



EchoSystem 5 Documentation
Academic Staff Guide

February 10, 2012

Echo360 is continually updating the documentation. This manual is a snapshot as of the date above.

Check the Echo360 website for the most current version: <http://echo360.com/customer-support/download.asp>

Academic Staff Guide

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Classroom Capture for Academic Staff

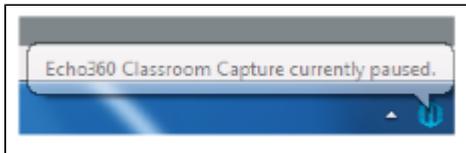
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Overview

When using Classroom Capture (on a podium based PC) to capture lectures, you can control various aspects of the capture through the Classroom Capture dialog box. We've provided access to this dialog through the Windows 7 system tray. To open this dialog box, click on the Echo icon in the system tray. While typically you may not want or need to make any adjustments to a scheduled classroom capture, the Classroom Capture dialog box lets you [Start](#), [Start early](#), [Pause](#), [Resume](#), [Stop](#), and [Extend](#) a classroom captures when necessary.

Even if you do not use the Echo icon in the system tray to start or manipulate a capture, you might glance at it to see the current capture state. The icon will change as you are preparing to record, currently recording, currently paused, or have stopped recording. For example, the icon displayed in the screen capture below shows that recording is paused. Hovering your mouse over the Echo icon elicits a status balloon, as shown below.



Access the Classroom Capture Features

The Classroom Capture functionality is accessed by clicking the Echo icon, located in the Windows system tray in the bottom right corner of the screen.



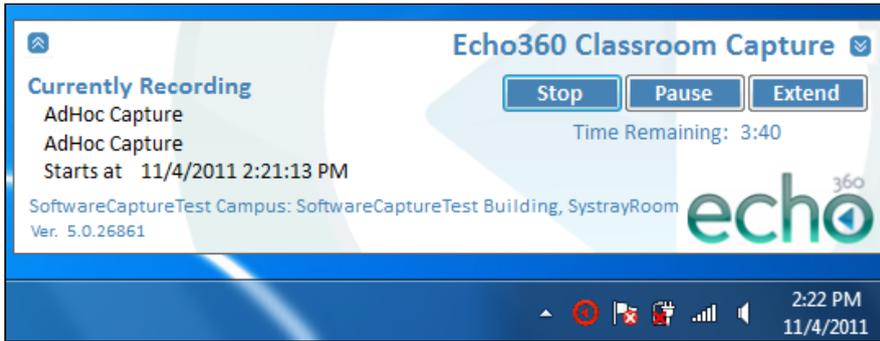
If You Don't See the Echo Icon

If the podium PC has several icons in the Windows system tray, the Echo icon may not appear in the main icon set. Click the small "up" arrow located to the left of the system tray to expose the hidden system tray icons.

If the Echo icon is not present in the system tray, you may need to restart the Classroom Capture software using the following steps from the Windows Start menu: **Start >> All Programs >> Echo360 >> Client >> Start Echo360 Classroom Capture System Tray.**

The Classroom Capture dialog box, shown below:

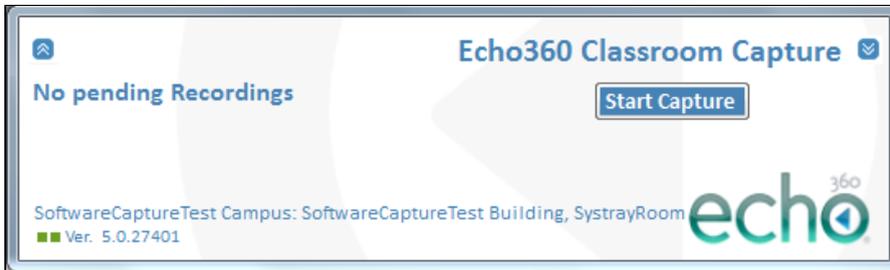
- Provides basic information about the status of any current capture
- Allows you to create or manipulate a capture



In the dialog box shown notice that:

- A capture is currently recording
- The Echo icon is red
- Buttons allow you to **stop**, **pause**, or **extend** the current capture

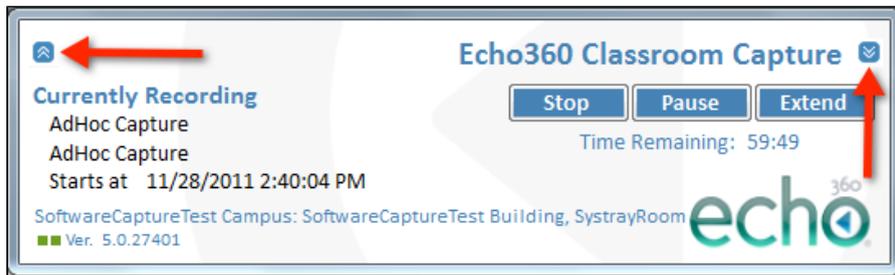
If no capture is being recorded, the Echo icon in the system tray is blue and the dialog box contains only a **Start Capture** button, as shown in the figure below.



As mentioned above, the current status of a classroom capture can be determined by inspecting the Echo icon in the Windows system tray or by hovering your mouse over the icon. The following table lists the different Echo icons you may see in the Windows system tray, and the status of Classroom Capture indicated by each.

Icon	Status
	A blue play icon indicates the Classroom Capture is currently idle. No information is being captured.
	A yellow play icon indicates a Classroom Capture is pending and will begin shortly.
	A red play icon indicates a Classroom Capture is currently being recorded.
	A blue pause icon (double bars) indicates the current Classroom Capture has been paused and must be resumed in order to continue recording the classroom capture.
	A red clock icon indicates the current Classroom Capture is within five minutes of finishing.

The "double arrow" buttons located in the top left and top right corners of the Classroom Capture dialog box allow you to expand the dialog box to either show capture status and statistics, or to hide the dialog box respectively. The below figure identifies these buttons.



Clicking the double-arrow button in the top right corner hides (or dismisses) the Classroom Capture dialog box. Click the Echo icon in the Windows system tray to re-open the dialog box if needed.

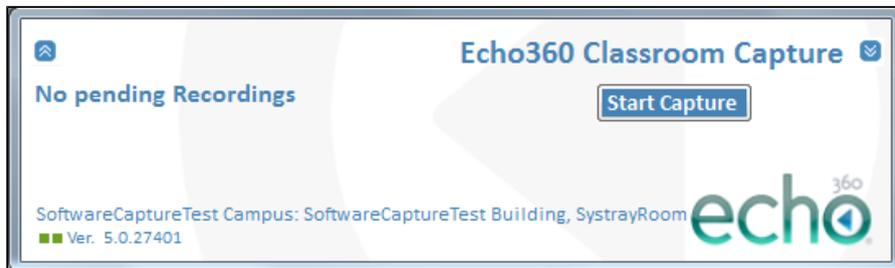
Clicking the double-arrow button in the top left corner of the dialog box opens the Classroom Capture Status dialog box, showing additional details regarding classroom captures performed from this podium PC, as well as about the current capture, if one is being recorded. See [View Classroom Capture Status Information](#). While this extended view is really intended for administrators, it does provide other information presenters may find interesting.

Start an Ad Hoc Capture

If you are in a venue where Classroom Capture is installed on the podium PC and there is no scheduled capture for the venue, you can use the Classroom Capture dialog box to create and start an Ad Hoc capture. You may need to create an Ad Hoc capture for a variety of reasons, including:

- Your class has been moved to a different location
- You find yourself in a discussion or unscheduled teaching opportunity that you want to capture

If there is no current capture being recorded or pending, the Echo icon in the system tray is blue and the Classroom Capture dialog box contains only a **Start Capture** button, as shown in the figure below.



Clicking **Start Capture** opens a browser window connecting you to the Ad Hoc Capture web interface, which allows you to create an Ad Hoc capture.

