	rce [egend] Processing Status	Progress Elapsed	Publishing Alerts					
5:26 PM - 5:28 PM Sandpt- 2014-07-17 Copian	d Building-COP T Succeeded	Processing	7% 0.00.49	Echo360 Search Indexing 0					
				1 - 1 of 1					

10. Help and Support

You can access support materials at http://online.anu.edu.au/echo360

To contact Wattle Support, please log a job at <u>https://itservicedesk.anu.edu.au/</u> or Phone (02) 612 54321, option 1, 5 Mon-Fri: 9am-5pm.

For urgent assistance during a lecture, phone (02) 612 54321, option 1, 1.



Change Log:

Last edited 25 Sept 2015 by Hashantha Mendis.

Version 1.3 22 Jan 2014 Compiled by: Stacey De Simone, Enterprise Systems, Information Technology Services.