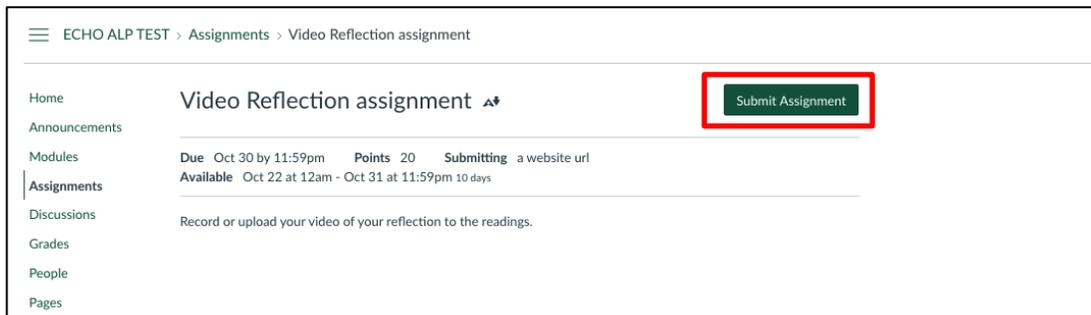


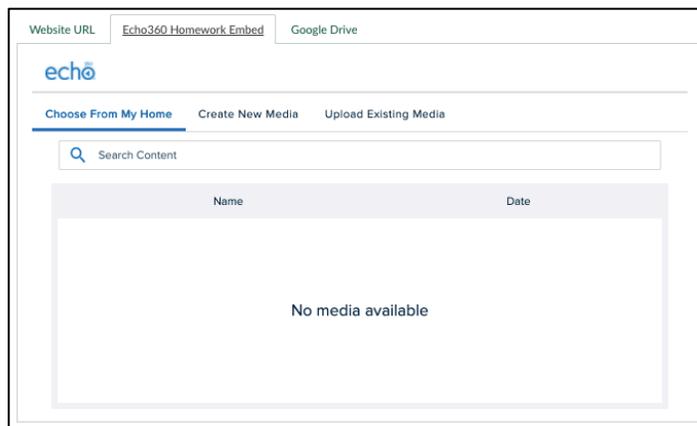
Students: How to Submit an Echo360 Assignment

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.

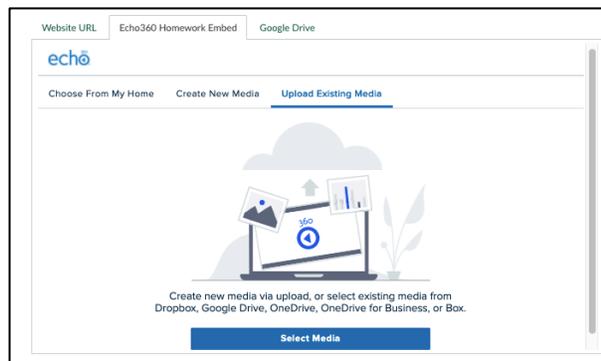
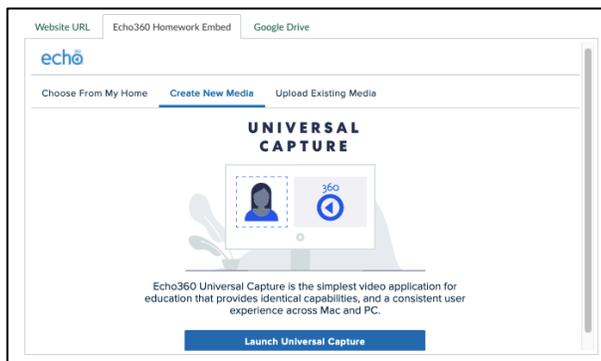
In the assignment, click on the button **Submit Assignment**.



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

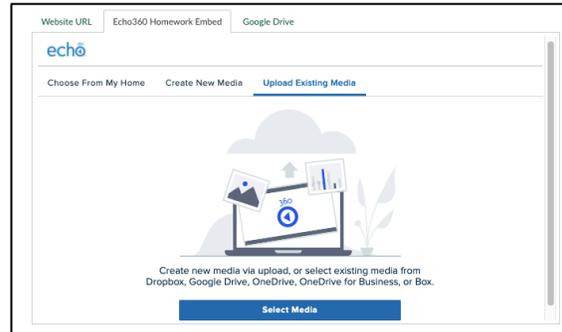


You can either record your presentation in the **Create New Media** tab using the Echo360 Universal Capture software or upload existing media to your Echo360 account in the **Upload Existing Media** tab.

