# Echo360: Next Steps (Students)

In a previous support document, we outlined how students can get started with Echo360 (EchoVideo) by completing the following tasks:

- Activating your Echo360 account
- Accessing Echo360
- Downloading/Installing Echo360 Universal Capture: Personal

In this tutorial, we'll explain how to create video presentations with Universal Capture: Personal, manage your video Library and submit Echo360 videos as Canvas assignment submissions.

## Creating a Video with Echo360 Universal Capture: Personal

**IMPORTANT!** This tutorial assumes that you already have an activated Echo360 user account, and you have either (a) downloaded and installed Universal Capture: Personal to your personal Windows- or MacOS-based computer, or (b) you are using a workstation in one of UHCL's on-campus computer labs that is already equipped with Universal Capture: Personal.

### Accessing Echo360 Via go.uhcl.edu

1. Navigate to go.uhcl.edu and sign into the application dashboard. Once there, locate and click the Echo tile. **NOTE:** Don't be alarmed if you are again prompted to log in and DUO authenticate before reaching Echo360.
2. Once in EchoVideo, you'll be in your Library. Begin by clicking the Create button and selecting the "New Software Capture" option.
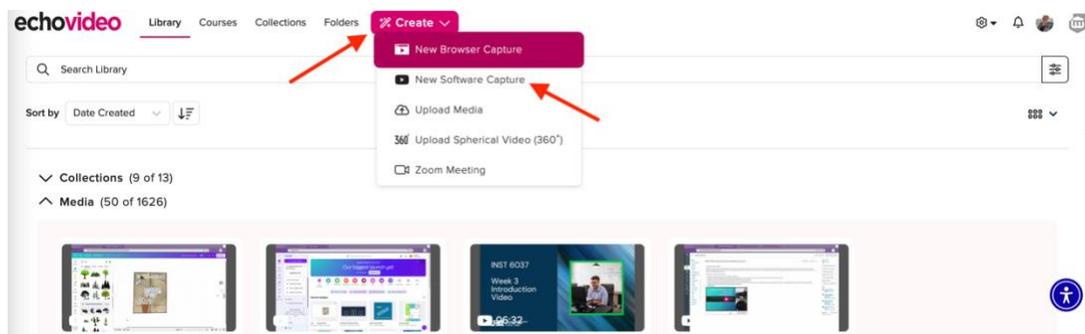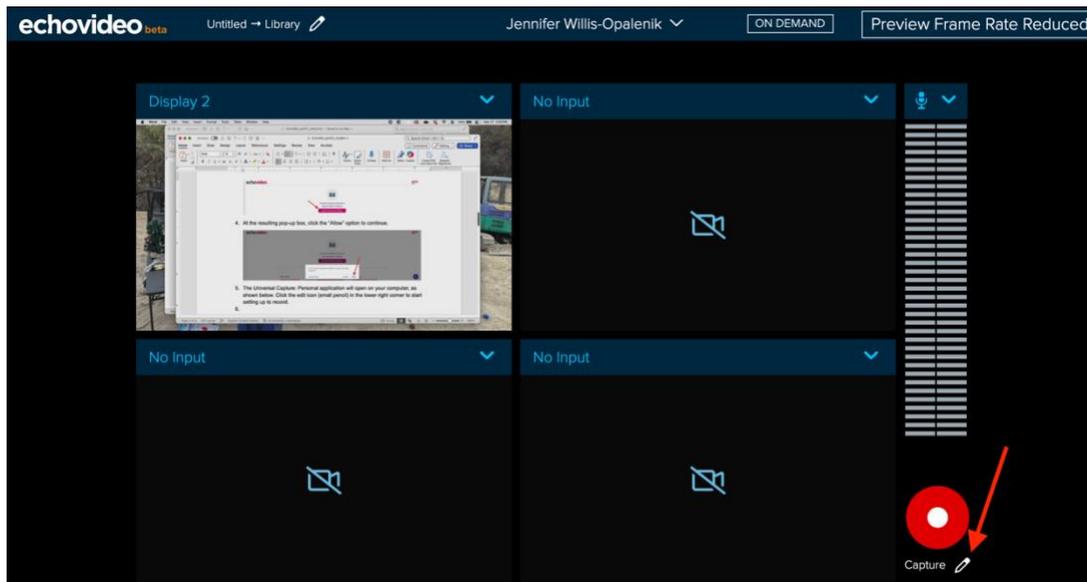


