Getting Started with Echo360 Lecture Capture

The University of Hartford is piloting Echo360, a lecture capture platform. Lecture capture records an instructor’s classroom lecture and then provides students with a link to the recording in Blackboard or via email for later playback. In addition to recording regular classes, instructors can use lecture capture to record special presentations, make up missed class time or explain difficult concepts so students can follow up at home. This guide provides an overview to getting started with Echo360, including technical requirements, tips and best practices.

Before Class – Setting Up Lecture Capture

**Setting up Lecture Capture for the Entire Semester**

To ensure availability of a lecture capture classroom and to avoid delays in getting lectures posted to Blackboard, it is recommended that you schedule your lecture capture as soon as possible – at least a month prior to the start of the term. Here are the steps to schedule recordings for the entire semester:

1. **Contact RJ McGivney** (Dean of University Programs) at (860) 768-4401 or rmcgivney@hartford.edu to schedule a lecture capture room.
2. **Contact MTS** at (860) 768-5052 or leccap@hartford.edu to schedule your recordings for the semester and to set up the link to Blackboard. You will need to provide the following information:
   - The 5-digit CRN of the course you would like to record.
   - The Course ID for the Blackboard course where you would like the links to be posted. If you would like the lecture posted into more than one course, or if you have a multi-section Blackboard course, be sure to specify this.

   To locate the Course ID for your Blackboard course, go to your Blackboard course and click on the word **Files** in the Control Panel. The Course ID will appear underneath.

Once you have booked your classroom and scheduled your recordings, you’re all set – just show up and hold class as usual. Your class will be recorded at the scheduled time and will be posted as a link in Blackboard automatically. You will receive an email notification when the link has been posted. **Note:** If you need to cancel class, contact MTS to cancel the recording for the day.
Setting Up a One-time Recording

In addition to recording your regular classes, you can also schedule one-time recordings to pre-record classes you will be missing or to record special class sessions (guest speakers, class presentations, etc.). Instructors are also encouraged to schedule a practice recording session so they can see how the room is set up and how the lectures will look for their students. To do this, contact MTS at (860) 768-5052 or leccap@ hartford.edu.

Note: For shorter recordings (such as software demonstrations), or for recordings that need to be posted to Blackboard quickly, you may prefer to use other technologies such as WebEx, Echo360 Personal Capture, Jing, or narrated PowerPoint. Contact FCLD for assistance.

Setting up a Recordings Link in Blackboard

All Echo360 lectures are posted in Blackboard automatically under the Recordings button in your Blackboard course menu. If you do not have a Recordings button, here’s how to add one:

1. Click on the red button with the white plus sign above your course menu.
2. From the drop-down menu, select Create Content Area.
3. Name the button Recordings. Important: The button must have this name in order for Echo360 to link to the lectures.
4. Select “Available to Users.” This allows students to see it.
5. Click Submit. You will now have a new button on your Course Menu.
6. Click on the double arrow to the left of the button name to move the button to where you would like it in the menu.

During Class – Recording Tips

When students open an Echo360 lecture, they see two windows: a video of the instructor in front of the classroom, together with a video of what was shown on the computer. Most students prefer to focus on the computer window and just listen to the instructor’s lecture with it, as the computer gives the clearest picture in the Echo360 recording.

Note: The Echo360 recording does not capture writing on regular classroom whiteboards very well – you can only see it from a distance in the video of the instructor. If you need to write on the board, the SMART Sympodium in the Echo360 classrooms lets you write on the computer screen using an interactive pen. For more information, please contact FCLD.
The image below is an example of what students will see when they view an Echo360 lecture – the windows can be resized, moved or hidden as needed.

![Sample Echo360 lecture](image)

**Lecture and Discussions**

- The Echo360 camera captures the front of the room only. If you want to stay in the view of the camera, it is generally recommended that you stand near the podium. The camera’s range varies depending on the classroom – in some classrooms, the viewable area is taped off on the floor. See MTS for more information about what the camera will capture in your specific classroom.

- The recording may capture some audio from the students, but it does not capture any video of the students. Many instructors who record their classes repeat student questions so they are included in the recording.

- When you point to things on the board or screen, remember that students may not be able to see that detail in the video – be sure to describe where you are pointing (e.g. “Click here, on the red button that says Start.”)

- **Important:** The Echo360 system is set up to record during your scheduled class time. If you start a few minutes early or end up going a few minutes over, you may lose part of your lecture in the recording.
Using the Computer

- Echo360 works best capturing a computer screen, either with the podium computer in the classroom or your own laptop plugged in to the podium. Many instructors prepare a PowerPoint or simply open up a web browser to show images, websites and other material during the lecture.

- If you use the SMART Sympodium pen to write on your computer screen, be sure to write in large letters – they are easier to read on the Echo360 recording.

- **Important:** The recording will capture anything that is shown on the computer screen, so be sure to close any email or other private documents you don’t want students to see!

After Class – Viewing the Lecture

- About 3-6 hours after your class session, your recorded lecture will be available in your Blackboard course – click on the **Recordings** button to view it.

- To open the recording, click on the first link underneath the capture date and time. The link will have the name of your course or the name of your recording as the title.

- By default, all Echo360 lectures are made available to students. To make a lecture unavailable, or to limit its availability, click on the chevron next to the name of the recording and select **Edit**. Here, you will find options for changing the recording’s availability.

- All Echo360 lectures will copy forward if you copy your Blackboard course from semester to semester. **Important:** Echo360 recordings are kept on the server for 180 days after the end of the term. If you need to keep the recordings for a longer period, contact MTS.

- If you would like to use the Echo360 recording somewhere else (e.g. to post on a website or in an email), open the recording, then copy the link address from your browser. You can then paste this link in an email or anywhere else you might want to use it.
If you don’t see your lecture after 12 hours, try the following:

- Double-check to ensure that you have a “Recordings” button in your Blackboard course. (See page 2 for instructions on adding a Recordings button.)
- Try switching browsers. Blackboard does not work well with Internet Explorer 9 – both Mac and PC users are encouraged to use Firefox.
- Make sure your Flash Player is up to date. You can download the latest version of the Flash Player here: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)
- If these do not work, contact MTS at (860) 768-5052 or leccap@hartford.edu for assistance.

For More Information...

“Lecture Capture: Lights! Camera! Action!” (Campus Technology)

“10 Tips to Improve On-Camera Performance” (Campus Technology)

“5 Reasons Faculty Shouldn’t Fear Lecture Capture” (Mediasite)

“7 Things You Should Know About Lecture Capture” (Educause)
[http://www.educause.edu/ELI/7ThingsYouShouldKnowAboutLectureCapture/163555](http://www.educause.edu/ELI/7ThingsYouShouldKnowAboutLectureCapture/163555)

“Recording can improve a bad lecture! 7 surprising facts about recorded lectures” (Donald Clark - blog post)

Getting Help with Echo360 at the University of Hartford

For technical assistance, or to schedule a one-time lecture recording using Echo360, contact MTS at leccap@hartford.edu or (860) 768-5052.

For help with best practices and ideas for using Echo360 for instruction, or for live orientations, contact FCLD at fcld@hartford.edu or (860) 768-4661.

For general questions about the Echo360 pilot, or to sign up for Echo360 Lecture Capture for the semester, contact RJ McGivney, Dean of University Programs at rmcgivney@hartford.edu or (860) 768-4401.