Lectures Online
Student
User Guide
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1. **EchoCenter for Students**

**What is an EchoCenter page?**

Your EchoCenter page is a launch pad for recorded lectures and a dashboard which provides:

- A listing of each Echo for the class, with details about the Echo.
- Lists "other" Echoes. Some of these are future class meetings. In time, each of the future class meetings becomes a link to an Echo.
- Allows you to access live webcasts (when enabled). Not all classes include live webcasts.
- Shows the course notes (bookmarks) you have added to Echoes you've already viewed. Each bookmark links to the scene in the Echo.
- Shows recent chat and discussion activity for the class. Each discussion item links to the scene in the Echo.

**How Do I Get to My EchoCenter Page?**

Upon login to vUWS ([https://vuws.uws.edu.au/](https://vuws.uws.edu.au/)) and selecting your course, navigate to the EchoCenter link on the left within the course menu area. (See below image)

If you have issues in locating the EchoCenter link, firstly check with your lecturer and ensure your course is slated for lecture recording.

The IT Service Desk are available to assist on extension 5111 or you can log a job through the MyIT Portal. ([https://uws.service-now.com/Portal/](https://uws.service-now.com/Portal/))
2. Guided Tour of an EchoCenter Page

Overview

Your EchoCenter page should look similar to the figure shown below. Each numbered item is described in the sections below.
ID Pane (1-3)

1. The class covered by this EchoCenter page. You may also see a notice of the next recording or live webcast, as shown below. A **Join** button appears shortly before the scheduled webcast time.

2. The Echo360 logo. The UWS logo will appear on the left side of the window.
3. Link to online help.

Course Bookmarks Pane (4)

The pane:

- Shows any course notes (bookmarks) you added recently to any Echo in the class. To see the course notes (bookmarks) you added for a specific Echo, select the Echo and click the course notes (bookmarks) tab.
- Lets you jump to the course note (bookmark). Clicking on the course note (bookmark) opens the Echo at the relevant scene.

To make course notes (bookmarks) appear in this pane, add a bookmark to an Echo while you are watching it in the EchoPlayer. Click the Bookmarks button (shown below).

Bookmarks help you:

- **Tag important parts** of the Echo, allowing you to quickly navigate to a certain point
- **Serve as brief course notes**, offering an overview of what was covered in a particular lecture

You see only the bookmarks you added.
**Best Practice: Add Many Bookmarks**

Add bookmarks liberally as you review an Echo. When you are studying for an exam, you'll find the bookmarks a handy index to the Echo and to the class.

You might want to use a key phrase (such as "EXAM QUESTION") if an Instructor has indicated that a particular concept is important.

**Recent Activity Pane (5)**

This pane:

- Shows recent discussions that occurred in any Echo in the class. To see the discussions for a specific Echo, select the Echo and click the Discussions tab.
- Lets you join the discussion. Clicking on the discussion link opens the Echo at the relevant scene.

**Why Aren't There Links to the Most Recent Echo Here?**

The Recent Activity section lists the most recent discussions that occurred in any Echo for this class. If the most recent Echo did not elicit any discussion, no discussion link is listed. Discussions sometimes occur as you and your classmates review the Echo. As you submit discussions topics, they are listed in this pane.

Discussions appear in this pane, when you, the Instructor, or another class member adds a discussion topic while watching an Echo. Click the Discussions button (shown below).
As the school year progresses, the list of Echoes can become long and unwieldy. The **Available/Other** and **Most Recent/Least Recent** drop-down lists help you organise the list of Echoes.

Select the **Available** option to see a list of Echoes that have been processed. Sort the list with the **Most Recent/Least Recent** drop-down list.

Select the **Other** option to see a list of:

- Echoes still being processed.
- Scheduled recordings.
- Echoes that are marked Not Available. If you are curious about an Echo marked Not Available, ask your Instructor or Teaching Assistant (TA). Echoes can be unavailable for a variety of reasons:
  - Your Instructor may have marked an Echo as unavailable while it is being reviewed or for another reason
  - A class meeting may not have been captured because of a power outage or other malfunction

An example of the Other list is shown below.

