



USING ECHO 360 PERSONAL CAPTURE – For Administrators

<http://docs.echo360.com/releases/2.5/UserGuide/Server Configuration for Personal Capture.html>

Creating Presenters

1. In the ESS application, navigate to the **Configuration** tab, *Users* subtab.
2. Press *Add* button. The *Add New User* screen opens.
3. Enter the user's first and last names and email address.
4. Set the user's primary time zone.
5. Select the *Presenter* role.
6. Enter a username and password for the user.
7. Press *Save*. You are returned to the user detail page.
8. Press *Add New* to add another user.

Repeat this operation for each faculty or academic member using Personal Capture.

To check Personal Capture assignments, go to Configuration/Licensing/Presenter Assignments.

Name	Products	Limitations	Expiration Time
Product License, ID 2010-01-26-002577	Podcast, Enhanced Podcas	Target: PRESENTER, Quantity: 5, Device Type: Personal Capture	1/28/11 6:00 PM (in 10 days, 1 hour)
Product License, ID 2009-10-14-002367	Podcast, Enhanced Podcas	Target: PRESENTER, Quantity: 10, Device Type: Personal Capture	4/28/11 7:00 PM (in 3 months, 11 days)
Product License, ID 2009-05-16-001951	Podcast, Enhanced Podcas	Target: ROOM, Quantity: 7, Device Type: Capture Appliance	7/11/11 7:00 PM (in 5 months, 13 days)
Product License, ID 2010-09-07-002387	Podcast, Enhanced Podcas	Target: ROOM, Quantity: 1, Device Type: Capture Appliance	9/23/11 7:00 PM (in 8 months, 5 days)
Product License, ID 2009-10-30-002391	Podcast, Enhanced Podcas	Target: ROOM, Quantity: 1, Device Type: Capture Appliance	11/4/11 7:00 PM (in 9 months, 17 days)
Wowza License, ID 2009-06-16-0010	undefined	1 Pro Unlimited edition	

Limitations
/GA, AudioVideo/VGA Target: PRESENT
/GA, AudioVideo/VGA Target: PRESENT
/GA, AudioVideo/VGA Target: ROOM

391, Product(s): Podcast, Enhanced Podcas P
952undefined

Presenter Assignments



Choose a license from the drop-down list under Assign Presenter License.

Assign Presenter Licenses

License : All Total : 15 Assigned : 6 Available : 9

Presenter Licensed

Assign Presenter Licenses

License : All Total : 15 Assigned : 6 Available : 9

Presenter Licensed

The checkbox beside the presenter will be checked if they have been licensed..

<input checked="" type="checkbox"/>	Spiegel, Harriette	Product License, ID 2009-10-14-002367, Product(s): Podcast, Enhanced Podcast, Vodcast, Rich Media Audio, Rich Media Video
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Select the check box for each presenter you want to license.
Press *Save*. Presenters are now licensed.

The following is a copy of the document “Echo360Personal_Capture.pdf.” This document is entitled, “Using Echo360 Personal Capture – For Faculty.”



For Faculty:

1. Open the Echo360 software on your computer.
2. Start Recording.
3. Delete, edit or publish.
4. Published Personal Capture will be in the Blackboard course associated with faculty name in Echo360.

USING ECHO 360 PERSONAL CAPTURE – For Faculty

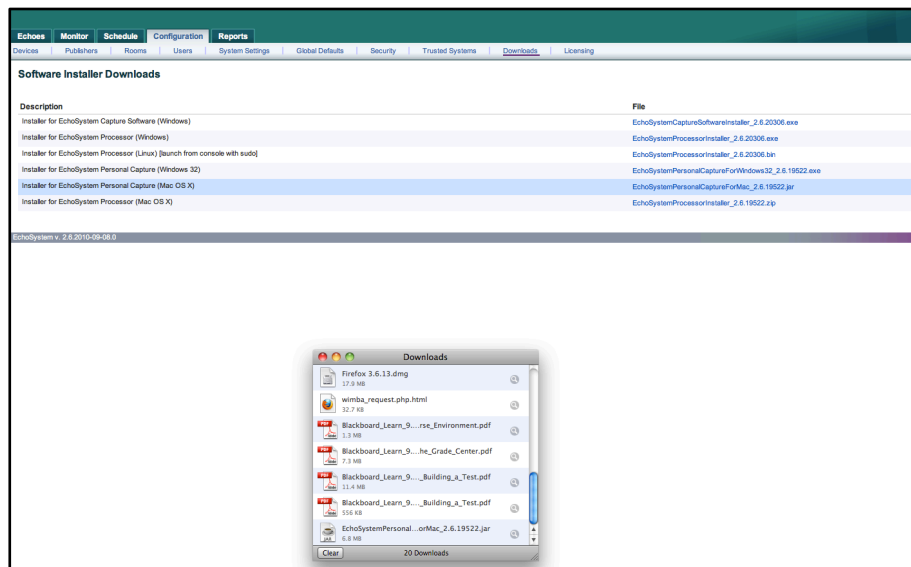
In order for UTM faculty to use the Personal Capture, they must do the following:

- 1) Request the help of ITC to download the software onto their computer,
- 2) Designate the target Bb course into which the capture will be placed by the Echo server.
- 3) There MUST be a folder in the Blackboard course called Course Materials on the top-level menu list. (Spelling matters!) The ITC will have created a section in Echo360 that is linked with the Blackboard course that the faculty will be using to display the recording; the recording will be in the Course Materials folder after processing. The ITC will have assigned an Echo360 login and password.

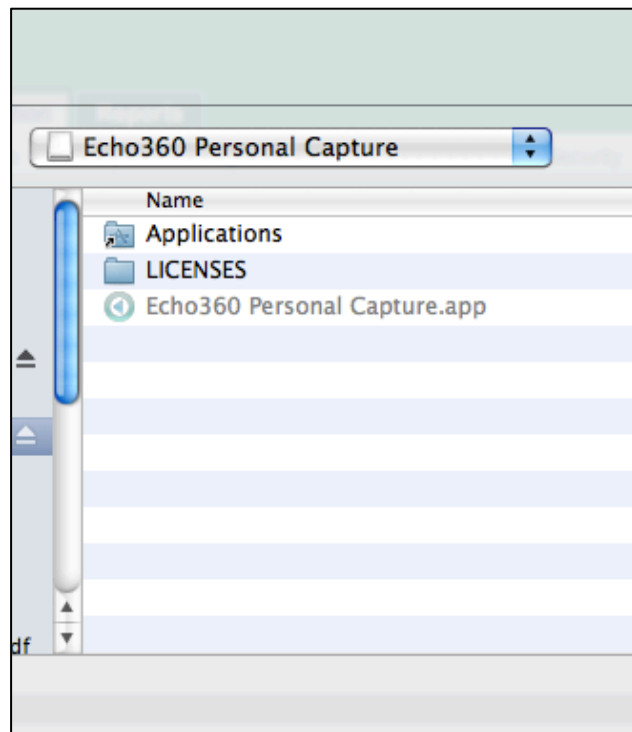


Procedures

1. Go to <http://Echo360.utm.edu>. Click on Configuration/Downloads
2. Choose the software from the list. Download the software.



3. Run the program from the location to which it has been downloaded on your computer. Faculty will access the recorder from this location on their computer.



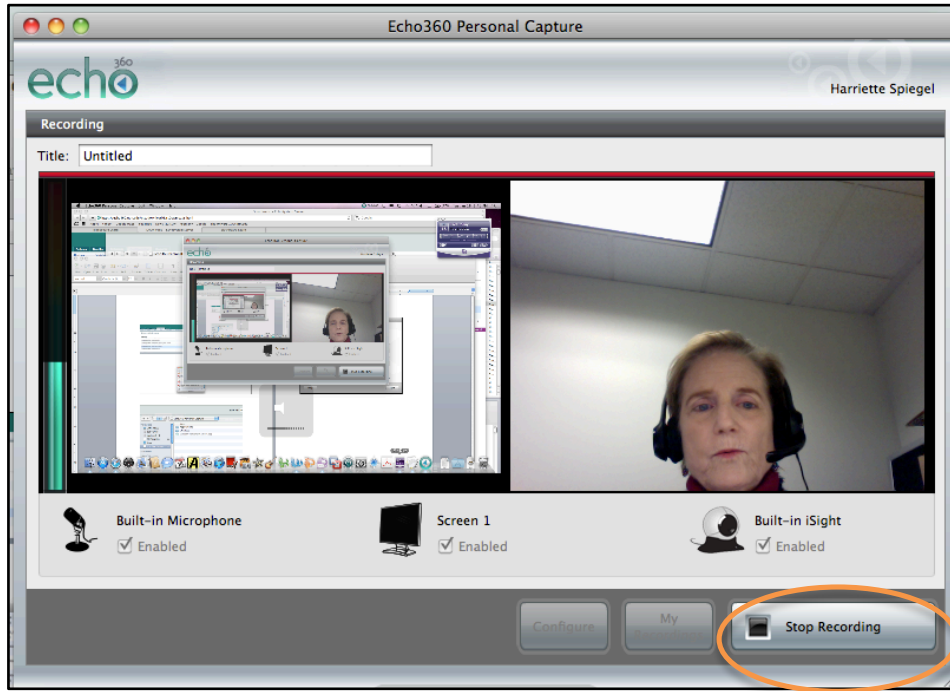
4. The ITC will have created a section in Echo360 that is linked with the Blackboard course that the faculty will be using to display the recording. There **MUST** be a folder in the Blackboard course called Course Materials on the top-level menu list. (Spelling matters!)



