Learning Platform Management System Dashboard

Welcome to the new Dashboard. Users will be able to manage their Echo360 recordings from this page.

Navigate to My Menu and select Request an Echo360 Recording

This is the Lecture Capture Request screen. From this screen users can:

- Request new subject related recordings
- Request new non-subject related recordings
- View and edit scheduled recordings
- Search for subjects and users.
How to Request a Subject Related Recording

This method will create recordings and link them to the Echo360 Module inside a Moodle course.

Please note that this method is only available to subject coordinators. To book Echo360 recordings on behalf of someone else, please use the search function.

1. Click on Select next to the relevant subject.

   This will open a screen with relevant subject information gathered from the Moodle site.

   ![](image1)

   This page gives a detailed overview of the subject instance. From this page, recording information can be reviewed and additional information can be added.

2. Determine if Initially Unavailable.

   This setting determines if the recording is available to the audience automatically or if they will need to be approved in the Echo360 Administration interface.

3. Select to Record or not record a session by clicking the checkboxes.

   This section will automatically populate with dates and room numbers. By default it will also uncheck recordings on weeks where student breaks and exams are on.

   Clicking Record will make the greyed out dates active and recording will occur as specified in this section. It is possible to uncheck dates if recordings are not required.

4. Determine Video Conference availability.

   This setting determines if the content is broadcast on the UOW video conference network.
5. Click **Add** if any One Off recordings are required.  
   *This section allows manual entry of Description, Date, Time, Duration, Venue and Video Conference availability.*

6. Add any **Comments**.  
   *This section is available for leaving comments for the Echo360 team.*

7. Click **Submit**.  
   *If there are additional presenters or Moodle sites to be added please follow steps 8 and 9 prior to clicking **Submit**.*

8. **Add or Remove Presenters (Optional)**

   ![Table of Presenters](image)

   *This section lists the presenters of the subject, it is possible to add and remove presenters using the **Add/Remove Presenters** button.*

   From the pop-up window, search for the UOW staff member and click **Add Selected** to list them as a presenter.

   *It is possible to grant full access to the Echo360 admin page (which grants edit permission and usage statistics) by clicking the **Full Access** checkbox.*

   *After any changes are made, click **Save Selection**. Any unsaved changes will be lost.*

9. **Add New Moodle Sites (Optional)**

   *This screen determines which Moodle sites will have access to the recordings. It is possible to display the content in up to 6 Moodle sites.*

   1. Click **Add New Moodle Site(s)**
   2. Search for the Moodle site using one of the search criteria
   3. Click **Search**
   4. Click the **Select** checkbox next to the relevant Moodle site from the search results
   5. Click **Add Selected**
How to Request a Non-Subject Related Recording

This method will create recordings that are not linked to any specific Moodle site.

Any seminars, conferences or presentations being made in a room with recording capabilities can be recorded via this function.

1. Click on the Request a new non-subject related recording.

2. Enter an Identifier Code. This is a broader term; for example if recording a conference with multiple sessions, enter “Learning & Teaching Conference 2014”. This will act as a folder for all of the conference recordings.

3. Enter a Title. This will name the individual recording; for example using the “Learning & Teaching Conference 2014” example, the title of this recording would be “Learning & Teaching Conference 2014 – Session 1”.

4. Determine if Initially Unavailable. This setting determines if the recording is available to the audience automatically or if it will need to be approved in the Echo360 Administration interface.

5. Click Add. This will expand the recording options for the session.
6. Enter a **Description**.
   *This brief description for the individual recording will appear on the Echo Player.*

7. Select a **Date** for the recording.
   *This setting determines the date that the recording will take place.*

8. Select the recording **Start Time**.
   *This determines the starting time of the recording. Start time intervals are set to half hour blocks.*

9. Select the **Duration**.
   *This determines the length of the recording. Please note that recording durations are in 25 and 55 minute increments to allow time for Echo360 to process the recording prior to the next recording commencing.*

   *If you require the full half-hour or hour, please request this in the comments section. The recording can be edited in the Echo360 administration page at a later date.*

10. Select the **Venue**.
    *This dropdown lists all of the currently available recording enabled venues. When selecting Other, an additional information field will appear.*

    *For PCAP (Echo 360 Personal Capture) recordings, select Other and enter PCAP in the additional information field.*

11. Determine **Video Conference** availability.
    *This setting determines if the content is broadcast on the UOW video conference network.*

12. Add any **Comments**.
    *This section is available for leaving comments for the Echo360 team.*

13. Click **Save**.
    *Additional recordings can be set by clicking Add and repeating steps 6-13.*

When successfully added the recording will be listed on the **Dashboard**.
How to Request Recordings on Behalf of Someone Else

This method allows support staff or academics who are not the Subject Coordinator to request Echo360 recordings for a subject.

1. In the search field enter the **Username** of Subject Coordinator or the **Subject Code**.
2. Click **Search**.

### SEARCH RESULTS

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Session</th>
<th>Campus</th>
<th>Delivery Method</th>
<th>Instance Name</th>
<th>ETSCode</th>
<th>S-Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY112</td>
<td>Accounting In Organisations</td>
<td>Spring (28/07/2014 - 20/11/2014)</td>
<td>Wollongong</td>
<td>On Campus</td>
<td>Class I</td>
<td>Not Found</td>
<td>Found</td>
</tr>
</tbody>
</table>

3. From the search results click **Select** next to the relevant subject.

   *This will launch a new screen populated with the subject information*

This page gives a detailed overview of the subject instance. From this page, recording information can be reviewed and additional information can be added.

4. Determine if **Initially Unavailable**.

   *This setting determines if the recording is available to the audience automatically or if it will need to be approved in the Echo360 Administration interface.*

5. Select to **Record** or not record a session by clicking the checkboxes.

   *This section will automatically populate with dates and room numbers. By default it will also uncheck recordings on weeks where students break and exams are on.*

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This section allows manual entry of Description, Date, Time, Duration, Venue and Video Conference availability.

8. Add any **Comments**.
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9. Click **Submit**.
   If there are additional presenters or Moodle sites to be added please follow steps 8 and 9 prior to clicking **Submit**.

10. **Add or Remove Presenters (Optional)**

This section lists the presenters of the subject. It is possible to add and remove presenters using the **Add/Remove Presenters** button.

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