

Echo360 Universal Capture Quick Start Guide

What is Echo360 Universal Capture?

Echo360 Universal Capture is an all-in-one tool that will allow you to record, edit, auto-caption, and host videos in your Echo360 library all from your own computer. It is integrated with Canvas, which makes it easy to share videos from your library with your classes.

Echo360 allows you to record in a variety of ways, including:

Recording your screen: This is a great way to record a PowerPoint lecture presentation with accompanying narration. You can use it to record anything on your computer screen, such as a website or Word document, but recording PowerPoint lectures is a common use of this software.

Recording with your webcam: This is a great way to record short announcement videos, unit or assignment overviews, or other important communication with your students where you are directly addressing your students.

Recording with both: Universal Capture will allow you to record both your screen and your webcam at the same time. This would allow you to record a lecture by presenting both the slides (the screen capture) along with yourself (your webcam) in the same video. This can support social presence by giving your students important non-verbal cues via your expressions, gestures, etc.

*Note: if you have used Echo360 Personal Capture in the past, you will need to download **Universal Capture**; please see below for details.*

This Echo360 Universal Capture Quick Start Guide entails:

- Getting Started –Echo360 Set-up
- Getting Started – Recording Videos
- Adding Videos Recorded Elsewhere to Echo360
- Reviewing & Editing Videos
- Adding auto-captions
- Sharing Videos with Your Students
- General Tips for effective videos



Getting Started –Echo360 Set-up

If you have never used Universal Capture before, these are the steps you will need to take to get started.

- **Enable Echo360 in your course(s).** Log into Canvas and navigate to your course. Then go to Course Tools in the left-hand sidebar and choose Echo360 setup. It will walk you through the steps necessary to get it enabled.

Notes:

- Echo360 can only be enabled in courses that are listed in the registration system; it cannot be enabled in non-term courses or sandbox courses.
- If you do not see Course Tools in the left-hand sidebar of your course:
 - Click on Settings at the bottom of the left-hand sidebar
 - Go to the Navigation tab on the Settings Page
 - “Course Tools” should be listed in the items that are hidden from students; drag it up to the list of active items to enable it in your course.
 - Be sure to click “Save” (green box at the bottom of the page” to activate your changes.
 - Then look for “Course Tools” in the left-hand sidebar.
- If you run into problems with this process, contact imsadmin@wayne.edu or 313.577.9457.
- **Log into Echo360 at echo360.org.** You will need to use your WSU AccessID email to get started. Then choose Wayne State University, then log in using your Academia credentials.
- **Download Echo360 “Universal Capture: Personal”** at echo360.org/downloads (or go to settings in your Echo account); it is available for both Mac and Windows. Once you have downloaded it, you will need to install it. If you need help installing the software, please contact tech support, either in your College/Program or the C&IT Help Desk (313.577- HELP, 313.577.4357, or helpdesk@wayne.edu).
- You can watch this video for additional guidance about [downloading Echo360 Universal Capture](#).



Getting Started – Recording Videos

[This video](#) (4:30 min) is a short walk-through of the recording process in Universal Capture. We recommend that you watch it first, then use these steps to support you as you get started with your own video.

- If you are planning to record your screen to create a narrated PowerPoint lecture, open your PowerPoint presentation so it is ready to go.
- If you are planning to record your webcam, try to make sure you are in a well-lit and quiet space if possible.
- Open the Echo 360 Capture software that you installed on your computer and log in if it prompts you to (using your Wayne access ID email address).
- Set the inputs in Universal Capture:
 - To record your presentation or screen with narration, choose Display 1 or Entire Screen as the input device (the term may vary based on your device) from the drop-down menu.
 - To record a personal video using your webcam, choose your webcam or Facetime camera (again the term may vary based on device).

Notes:

