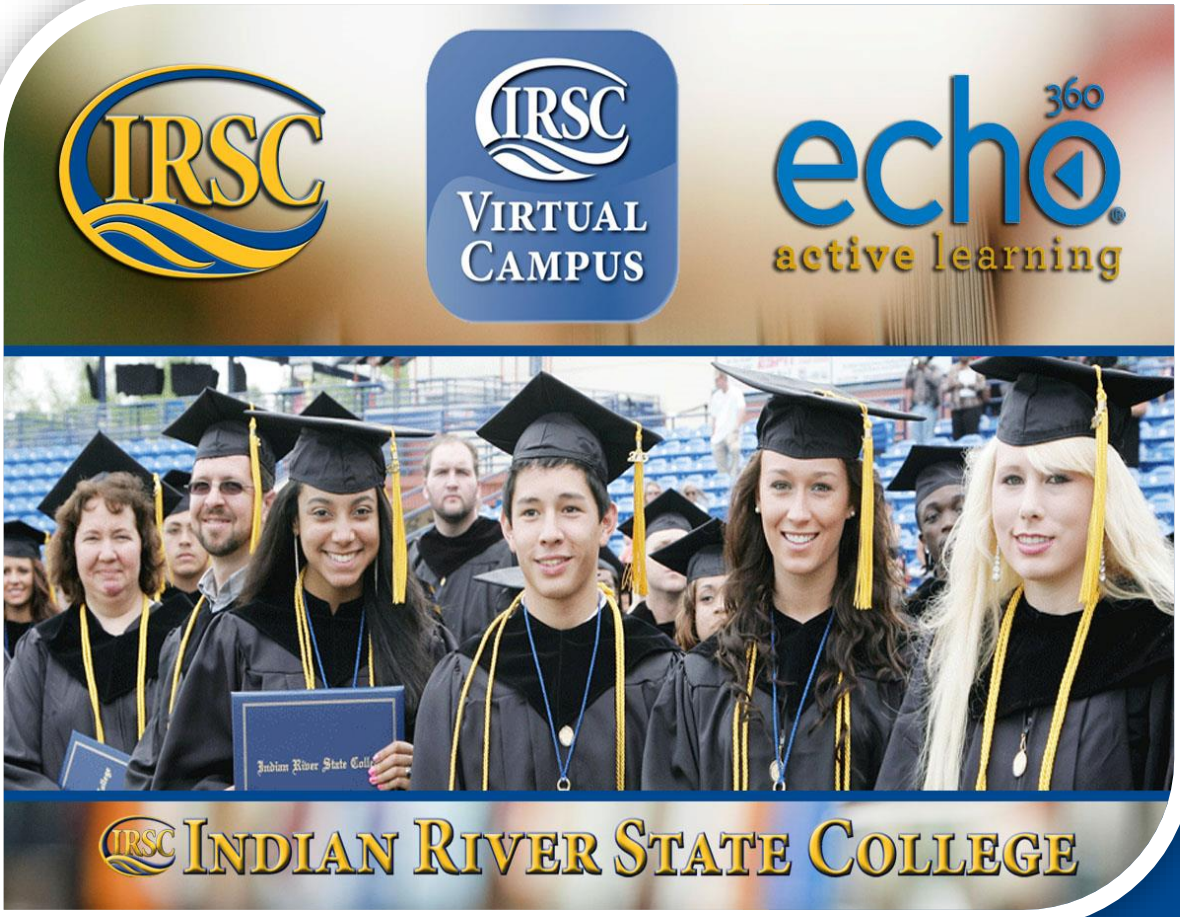
2017

Echo360 Active Learning Platform Instructor Training Guide



Echo360 Active Learning Platform Instructor Training Guide

Contents

Notes

Getting Started with Echo360

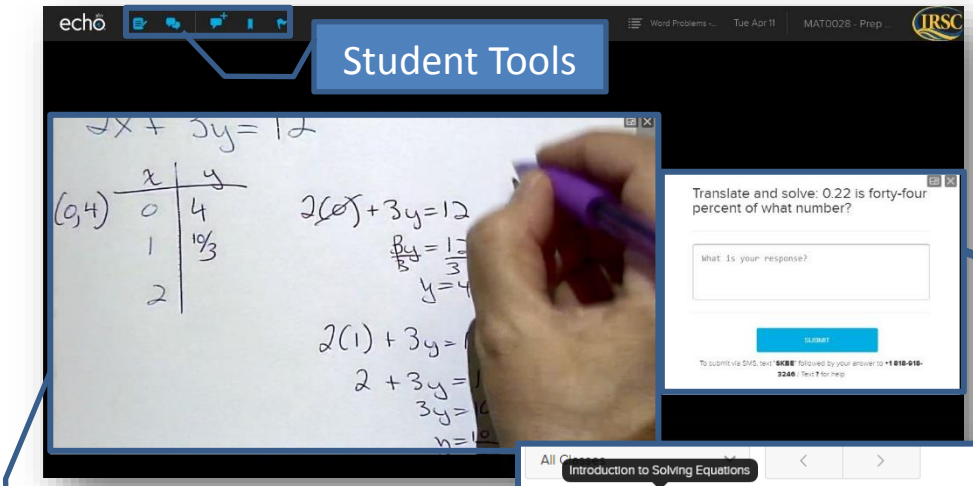
What is the Echo360 Active Learning Platform?

The Echo360 Active Learning Platform is a lecture capture solution that allows you to incorporate student engagement features that can be used before, during, and after your course lectures. In addition to viewing live and on demand lectures students can interact with their instructors content, participate in polling questions, take notes, ask questions to their instructor and peers, bookmark slides, and even mark confusing content. The platforms built in analytics allows instructors to customize what engagement means to them to help identify at