

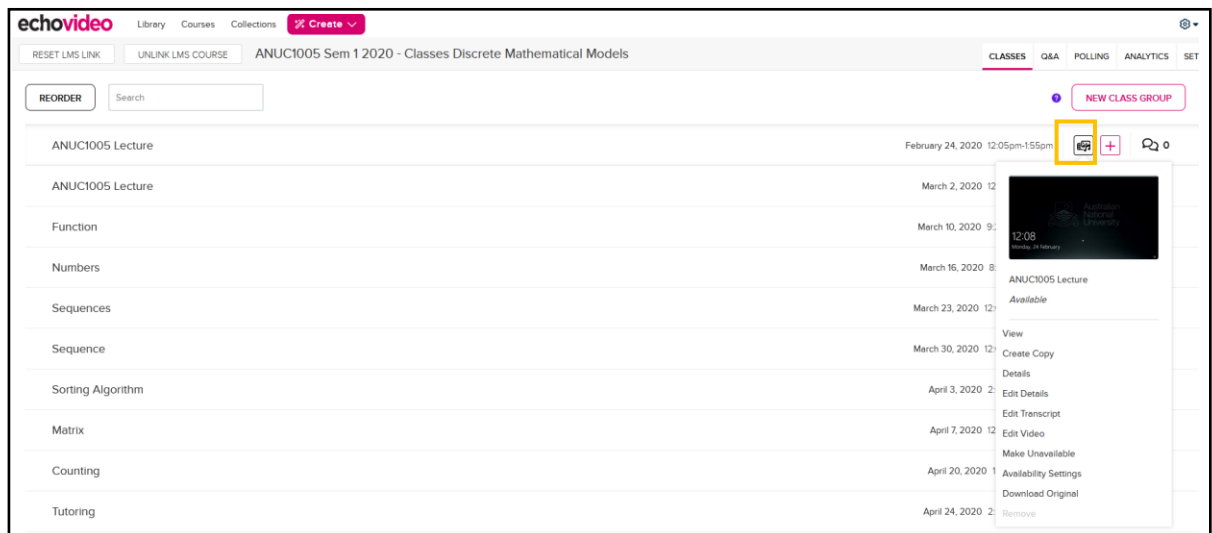


This is a user guide for users of the EchoVideo (formerly known as Echo360) on how to re-use a recording from previous year.

1. Access your Wattle course, and click on the EchoVideo link



2. In the EchoVideo account, locate the lecture recording that you would like to re-use. Click on the media icon



3. Choose "Create Copy" from the dropdown menu

The screenshot shows the EchoVideo interface for a course titled "ANUC1005 Sem 1 2020 - Classes Discrete Mathematical Models". A list of lecture videos is displayed, including "ANUC1005 Lecture", "Function", "Numbers", "Sequences", "Sequence", "Sorting Algorithm", "Matrix", "Counting", and "Tutoring". A dropdown menu is open for the video "ANUC1005 Lecture" on March 23, 2020, with the "Create Copy" option highlighted in yellow.

4. A warning message will appear confirming the creation of the copy. Click on "Ok" to continue.

The screenshot shows a warning dialog box with a red exclamation mark icon and the text "Warning!". Below the icon, the text reads "Are you sure you want to create a copy of this media?". At the bottom of the dialog, there are two buttons: "CANCEL" and "OK". The "OK" button is highlighted with a yellow border.

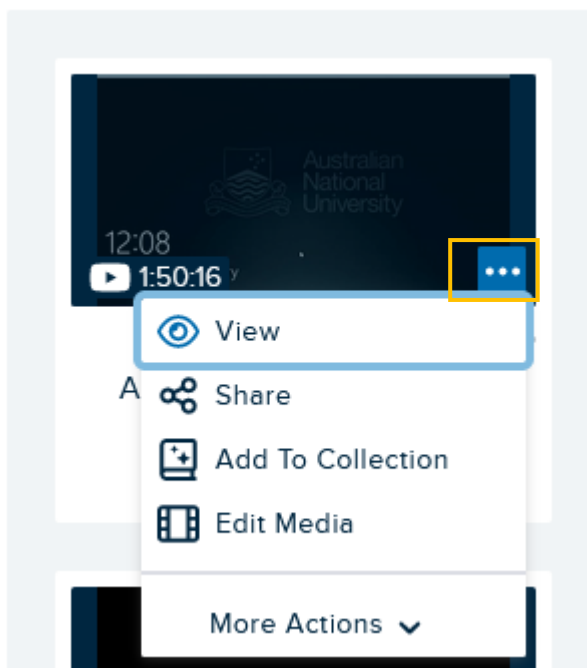
5. This way a copy of the recording will be created in your EchoVideo Library.