3. At the resulting screen, click the "Launch Universal capture" button to continue.
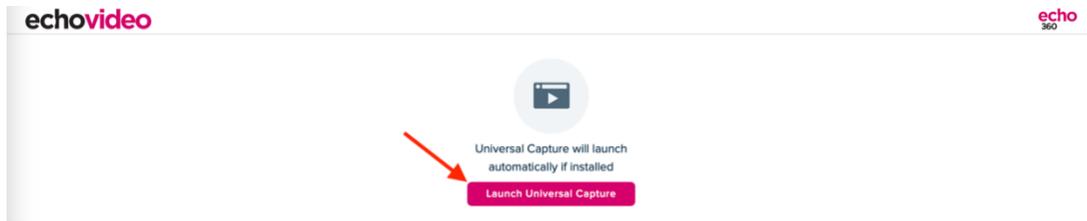
4. At the resulting pop-up box, click the "Allow" option to continue.
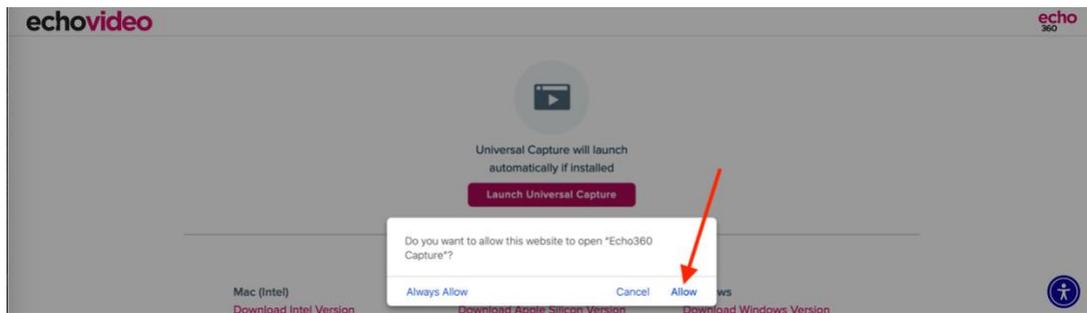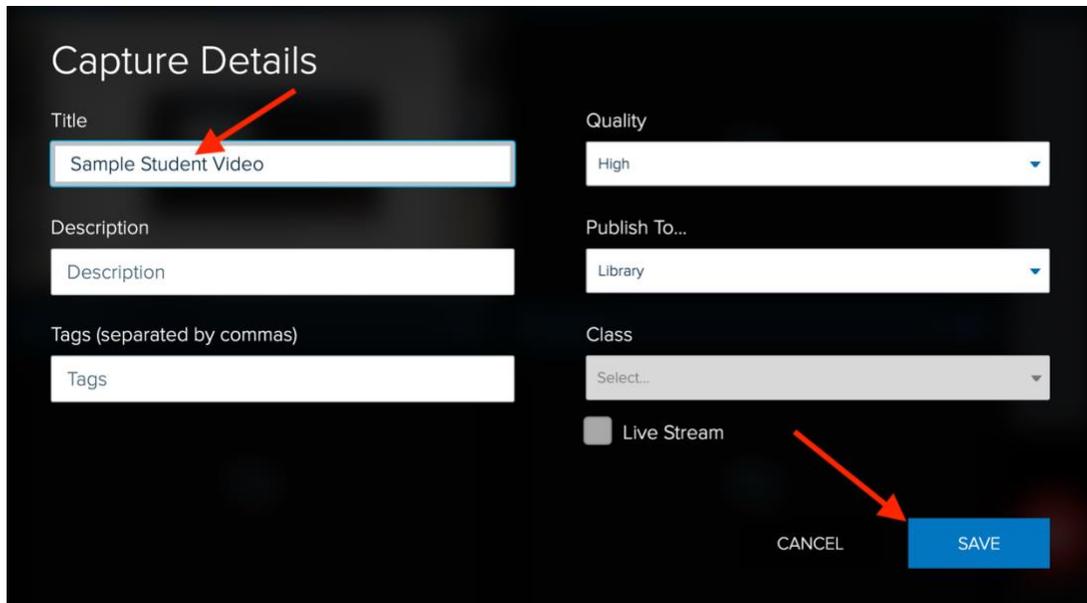


5. The Universal Capture: Personal application will open on your computer, as shown below. Click the edit icon (small pencil) in the lower right corner to start setting up to record.



