

Lecture Capture user guide: LECTURE CAPTURE ADMINISTRATION

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Subject coordinators can manage recordings through the lecture capture administration page:
<https://admin.lecture.unimelb.edu.au>

Recordings can be copied, moved, restored from archives and edited within the Lecture Capture administration page.

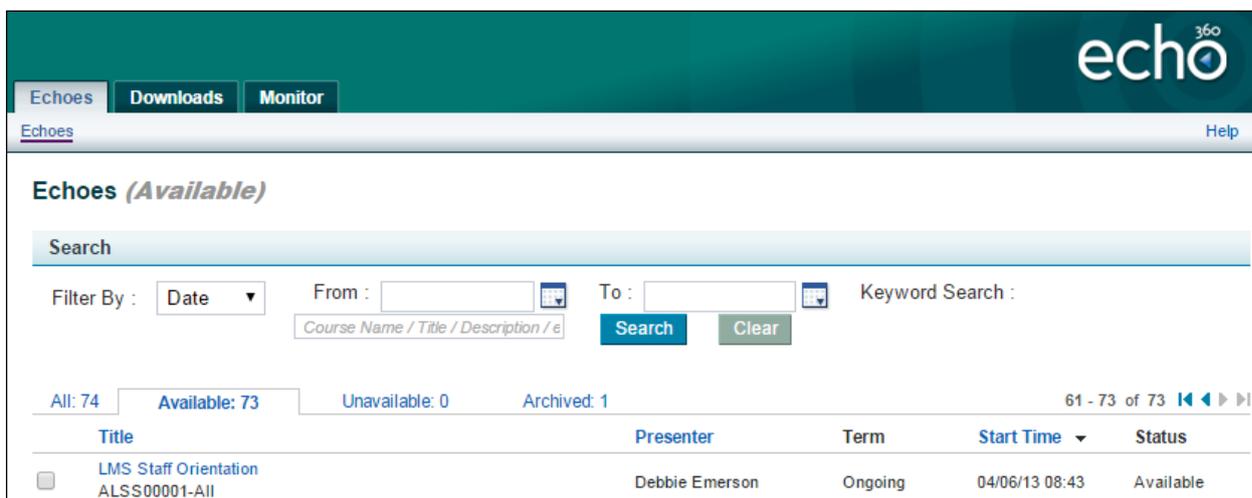
Note: Any queries regarding lecture capture administration can be made via the helpdesk request form: <http://go.unimelb.edu.au/ap4n>

Unarchiving Echoes

Lecture Capture content older than 18 months is archived twice yearly in January and July as part of regular system maintenance. Archiving makes older recordings unavailable for playback or downloading. The archived recordings are still available to staff, who may choose to un-archive those that are required temporarily.

For more information: <http://blog.le.unimelb.edu.au/?p=6405>

1. Open the Lecture Capture administration page: <https://admin.lecture.unimelb.edu.au>
2. The webpage will display a list of your Echoes (Lecture Capture recordings). At the top of the list of Echoes are tabs that let you display **All**, **Available**, **Unavailable**, or **Archived** Echoes.



The screenshot shows the 'Echoes' administration page. At the top, there are tabs for 'Echoes', 'Downloads', and 'Monitor'. Below the tabs, there is a search bar and a 'Filter By' dropdown set to 'Date'. There are also 'From' and 'To' date pickers and a 'Keyword Search' field. Below the search area, there are summary statistics: 'All: 74', 'Available: 73', 'Unavailable: 0', and 'Archived: 1'. A table of recordings is displayed with columns for 'Title', 'Presenter', 'Term', 'Start Time', and 'Status'. The first row shows 'LMS Staff Orientation' by 'Debbie Emerson' in the 'Ongoing' term, starting on '04/06/13 08:43' with a status of 'Available'.

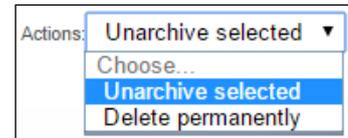
3. Click on the **Archived** tab to view your archived Echoes.



This image shows a close-up of the summary statistics tabs: 'All: 74', 'Available: 73', 'Unavailable: 0', and 'Archived: 1'. The 'Archived: 1' tab is highlighted with a red rectangular box.

4. Tick the check box to the left of the Echo you wish to un-archive.
5. Select **Actions** (bottom of the page) >> **Unarchive selected**.
You will be returned to the **Available** Echoes page. A message at the top of the page will display, **An Echo is being unarchived**. Your Echo recordings will appear in the **Available** tab.