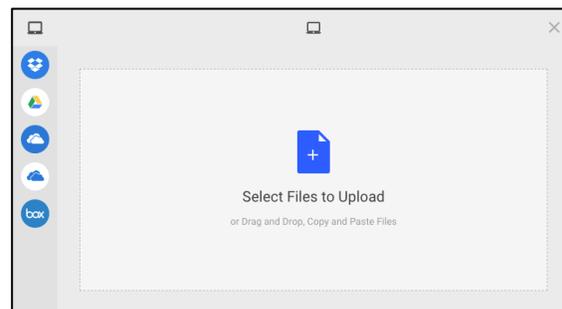


Upload Existing Media to Echo360

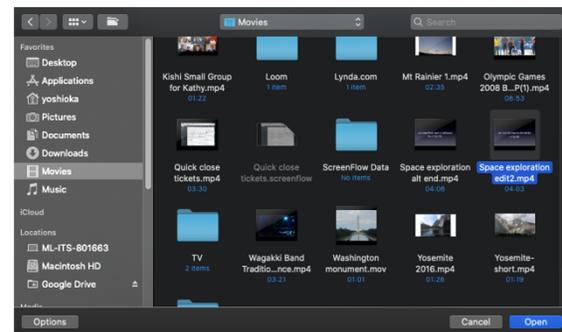
If you already have a video created, then click on the tab **Upload Existing Media** and then click on the button **Select Media**.



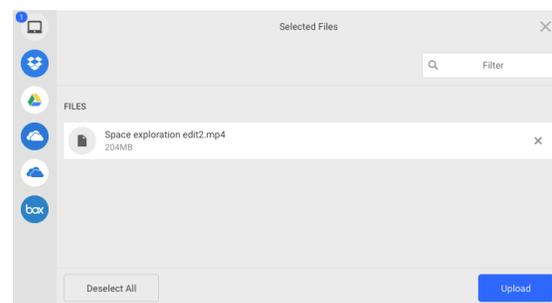
In the upload window, click on the **+** icon in the center of the window to search for your file on your computer.



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



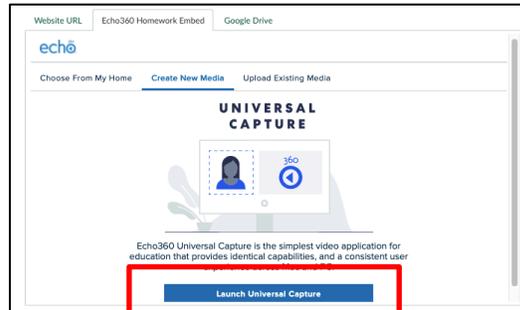
Confirm the selected file and then click **Upload** to add the video to Echo360.



Download or Launch Echo360 Universal Capture

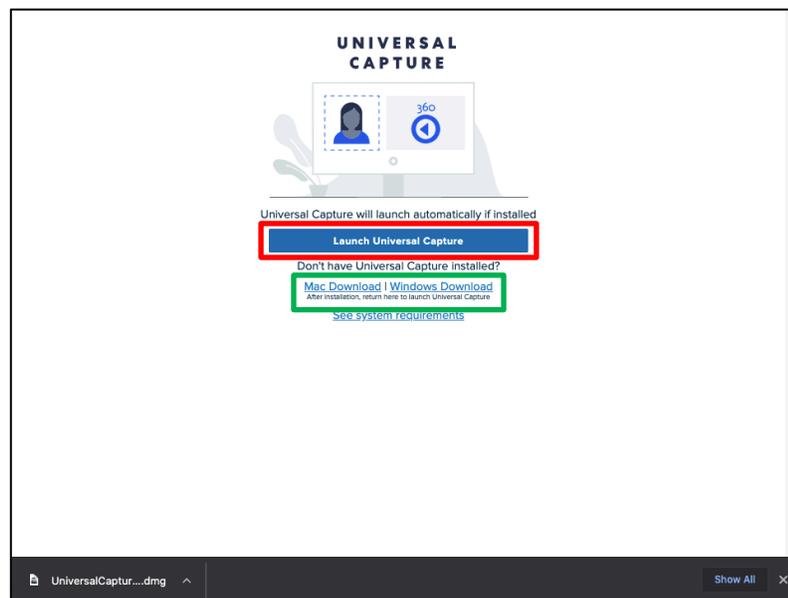
Echo360 Universal Capture allows you to record your video, voice and screen for your presentation. Universal Capture is supported on both PC (Windows 10 64bit only) and Mac (macOS 10.12 Sierra and later)

