

Using Echo360 for Basic Video Deployment

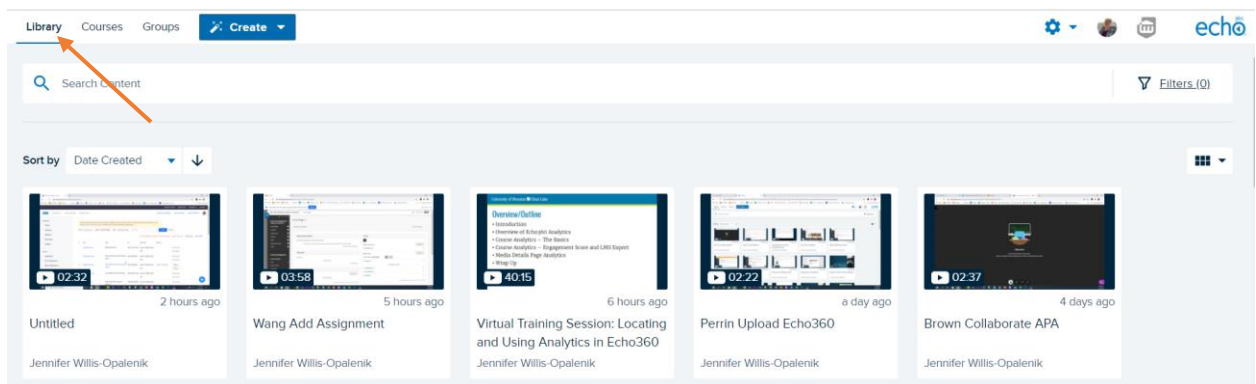
If you have been using Zoom, Collaborate, Camtasia, or other applications to create lecture videos for your Blackboard classes and are now in need of a single location in which to store those and from which to share them via Blackboard, Echo360 is the best tool for the job. Before going any further in this document, please ensure that you have [added Echo360 to your Blackboard course\(s\) and activated your Echo360 account](#). In this handout, we'll pick up where the previous document left off, and explain how to upload video contents to Echo360, and then deploy those videos into Blackboard from Echo360.

Part 1 - Uploading Existing Videos to Echo360

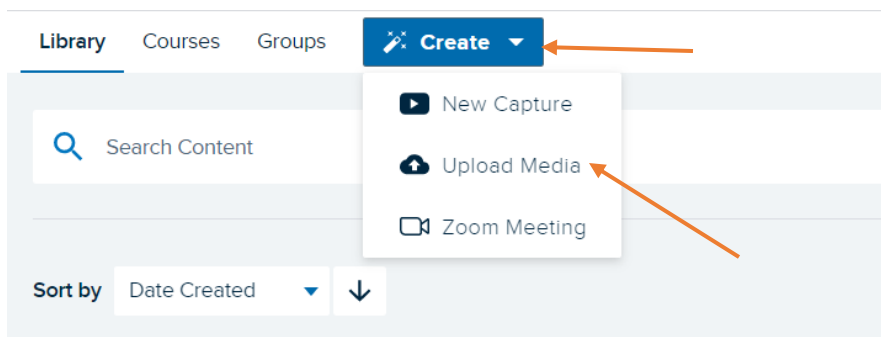
NOTE for Zoom Users: If you have been using Zoom to record your videos, we have some good news! Once you have activated your Echo360 account, every time that you create a Zoom recording and have it saved to the cloud, Zoom will automatically also send a copy of the video recording into your Echo360 library. It may take an hour or so for it to get copied, but once you have confirmed that the Zoom recording is in Echo360, you can delete the recording from Zoom.

For everyone else, we are going to assume that you have one or more videos (MP4 files) on your computer that you want to upload to Echo360, as described in the following steps:

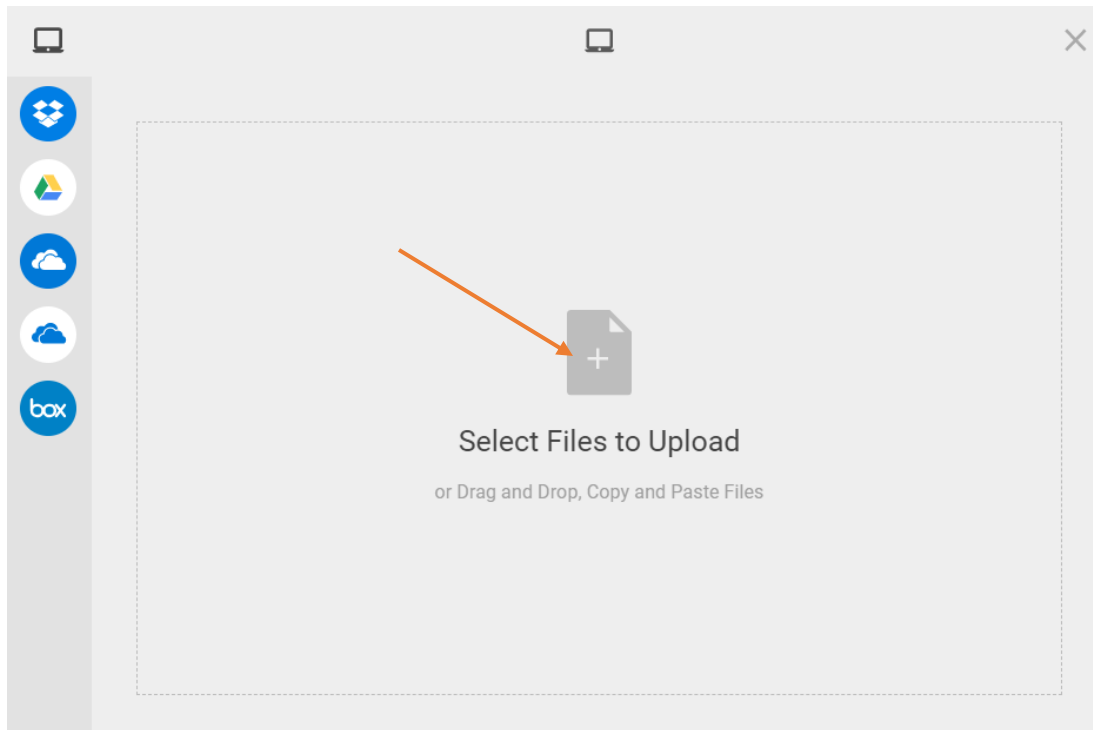
1. Log into Echo360.
2. Once in Echo360, navigate to the Library tab.



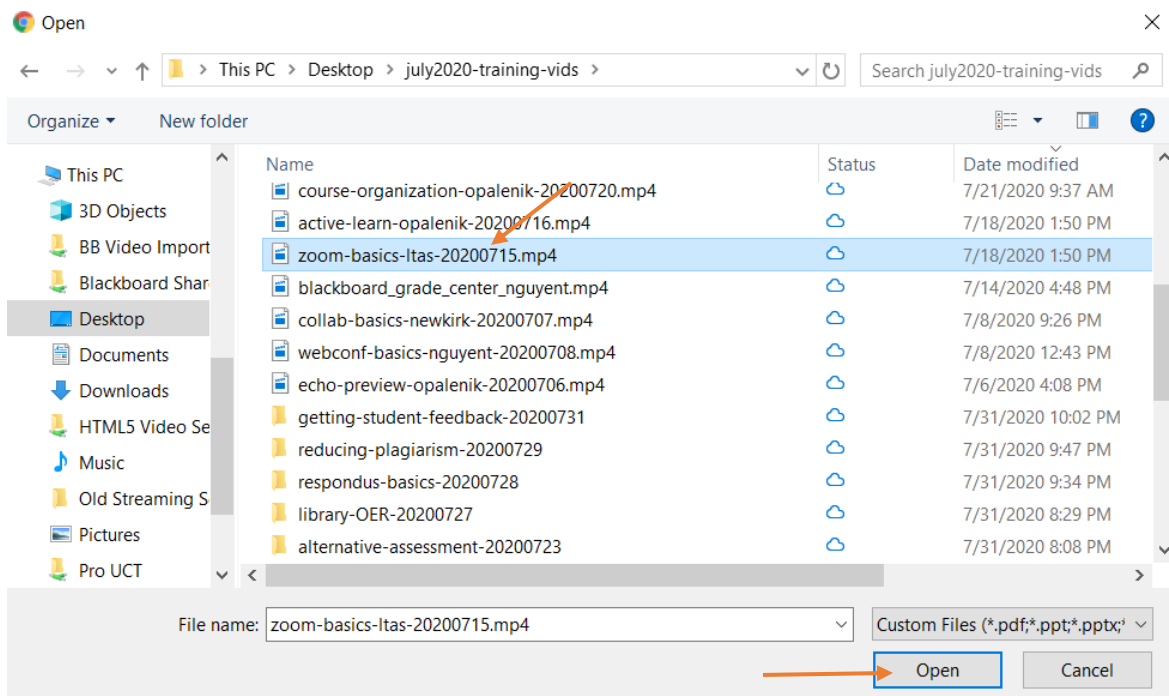
3. Click the Create button and select the Upload Media option.



