How to Use Echo360
Emory School of Medicine Information Technology

Recording in Echo360 Universal Capture Personal (UCP)

1) To record using Echo360 UCP, you must obtain an Echo360 user account and request a course(s) be generated. To request an Echo360 user account and course(s), please send your information/course(s) name via email to: meded-help@emory.edu (this will generate a support ticket).

2) Once your user account is available, navigate to echo360.org/downloads where you will be prompted to login with your NetID/Password.

3) Under ‘Universal Capture: Personal’, select the Mac or Windows download for your computer and run the installer.

4) Upon Launching the Echo360 UCP application you will be prompted to log in with your NetID@emory.edu email address.

5) You will be asked to open Echo360 Capture. Select Open Echo360 Capture.

6) Next, select ‘Edit capture details’ at the top-left of the window to input information for your video’s Title, Description, Tags, and Publish To… fields. Notice that your ‘Publish To…’ dropdown menu will house your Echo360 courses. Click ‘Save’.

7) In the main application window, select the proper video and sound inputs from the 3 dropdown menus. The input options can be toggled to allow just the recording of a computer’s desktop (non-face recording) or any other combination you wish. All inputs that are active on the application screen will be incorporated into the final recording.

8) Click the red record button at the center of the screen to initiate your capture and after a 5 second countdown your video will record. Echo360 will record all selected inputs that are active on the application’s screen.

9) After you have recorded your capture, open another tab within your browser and navigate to echo360.org and login with your Emory NetID/Password.
10) Depending upon the capture length, processing can take up to several hours/days before being available for viewing. Once available you will receive an email.

11) If you published to library: select My Content to view all captures; Select desired video and edit if necessary. Scroll down to ‘Add Link’; Click copy and share via Canvas or Email.

12) If you published to courses: Under the Courses tab, select your course. Choose a lecture and click the Green Button. From the dropdown menu select Details; Scroll down to “Add Link”; Click copy and share via Canvas or Email.

Sharing Your Echo360 Recording In Canvas

1) Navigate to canvas.emory.edu where you will be re-directed to log in using your NetID/Password.

2) In another window, log into echo360.org as well.

3) In Echo360, click ‘My Content’ from the left ribbon and click the video you wish to add to your Canvas module.

4) Scroll down to “Add Link”; Click copy and share via Canvas or Email.

5) In Canvas, click on ‘Courses’ from the left ribbon and select your desired course.

6) If your course is not available or if you need a non-OPUS course created, send a support request to classes@emory.edu.

7) Select ‘Modules’ to access existing modules (or to create a new module by clicking ‘+Module’). Click the Plus-Button (+) in the module.

8) In the window that opens, from the Add dropdown menu select ‘External URL’. Right click on URL and paste. (If URL lost, see above ECHO360 Guide Step 9).

9) Enter a Page Name (required) and click ‘Add Item’. Your capture is now housed in your course and ready for your audience to view.
ITS is Here to Help

Service Desk
Please call for high priority or complex issues.
(404) 727-6638
Monday – Friday
7:00 am – 7:00 pm

Submit a Help Ticket
This allows our team to see your request and ensure that the most qualified person is addressing it.
http://help.emory.edu