YOUR TEACHING SPACE

- The AMX panel in the teaching space allows you to control audio visual teaching tools. Signage in the room will relate to the functions available in the room.
- Teaching spaces have two main recording types - Lecture Theatre and Small Classroom Capture (SCC). For more information visit the Echo Recording page within the CloudDeakin guides.
- Visit your lecture rooms in advance to your first lecture. Test the equipment (e.g. microphones) to see if everything works fine.
  If you need urgent assistance call the Service Desk on 888.

YOUR UNIT SITE IN CLOUDDEAKIN

- Check that you have access to your unit site.
- Check your students are enrolled and appear in the Classlist (http://www.deakin.edu.au/learning/cloud-learning/cloudeakin/guides/communication/classlist). Please note students are able to access your site one week prior to trimester start.
- If you are the ‘Unit Chair’, make sure that other lecturers and tutors have access to the site and have the appropriate user role. See Roles and Permissions guide.
- Make sure that Turnitin and Echo Recording links have been recreated if you have rolled over content from a prior trimester. Call the Service Desk on 888 if a linked session does not appear.

YOUR LECTURE RECORDING

- Create an Echo recording schedule via the Echo Booking form. All lectures classified as ‘class’ within the timetabling system (Syllabus+) are scheduled to have automated recordings within Echo Recording enabled venues. Activities such as seminars are not automatically scheduled and require a booking to be created.

  Be aware when recording the lectures that:
  - In lecture theatres the recording will start automatically, in SCC rooms logging into the venue PC triggers the start of a scheduled recording.
  - Recordings finish 10 minutes before the hour. In Lecture theatres a countdown timer will appear on the AMX panel. In SCC rooms the Delcom light flashes green as a reminder.
  - The microphone is NOT set to mute in lecture theatres.
  - Use the lapel mike if you are moving more than two metres from the desk mounted mike. After using a lapel mic, please place it back into the charging cradle.
  - Keep speaker audio levels moderate. In large lecture theatres, the audio from the speakers while playing video, can cause an echoing effect in the recording playback.
  - A recording cannot be restarted after pressing the stop button via the AMX panel in lecture theatre recording venues.
  - In dual-capture enabled lecture theatres, although two streams are being recorded, the last selected source is the only one that can be downloaded.