Getting Started with Echo360 Personal Capture

The University of Hartford is piloting Echo360, a lecture capture platform. Lecture capture records an instructor’s lecture and then provides students with a link to the recording in Blackboard or via email for later playback. Two varieties of Echo360 are available for instructors to use:

- **Classroom Capture** is used to record regular class sessions, or can be scheduled on a one-time basis for special presentations or to make up missed class time.
- **Personal Capture** (often referred to as PCAP) is used to record mini-lectures or demonstrations or to explain difficult concepts so students can review them at home. These recordings can be used to “flip your classroom” – a strategy where students watch short, pre-recorded video “lectureettes” and use the class time for discussion or application of the material.

This guide provides an overview to getting started with **Echo360 Personal Capture**, including technical requirements, tips and best practices.

Here are the steps for recording a mini-lecture with Echo360 Personal Capture (PCAP):

1. Contact OTS to get set up with a PCAP account and to link the account to your Blackboard courses.
2. Download the Echo360 Personal Capture software from the MTS website to your home or office computer.
3. Record mini-lectures using audio, webcam video and screen shots from your computer.
4. Link the recordings to your Blackboard course.

**Setting up Personal Capture**

You can download the PCAP software and begin recording at any time, but you need access to a PCAP account in order to publish the recordings to Blackboard. To sign up for an account, contact the OTS Help Desk at (844) 292-3213 or dialing HELP (4357) if on campus.

You will need to provide the **Course IDs** for the Blackboard courses where you would like links to be posted. If you would like to be able to publish to more than one course, or if you have a multi-section Blackboard course, be sure to specify this.
To locate the Course ID for your Blackboard course, go to your Blackboard course and click on the word Files in the Control Panel. The Course ID will appear underneath.

**Important:** To avoid delays in getting your Echo360 PCAP recordings posted to Blackboard, it is recommended that you set up your account with MTS as soon as possible – at least three weeks prior to the start of term. If you need to post recordings to Blackboard quickly and do not have access to a PCAP account, you may prefer to use other technologies such as WebEx, Jing or narrated PowerPoint. Contact FCLD for assistance.

**Setting up a Recordings Link in Blackboard**

All Echo360 lectures and Personal Captures are posted in Blackboard automatically under the Recordings button in your Blackboard course menu. If you do not have a Recordings button, here’s how to add one:

1. Click on the red button with the white plus sign above your course menu.
2. From the drop-down menu, select Content Area.
3. Name the button Recordings. **Important:** The button must have this name in order for Echo360 to link to the recordings.
4. Select “Available to Users.” This allows students to see it.
5. Click Submit. You will now have a new button on your Course Menu.
6. Click on the double arrow to the left of the button name to move the button to where you would like it in the menu.

**Downloading PCAP to your Computer**

The Echo360 Personal Capture software can be found on the MTS website. To download it, go to [http://www.hartford.edu/aboutuofh/finance_administration/media-technology-services/lecture-capture.aspx](http://www.hartford.edu/aboutuofh/finance_administration/media-technology-services/lecture-capture.aspx) and select the version for your computer.

**Recording a Personal Capture**

When you record a Personal Capture with Echo360, several recording options are available: you can record audio only, you can capture what is on your computer screen, and you can record video using a webcam. Many instructors use the audio and the computer screen to record software demonstrations or to narrate over a PowerPoint. Recording with the webcam is not generally recommended, as it creates a very large video file and a low-quality video.
Steps for Recording a Personal Capture

1. Make sure you have a microphone plugged in to your computer.
2. Open the presentation or application you would like to record.
   **Important:** The recording will capture anything that is shown on the computer screen, so be sure to close any email or other private documents you don’t want students to see!
3. Open up Echo360 Personal Capture on your computer.
4. Type a name for your recording. If you do not type a name, the default name will be the date and time of the recording.
5. Set the quality of the output file: High, Medium, or Low.
6. Use the primary and second display to select what you would like to be captured
   - Microphone (audio, which is required)
   - Computer screen
   - Webcam
   - All three

   ![A Recording Session with Primary and Secondary sources](image)

In the image below, the primary capture will be the computer screen and the secondary capture is a webcam.

