

	
<p>Echo 360 Universal Capture Instructions</p>	<p>Blackboard Collaborate Instructions</p>
<p>For Asynchronous Lecture Capture</p>	<p>For Synchronous Interactive Engagement</p>
<ol style="list-style-type: none"> 1. Open the Echo360 Universal Capture Program. 2. Sign in to your Echo360 account. 3. Select your audio (required) and video inputs. 4. Click on the pencil icon or title (upper left corner of screen) to edit capture details including selecting your course if desired. 5. Click record. (Echo360 will automatically minimize.) 6. When finished recording, click stop (the square icon) to finish your capture session. 7. Your video will automatically upload to your Echo360 library or to the course you specified in Step 4. 	<ol style="list-style-type: none"> 1. Sign in to Blackboard using Firefox. 2. Enter the course for your Blackboard Collaborate session. 3. Click on the Tools link in the left-hand navigation menu. 4. Click on Blackboard Collaborate Ultra. 5. Click Create Session. 6. Name the session and choose Start and End times. (If you need to allow Guest Access, be sure to check the box and copy the link to share.) 7. Scroll to the bottom and click Create. 8. Join your Blackboard Collaborate Ultra session. 9. Confirm and allow your camera and microphone settings 10. If desired, open the session menu in the upper left corner to begin recording (recommended). 11. Share your desired content. 12. To end the session, open the menu in the upper left corner and choose Leave Session.
<p>Please remember that both options will require processing time prior to being available for students or faculty to view.</p>	

Need Help? Call the ITS Help Desk at (864) 388-8234 for quick response.