
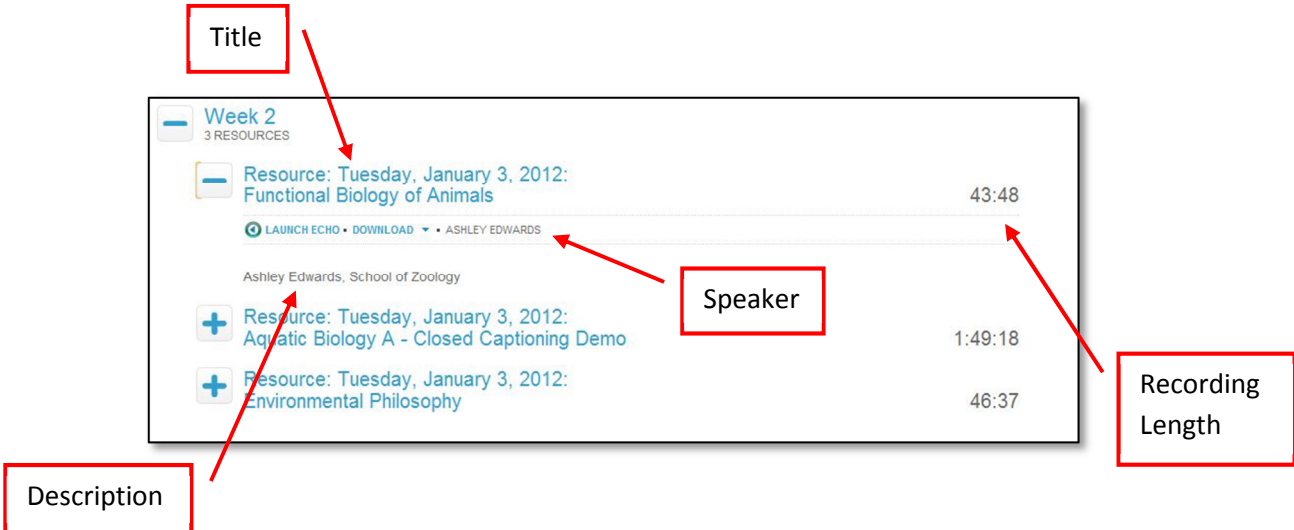


Accessing an individual recording through the Unit Portal:

Summary: This section will provide you with the information necessary to effectively navigate the unit portal to access an individual recording for either on-demand viewing or downloading the media file to your computer. This section assumes you have read and understood the [Navigating the MyMedia Unit Portal](#) support information.

Expand the week and relevant recording by clicking on the  icon or by double clicking the week name and recording name. The portal will expand to show a screen similar to that shown below:



The screenshot shows a list of recordings under 'Week 2' (3 resources). The first recording is 'Resource: Tuesday, January 3, 2012: Functional Biology of Animals' with a duration of 43:48. Below the title, there are buttons for 'LAUNCH ECHO' and 'DOWNLOAD', and the speaker's name 'ASHLEY EDWARDS'. Below the speaker name is the description 'Ashley Edwards, School of Zoology'. The second recording is 'Resource: Tuesday, January 3, 2012: Aquatic Biology A - Closed Captioning Demo' with a duration of 1:49:18. The third recording is 'Resource: Tuesday, January 3, 2012: Environmental Philosophy' with a duration of 46:37.

In the example above “Resource: Tuesday, January 3, 2012: Functional Biology of Animals” you can see the following information:

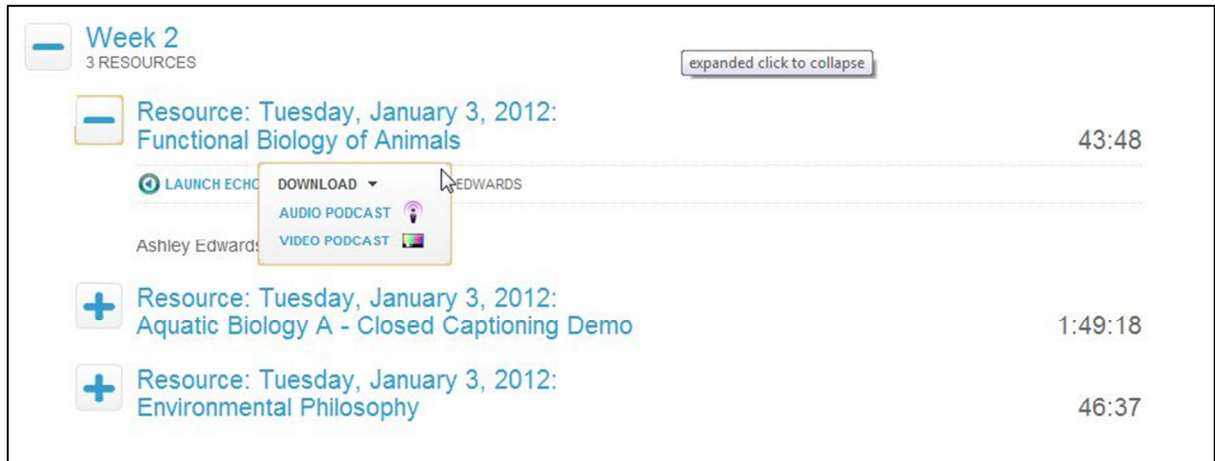
- Title of recording
- Recording length, to the right of the title
- Launch Echo button; provides access the streaming rich media version of the file. This is only available for files that contain video content (i.e. screen or lecturer). It is not available for audio only recordings
- Download button provides access to video and/or audio media file for download
- Speaker/s
- Description (optional): in the example above the description is “Ashley Edwards, School of Zoology”

Click on the **Launch Echo** button to play the recording immediately using the Rich Media environment (refer to section [Launch Echo How to use the Rich Media Player environment: new features](#) in this document for more information) or choose **Download** to save the media file to your computer (this feature is explained next in this document).

Downloading a recording to your computer (the easy way):

Summary: This section assumes you have read the [Accessing an individual recording through the Unit Portal](#) section detailed previously, and will provide the information necessary for you to download the recording to your computer whilst minimising the impact on your Internet download quota.

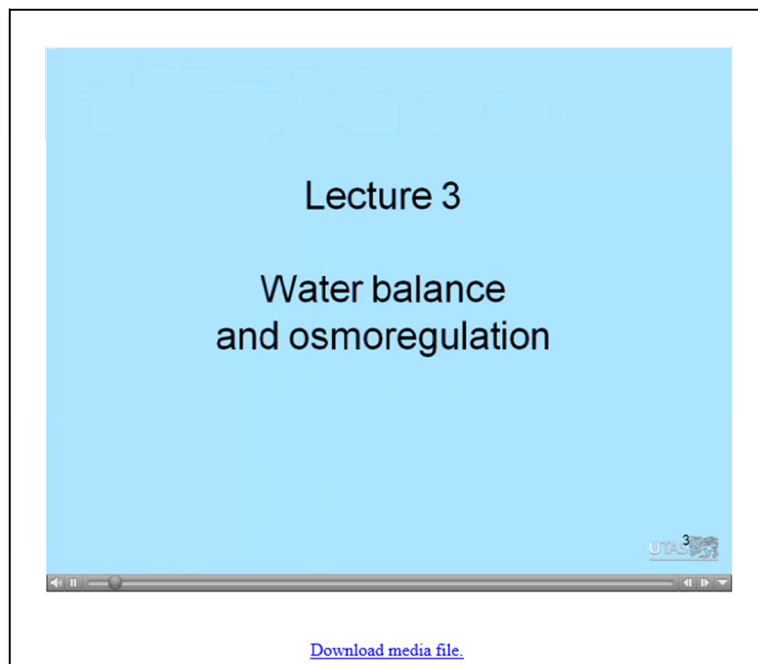
Upon clicking the download button for the recording you will have the option of selecting Audio Podcast or Video Podcast as shown by the image below. If the recording is audio only the Video Podcast option will not be available to select (it will be greyed out).



Select the format to suit your needs (either audio or video).

A new browser window/tab will open that starts to play an embedded version of the media file. Below the playing media file will be a link to **Download media file**.

To save the file, right click (or control click for Mac) on the **Download media file** link and choose save target as... (Wording is dependent on the Internet browser being used). Change the name from media.m4v to a logical name (e.g. Lecture 3.m4v) and save the file to a location of your choice; for example, a USB memory stick or your computer desktop.



Important note: Close the browser window playing the file once you have initiated the save process. This will stop the media file being downloaded in the browser twice and also increase the download speed for the file being saved to your computer.