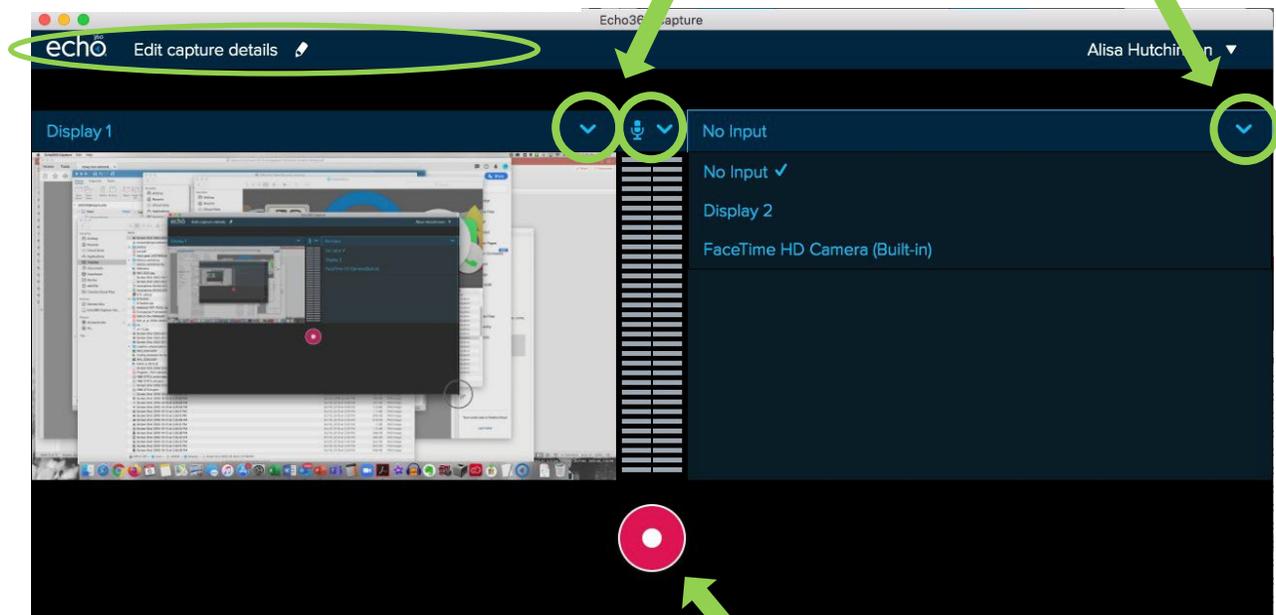
- You can choose to record both Display and a Webcam by selecting Display on the left and Webcam on the right side of the dashboard. No matter if you choose your Webcam to be on the left or the right while recording, in the final video, your Webcam recording will always be displayed on the right-hand side.
- You can also name your video in advance by clicking in the upper left. You can also choose where to publish the video – either to a particular course or to your general Library. If you are planning to share the video with multiple courses, choose Library.

See screenshot on the next page for an overview of the Universal Capture interface and additional tips for recording in Universal Capture.



Give your video a title and choose where to save it by clicking here.

Click on these to activate the dropdown menu that will allow you to choose your video or audio inputs.



Click here to start recording.

- You can start, pause, and stop recording using the controls in Universal Capture. When you end recording, the video will upload to your library.
- **To start recording:** Click the red button –a five-second countdown will appear then your video will start recording. If you are recording your screen, Universal Capture will minimize itself to your toolbar, so it does not interfere with your screen.
- If you are recording your display, make sure your slides (or whatever you are recording) are up on your screen, then start your narration.
- You can pause, resume, or stop recording via the Echo icon on your toolbar. You can also open Echo back up from the toolbar.
- When you are done with your video, end the recording either via the Echo icon in the toolbar or by pulling Echo back up and clicking the solid white square. Your video then saves to your Echo account.



Uploading Videos You Recorded Elsewhere to Echo360

Some people do not like the Echo360 Universal Capture interface and prefer to record their videos using other tools (such as using Zoom or recording audio in PowerPoint then exporting it as a movie file). If you would prefer to use another tool to record videos, you can still use Echo360 to host your videos, generate auto-captions, and share them with your students in Canvas. [Follow these instructions to upload your video file to Echo360](#)

Reviewing & Editing Videos

Echo360 has a new Media Editor! The Editor has been completely redesigned to be more user-friendly, making common video and audio editing tasks simple to complete from your browser. For instructions on how to use the editor, review the updated documentation on [Editing Videos](#).

Notes:

- The editing function will allow you to clip out sections of the video only. You cannot combine clips from multiple videos. If you clip out a section, you can restore it later as Echo will save it even after you remove it from the video.
- We recommend sharing the video from inside Canvas rather than using the Share tool in the Echo360 library.

Enabling Auto-transcripts & Captions

WSU's version of Echo360 now has auto transcription enabled! Please take advantage of this option to ensure your videos are accessible and inclusive. [This C&IT Knowledge Base article](#) covers how to enable this feature in your courses as well as other tips for using the transcript editor and turn on auto-captions (that are synced on screen with your video file).

Sharing Videos with Your Students

There may be more than one way to achieve this, but this method is a good starting point if you are new to sharing Echo videos in Canvas. See images on the next page for more details.

