Classrooms Closed? Follow the links to see how Echo360 can help!

Use a previous lecture capture

Use video you have in a folder outside of Echo360

Record new content from your desktop and edit it

Present LIVE from your desktop

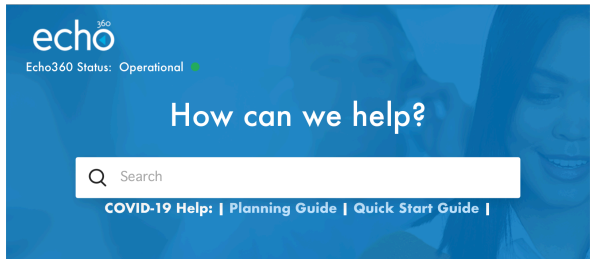
Upload presentation slides

Add activity quizzes

Creating Interactive media (embedded polling)

Use the student assignment functionality

Accessing student behavioural analytics

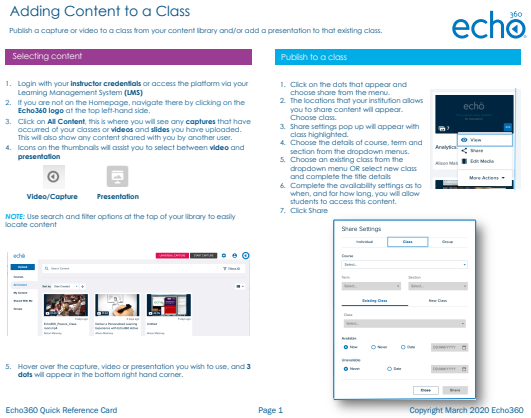


Follow these links to Echo360's HELP document to find a previous capture.

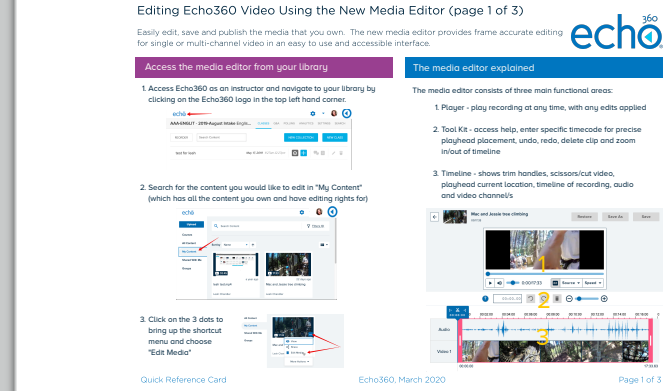
Click HERE for logging in

Click HERE for searching

Click HERE for content library



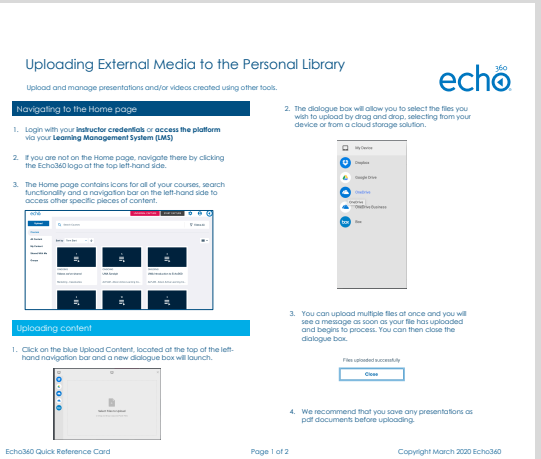
Click HERE to access 'how to' SHARE with students.



Click HERE to access 'how to' EDIT your capture.

Use a previous lecture capture.

Back to menu


Uploading External Media to the Personal Library

Upload and manage presentations and/or videos created using other tools.

Navigating to the Home page

1. Login with your **instructor credentials** or **access the platform** via your **Learning Management System (LMS)**
2. If you are not on the Home page, navigate there by clicking the Echo360 logo at the top left-hand side.
3. The Home page contains icons for all of your courses, search functionality and a navigation bar on the left-hand side to access other specific pieces of content.