## Setting Up and Recording with Universal Capture: Personal

1. On the resulting Capture Details screen, type in a Title for your new video and click the Save button in the lower right corner.

2. Click the microphone icon located on the right side of the screen and select the internal or external microphone you want to use to record your narration. Once selected, say a few sentences to ensure that the audio meter lights up in green to show that your voice is being picked up.
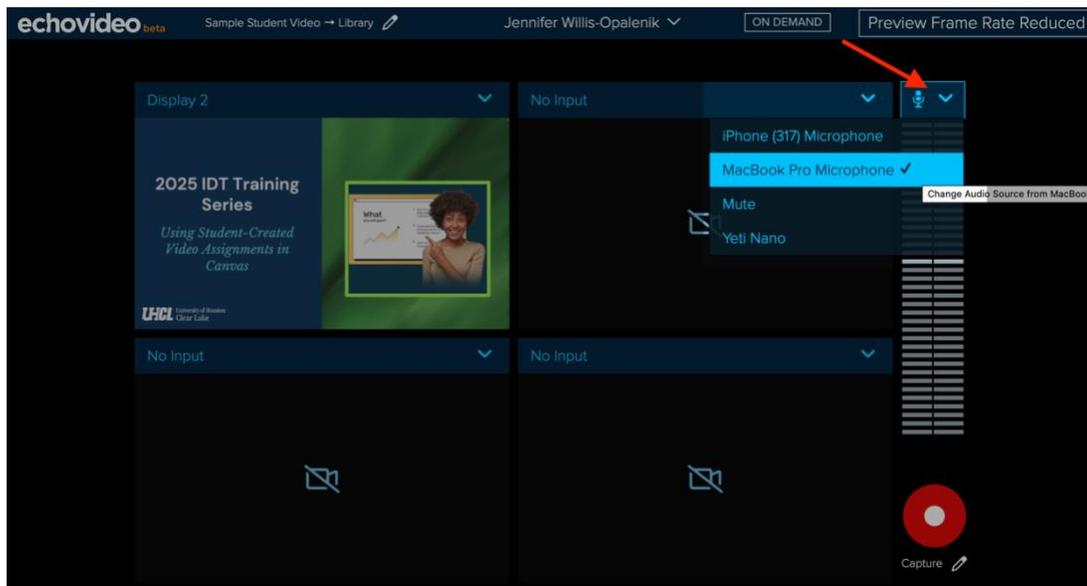