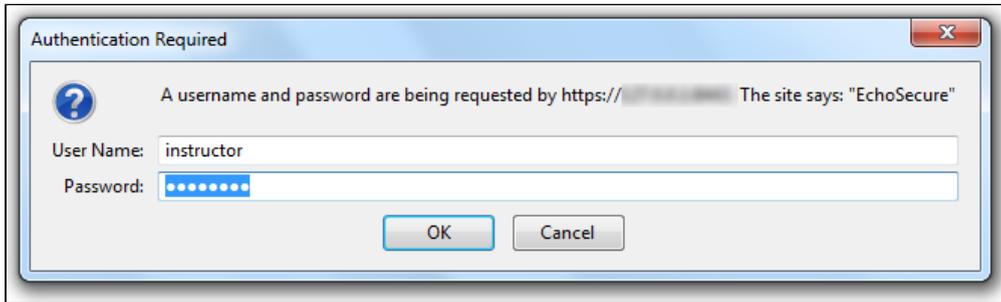
Best Practice: Use the Start Early Option for Scheduled Captures

If you are in a venue where one of your scheduled captures is slated to start, but you are beginning class early or want to capture activities before the scheduled start time, use the **Start Early** option instead of creating an Ad Hoc capture.

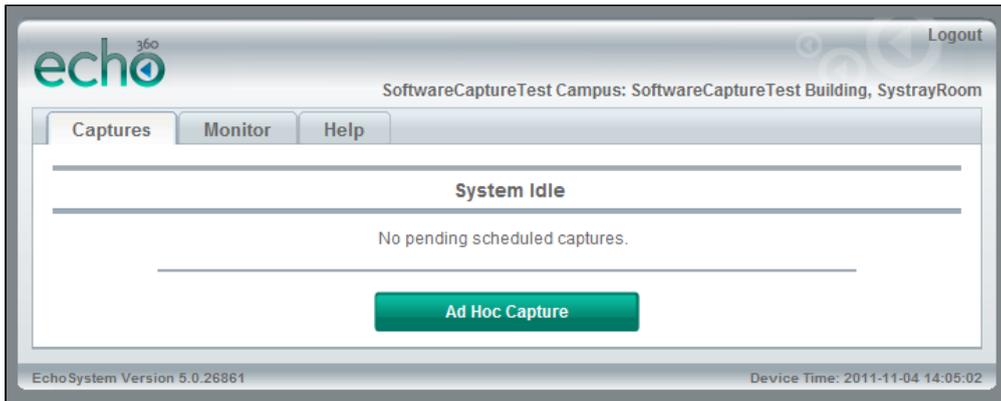
Once the new capture is generated, it is processed and posted for student access. See [Notify Students](#) for further information on how students are notified of new recordings.

To create and start an Ad Hoc capture:

1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box. The Echo icon will be blue to indicate that there is no capture currently being recorded.
2. Click **Start Capture**. A login screen appears, shown in the figure below.



3. Log in to the Ad Hoc capture web interface. You might use your personal credentials or generic instructor credentials, depending on the standard procedure at your institution. If you are unsure, contact your System Administrator. An Ad Hoc Capture screen appears, as shown in the figure below.

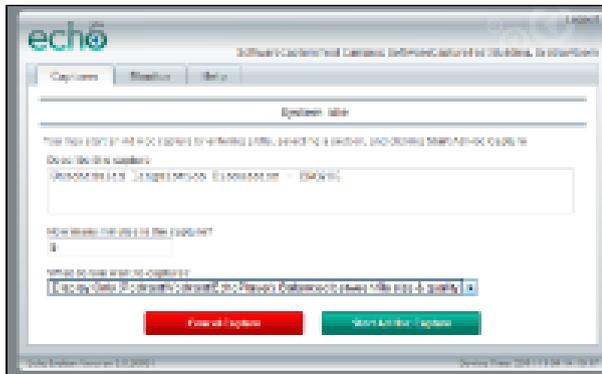


4. Click **Ad Hoc Capture**. You see either a "basic" or "automated" ad hoc capture configuration screen, both shown below, depending on the login credentials used. For more detailed information on ad hoc captures, see [Ad Hoc Capture](#).

If you logged in using:	You will see this configuration screen:	Enter this information:
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Generic Instructor credentials (OR if you are not associated with a specific section)

A "basic" ad hoc capture configuration screen appears.



- Enter a **Description** for the capture. Use a phrase that students will recognize.
- Enter the number of minutes you anticipate needing for the capture. You can **stop the capture** or **extend the capture** as needed.
- Select the inputs you want to capture. For example, if you have a PowerPoint presentation, you would want to capture Display. Consult your System Administrator as needed.



**Best Practice:
Notify the System Administrator**

The dialog box does not allow you to associate the capture with a specific section. If your institution does not have a standard procedure for processing such "unassociated" captures, tell the System Administrator that you have created an ad hoc capture of this type. This ensures that:

- The capture is processed and posted
- Students are notified appropriately

Personal Instructor credentials (AND you are associated with a specific section)

An "automated" ad hoc capture configuration screen appears.

SoftwareCaptureTest Campus: SoftwareCaptureTest Building, SystrayRoom

Captures Monitor Help

System Idle

You may start an ad hoc capture by entering a title, selecting a section, and clicking Start Capture Now

Title this capture

How many minutes is the capture?
60

Which section is this capture for?

What do you want to capture?
Display Only (Podcast/Vodcast/EchoPlayer), Balanced between file size & quality

Cancel Capture Start Ad Hoc Capture

EchoSystem Version 5.0.27401 Device Time: 2011-11-28 14:31:28

- Enter a **Title** for the capture. Use a phrase that students will recognize.
- Enter the number of minutes you anticipate needing for the capture. You can **stop the capture** or **extend the capture** as needed.
- Select the relevant section from the drop-down list. The list contains all sections in which you are the Instructor. This step ensures that this ad hoc capture is grouped with other captures for the section.
- You can usually leave the **What do you want to capture?** field at the selected option.
 - The selected option matches the capture inputs that your System Administrator originally configured for the section, so it is likely to capture the appropriate inputs.
 - You may need to modify this field if you plan to use a new input for this particular lecture. For example, if you do not usually capture a presentation or other display items from the podium PC but plan to do so today, you would select Display. Consult your System Administrator as needed.

5. Click **Start Ad Hoc Capture**.

6. Notice that the Ad Hoc Capture window changes to show the time remaining on the capture and to present you with **pause**, **stop**, or **extend** options. These options function the same way as they do from the Classroom Capture dialog box.

SoftwareCaptureTest Campus: SoftwareCaptureTest Building, SystrayRoom

Captures Monitor Help

Capturing: Unscheduled Linguistics Discussion - ENG...

Presenter: AdHoc Capture
Start Time: 2011-11-04 at 14:11:07
Duration: 5 minutes
Status: Recording...

Capture Time Remaining: 4:35

Stop Capture Pause Capture Extend Capture

EchoSystem Version 5.0.26861 Device Time: 2011-11-04 14:11:30

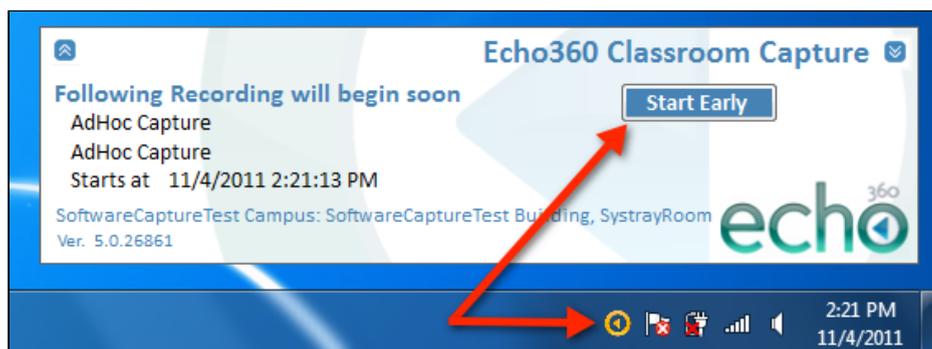
7. If your Ad Hoc capture includes items from the Main Display of the podium PC, close the browser window containing the Ad Hoc web interface. This has no effect on the capture itself. You can continue to manipulate the capture as needed using the Classroom Capture dialog box (opened via the system tray icon).
8. When the class is complete you can:
 - Allow the capture to finish when the configured time is reached
 - Click **Stop** in the Classroom Capture dialog box
 - Click **Stop Capture** in the Ad Hoc Capture dialog box

Start a Scheduled Classroom Capture Early

If there is a classroom capture currently scheduled for your section, you can start the capture early. This extends the total capture time.

To start a scheduled capture early:

1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box.
2. Notice that the Echo icon is yellow to indicate that a scheduled capture is currently pending.
3. Click **Start Early**.