Uploading content

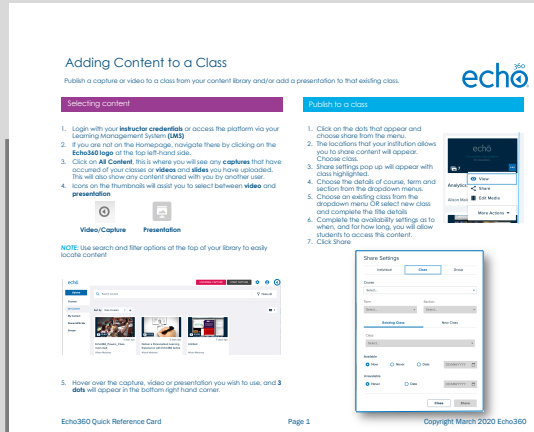
1. Click on the blue Upload Content, located at the top of the left-hand navigation bar and a new dialogue box will launch.
2. The dialogue box will allow you to select the files you wish to upload by drag and drop, selecting from your device or from a cloud storage solution.
3. You can upload multiple files at once and you will see a message as soon as your file has uploaded and begins to process. You can then close the dialogue box.
4. We recommend that you save any presentations as pdf documents before uploading.

Files uploaded successfully

Close

Echo360 Quick Reference Card Page 1 of 2 Copyright March 2020 Echo360

Click HERE to access 'how to' UPLOAD your video.


Adding Content to a Class

Publish a capture or video to a class from your content library and/or add a presentation to that existing class.

Selecting content

1. Login with your **instructor credentials** or access the platform via your Learning Management System **(LMS)**
2. If you are not on the Homepage, navigate there by clicking on the **Echo360 logo** at the top left-hand side.
3. Click on **All Content**, this is where you will see any **captures** that have occurred of your classes or **videos** and **slides** you have uploaded. This will also show any content shared with you by another user.
4. Icons on the thumbnails will assist you to select between **video** and **presentation**

Video/Capture Presentation

NOTE: Use search and filter options at the top of your library to easily locate content

5. Hover over the capture, video or presentation you wish to use, and **3 dots** will appear in the bottom right hand corner.

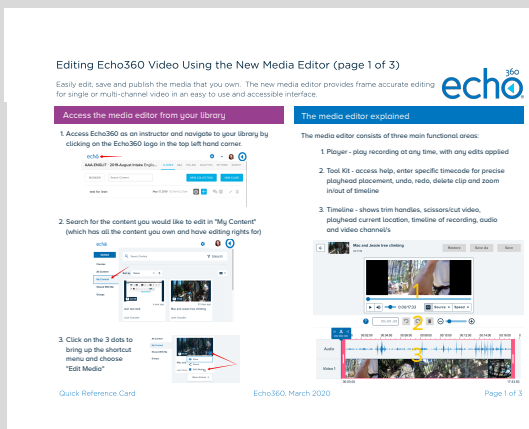
Publish to a class

1. Click on the dots that appear and choose share from the menu.
2. The locations that your institution allows you to share content will appear. Choose class.
3. Share settings pop up will appear with class highlighted.
4. Choose the details of course, term and section from the dropdown menus.
5. Choose an existing class from the dropdown menu OR select new class and complete the title details
6. Complete the availability settings as to when, and for how long, you will allow students to access this content.
7. Click Share

Share Settings

Echo360 Quick Reference Card Page 1 Copyright March 2020 Echo360

Click HERE to access 'how to' ADD content to your class.


Editing Echo360 Video Using the New Media Editor (page 1 of 3)

Easily edit, save and publish the media that you own. The new media editor provides frame accurate editing for single or multi-channel video in an easy to use and accessible interface.

Access the media editor from your library

1. Access Echo360 as an instructor and navigate to your library by clicking on the Echo360 logo in the top left hand corner.
2. Search for the content you would like to edit in "My Content" (which has all the content you own and have editing rights for)
3. Click on the 3 dots to bring up the shortcut menu and choose "Edit Media"

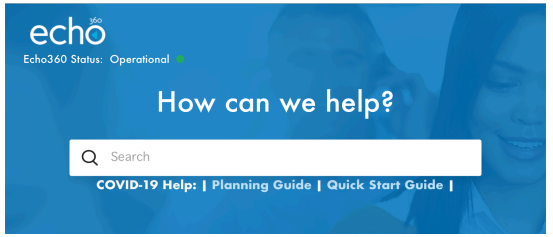
The media editor explained

The media editor consists of three main functional areas:

1. Player - play recording at any time, with any edits applied
2. Tool Kit - access help, enter specific timecode for precise playhead placement, undo, redo, delete clip and zoom in/out of timeline
3. Timeline - shows trim handles, scissors/cut video, playhead current location, timeline of recording, audio and video channels

Quick Reference Card Echo360, March 2020 Page 1 of 3

Click HERE to access 'how to' EDIT your video.



