

## MyMedia Unit Portal (EchoCenter) Student User Guide

Each unit in MyMedia has a unit portal that provides easy access to all the recordings that are currently available for the unit. The unit portal for semester 2, 2012 has been updated with some interface improvements.

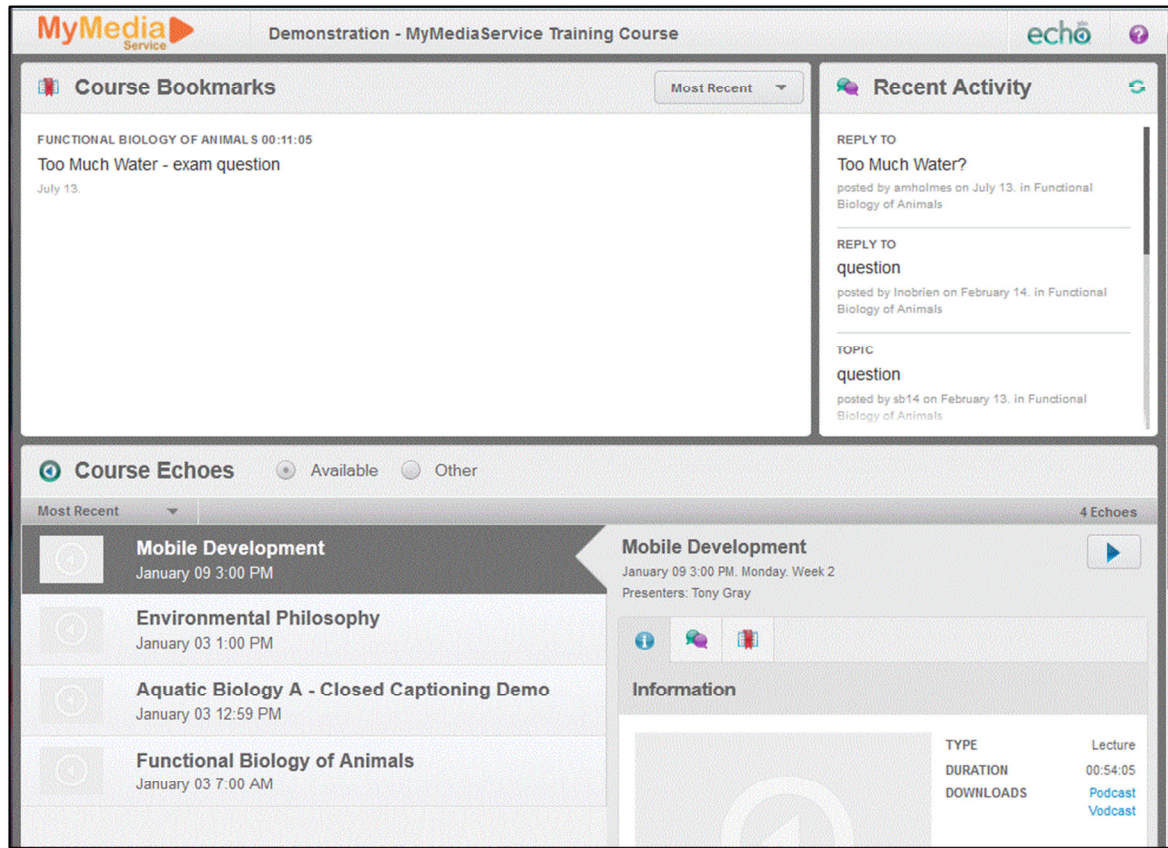
This guide gives an overview of the new look and feel of the environment and provides instructions on how to access individual recordings (either streaming via the rich media player or by downloading the media files) and how to utilise the podcasting feature available for many units.

