

# Getting Your iLectures into Blackboard

The following document provides an overview of how to make your iLecture recordings available to students within Blackboard.

Once configured for your unit, the iLecture system automates the process of adding iLecture links to a Blackboard unit. There are a few different ways to do this, which provides you with some flexibility in how you present your recordings to students and the way in which you contextualise them among your other learning materials and activities. The first section of the document explains the automatic publishing model and how you can configure this to suit your needs, while the second section provides guidance for managing your old recordings.

**Did you know** that once your iLecture unit has been set-up to automatically publish to Blackboard, you can then forget all about it?



Many Blackboard units will also contain links to old Lectopia recordings, which may still be required in some instances. The second section of this document explains how to manage old recordings.

## Steps For Configuring Automatic Publishing to Blackboard

There are two ways in which the new iLecture system will publish iLecture recordings into your Blackboard course. These methods are referred to as [EchoCenter Publishing](#) and [Individual Presentation Publishing](#).

Subject to Curtin’s iLecture opt-out policy, all iLecture Units will be **automatically created and recording schedules created** where lectures are timetabled into Curtin’s major teaching venues. For these units, the Blackboard automated publishing will also be configured based on **all** courses in Blackboard that contain the associated course code in the Blackboard CourseID, e.g. 311353 will automatically publish into 311353-CBS-1732893031.

Should you wish to customise the Blackboard publishing model for your iLecture units, you can choose which of the two publishing methods you prefer and configure your preference via the [iLecture Management Tool](#). You can also choose to disable the automatic Blackboard publishing altogether.

## Keep It Simple With EchoCenter Publishing

The first Blackboard publishing method is referred to as **EchoCenter Publishing**.

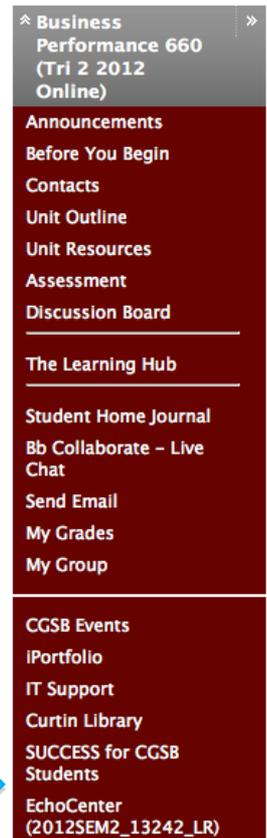
The EchoCenter is the presentation delivery hub that organises the captured lectures with other supplementary presentation-style resources in a weekly structure. It also displays a statistical dashboard of other information relevant to students and staff.

