

# Echo 360 Overview

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## What is Echo360?

The EchoSystem is the next generation of the world's first fully automated lecture capture and publishing solution designed for higher education. The EchoSystem employs the latest advances in digital media and software-based workflow automation.

The EchoSystem can capture and manage something as simple as the audio from the instructor, or as complex as the audio/video, slides, or other media from a lecture presentation in a modern classroom wired for sound, video, and peripheral visuals.

## How Does It Work?

### Schedule

The EchoSystem provides enterprise web-based scheduling for automating lecture capture. The user-defined schedule lists the time and duration of each lecture and the location or room assignment of each capture.

### Capture

The lecture is recorded by the capture appliance or capture software according to the schedule. The lecture is then automatically transferred back to the EchoSystem server for packaging.

### Package

The EchoSystem server uses EchoSystem processors to package and prepare the content into specified formats for distribution and delivery.

### Publish

EchoSystem server makes the content available for student playback by sending a link to the instructor which can be posted in D2L.

### Playback

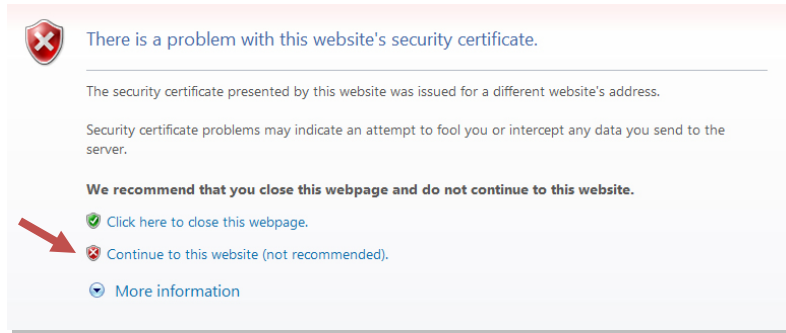
The student may view the content on demand, using a supported playback device or standard internet browser.

## Signing On

The web address used to access the EchoSystem server is:

<https://echo360.uwstout.edu/>

Upon entering the Echo site for the first time, you may encounter a security warning, called a "Certificate Error." This site is a safe site, and therefore you may click "Continue to the website."



## Sign In

Sign in with your username and password, which will have been sent to your email separately. For new accounts, please contact Jim Guenther at [guentherj@uwstout.edu](mailto:guentherj@uwstout.edu).

## Navigating the Site

Upon entering the site, you will see two tabs: **Echoes** and **Configuration**.

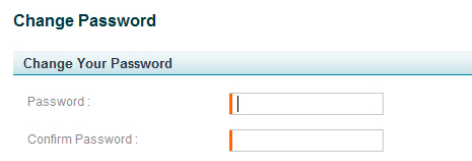
**Echoes:** You will see only your captures listed on this screen. From this area, you can make your captures available/unavailable for viewing, as well as edit, archive and delete them.

**Configuration:** This lists links for downloadable software for other services, such as personal capture. Currently, we do not have licenses for this software, but it may become available in the future.



## Changing Your Password

To change your password, click on your name in the lower, right-hand corner. It will then prompt you for a new password.

A screenshot of a "Change Password" form. The form has a title "Change Password" and a sub-header "Change Your Password". It contains two input fields: "Password:" and "Confirm Password:". Each field has a small red vertical bar to its left, indicating a required field.

## Capturing Your Lecture (Scheduled Capture)

### Setup





Turn on the system and connect your laptop. Make sure your microphone is on and verify that your video is working properly by clicking the Monitor tab (see below.) If you are experiencing problems with your audio/video, please contact Jim Guenther at [guentherj@uwstout.edu](mailto:guentherj@uwstout.edu).

To monitor your lecture, log onto the ESS device. The site should be bookmarked on the web browser and should be titled something like "Echo 360 in Room 201."



A screenshot of a login form. It has two input fields: "User Name:" with the text "jsmith" entered, and "Password:" with a series of dots representing a masked password.