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## Navigating the MyMedia Unit Portal

*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:

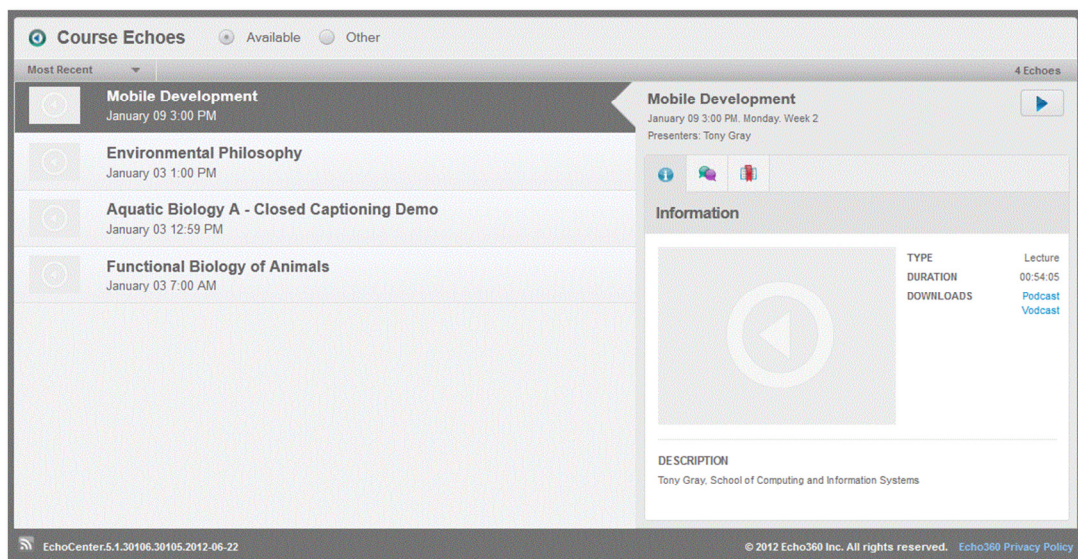
1. Header: Includes the MyMedia Logo, Unit Code and Unit Name for the unit.
2. Upcoming Recording: Directly above the course bookmarks (not shown in image above), notifies you when the next recording is scheduled to occur in an enabled venue. This also provides access to the LIVE (while it's occurring) recording if it is presented as a webcast. Live webcasts are being trialled for a number of units in Semester 2, but is not available for all units.
3. Course Bookmarks: Lists any bookmarks that you have made whilst watching a recording, through use of the bookmark feature in the streaming player (Rich Media).
4. Recent Activity (Discussions): Disabled by default, but if enabled provides access to recent discussion posts that are associated with recordings in the unit.
5. Course Echoes (*Available* option selected): This section shows the recordings that are currently available for the unit.
  - Recordings are listed in order of date. *Most recent* is the default sorting of the list.
  - Recordings can also be sorted by *least recent* which will show your recordings in the order of week 1 through to week 13.

6. Course Echoes (*Other* selected): This area shows a list of recordings that are scheduled to occur in the future in addition to any recording that are unavailable (due to a recording error, or by lecturer choice).
7. Footer (not shown in image): includes the vendor logo and provides access to the podcast links for the audio or video media files for the unit (podcasting is discussed later in this document).

## Accessing an individual recording through the Unit Portal

*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.*

Click on the relevant recording in the Course Echoes list on the unit portal page. The right hand side of the screen will show the information tab by default as shown in the image below:

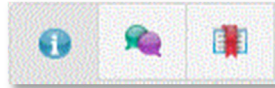



In the example above “Mobile Development: January 3, 3:00 PM” you can see the following information:

- Title of recording.
- Date, day and the week of semester.
- Presenter name.
- Play Echo button (The blue play button at the right of the page) 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.
- The information tab is selected by default and shows a preview slide of the recording (if available). Also provided is:



- Recording type: Lecture or Resource.
- Duration (in example above its 54:55, which is 54 minutes and 55 seconds).
- Access to the download files for the recording either Podcast (audio) or Vodcast (video).
- Description (optional): in the example above the description is “Tony Gray, School of Computing and Information Systems”.
- The other tabs available are Discussions and Bookmarks as shown in image below.



