

Campus
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](#)



[Upload presentation slides](#)



[Add activity quizzes](#)



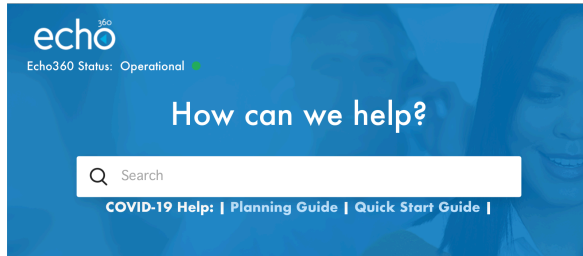
[Use the student assignment functionality](#)



[Accessing student behavioural analytics](#)



Present LIVE from your desktop (coming soon)



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

Adding Content to a Class

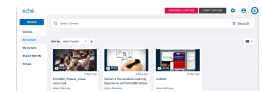
Publish a capture or video to a class from your content library and/or add a presentation to that existing class.

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**



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.

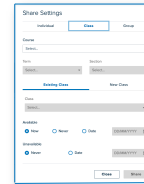
Echo360 Quick Reference Card

Page 1



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**



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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.

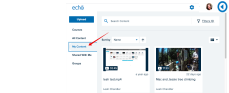


Access the media editor from your library

1. Access Echo360 as an instructor and navigate to your library by clicking on the 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"

Quick Reference Card

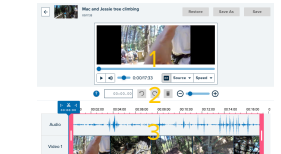
Echo360, March 2020

The media editor explained

The media editor consists of three main functional areas:

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3. **Timeline** - shows time handles, sections out video, playback current location, timeline of recording, audio and video channels's



Echo360, March 2020

Page 1 of 3

Click [HERE](#) to access 'how to' EDIT your capture.

Use a previous lecture capture.

[Back to menu](#)

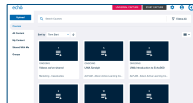
Uploading External Media to the Personal Library

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



Navigating to the Home page

1. Login with your **institution 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.



Echo360 Quick Reference Card

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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.

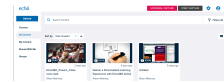


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3. Click on **All Content**. This is where you will see any **captures** that have occurred of your classes or **videos** and **slides** you have uploaded. We will also show any content shared with you by another user.
4. Icons on the thumbnails will 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!



Echo360 Quick Reference Card

Page 1

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Click [HERE](#) to access 'how to' **EDIT** your video.

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

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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 on editing class from the dropdown menu. Or select new class and complete the file details.

6. Complete the availability settings as to when, and for how long, you will allow students to access the content.

7. Click Share.



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"

Quick Reference Card

Echo360, March 2020

Page 1 of 3

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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](#)

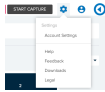
UC Personal (Echo360's Desktop Capture)

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 of 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



Echo360 Quick Reference Cards

Work Offline

1. **Echo360 Capture**, **Edt**, **Help**
View Instructor Capture
Clear Session Settings
2. 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 of 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

Page 1 of 2

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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.

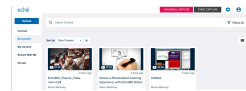


Selecting content

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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**



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.

Echo360 Quick Reference Card

Page 1

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Click [HERE](#) to access 'how to' SHARE with students.

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

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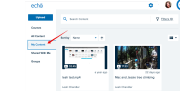


Access the media editor from your library

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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"**



Quick Reference Card

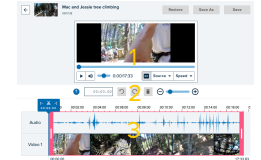
Echo360, March 2020

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Record new video content from your desktop.

[Back to menu](#)

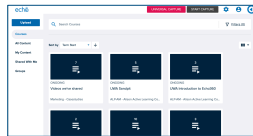
Uploading External Media to the Personal Library

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

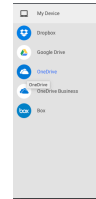


Navigating to the Home page

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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.



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.



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.



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.

Echo360 Quick Reference Card

Page 1 of 2

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Click [HERE](#) to access 'how to' UPLOAD your slides.

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.

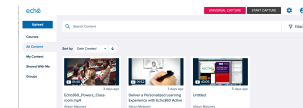


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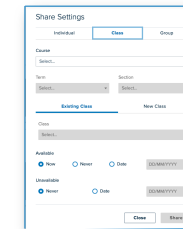
Echo360 Quick Reference Card

Page 1

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Publish to a class

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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



Click [HERE](#) to access 'how to' SHARE your slides with students.

Upload your Presentation Slides

[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



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.



Echo360 Quick Reference Card

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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 "X" 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.

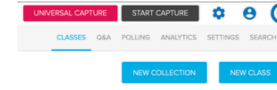
Reviewing activity analytics

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.



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.

Echo360 Quick Reference Card

Viewing Individual Student Analytics

Student Name	Attendance %	Video Views	Quiz Score (Max)
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0
Anna, Anna	0	0	0

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



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

Student	Engagement %	Attendance %
Biggs, Susan	0	0

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Use the analytics to view student behaviour

[Back to menu](#)

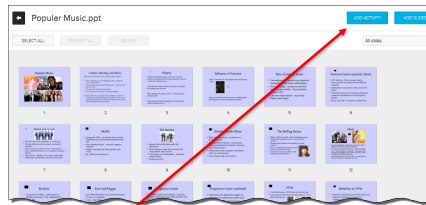
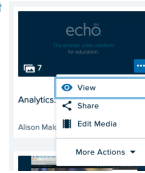
Adding Activity Slides to a Presentation



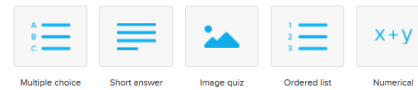
There are five types of interactive activities to choose from: multiple choice, short answer, image quiz, ordered list and numerical

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



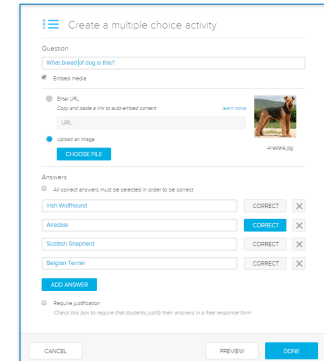
7. Click **ADD ACTIVITY** for the 5 activity types to appear



Echo360 Quick Reference Card

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**

Click [HERE](#) to access 'how to' add quiz slides.

Add quiz slides to a presentation

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Have students submit
secure video
assignments.



Click [HERE](#) to access our documentation for secure student assignments through your LMS.

[Back to menu](#)