

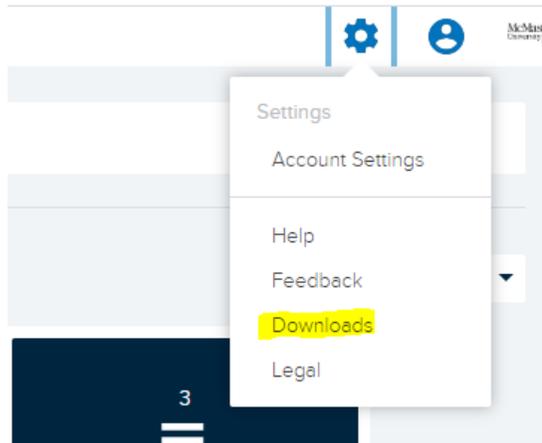
Online Teaching with Echo360 Universal Capture: Personal

Table of Contents:

<i>Downloading and Using the Software</i>	<i>2</i>
<i>Broadcasting Live with Universal Capture: Personal</i>	<i>5</i>
<i>Accessing your Echo courses</i>	<i>7</i>
<i>Accessing your Echo library</i>	<i>9</i>
<i>Posting a Video from your library to an Echo course</i>	<i>9</i>
<i>Adding a Presentation to your capture</i>	<i>11</i>

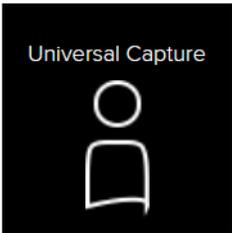
Downloading and using the software

- Once you have an Echo360 account, log into echo360.ca and click the gear icon in the top right, then click “Downloads”



- Select the correct software download for your device.

Downloads



Universal Capture: Personal ?

Echo360 Universal Capture is the simplest video application for education that provides identical capabilities, and a consistent user experience across Mac and PC.

Personal mode is a stand-alone version of the Universal Capture desktop application. Recordings are created on an ad hoc basis and can be published to a section or library by default. Any combination of video, desktop, and audio can be recorded.

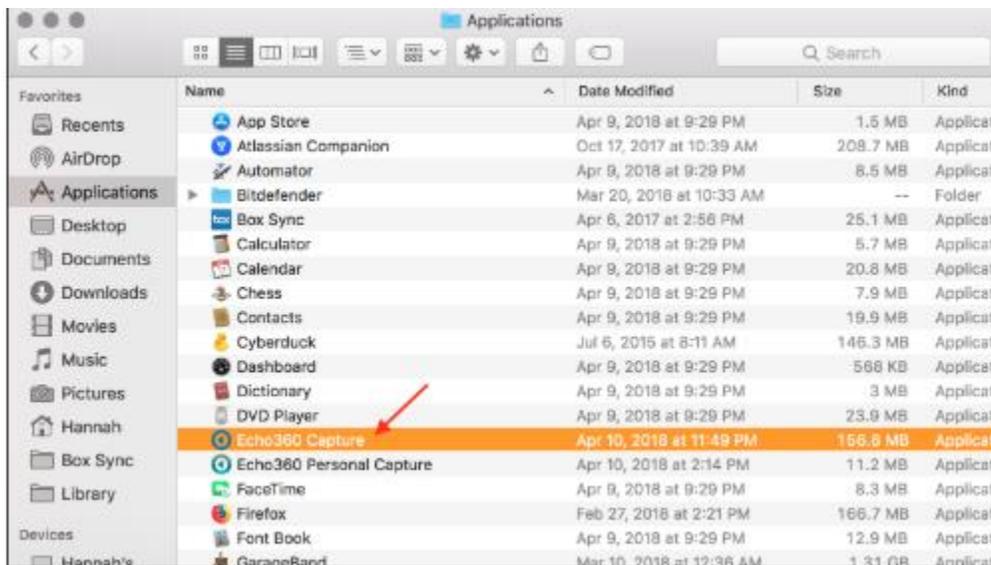
[Mac Download](#) | [Windows Download](#)
version v6.0.682745407 | version v6.0.682745407

- Once the software is downloaded, launch the software by clicking on “Echo360 Universal Capture”