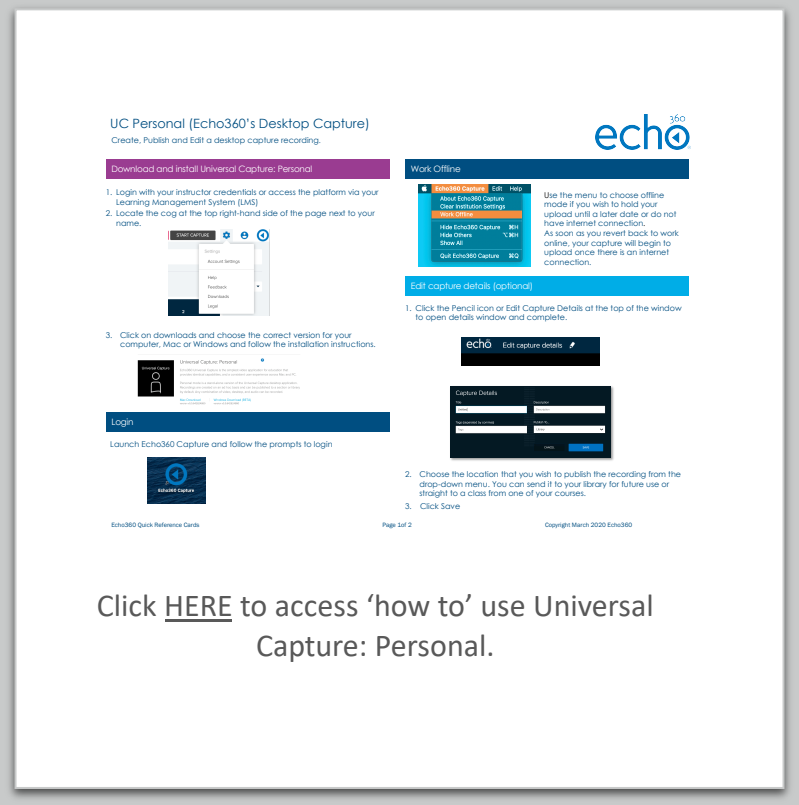
Follow these links to Echo360's HELP document to learn about creating media slides.

Click HERE to create a media slide.

Click HERE to find out about embedding video in slide.

Use video you have in a folder outside of Echo360

Back to menu



UC Personal (Echo360's Desktop Capture)

Create, Publish and Edit a desktop capture recording.

Download and install Universal Capture: Personal

1. Login with your instructor credentials or access the platform via your Learning Management System (LMS)
2. Locate the cog at the top right-hand side of the page next to your name.

3. Click on downloads and choose the correct version for your computer, Mac or Windows and follow the installation instructions.

Login

Launch Echo360 Capture and follow the prompts to login

Work Offline

Use the menu to choose offline mode if you wish to hold your upload until a later date or do not have internet connection.
As soon as you revert back to work online, your capture will begin to upload once there is an internet connection.

Edit capture details (optional)

1. Click the Pencil icon or Edit Capture Details at the top of the window to open details window and complete.

2. Choose the location that you wish to publish the recording from the drop-down menu. You can send it to your library for future use or straight to a class from one of your courses.
3. Click Save

Echo360 Quick Reference Cards Page 1of 2 Copyright March 2020 Echo360

Click HERE to access 'how to' use Universal Capture: Personal.

Adding Content to a Class

Publish a capture or video to a class from your content library and/or add a presentation to that existing class.

Selecting content

1. Login with your **instructor credentials** or access the platform via your Learning Management System (**LMS**)
2. If you are not on the Homepage, navigate there by clicking on the **Echo360 logo** at the top left-hand side.
3. Click on **All Content**. this is where you will see any **captures** that have occurred of your classes or **videos** and **slides** you have uploaded. This will also show any content shared with you by another user.
4. Icons on the thumbnails will assist you to select between **video** and **presentation**

Video/Capture Presentation

NOTE: Use search and filter options at the top of your library to easily locate content

5. Hover over the capture, video or presentation you wish to use, and **3 dots** will appear in the bottom right hand corner.

