How to Install and Use Echo360 Universal Capture: Personal

1. Log into your **Echo360 Account:**

a. echo360.org/
   https://echo360.org — Visit

Enter email
b. Firstname.Lastname@colostate.edu
   Email
   marianne.bauer@colostate.edu
   marianne.bauer@colostate.edu
   Marianne.bauer@colostate.edu
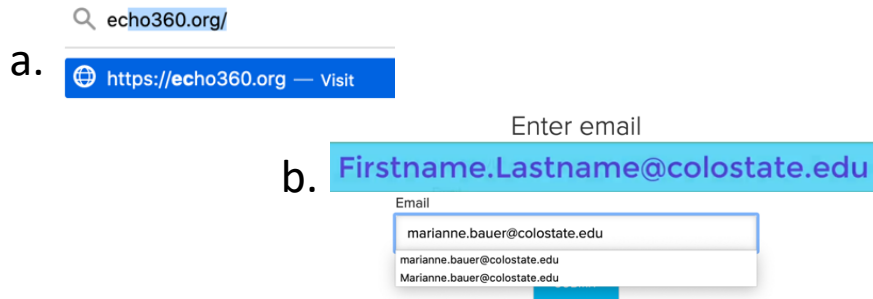
2. Under the **Create** button, select **New Software Capture**.

Library   Courses   Groups   Create
Search Content
- New Software Capture
- New Device Capture
- Upload Media
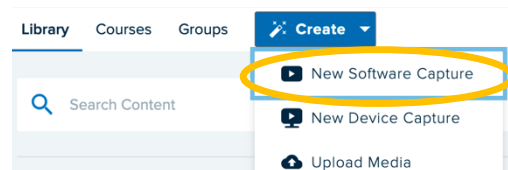
   a. First time users will be redirected to the install website. Install Echo360 Universal Capture: Personal on your device.
   b. For current users tap the **New Software Capture** button to launch the Echo360 Universal Capture app on your device.
   c. You can also just launch the app by locating the Echo360 icon and launching your app.
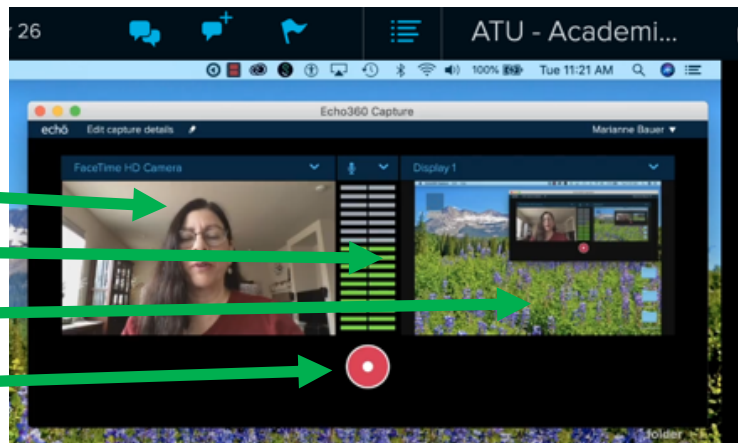
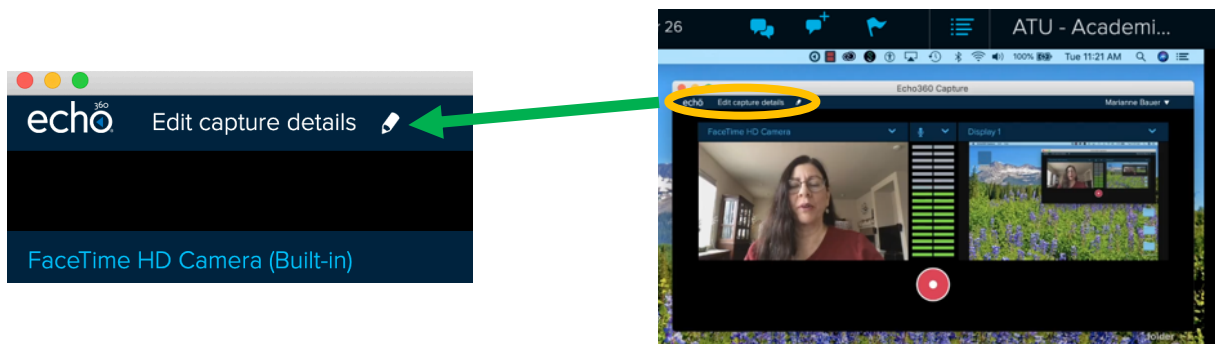Your items to record appear:

Webcam
Audio indicator
Desktop
Record Button

If not, you may need to adjust System permissions. Any permission questions prompts, just say yes to grant Echo360 access to the computer desktop, camera, mic, etc.

