Resource Guide:

<table>
<thead>
<tr>
<th>Name of tool</th>
<th>Echo 360</th>
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<tr>
<td>Type/Classification</td>
<td>Video capture – personal and lecture</td>
</tr>
<tr>
<td>Website (training aids)</td>
<td><a href="http://goo.gl/lZaJhu">http://goo.gl/lZaJhu</a></td>
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<td>Cost</td>
<td>Faculty license provided by GBS</td>
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<tr>
<td>How to get</td>
<td>Contact GTS room 431 – <a href="mailto:GBSITHelp@emory.edu">GBSITHelp@emory.edu</a> – 404.727.0581</td>
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Quick Summary

Echo 360 allows for video and presentations to be made available for students.

How Do I Record?

1. Record from the case classroom instructor’s desk. Classroom recording is currently available in our case classrooms: 201, 204, 208, 231, 234, 301, 304, 331, 334, W100, W131, W300, & W330. Installation in room 130 is currently underway.
2. Preschedule a recording by emailing GBSITHelp@emory.edu the date, time to start recording, length of recording, room number, and Course number or name of your event. You can preschedule recurring events as well.
3. Use Echo Personal Capture to record and upload a presentation or discussion from anywhere you have a device with that software and an internet connection.
4. Other media that you have can be imported into Echo 360, copyright and fair use implications permitting...
5. Live webcasting is also possible with pre-scheduled classroom recording

How Are Videos Viewed?

Recordings are then uploaded to the Echo360 server to your folder, called an “echocenter.” The “echocenter” can be oriented towards a particular course (example: BUS 111) or a department/organization (example: GBS GTS training videos). Students may access videos and presentations with a link to the echocenter, or Goizueta Technology Services can help you create a link to your echocenter in Blackboard.
Sample echo:

![Sample echo image](image_url)

Video and presentation windows can be resized as desired.

How to get started:

The best way to get started is to contact Goizueta Technology Services (GTS). GTS will:

1. Setup an echo account for you
2. Set up an echocenter (video storage folder and viewer interface) or multiple echocenters for your classes, department, or organization
3. Help you preschedule classroom recordings. This is ideal as you will not have to do any follow-up once your recordings are scheduled. Recordings will automatically appear in your echocenter
4. Help you get started with Echo 360 Personal Capture
5. Assist with live webcasting when classroom recording is pre-scheduled
All classrooms with Echo 360 capability have the in-class instructions below on the lectern:

**A Classroom recordings system has been installed in this room called “Echo 360.”**
Your class will **NOT** be recorded by Goizueta Technology Services (GTS) without your permission.

**If you’d like to record now:**
(1) Press room record button on the Crestron AV control panel
(2) Select either a 1 or 4 hour record on the Crestron AV control panel
(3) Use the lavaliere microphone for best results (there are also ceiling microphones)
(4) Contact [GBSITHelp@emory.edu](mailto:GBSITHelp@emory.edu) (404.727.0581 & room 431) with room number, date & time of recording, and how you’d like the video named.
We will provide you a link within 3 business days.

**Want faster turnaround times?**
**Want to record regularly without having to contact GTS each time?**
**Want to integrate your recordings automatically to blackboard?**
This can be done using Echo 360 “Scheduling.”
Contact [GBSITHelp@emory.edu](mailto:GBSITHelp@emory.edu) (404.727.0581 & room 431).
We will ask you about a few details and set things up.

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**In-class recording:**
East Wing Case Classrooms:

On the bottom row of buttons, select “Recording Controls” Choose your microphone scenario and 1 or 4 hour recording
Recording will show as “Active” in green area. Echo appliance inside lectern light turns red when recording

West Wing Case Classrooms:

At bottom of touch panel, press “Record Room” Select 1 or 4 hour recording

Recording will show as “Active” in green area. Echo appliance inside lectern light turns red when recording
Prescheduled In-class Recordings

This is an echocenter. As a faculty or staff member with an echo account, you can see statistics of when viewers are watching and how long they are watching. Student by Student data is available. Students only see the list of videos that are available. Goizueta Technology Services can help schedule your recordings. Recordings will automatically occur and will be directed to your particular echocenter.
Personal Capture

Want to record from anywhere? Echo360 Personal Capture allows for capturing of video (with a webcam or built-in camera) and any software on a desktop or laptop. Your presentation will be recorded from what your desktop shows (though you can’t see in the image above). Output looks very similar to echo sample at the top of this document.

Learn More:

http://goo.gl/lZaJhu