4. The Classroom Capture dialog box refreshes and the status changes to Currently Recording. This update may take a few seconds. In addition, the buttons change to indicate the functionality now available, which includes:

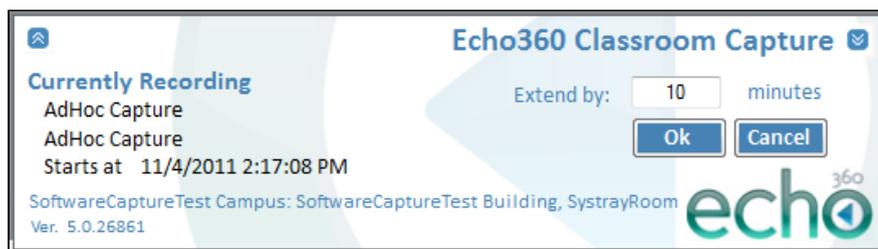
- Stopping the recording
- Pausing the recording
- Extending the recording

Extend a Classroom Capture

If there is a classroom capture currently being recorded, either scheduled or Ad Hoc, you can extend the recording beyond the configured end time. To alert you to the approaching completion of the current recording, the Echo icon in the Windows system tray changes to a red clock icon when the current recording is within five minutes of finishing.

To extend the current capture:

1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box. The Echo icon will be a red **play** icon to indicate that a capture is currently being recorded, or a red **clock** icon to indicate the current recording is within five minutes of finishing.
2. Click **Extend**. The dialog box changes to include an **Extend by** text box, as shown in the figure below.



3. Enter the number of minutes to extend the capture.
4. Click **Ok**.
5. Notice that the Classroom Capture dialog box refreshes and updates the **Time Remaining**.

You *cannot* extend the current recording beyond the start time of the next scheduled capture. If you attempt to do so, you do not receive an error message. However the Time Remaining may be smaller than the amount you requested.

Pause a Classroom Capture

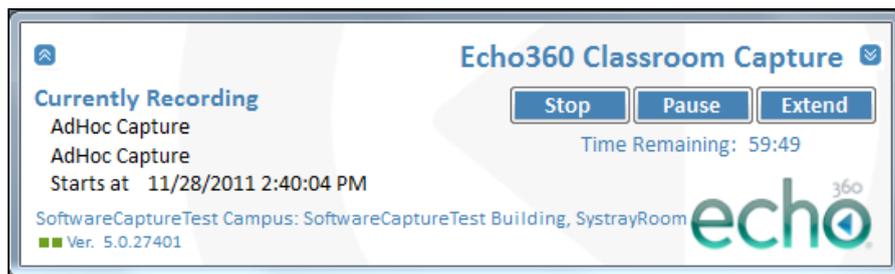
If you are recording a lecture, you can pause the recording. You might want to do this:

- To prevent unneeded parts of the lecture from being captured
- To reduce the length of the capture

Clicking **Pause** on the Classroom Capture dialog box, shown in the below figure, temporarily suspends capture recording from the podium PC. You can then [resume recording](#). Pausing is different from [stopping a recording](#), which ends the capture.

To pause the capture:

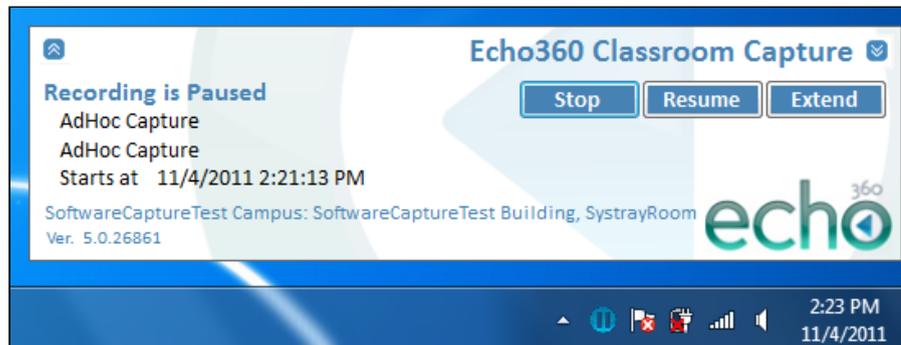
1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box. The Echo icon will be red to indicate that a capture is currently being recorded.
2. Click **Pause**.



3. Notice that the Classroom Capture dialog box refreshes with the following changes:

- The status changes to "Recording is Paused"
- The Pause button changes to Resume
- The Echo icon in the system tray changes to a "pause" or double bar icon

These changes are shown in the below figure.



While the recording is paused, you can:

- Stop the recording and end the capture
- Resume the recording when you are ready
- Extend the recording beyond its configured end time

Resume a Classroom Capture

If you have paused a classroom capture, you will want to resume it.

1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box. The Echo icon will be a blue "pause"

or double bar icon, to indicate that a capture is currently active but paused.

2. Click **Resume**.
3. Make sure the Classroom Capture dialog box refreshes and the status changes to "Currently Recording". After a few seconds you should also see that:
 - The Resume button changes to Pause
 - The Echo icon changes to red

Stop a Classroom Capture

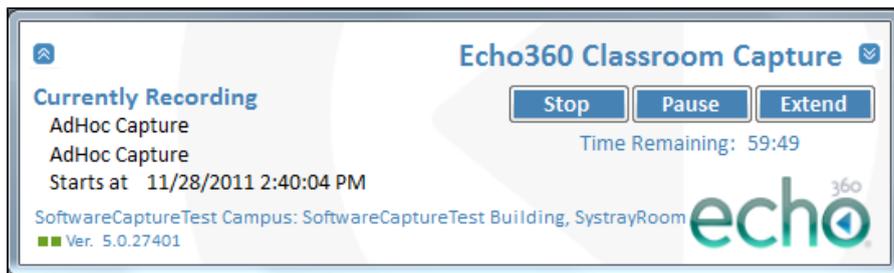
If there is a classroom capture currently being recorded, you can stop the recording altogether. This may be useful if there has been a sudden change in lecture venues and you find yourself in a room where the currently scheduled capture does not apply to you or your current lecture. You can also manually stop the recording if you configured an Ad Hoc recording to be longer than necessary.

Best Practice: When to Stop, When to Pause

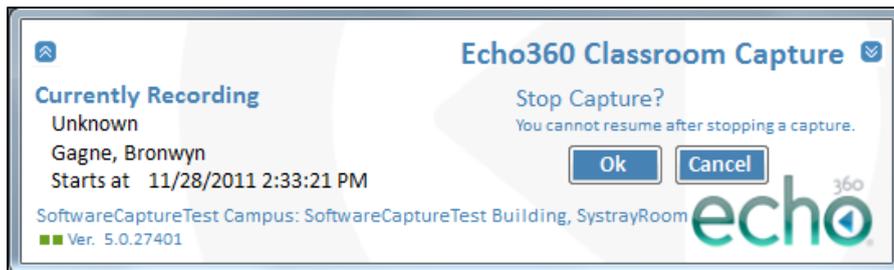
Clicking **Stop** on the Classroom Capture dialog box stops the capture from the podium PC. Stopping a capture ends the session: The raw media files are processed into an Echo and posted. If you start a new capture, that material will be processed into a different Echo that students will review separately. If you need to temporarily stop recording, use the Pause button, not the Stop button.

To stop the current capture:

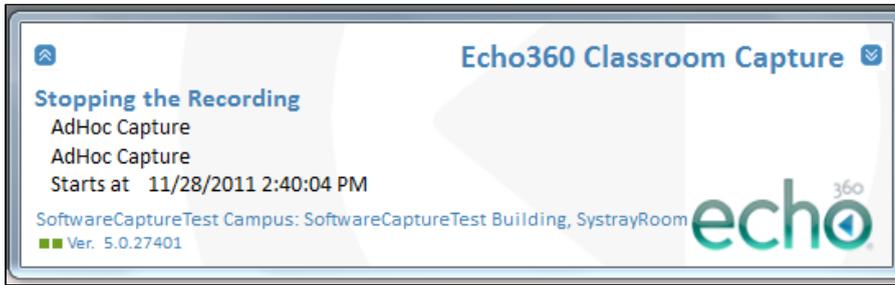
1. Click the Echo icon located in the Windows system tray to open the Classroom Capture dialog box, shown in the below figure. The Echo icon will be red to indicate that a capture is currently being recorded.
2. Click **Stop**.