### Lights:

-  **ON** Machine is powered on
-  **BUSY** Machine is thinking or communicating to server
-  **RECORD** Machine is capturing lecture
-  **PENDING (Flashing Red)** Capture is pending, all other functions stopped

### Tabs:

#### Capture

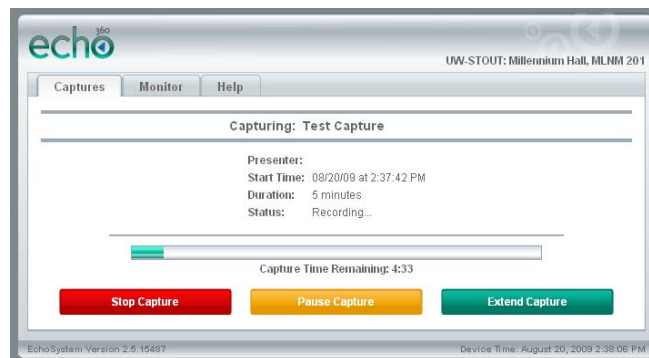
This will show the status of the capture (e.g. how much time is used, paused/resume, etc.) Scheduled captures will start and stop automatically, and then be pushed out to the EchoServer, where it will be published and mailed to the presenter. You can also extend the amount of time if needed. However, it will be overridden by any pending scheduled captures.

When the capture is finished recording, the content will be pushed out to the server and the presenter will be emailed a link for the video.

#### Monitor

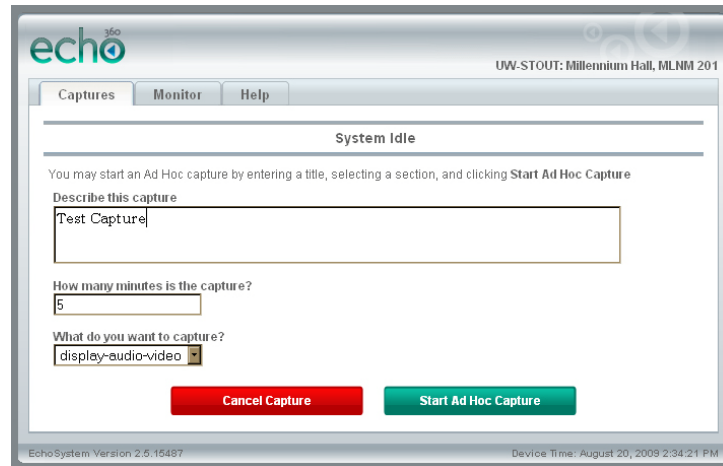
View of what is being captured (e.g. video\*, audio, and VGA video.)

\*note: the video is significantly delayed (about 8-10 seconds), but gives an idea of what the camera is capturing.







## Capturing Your Lecture (Ad Hoc Capture)

To capture your lecture, first log onto the ESS device. The site should be bookmarked on the web browser and should be titled something like "Echo 360 in Room 201." Enter as much information in the **Describe** field, as this will be pushed to an Echo360 administrator, who will then send you the link. Information such as your username and class/section number is helpful.







### Lights:

-  **ON** Machine is powered on
-  **BUSY** Machine is thinking or communicating to server
-  **RECORD** Machine is capturing lecture
-  **PENDING (Flashing Red)** Capture is pending, all other functions stopped

### Tabs:

#### Capture

This window show the status of the capture (e.g. how much time is used, paused/resume, etc. )

-  1) Click the **Ad Hoc Capture** button to begin your capture. Enter your title, as well as duration and class section if it is listed.
-  2) Click the **Pause Capture** button to pause/resume your capture.
-  3) Click the **Extend Capture** button to extend your capture. However, it will be overridden if there are any pending scheduled captures.
-  4) Click the **Stop Capture** button to stop capture and push the content out to the server.

#### Monitor

View of what is being captured (e.g. video\*, audio, and VGA video.)

\*note: the video is significantly delayed (about 8-10 seconds), but gives an idea of what the camera is capturing.

