1. What is Echo360 ALP?

Echo360 Active Learning Platform (ALP) is the University’s updated lecture capture system. At its core, Echo360 ALP provides fully automated lecture capture services, allowing students to stream or download recordings of lectures after class.

Beyond lecture capture, Echo360 ALP provides a host of additional (and optional) functionalities to facilitate class engagement and participation. These include integrated interactive activities such as polls and quizzes, discussion spaces, and many more.

The Echo360 ALP comprises of the following components:

- **SafeCapture** – It enables the automatic recording and playback of lectures. The Echo360 ALP Hardware Device is installed in over 80 venues across ANU. It is designed to simultaneously capture the following combinations of sources:
  - Audio – Captures audio from the lecturer, audio from video, slides, or other media used in a lecture presentation.
  - Display – Captures output from devices such as lectern computers, document cameras, DVD players, iPads and any other display sources controlled by the lectern control panel.

- **Web Control Interface** - A web browser based interface is provided to interact with the capture device to control and monitor the capture functions within a selected venue. The web interface provides the functionality to extend recordings, commence/stop earlier than the scheduled time and pause/resume recordings. To launch the control interface in one of the Echo-enabled venues, simply double-click on the “Echo360 Lecture Recording” icon on the lectern desktop.

- **Active Learning Platform (ALP)** - ALP allows you to manage, playback, edit and delete lecture recordings as well as add interactive elements to your classes.

- **Personal Capture** – Personal Capture is a stand-alone application that can be downloaded and installed on your personal computer and is intended to be used outside of the lecture theatre. Personal Capture allows you to create a recording by capturing the audio and screen display (including webcams) on your personal computer in your own office or home.

2. How is ALP different to Echo360 ESS – what are the differences?

Both Echo360 and Echo360 ALP offers automatic recording based on the ANU Central Timetable (provided that the in-venue AV Console is operating). The recorded video will be made available to students via their Course Site in Wattle. In addition to scheduled recordings, Echo360 ALP will continue to provide the ability to initiate ad hoc recordings outside of the predefined recording schedule for your course.
Echo360 ALP appears as an activity link in the Wattle course, instead of the Echo360 block. It also offers additional features such as student engagement tools and interactive tools to maximize student participation.

3. **How will the Echo360 ALP schedule be generated**

The Echo360 ALP schedule is driven by the ANU Central Timetable and is integrated with the timetabling system ‘Syllabus Plus Enterprise’.

The Echo360 ALP Schedule will be available prior to the start of the semester, once the final version of the ANU Central Timetable has stabilised.

**Note:** While the FINAL version of the timetable should be fairly stable and changes kept to a minimum wherever possible, late changes may still occur due to unavoidable circumstances. Please double check your class details for any updates leading into the start of semester.

4. **What teaching activities are automatically recorded?**

All teaching activities centrally timetabled by the Timetabling Office will be automatically recorded if:

1. The teaching activity is scheduled in an Echo360 ALP venue
2. The teaching activity is associated with an ANU Course Code
3. The teaching activity is not a ‘Hidden’ activity in the central timetable.
4. The teaching activity is associated with one of the following Activity types:
   a. Lecture
   b. Lectorial
   c. UGSeminar
   d. PGSeminar

**Note:** Prior to 2018, the teaching activities that are automatically recorded are: Class, Large Group Teaching, Lecture and Seminar.

Where a staff member does not wish to have their teaching activities automatically recorded, the course convener can request to opt-out per activity type for a given semester/session with the approval of their college Associate Dean Education.

5. **How do I opt out of automatic recording?**

Where a staff member does not wish to have their teaching activities automatically recorded, the course convener can request to opt out per activity type for a given semester/session.

For more details to opt out of recording, please refer to the [Procedure: Recording of teaching activities](#).
Once it is approved, the staff member can contact Wattle Support via the IT Service Desk to update the recording schedule.

6. **Can I request automatic recording for other activity types?**

Yes. For all other Activity Types (as listed below) centrally timetabled, a course convener will still have the ability to record the teaching activity by either submitting an IT Service Desk ticket for Wattle Support to have the activity pre-scheduled for a given semester/session, alternatively they can record the teaching activity by initiating an 'ad hoc' recording:

1. Computer Laboratory
2. Fieldwork
3. Film
4. Practical
5. Studio
6. Tutorial
7. Workshop

The above activity types can be pre-scheduled if:

1. The teaching activity is centrally timetabled by the Timetabling Office
2. The teaching activity is in an Echo360 ALP venue
3. The teaching activity is associated with an ANU Course Code
4. The teaching activity is not a 'Hidden' activity in the Central Timetable.