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

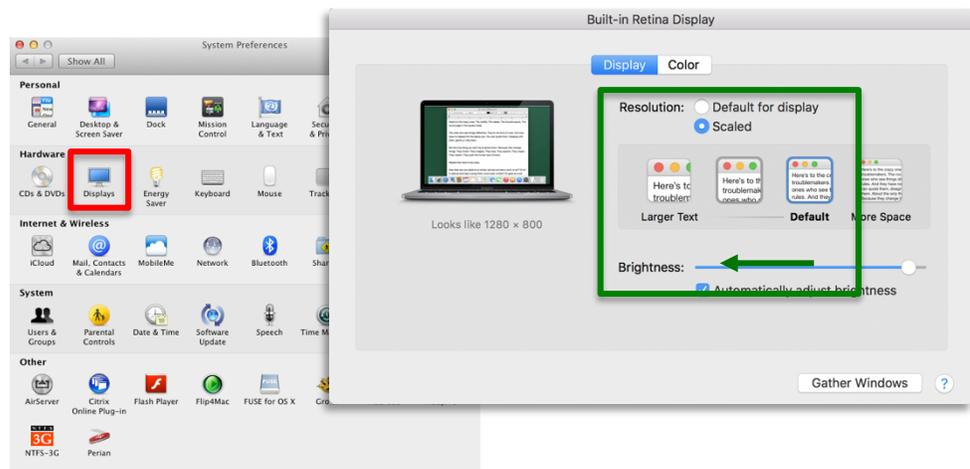
Setting up Your Mac for Audio and Video

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  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.

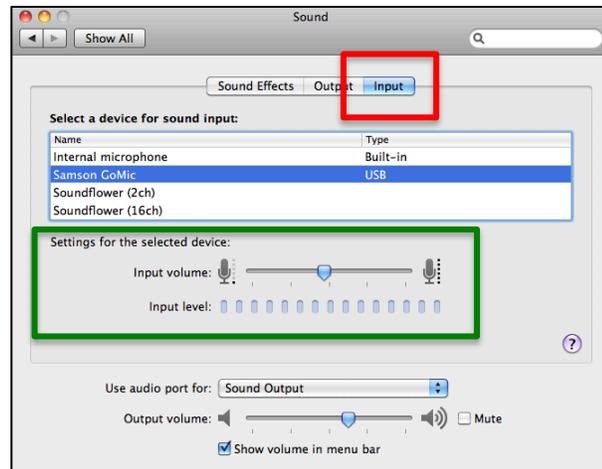


Audio

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  menu 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.



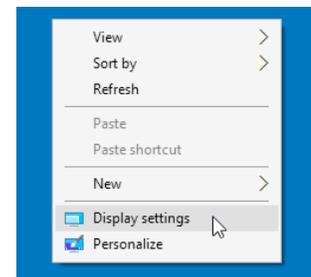
Setting up Your PC for Audio and Video

Video Camera

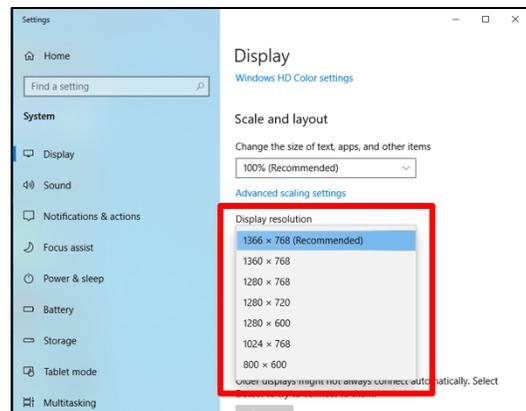
Many PC laptops and some desktops have built-in webcams which are ready to be used. If not, you can connect an external USB video camera to your computer, which should be detected automatically and ready for use.