3. You can have up to four video inputs that your viewers can switch between when watching your video. The example below shows a basic setup in which my presentation PowerPoint deck is displayed from the second monitor on my computer. The upper right quadrant shows when to click to change or add video inputs, showing the selection to include my image to be displayed from my laptop's camera as I record my presentation.
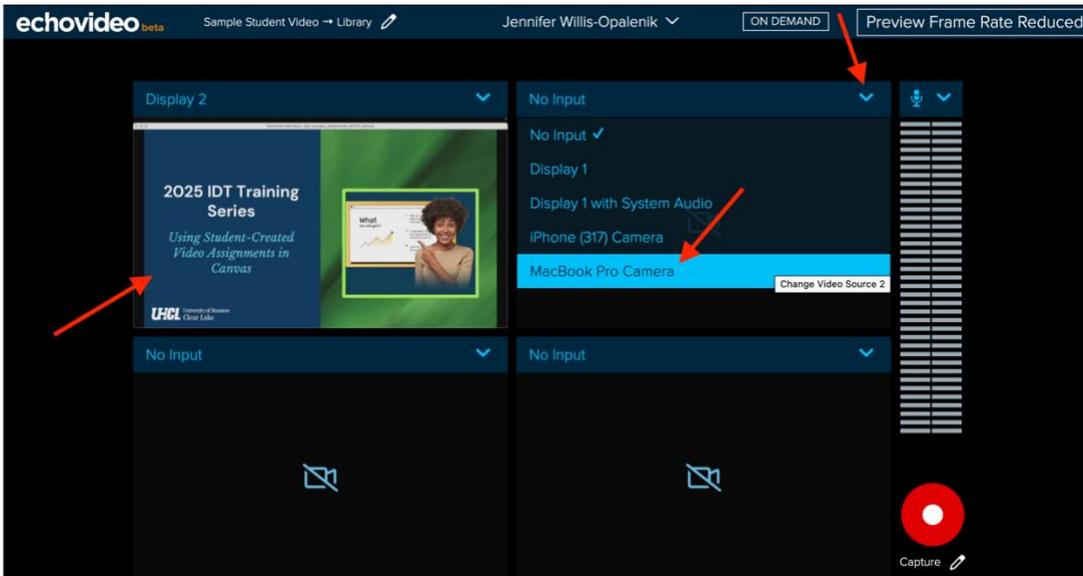
4. Once your desired microphone and video input(s) are selected, click the red and white round Record button located in the lower right corner of the screen.
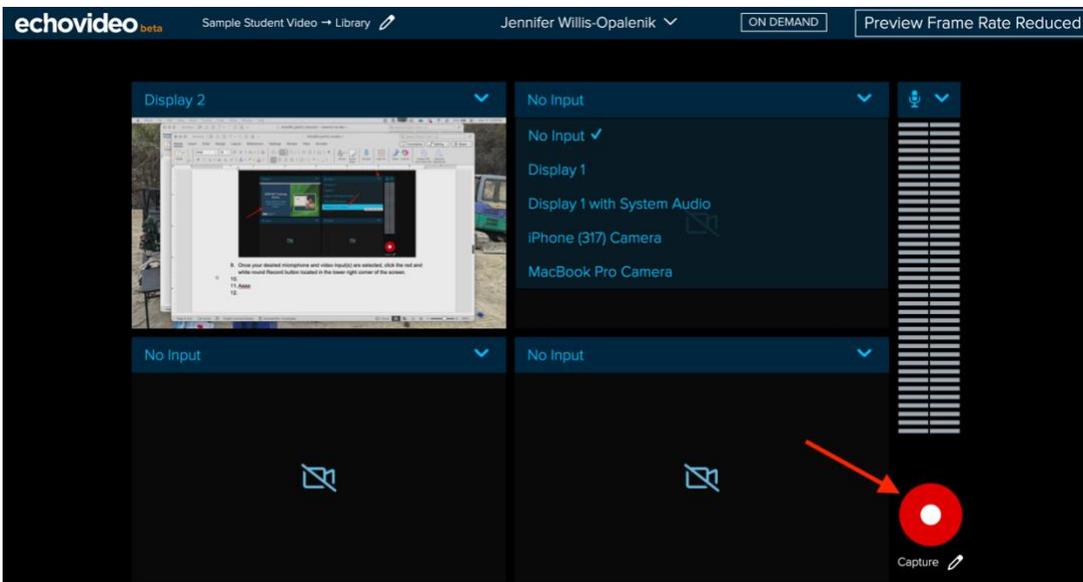


5. You'll then see a five-second countdown, after which the EchoVideo control screen will disappear, and you can begin recording your presentation. **IMPORTANT!** We recommend waiting an additional five seconds AFTER the countdown ends before you begin speaking.

