TUTORIAL

CREATING AN ECHO 360 VIDEO AND PUBLISHING TO BLACKBOARD

This tutorial explains how to create an Echo 360 video and publish to Blackboard.

1. To download Echo 360, open a browser (e.g., Firefox, Internet Explorer) to https://echoess.pace.edu:8443.

2. Enter your Pace credentials and click Login. If you are having any trouble logging in, please contact your Educational Media office.

3. Click the Downloads tab.
4. Click on the appropriate link based on your Operating System (Windows or Mac).

5. Run the installer that downloads. If you need any assistance or training, please contact your Educational Media office.

6. To have Echo 360 linked to your Blackboard Course, please click here to place a HelpDesk Ticket. Click on Request and fill out all information using the dropdowns. Address the ticket to: Information Technology → Educational Media → Echo 360 Request Form.

7. Launch Echo 360. The following will be displayed:
8. Using the drop down on the left, select the microphone source. (Personal Capture will **NOT** run without a recording device)

9. **If you have multiple monitors, you will need to select which display you want recorded for the screen capture. If only one monitor, move to next step.**

10. **If you wish to have video recorded as well, choose the video device as well (webcam).**
11. Click **Record**.

12. Echo 360 will countdown to the beginning of the capture.
13. To bring Echo Personal Capture player back, press on the minimized icon tab in your taskbar.

14. The recording may be paused and resumed by using the Pause Capture button (alt + F3). When finished recording, click on Stop Capture button (alt + F2).
15. Prior to publishing the recording, you may play the video and it may be edited by cutting out unwanted sections.

16. To cut out an unwanted section, click and drag the little white sliders so that an unwanted section is highlighted.
17. Then click the **Make cuts** and **Apply edits** buttons.

18. To publish your video, hover with the mouse over the desired video and click the first option.
19. Login using your Pace Credentials.(**This step may take a while to load**) 

20. Create a Title and choose the course to publish to:
21. Once the status the video has published, you are all done. Once the video is finished processing (time varies based on length of video), it will become visible on the **EchoCenter** page. If you were not provided with an EchoCenter link when your ticket was closed (Refer to Step #6), please reach out to your Educational Media Office.