

Using the LecturesOnline Recording Editor

Overview

You can edit either an Echo (a captured lecture) or additional materials (external media). For both types of files you can:

- Remove a segment from the middle.
- Remove either the beginning or end sections ("trimming top 'n tail"). You may want to do this with an Echo (a captured lecture) to remove unnecessary material.

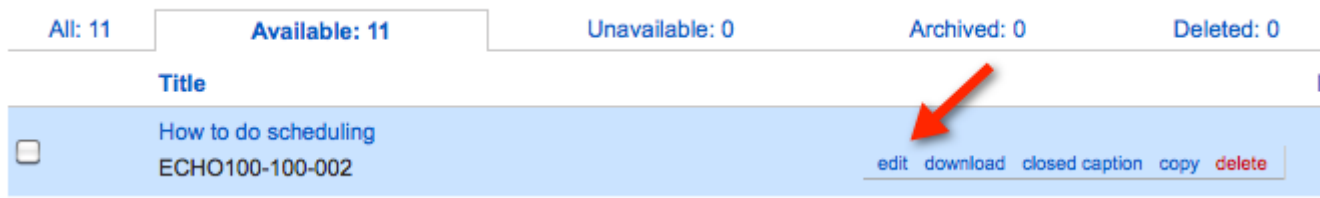
Opening Your Recording

1. Log in to LecturesOnline at <https://admin-lecturesonline.uws.edu.au/ess> using your MyUWS Account details.
2. Navigate to **Echoes > Echoes**.
3. Click the relevant tab. Clicking the All tab ensures that your file appears in the list.
4. In the file list, hover your mouse over the relevant file until the buttons appear.
5. Select **edit**

All: 11 Available: 11 Unavailable: 0 Archived: 0 Deleted: 0

Title	
<input type="checkbox"/>	How to do scheduling ECHO100-100-002

edit download closed caption copy delete



6. Scroll to the bottom of the page and click **Edit Media**.

Configured Presentation Publishers

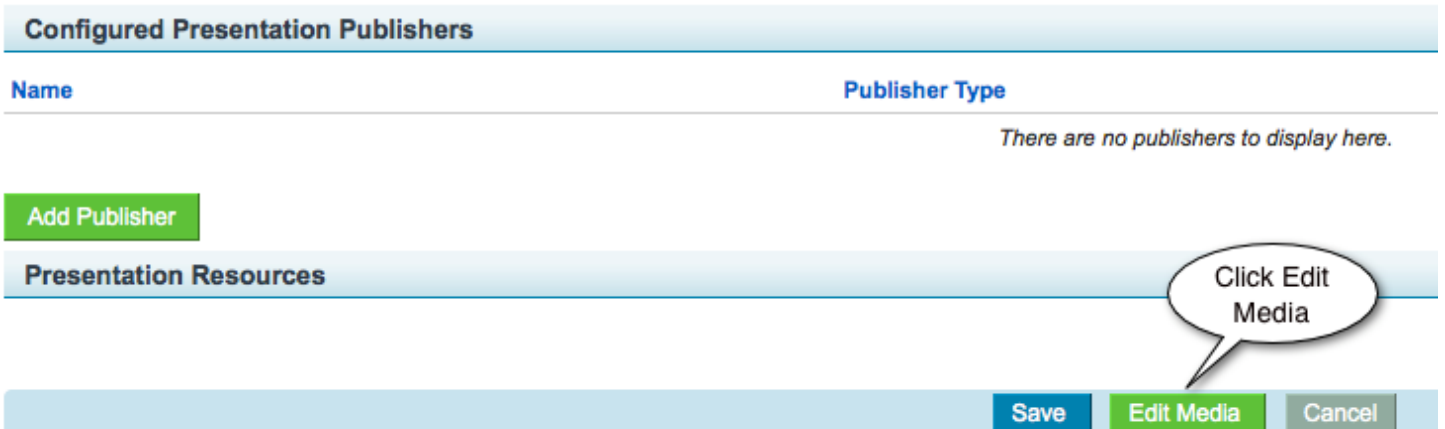
Name	Publisher Type
<i>There are no publishers to display here.</i>	