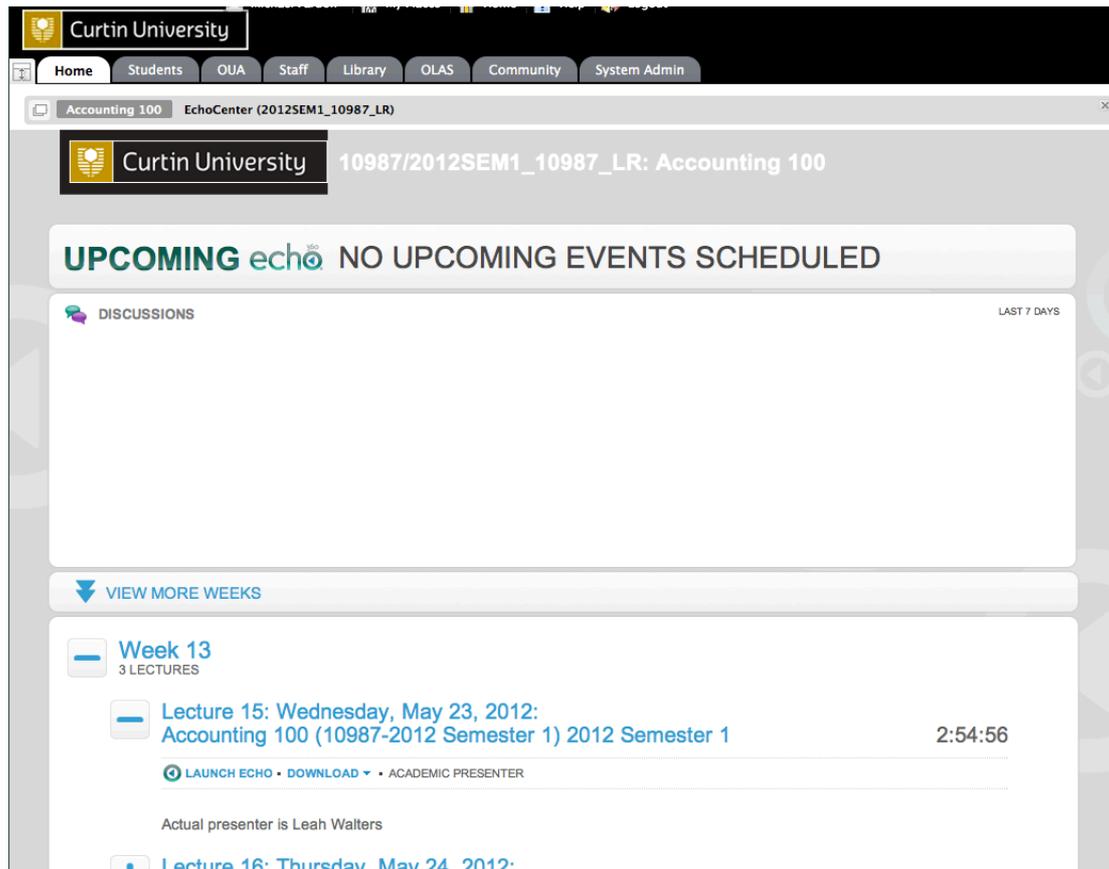
With this method, the EchoCenter link is automatically embedded as a course menu item in the Blackboard unit. The name of the item will begin with “EchoCenter”, followed by a matching course identifier string as used by the iLecture system within brackets.

When a student clicks the EchoCenter link, they will be seamlessly logged into the EchoSystem and the associated EchoCenter page will be displayed within the Blackboard window.

The main benefits of this approach are that:

- it is the simplest approach;
- the EchoCenter link is easily accessible to students; and
- the EchoCenter provides additional functionality such as the usage dashboard.





## When will the EchoCenter link appear in the course menu of my Blackboard unit?

The EchoCenter link will appear in the Blackboard unit as soon as it has been configured within EchoSystem, assuming the Blackboard unit exists. Otherwise it will appear after the first captured presentation is published.

## Can I move the EchoCenter link that appears in the course menu in my Blackboard unit?

Yes.

You can change the position of the EchoCenter link within your menu bar items.

## Can I hide or delete the EchoCenter link from the course menu in my Blackboard unit?

No.

Although the EchoCenter link can be (temporarily) hidden or deleted from a Blackboard unit, it will simply reappear in the Blackboard unit after the next capture has completed processing. Should you wish to permanently remove the EchoCenter link, you can modify the settings for the Unit via the [iLecture Management Tool](#).

## Can I rename the EchoCenter link that appears in the course menu in my Blackboard unit?

No.

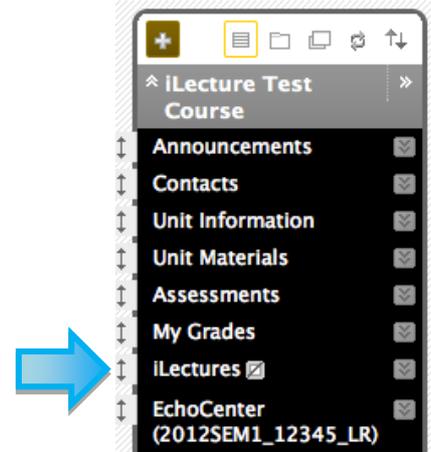
It is not possible to permanently change the name of the link, unless there are no additional presentations that will be published to the Blackboard unit. You can change the link name temporarily, but it will revert to 'EchoCenter' when the next recording is published.

# Getting Your iLectures into Blackboard

## Contextualise Recordings With Individual Presentation Publishing

The second Blackboard publishing method is referred to as **Individual Presentation Publishing**. This model is suitable for staff wishing to contextualise the location of the captured presentations within the broader organisational/pedagogical structure of their Blackboard unit.