Click on the **Play 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](#) 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)

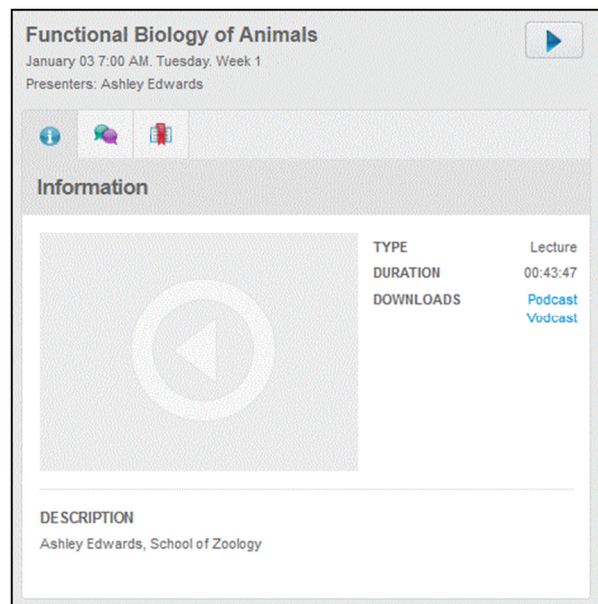
*This section assumes you have read the [Accessing an individual recording through the Unit Portal](#) section detailed previously, and will provide the information necessary for you to download the recording to your computer whilst minimising the impact on your Internet download quota.*

The information tab for the recording has the appropriate download links for the recording type. If the recording is audio only, there will only be a podcast link available for that recording (as there is no video).

Decide what format that suits your needs: either audio (Podcast) or video (Vodcast).

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 media 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 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.

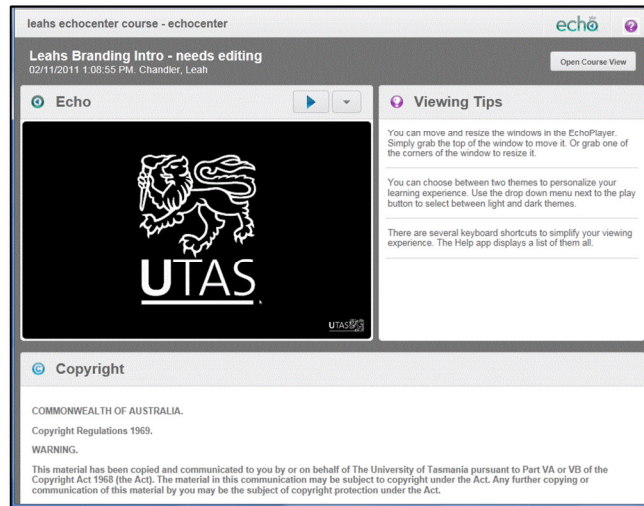
## Launch Echo – How to use the Rich Media Player environment

*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 - these are explained in detail.*

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

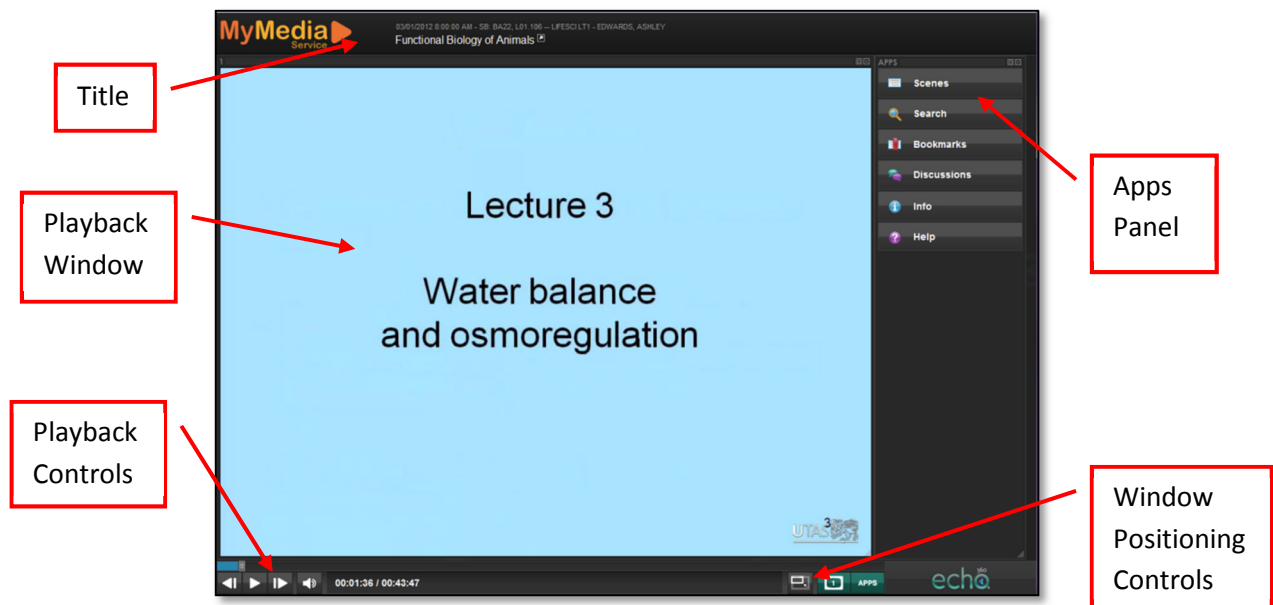
This will start up the Rich Media Player environment. The start screen has viewing tips and copyright information.