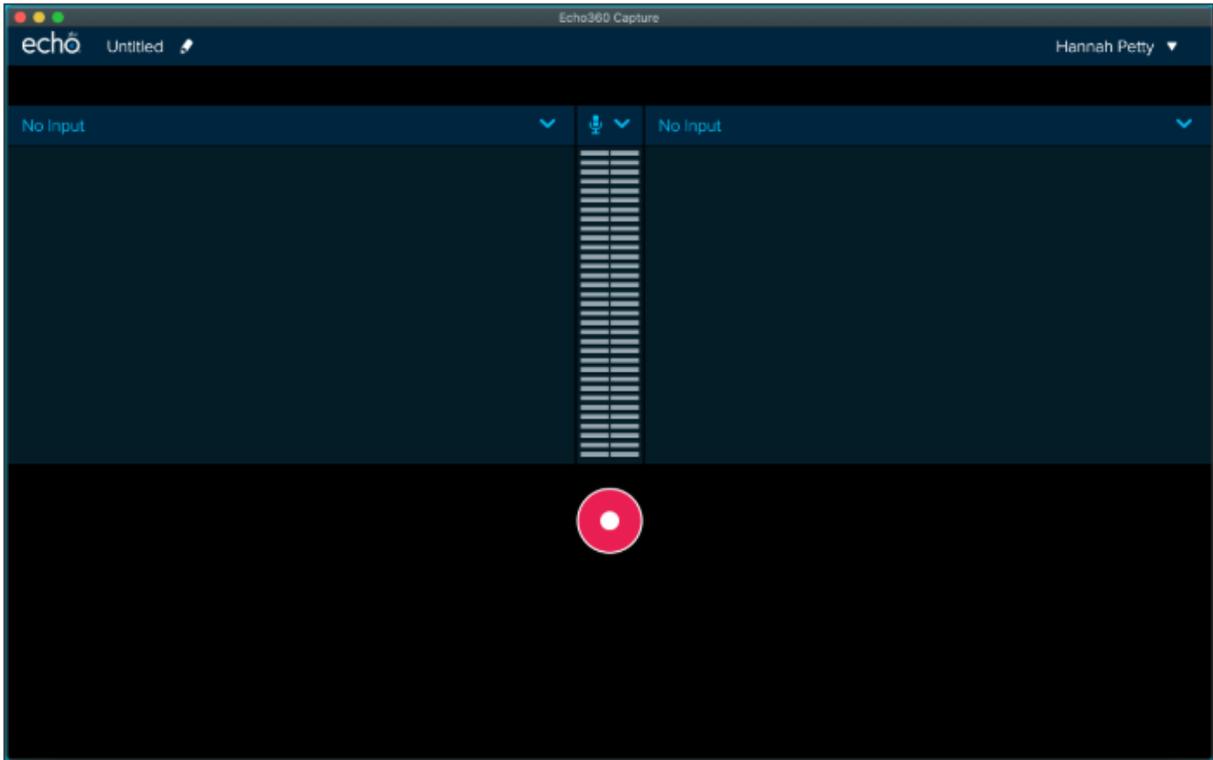
WINDOWS



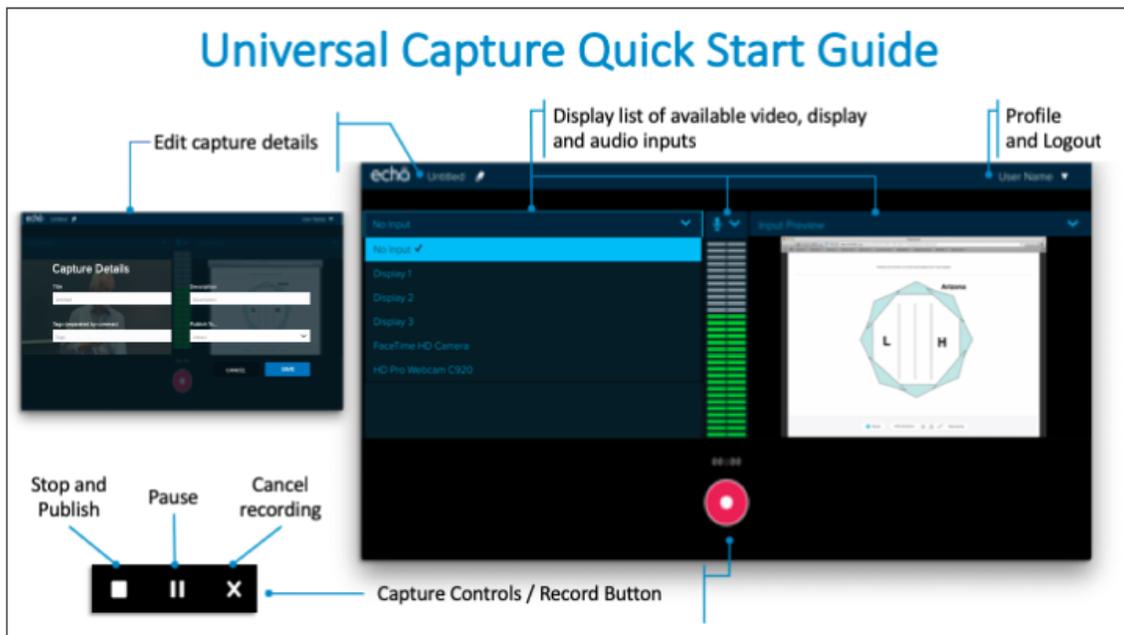
MAC



- Once the software is launched, your screen should look like this:



- Here is a breakdown of all the features available in Universal Capture: Personal



- With Universal Capture: Personal, you can record the camera built into your device, the built in microphone and your laptop screen. You can customize what you would like to be recorded using the drop down menus. You can also record an external camera or microphone, but they must be connected to your device and you can select that device in the drop down menu.
- Publish your capture to your personal library, or straight to an Echo course.

Capture Details

Title:

Description:

Tags (separated by commas):

Publish To...:

- Once you have stopped your capture, the capture will be uploaded to Echo360.com for processing, you will have (describe how you cannot close your laptop until you see “Capture Complete”

Broadcast Live using Universal Capture: Personal

Universal Capture: Personal now has the ability to broadcast live remotely. Set up in the software is relatively the same, but when you click the pencil icon there is a “Live Stream” button in the bottom corner. Also, you cannot live stream to your Library, you **must select a course** so that users can view it.

Please note: Livestreaming through Universal Capture will cause a 20-30 second delay to your viewers.

Capture Details

Title
Lecture - April 8th 2020

Description
Description

Tags (separated by commas)
Tags

Publish To...
CCT Test Course (CCT-TEST-CCT TEST Summer 201...▼

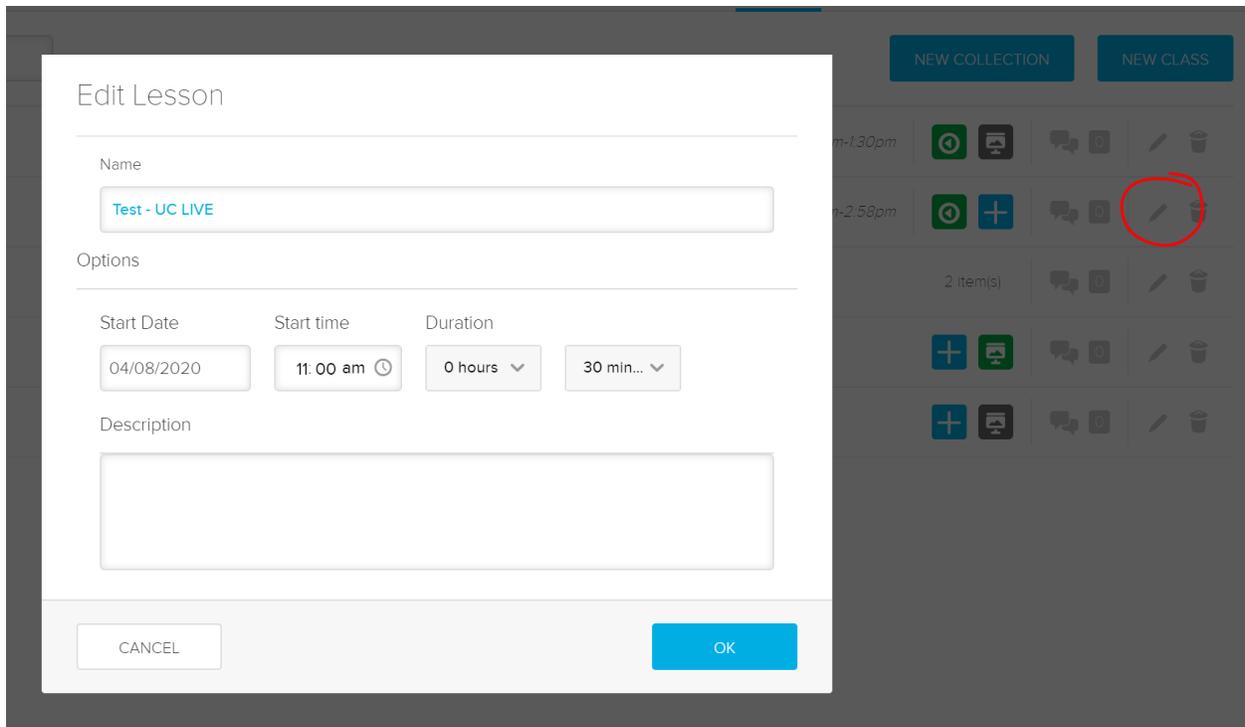
Live Stream
 Live stream maximum duration is 4 hours