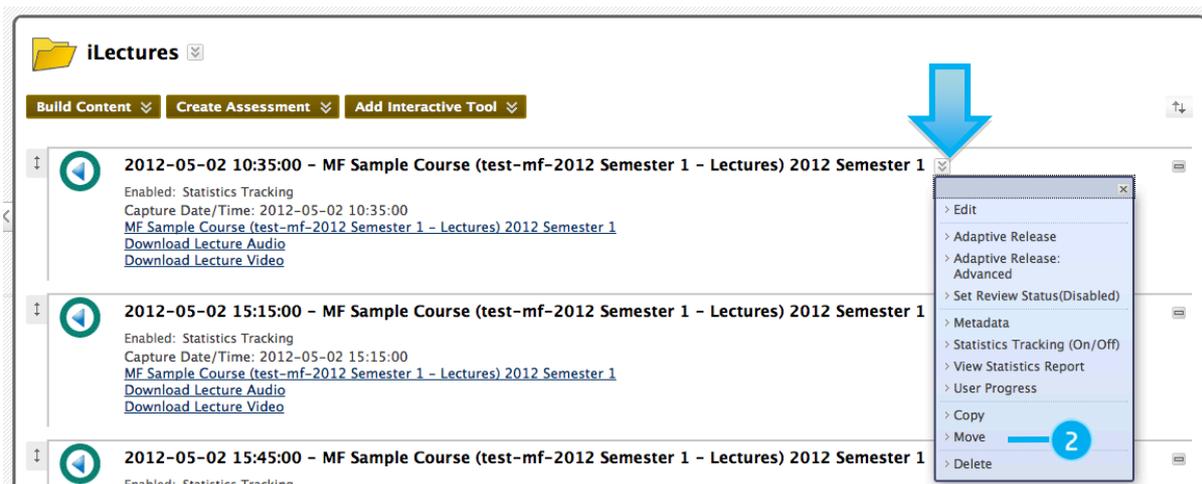
With this method, individual iLecture recordings are published into a hidden “iLectures” folder located in the course menu. Staff can then **move** (or **copy**) each individual iLecture recording into an appropriate location within the Blackboard unit structure and make them visible to students.



### Steps For Moving An Individual Presentation Block

**Step 1:** Access the hidden iLectures folder from the Blackboard course menu.

**Step 2:** Choose **Move/Copy** from the content menu by clicking the chevron adjacent to the corresponding iLecture recording.



**Step 3:** Choose the **Destination Course** (if you want to move to a different Blackboard unit) and **Destination Folder** (the desired content folder within the selected Blackboard unit).

# Getting Your iLectures into Blackboard



## Move

Many Content Items, including Links, URLs, Content Folders, Learning Modules, Offline Content and Tools, can be moved between Courses and Folders. Moving content deletes the content from the original location. [More Help](#)

---

**1. Content Information**

Name

---

**2. Destination**

Destination Course

Destination Folder

---

**3. Submit**

**Step 4:** Click **Submit** to confirm the move.

### When will the individual recording links appear in the course content area in my Blackboard unit?

Each individual link will appear in the Blackboard unit after it has completed processing.

### What happens if I delete an individual recording link from my Blackboard unit?

Individual recording links can easily be deleted by choosing **Delete** from the chevron adjacent to the item. Should a deleted link need to be retrieved, you will need to submit a request to the iLecture support team to have the link republished.

### Can I move an Echo360 presentation block to a different location in my Blackboard unit?

Yes.

Echo360 recordings can be moved to a different Course Folder by choosing **Move** from the chevron adjacent to the item. Choose the new folder from the "Destination Folder" Browse... option.

### Can I copy an Echo360 recording to a different Blackboard unit?

Yes.

Echo360 recordings can be copied to a different Course Folder by choosing **Copy** from the chevron adjacent to the item. Choose the new course from the "Destination Course" select menu and associated folder from the "Destination Folder" Browse... option.

### What if my Blackboard unit does not have a hidden iLectures folder?

You can easily create a hidden iLectures folder by hovering over the plus icon at the top of the Course Menu and choosing Create Content Area from pop-up menu.

# Getting Your iLectures into Blackboard

## Using the iLecture Management Tool to Modify Publishing Settings

### Getting Access To Your Unit

An important first step is to ensure you have access to the new system. All Curtin staff have an account in the new system that uses your Staff ID and standard Curtin password.