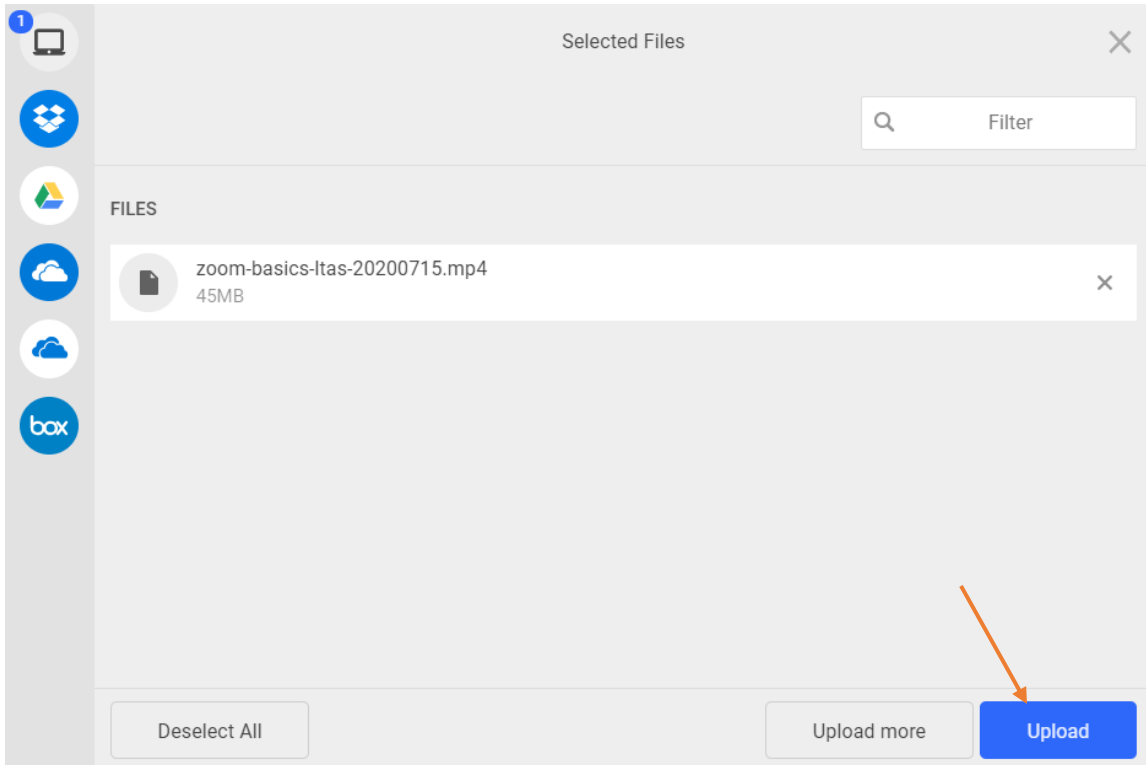
4. At the resulting pop-up screen, click the center of the box to proceed with uploading files from your computer.



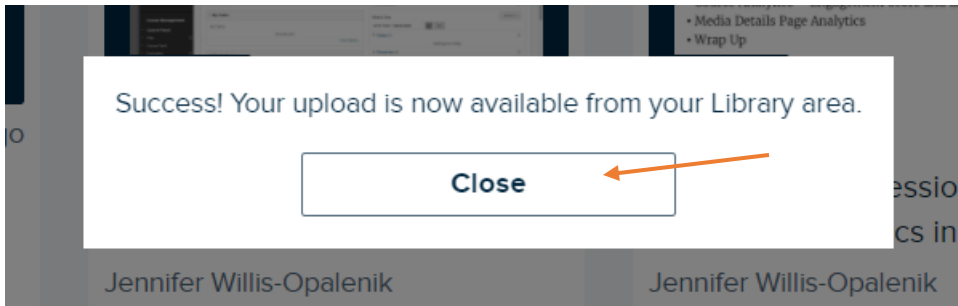
5. At the resulting Windows screen, locate and click the name of the video that you want to upload. Then click the Open button to continue.