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**.

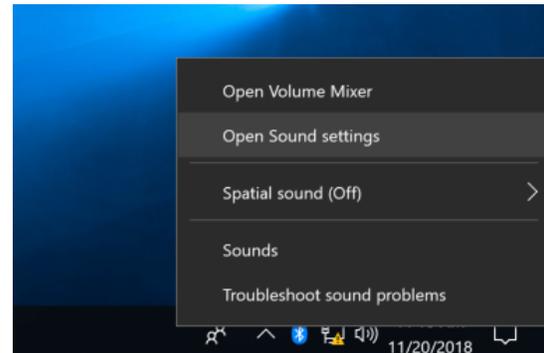


In the display settings, click on the link **Display resolution menu** and select a display resolution slightly below the native resolution. You will see a confirmation dialog asking if you want to keep the change or revert to the original setting. Select keep changes.

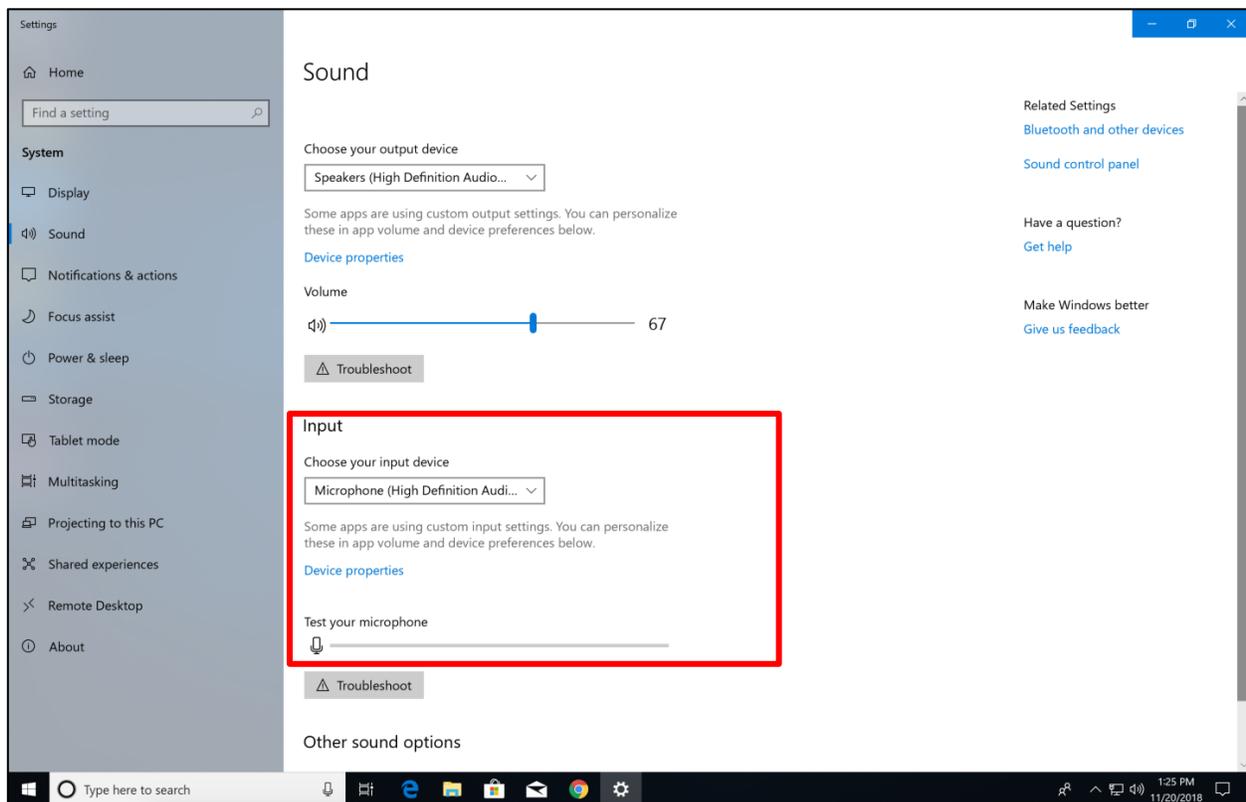


Audio

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 the lower right corner of the screen and select **Sound Settings**.