Add Publisher

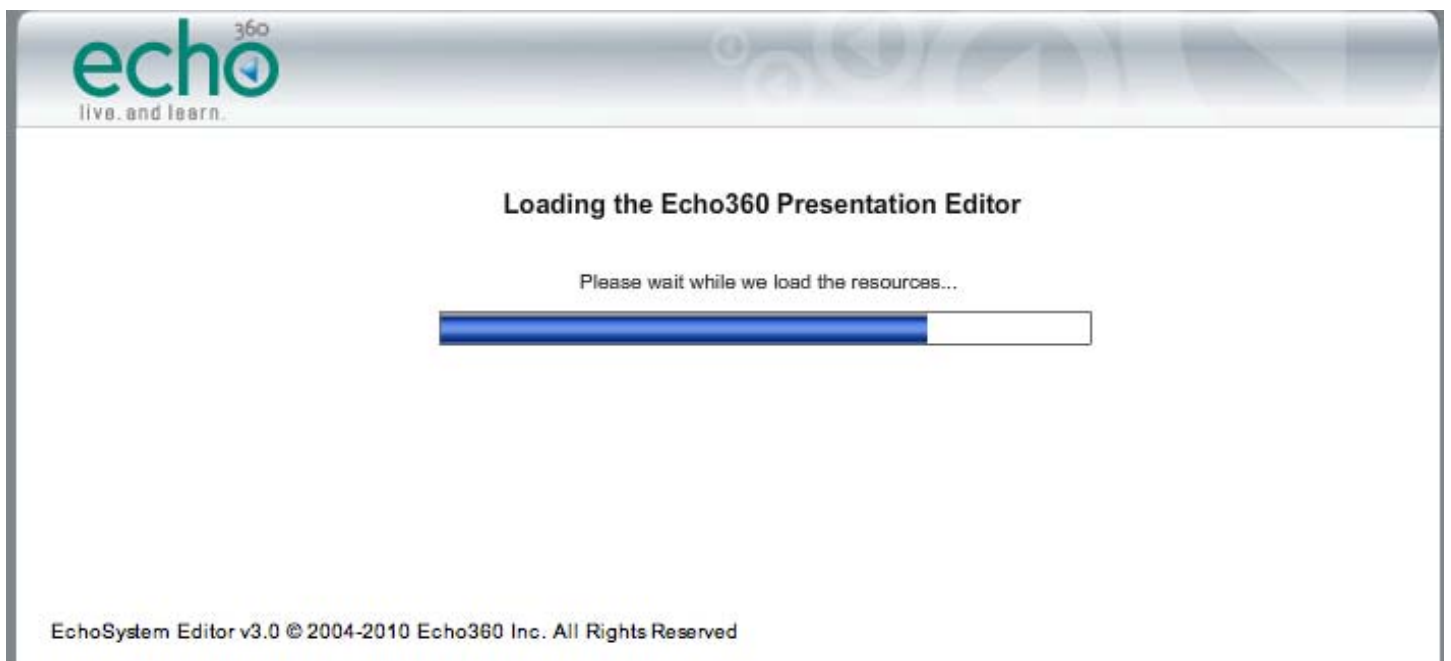
Presentation Resources

Click Edit Media

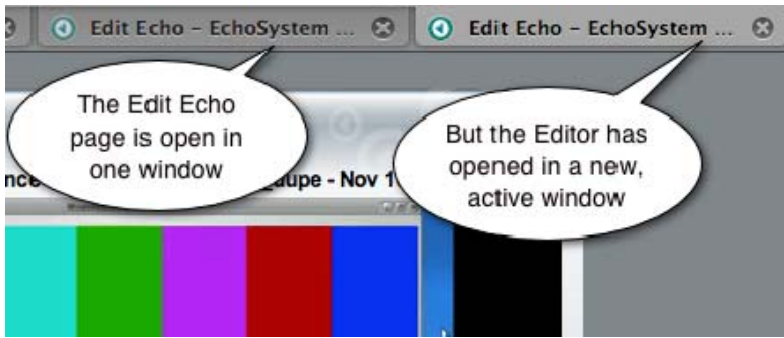
Save Edit Media Cancel



7. Wait while the Echo360 Presentation Editor loads.



8. Notice that the Editor is open in a new active window, but the Edit Echo page is still open in another window.



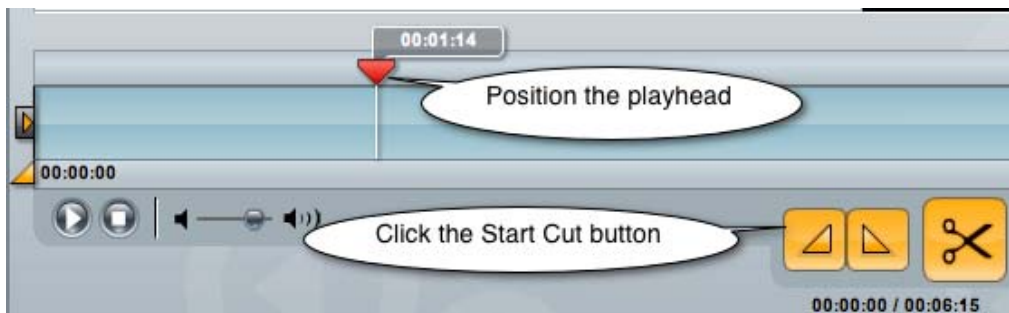
Specifying Your Edits

Specify a Segment to Remove

You can use either the playhead and buttons or the left and right markers to mark the beginning and end points of the segment to be cut.