3. The dialog box changes to confirm that you want to stop the capture recording, as shown in the below figure. Click **Ok**.



4. Immediately after clicking Stop, the buttons on the dialog box disappear and the status changes to Stopping the Recording, as shown in the figure below.



- When finished, the Classroom Capture dialog box refreshes to show that there is no current recording, and if applicable, no pending recordings, as shown in the below figure. The dialog box also now provides a **Start Capture** button, allowing you to **configure and start** a new classroom capture if necessary.



View Classroom Capture Status Information

You can view basic status and some statistics regarding the captures generated from the podium PC.

Clicking the double-arrow button in the top left corner of the Classroom Capture dialog box expands the dialog box, as shown below, to display status information.

The screenshot shows the expanded Echo360 Classroom Capture dialog box. At the top right, it says "Echo360 Classroom Capture" with a double-arrow icon. The main heading is "System Status". Below it, it lists "Hostname: qalvu-WIN7", "Serial Number: 00-13-02-48-77-31", "Last Sync'd: 11/4/2011 2:29:10 PM", and "System Up-Time: 11/4/2011 1:42:49 PM".

Below the system status, there are two sections: "Upload Captures" and "Upload Logs".

Upload Captures	Upload Logs
State: idle	State: idle
Uploaded: 5	Uploaded: 10
Pending Uploads: 1	Pending Uploads: 0
Total Upload Size: 0 MB	Total Upload Size: 515 MB
Archive Utilization: 0.1 %	Archive Utilization: 0.2 %

Below the upload sections, there is a "Currently Recording" section. It lists "AdHoc Capture" twice and "Starts at 11/4/2011 2:27:00 PM". To the right of this section are three buttons: "Stop", "Pause", and "Extend". Below the buttons, it says "Time Remaining: 12:36". At the bottom left, it shows the location "SoftwareCaptureTest Campus: SoftwareCaptureTest Building, SystrayRoom" and the version "Ver. 5.0.26861". The Echo360 logo is in the bottom right corner.

The status information is not editable. It provides only a snapshot of the current status and statistics for Classroom Capture on this podium PC.

You can still stop, pause, and extend a capture using the buttons in this dialog box.

EchoCenter for Academic Staff

Error: RuntimeException occurred while performing an XHTML storage transformation (null)

Import Other Media for Academic Staff

In this section:

- [Overview](#)
- [Tools and Formats Supported](#)
- [Procedure - Import Media](#)

Overview

Although you probably use the EchoSystem primarily to record class lectures, you might also want to use it to preserve and distribute other materials.

If you are an Academic Staff member, you might want to:

- Upload a video that students should view before discussing it at a class meeting
- Upload materials that expand on a particular lecture
- Upload materials that are not linked to any specific section

If you are a System Administrator, you might be asked to:

- Distribute a guest lecture given at the university by a distinguished alumnae
- Distribute an address given by the university president to colleagues

You can upload any of these materials to the EchoSystem then edit and manage them as you would an Echo.

EchoSystem calls these materials "other media" because they are not captured by the EchoSystem. Instead, you upload them yourself. The process of uploading an external file is called "media import".

You can:

- Upload multiple files to a specific section, though you must upload them one at a time
- Upload files that are not associated with any class or any meeting
- Upload as many files as you like, though your System Administrator may limit the total amount of media you can upload to a section
- Edit files with the standard Echo editing tools

Tools and Formats Supported

Procedure - Import Media

Importing media consists of two short phases:

1. Choosing and uploading the media
2. Processing the uploaded file

Choose and Upload Media

1. Log in to the EchoSystem.
2. Navigate to **Echoes > Media Import**.
3. Specify the required settings.

Setting	Description
Term	This setting helps to associate the imported media file with a specific section or event. If the material is not associated with a particular class, use this setting to link the material to a particular time period. Select from the list.
Course	This setting helps to associate the imported media file with a specific section or event. If the material is not associated with a particular course, you may have to ask someone to create one, such as "Special Events". Select from the list.

Section	This setting helps to associate the imported media file with a specific section or event. If the material is not associated with a particular class, you may have to create a section such as "Alumni Lectures". Select from the list.
Section Quota	The System Administrator may limit the number and size of imported media files. This is done on a section basis. If your section has a quota, the amount of space used is shown here.
Start Date	You can use this setting to associate the imported media file with a specific class meeting by specifying the day of the lecture. You could also specify the date of the guest lecture, the date of the special event, or any other meaningful date.
Start Time	You can use this setting to associate the imported media file with a specific class meeting by specifying the time of the lecture. You could also specify the time of the guest lecture, the time of the special event, or any other meaningful time.
Title	A descriptive title helps viewers to understand what to expect in the media file.
Description	A description helps viewers to put the information in the media file in context.
Media Type	Specify the format of the recorded file. Audio is for media files containing only audio. Audio + Video is for standard footage recorded from a video camera, web camera or DVD. Audio + Screen is for a recording of a presentation on a computer. The media type specified here will determine the products that are produced from the media file.

- Click the **Upload File** field. Browse to the file location on your computer and click **Open**.
- You may see a dialog box asking you to accept a certificate from a website, similar to that shown below. Click **Trust**.



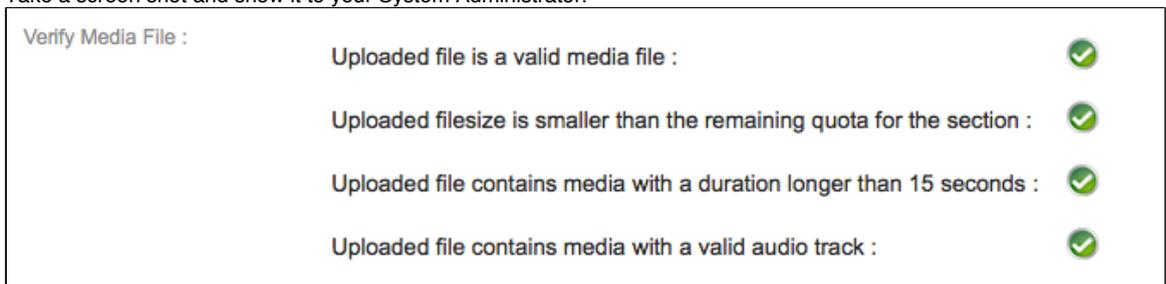
- Click **Allow**.



7. Notice that the file begins to upload. While it is uploading, the **Upload File** field shows you how much has uploaded.

Process the Uploaded File

- When the file uploads successfully, you see a series of green check marks.
 - If you see a red "X" mark, there was a problem with the upload.
 - Take a screen shot and show it to your System Administrator.



- Click **Next**.
- You **may** see the **Select product group** page, as shown in the figure below. This depends on how your System Administrator has configured the EchoSystem. If you do not see the page, skip to the next step.
 - If you see the page, select the product group.
 - "Products" are the devices students use to review the imported media (iPods, mobile phones, computers, and so on).
 - "Optimization" influences how the product will look on the output device. In essence, optimization is a choice between download speed and quality.
 - If a product group optimizes for file size, the quality of the image and the clarity of the sound suffers, but the student sees the file quickly.
 - If a product group optimizes for quality, images are sharp and sound is clear, but the student may wait some time while the file downloads to an iPod or mobile phone.
 - If a product group is balanced between file size and quality, neither file size nor quality is optimized.



- Click **Start Processing**.
- Review the Processing Details page, as shown in the figure below.

[Media Import](#) > Processing Details

Media Import

Media file submitted for processing. This file will not be visible in the Echoes tab until the processing is completed.

Processing Details	
Section	Introduction to Linguistics (ENG205-001) (ENG205-Introduction to Linguistics - ENG205) Winter/Spring 2012
Title	SJG test of media import
Description	
Start Date	12/7/11
Start Time	4:09 PM
Duration	1 hour, 5 minutes, 0 seconds
Media Type	Audio
Product Group	Audio Only (Podcast). Balanced between file size & quality

[Upload Another Media File](#)

- Click **Upload Another Media File** to import another media file to this specific section or any other.
- After the material is uploaded you can [edit](#) it with the usual tools. If you are a System Administrator, you can also add [closed captioning](#).