The screenshot shows the EchoVideo interface. At the top, there are navigation tabs: 'Library' (highlighted with a yellow box), 'Courses', and 'Collections'. Below this is a course title: 'ANUC1005 Sem 1 2020 - Classes Discrete Mathematical Models'. The interface includes a search bar, a 'REORDER' button, and buttons for 'NEW CLASS GROUP' and 'NEW CLASS'. A table lists various recordings with columns for the recording name, date and time, and action icons (play, add, share, edit, delete).

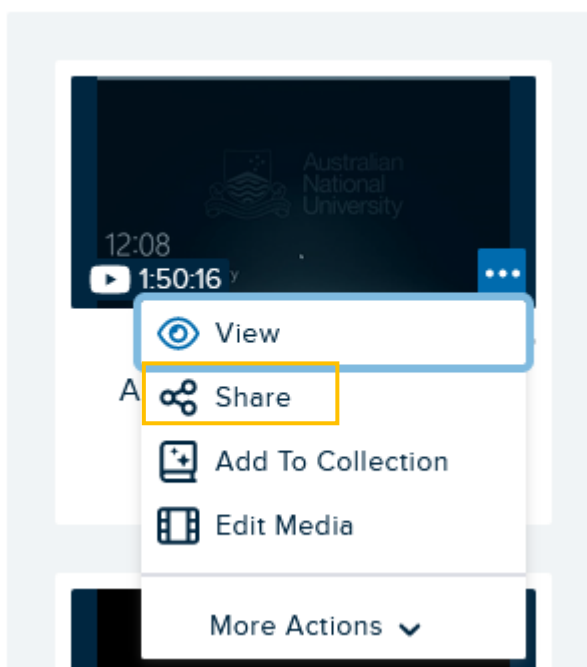
Recording Name	Date and Time	Action Icons
ANUC1005 Lecture	February 24, 2020 12:05pm-1:55pm	Play, +, 0, Edit, Delete
ANUC1005 Lecture	March 2, 2020 12:05pm-1:55pm	Play, +, 0, Edit, Delete
Function	March 10, 2020 9:24am-10:24am	Play, +, 0, Edit, Delete
Numbers	March 16, 2020 8:53pm-9:53pm	Play, +, 0, Edit, Delete
Sequences	March 23, 2020 12:00pm-2:00pm	Play, +, 0, Edit, Delete
Sequence	March 30, 2020 12:00pm-2:00pm	Play, +, 0, Edit, Delete
Sorting Algorithm	April 3, 2020 2:00pm-3:00pm	Play, +, 0, Edit, Delete
Matrix	April 7, 2020 12:00pm-1:30pm	Play, +, 0, Edit, Delete
Counting	April 20, 2020 11:57am-1:57pm	Play, +, 0, Edit, Delete
Tutoring	April 24, 2020 2:00pm-4:00pm	Play, +, 0, Edit, Delete

The screenshot shows a video player interface. At the top, it says 'Media (50 of 96)'. The video player shows a video thumbnail with the Australian National University logo and the text '12:08' and '1:50:16'. Below the video, it says 'a few seconds ago', 'ANUC1005 Lecture (Copy)', and 'Katherine Kwan'.

6. To share this new copy to another course, hover the mouse over the copy. Click on the three dots located on the bottom left corner.



7. Click on "Share"



8. A window for Share Setting will appear. In this window, please:

- a. Choose the "Class" tab underneath "Share Settings"
- b. Select the "Course" that the recording should be located
- c. Select the "Term" and "Section"
- d. Choose "New Class"
- e. "Class Name" is optional
- f. Fill in the "Start Date"

Once all these are filled in, you will be able to share the recording

The screenshot shows a 'Share Settings' dialog box with the following elements:

- Share Settings** (with a help icon)
- Navigation tabs: **Individual**, **Class** (selected), **Collection**
- Course**: A dropdown menu with 'Select...' and a downward arrow.
- Term**: A dropdown menu with 'Select...' and a downward arrow.
- Section**: A dropdown menu with 'Select...' and a downward arrow.
- Existing Class**: A button labeled **New Class** is highlighted with a blue border.
- Class Name**: An empty text input field.
- Start Date**: A date picker showing 'MM/DD/YYYY' and a calendar icon.
- Start Time**: A time picker showing '10:42' with 'AM' and 'PM' buttons.
- Duration**: A duration picker showing '1 hr' and '0 min'.
- Class Description**: A large empty text area with a diagonal slash icon in the bottom right corner.
- Available**: Radio buttons for **Now** (selected), **Never**, and **Date**. A date picker shows 'MM/DD/YYYY' and a calendar icon.
- Unavailable**: Radio buttons for **Never** (selected) and **Date**. A date picker shows 'MM/DD/YYYY' and a calendar icon.
- Buttons: **Cancel** and **Share** at the bottom right.

9. Access the Wattle course site of the newly shared recording. Click on the EchoVideo in this Wattle course site. The newly shared recording will be made available in this site.