

# How to add an Echo360 Block

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EchoSystem is the lecture capture and online delivery system used by La Trobe University. It offers increased flexibility to students who can review the content anywhere, anytime.

## **Outline:**

The purpose of this guide is to show users how to add your Echo360 lectures to the LMS via an Echo360 block.

## **What will the guide cover?**

This guide will cover how to add an Echo360 block to your LMS subject.

## **How long will this take?**

This activity should take approximately 2 minutes to complete.

## **What technology will it use?**

LMS

## **Materials needed?**

A computer or mobile device and compatible web browser in order to update LMS content.

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## How to Link Echo Lecture Recordings to the LMS

### Introduction

Your two options for linking a recording are to provide a direct link to that recording in Echo, or to include the Echo block in your subject where students can find the recordings. To include the Echo 360 direct URL in your subject, please see the “How to Link to an Echo360 recording” How To document.

## How to Timetable an Echo Lecture Recording

### Introduction

Before starting the booking process, you first need to determine if you already have recordings automatically scheduled.

Echo will automatically record any session that meets both of the following two criteria:

- The session is a regularly scheduled Lecture (tutorials, workshops, or ad hoc lectures will not automatically be recorded)
- The lecture is in an Echo enabled space.

You can find out if your session meets these criteria by going to the Timetable Viewer page

<http://eattweb.latrobe.edu.au/StaffTimetableOdd/Default.aspx>

- Select “Subject” from the menu on the left hand side of the page.
- Type your subject code in the search field, and make sure you have the correct semester selected.
- Select **List view**.
- Select the **View timetable** button when you are ready.

Only regularly scheduled sessions will be listed on this timetable.

If your session is listed in the **Class type** column as a **Lecture**, then your subject has met the first criteria.

Now select the room that the session is scheduled in. The pop up window will list all the facilities in that room. If **EQPIECHOSYSTEMIRECORDING** is on the list, then your room is **Echo enabled**.

If you get to this point and your session is both a scheduled lecture, and in an Echo enabled space, then you don't need to do anything further. Echo will automatically record your lecture in that room.

If, for some reason, your session fails either of these criteria, then you will need to make an ad hoc Echo booking.

Navigate to [https://latrobe.service-now.com/latrobe/request\\_ict.do](https://latrobe.service-now.com/latrobe/request_ict.do)

Select **General Services**

Select **EchoSystem Service**

Fill in the form to request an ad hoc Echo recording.

## Adding an Echo360 block

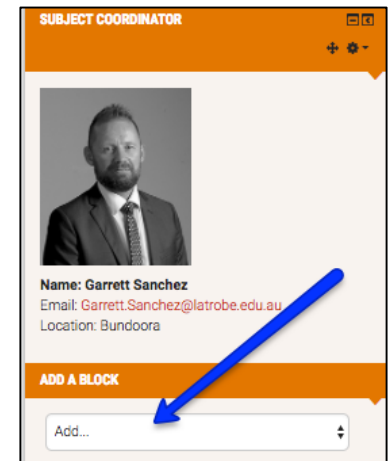
### Enable Editing

On the top right of the page, select **Turn editing on**



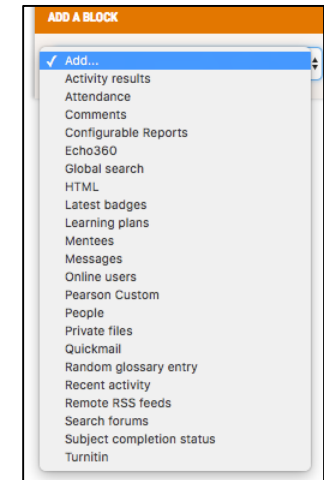
### Add the block

1. On the right-hand side scroll down to **Add a Block**.
2. Select **Add**.



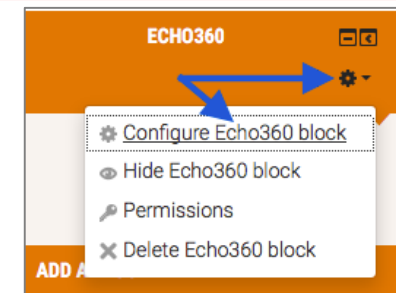
## Select the Echo360 block

From the drop down list select the **Echo360** block.



## Configure the Echo360 block

Click on the edit setting cog icon to **Configure the Echo360 block**



## Adding Echo360 lectures

From the list of recorded lectures for your available subject, select the applicable subject, year and campus by checking the box next to the subject code.

### Configuring a Echo360 block

#### ▼ Block settings

- 2013,POL2RAP/POL3RAP,BU,2,D
- 2017,HIS2ANA,BU,1,D
- 2016,MKT3SEM,BU,1,BL

## Set where the Block Appears

All block configuration includes the ability to set where the block appears.

**Where this block appears** applies setting to whole of subject

To view the settings for the ECHO 360 block, select the arrow next to **Where this block appears** in order to expand the section.

1. **Display on page types** allows you to select whether the block appears on the home page or any subject page
2. **Default region** will place the block in left or right column
3. **Default weight** will where the block appears in relation to other blocks

▼ Where this block appears

Original block location ⓘ Subject: DB-T - DB-T

1 **Display on page types** Any type of subject main page ▼

2 **Default region** ⓘ Right ▼

3 **Default weight** ⓘ 5 ▼

▼ On this page

**Visible** Yes ▼

**Region** Right ▼

**Weight** 5 ▼

On this page customises region, weight and visibility for the current page you are viewing.

Select **Save changes**

## Further Support

### Staff

For support in the use of the LMS, Echo360, Turnitin, PebblePad and Manage My Subjects contact [ASK EDTECH](#).

### Students

Go to [Student IT Support](#)

## End of guide

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