6. When you're ready to end your recording, locate and click the Echo360 icon on your computer. In the example below (from a MacBook), I can access the EchoVideo screen by clicking either the Echo360 icon in my app bar or by using the Echo360 controls at the top of my monitor.
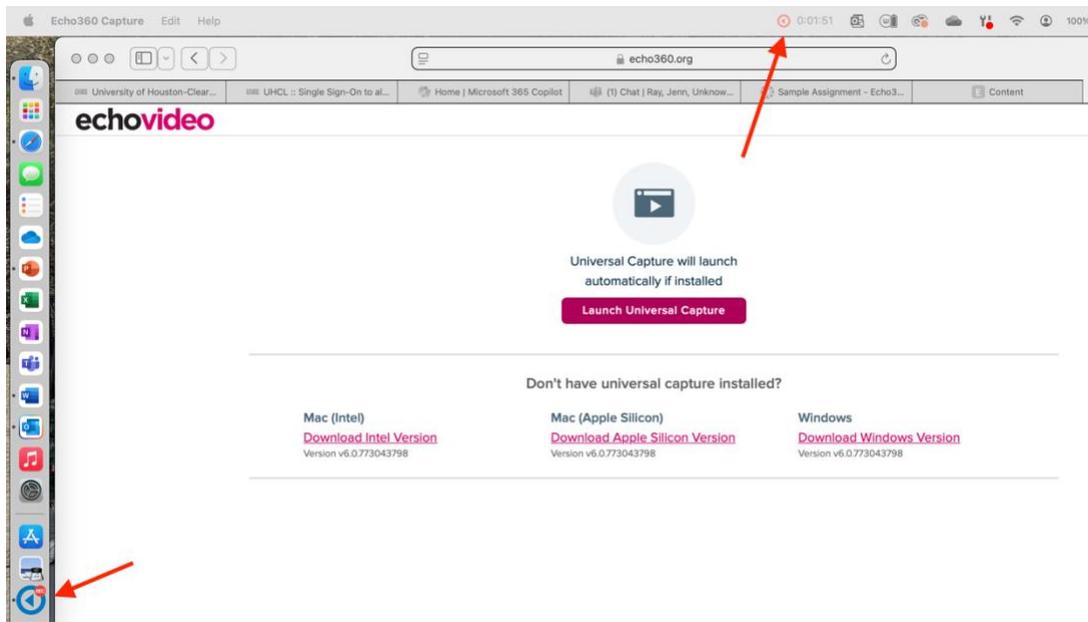
# Accessing Your Video in Echo360

**IMPORTANT!** Depending on the length of your presentation, it may take 10-30 minutes or more for Echo360 to finish rendering your recording as a playable MP4 file. During that time, you can exit/close Echo360 and Universal Capture: Personal. Echo360 will send a message to your UHCL email box when your video has rendered and is available for viewing in Echo360.

1. Navigate to go.uhcl.edu and sign into the application dashboard. Once there, locate and click the Echo tile. **NOTE:** Don't be alarmed if you are again prompted to log in and DUO authenticate before reaching Echo360.
2. Once in your EchoVideo Library, click on the thumbnail/tile for the video you most recently recorded.
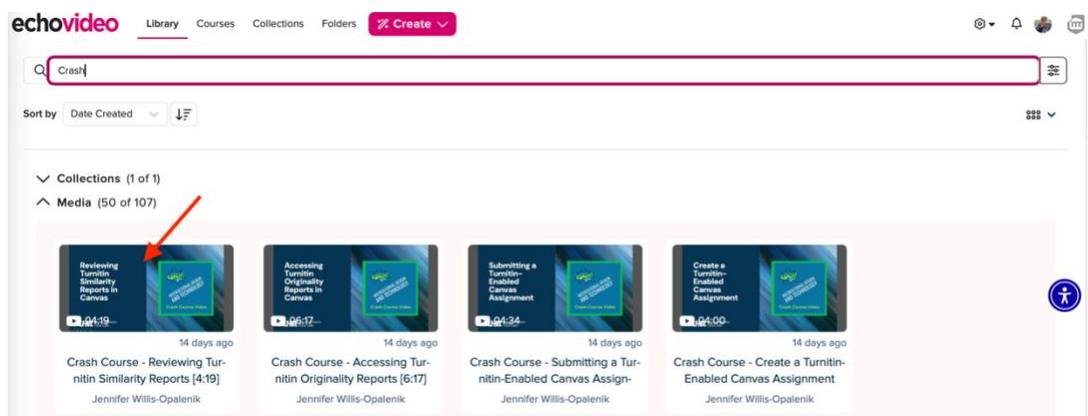