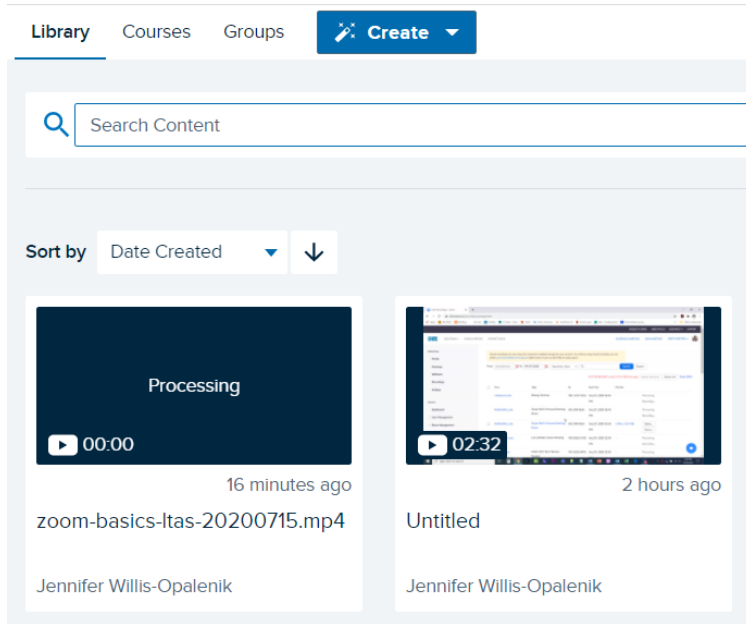
- You will then be returned to the Echo360 selected files screen and the name of the selected file should be visible to you. Click the Upload button to proceed.



- Depending upon the length/size of the video, there may be a delay of several minutes for the upload to complete. When you see the "Success!" message, click the Close button.



- You will be returned to your Library page in Echo360, where you should see the thumbnail for the uploaded video appear in the upper left corner. Depending on its length/size, the uploaded video may show as pending for up to an hour. You will receive an email from Echo360 after the uploaded video is processed and ready for use.



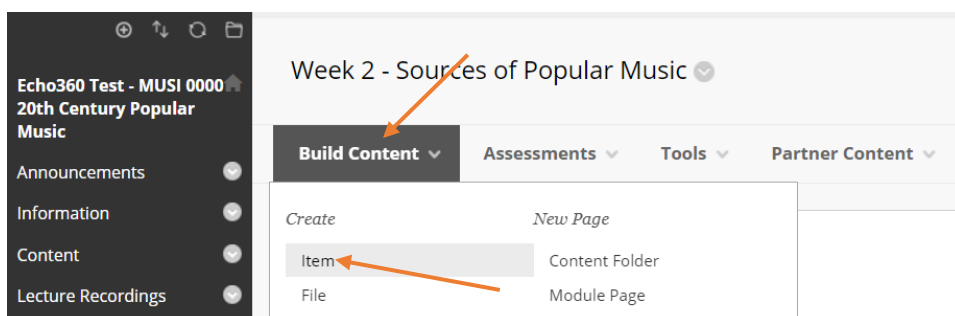
Part 2 - Making Echo360 Videos Available in Blackboard for Students

This is where the process can become a bit complicated, only because there are a couple of different ways that faculty can deploy a video from Echo360 into the Blackboard course. These methods include:

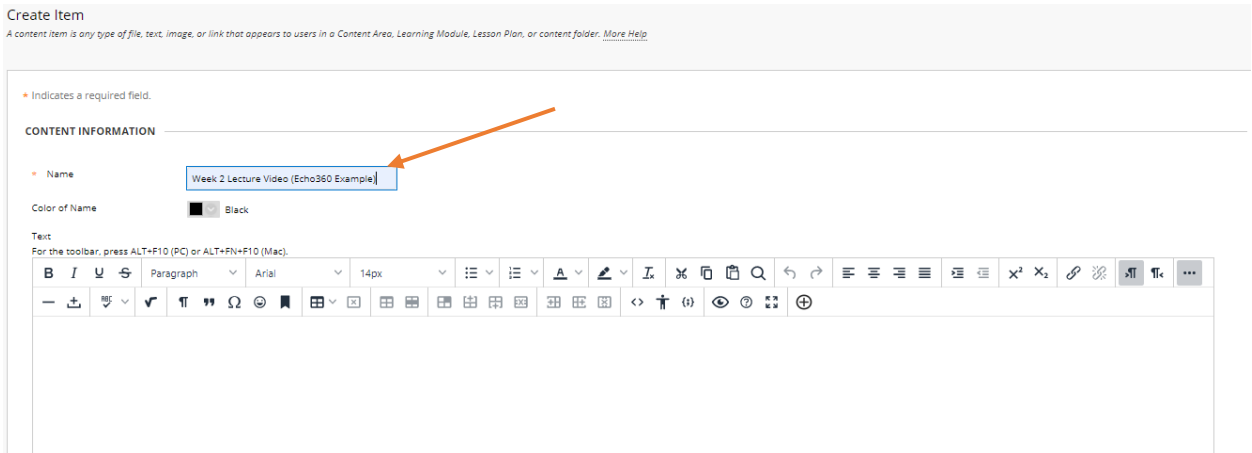
1. Embedding the video on a content page in Blackboard: fastest, easiest, but doesn't provide detailed analytics regarding student access/review of the content
2. Building out Echo360 "classes" (sessions) for each video lecture in your Echo360 course that is linked to your Blackboard course, and then providing students with a link in Blackboard to that course-specific area in Echo360, where they will go to access recordings earmarked for that class from one place: this requires a bit more upfront investment of time/effort, but does enable you to access a wide range of data (analytics) regarding student access and use of your videos and other uploaded contents (e.g., PowerPoint decks).

For this document, we'll cover option #1, embedding individual videos from Echo360 into your Blackboard course. However, we invite you to please contact a member of our team if you would like information about the second option, as well.

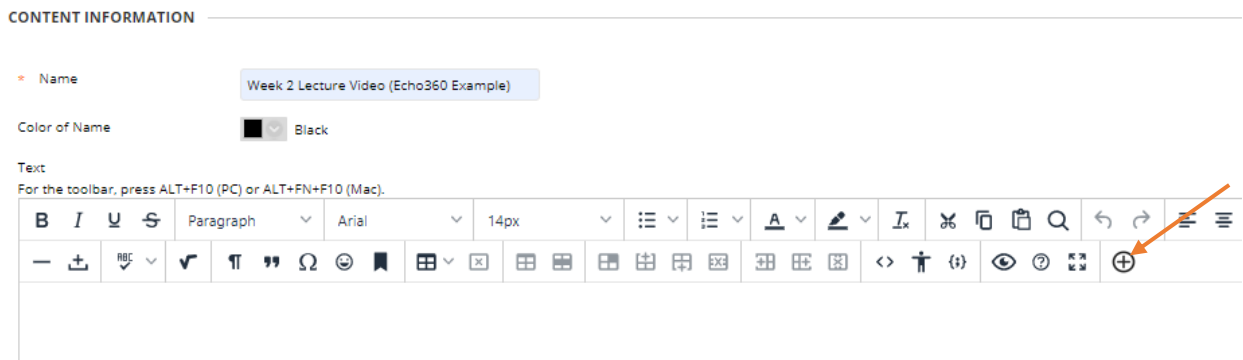
1. Exit Echo360 and log into your Blackboard course.
2. Navigate to the content page on which you want to embed a video from Echo360.
3. Roll over the Build Content link and select Item.



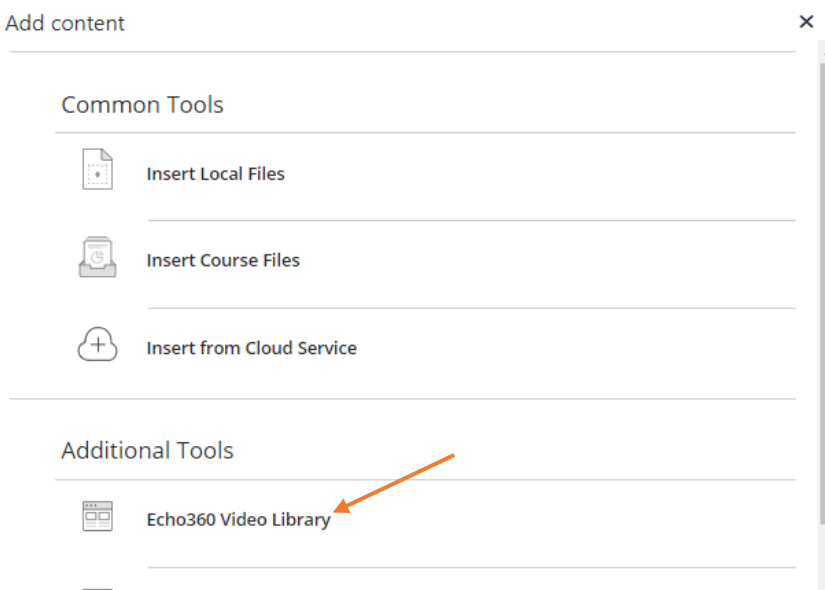
- In the Name field, type in a title for the video.