7. Click on the **Record** button. You will get a 5 second countdown on your screen to when your recording will start.
8. Begin your lecture or demonstration. **Note:** The demonstration must be at least fifteen seconds long.
9. Press **Alt + F6** to stop. Press **Alt + 5** to pause. The Echo setup window returns.
Editing Your Recording

After you record your Personal Capture, you have the option to make simple edits to remove unnecessary portions of your recording. Click on the pencil icon to access the Editor.

Two types of editing are available: trimming and cutting segments.

**Trimming:** To trim the beginning or end, drag the tiny gray sliders at either side of the recording. When you are finished, click on **Apply Edits** to return to the My Recordings page. **Note:** Once you have hit Apply Edits, you cannot undo any changes.

**Cutting a Middle Segment.** If you would like to cut a segment from the middle of your recording, use the playback head (white line) to find the segment. Next, drag the white triangle...
scrubber to select your segment, then click the Make Cuts button. Click Apply Edits to finalize any changes.

**Publishing Your Recording**

**Important:** You will not be able to publish recordings to Blackboard unless you have provided the Help Desk with the course IDs for your Blackboard courses, HELP or 4357 if on campus, or (844) 292-3213 off campus.

You can publish a video to your central ECHO Center as soon as you are done editing by clicking on the Publish button next to your recording title.

![Recording publishing screen](image)

**Accessing the Publishing Screen**

After clicking on the button, enter your PCAP username and password (provided by MTS).

Fill in the information requested. Provide a title, the Blackboard course where you would like to publish your recording, and the quality. **Note:** You can publish the same recording to multiple courses. Be sure to check Make Available, then click Publish.

![Publishing a Recording](image)

**Publishing a Recording**

Depending on how long your video is, it could take anywhere from 5 minutes to 3-6 hours for your recorded lecture will be available in your Blackboard course. You will receive an email once it is ready. To find the videos, enter your Blackboard course and click on the Recordings button. This shows you the ECHO Center, which lists your movies.

By default, all Echo360 lectures are made available to students. To make a lecture unavailable, or to limit its availability, click on the chevron next to the name of the recording and select Edit. Here, you will find options for changing the recording’s availability.
All Echo360 lectures will copy forward if you copy your Blackboard course from semester to semester. **Important:** Echo360 recordings are kept on the server for 180 days after the end of the term. If you need to keep the recordings for a longer period, contact MTS.

If you would like to use the Echo360 recording somewhere else (e.g. to post on a website or in an email), open the recording, then copy the link address from your browser. You can then paste this link in an email or anywhere else you might want to use it.

If you don’t see your lecture after 12 hours, try the following:

- Double-check to ensure that you have a “Recordings” button in your Blackboard course. (See page 2 for instructions on adding a Recordings button.)
- Try switching browsers. Blackboard does not work well with Internet Explorer 9 – both Mac and PC users are encouraged to use Firefox.
- Make sure your Flash Player is up to date. You can download the latest version of the Flash Player here: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)
- If these do not work, contact the HELP DESK at x4357 or (844) 292-3213 for assistance.

When your students open a Personal Capture, they see a video of the computer screen plus a second video of your webcam (if you used one). Most students prefer to focus on the computer window and just listen to the instructor’s lecture with it, as the computer gives the clearest picture in the Echo360 recording. Below is an example from a “Flipped Classroom”.

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**Selecting the address of your recording**

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**Student View Echo360 Personal Capture**
**Accessibility/Closed Captioning**
All videos should have closed captioning or a transcript as an alternative way to reach people who are hearing impaired. Please contact FCLD for tips, (860) 768-4661.

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**Getting Help with Echo360 at the University of Hartford**

For technical assistance, or to set up an Echo360 Personal Capture account, contact OTS at helpdesk@hartford.edu or (860) 768-4357.

For help with best practices and ideas for using Echo360 for instruction, or for live orientations, contact FCLD at fcld@hartford.edu or (860) 768-4661.

For general questions about Echo360, or to sign up for Echo360 Classroom Lecture Capture for the semester, contact RJ McGivney, Assistant Provost at rmcgivney@hartford.edu or (860) 768-4401.