Click on the **Play Echo**  button again to start the recording. A load screen will appear, and then you will be greeted with the player which will start playing automatically.



## The MyMedia Player functionality

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 or course coordinator.

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

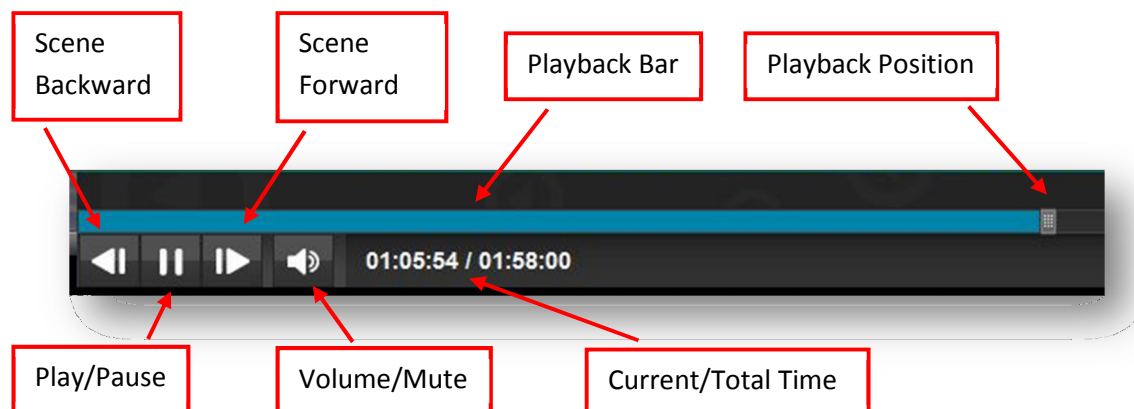
In the bottom right of screen there are buttons to manage the window positions.



- 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 (usually 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

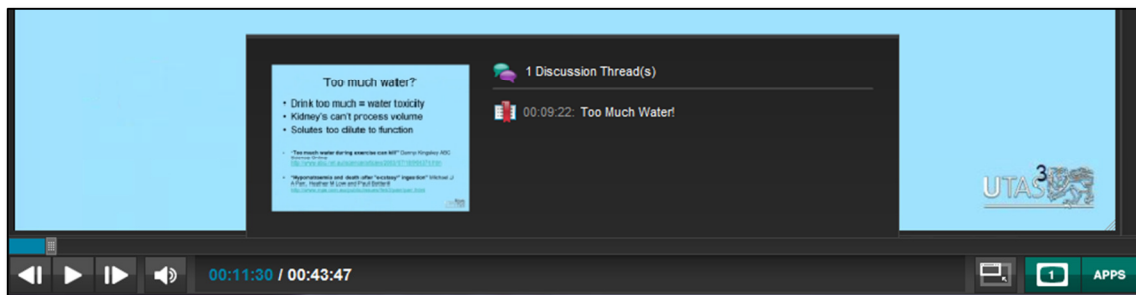
The Playback Controls are similar to other video player services such as YouTube or Vimeo, with some important differences.



