

Echo 360

Best Practices Using Echo 360 Lecture Capture Technology



Getting started.

Request that your class or lecture be scheduled for Echo 360 lecture capture from IT.

Adjust the camera using the panel on the podium. Choose lecture capture.

Press the **pause** button when your class has a break or if you do not want a portion of your class recorded. Press the **stop** button if you leave class early.

Make sure to review before posting to Blackboard. IT can edit the beginning and end of lectures.



What is lecture capture?

According to the Educause Learning Initiative 7 things you should know about... series, lecture capture is:

“an umbrella term describing any technology that allows instructors to record what happens in their classrooms and make it available digitally.”
(Educause Learning Initiative, 2008)

Instructors are using lecture capture in the undergraduate and graduate classes here at the SON. We are using this technology in a variety of ways: to record guest speakers, archive alumni presentations, and the recording of important meetings. Additionally, professors have posted links to previously recorded lectures when they have been ill.

Lecture Capture technology is available at the School of Nursing in the following rooms: 1009, 1011, 1013, 1015 and 2001D and in the CLC rooms.

What is personal capture?

Instructors also have access to Echo 360 personal capture software, available for both Windows and Mac. This software allows you to use your own computer to record video or audio over PPT. All recordings can be posted online.



Start a recording from the classroom.

Pause, stop or extend the recording too.

It is possible to begin or pause a recording right from the classroom!

Scheduling in advance.

If you will be recording your class, the best practice is to submit a help ticket through the [School of Nursing Web Help Desk](#) (accessible through the link above, the SON Blackboard organization, or the icon on the desktop of your computer). IT staff will create a recurring capture that automatically starts at the beginning of class and

ends when your class is over. You will be sent a link that you can post in your Blackboard course. To post an Echo URL in your course, copy the link to the rich media recording, go into Blackboard and choose Build Content > Create Web Link. Enter the name of the lecture and paste the link into the URL form.

Pause a recording.

As your lecture is recording, you can click the Capture icon on the podium panel. The word "Recording" will appear above the

capture controls. To pause the recording, click the Pause button. To start recording again, press the Resume button.

A best practice is to pause the recording during breaks or when someone is talking with the instructor at the podium.

Stop a recording.

To stop a recording, press the End button in the Capture section of the control panel

****Remember – always pause the recording during breaks.**

Extend a recording.

If the recording is scheduled to stop at 3 pm and your guest speaker continues to go past the original stop time, you can click the Extend button of the control panel. This will extend your capture by an additional 20 minutes! Each time you press the Extend button, the capture will have an additional 20 minutes of time added to it.

Start a recording.

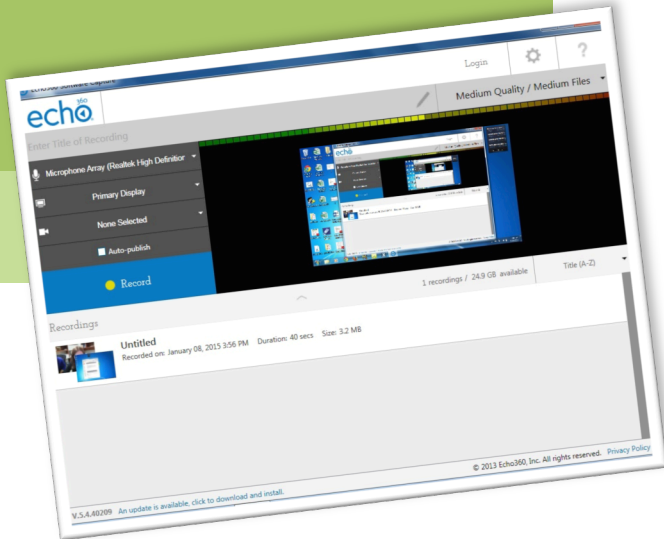
It is best to schedule a recording in advance. However, occasionally you may be in pinch to record something that you didn't include in a Web Help Desk ticket. No problem! It is possible to start a recording right from the panel by pressing Capture > Begin. The default is 1 hour. You will need to hit the extend button if your recording will be longer than that.

If you do start a recording from the panel, you will need to tell IT so that we can process it for you and send you the link for the presentation.



Echo 360 Personal Capture

Personal Capture can be used from your computer to capture audio with PowerPoint, video, or both. The online PhD students used this technology to create presentations to share with their classmates with a URL.



In addition to using lecture capture on campus, it is also possible to download personal capture software to your laptop so that you can create voice over PowerPoint or video recordings from a distance.

Getting the software.

To create and publish Echo 360 personal captures you will need two pieces of software:

- Echo 360 Capture Software
- [Cisco Anyconnect Client](#)

Cisco Anyconnect is available on the VCU Technology Services software website. Echo 360 Capture Software is available by submitting a SON Help Desk ticket so that SON IT can install it for them.

Create a recording.

To create a recording, start the software, enter a title and choose which display, webcam and microphone you will be using to record. (A good headset microphone is recommended if you will be creating these often.) Once

you are set, click Record.

Pause/stop a recording.

To pause or stop your recording on a Windows machine:

- Pause/Resume: **alt+F5**
- Stop: **alt+F6**

To pause or stop your recording on a Mac machine:

- Pause/Resume: **cmd+6**
- Stop: **cmd+8**

The command and alt keys are found on both sides of the space bar.

More information on recording captures is available on the [Echo 360 website](#).

Review/edit a recording.

To edit a recording, click the pencil icon to the right of the title of the recording.

Detailed instructions for reviewing and editing the recording are available on the [Echo 360 website](#).

Best practices.

Make smaller and shorter recordings rather than one really long recording.

Take a look at your recording before posting to Blackboard.



Connect to the VPN before publishing.



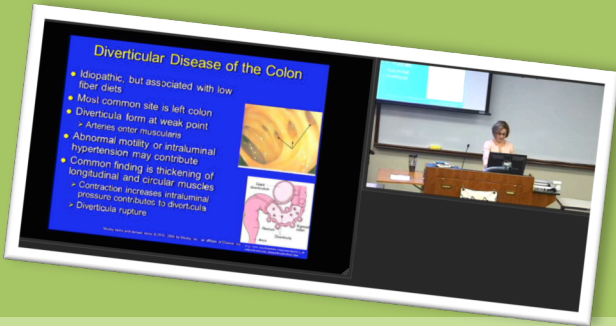
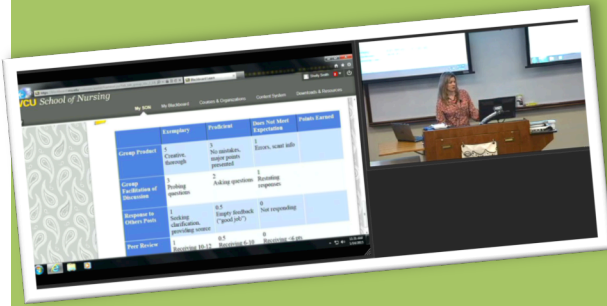
Disconnect from the VPN before viewing.

Who is using Echo 360?

Holly Buchanan, Tracye Proffitt, Victoria Menzies, Joanna McAbee, Lana Sargent, Candace Johnson, Patricia Kinser, Beverly George-Gay, Sue Lindner, Shelly Orr and more!

We use Echo 360 in undergraduate and graduate classes. We also use it to record meetings and guest speakers.

Now in the CLC too!



Cited Works

Educause Learning Initiative. (2008). 7 Things You Should Know About Lecture Capture. Retrieved from <https://net.educause.edu/ir/library/pdf/ELI7044.pdf>