3. IMPORTANT - Tap **Edit Capture Details** in the top left corner.

The **Capture Details** form opens.

4. Fill out the form, enter the following:

> **Title** – Enter a title for your course. Use a descriptive title so you can search for it easily. Consider including a date.
>
> **Description** – Describe the content or topics in the video.
>
> **Tags** – Great for searching by topic key words.
>
> **Publish to** - Choose:
>
> > **Library** – The video will publish to a single library that holds all of your videos. (Formerly **My Content**)
> >
> > **Course/Section** – The actual Echo360 Course and Section where the video is to be used. – **Recommended**
>
> **Class** – New Class means a new video. Class = Video
>
> **Live Stream** – Check this if you wish to have yourself, your students, and/or a TA watch live streaming of your recording.

Save – Tap **Save** to finish your set up. Do this for every recording.

5. Tap the Red Record Button.

6. Echo will count down, and the Echo dialog box will close. You are now recording. Bring up your PowerPoint show or other activities and present your content. You will see just your desktop.

Try to make shorter presentations, 10 to 15 minutes, topic by topic. Even if you are live streaming to students, they will get a green live link to each video you start and jump on for each topic. They will appreciate the shorter videos.

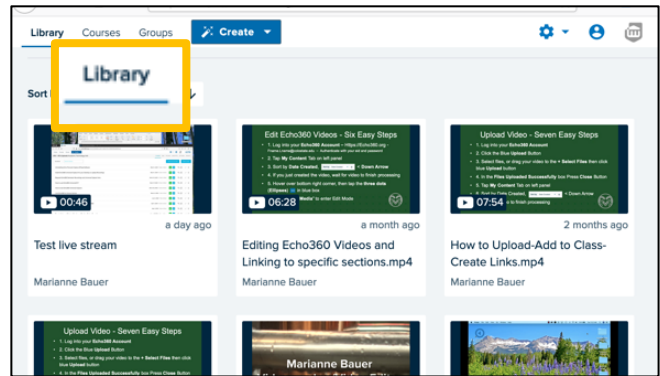8. When finished, Find the small Echo360 icon and stop recording:
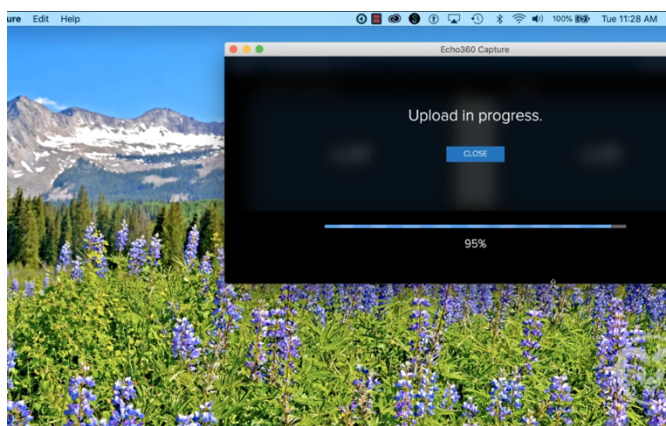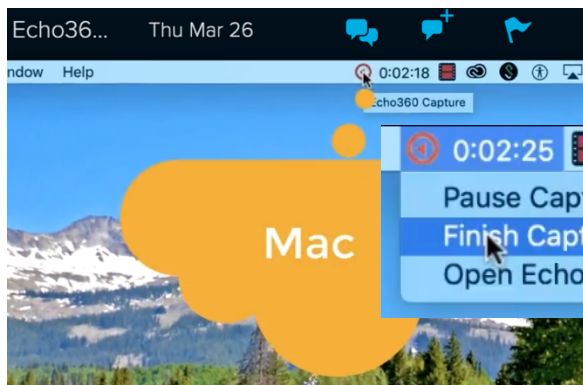
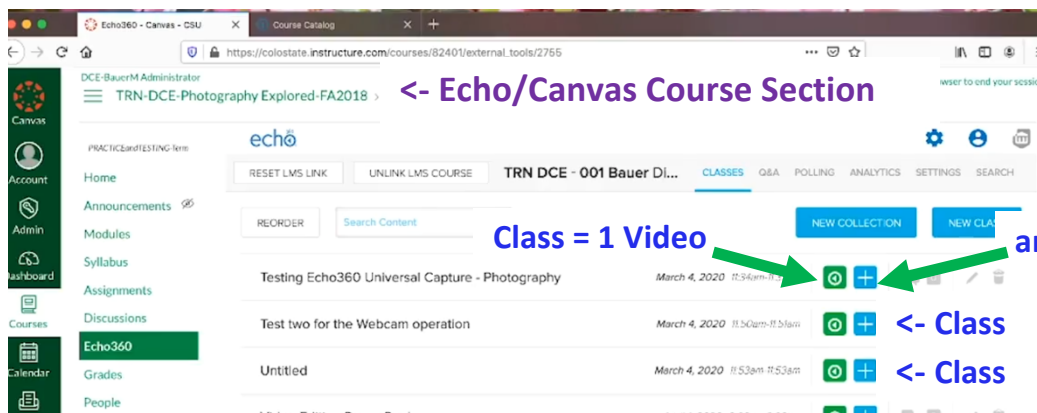7. The video uploads automatically. Wait for video to finish processing:
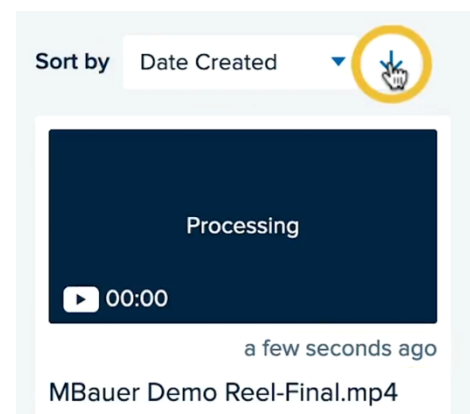
Add Video/Presentation as a Class

