Students: How to Submit an Echo360 Assignment

When an instructor creates an Echo360 Assignment for video assignments, you can record a presentation using the Universal Capture software from Echo360 or upload your separately developed video project and then submit it through the Echo360 tool to your instructor.

In the assignment, click on the button Submit Assignment.

ECHO ALP TEST > Assignments > Video Reflection assignment			
Home Announcements	Video Reflection assignment 🔺		
Modules	Due Oct 30 by 11:59pm Points 20 Submitting a website url		
Assignments	Available Oct 22 at 12am - Oct 31 at 11:59pm 10 days		
Discussions	Record or upload your video of your reflection to the readings.		
Grades			
People			
Pages			

At the bottom of the submission window are the submission choices; click on the tab **Echo360 Homework Embed.**

Website URL Echo360 H	lomework Embed Google Drive		
echã			
Choose From My Home	Create New Media Upload	Existing Media	
Q Search Content			
	Name	Date	
	No media	available	

You can either record your presentation in the **Create New Media** tab using the Echo360 Universal Capture software or upload existing media to your Echo360 account in the **Upload Existing Media** tab.

Website URL Echo360 Homework Embed Google Drive	Website URL Echo360 Homework Embed Google Drive echo Image: Construction of the second s
Choose From My Home Create New Media Upload Existing Media UNIVERSAL CAPTURE	Choose From My Home Create New Media Upload Existing Media
Echo360 Universal Capture is the simplest video application for education that provides identical capabilities, and a consistent user experience across Marca and PC. Launch Universal Capture	Create new media via upload, or solect existing media from Dropbox, Google Drive, OneDrive, OneDrive for Business, or Box.

2

Upload Existing Media to Echo360

If you already have a video created, then click on the tab **Upload Existing Media** and then click on the button **Select Media**.

In the upload window, click on the **+ icon** in the center of the window to search for your file on your computer.

Search for your file, select it and then click Open.

Confirm the selected file and then click **Upload** to add the video to Echo360.



box



Select Files to Upload



Download or Launch Echo360 Universal Capture

Echo360 Universal Capture allows you to record your video, voice and screen for your presentation. Universal Capture is supported on both PC (Windows 10 64bit only) and Mac (macOS 10.12 Sierra and later)

In the **Create New Media** tab, click on **Launch Universal Capture**.



The link will open a web page to **download the software** on your Mac or PC if you don't have the software already. If you already have the software installed you can click Launch Universal Capture.

If you need to install, click on on the link for either **Mac Download** or **Windows Download** to download the installer file. Locate the file and run the installation.



Setting up your Computer for ECHO Universal Capture

Setting up Your Mac for Audio and Video

Video Camera

If you are using a Macbook Pro or iMac, the Facetime video camera will be selected by default. If you have a Mac Mini or a Mac Pro, plug in a USB web cam of your choice. You can also use any USB web cam on a MacBook Pro if you need an external video camera feed.

Display Resolution

On a Mac with a Retina screen, ECHO Universal Capture works best when your screen resolution is less than the native resolution; to adjust your display resolution, open up the System Preferences through the Apple **É** menu and select **Displays**. In the Displays control panel select the Display tab and select **Scaled** to view the resolution options. Select one of the resolution choices towards Larger Text in the list to adjust the resolution.



Audio

If you are using a Macbook Pro or an iMac the internal microphone will be selected by default. If you have a Mac Mini or Mac Pro, plug in a USB microphone of your choice. You can also use a USB microphone on a MacBook Pro or iMac if you need an external audio pickup. Next, open up the System Preferences through the Apple imenu and select **SOUND**.



In the Sound control panel select the **INPUT** tab and make sure that the microphone you want to use for the recording is selected. You can also adjust the gain or sensitivity of the microphone through the **Input volume** slider. Close the System Preferences to finish.

0	Sound	
Show All		٩
Select a device for sound	Sound Effects Outp it Input	
Name	Type	
Internal microphone	Built-in	
Samson GoMic	USB	
Soundflower (2ch)		
Soundflower (16ch)		
Input volum		¥ • •
Use audio port fo Output volum	r: Sound Output	 ♥ ♥ Mute

Setting up Your PC for Audio and Video Video Camera

Many PC laptops and some desktops have built-in webcams which are ready to be used. If not, you can connect an external USB video camera to your computer, which should be detected automatically and ready for use.

Display Resolution

Echo360 Universal Capture works best when your screen resolution is less than the native resolution; to adjust your display to this resolution, right click on the desktop and select **Display Settings**.



In the display settings, click on the link **Display** resolution menu and select a display resolution slightly below the native resolution. You will see a confirmation dialog asking if you want to keep the change or revert to the original setting. Select keep changes.



Audio

Many PC laptops have built-in microphones which are ready for use. If you do not have a built-in microphone, you can connect an external USB microphone. To make sure that the USB microphone

is selected for use by the PC, right click on the sound volume icon in the System Tray in in the lower right corner of the screen and select **Sound Settings**.