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

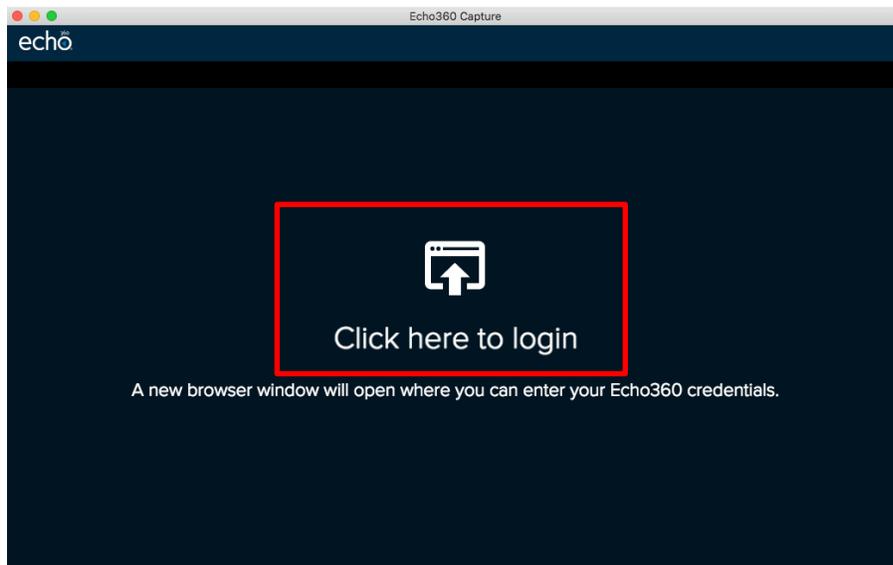


Record using ECHO360 Universal Capture

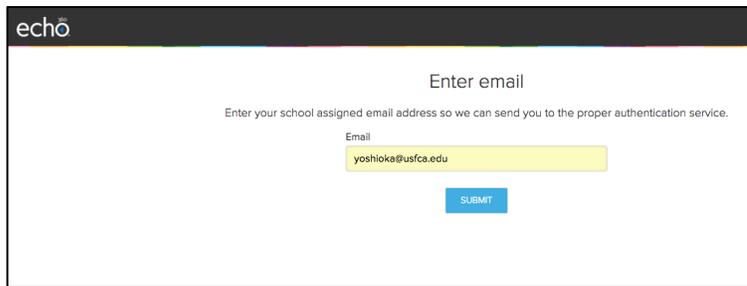
Configure Universal Capture

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**

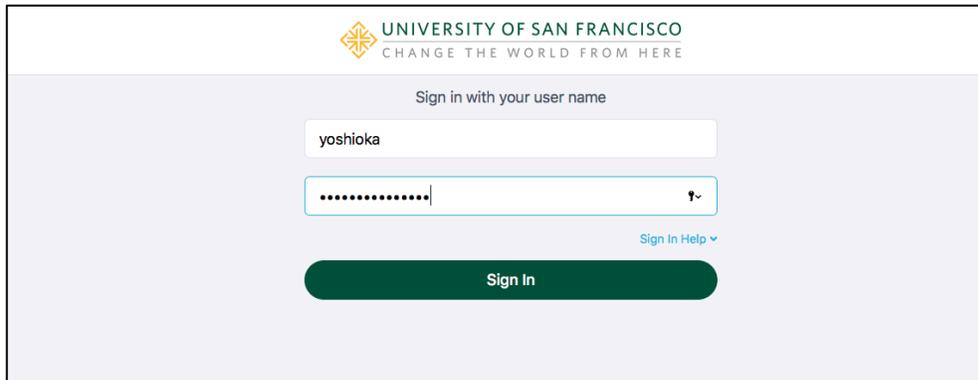
 to sign in to your Echo account.