7. **How can I access Echo360 ALP as a lecturer?**

It is recommended you go through your Wattle course to access Echo360 ALP.

To add an Echo360 ALP link in your Wattle course, here are the steps:

1. As a lecturer in the course, click Turn editing on
2. Click Add an activity or resource in your preferred topic/week
3. Select Echo360 Active Learning Platform on the Activities
4. Enter an Activity name > leave everything as default > Click Save and display
5. You will see the “Connect your Echo360 Content” page.
6. In Step 1 Choose (or create) a section, select the (ALP) course that matches your course in Wattle.
7. Select “Link to the Section Home” > click “Link Content”
8. You will then see a list of classes showing the scheduled recordings.

Note: If you don’t see your course list in Echo360 ALP “Connect your Echo360 Content” dropdown, please contact Wattle Support via IT Service Desk.

8. **What is a class in Echo360 ALP?**

A course includes a list of classes. Each class can contain one video and one presentation. In ANU, each scheduled capture is a class. For scheduled classes/captures, the video placeholder is (or will be) occupied by the recorded capture for the class. However, you may have additional materials you want to provide for the course or a
particular class. In this case you can manually need to create a new class to hold that content.

9. How do students access the recordings?

Echo360 ALP is integrated with the ANU learning management system Wattle. Recordings will be available to students through the Echo360 ALP which is accessed via the Echo360 Active Learning Platform activity link in Wattle. If you have recordings in Echo360 ALP, it is advised to add the Echo360 Active Learning Platform activity link to your Wattle course.

Note: For Summer and Semester 1 2018, the Echo360 Active Learning Platform activity link will be added to your Wattle course for you. In the future, you can add it yourself if you don’t see one or if you want to add more links in your Wattle course.

10. How can I verify the details of my Echo360 ALP schedule?

The schedule is preloaded into ALP and is available in January. Please follow the steps below to check the schedule from Wattle:

1. Go to your Wattle course site and add the ‘Echo360 Active Learning Platform’ activity if needed. Generally speaking, you only need one ALP activity for students to access recordings.
2. Launch the ‘Echo360 Active Learning Platform’.
3. Your next scheduled recording will be displayed at the top of the Echo360 Active Learning Platform (use this to verify your upcoming recording prior to a lecture).
4. If there are any problems with the schedule please log a job for Wattle support through IT Service Desk.

Prior to this, you can check whether your course will be recorded through the Timetabling website. The steps to check are:

1. Go to timetable.anu.edu.au
2. Click on ‘2018 Class Timetable’
3. Click on ‘2018 – Timetable’
4. Click on ‘Courses’ in the left hand menu
5. Select the required course code, teaching period, day and time period and then selecting ‘View Timetable’.

If an activity type shows up in this view and is one of the activity types that is opted in by default (please refer to Question 4), then your activity will be pre-scheduled for recording.

11. What time will scheduled recording commence and finish?

In accordance with the Timetable Policy clause 13, a pre-scheduled recording commences at 5 minutes past the published start time and concludes at 5 minutes before the published end time.

Recordings that commence prior or finish after this schedule are manually controlled.
12. Can I control recordings?

Yes. Echo360 ALP provides a control web interface to interact with the recording device. You can pause, extend or restart recordings for both scheduled and ad hoc recordings.

To control a recording, please launch 'Echo360 Lecture Recording' icon via the desktop icon on the lectern desktop and log in using your UniID. Further information can be found in the Echo360 ALP Recording Control guide.

Both scheduled and ad hoc recordings can be extended. You can enter a specific number of minutes, which is capped at 30 minute increments. This means if you want to extend for 60 minutes, you will need to extend for 30 minutes twice. Please note you will not be able to extend beyond the start time of the next scheduled recording.

Although it provides this flexibility, scheduled recordings always take precedence. Extended recordings which overlap a scheduled recording, will automatically stop and the scheduled recording will commence.

13. How do I initiate an ad hoc recording?

The Echo360 System facilitates the initiation of ad hoc recordings outside of the predefined recording schedule for your course. The Echo360 ALP control web interface provides the functionality to configure and initiate ad hoc recordings from within the lecture theatre for your course.

Although it provides this flexibility, scheduled recordings always take precedence. Ad hoc recordings which overlap a scheduled recording, will automatically stop and the scheduled recording will commence.

To initiate an ad hoc recording, please launch 'Echo360 Lecture Recording' via the desktop icon on the lectern desktop and log in using your HORUS Credentials.

When initiating an ad hoc recording, you need to have the correct access and association with a Wattle course. If you do not have access please log an IT Service Desk request for Wattle support to verify your access and permissions. Alternatively, you can upload the recording to your Personal Library in ALP and add it to the course later.