3. At the resulting video playback screen, click either Play button to start the video.
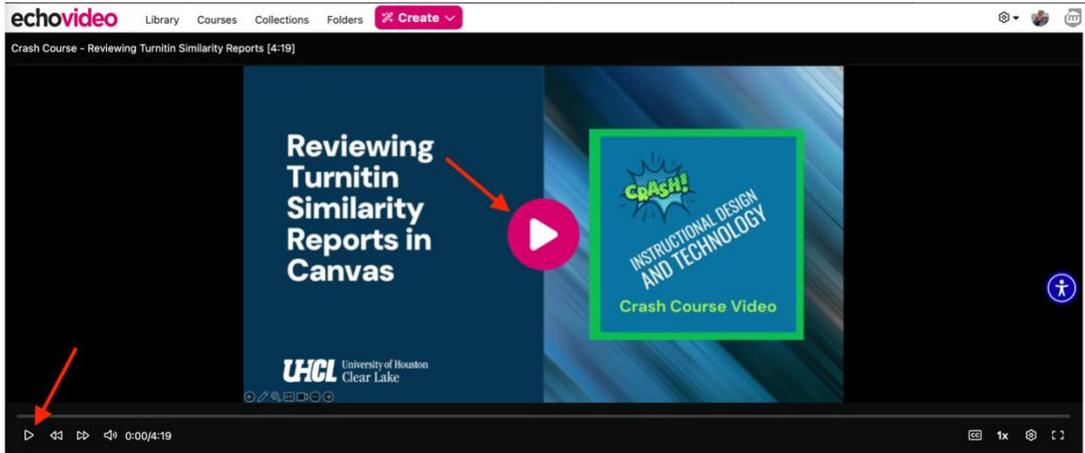
4. To share a hyperlink to your video with your instructor or others, start by clicking the Share link that appears below the video playback area.
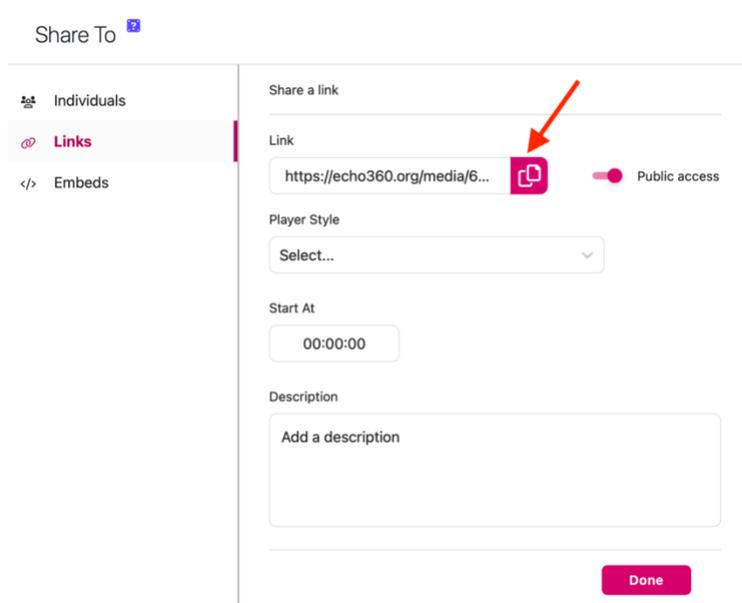