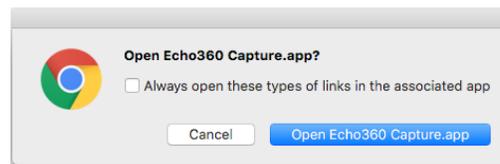
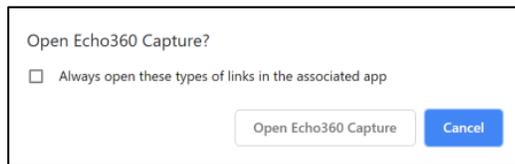
A web browser window will open and ask you to enter your USF email address. Click **Submit** to continue.



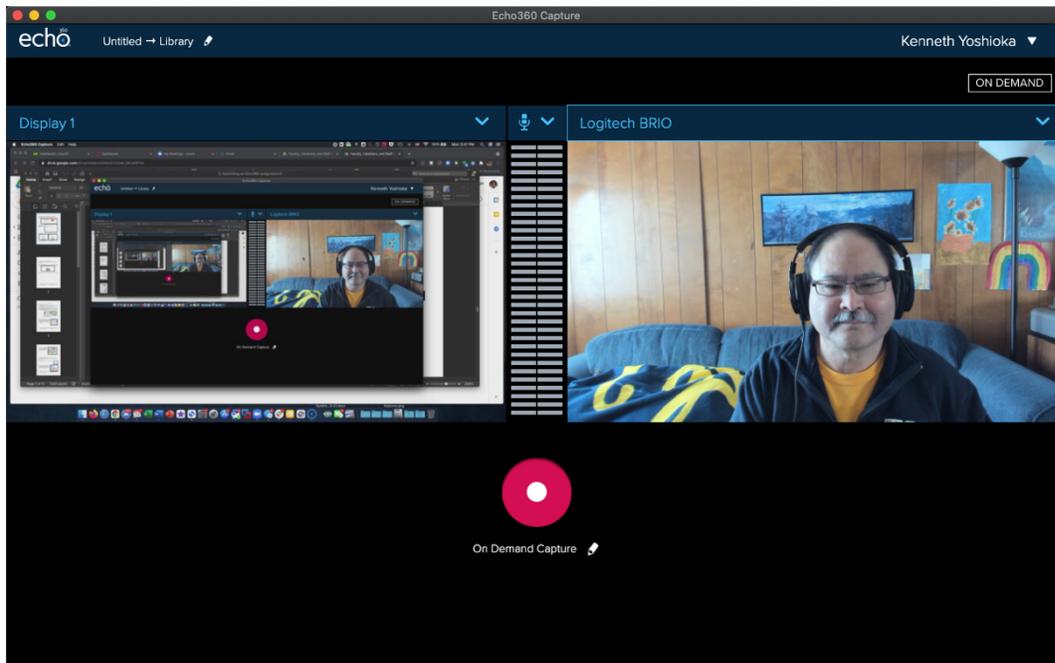
If you have not logged into Universal Capture recently, you will be re-directed to the myUSF login page to enter your USF username and password to login.



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



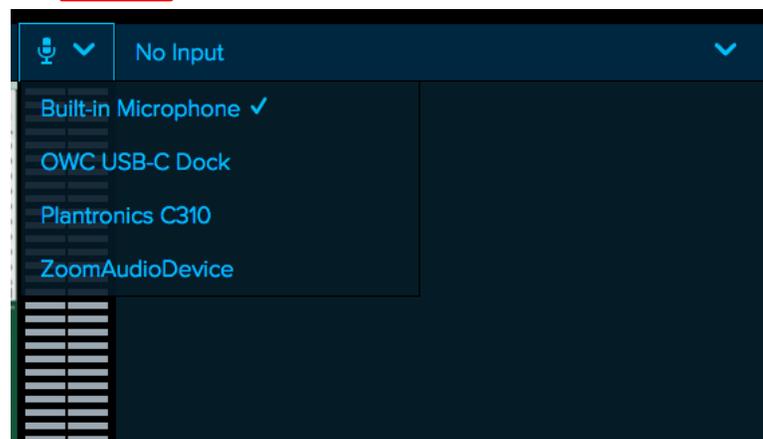
Now that you have signed in, it's time to configure what you want to capture.