Publish to a class

1. Click on the dots that appear and choose share from the menu.
2. The locations that your institution allows you to share content will appear. Choose class.
3. Share settings pop up will appear with class highlighted.
4. Choose the details of course, term and section from the dropdown menus.
5. Choose an existing class from the dropdown menu OR select new class and complete the title details
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7. Click Share

Echo360 Quick Reference Card Page 1 Copyright March 2020 Echo360

Click HERE to access 'how to' SHARE with students.

Editing Echo360 Video Using the New Media Editor (page 1 of 3)

Easily edit, save and publish the media that you own. The new media editor provides frame accurate editing for single or multi-channel video in an easy to use and accessible interface.

Access the media editor from your library

1. Access Echo360 as an instructor and navigate to your library by clicking on the Library link in the top left hand corner.

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3. Click on the 3 dots to bring up the shortcut menu and choose "Edit Media"

The media editor explained

The media editor consists of three main functional areas:

1. Player - play recording at any time, with any edits applied
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3. Timeline - shows trim handles, scissors/cut video, playhead current location, timeline of recording, audio and video channel/s

Click HERE to access 'how to' EDIT your capture

Record new video content from your desktop.

Back to menu

UC Personal (Echo360's Desktop Capture)

Create and Publish, or Live Stream a desktop capture recording

Live Stream in UC: Personal

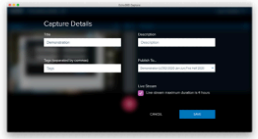
Be prepared:

1. Is your internet connection stable? we recommend a wired connection for live streaming (not your Wi-Fi).
   Minimum requirements for Live Streaming:
   - 2.0 Mbps upload speed for single-stream (Audio/Video or Audio/Display)
   - 6.0 Mbps upload speed for dual-stream (Audio/Display/Video)
2. Check your upload speed at https://www.speedtest.net/
3. Do your students know how to access the Live Stream?

Configure a Live Stream for immediate start

Edit Capture details:

1. Check the Live stream checkbox
2. Enter Title (this is the name of the class that students see)
3. Select the correct course in the Publish to..
4. Click Save

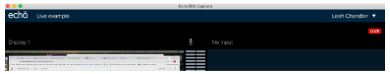


Start the Live Stream

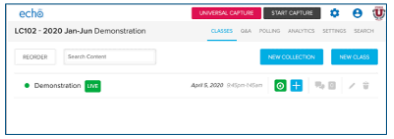
1. When you select your desired inputs we recommend only one visual source for the best live streaming experience
2. Click the record button.
   It can take up to 3 minutes for your Live stream to be available for your students (so start early).
3. Remember to stop the Live Stream when you have finished

How do I know that my recording is live streaming?

A red LIVE badge will appear in the UC: Personal UI.



A green LIVE badge will appear next to the new class in the Class List.
When checking the Class List, this may be a good opportunity to add a presentation if needed.



Who is watching the Live Stream?

You can click into your class in the class list (shown above)and see who is attending (limited to displaying only 100 attendees),

Note: Don't watch the live stream yourself – it will cause an audio loop that will likely be unpleasant for all involved!