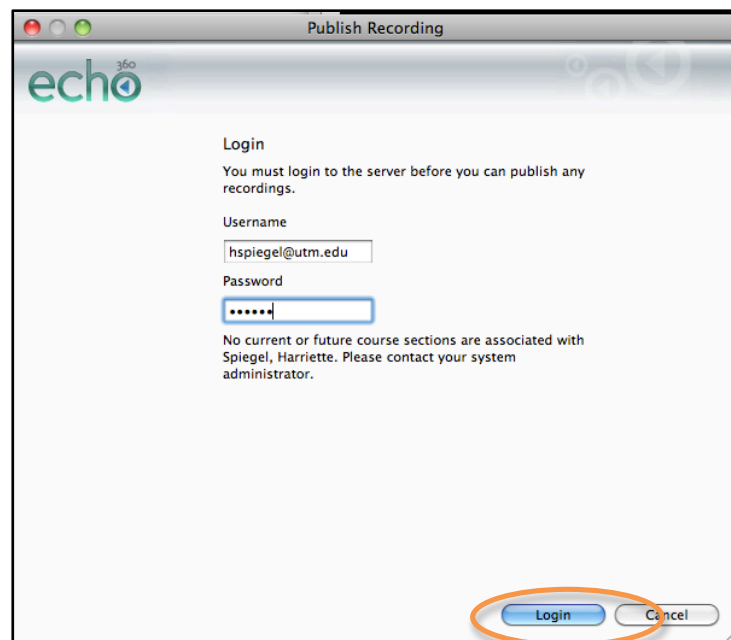
5. Faculty starts recording.



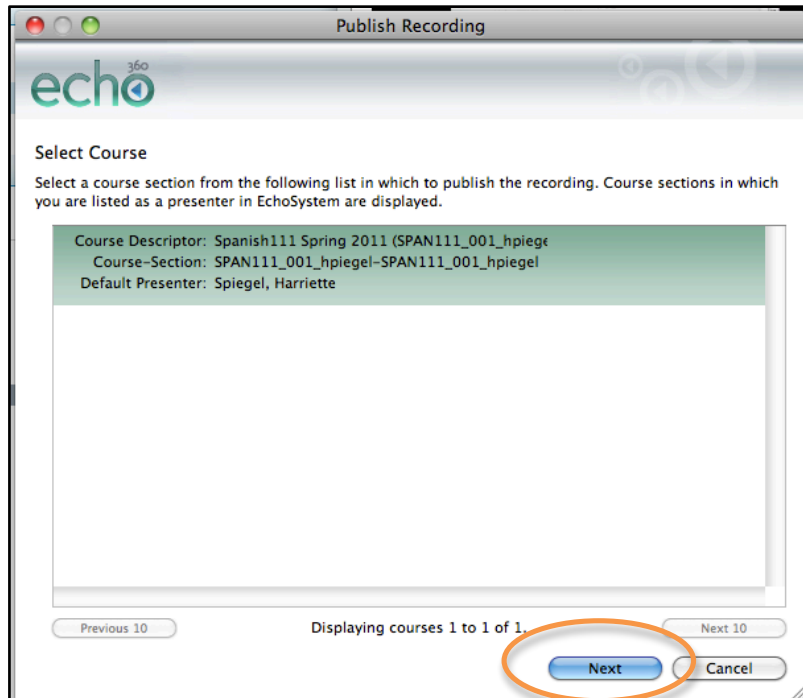
5. Note options on recording interface – Enable Built-in Microphone, Screen 1, Built-in iSight (webcam). When finished, Stop Recording.