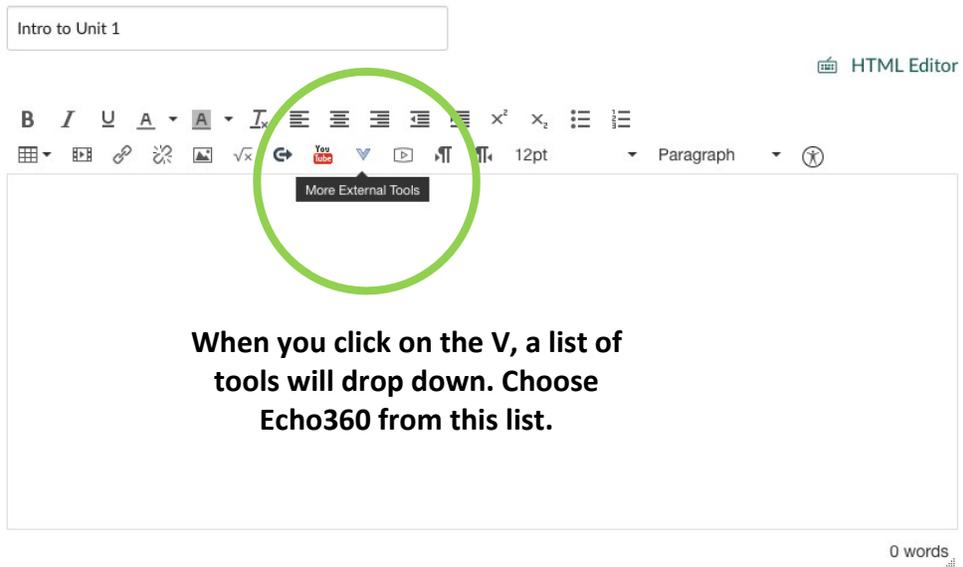
- Go to your course in Canvas then navigate to the module in which you want to share the video. If you do not know how to create a module, refer to the [Canvas guides](#).
- [Create a page in the module](#) for the video.
- Open the page for editing by clicking on the name of the page in the module list, then choosing "Edit" in the upper right corner.
- Next, in the rich content editor, click on the blue V and choose Echo360 from the dropdown list.
- Your Echo360 library should populate from here -- click on the video you want to add and then click insert.
- Finally, be sure to click either Save or Save & Publish underneath the content editor.



- Non-Term
- Home
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- Discussions
- Grades
- People
- Syllabus
- Modules
- Echo360 Recordings
- Library Resources
- Course Tools
- LockDown Browser
- Quizzes

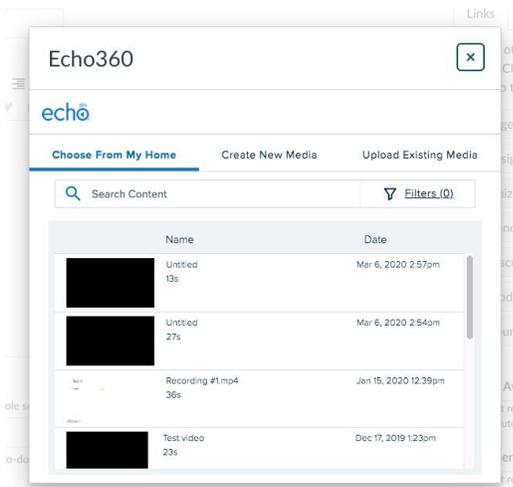
Intro to Unit 1

HTML Editor



When you click on the V, a list of tools will drop down. Choose Echo360 from this list.

0 words



Name	Date
Untitled 13s	Mar 6, 2020 2:57pm
Untitled 27s	Mar 6, 2020 2:54pm
Recording #1.mp4 36s	Jan 15, 2020 12:39pm
Test video 23s	Dec 17, 2019 1:23am

- Then this dialog box will appear with a list of your videos.
- Choose the one you want to include by clicking on it. It will then be inserted into your Canvas page.
- You can insert more than one video on a page as well.



General Tips for Effective Videos

Plan ahead

- You may find it helpful to have speaker notes or bullet points printed out that you can refer to while you are recording. It may make the recording process easier & less frustrating to have these supports.

Shorter videos are generally better

- If you are recording a lecture video, try to keep it under 10-15 minutes in length. If you think that you will go over this, break down your content down into subtopics and record several shorter videos. This will help your students stay engaged with your videos and will keep the file size of the individual files smaller.
- If you are recording a personal video such as an announcement, try to keep those under five minutes if possible. Again, it may be helpful to break them down into smaller subtopics and record multiple videos if you find yourself going over five minutes.

Practice

- Before you start recording, run through your script/speaker notes and/or slides to make sure it flows and to get a sense of how long your video might be.

Test the system

- Record a very short test video to get yourself comfortable with the process and to make sure your equipment and technology are working properly before you begin recording the video(s) you want to share with students. It can be very frustrating to record an entire lecture video and then find out there was an issue with your microphone, for example. It is worth taking a few minutes to test the system first.