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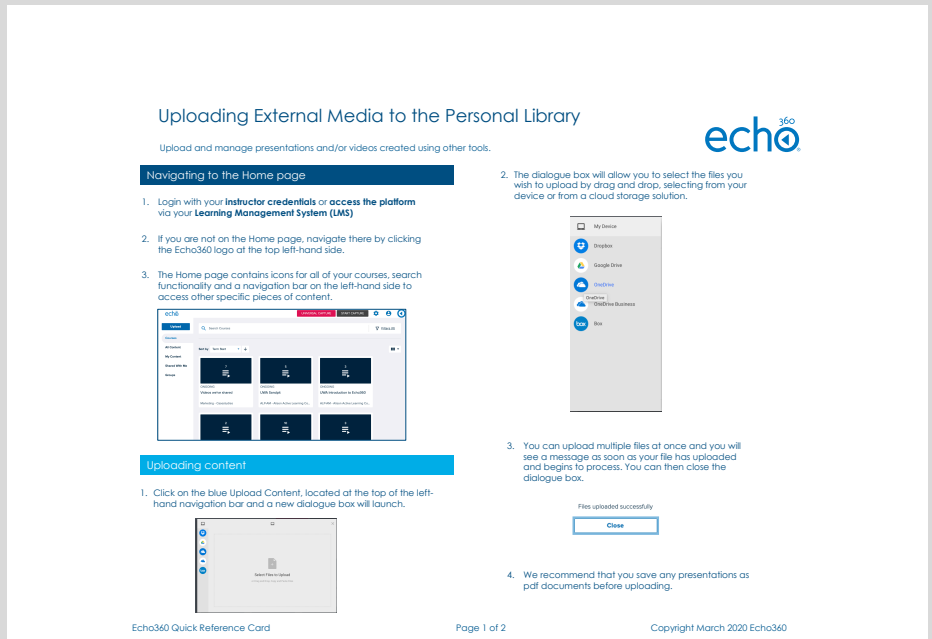
Click HERE to access 'how to' use personal capture for livestreaming.

Live stream from your desktop

Back to menu



Uploading External Media to the Personal Library

Upload and manage presentations and/or videos created using other tools.

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3. You can upload multiple files at once and you will see a message as soon as your file has uploaded and begins to process. You can then close the dialogue box.

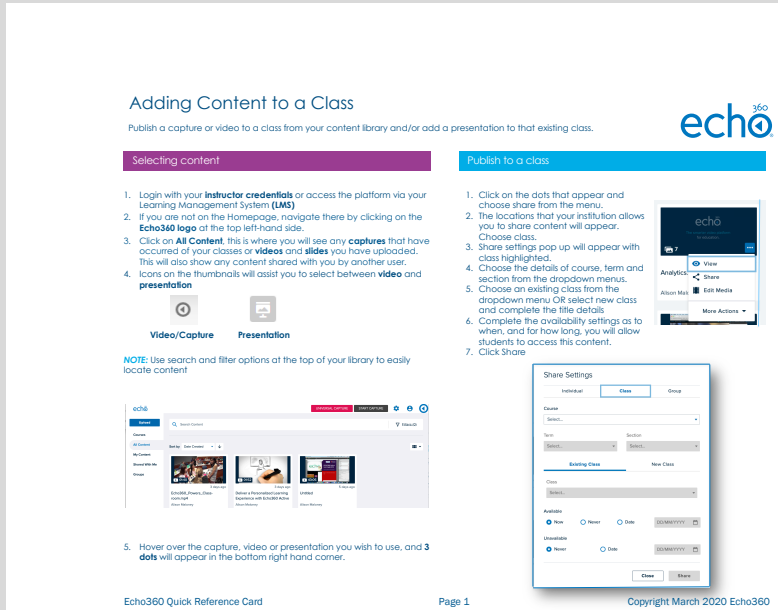
Files uploaded successfully

Close

4. We recommend that you save any presentations as pdf documents before uploading.

Echo360 Quick Reference Card Page 1 of 2 Copyright March 2020 Echo360

Click HERE to access 'how to' UPLOAD your slides.



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Video/Capture **Presentation**

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Publish to a class

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4. Choose the details of course, term and section from the dropdown menus.
5. Choose an existing class from the dropdown menu OR select new class and complete the title details
6. Complete the availability settings as to when, and for how long, you will allow students to access this content.
7. Click Share

Share Settings

Echo360 Quick Reference Card Page 1 Copyright March 2020 Echo360

Click HERE to access 'how to' SHARE your slides with students.

Upload your presentation slides

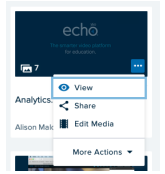
Back to menu

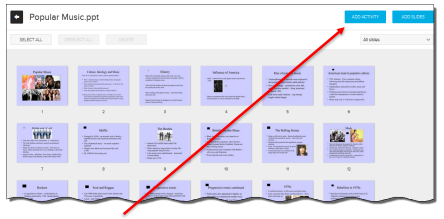
Adding Activity Slides to a Presentation

There are five types of interactive activities to choose from: multiple choice, short answer, image quiz, ordered list and numerical