**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 (also shown are any bookmarks or discussions for

that scene). When you let go of the handle the playback position will then jump to that point in the recording.



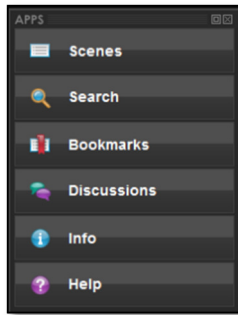
There is also a **Volume/Mute** control. Hovering the mouse over the small speaker icon will change the icon into a volume slider where you can adjust the playback volume. Clicking on the speaker icon will mute the volume.



Hovering over the volume button reveals the volume control

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.

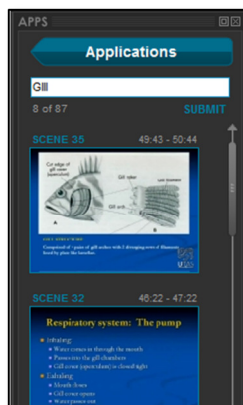


### Scenes

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.

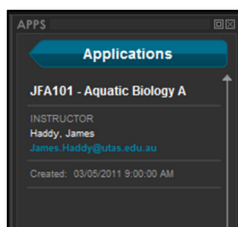
Clicking on the scene will then jump to that position in the recording and start playback.



### 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.

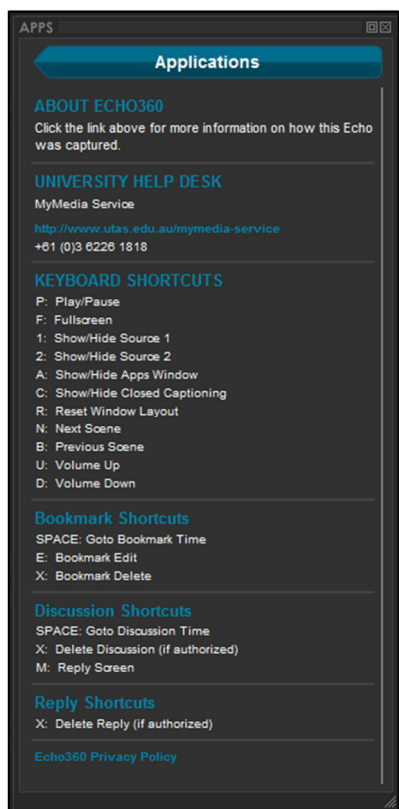
For example, if you are looking for a slide where the lecturer starts discussion the “gill” of a fish, typing the word “gill” into the **Search** box shows all the slides that the word “gill” appears on. You can click on an individual slide and the recording will jump to that point.



### 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.

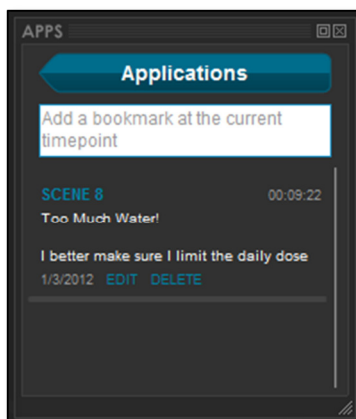
There are a number of useful keyboard shortcuts that can be used in the player including:

- 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, and bookmark that scene for follow-up later on. (Especially useful if you don't have a pen and paper handy!)

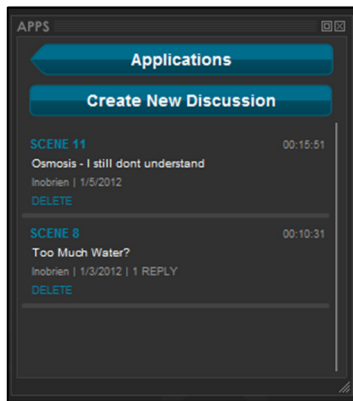


The notes and bookmarks that you create are accessible at a later date from the Unit Portal Page and in the Rich Media Player and can be edited. These bookmarks/notes are available only to you and are not shared with peers.

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.