# Editing

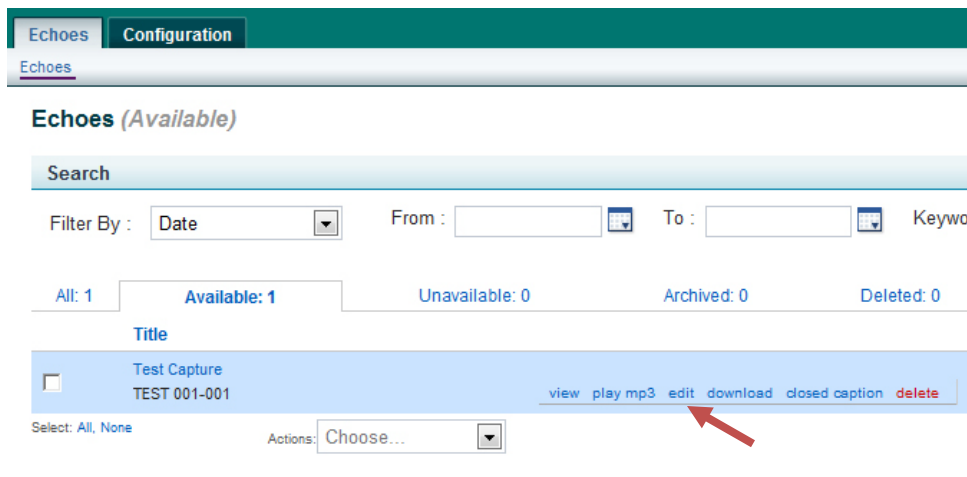
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## Log In

Log into the EchoSystem server at <https://echo360.uwstout.edu> and enter your assigned username and password.

## Find Your Echo

Find your captured lecture under the “**Echoes**” tab. Highlight the Echo you would like to edit and select “**Edit.**”

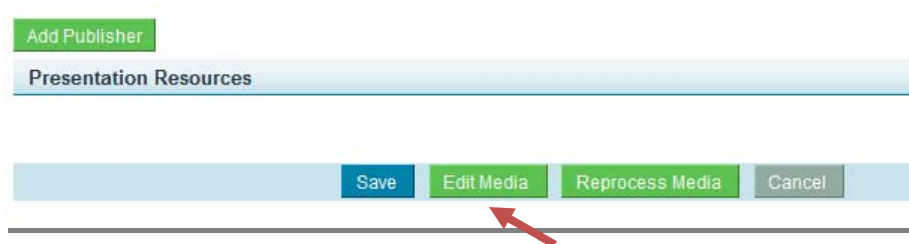


The screenshot shows the 'Echoes' tab in the EchoSystem interface. At the top, there are tabs for 'Echoes' and 'Configuration'. Below the tabs, there is a search bar and a filter section. The filter section includes a 'Filter By' dropdown set to 'Date', and 'From' and 'To' date pickers. Below the filter section, there are buttons for 'All: 1', 'Available: 1', 'Unavailable: 0', 'Archived: 0', and 'Deleted: 0'. The main content area shows a table with one entry: 'Test Capture' with the ID 'TEST 001-001'. To the right of this entry, there are several action buttons: 'view', 'play mp3', 'edit', 'download', 'closed caption', and 'delete'. A red arrow points to the 'edit' button. At the bottom of the table, there is a 'Select: All, None' dropdown and an 'Actions: Choose...' dropdown.