Edit Echoes for Academic Staff

In this section:

- [Overview](#)
- [Open the File](#)
- [Select the Content to be Edited](#)
- [Specify Edits](#)
- [Commit Edits](#)
- [Preview the Edited File](#)
- [Save and Process the Edited File](#)
- [Save a Copy to a Different Course or Section](#)
- [Troubleshooting - If Editing Fails](#)

Overview

You can edit either an Echo (a captured lecture) or additional materials (imported media). For both types of files you can:

- Remove a segment from the middle. You might want to remove:
 - Some student remarks
 - An exam review
- Remove either the beginning or end sections ("trimming top 'n tail"). You may want to do this with an Echo (a captured lecture) to remove unnecessary material.

If the Echo contains:

- Both audio-video and display (such as a PowerPoint file), you can edit either the video, the display or both
- Only audio-video, you can edit the video only

To edit a file, do the following:

1. [Open the file](#) to be edited.
2. [Select the content](#) to be edited. You do this only for files that contain both VGA and video.
3. [Specify the edits](#) to be made.
4. [Commit edits](#), if applicable.
5. After editing the file, you can do the following to it:
 - [Save the file](#). This command commits your edits but does not publish the file to students.
 - [Save and process](#) the file. This command commits your edits and makes the file available to students.
 - [Save a copy to a different course or section](#).

**Save in the Editor is Different From Copy in the ESS**

When you save a copy of a file in the Editor, the new file created has the edits you have applied. When you copy a file in the ESS, the new file created is a duplicate of the **original** file, even if you have applied edits to it.

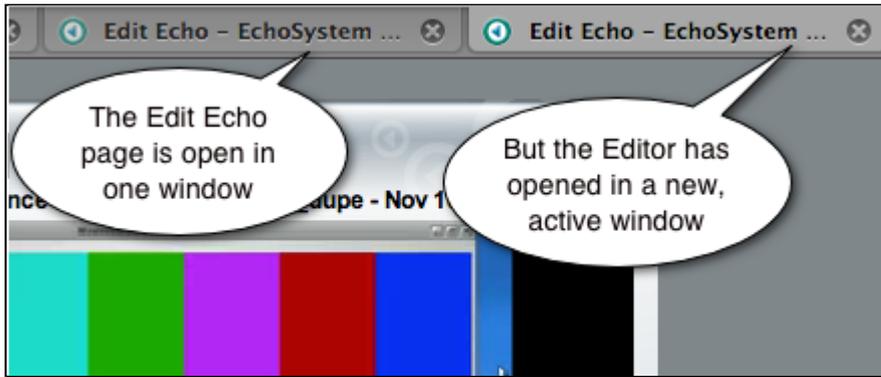
Open the File

1. Log in to the EchoSystem using your Academic Staff user name and password.
2. Navigate to **Echoes > Echoes**.
3. Click the relevant tab. Clicking the All tab ensures that your file appears in the list.
4. In the file list, hover your mouse over the relevant file until the buttons appear, as shown in the figure below.
5. Select **edit**.

6. Scroll to the bottom of the page and click **Edit Media**, as shown in the figure below.

7. Wait while the Echo360 Presentation Editor loads.

8. Notice that the Editor is open in a new active window, but the Edit Echo page is still open in another window, as shown in the figure below.



Select the Content to be Edited

In the Content Pane, click one of the thumbnails in the lower right corner to display either the video or the display content, such as a PowerPoint file. In the figure below, video is displayed.



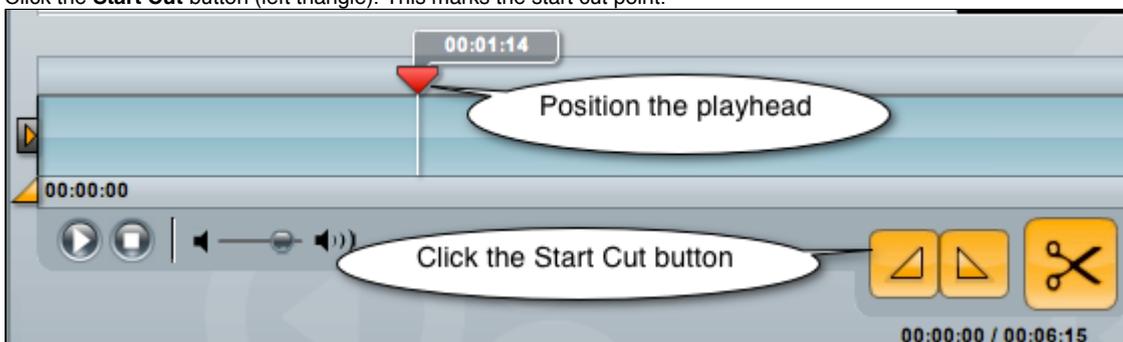
Specify Edits

Specify a Segment to Remove

You can use either the playhead and buttons or the left and right markers to mark the beginning and end points of the segment to be cut.

To use the playhead and buttons:

1. Position the playhead at the start of the cut.
2. Click the **Start Cut** button (left triangle). This marks the start cut point.



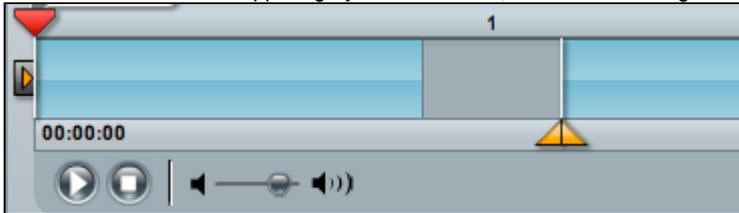
3. Position the playhead at the end of the cut.
4. Click the **End Cut** button (right triangle). This marks the end cut point.
5. Click the **scissors** (Cut) button.

To use the markers:

1. Drag the left marker in to the start of the cut.
2. Drag the right marker in to the end of the segment.
3. Click the **scissors** (Cut) button.



4. Notice that the cut areas appear gray on the timeline, as shown in the figure below.



Notice the Cuts Pane

The edits are shown in the Cuts Pane.

5. Commit the edits. See [Commit Edits](#).

Specify that the Beginning or End of the File be Removed

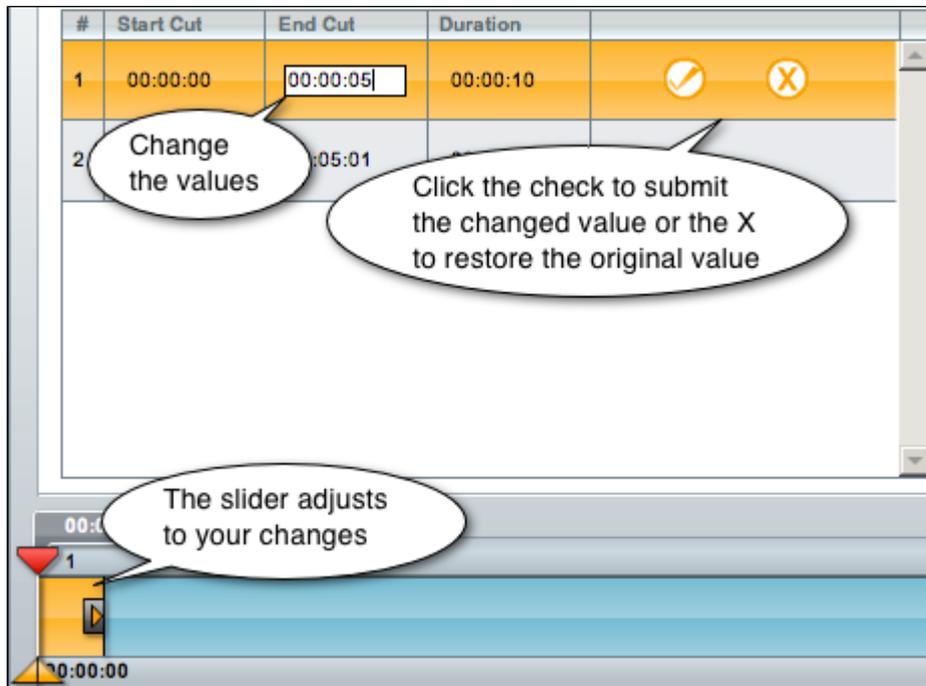
1. Drag the left slider in to remove the beginning of the file.
2. Drag the right slider in to remove the end of the file.
3. Notice that the edits are shown in the Cuts Pane, as shown in the figure below.