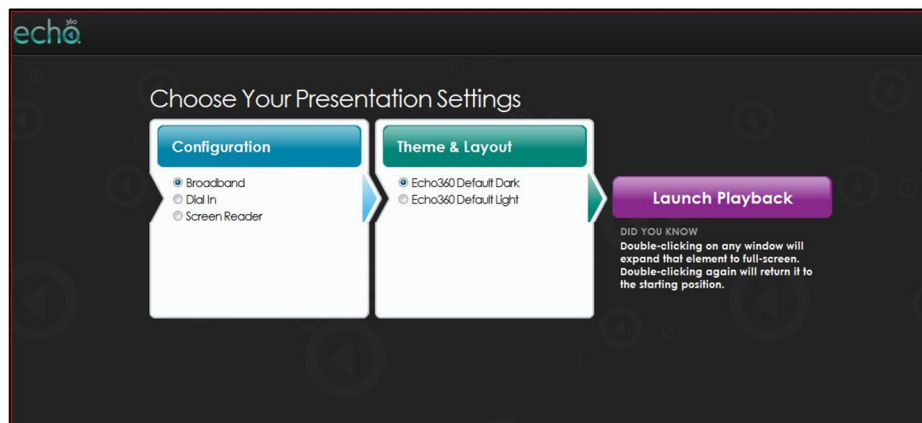
Launch Echo – How to use the Rich Media Player environment (including new features)

Summary: This section explains how to utilise the rich media player to access streamed versions of the lecture recordings. There are a wide range of tools available from within the player to assist you in your studies including scene selection, search content and bookmarks/notes and these are explained in detail.

To open up the Rich Media Player (Streaming) version of a recording click on the **Launch Echo** button.



This will start up the Rich Media Player environment with several choices to enable you to configure your streaming session.



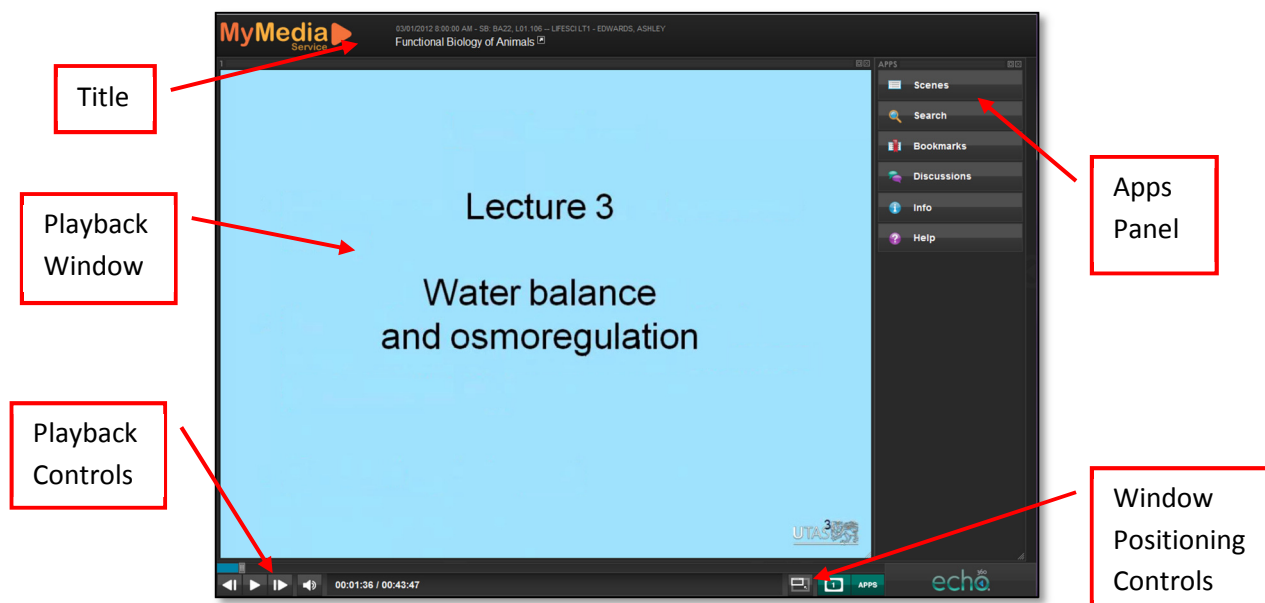
The most important selection panel is the **Configuration** panel. Here you can choose either:

- **Broadband** (high quality for high bandwidth internet connections)
- **Dial-in** (for slow connections), or
- **Screen Reader** (for people with visual disabilities who use screen reading software to interact with the computer).

The other panel is for **Theme and Layout**, and lets you choose from a light or dark themed player. This adjusts the appearance of the player and not the functionality.