5. At the resulting Share To screen, click the Links option on the left menu.
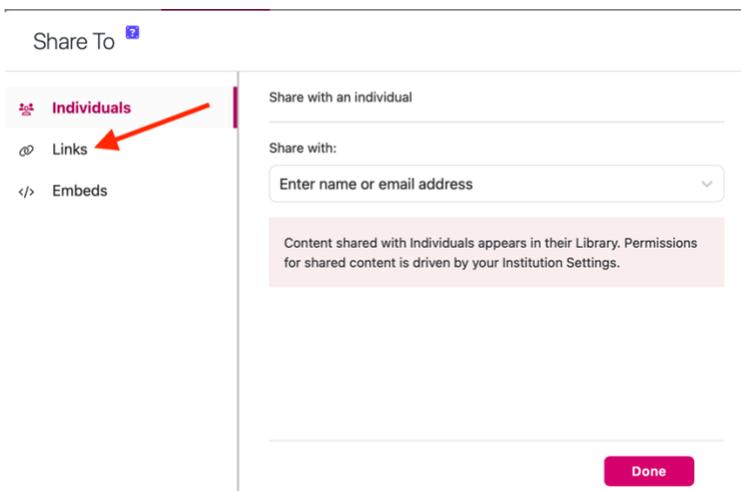
6. Click the Create Link button.
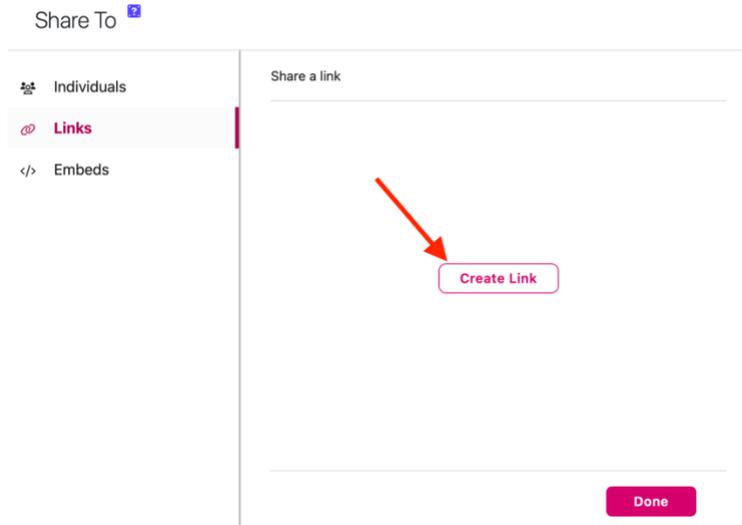


7. At the resulting "Share a link" panel, click the Copy link located to the right of the new Link.



8. You can now paste the copied link into an email, a Canvas discussion, an assignment, or anywhere else you may want to share access to your video recording. Click the Done button on the Share To screen to close it and return to your video.

# Submitting Echo360 Videos in Canvas Assignments

There are two ways by which your instructor can configure an assignment to accept an Echo360 video:

- The assignment provides a URL field into which you'll paste the hyperlink/URL for the video you want to submit (refer to the steps outlined in the "Accessing Your Video in Echo360" section just before this one to learn how to obtain the hyperlink).
- The assignment includes a "picker tool" that will enable you to select a video to submit from your EchoVideo Library.

## Option 1 – Submitting a Hyperlink/URL

1. Log into your Canvas course, navigate to the assignment to which you need to submit an Echo360 video, and click the assignment link to open it. Then click the Start Assignment button in the upper right corner to begin.
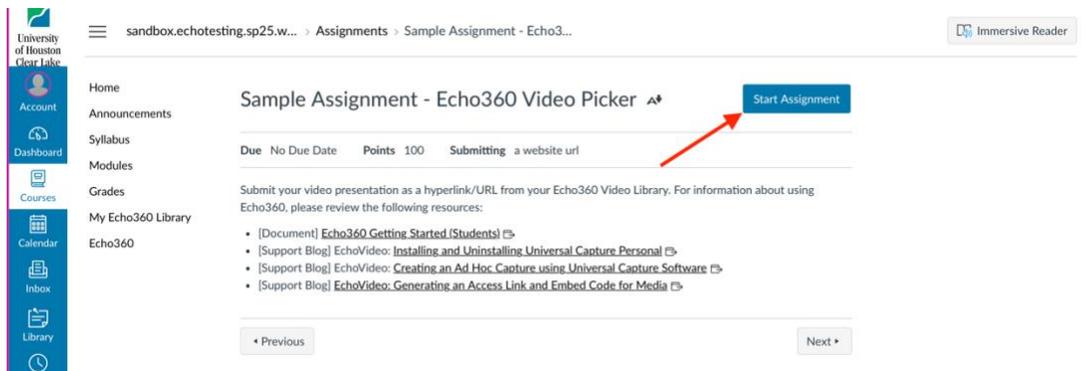