An example use of bookmarks could be to bookmark any scene with information that could be in your exam. Near exam time, just check out the Unit Portal to access all Exam bookmarked sections of the units' recordings.

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.



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

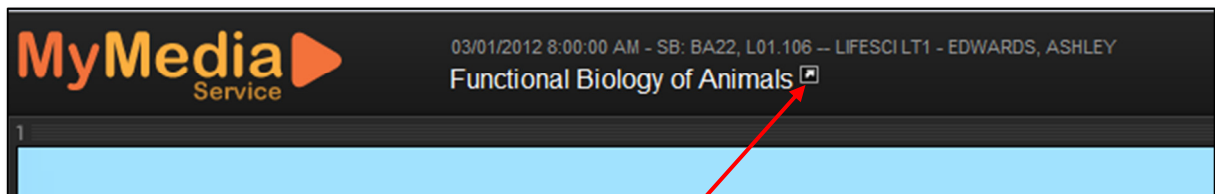
The **Discussions App** provides you with the facility to have contextual discussions with your peers and lecturer based around the recording segment currently being viewed.

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)

## Signing up to a Podcast for automated downloading of your recordings

*This section explains what a Podcast is in relation to the MyMedia Service, and how you can utilise them to automate the downloading of all the lecture recordings for a particular unit in order for you to access them anytime from your computer.*

### What is an RSS Feed or Podcast?

In the context of MyMedia Services, an RSS feed is a way to subscribe to a set of lecture recordings so that you receive new recordings as soon as they become available. This means you won't have to go to the unit webpage in MyLO to download the lecture recordings each week.

- "Podcast" is a name for a set of audio-only recordings (mp3 files) distributed via an RSS feed.
- "Vodcast" is a name used to describe a video recording series (m4v files) distributed via an RSS feed.

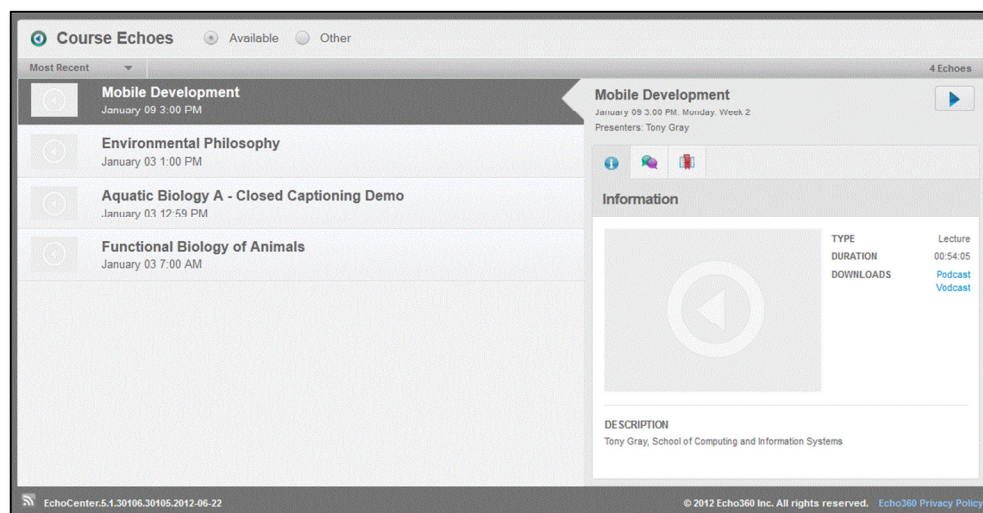
### What is required to subscribe to a Podcast?

- You need software installed on your computer to monitor the RSS feed link for updates and to download files when they become available.
- You need the Podcast link for the recordings you want to subscribe to.




This guide describes how to subscribe using iTunes (<http://www.apple.com/au/itunes/download/>), but there are many other software products capable of RSS subscription.