The MyMedia Player functionality

Once you have made your configuration choices above, click **Launch Playback**, a load screen will appear, and then you will be greeted with the player which will start playing automatically. The player has several major sections. The **Title**, the **Playback Window**, the **Playback Controls**, the **Window Positioning Controls**, and the **Apps Panel**.



Title and Playback Window

The **Title** area is where the title of the unit, the date and time of the recording, the presenter and the lecture title appear. Most of this information is entered automatically, but some of it must be entered or updated manually by the lecturer.

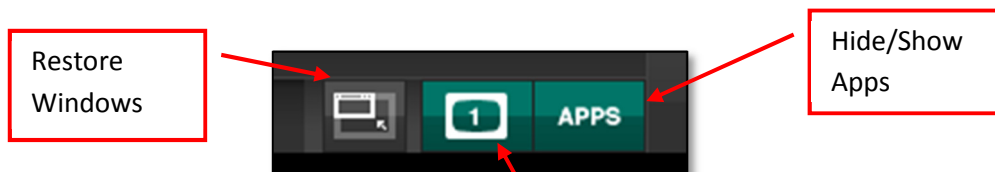
The **Playback Window** normally features the screen/display content of the recording. There may even be a second smaller video window (of presenter) if the recording used dual video (screen + presenter), although this is not common.

The **Playback Window** can be dragged around and resized. Double clicking on the window will expand it to take up more of the screen. You can always restore the position of the **Playback Window** using the window positioning tools (see below).

Pressing 'F' on the keyboard will expand the whole player environment to full screen and the escape key 'Esc' will get you out of full screen mode.

Window Positioning Controls

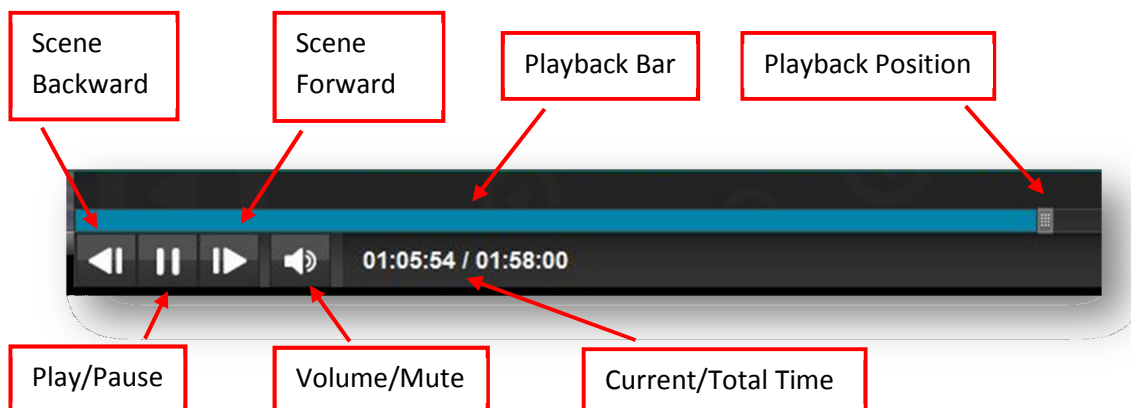
In the bottom right of screen there are buttons to manage the window positions.



- The **Restore Windows** button will return the **Playback Windows** to their original layout.
- The **Hide/Show Video 1** button will remove the **Playback Window** from the screen, or restore it. If the recording is a dual video recording (screen + presenter) then there will be two **Hide/Show Video** buttons.
- The **Hide/Show Apps** button will remove the **Apps Panel** from the screen, or restore it.

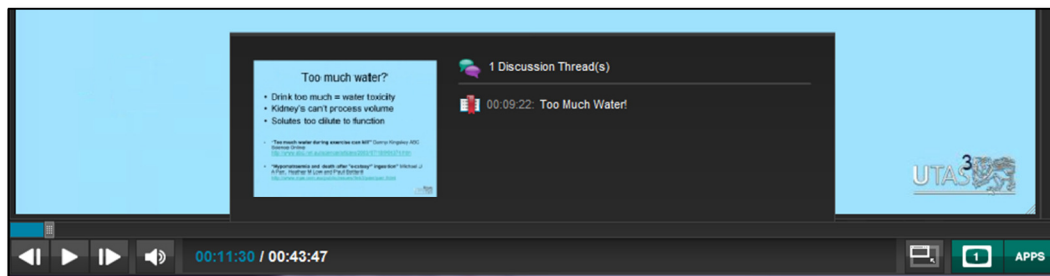
Playback Controls

The Playback Controls are similar to other video player services such as YouTube or Vimeo, with some important differences.