Please see the Echo360 ALP Ad-hoc user guide for further details.

Please note: It is advised to use the ad hoc recording facility for last minute room changes or casual room booking which have been scheduled by the Venue Hire Office.

14. When will the recording become available after it is recorded?

The Echo360 ALP recording can take up to 24 hours to process, especially during busy times during the semester. Normally it will be available within the 24 hour time period, however this can sometimes vary.
If the recording is not visible on your Wattle course after 24 hours, please contact Wattle Support via the IT Service Desk for further investigation.

15. Can I edit recordings?

Yes, you will be able to edit recordings for courses where you are an instructor. The Echo360 ALP system provides a control web interface for editing recordings.

Note: If you are a lecturer and unable to edit an Echo360 recording, please log an IT Service Desk request for Wattle support to verify your access and permissions.

16. Can I delete a recording?

Scheduled capture/recording cannot be deleted by lecturers. Any other deleted video cannot be retrieved so it is highly recommended you as lecturers avoid deleting any recording. You can make the video unavailable to students and make it visible to you only.

17. Can I control the publication of recordings?

Yes. All recordings are automatically uploaded to the Echo server, then processed in preparation for distribution. Once processing is complete the recording is automatically made available to students for streaming or download via the Echo360 Active Learning Platform activity link in their Wattle site.

Your course can be configured to control the publication of your recording. By default, recordings are automatically made available, however if you would prefer for your course recordings to be ‘unavailable’ by default to allow you to edit the recording prior to publication, please request this by logging an IT Service Desk request for Wattle support.

18. Can I hide or unhide recordings?

**To Hide a Recording:**

1. Go to Echo360 Active Learning Platform activity link
2. Find the recording that you would like to hide > click on the video icon
3. On the drop-down, select “Make unavailable”
4. A warning message will pop up > click OK
5. The video icon will change from green to dark grey, indicating it is now hidden from students.

**To Unhide a Recording:**

1. Go to Echo360 Active Learning Platform activity link
2. Find the hidden recording that you would like to reveal > click on the video icon
3. On the drop-down, select “Make available”
4. A warning message will pop up > click OK
5. The video icon will change from dark grey to green, indicating it is available to
19. What if I need to make a new booking or change the schedule?

If you need to make a new booking (e.g. public holiday makeup lecture) or make a change to the current schedule (day, time, week pattern or venue you are scheduled into), please contact ANU Timetabling Office at: timetabling@anu.edu.au

**Please Note:** Late changes (any change or booking made in the Timetable System within two (2) hours of the lecture start time OR the change was made after business hours (after 5pm for a 9am lecture the next day)) made to the Timetable are not guaranteed to be automatically pre-scheduled in Echo360 ALP in time. It is advised for late changes:

- To record the lecture, please launch an 'Ad Hoc' recording manually via the desk top icon from within the new Venue
- The recording in the old venue will still automatically commence. Once it has been processed, please log into Wattle and hide the recording by making it 'Unavailable'.

For all other changes or enquiries please log an [IT ServiceDesk](https://www.anu.edu.au) request for Wattle support.

20. What happens on a public holiday?

Echo360 ALP will not be scheduled to record on public holidays. If there is an issue with the scheduling and this does occur, the blank recording can be made unavailable to students.

If you need to organise a makeup class, please contact ANU Timetabling Office at timetabling@anu.edu.au

21. What happens for full day teaching activities?

A full day teaching activity will not be pre-scheduled in Echo360 ALP as a recording in Echo360 ALP cannot exceed 4 hours (240 minutes). If you have a full day teaching activity scheduled in an Echo360 venue it is advised to initiate one or more ad hoc recordings during the day with a maximum duration of up 4 hours.

Alternatively, if you wish to have a full day teaching activity pre-scheduled, two separate schedules can be created (bearing in mind that the start and end times will be as per Question 8). For example, for a 9am-5pm booking, two separate bookings can be scheduled: 9am-12:30pm and 1:30pm-5pm. Please contact Wattle Support via the [IT Service Desk](https://www.anu.edu.au).

22. How do I log into ALP?

It is highly recommended you access Echo360 ALP from your Wattle course.

If you come across the Echo360 ALP login page [echo360.org.au](http://echo360.org.au), select “LOG IN VIA INSTITUTION” on the login screen and select “The Australian National University” from the option. You can then login using your HORUS or ISIS Credentials.
For further detailed instructions, please see the Institution Login user guide.

If you are unable to log into the Echo360 ALP please contact the IT Service Desk.

23. Will training be provided?

Information session and hands-on training are available in January 2018. Please view the schedule for the upcoming training sessions.

User Guides and support materials are available at Echo360 ALP webpage.