## Echo360: Getting Started (Faculty)

Echo360 (sometimes also referred to as EchoVideo) is UHCL's supported tool for creating, storing, and sharing video content. In this tutorial for UHCL faculty/staff users, we'll cover the following basic processes to make Echo360 available for student use in Canvas:

- Adding an Echo360 Menu Link
- Creating Assignments that Allow Echo360 Video Submissions

Subsequent tutorials will explain how to access and grade assignments that have Echo360 video submissions.

## Adding an Echo360 Menu Link

Adding a link to Echo360 in your Canvas course menu makes it easy for students to activate their Echo360 account and create video presentations using Echo360 Universal Capture: Personal.

There are Echo360 link options available to add:

- "Echo30" link We recommend using this link if you also intend to make your own course videos available to students from a corresponding "Course" page in Echo360. If you are making videos available individually throughout your course as embedded content or hyperlinks, we recommend using the option below.
- "My Echo360 Library" link We recommend using this link if you only need students to use the link to activate their Echo360 accounts and access their own Echo360 video libraries of their own content.

Regardless of which link you elect to use, the following procedure outlines how to add it to your Canvas course menu.

1. Open your Canvas course and click the Settings link at the bottom of your course menu.

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	Togetherall Peer Support		characteristics or several prominent contemporary incores or learning and cognitive science. To will reveral your professional and academic experience to explore how these theories may be applied in educational prai Before we get too far into course contents, please study the materials on this page to better understand the	ge ctice.	@ c	hoose Ho	me Page
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G	Assignments	Ø	other modules until you have passed the quiz with a 100.		QV	ew Cours	se Notifications
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?	Quizzes	Ø	5. Review the video series about the Critical Reviews, answering the polls/questions that I have embedded	within	Comin	g Up	3 View Calendar
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2. At the Course Settings screen, click the navigation tab.

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È	Collaborations Ø	Sandbox Course!	1 Import Course Content
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3. On the resulting Navigation screen, scroll down until you see the Echo360 link that you want to make available to students (either "Echo360" or "My Echo360 Library"). **NOTE:** These links may be in a different section of your list and may not appear next to each other.

	11		Course Details Sections Navigation	Apps Feat	ure Options Integrations	Course Status	
Account	Home					September 2018 Published V	
65	Announcements		Drag and drop items to reorder them in the course	navigation.			
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	N		Page disabled, will redirect to course nome page	_		Secondary Instructor:	None
			Echo360 Page disabled, won't appear in navigation	:		Secondary Instructor (BETA):	None
			My Echo360 Library     Page disabled, won't appear in navigation	:		Workgroup Owner:	None

4. Click the Edit Course Navigation icon (three vertical dots) to the right of the desired link's name and select the "Enable" option from the resulting menu.

	Home		# Announcements E	3 Course Calendar
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È	Rubrics	ø	Disabling most pages will cause students who visit those pages to be redirected to the course home page,	Students: None
Library	Assignments	ø	Attendance Page disabled, won't appear in navigation	BUS TA: None
History	Discussions	ø	# Collaborations	Teachers: 1
G	Quizzes	Ø	Page disabled, will redirect to course home page + Enable	Secondary Instructor: None
Commons	Files	ø	Echo360 Page disabled, won't appear in navigation Move	Secondary Instructor
?	Pages	ø	H M 54-54015-	(BETA):
Help	Outcomes	ø	Page disabled, won't appear in navigation	Workgroup Owner: None

5. The selected menu option will move to the upper list on the Navigation screen. Use either the drag-and-drop icon or the Edit Course Navigation icon (three vertical dots) to move the new link to your preferred location on the course menu.

() Account	sandbox.echotesting.s	sp25.willisopalenik > Settings	
CC Dashboard	Home Announcements	Course Details Sections Navigation Assos Feature Options Integrations	Course Status <ul> <li>Published </li> </ul>
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Library	Collaborations 90 Rubrics 90 People 90	ii Announcements : ii Syllabus : Text	<ul> <li> <u>↑ Import Course Content</u> <u>↓ Export Course Content</u> </li> </ul>
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? <u>Help</u>	Quizzes Ø Files Ø	Togetherall Peer Support	Current Users
	Pages Ø Outcomes Ø	My Echo360 Library :	BUS TA: None

 IMPORTANT! Once you have added and positioned your desired Echo360 course menu link, scroll to the bottom of the page and click the "Save" button to complete your work.

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ری Dashboard	Announcements Syllabus			Pages Page disabled, will redirect to course home page	:
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<u>Library</u>	Assignments Discussions	Ø Ø	8	Gale eBooks Page disabled, won't appear in navigation	:
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Help	Outcomes Settings	Ø		JB Learning Page disabled, won't appear in navigation	:
				SCORM Page disabled, won't appear in navigation	:
				Class Notebook Page disabled, won't appear in navigation	:
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7. Click the new link on your Course Menu to confirm it's working as intended.