In the Sound Settings window, select yur microphone in the **Choose your input device** dropdown menu under the **Input** section

Settings		– ø ×
命 Home	Sound	
Find a setting		Related Settings
System	Choose your output device	Sound control panel
🖵 Display	Speakers (rign Dennition Audio V	
印》 Sound	bries in app volume and device preferences below.	Have a question? Get help
Notifications & actions	Volume	
J Focus assist	¢۱) 67	Make Windows better Give us feedback
() Power & sleep	▲ Troubleshoot	
□ Storage		
Tablet mode	Input	
Hi Multitasking	Choose your input device Microphone (High Definition Audi	
Projecting to this PC	Some apps are using custom input settings. You can personalize	
X Shared experiences	Device properties	
>< Remote Desktop	Test your microphone	
① About		
	▲ Troubleshoot	
	Other sound options	~
Type here to search	4 H C 🖿 🔒 ፍ 🎯 🍅	タ ^R ヘ 記 切) ^{1:25 PM} 口 11/20/2018 □

Record using ECHO360 Universal Capture

Configure Universal Capture

The interface for Universal Capture is the same on both Mac and PC so the work process will be the same on both platforms. When you open the software, you will be asked to click on the login icon

to sign in to your Echo account.



A web browser window will open and ask you to enter your USF email address. Click **Submit** to continue.

echő	
	Enter email
Enter your school assig	ned email address so we can send you to the proper authentication service.
	Email
	yoshioka@usfca.edu
	SUBMIT

If you have not logged into Universal Capture recently, you will be re-directed to the myUSF login page to enter your USF username and password to login.

	CHANGE THE WORLD FROM	HERE
	yoshioka	
	••••••	9~
		Sign In Help 🗸
	Sign In	

Instructional Technology and Training

Once you have signed in, there will be a dialog box confirming the authentication and asking you to open Echo360.



Now that you have signed in, it's time to configure what you want to capture.

			no360 Capt	ture	
<complex-block> Image: Source of the second definition of the second definition</complex-block>	echö	Untitled → Library 🖋		l l l l l l l l l l l l l l l l l l l	Kenneth Yoshioka 🔻
<image/>					ON DEMAND
<image/>	Display 1	~		Logitech BRIO	~
			mand Capte		

In the Universal Capture window You can configure the following:



Instructional Technology and Training

Display 1	~	. ₽ ∨	FaceT	ïme HD Camera
Display 1			~	•Input (Left): Click on t
No Input				menu and select a disp
Display 1 🗸				you have more than on
Display 1 with System Audio				to select which monitor
FaceTime HD Camera				that Universal Capture
Logi Capture				

he left Input lay to record. mes important if e monitor uter. You need will be the one will record.

Display 1

FaceTime HD Camera

• Input (Right): Click on the right Input menu and select a webcam to record video of yourself. If you choose to record yourself as part of the recording, you can select a webcam that you have connected to your computer (built-in or USB)

No Input	~
No Input 🗸	
Display 2	
FaceTime HD Camera	

Finally, you need to set up the capture details for the recording; at the top of the Universal Capture window is the title bar initially set as untitled. Click on the pencil icon next to Edit Capture Details to open the Capture Details window.



Enter the information for your recording title, description for the recording and any keyword tags for search terms.



Finally, you need to determine where to publish your recording; in the **Publish To** menu, it should show Library as the choice.

Once you have set the capture details, click **Save** to complete the process.



Recording Your Presentation

After finishing the setup begin recording by clicking on the red record button to **Start Recording.**

There will be a countdown to prepare you for the session and then the recording will begin.

00:00

7



During the recording session everything displayed on the screen and audio from the microphone is captured. It is recommended that you rehearse what you want to record to provide the best results and to minimize the times you need to re-record.

If you need to pause the recording for any reason click on the ECHO Personal capture menu at the top of the screen and select **Pause Recording.** To resume, click on the same Echo menu and select **Resume Recording.**

When you are finished, click on the ECHO Universal Capture menu and select **Finish Capture**.

0	0:00:04 🕘 氢 😵	8 题
	Pause Capture	Ж6
	Finish Capture	Ж8
	Open Echo360 Captu	ıre

Once you finish the capture the recording is automatically uploaded to the Echo360 site to your Library.

*Note that the Echo server still needs to process the uploaded recording; you will receive an email notification when the published recording is ready for viewing.

Submitting your video in the Assignment

Once you have recorded or uploaded their video, it will show in the **Choose From My Home** tab. Single click on the video you are going to submit.

/ebsite URL Echo360 H	lomework Embed Google Drive	
echõ		
Choose From My Home	Create New Media Upload Existing Media	
Q Search Content		
	Name	Date
	Class Presentation-Echo ALP Student 1m 44s	Mar 19, 2021 4:58pm
	Untitled 47s	Mar 19, 2021 4:20pm
14 A B	Internment days.mp4 2m 29s	Oct 22, 2020 6:58pm

Confirm the selected video and click the button **Insert**.

Website URL Echo360 Ho	mework Embed Google Drive	
echõ		
Choose From My Home	Create New Media Upload Existing Media	
Q Search Content		
	Name	Date
	Class Presentation-Echo ALP Student 1m 44s Class Presentation-Echo	Mar 19, 2021 4:58pm
		Insert
	Untitled 47s	Mar 19, 2021 4:20pm
Discussion and	· · · · ·	

The link to the Echo360 video is then confirmed; click **Submit Assignment** to complete the process.

Website URL	Echo360 H	Homework Embed Google Drive
٧	Vebsite URL	https://echo360.org/lti/9e4e5e04-794f-4b91-9e99-0675f1cf9f1b?mediald=6737a92d-8c67- 4bcd-86f4-679cc043a852&autoplay=false&automute=false
Addition	al comments	Comments
		Cancel Submit Assignment