To use the playhead and buttons:

1. Position the playhead at the start of the cut.
2. Click the **Start Cut** button (left triangle). This marks the start cut point.



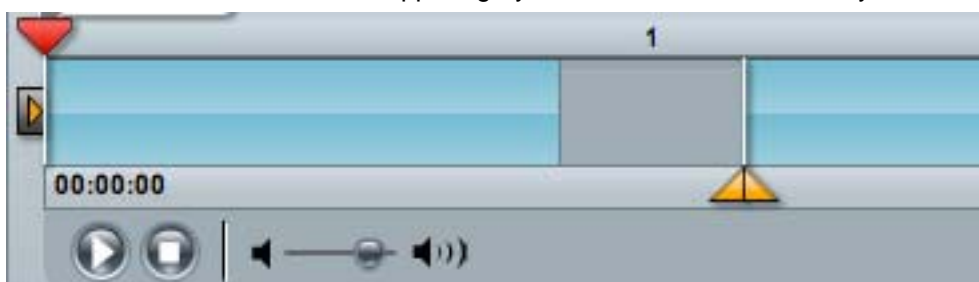
3. Position the playhead at the end of the cut.
4. Click the **End Cut** button (right triangle). This marks the end cut point.
5. Click the **scissors** (Cut) button.

To use the markers:

1. Drag the left marker in to the start of the cut.
2. Drag the right marker in to the end of the segment.
3. Click the **scissors** (Cut) button.