## Creating an Echo360-Enabled Canvas Assignment

Let's now turn our attention to how you set up a Canvas assignment (sometimes also referred to as a Canvas "drop box") so that it accepts student video submissions from your students' Echo360 Video libraries.

- Navigate to the module where the new Assignment should reside for students. NOTE: You can also create the Assignment from the Assignments course menu link and later add it to a module.
- 2. Click the + sign in the module header.

() Account	sandbox.echotesting	g. <u>sp25.willisopalenik</u> > <u>Modules</u>			бд View as St	udent
Construction	Home Announcements		Collapse All View Progress	Publish All V	+ Module	I
<u>Calendar</u>	Modules Grades	🗄 🔹 Module 1: Course Introduction / Introduction to the Study of Learning			0.+	:
	Togetherall Peer Support My Echo360 Library	Image:			/ o 0	:

- 3. At the resulting screen, ensure that the Add **Assignment** option is selected. Then complete the following steps on the screen:
  - a. Click the [Create Assignment] option.
  - b. Type in the "Assignment Name."
  - c. Click the Add Item button.

Add Item to Module 1: Course Introduction / Introduction to the Study of Learning	×
Add Assignment to Module 1: Course Introduction / Introduction to the Study of Learning	
[Create Assignment] Assignments Course Project Developing Your Own Theory of Human Learning Student Video-Enabled Assignment - Student CVR Student Video-Enabled Assignment - Student Echo UHCL Digital Literacy Expert Video-Enabled Assignment (CVR) b.	
Assignment Name: Imple Assignment - Echo360 Link Indentation: Don't Indent   C.	
Cancel	dd Item

4. Click the new Assignment name/link in the module.

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	<u>People</u> Assignments	Ø Ø		ø	INST 5130 Meet and Greet 100 pts	ø	:	
? Help	<u>Discussions</u> Ouizzes	ø		1ª	Online Learning Success Tips	ø	:	
	Files	ø	8	P	Sample Assignment - Echo360 Link	$\odot$	:	

5. Locate and click the Edit button for the new Assignment.

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Courses	Home Announcements Syllabus	Sample Assign	nment - Echo360	🛇 Publish	ද් Assign To	Nedit	:	Related	Items
Calendar	Modules Grades	No additional details v	vere added for this assignment.				ii.		
	Togetherall Peer Support	Points Submitting	None Nothing						

6. On the Assignment screen, begin by adding any instructions for students in the text area provided. **NOTE:** This is an excellent location at which to add any of the following related student support resource links:

- [Document] Echo360: Getting Started (Students)
- [Document] Echo360: Next Steps (Students)
- [Support Blog] EchoVideo: Installing and Uninstalling Universal Capture Personal
- [Support Blog] EchoVideo: <u>Creating an Ad Hoc Capture using Universal</u> <u>Capture Software</u>
- [Support Blog] EchoVideo: Generating an Access Link and Embed Code for Media



7. Scroll down the page and specify the assignment's maximum point value. Then, in the Submission Type field, click on the default "No Submission" item to see the available options, and select "Online."

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8. When the Submission Type field expands, check the box for "Website URL."

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				File Uploads					

9. Scroll down again to the bottom of the screen. Apply any due date and availability date information you want to specify. Finally, click "Save" or "Save and Publish" to finish your work. NOTE: Typically, you will use "Save and Publish." However, if you need to return to the assignment to add instructions or finalize any settings later, use "Save."

Using this method will result in the following Student view of the assignment, including the option to submit an Echo360 video either via a hyperlink/URL to their video or by selecting and embedding a video from their EchoVideo Library.

Home	Sample Assignment - Echo360 Video Picker 🏘
Announcements	
Syllabus	Due No Due Date Points 100 Submitting a website url
Modules	
Grades	Submit your video presentation as a hyperlink/URL from your Echo360 Video Library. For information about using Echo360, please review the following resources:
My Echo360 Library	
<u>Echo360</u>	[Support Blog] EchoVideo: Installing and Uninstalling Universal Capture Personal      [⇒     [Support Blog] EchoVideo: Creating an Ad Hoc Capture using Universal Capture Software      [⇒     [Support Blog] EchoVideo: Generating an Access Link and Embed Code for Media      ]⇒
	Website URL Echo360 Homework Embed Microsoft OneDrive     Website URL*     https://     Comments     Cancel   Submit Assignment   • Previous   Next •

## Need Help?

If you encounter any problems with or have questions about the information presented in this tutorial, please contact OIT's Support Center to have a help ticket created and assigned to the Instructional Design and Technology (IDT) team.