risk students. The purpose of using Echo360 is to provide an additional resource to our students to help foster engagement and create an active learning environment where students can interact with their instructor and peers.

Echo360 is available in over 100 classrooms and also a Personal Capture software version that you can install on any computer of your choice. It is available for all faculty and staff at IRSC.

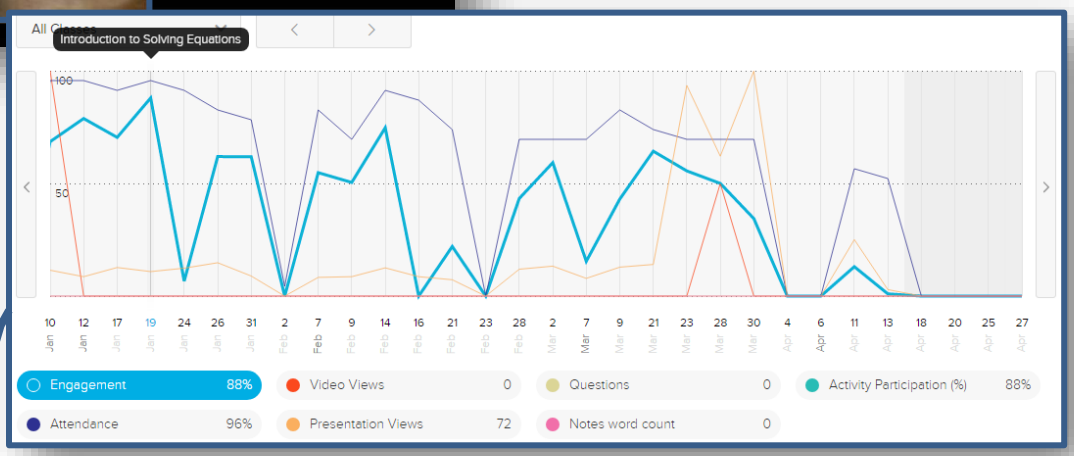
- For a list of the Echo360 capable classrooms visit: http://bit.ly/2uhsusA.
- For information on using Echo360's Personal Capture visit: http://bit.ly/2tXgjSl

Getting started is easy. Contact the Virtual Campus using the contact form located here: http://bit.ly/2slBawO. We will setup a time where we can provide training on Echo360 so you can fully understand the platform and how to use it.