The Other list contains the following options and information:

1. Available/Other drop-down list. Allows for toggling between the Available Echoes and Other Echoes
2. Hide Unavailable/Show Unavailable drop-down list. This control shortens the list by hiding unavailable Echoes. Echoes can be unavailable for a variety of reasons:
   - The Instructor may have marked an Echo as unavailable
   - A class meeting may not have been captured because of a power outage or other malfunction
3. The number of Echoes in the list.
4. The status of any Echoes listed. This may show that the Echo is being processed or that the class meeting was not captured. Most class meetings are captured and become available as Echoes, so it is helpful to see this case explicitly noted.
Individual Echo Listed (7)

Select an Echo in the list to reveal additional details about that specific Echo.

Launch Echo Button (8)

Click this button to launch the Echo.

Tabs Selection (9)

Select a specific Echo from the Course Echoes list, then select one of the tabs to get further details about the Echo.

Information Tab

The Information tab is shown below.

From this tab you can:

• See the type of Echo (usually "Lecture")
• See the duration of the Echo
• Download Podcast or Vodcast versions
• Read a description of the Echo if your Instructor included one

Discussions Tab

The Discussions tab is shown below.

From this tab, you can:

• See discussions that have occurred for the specific Echo.
• Join discussions. Click on the discussions link.
Course Bookmarks Tab

The Course Bookmarks tab is shown below.

From this tab you can:

- See the course notes (bookmarks) you have added in the Echo.
- Open the Echo at the bookmarked scene. Click on the course note (bookmark).

The date below the bookmark is the date you added the bookmark to the Echo. It is not the date of the class.

Preferences Button

When you click an Echo icon on the EchoCenter page, you want to jump right into the Echo. You don’t want to be bothered with technical specifications. However, the EchoPlayer needs to know certain details in order to display the Echo in the best way for you.

Click the Preferences button to configure your preferred bandwidth and theme. These specifications will be used for every Echo you launch.

Follow these steps:

1. Click the Preferences button.

2. The Preferences dialog box appears as shown in the following figure.

3. The display name is the name other students and your Instructor see when you are chatting and asking questions in the EchoPlayer. To change your display name, follow these steps:

   1. Click anywhere on the display name (“Thomas Skelding” in this example). The display name becomes an editable field as shown in the figure.

   2. Edit the name. We recommend that you enter your
actual name so other students and your Instructor can identify you.

3. Click the check mark to save the edited name. Click the X to cancel any changes.

4. Select your preferred EchoPlayer theme.
   - The Dark and Light themes control the background of the Echo
   - The Screen Reader theme is optimised for the visually-impaired

5. Select your preferred connection speed. The connection speed that can be supported depends on the quality of your network. We recommend choosing the default, Auto-Select.

   **Theme and Connection Settings Affect the EchoPlayer not the EchoCenter**

   The theme and connections settings affect the appearance and performance of the EchoPlayer but have no effect on the EchoCenter.

6. Move your cursor away from the dialog box. The box disappears. Your changes have been saved.
3. **Frequently Asked Questions**

What do I do first?

1. Do these tasks the first time you open the EchoCenter page for a course:
   1. Configure the settings. See Preferences above.
   2. Add a bookmark to it. Follow the instructions for your browser.

2. Each time you open an EchoCenter page, glance first at the course title in the top left corner. Make sure you've opened the EchoCenter page for the correct course.

I clicked the "Upcoming Recording" title and nothing happened. Why not?

The upcoming recording is the next Echo that will be posted. It isn't a link because it hasn't been posted yet. When the Echo is posted, you will see it at the top of the Course Echoes list.

The upcoming recording is typically the same as the next class meeting.

Sometimes I see a "Join Live" button and sometimes not. What's happening?

The next scheduled event (either a live webcast or a typical class meeting) shows at the top of the EchoCenter page. If the next scheduled meeting is a live webcast, you see the Live button, which allows you to join a live webcast 15 minutes before the scheduled time. If the next scheduled event is a typical class meeting, you see the "Upcoming Recording" banner.

Some courses or events always include a live webcast, some include a live webcast occasionally (when the weather is bad or when a well-known person is presenting), some courses are never webcast live.

What do the "Show Unavailable" and "Hide Unavailable" buttons mean?

An Echo may be marked "unavailable" for a variety of reasons, for example:

- Your Instructor may have marked an Echo as unavailable
- A class meeting may not have been captured because of a power outage or other malfunction

If you are curious about an Echo marked Not Available, ask your Instructor or Teaching Assistant (TA)

If you are scanning a long list of Echoes, you can shorten the list by hiding unavailable Echoes.

Having Issues?

The IT Service Desk are available to assist on extension 5111 or you can log a job through the MyIT Portal. ([https://uws.service-now.com/Portal/](https://uws.service-now.com/Portal/))