

How to Link Echo Lecture Recordings to the LMS

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 timetable your Echo360 lectures add your Echo360 lectures to the LMS via an Echo360 URL.

What will the guide cover?

The guide will cover how to create link to an individual Echo360 URL.

How long will this take?

This activity should take approximately 10 minutes to complete.

What technology will it use?

LMS

Materials needed?

A device that allows updating 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 block in your subject, please see the “How to enable the Echo Block in a subject” How To document.

This document only deals with how to create a direct link to a recording.

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

Select **General Services**

Select **EchoSystem Service**

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

Adding a an Echo360 URL link

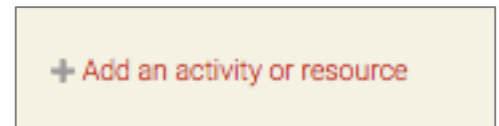
Enable Editing

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



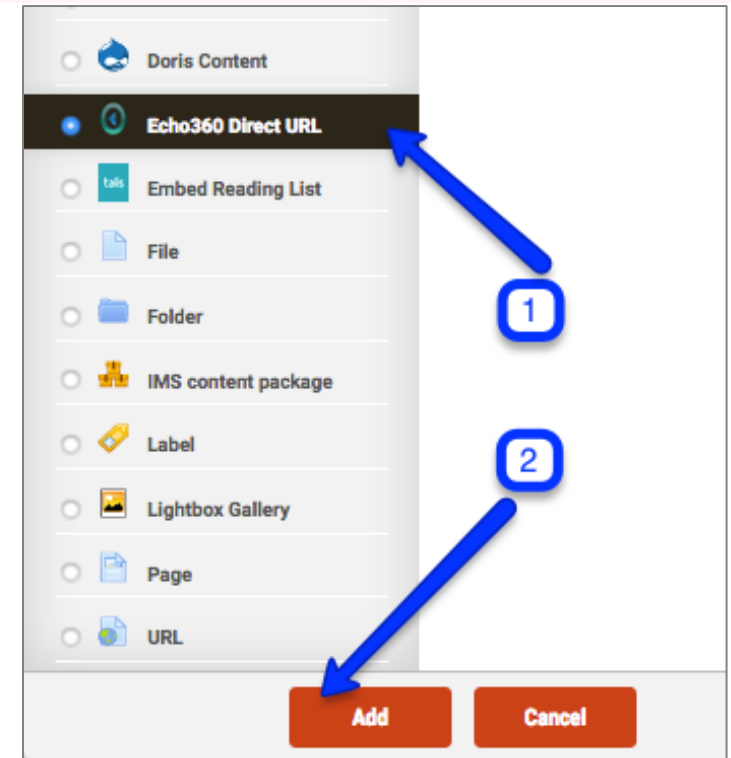
Add an activity or resource

1. Navigate to the week / section to which you would like to add a label.
2. Select **Add an activity or resource**



Adding the Echo360 Direct URL

1. Choose the “**Echo360 Direct URL**” item under the “Resources” heading
2. Click the “Add” button.



Complete the Echo360 URL settings

Name the Video

Give your video a **Name**.

If you teach multiple subjects, they will all be listed here. Select the subject you want to show a video from, and then choose the specific video you wish to show from the list.

Name*

Display description on subject page

Presentation

- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 25th July
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 1st August
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 8th August
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 15th August
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 22nd August
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 29th August
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 5th September
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 12th September
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 19th September
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 3rd October
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 10th October
- 2016,ACC5FAS,BU,2,D - ELT 4 - Mon 09:05 to 10:55 - 17th October

Common Module Settings

Common module settings control whether content is visible to students. You can also add a group restriction in this setting. For more information on restricting access for groups see groups and groupings guide.

Restrict Access

Restrict access allow you to control access based on date, grade, users and activity completion.

Activity Completion

If **Activity completion** has been activated in your subject settings, it will appear in your activity or resource settings. You can elect for a student to mark the activity as completed or for graded items automatically indicate completion to students. Activity completion is indicated by a check box to the right of the activity on the home page.

Tags

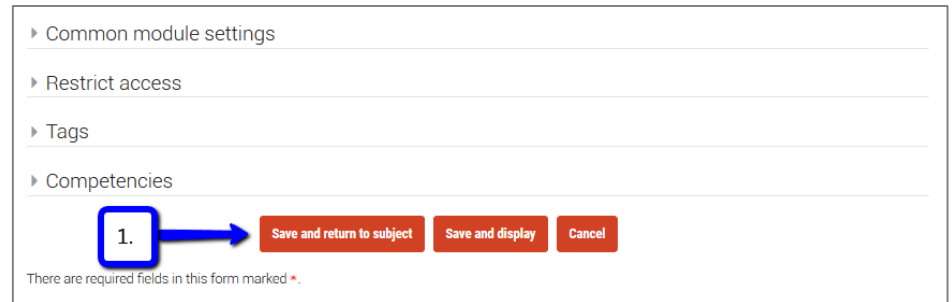
Tags not currently used.

Competencies

For more information on enabling **Competencies**, please refer to the Competences guide.

Save and return to subject

1. Once you have finished adjusting/editing the settings select **Save and return to subject**.



The screenshot shows a form with four expandable sections: 'Common module settings', 'Restrict access', 'Tags', and 'Competencies'. Below these sections are three buttons: 'Save and return to subject', 'Save and display', and 'Cancel'. A blue box with the number '1' and an arrow points to the 'Save and return to subject' button. At the bottom of the form, there is a note: 'There are required fields in this form marked *.'

Further Support

Staff

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

Students

Go to [Student IT Support](#)

End of guide

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