4. At this point, you can either [preview](#) the edited file or [save](#) it.

Edit Cuts Using the Cuts Pane

1. Select the relevant row in the Cuts Pane.
2. Click **edit**.
3. Change the values for **Start Cut** or **End Cut**, as shown in the figure below.

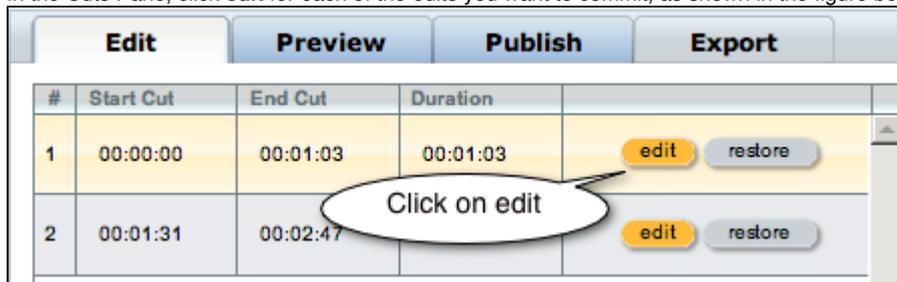


Commit the Edits to Make Them Take Effect

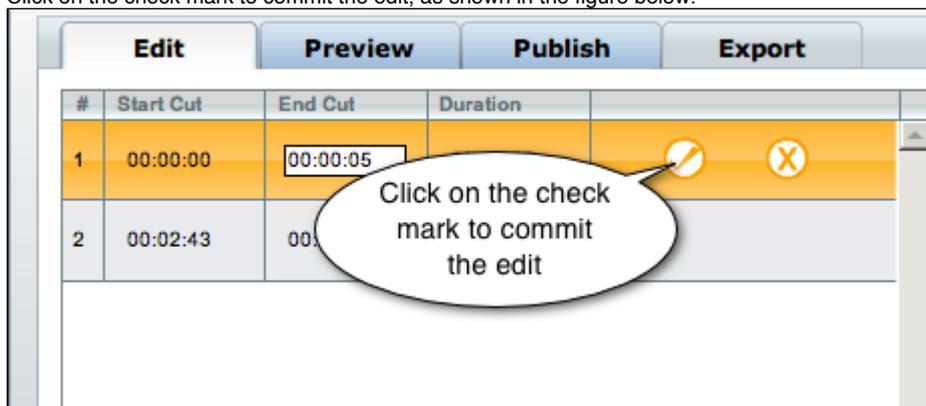
At this point, you have specified edits, but they will not be made until you commit them in the Cuts Pane. See [Commit Edits](#).

Commit Edits

1. In the Cuts Pane, click **edit** for each of the edits you want to commit, as shown in the figure below.



2. Click on the check mark to commit the edit, as shown in the figure below.



3. Do this for each of the cuts you want to commit.
4. If you decide you do not want to make the edit, click **restore**.

Preview the Edited File

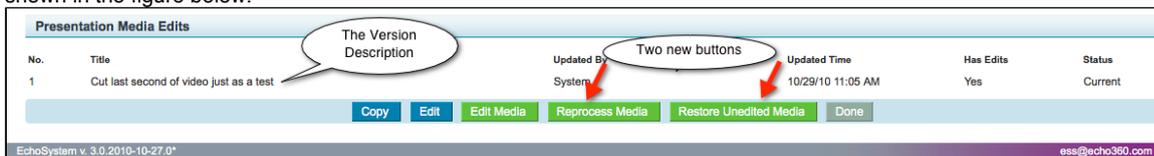
1. Click the **Preview** tab.
2. Click the **Play** button.

Save and Process the Edited File

1. Click the **Save** tab. The Edit Overview provides a summary of the edits and the new duration.
2. In the Version Description field, enter a title that describes the edits you made.
3. Click either **Save Edits** or **Process Edits**, as identified in the figure below.
 - **Save Edits** commits your edits but does not publish the file to students.
 - **Process Edits** commits your edits and makes the file available to students.



4. Look for a confirmation message saying that the edited media file has been submitted.
5. If you see an error message, take a screen shot of it and forward it to your System Administrator.
6. Expect an e-mail advising you that the file is ready for viewing.
7. To close the Editor, close the tab. The Edit Echo window (which has the details on the Echo you just edited) is now the active window.
8. After the edited file has been processed, notice that:
 - The title you entered in the Version Description field (which described the edits you made) is listed in the Presentation Media Edits section.
 - Two new buttons (**Reprocess Media** and **Restore Unedited Media**) have appeared at the bottom of the Edit Echo window, as shown in the figure below.



9. Click **Restore Unedited Media** to delete all of the edits made in every editing session. This restores the file to its original state.

Save a Copy to a Different Course or Section

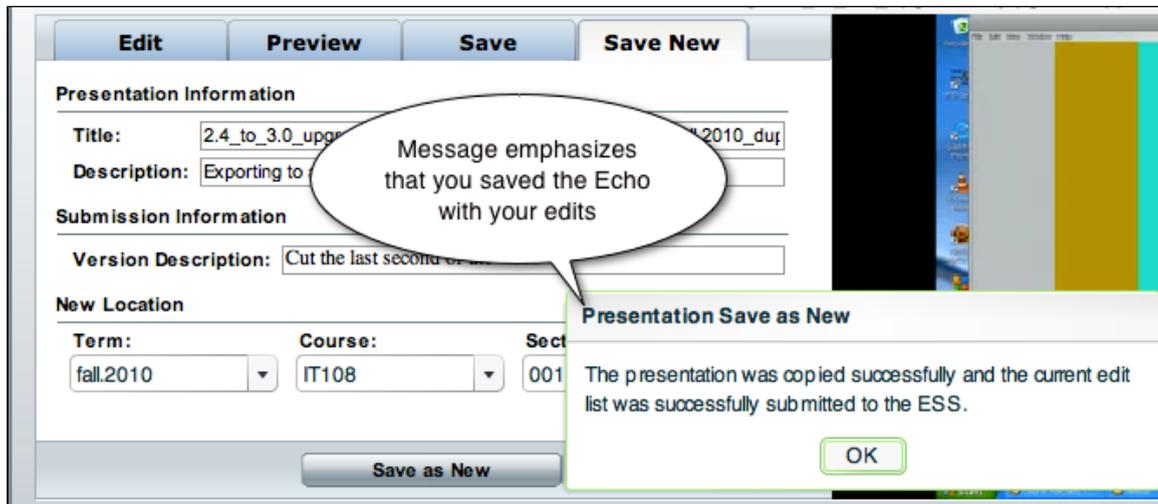
After you have edited an Echo, you can save a copy (or "save new") to a different course or section.

Follow these steps.

1. In the Editor, make all of the edits you want.
2. Save the file, using either the **Save Edits** or **Process Edits** options.
3. Click the **Save New** tab.
4. Populate the fields.

Field	Comment
Title	Title for the Echo. You may want to use the same title as you did for the edited Echo. This Echo is an exact copy of it.
Description	You may want to describe why you are exporting this Echo to a different section.
Version Description	Describe the edits made to the Echo. You may want to use the same description as you did for the edited Echo. This Echo is an exact copy of it.
Term	The term ("Winter", "Spring") that you are associating the Echo with. This can be the same as the edited Echo.
Course	The course that you are associating the Echo with. This can be the same as the edited Echo.
Section	The section that you are associating the Echo with. This can be the same as the edited Echo.

5. Click **Save**. A dialog box advising success appears, as shown in the figure below.



6. To verify that the Echo was exported successfully:
 - a. Navigate to **Echoes > Echoes**.
 - b. Find the new Echo in the list.



Troubleshooting - If Editing Fails

On rare occasions, you receive an error message when you attempt to save an edited Echo.

This may be caused by an overfull `.tmp` directory. Your System Administrator can correct this by changing the temporary storage location. See [Best Practice - Establish a Temporary Storage Location](#).

Personal Capture for Academic Staff

In this section:

- [Overview](#)
- [Getting Started with Personal Capture](#)
- [QuickStart Method](#)

Overview

Personal Capture is a capture application built primarily for you, the Academic Staff user. You can use it to record audio, local screen and webcam video for all podcast and rich media package options. This means that a Personal Capture recording can include your voice, a shot of your face, and a presentation (such as PowerPoint slides) displayed on your personal computer.