The majority of units have already been created, however you may not have automatically been given access to your units. You can check your access to iLecture units via the [iLecture Management Tool](https://webforms.curtin.edu.au/ilecture/) (<https://webforms.curtin.edu.au/ilecture/>).

This is also the place where you can:

- create new units that don't already exist; and
- establish access to additional units.

#### Request Type

##### What do you want to do?

- Add a new iLecture unit to your unit list
- Provide access to an iLecture unit from your unit list for a new user
- Book an automatic iLecture recording or series of recordings
- Modify an iLecture unit or view scheduled iLecture recordings

### Modifying the Blackboard Publishing Settings

Once you have access to the iLecture unit, you can then modify the settings, as well as view scheduled iLecture recordings.

**Step 1:** Locate the **Blackboard Course ID** for your Blackboard unit(s).

The Blackboard Course ID is found in **Blackboard** under the Control Panel >Files area. Ensure you copy the entire ID, eg. 311353—CBS—1732893031.

**Step 2:** Choose **Modify an iLecture unit or view scheduled iLecture recordings** from the [iLecture Management Tool](#).

**Step 3:** Choose **Yes** from the **Automatically Publish to Blackboard** option.

**Step 4:** Choose the **Preferred Blackboard Publishing Method** (EchoCenter, Individual or Both).

**Step 5:** Enter the Course ID into the **Blackboard Course ID** text area. Note that you may enter multiple IDs, separated by a comma.

**Automatically Publish to Blackboard**

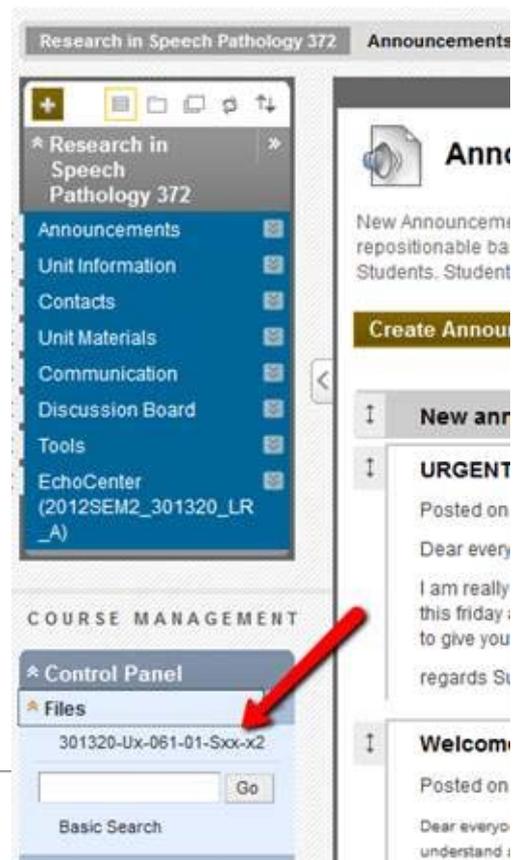
Yes

No

**Preferred Blackboard Publishing Method**

EchoCenter link located in Blackboard course navigation menu

**Blackboard Course ID**



# Getting Your iLectures into Blackboard

## Managing iLecture Recordings Made Prior to July 2012

Most Blackboard units will continue to have previously created links to iLecture recordings that were part of the old system. These links will not be automatically updated to link to the new system, so it may be necessary to delete these links.

### Cleaning Up Links to Old iLecture Recordings

Links to old iLecture recordings may appear in a number of places in your Blackboard unit. Should you not wish students to access these recordings, you should delete (or hide) all of these links from your Blackboard unit.



**Step 1:** Choose **Delete** from the content menu by clicking the chevron adjacent to the corresponding iLecture recording link.

### Adding Links to Old iLecture Recordings

There are many instances where the re-use of audio-visual learning resources is appropriate, such as guest speakers or presentations recorded in order to address specific learning objectives. Importantly, past recordings will remain available in the old Lectopia system until late 2013. Therefore, should you wish to do so, you can maintain these links and students can continue to access them without any change.

You can also provide new links to these recordings within Blackboard via the **Add Interactive Tool > iLecture/Lectopia Link** action button.

In some cases, staff may wish to retain iLecture recordings from the old Lectopia system beyond the end of 2013. Further information will be made available in late 2012 about retaining old Lectopia recordings or transferring them to the new system in preparation for the eventual retiring of the old Lectopia system.