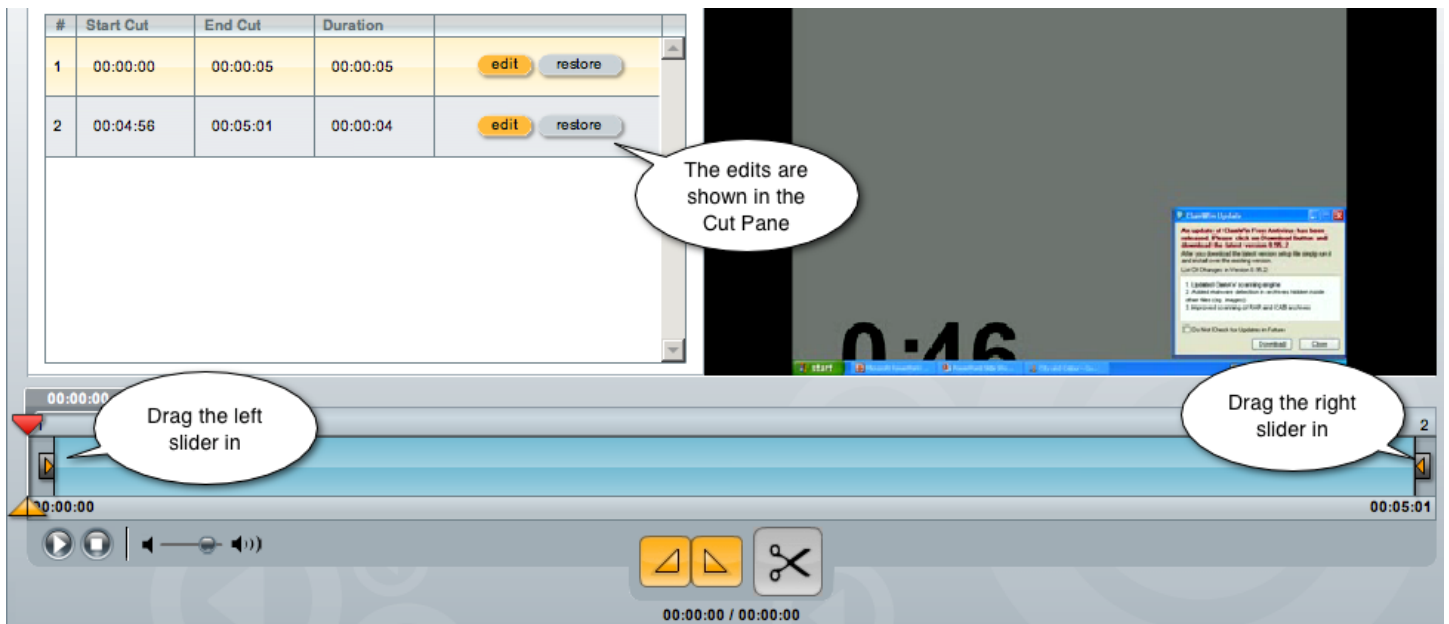
4. Notice that the cut areas appear gray on the timeline and that they are shown in the "Cuts Pane".



5. Commit the edits. (See Commit Edits for more information)

Specify a “Top n’ Tail” Edit

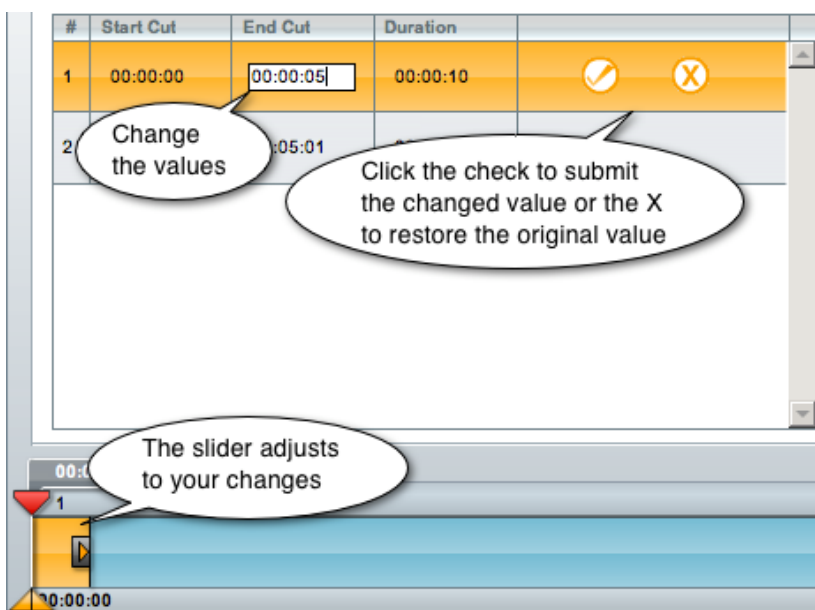
1. Drag the left slider in to remove the beginning of the file.
2. Drag the right slider in to remove the end of the file.
3. Notice that the edits are shown in the Cuts Pane.