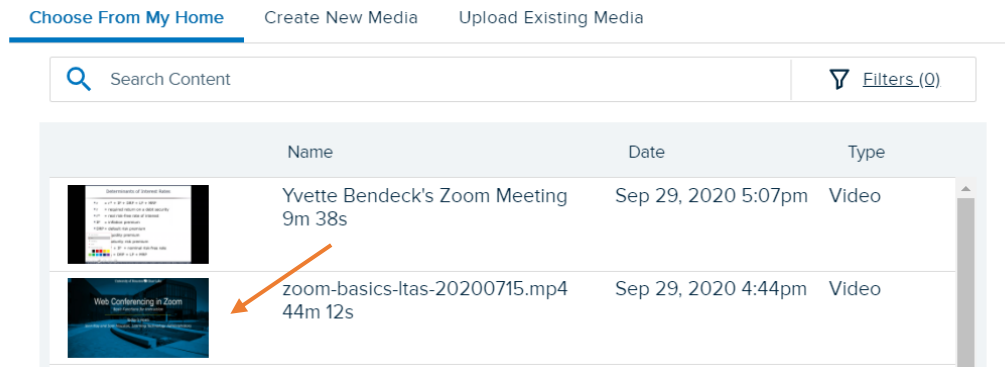
- Click inside the empty text editor box to place your cursor there. Then, click the Add content button (plus sign, located on the end of the second row of icons).



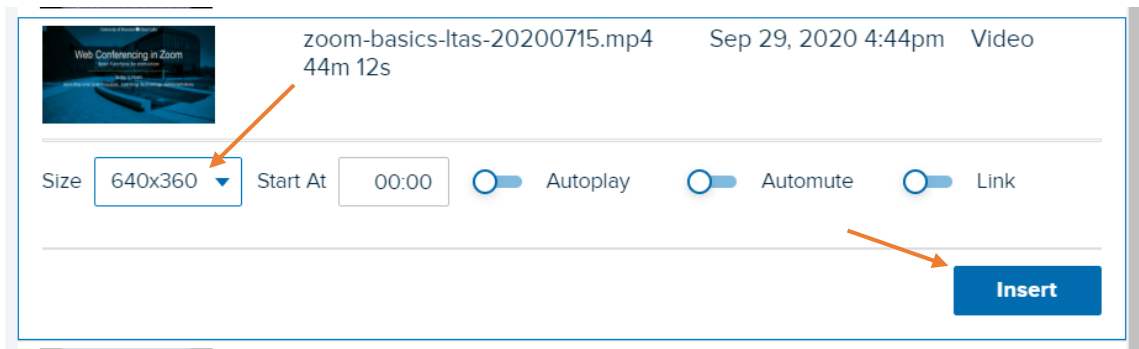
- At the resulting Add Content screen, click the Echo360 Video Library option.



- At the pop-up Echo360 Video Library selection box, locate and click on the video that you want to embed.



- You now have a choice to make, regarding how your students will access the video. Your options are (1) to have the video appear on the content page in Blackboard, or (2) to provide a link that students will click to access the video in Echo360. For this demonstration, we'll focus on option #1. If you roll over the Size field, you will see that you can display the video in Blackboard in one of three sizes from small (640x360) to large (1280x720). The small size is the default setting and we generally recommend that you just leave the size at 640x360. Then, click the Insert button.



- You will then be returned to Blackboard and the Create Item screen. Click the Submit button to continue.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)


* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name █ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Click **Submit** to proceed.

Cancel **Submit**

- The embedded video will then appear on your Blackboard content page, from which students can watch it, adjust its playback speed, etc.

Week 2 - Sources of Popular Music

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾



Week 2 Lecture Video (Echo360 Example) ▾

University of Houston Clear Lake

Web Conferencing in Zoom

Basic Functions for Instruction

Today's Hosts
Jenn Ray and Sam Houston, Learning Technology Administrators



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