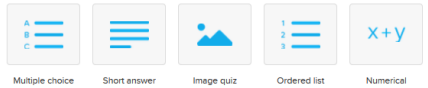
Choose the presentation and activity

1. Wherever you are in the platform, click on the **Echo360 logo** to take you to your Homepage. Click on **My Content** from the left hand menu to see your presentations.
2. Select the presentation you wish to **edit** NOTE: You can type the name of the presentation into the search bar if you cannot immediately see it.
3. Click on the 3 dots that appear and a **drop down list** will appear with a selection of actions available
4. Click **Edit Media**
5. Your slides will appear



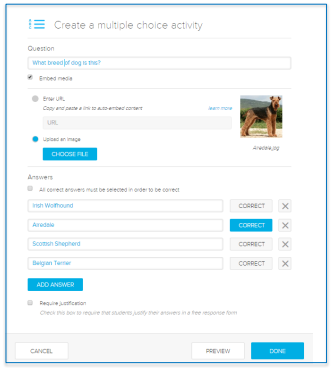


7. Click **ADD ACTIVITY** for the 5 activity types to appear



Multiple Choice

1. Select the Multiple choice icon



2. Enter the question. You can enter up to 1000 characters.
3. If you wish to **embed media**, enable the checkbox to upload an image or enter a URL.
4. Add the **answer options** and designate the **correct answer/s**
5. You can enable the **Require justification tab** so that students must elaborate on their answers
6. You can click **PREVIEW** to see the students view of the activity
7. Click **DONE**

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Click HERE to access 'how to' add quiz slides.

Add quiz slides to a presentation

Back to menu

Creating Interactive Media

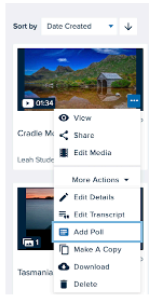
Make embedded video interactive by embedding polls. Note: This is only for video you embed in the LMS, not video shared to a class/section.

Navigating to the video

1. Login with your **instructor credentials** or access the platform via your Learning Management System **(LMS)**
2. If you are not in the library, navigate there through the dashboard at the top of the page.

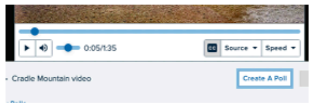
3. Locate the video you are going to embed.

Editing the video to add polls

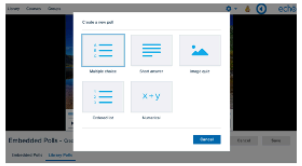


1. Click on the ellipses that appear when you hover over the bottom right hand corner of your video thumbnail.
2. Use the dropdown menu to select **Add Poll.**
3. The new polling editor will appear.

1. Navigate to the position on the video timeline that you want your poll.
2. Click **Create A Poll**



2. The choice of polls will appear.



3. Select the poll and complete. Note, a poll time placement will appear underneath the title that can be completed if you know the exact time you would like the poll to appear.

Click HERE to access 'how to' embed a poll in a video.

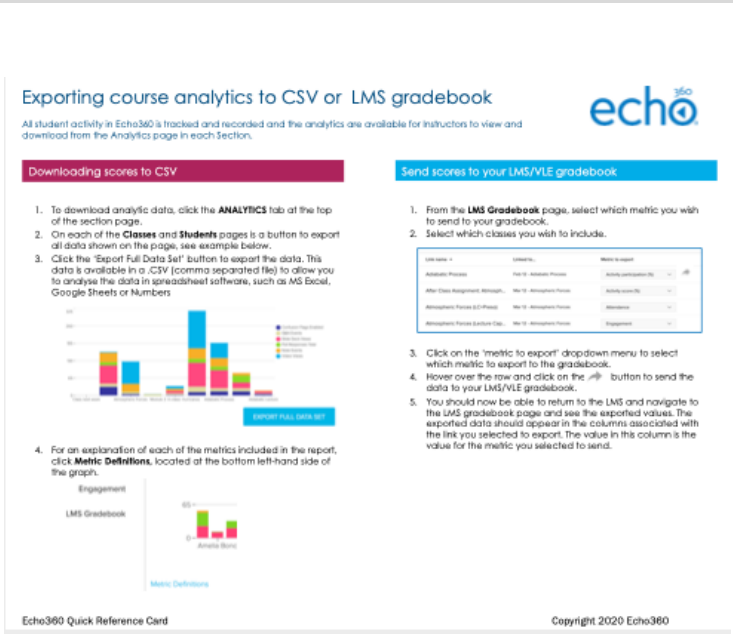
Creating interactive media (embedded polling)

Back to menu

Have students submit secure video assignments.