Polling Questions

Live/On Demand Video



Using Analytics to Monitor Key Engagement Metrics

Setting Up Your Classroom for Echo360

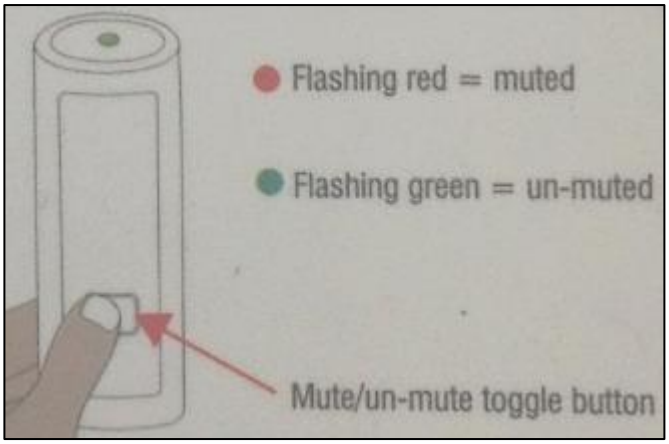
Echo360 Classroom Setup

Once scheduled, go to your classroom to setup the equipment to be used during the recording. Classrooms are setup to record your computer, document camera, laptop via VGA or HDMI, Apple TV and your audio. Use the following list as a checklist in setting up the classroom:

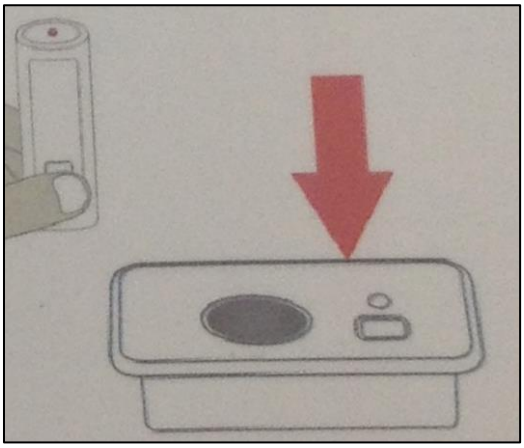
1. Press **SYSTEM ON,** to power on all necessary equipment. Most classrooms have a Crestron panel on the lectern or podium in the front of the room. This panel controls the equipment in the room and what video is transmitted to the projector or displays in the room. Any equipment such as the computer, document camera and monitor need to be powered on.
2. **Select the video source to be displayed on projector or displays.** The options will include PC, document camera, VGA (Laptop), HDMI, and Apple TV.

3. **Locate** the microphone in the charging base and place around your neck or attach microphone to clothing between 6-8 inches from your chin.

4. With the microphone in the wearing position, **un-mute** the microphone by pressing and releasing the **MUTE button.** Confirm by viewing flashing GREEN LED.