CANCEL SAVE

When livestreaming is selected, it automatically defaults to a 4 hour window. So if you start your recording at 11am, the time will say from 11-3 on your class.

Events - Events Events		CLASSES	Q&A	POLLING	ANALYTICS	SETTINGS	SEARCH
REORDER	Search Content	NEW COLLECTION		NEW CLASS			
Events-Events	June 5, 2019 12:50pm-1:30pm						
● Test - UC LIVE LIVE	April 8, 2020 10:58am-2:58pm						

If you plan on only recording for an hour instead of 4, this green LIVE button will appear until the designated end time. So in this example, I ended my recording at 11:30 am, but the LIVE button will be showing until 2:58pm. You can edit the time of your actual lecture by clicking the pencil button.



Then click “OK”. You will notice that my green LIVE button has disappeared since it is past me end time.



Accessing your Echo courses

- The Echo courses that you are added as an instructor will appear on your Echo homepage, under the “Courses” tab.

Library **Courses** Groups **Create**    echo

Search Courses Filters (0)

Sort by Term Start 

 SPRING 2020 Test Melissa TEST - M - Test Melissa	 SPRING-SUMMER 2020 SpringSummer 2020 TEST CCT Test - Sawing Legs Off Tables	 SPRING-SUMMER 2020 Spring 2020 McMaster023 - Sawing Legs Off Tab...	 SPRING-SUMMER 2020 OTHER_CCT_STAFF_ECHO360 _soarec2_CONT_20 OTHER_CCT_STAFF_ECHO360_so...	 Courses Winter 2020 GEOG_3MA3_ljubicig_2201 - GEOG...	 Courses avenue.cilmcmaster.ca:PSYCH_3 CC3_dayrich_2205 PSYCH_3CC3_dayrich_2205 - PSY...
 Courses avenue.cilmcmaster.ca:BUSADMI N_F700_millem1_2201 BUSADMIN_F700_millem1_2201 - ...	 WINTER 2020 ITSAC ITSAC - Information Technology Stu...	 FALL 2019 Instructor Training ITC - Instructor Training Course	 SUMMER 2019 MATH 1M03 SUMMER 2019 MATH 1M03 - MATH 1M03	 SUMMER 2019 CCT TEST Summer 2019 CCT-TEST - CCT Test Course	 SUMMER 2019 CCT LIVE CCT LIVE - CCT LIVE TESTS
 http://echo700.ca/secure/1104492/11528998-0	 http://echo700.ca/secure/1104492/11528998-0	 http://echo700.ca/secure/1104492/11528998-0	 http://echo700.ca/secure/1104492/11528998-0	 http://echo700.ca/secure/1104492/11528998-0	 http://echo700.ca/secure/1104492/11528998-0

- Click on your course to view the captures that have been posted. If your symbols are green, the captures are ready to be viewed. You can also add a PowerPoint presentation or PDF files alongside your video by clicking the blue plus sign.