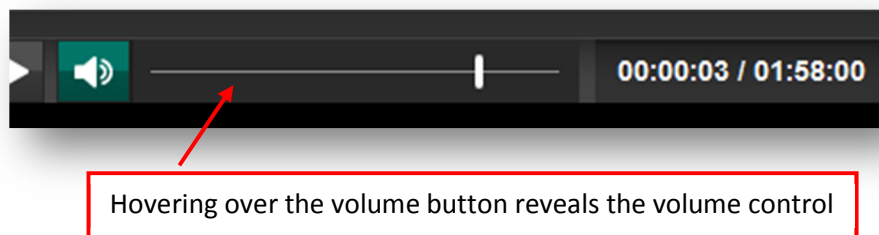


Play/Pause will resume playback, or pause at the current playback position.

There is a **Playback Bar**, with a **Playback Position** handle. The **Playback Bar** shows how far you are through the recording. The **Playback Position** handle can be moved by left clicking and dragging it back and forward. The current time and a preview of the corresponding scene (as seen in image below) will change as you move the handle around. When you let go of the handle the playback position will then jump to that point in the recording.

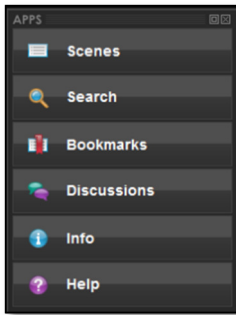


There is also a **Volume/Mute** control. Hovering the mouse over the small speaker icon will change the icon into a volume slider where you can adjust the playback volume. Clicking on the speaker icon will mute the volume.

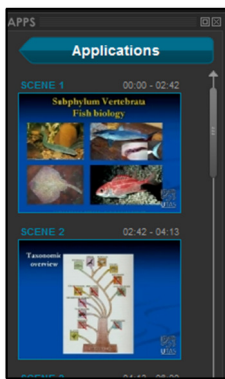


There are two more buttons available, the **Scene Forward** and **Scene Backward** buttons. When a lecture is recorded, the system senses major changes in the video, and creates a series of "scenes" as an index. The scene forward/backward controls will jump between these scenes.

Apps Panel



Lastly there is the **Apps Panel**. The **Apps Panel** contains several useful tools for navigation, collaboration and obtaining additional information about the recording and can be found on the right hand side of the browser window. The current available **Apps** are detailed below; more may be added at a later date.

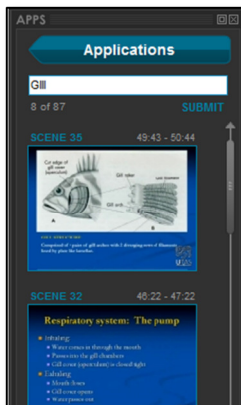


Scenes

The **Scenes App** shows thumbnails of all the major scene changes during the recording. For example, when a lecturer switches from the first slide to the second, the system will detect that there has been a scene transition and create a thumbnail for the next scene.

This makes it easy to browse to a certain part of the lecture by scrolling through the scenes until you find the one that looks right.

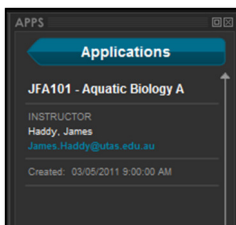
Clicking on the scene will then jump to that position in the recording and start playback.



Search

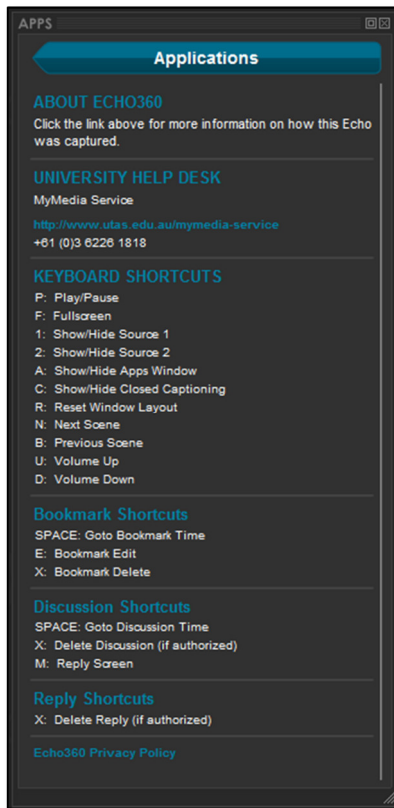
When a recording is published, MyMedia Service automatically makes an index of all the text content on the slides. When you do a **Search**, the system scans the index and provides thumbnails of all the slides that the text appears on.