5. Once complete, please return the microphone back into its charging base.



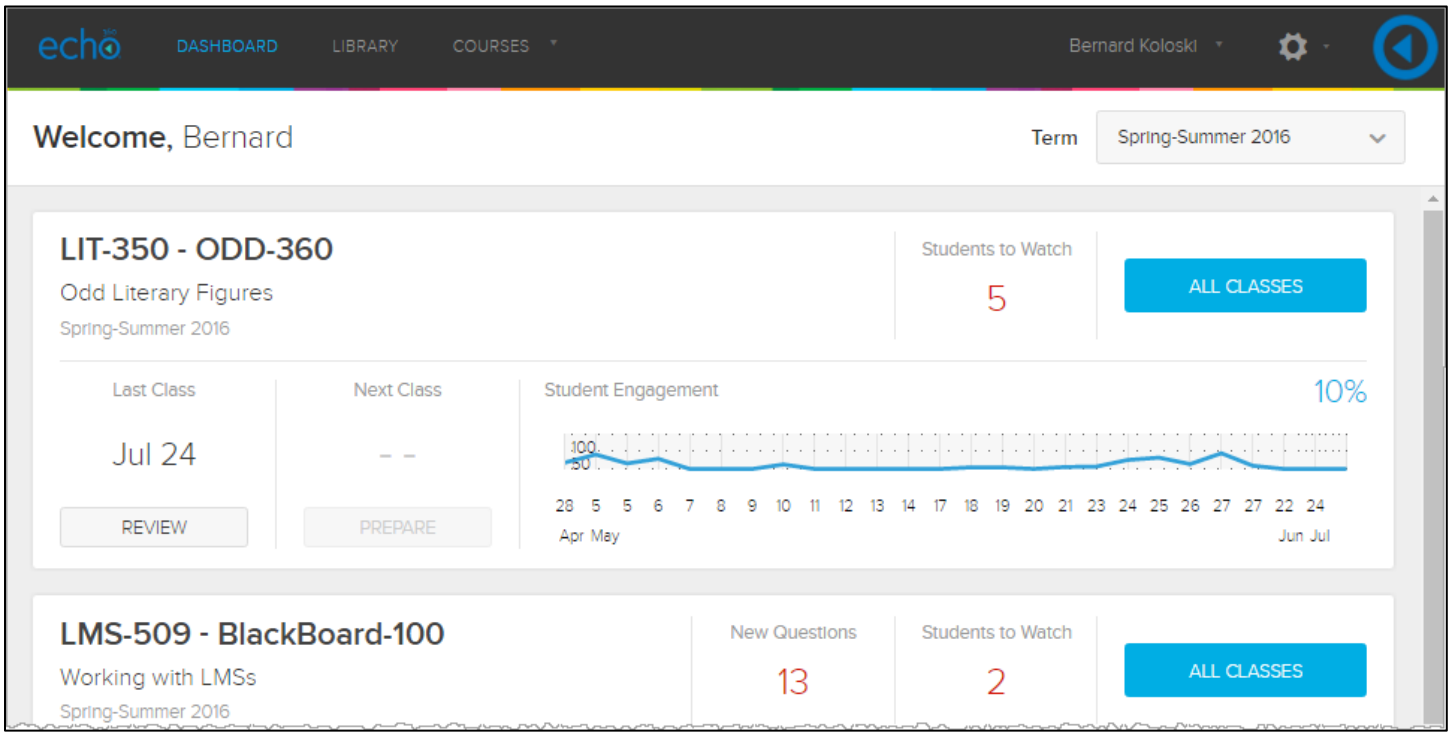
Understanding the Instructor's DASHBOARD

Echo360 Dashboard (Homepage)

The DASHBOARD is the landing or homepage for Echo360, and contains a snapshot of the status of each of the instructor's sections.

Use the **Term** list, located in the upper-right corner, to change which sections are being shown on the dashboard page. By default, only **Active Term** courses are shown.

The Dashboard appears by default when you log in. Otherwise, you can click DASHBOARD from the main menu to return to it.



For each course listed on this page, the instructor can:

- Quickly access the last class that occurred, or prepare for the next class.
- See if the next class will be streamed live (a gray LIVE badge appears with the class date).
- Find out if students or other instructors have posted any new questions
- Notice how many students are struggling (falling below 60% of engagement as instructor has defined it)
- Review the last class and prepare for the next class
- See how the engagement of the whole student roster of that section has changed over the semester, plus see the average engagement score
- Sort the view of this data by term

From the DASHBOARD, click ALL CLASSES to open the class list page for the section.