6. Please allow up to 2 hours for the un-archiving process to complete.



Copy recordings between sections

Now that you have unarchived your Echoes you will need to copy it to your current Echo Section (may be called Echo Module depending on browser settings). Echoes can only be viewed through a current LMS subject link. See the following guide for further information on creating LMS links for Lecture Capture recordings: https://www.lms.unimelb.edu.au/user_guides/lecturecapture_guide.pdf

1. Login with to the Echo Administration page: <https://admin.lecture.unimelb.edu.au/>
2. Click on the title of the recording you wish to copy to your current Echo Section. This will take you to a web page describing the recording.
3. At the bottom of the web page, click on the **Copy** button.
4. Edit the **Echo Name** if required.
For example you could change the name to include additional information.

5. In the **New Section** area directly below, select the **Term**, **Course** and **Section** you wish to copy your unarchived Echo recording to.
6. You will be returned to the Echo Details page. A message at the top of the page will display, **The item has been saved.**

7. Please allow up to 2 hours for the Echo recording to complete the copying process.

Move recordings between sections

You can move recordings to your current Echo Section (this may be called Echo Module depending on browser regional settings). Echoes can only be viewed through an authenticated LMS subject link. These instructions can also be used to replace a recently missed recording with an older recording.

Note: Echoes that are moved to a current Section are permanently removed from the original section. We highly recommend you use the Copying method on the previous page if you wish to maintain complete versions of previous semesters in a single location for future reference.

1. Log into the Echo Administration webpage: <https://admin.lecture.unimelb.edu.au>
2. Click on the **title** of the Echo you wish to copy to your current Echo Section. This will take you to a web page describing your Echo.
3. At the bottom of the web page, click on the blue **Edit** button.
4. Select the dropdown menu item, **Term**. There are a number of terms to select. Your current course will generally match the current Semester (e.g. 2015_SM1), unless you had a non-semester teaching period, in which case your term will most likely be 2015).

5. Select your **Course** from the next dropdown list. Please note that your **Course** will only appear if you have selected the correct **Term** in the previous step.
6. The **Section** is divided into streams, so there will generally only be one option for this dropdown list. If you are running multiple streams, select the relevant current stream.
7. Click the **Save** button. You will be returned to the Echo Details page. A message at the top of the page will display: **The item has been saved.**
8. Please allow up to 2 hours for the moving process to complete.

Update descriptions

Once you have copied an Echo into a new section, it will use the time stamp when the copying took place, rather than the date of the recording. You may also wish to change the title of your Echo for other reasons.

1. Log into the Echo Administration webpage: <https://admin.lecture.unimelb.edu.au>
2. Click on the **title** of the Echo you wish to copy to your current Echo Section. This will take you to a web page describing your Echo.
3. At the bottom of the web page, click on the **Edit** button.
4. You have several options that you can edit. You have the option of editing the **Title**, **Description**, **Start Date**, and **Time**. While you can change the room associated with the lecture, we would not recommend this as it may lead to confusion with both students and administration staff.

Note: Changing the section using this button will move the recording as described in the previous page, 'Moving Echoes between Sections'. Please read the previous page to learn more about the effects of this action.

5. **Save**. You will be returned to the Echo Details page. A message at the top of the page will display: **The item has been saved.**

Edit recordings

Editing is an optional process that you can use to improve the presentation of your venue recordings by removing sections for content or copyright reasons. Examples of edits could include including trimming the "dead air" from the start and end of the capture, and cutting segments from the middle. You can edit your recording for 21 days after the recording has occurred.

This document covers the procedure for editing your scheduled venue recordings only. Information on editing using Echo Personal Capture is available in other guides:

Macintosh https://le.unimelb.edu.au/wp-content/uploads/2015/11/Echo360_PersonalCapture_Mac.pdf

Windows https://le.unimelb.edu.au/wp-content/uploads/2015/11/Echo360_PersonalCapture_Win.pdf

Open recording

1. Log into the Echo Administration webpage: <https://admin.lecture.unimelb.edu.au>
2. The Echoes associated with your course(s) will be displayed. Click on the **title** of the Echo you wish to edit.
3. Scroll to the bottom of the screen and click **Edit**.