## Class = One Video and/or Presentation

When using Echo360 Universal Capture, if you forget to designate a course or section, they go directly into your **Library**. **->**

You can add your video to a specific **Echo Course Section** – as a **Class** in **your Echo/Canvas Course**, by doing the following:

<- Echo/Canvas Course Section

Class = 1 Video   **and/or 1 Presentation**

Testing Echo360 Universal Capture - Photography   *March 4, 2020 11:54am*

Test two for the Webcam operation   *March 4, 2020 11:50am-11:51am*   **<- Class**

Untitled   *March 4, 2020 11:53am-11:53am*   **<- Class**

1. To add a video as a Class, when processing completes, hover over **three dots** in the bottom right corner blue box.
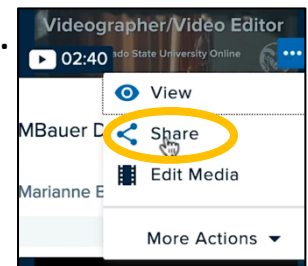
2. Select **Share** then **Class** tab (Class = one video).
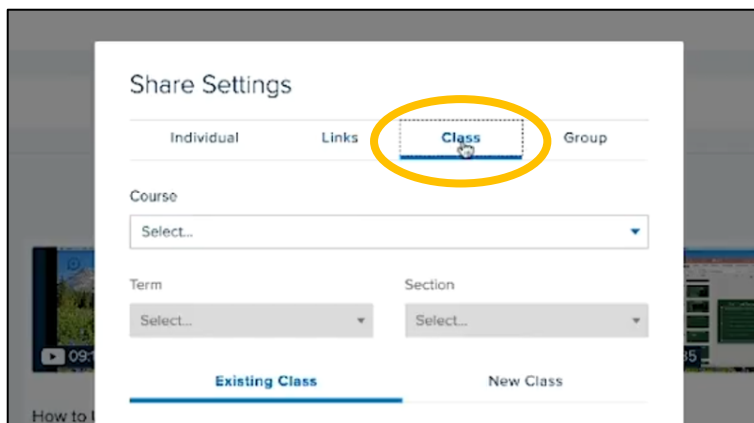
3. Tap **New Class** Tab and Select:
Course, Term, Section

(This is a new video not a replacement video, so **New Class**.)

4. Enter:
Class Name
Start Date
Start Time
Duration or length

5. Type a **Description**

6. Check **Availability/ Settings**

7. Important: Tap **Share** button to save, and video now appears in your selected Course.