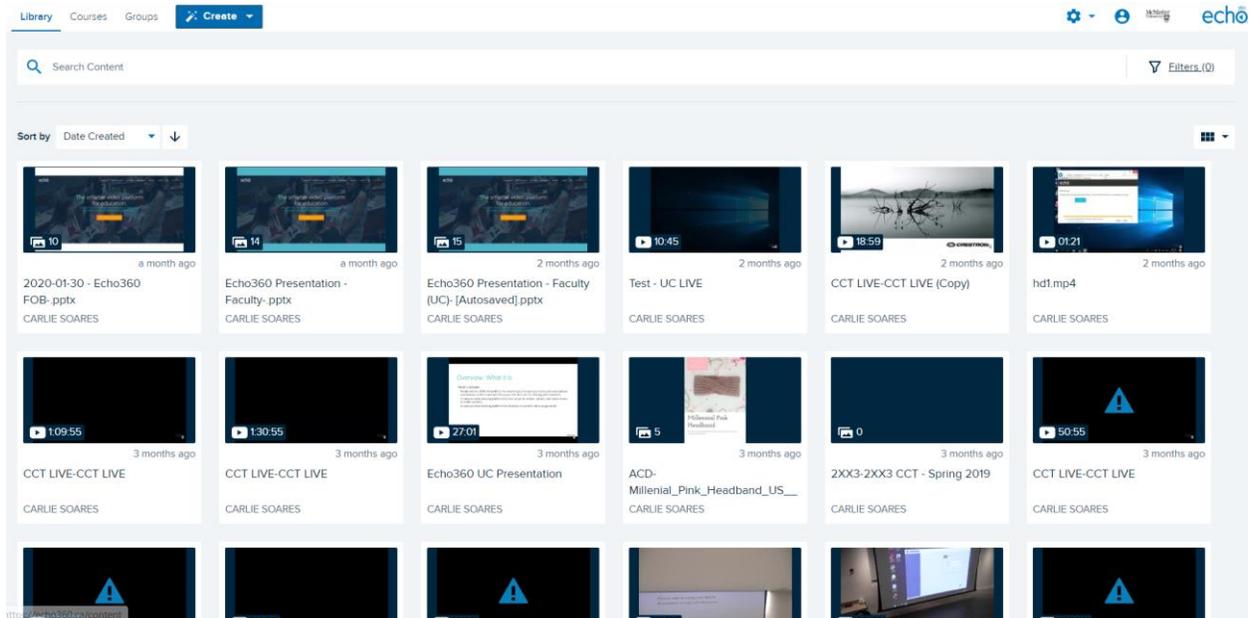
CLASSES Q&A POLLING ANALYTICS SETTINGS SEARCH

NEW COLLECTION **NEW CLASS**

<i>July 8, 2019 2:30pm-3:00pm</i>	 	 1	 
<i>July 18, 2019 2:12pm-3:12pm</i>	 	 0	 
<i>July 24, 2019 2:10pm-3:30pm</i>	 	 2	 

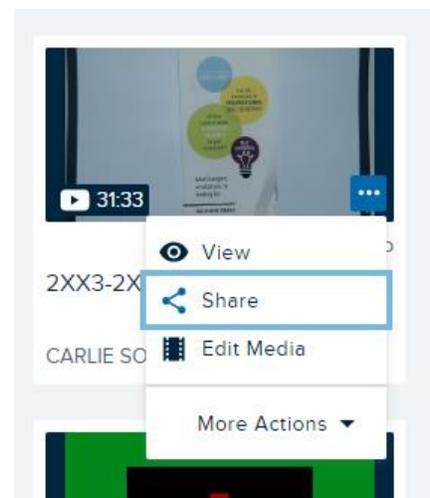
Accessing your Echo library

- To access your personal library, click the “My Content” tab on your homepage. Here you will find all video captures as well as presentation files that you are the primary owner of, as well as the files that have been shared with you from other accounts.



Posting a video from your library to an Echo course

- Hover over the video you would like to share from your library and locate the three white dots in the bottom right corner. Click on that button, then click “Share”.



- A new window will appear. Click the “Class” tab on the top and select the course from the dropdown menu. Then select the corresponding term and section for the course.

Share Settings

Individual Links **Class** Group

Course
2XX3: CCT

Term
SUMMER 2019

Section
2XX3 CCT - Summer 2019

Existing Class New Class

Class
Select...

Available
 Now Never Date MM/DD/YYYY

Unavailable
 Never Date MM/DD/YYYY

Close Share

- Then select the “New Class” tab in the middle of the page. This means that you are uploading a new file. Here you can re-name your file and add a description, you do not need to fill out the start date, start time or duration. You can also decide when you would like to make the video available or unavailable to students enrolled in your Echo course.