Adding the Echo360 tool to Blackboard Courses

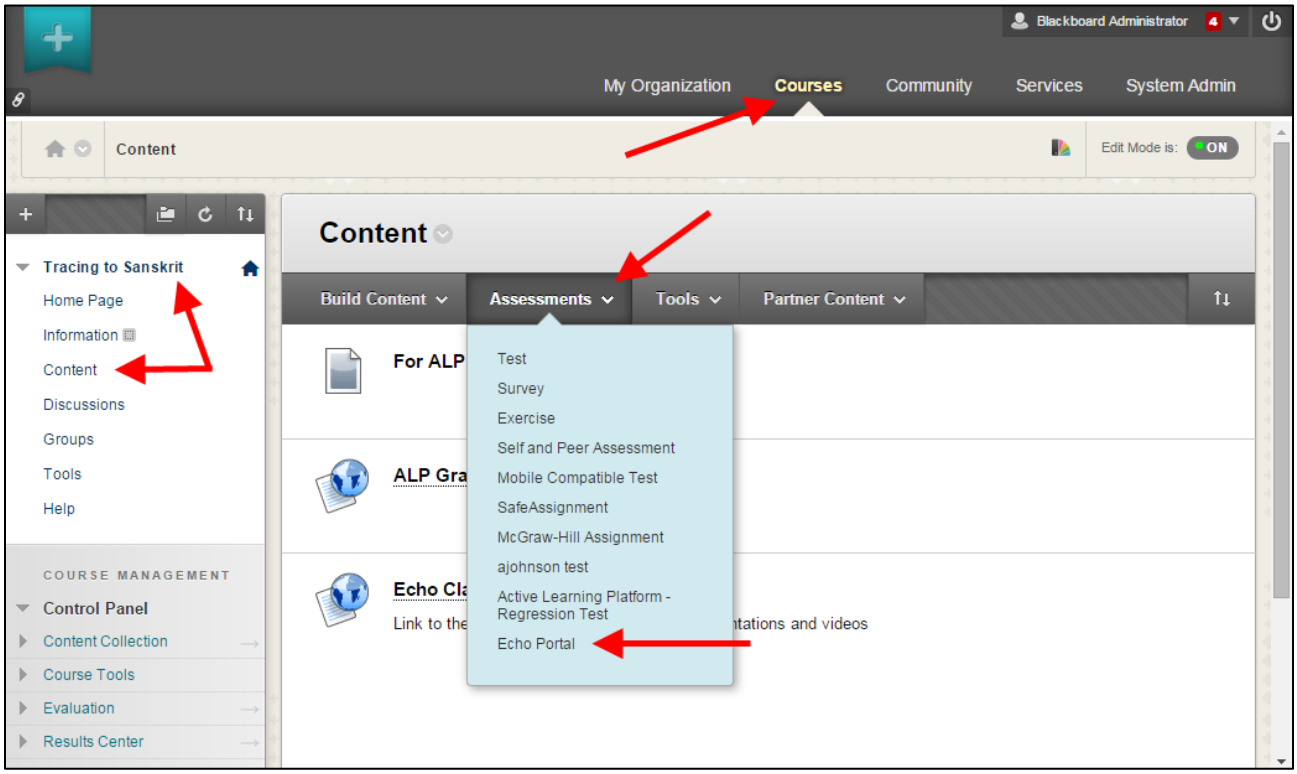
Accessing Echo360 – Active Learning Platform in Blackboard

In order for students to access the Echo360 content for a course, a Content link to the Echo360 external tool must be added to each course. In order for student participation to be sent to the Results Center, the Echo360 tool must be added through the Assessments menu on the Content page.

Handy Tip: At the bottom of this page is a procedure for adding the Echo360 Link to the left navigation. This may be more convenient than requiring students/instructors to click Content then click the Echo360 link.