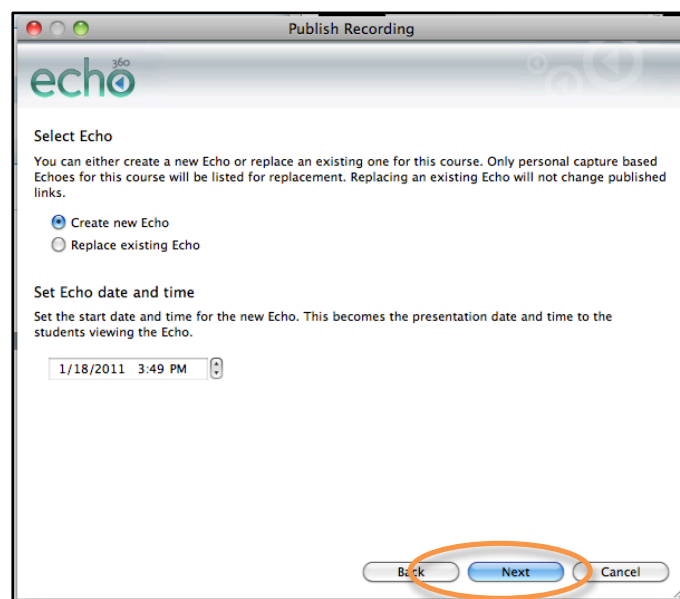
6. In order to edit or publish, you must login to the server with your Echo360 login and password.



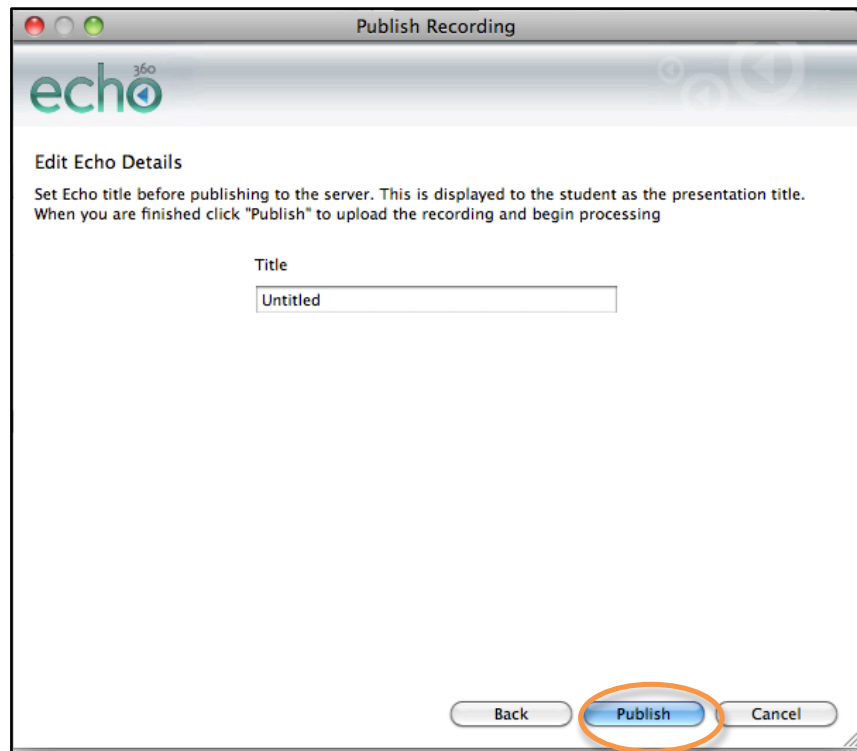
7. If faculty has been added in Echo360, related courses will be displayed. Select the target course in which the Personal Capture will appear. Click Next.



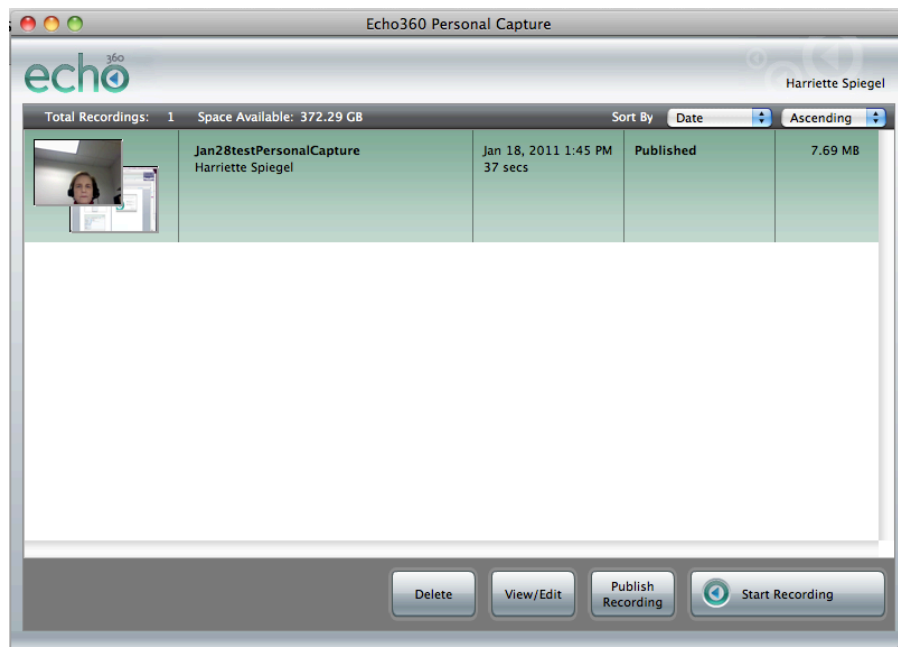
8. Select to Create a new Echo or Replace existing personal capture Echo. Choose start date and time. Click Next.



