Submitting an Echo360 Assignment

Echo360 Assignment allows you to record a presentation using the Universal Capture software from Echo360 or upload your separately developed video project and then submit it as a link to your instructor. First, click on the assignment and click on the button Submit Assignment.

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

You can either record your presentation in the Create New Media tab using the Echo360 Universal Capture software or upload your own existing media to their Echo360 account in the Upload Existing Media tab.
Recording Your Presentation with Echo360

Echo 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)

**Downloading the software**

When you click on Launch Universal Capture, you will see a page to [download the software](#) on your Mac or PC if you don’t have the software already. Otherwise click **Launch Universal Capture**.

If you need to install, click on the link for either the Mac or Windows Download and then run the installer.
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.
Using ECHO 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 Personal 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, any keyword tags for search terms, description for the recording.

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 with Universal Capture

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 either your My Content area or the Echo course selected in the Capture Details.

*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.*
Once you have recorded or uploaded their video, it will show in the **Choose From My Home** tab. Select the video and clicks the button **Insert**.

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