Click HERE to access our documentation for secure student assignments through your LMS.

Back to menu



Exporting course analytics to CSV or LMS gradebook

All student activity in Echo360 is tracked and recorded and the analytics are available for instructors to view and download from the Analytics page in each Section.

Downloading scores to CSV

1. To download analytic data, click the **ANALYTICS** tab at the top of the section page.
2. On each of the **Classes** and **Students** pages is a button to export all data shown on the page, see example below.
3. Click the 'Export Full Data Set' button to export the data. This data is available in a .CSV (comma separated file) to allow you to analyse the data in spreadsheet software, such as MS Excel, Google Sheets or Numbers

EXPORT FULL DATA SET

4. For an explanation of each of the metrics included in the report, click **Metric Definitions**, located at the bottom left-hand side of the graph.

Engagement
LMS Gradebook
Metric Definitions

Send scores to your LMS/VLE gradebook

1. From the **LMS Gradebook** page, select which metric you wish to send to your gradebook.
2. Select which classes you wish to include.
3. Click on the 'metric to export' dropdown menu to select which metric to export to the gradebook.
4. Hover over the row and click on the button to send the data to your LMS/VLE gradebook.
5. You should now be able to return to the LMS and navigate to the LMS gradebook page and see the exported values. The exported data should appear in the columns associated with the link you selected to export. The value in this column is the value for the metric you selected to send.

Echo360 Quick Reference Card

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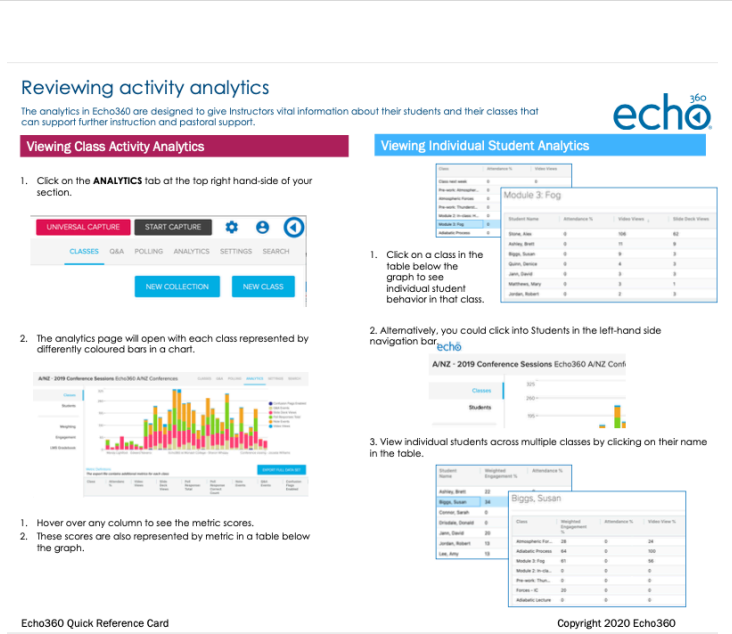
Click HERE to access 'how to' EXPORT student analytics.



Reviewing activity analytics

The analytics in Echo360 are designed to give Instructors vital information about their students and their classes that can support further instruction and pastoral support.

Viewing Class Activity Analytics

1. Click on the **ANALYTICS** tab at the top right hand-side of your section.

UNIVERSAL CAPTURE START CAPTURE
CLASSES Q&A POLLING ANALYTICS SETTINGS SEARCH
NEW COLLECTION NEW CLASS

2. The analytics page will open with each class represented by differently coloured bars in a chart.

1. Hover over any column to see the metric scores.
2. These scores are also represented by metric in a table below the graph.

Viewing Individual Student Analytics

Module 3: Fog

1. Click on a class in the table below the graph to see individual student behavior in that class.

2. Alternatively, you could click into Students in the left-hand side navigation bar.

A/NZ - 2019 Conference Sessions Echo360 A/NZ Conf

3. View individual students across multiple classes by clicking on their name in the table.

Biggs, Susan

Echo360 Quick Reference Card

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Click HERE to access 'how to' REVIEW activity analytics.

Use the analytics to view student behaviour

Back to menu