For example, if you are looking for a slide where the lecturer starts discussion the “gill” of a fish, typing the word “gill” into the **Search** box shows all the slides that the word “gill” appears on. You can click on an individual slide and the recording will jump to that point.



Info

The **Info App** contains additional information about the recording that does not appear in the title bar.



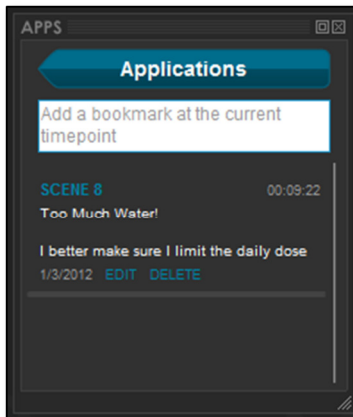
Help App

The **Help App** contains information on how to use the functionality available in the player, and also links to the MyMedia Service helpdesk website.

There are a number of useful keyboard shortcuts that can be used in the player including:

- P: Play/Pause
- F: Full Screen
- Esc: Window Mode (not Full Screen)
- R: Reset window layout
- N: Next scene
- B: Previous scene
- U: Volume up
- D: Volume down

Please check the **Help App** for up-to-date information and assistance.



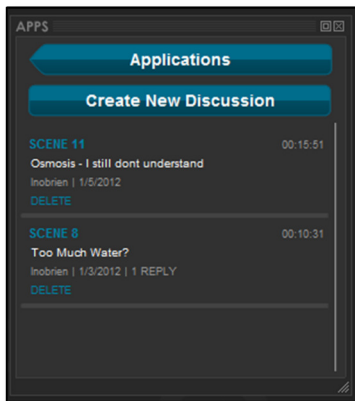
Bookmarks App

The **Bookmarks App** is a study tool provided in MyMedia that allows you to type notes for a particular scene. (Especially useful if you don't have a pen and paper handy!)

The notes that you create are accessible at a later date in the Rich Media Player and can be edited. These bookmarks/notes are available only to you and are not shared with peers.

The bookmarks are linked to specific scenes within the recording, and can be a useful tool for revision and identifying areas of the recording that need to be revisited at a later date for revision.

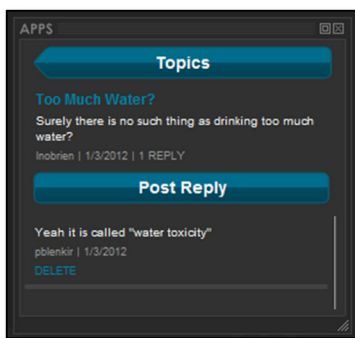
At the moment the functionality does not allow for printing of the notes (it may be available in a future update), but you can copy and paste them into another application for printing as a work around.



Discussions App (An optional feature that may not be available for your unit and is enabled by your lecturer)

The **Discussions App** provides you with the facility to have contextual discussions with your peers and lecturer based around the recording segment currently being viewed.

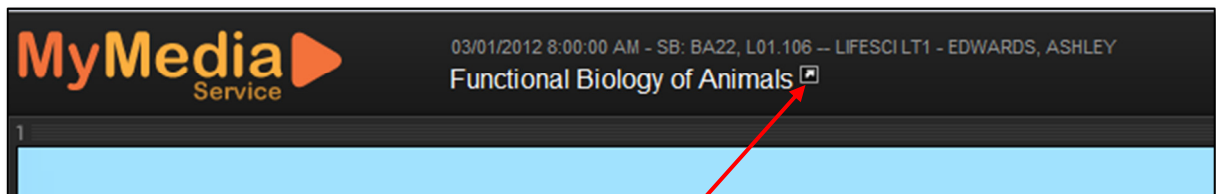
In the **Discussions App** you can create new discussions by pressing the **Create New Discussion** button. It's important that you are on the relevant scene in order to be most useful to you and your peers.



Discussions in MyMedia are linked to specific scenes within the recording. For existing discussions you can click on the scene number to access the material referenced by the discussion, or click on the discussion topic to view the discussion and its replies. When viewing the discussion and replies you also have the ability to reply.

To get back to the Unit Portal (Recordings List) from the Rich Media Player:

Click on the little arrow after in the title area as seen in the image below.



Clicking on the button will take you back to the recordings page (unit portal)