You may find Personal Capture useful to prepare tutorials and supplemental materials that you could not include in a class lecture. It is convenient because you can use it to record materials anywhere: in your office, at home, while doing field research, or anywhere else. You do not need to schedule a recording session with a System Administrator. You can make the recording, edit it, and upload it to the EchoSystem at your convenience.

Getting Started with Personal Capture

This [high-level procedure](#) shows the steps to follow to get Personal Capture installed, configured, and ready to use.

Notice that you, the Academic Staff user, can do some of the processes, but others must be done by your System Administrator.

QuickStart Method

If you have already installed and configured Personal Capture and the recording devices, you can prepare and distribute a Personal Capture recording in three to five steps:

1. [Start a recording](#)
2. Optional: [Pause and resume a recording](#)

3. Stop a recording
4. Optional: Review and edit a recording
5. Publish a recording

If you have not yet installed and configured Personal Capture and the recording devices, follow the steps in the [high level procedure](#).

Make a Recording

In this section:

- [Before You Begin](#)
- [Start the Recording](#)
- [Pause and Resume a Recording](#)
- [Stop Recording](#)

Before You Begin

You must [install](#) and [configure](#) Personal Capture before you can make a recording. Ask your System Administrator for assistance if required.

Start the Recording

Best Practice: Clean Up Your Desktop

Before beginning a recording, we recommend that you close (or at least minimize) all applications and windows except for Personal Capture and any applications you will use during the recording. The recording will be less cluttered and more professional looking.

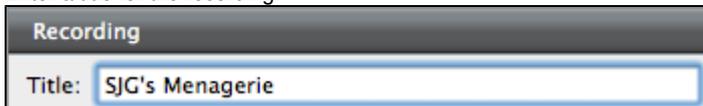
1. Start Personal Capture by selecting the name from the Start Menu or clicking on the application icon.



Best Practice: Keep EchoCapture Personal Updated

If prompted, we recommend that you accept updates to the Personal Capture application. Updates fix bugs and enable new features. The update installer runs automatically.

2. Notice that either the **Welcome Screen** or **My Recordings** page appears.
3. If you have a pre-made document (such as a PowerPoint presentation) that you want to display, open it.
4. In the Echo360 Personal Capture window, click **Start Recording**.
5. Enter a title for the recording.



Best Practice: Enter a Title

We recommend entering a descriptive title that will help you remember the content when you see it in the **My Recordings** list. You can change the title when you publish the recording.

6. On the Recording screen, select the recording devices you will use.

Audio is Selected by Default

Although the audio device check box is grayed, it is selected by default. Your voice will be recorded.

7. Click **Start Capture**.



8. Notice that the Recording screen window minimizes and a countdown dialog box appears.

9. When the countdown dialog box disappears, begin the presentation.

10. During the recording you can:

- See the elapsed time in the system tray (Windows) or menu bar (Mac)



- Pause and resume the recording

Pause and Resume a Recording

Overview

The **Pause Capture** and **Resume Capture** buttons allow you to stop a recording at any time, turn your attention elsewhere, and then resume the recording. You might use these buttons when you are recording a lesson and:

- A colleague or student comes into your office
- You need to look up some information
- Your recording environment becomes noisy or distracting

You can pause a recording for up to 15 minutes. After that, you are prompted to either continue or stop recording.

You might be in the middle of a recording when your computer stops or shuts down suddenly. In these cases, the recording is saved but not published.

Keyboard Shortcuts

Best Practice: Use the Keyboard Shortcuts

We strongly recommend that you use the keyboard shortcuts for pause, resume, and stop. If you do not use the shortcuts, your recording will include screen actions that you will have to cut out in the editor. Memorize the keyboard shortcuts listed in the table below or print this page.

The pause/resume shortcuts are toggles. This means that when you are recording, the pause keyboard shortcut pauses the recording. When you are paused, the same keyboard shortcut resumes the recording.

To	On Windows, press	On Mac, press
Pause the recording	Alt + F3	Command + 6
Resume the recording	Alt + F3	Command + 6
Stop the recording	Alt + F2	Command + 8

Procedure Using Keyboard Shortcuts

These steps assume you have started recording and that Personal Capture is minimized.

1. Pause the recording by pressing **Alt + F3** (Windows) or **Command + 6** (Mac).
2. Resume the recording by pressing **Alt + F3** (Windows) or **Command + 6** (Mac).
3. Complete the recording as you would normally.

Procedure Using Personal Capture User Interface

These steps assume you have started recording and that Personal Capture is minimized.

1. On your desktop, maximize Personal Capture so the Recording screen displays.



Best Practice: End PowerPoint Slide Shows

If PowerPoint is running a slide show, press **esc** to end the slide show and display the desktop.

2. Click **Pause Capture**.
3. Notice that the **Pause Capture** button is replaced by the **Resume Capture** button.
4. When you are ready, click **Resume Capture**.
5. Complete the recording as you would normally.



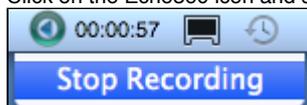
Best Practice: Edit the Recording

Your recording will include the screen actions of pressing the **Pause** and **Resume Capture** buttons. We recommend that you [cut that segment](#).

Stop Recording

To stop the recording:

- Press **Alt + F2** (Windows) or **Command + 8** (Mac), or
- Click on the Echo360 icon and select **Stop Recording** as shown in the figure below.



Post-Process a Recording

In this section:

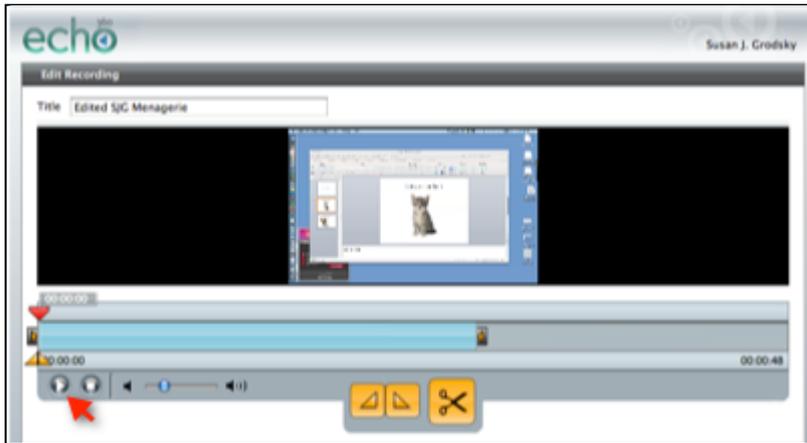
- [Overview](#)
- [Review a Recording](#)
- [Edit a Recording](#)
- [Publish a Recording](#)

Overview

After you complete a recording, you will want to [review](#) it. You may also want to [edit](#) it. You will certainly want to [publish](#) the recording so it can be viewed by students.

Review a Recording

1. Use either method to select a recording to edit:
 - In the **My Recordings** screen, select the recording and click **View/Edit**. The **Edit Recording** screen appears.
 - Immediately after stopping a recording, the **Edit Recording** screen appears.
2. In the **Edit Recording** screen, press the **Play** button.



Edit a Recording

You can:

- Trim the beginning and end of a recording ("top 'n tail")
- Cut a segment from the middle of a recording

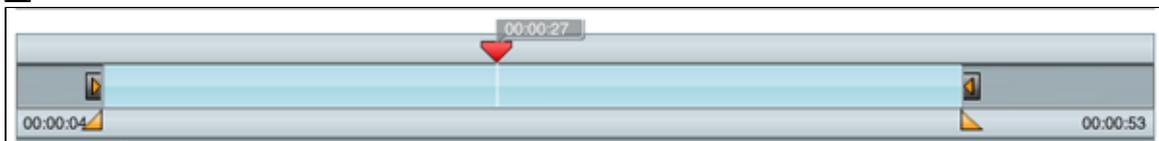
Trim ("Top 'n Tail")

You may want to trim off the beginning and end of a presentation, leaving only the substantive portion.

1. Select the recording to be edited.
2. Drag the left slider in to trim the beginning of the recording.



3. Drag the right slider in to trim the end of the recording.



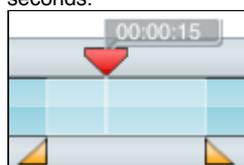
4. Make sure the playhead is at the beginning of the timeline.
5. Review the recording with the cuts in place.
6. Either [clear the cuts](#) or [save your changes](#).
7. If you save changes, the edits are applied and the **My Recordings** page displays.
8. Notice that your recording is shown as **Edited**.

