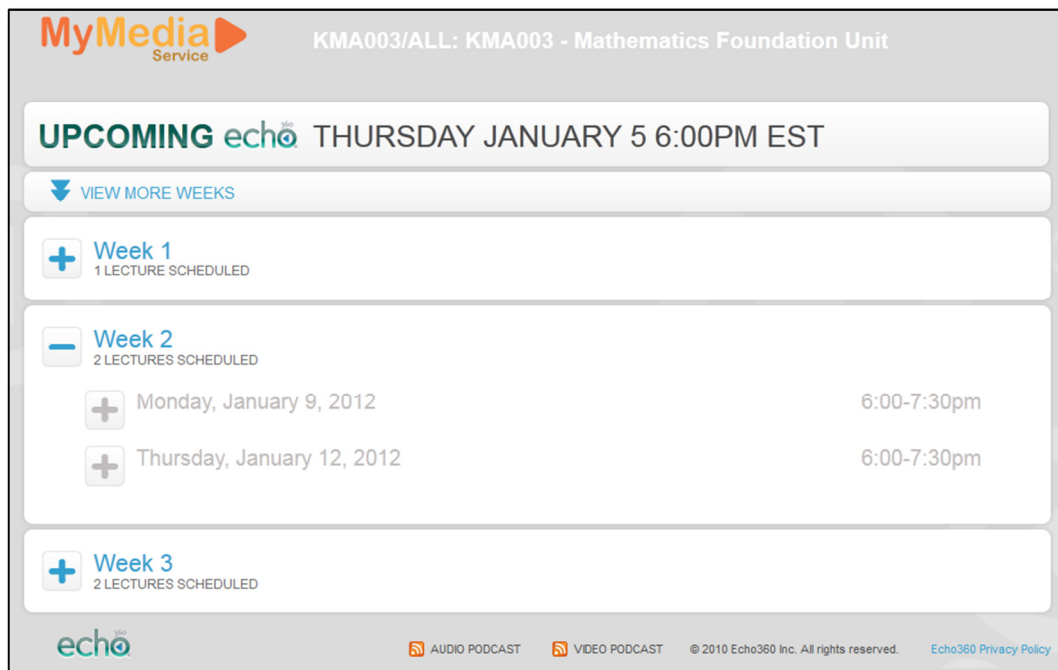



Navigating the MyMedia Unit Portal:

Summary: This section highlights and explains the screen elements of the new unit portal interface which will be an integral part of accessing all your lecture recordings in 2012.



There are 4 main sections in the unit portal. These are listed in order from top to bottom:

1. Header: includes the MyMedia Logo, Unit Code and Unit Name for the unit.
2. Upcoming Echo: shows the next on campus class scheduled for recording. Nearly all units that are taught from within a lecture recording venue will have the recording schedule details available through the portal.
3. Weeks: This can be expanded to show more or fewer weeks. By default the portal shows the current week.
 - a. Weeks have lectures (recordings from venues), resources (recordings uploaded from your lecturer) and/or scheduled lectures (recordings in venues that are yet to occur) associated with them. The week listing easily allows you to identify which weeks have content for viewing.
 - b. Weeks can be expanded by clicking on the  icon to drill down to recordings/resources/scheduled recordings, and expanded further to get access to the actual media for the recording.
4. Footer: includes the vendor logo and provides access to the podcast links for the audio or video media files for the unit.

Note: There is a fifth section that may be available in some unit portals called Discussions. This is enabled by your lecturer and is not available by default. The discussion feature is explained later in this document.