### How to find and copy the RSS Feed link

Browse to your unit page in MyLO and click on the link to the recordings for the unit. The MyMedia Service unit portal will be shown and you should see a page similar to that below\*:



The Podcast and Vodcast links are here

Scroll to the bottom of the page. To subscribe to the Vodcast feed or the Podcast feed hover over the grey RSS icon,  and then right click   (hold down control and click on Mac) on the respective link and from the context menu click:

- “copy link location” if using Firefox
- “copy shortcut” if using Internet Explorer 9
- “copy link address” if using Chrome
- “copy link” if using Safari

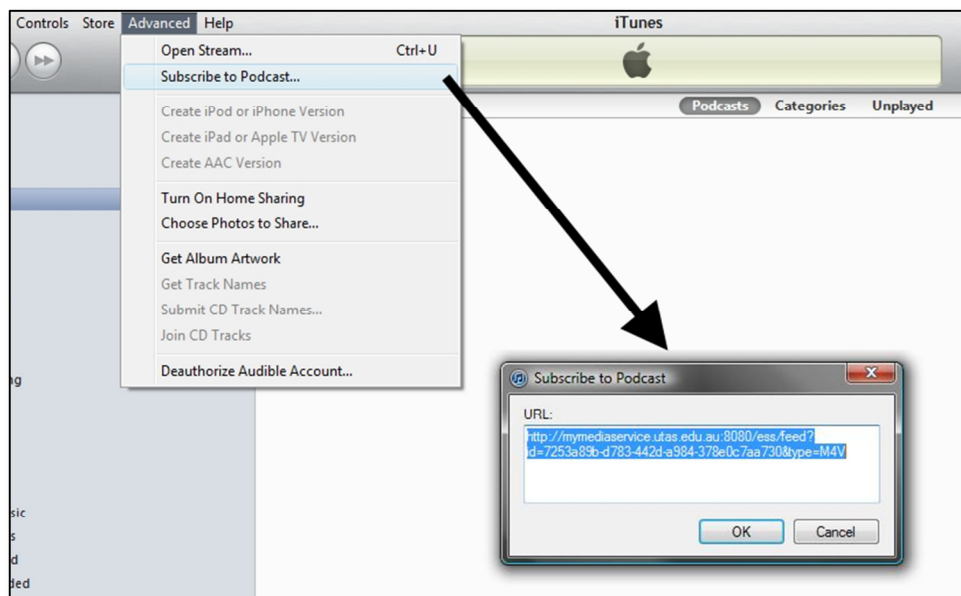
*\*If no RSS feed subscription is available, it may be because the unit coordinator/your lecturer has decided not to allow downloads. Sometimes this is for copyright or other legal reasons. This is best discussed with your lecturer as MyMedia Service staff must abide by their request.*

## Using iTunes to subscribe to the feed

Once you’ve copied the feed link (URL), open iTunes and do the following:

### On Windows

1. From the **Advanced** menu, select **Subscribe to Podcast...**
2. Delete any URL information already in the window by highlighting it and hitting backspace or delete on the keyboard (this will not delete any existing subscriptions you have).
3. Paste the previously copied Video Podcast or Audio Podcast link into the **Subscribe to Podcast** window.
4. Click **OK**.

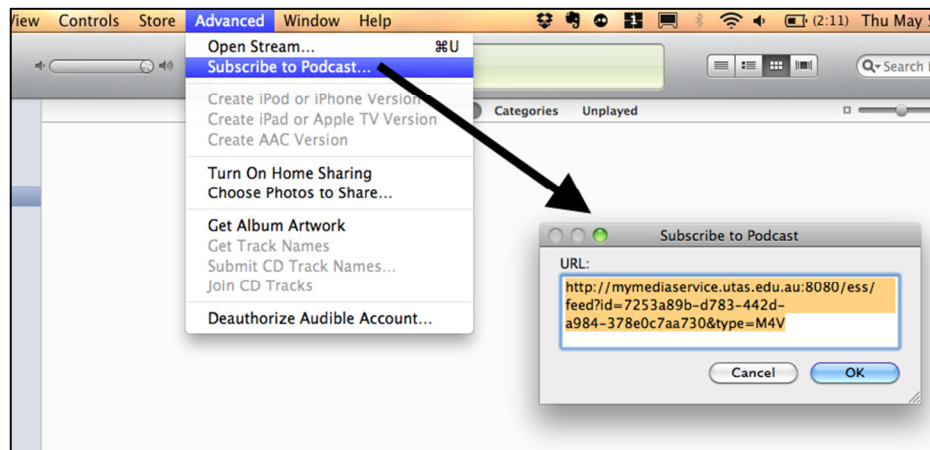


iTunes will then download the current recording for the unit you have subscribed to. All prior recordings (recordings from the week(s) before) are also listed but in order to download them you need to click on the **Get** button for each listed recording (or **Get All** at the top to download the entire set). When new recordings become available, iTunes will automatically download those for you when you open the iTunes application.