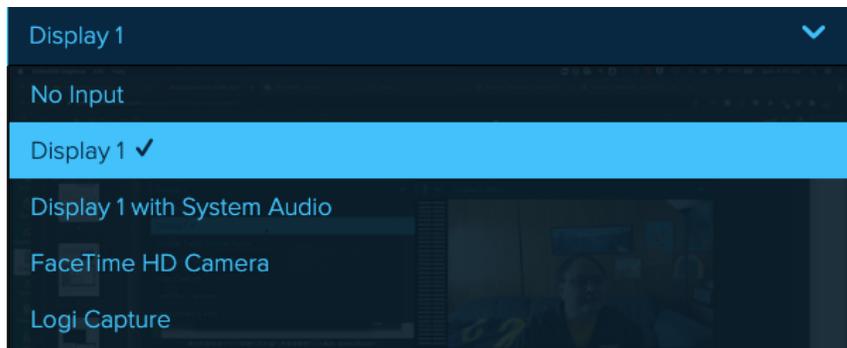


In the **Universal Capture** window You can configure the following:

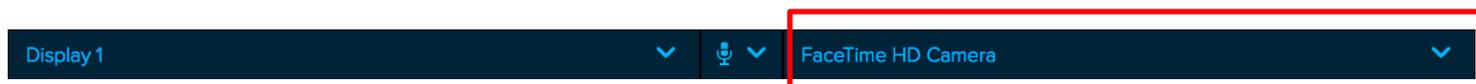


- **Audio:** Click on the **microphone icon** and select the microphone input for recording your voice.

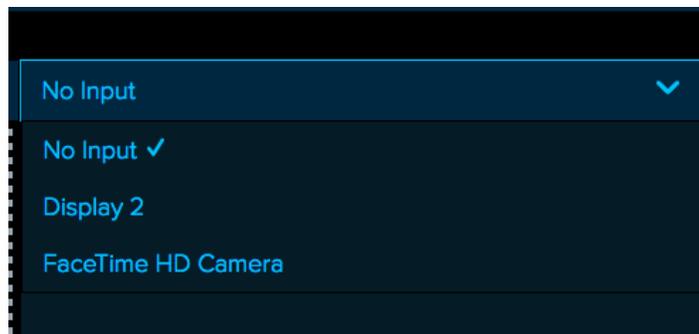




• **Input (Left):** Click on the **left Input** menu and select a display to record. The screen select becomes important if you have more than one monitor attached to your computer. You need to select which monitor will be the one that Universal Capture will record.



- **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)



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.

Echo360 Capture

Capture Details

Title
Class Presentation-Ken Yoshioka

Description
Description

Tags (separated by commas)
Tags

Publish To...
Library

Class
Select...

Live Stream
 Live stream maximum duration is 4 hours

CANCEL SAVE

Check system and bandwidth requirements

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

Echo360 Capture

Capture Details

Title
Presentation Week 7

Description
Description

Tags (separated by commas)
Tags

Publish To...
Library

Class
Select...

Live Stream
 Live stream maximum duration is 4 hours

CANCEL SAVE

Check system and bandwidth requirements

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

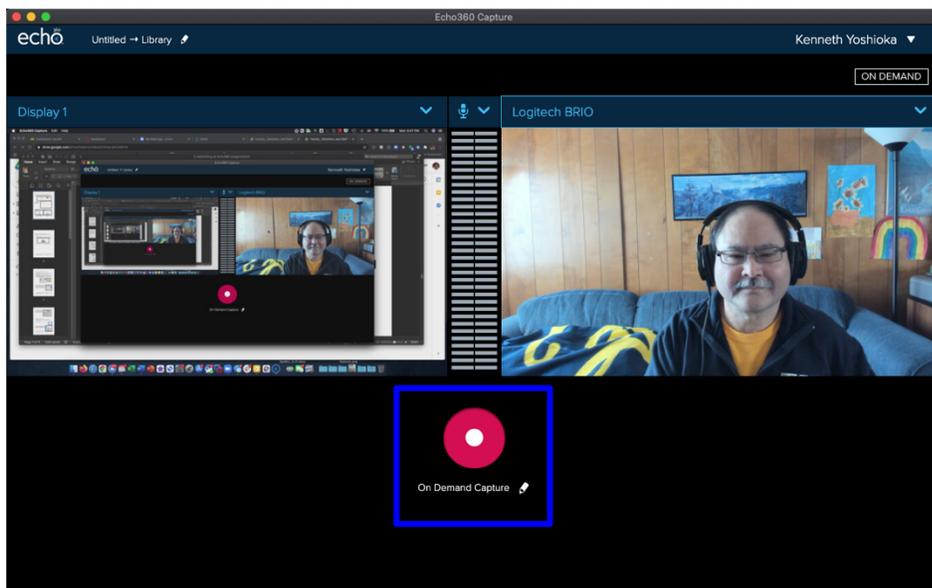
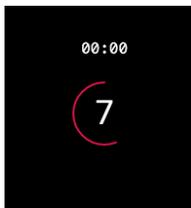
CANCEL SAVE