	<p>Test of Share Functionality Susan Grodsky</p>	<p>Jan 10, 2011 12:24 PM 1 min 24 secs</p>	<p>Edited</p> 
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Cut a Segment

Use either of the methods below to cut a middle segment of a recording. If you paused and resumed a recording, you may want to cut out the portion of the recording that shows you clicking the pause and resume buttons.

1. Select the recording to be edited.
2. Mark the segment you want cut, using either the playhead and marker buttons or the sliders.
 - a. To use the playhead and marker buttons:
 - i. Position the playhead on the section where you want the cut to start. In this example, the cut begins at 00:00:15 seconds.



- ii. Click the **mark-in** button. This places the mark-in point at the current playhead position.



- iii. Position the playhead on the section where you want the cut to end.
- iv. Click the **mark-out** button. This places the mark-out point at the current playhead position.



- b. To use the sliders:

- i. Find the sliders to the left of the timeline.



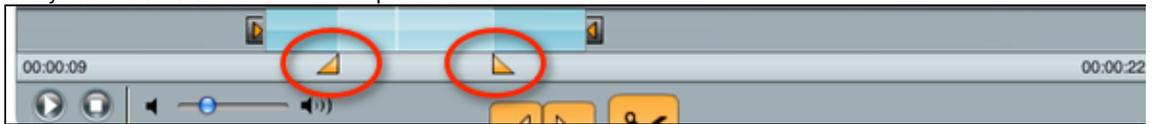
- ii. Drag the left slider in to the start of the segment.



- iii. Drag the right slider in to the end of the segment.



- iv. Verify that the sliders are in the correct positions.



- 3. Click **Cut**.

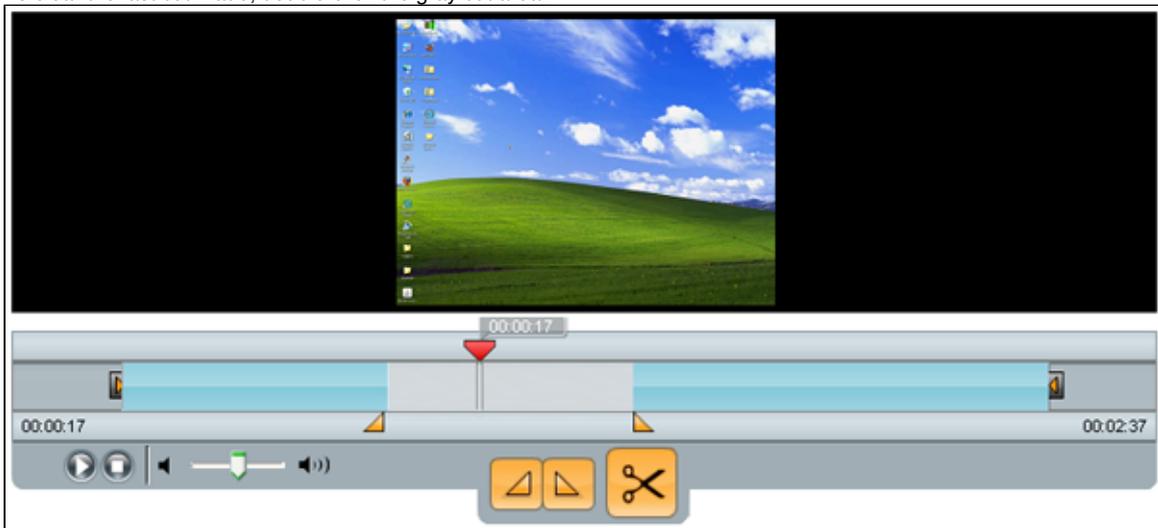


- 4. Notice that the cut area(s) appear gray on the timeline.
- 5. [Review](#) the recording with the cuts in place.
- 6. Either [clear the cuts](#) or [save your changes](#).
- 7. The edits are applied and the **My Recordings** page displays.
- 8. Notice that your recording is shown as **Edited**.

	<p>Test of Share Functionality Susan Grodsky</p>	<p>Jan 10, 2011 12:24 PM 1 min 24 secs</p>	<p>Edited</p> 
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Clear Cuts

- To clear the last cut made, double-click the gray cut area.



- To clear all cuts made to the timeline, click the **Clear Cuts** button at the bottom of the application window. A pop up dialog box asks for confirmation to clear all cuts from the recording. Click **Clear all cuts**.

Review Changes

Use the playback control buttons to view and/or listen to the edited recording.



Save Changes

- Click **Apply Edits**.



Changes Are Permanent

Changes cannot be undone after the edits are applied.

- Confirm or cancel changes.

Publish a Recording



Who can do this?

You must be able to log in to the EchoSystem Server (ESS) with one of these accounts:

- Student Presenter
- Teaching Assistant
- Instructor

- Select the recording to be published:
 - In the **My Recordings** page, select the recording in the list and click **Publish Recording**.
 - From the **Edit Recordings** page, click **Publish Recording**.
- Log in to the ESS. If you are not able to log in, contact your System Administrator.

Login

You must login to the server before you can publish any recordings.

Username

Password

- Review the list of courses displayed. You will see only courses that you are associated with.

Select Course

Select a course section from the following list in which to publish the recording. Course sections in which you are listed as a presenter in EchoSystem are displayed.

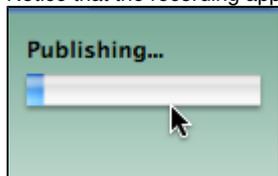
Course Descriptor: SJG class (SJG 101–Summer) echo.Summer 201

Course–Section: SJG 101–Summer

Default Presenter: Grodsky_instructor, Susan

- Select the section.
- Click **Next**.
- Click the appropriate radio button.
 - Create new Echo**.
 - Replace existing Echo**

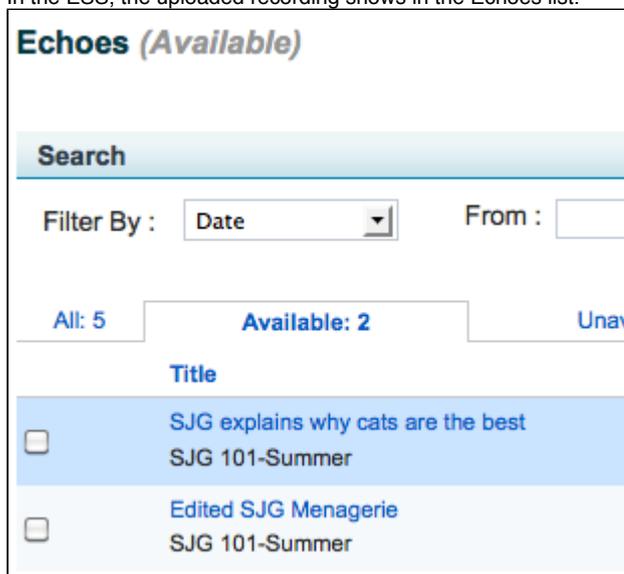
7. Enter a title.
8. Click **Publish**.
9. Notice that the recording appears in the **My Recordings** page with a status of **Publishing**.



⚠ Publishing Time Varies

Publishing time will vary depending on the edits you made, the size of the recording and network conditions.

10. When the upload is complete, the status changes to **Published**.
11. In the ESS, the uploaded recording shows in the Echoes list.



Create New Echo

Select this radio button to add this recording to those already associated with the section.

1. Select **Create New Echo**.
2. Enter a date and time.
3. Click **Next**.

Replace Existing Echo

Select this radio button to overwrite a Personal Capture recording you uploaded earlier. You cannot replace captured class lectures with a Personal Capture recording.

1. Select **Replace Existing Echo**.
2. Review the list of Personal Capture recordings already uploaded.
3. Select the recording to be replaced.

Create new Echo

Replace existing Echo

Date: n/a	Title: SJG's nothing, bogus recording
Time: n/a	Speaker: Grodsky_instructor, Susan
Duration (mins): 0	Status: Published

Date: n/a	Title: Edited SJG Menagerie
Time: n/a	Speaker: Grodsky_instructor, Susan
Duration (mins): 0	Status: Published

4. Click **Next**.