Existing Class

New Class

Class Name

June 20th Lecture

Start Date

MM/DD/YYYY



Start Time

9:19

AM

PM

Duration

1

hr

0

min

Class Description

Review for the upcoming midterm.

Available

Now

Never

Date

MM/DD/YYYY



Unavailable

Never

Date

MM/DD/YYYY



Close

Share

Adding a Presentation to your capture

Once you have published a recording to a course, a blue plus symbol will appear beside it. This is where you can add a presentation. Currently, only .ppt and .pdf files are accepted.

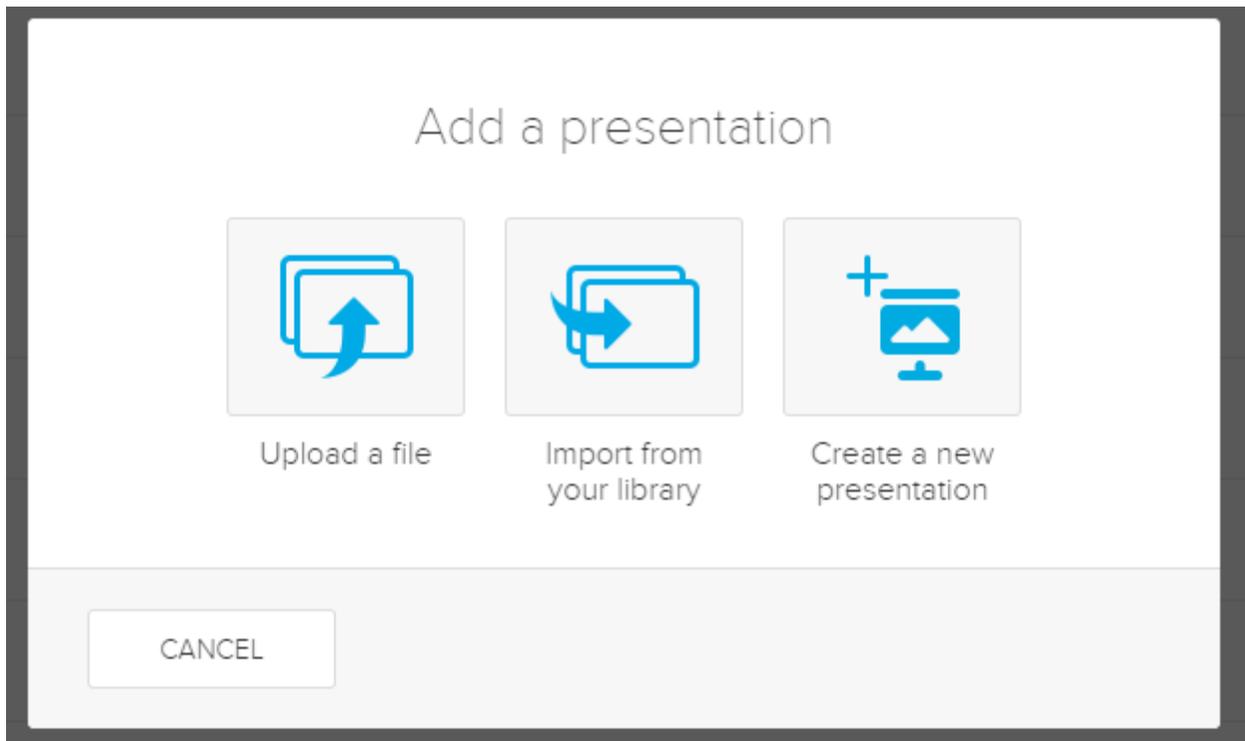
July 3, 2019 2:55pm-3:10pm



July 5, 2019 8:30am-8:45am



Click on the blue plus symbol and you will see 3 options:



Upload a file: Uploading a presentation from your computer, Dropbox, Google Drive, One Drive and more. Once it is published it will automatically save to your Echo library.

Import from your library: Adding a presentation that has already been uploaded to your Echo library. You can upload your presentations to your library by clicking the "Upload" button on your homepage.

Create a new presentation: Create your own presentation inside Echo. Once this is published it will automatically save to your library.