Presentation Media Edits					
No.	Title	Updated By	Updated Time	Has Edits	Status
1	Original	Internal User	24/11/15 10:17	No	Current

Copy Edit Edit Media Reprocess Media Done

Edit recording

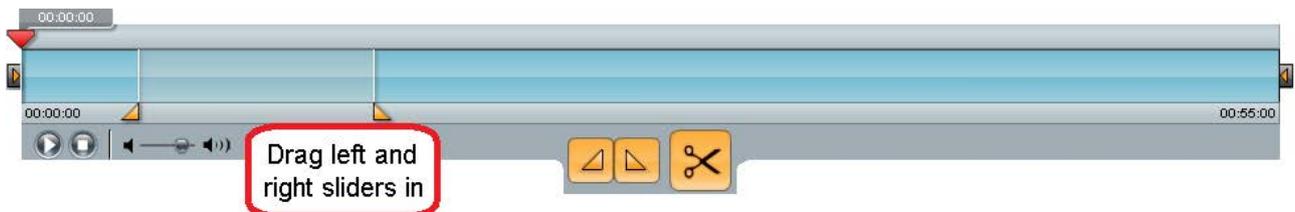
To trim from the start or end of your capture:

1. Click and drag the **left-hand side slider** to trim the beginning of the capture.
2. Click and drag the **right-hand side slider** to trim the end of your capture.
3. If you make a mistake, you can click the **restore** button to undo a cut.



To cut a segment from the Echo:

1. Click and drag the **mark-in triangle** to adjust the beginning of the segment to be cut.
2. Select the **Edit Tab**. Click and drag the **mark-out triangle** to adjust the cut-off point. The section in light-blue between the mark-in and mark-out triangles is the segment to be cut.



3. Click the **scissors** to cut the highlighted segment - the region turns from light-blue to grey.
4. Your edit times will appear with a Start Cut/End Cut listing. You can fine-tune the times by clicking the **edit button** and typing the time. You can then manually type a Start Cut/End Time.
5. Click the tick button to save the fine-tuned edit points:



Note: Although you can edit directly in the Edit tab, we recommend that you first establish edit times in the Preview tab. Click the Play button to commence the playback and you can then click on any section of the recording and the lecture will play from that time mark. Write down the times of the edit(s) you wish to make.

If you make a mistake, you can click the **restore** button to undo a cut.

Save your recording

1. When finished with your editing process, click the **Save** tab.
2. **Process Edits.**

Note: Clicking **Save Edits** will only save your drafted editing times. You must click **Process Edits** to have the server reprocess your material.

The server will generally take several hours to reprocess your recording with the edits in place. You will not be able to view your recording during this time. A notification email will be sent when the reprocessing is complete.

Upload external media

Editing can be used to improve the presentation of your venue recordings by removing sections for either content or copyright reasons. Examples of edits could include including trimming the "dead air" from the start and end of the capture, and cutting segments from the middle. You can edit your recording for 21 days after the recording has taken place.

1. Log into the Echo Administration webpage: <https://admin.lecture.unimelb.edu.au>
2. From the **Echoes** tab, click the option **Media Import**.
3. **Choose file.**
Navigate to the audio/video file you wish to upload and select the **OK** button. Most common formats are supported (e.g. mp4, wmv, mp3). When the upload has completed the EchoSystem will perform an error check on your recording to ensure the file will process. **Verify Media File** will need to display all green ticks before you will be able to proceed.
4. In **Section** click the first dropdown menu item, **Term**. Select the required term e.g. 2016_SM1.
5. From **Course** select the subject associated with this recording. Please note that your **Course** will only appear if you have selected the correct **Term** in the previous step.
6. **Section** is divided into streams, so there will generally only be one option for this dropdown list. If you are running multiple streams, select the relevant stream.
7. Select the **Start Date** you wish to associate with your upload.
8. Select the **Start Time** you wish to associate with your upload.
9. Select the **Media Type** representing the type of file you have uploaded.
 - **Audio Only** is recommended for MP3 files.
 - **Audio and Video** is recommended for full motion video.
 - **Audio and Powerpoint or Low Motion Video** is recommended for slideshow type material, such as a voiceover over slides.
10. **Next.**
11. The product group selection page allows you to select the output format for your recording. From the dropdown list, select the option that matches your requirements. When you've made your selection, click **Start Processing**.
 - **audio-download_only** is recommended for Audio Only
 - **screencapture-download+streaming** is recommended for video.
12. The message "Media file submitted for processing. This file will not be visible in the Echoes tab until the processing is completed." is shown at the top of the screen. A notification email will be sent when the recording is available.

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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