9. Edit Echo Details – Title. Click Publish to process the recording.



10. The processed Personal Capture recording will be displayed with the options to Delete, View/Edit, Publish Recording or Start Recording.



For Administrators

<http://docs.echo360.com/releases/2.5/UserGuide/Server%20Configuration%20for%20Personal%20Capture.html>

Creating Presenters

9. In the ESS application, navigate to the **Configuration** tab, *Users* subtab.

10. Press *Add* button. The *Add New User* screen opens.

11. Enter the user's first and last names and email address.

12. Set the user's primary time zone

13. Select the *Presenter* role

14. Enter a username and password for the user.

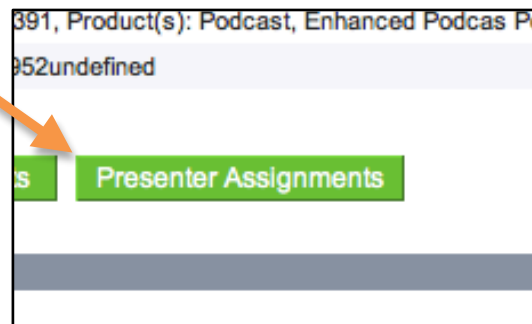
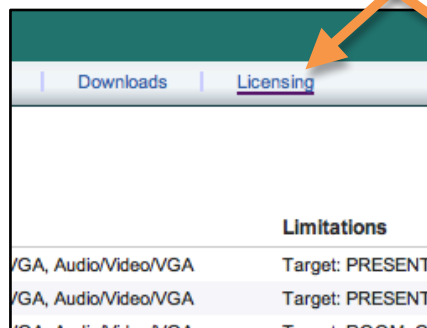
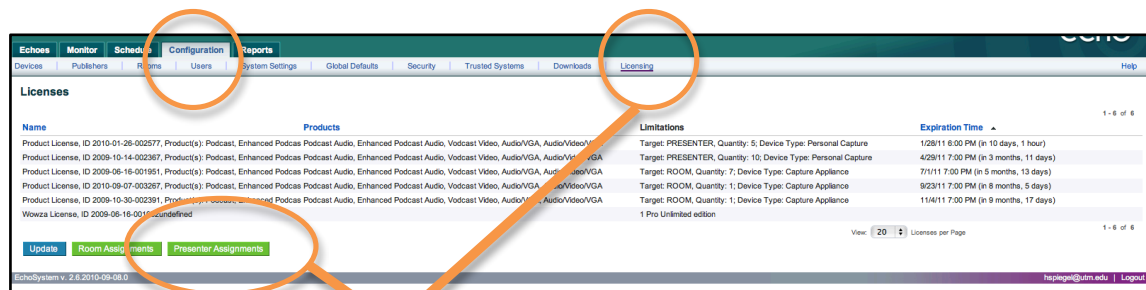
15. Press *Save*. You are returned to the user detail page.

16. Press *Add New* to add another user.

Repeat this operation for each faculty or academic member using Personal Capture.

Checking Users

To check Personal Capture assignments, go to Configuration/Licensing/Presenter Assignments.





Choose a license from the drop-down list under Assign Presenter License.

Assign Presenter Licenses

License : All

Presenter

Licensed

Total : 15 Assigned : 6 Available : 9

This screenshot shows the 'Assign Presenter Licenses' interface. Two orange circles highlight the 'License' dropdown menu (set to 'All') and the 'Assigned' count (6).

Assign Presenter Licenses

License : All

Presenter

Total : 15 Assigned : 6 Available : 9

This block contains two callout boxes. The left box highlights the 'License' dropdown menu and the 'Presenter' label. The right box highlights the 'Assigned' count and the 'Available' count.

The checkbox beside the presenter will be checked.

<input checked="" type="checkbox"/>	Spiegel, Harriette	Product License, ID 2009-10-14-002367, Product(s): Podcast, Enhanced Podcast, Vodcast, Rich Media Audio, Rich Media Video
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