4. At this point, you can either preview the edited recording or save it.

Edit Cuts Using the Cuts Pane

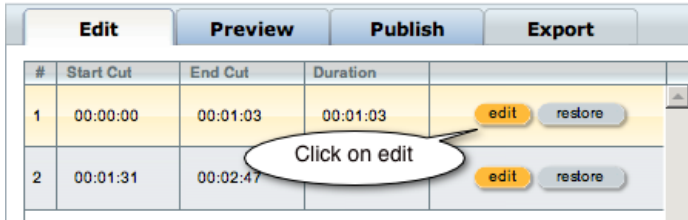
1. Select the relevant row in the Cuts Pane.
2. Click **edit**.
3. Change the values for **Start Cut** or **End Cut**.



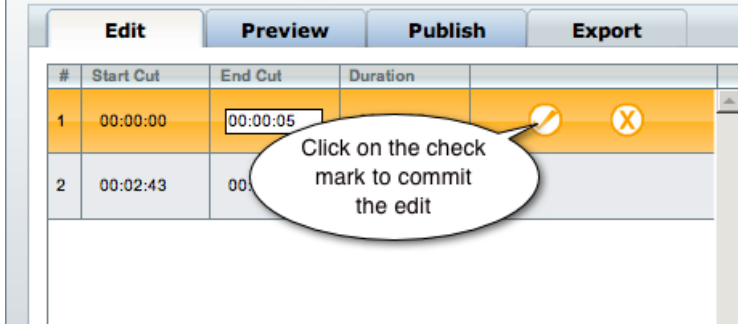
5. Commit the edits. (See Commit Edits for more information)

Commit Your Edits

1. In the Cuts Pane, click **edit** for each of the edits you want to commit.



2. Click on the check mark to commit the edit.



3. Do this for each of the cuts you want to commit.
4. If you decide you do not want to make the edit, click **restore**.

Preview Your Edits

1. Click the **Preview** tab.
2. Click the **Play** button.

Save and Process Your Edited Recording

1. Click the **Save** tab. The Edit Overview provides a summary of the edits and the new duration.
2. In the Version Description field, enter a title that describes the edits you made.
3. Click either **Save Edits** or **Process Edits**.
 - **Save Edits** commits your edits but does not publish the file to students.
 - **Process Edits** commits your edits and makes the file available to students.



4. Look for a confirmation message saying that the edited media file has been submitted.
5. If you see an error message, take a screen shot of it and forward it to your System Administrator.
6. Expect an email advising you that the file is ready for viewing.
7. To close the Editor, close the tab. The Edit Echo window (which has the details on the Echo you just edited) is now the active window.
8. After the edited file has been processed, notice that:
 - The title you entered in the Version Description field (which described the edits you made) is listed in the Presentation Media Edits section.
 - Two new buttons (**Reprocess Media** and **Restore Unedited Media**) have appeared at the bottom of the Edit Echo window.

Presentation Media Edits						
No.	Title	Version Description	Updated By	Updated Time	Has Edits	Status
1	Cut last second of video just as a test		System	10/29/10 11:05 AM	Yes	Current

Buttons: Copy Edit Edit Media **Reprocess Media** **Restore Unedited Media** Done

9. Click **Restore Unedited Media** to delete all of the edits made in every editing session. This restores the file to its original state.