Check system and bandwidth requirements

Recording Your Presentation

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

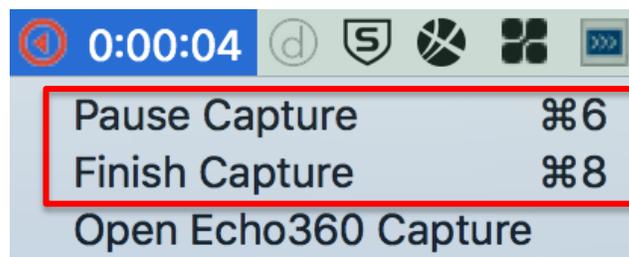
There will be a countdown to prepare you for the session and then the recording will begin.



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**.

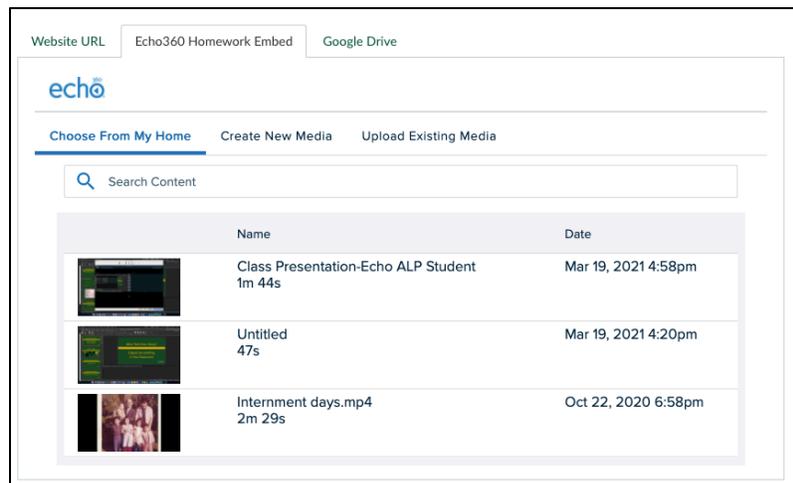


Once you finish the capture the recording is automatically uploaded to the Echo360 site to your Library.

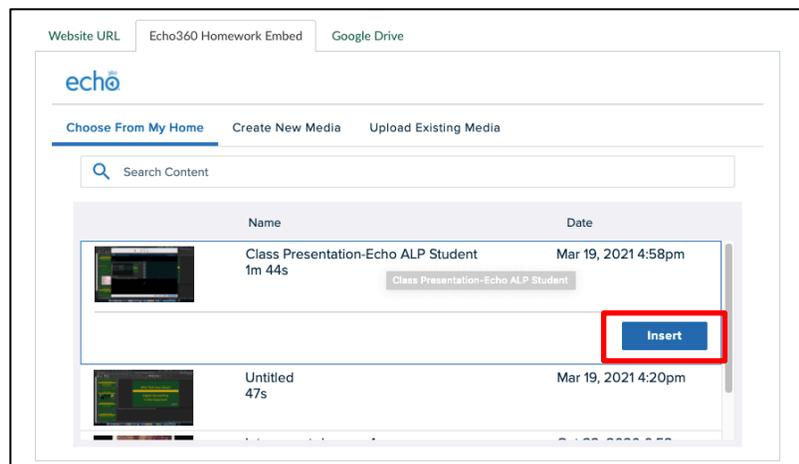
***Note that the Echo server still needs to process the uploaded recording; you will receive an email notification when the published recording is ready for viewing.**

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.



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



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