### On Mac

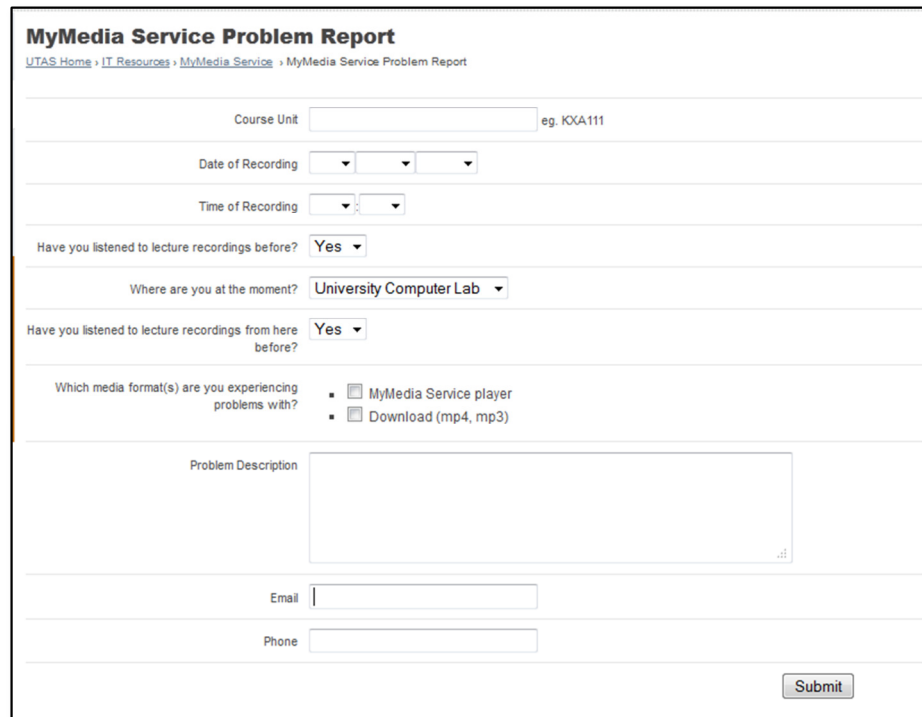
It's the same process on Mac, except the **Advanced** menu is in the top menu bar rather than inside the iTunes window.



## Submitting a Problem Report

The problem report form is a web form available on homepage of the MyMedia Service Website.  
The URL of the website is <http://www.utas.edu.au/mymedia-service/>

You can quickly access the website by clicking on the MyMedia Service logo available within the Unit Portal or Rich Media Player. Click on the **Log a MyMedia Service Problem** link within the **student** area and fill in the web form, providing as much information as possible. Please make sure you use your UTAS email address and provide a phone number if you require phone assistance.

The image shows a screenshot of the "MyMedia Service Problem Report" web form. The form is titled "MyMedia Service Problem Report" and includes a breadcrumb trail: "UTAS Home > IT Resources > MyMedia Service > MyMedia Service Problem Report". The form fields are as follows: "Course Unit" (text input with "eg. IXXA111" as a hint), "Date of Recording" (three dropdown menus), "Time of Recording" (two dropdown menus), "Have you listened to lecture recordings before?" (Yes/No dropdown), "Where are you at the moment?" (University Computer Lab dropdown), "Have you listened to lecture recordings from here before?" (Yes/No dropdown), "Which media format(s) are you experiencing problems with?" (checkboxes for "MyMedia Service player" and "Download (mp4, mp3)"), "Problem Description" (large text area), "Email" (text input), and "Phone" (text input). A "Submit" button is located at the bottom right of the form.