2. Paste the URL/hyperlink for your Echo360 video in the "Enter Web URL" field provided, and then click the Submit Assignment button in the lower right corner. **NOTE:** Please see steps #4-8 in the previous section, Accessing Your Video in Echo360, of this document for instructions on obtaining the URL/hyperlink for your video.
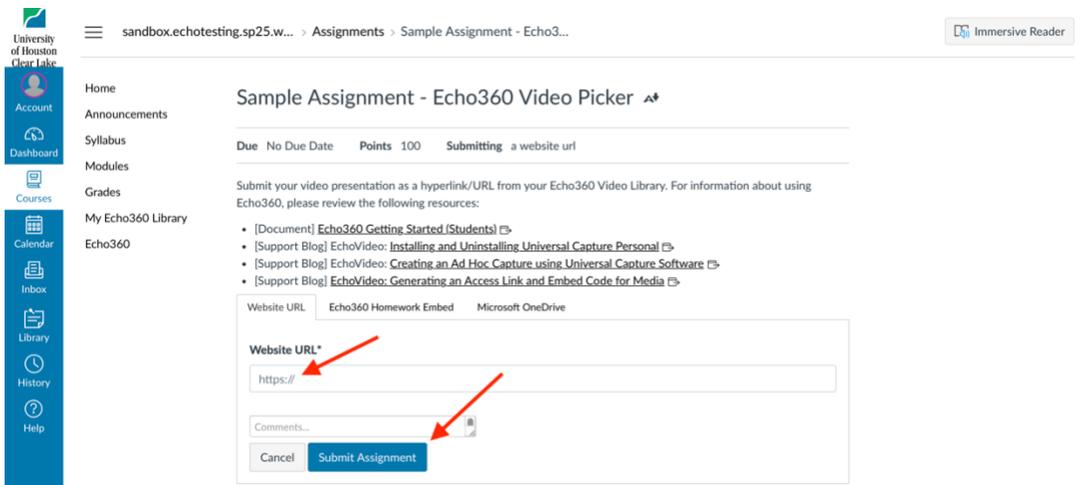
## Option 2 – Submitting a Video Assignment from the Echo360 Video Picker

1. Log into your Canvas course, navigate to the assignment to which you need to submit an Echo360 video, and click the assignment link to open it. Then click the Start Assignment button in the upper right corner to begin.
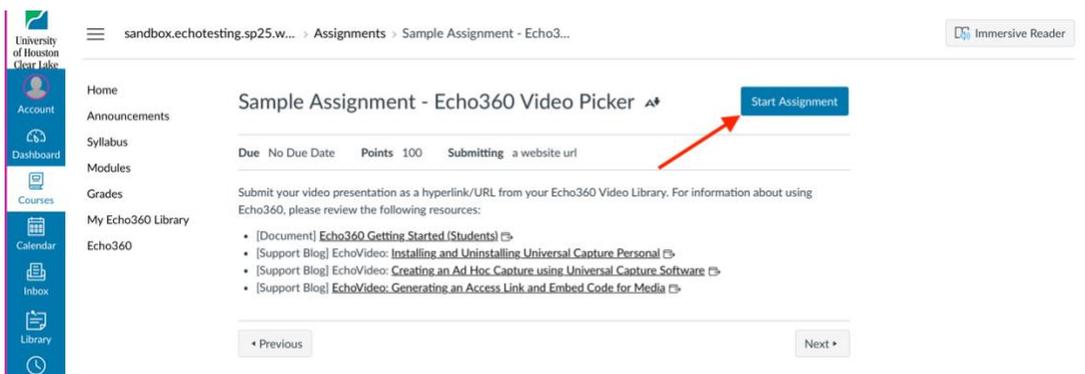


2. At the resulting assignment screen, click the tab called "Echo360 Homework Embed."

3. Click the "Launch Media Picker" link to continue.



4. At the resulting media picker screen, locate and click on the video you want to submit in your EchoLibrary. Then click the Next button.

5. At the next screen, type in any comments you have for your instructor and then click the Submit Assignment button to finish your work.



# 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.