## Edit

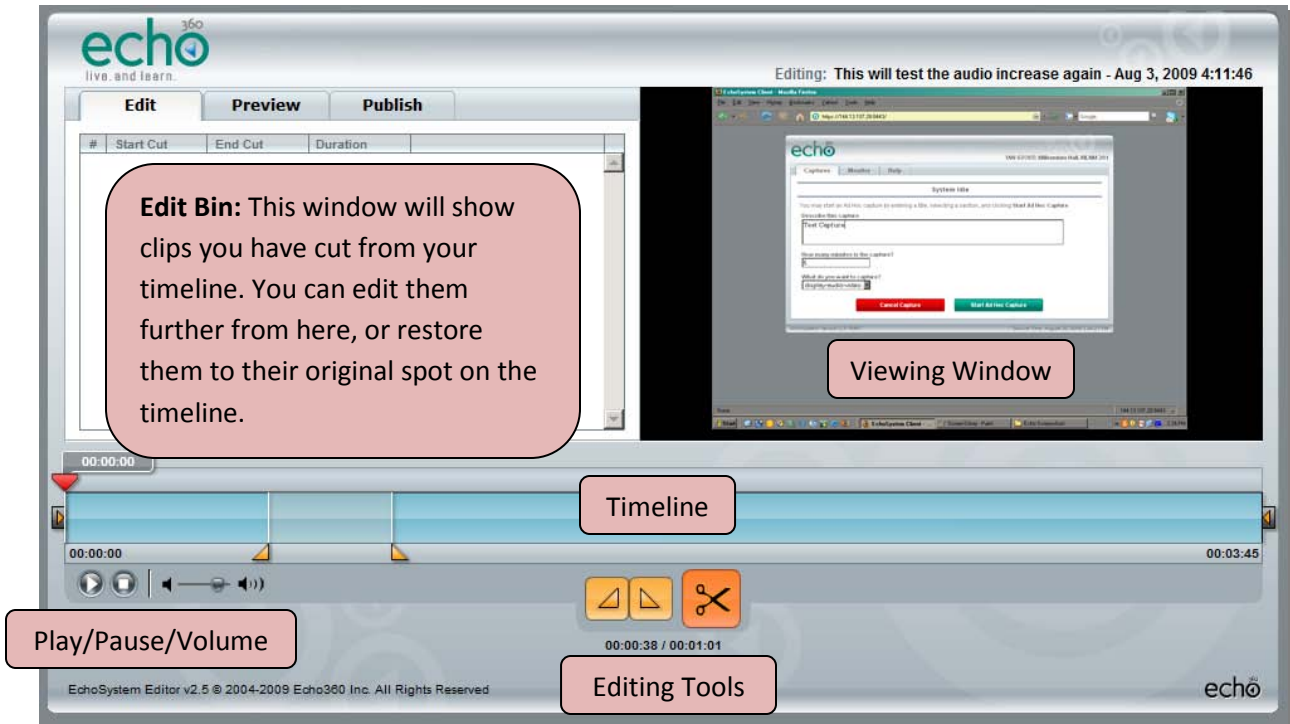
From this window, you can edit information such as the title, description, presentation information, and different output options.

When you are finished with your changes, click **Save**. Click **Edit Media** if you would like to trim, crop, or change the in and out points of your capture.



The screenshot shows the 'Edit Media' dialog box. At the top, there is a green button labeled 'Add Publisher'. Below that, there is a section titled 'Presentation Resources'. At the bottom of the dialog, there are four buttons: 'Save', 'Edit Media', 'Reprocess Media', and 'Cancel'. A red arrow points to the 'Edit Media' button.

## Editing Window



The editing window is where you can clip and trim sections of your capture that you would like to remove from the final video.

### Editing Tools



**Play head** This red carot shows where you are at in the program



**Start and End Point** Select where you would like to capture to begin and where you would like it to end



**Marker Start/End Time** Select the area you would like to cut from timeline. Left button is **Start**, right button is **End**.



**Cut** Cuts the selected area from timeline and places in **Edit** bin

### Start and End Point

Find the spot you want your capture to start by dragging the play head over the timeline. Once you have found the spot, click on the **Start Point** button and drag it to that area. This will cut off the recorded material before that point and place it in the **Edit** bin. Repeat this process with the **End Point** button to cut off unwanted material at the end of your capture.

### In and Outpoint / Cutting

**IN:** Find the spot you want to start cutting from your timeline by dragging the play head over the timeline. Click the Marker Start button (▲) to mark the area.

**OUT:** Find the spot you want to end cutting from your timeline by dragging the play head over the timeline. Click the Marker End button (▶) to mark the area.

**CUT:** Click the scissors and you will see the edit data appear in the upper left **Edit** window.

### Edit Window

When you have a series of edits in this window, you can roll over an edit in the list and it will highlight it on the timeline. If you do not like that edit, you can press the **Restore** button to put it back on the timeline how it was originally. You also have the option to click the **Edit** button to further trim your clipping if you'd like. Enter the new time you would like to cut the clip at and then click the **Check** button to accept new edits or the **X** button to reject the new edits.

### Previewing

You can preview your edited capture by selecting the **Preview** tab. If you'd like to go back and make more edits on your capture, simply go back to the **Edit** tab.

### Saving

If you are not quite finished with your edits, but would like to save your progress, click the **Publish** tab and press the **Save Only** button. If you are satisfied with your edits and would like to publish your final product, click **Save and Publish**. Your new, edited capture can be found at the same web address emailed to you previous to the edits.

### Viewing the Finished Echo

To preview your finished Echo, you have two options. You can log onto the EchoSystem, highlight the Echo and select **View**. Another way of viewing the Echo is to click on the link emailed to you when the capture was finished recording. This link can in turn be published to D2L or emailed to students for viewing. \*Note: This link will always point to the latest version of your edited capture.