To add the Echo360 LTI tool link to courses

1. Log in to Blackboard as an administrator OR instructor.
2. Navigate to a course.
3. Click **Content** from the selections on the left of the screen.
4. Click **Tools,** then select the **Echo360 LTI tool** placement.



5. In the Create [name of tool] page, enter a **Name** that makes it clear this is the link for Echo360 class content.
This Name will be the text of the link that users will click to access their Echo360 content.

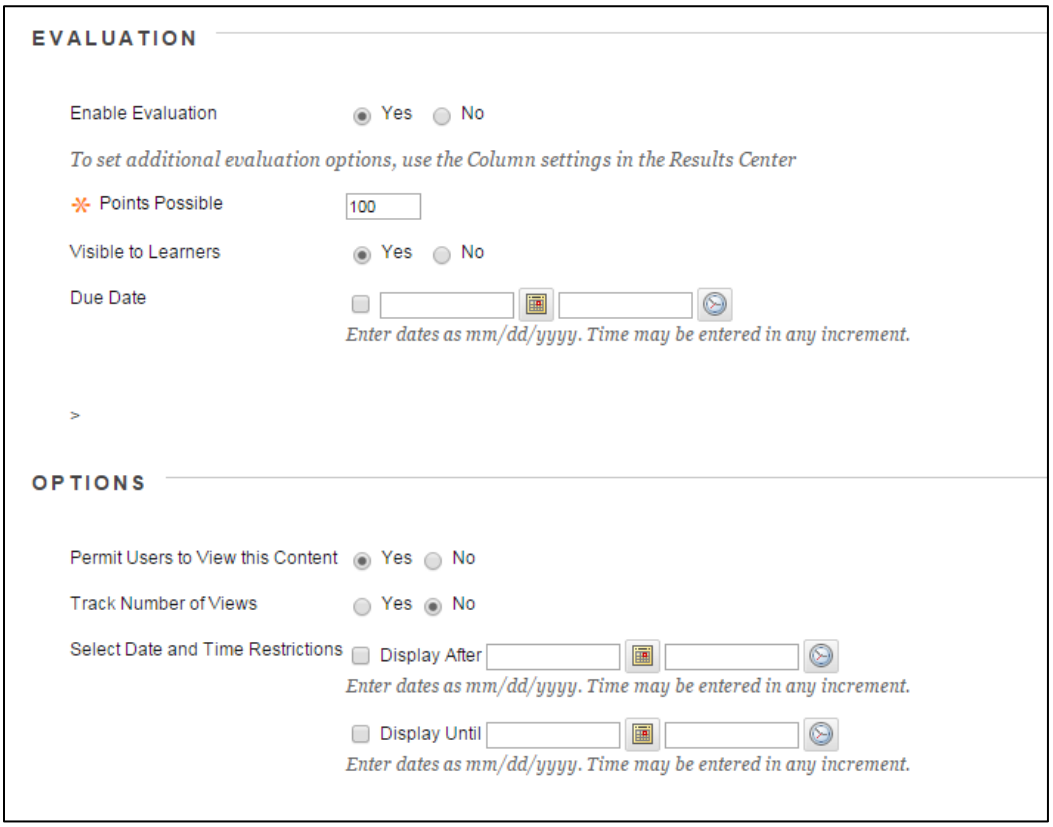
6. You may also want to add a **Description**, to make it clear this is the link to Echo360 classroom content. This is optional.

7. For Enable Evaluation, select **Yes** and configure the following fields:

8. **Points Possible:** This does not affect the data sent from Echo360 but since most metrics are sent as percentages, we recommend entering **100**.

9. **Visible to Learners:** Set at your discretion.

10. **Due Date:** Leave these blank unless you have a reason to change them.



11. Once the Echo360 LTI tool is available to users, instructors (or administrators) can link Blackboard courses to the corresponding sections in Echo360. **BE ADVISED** that until the course-section link is established, students will see a message indicating that the section has not yet been activated.

Creating a Link to Echo360 in the left navigation

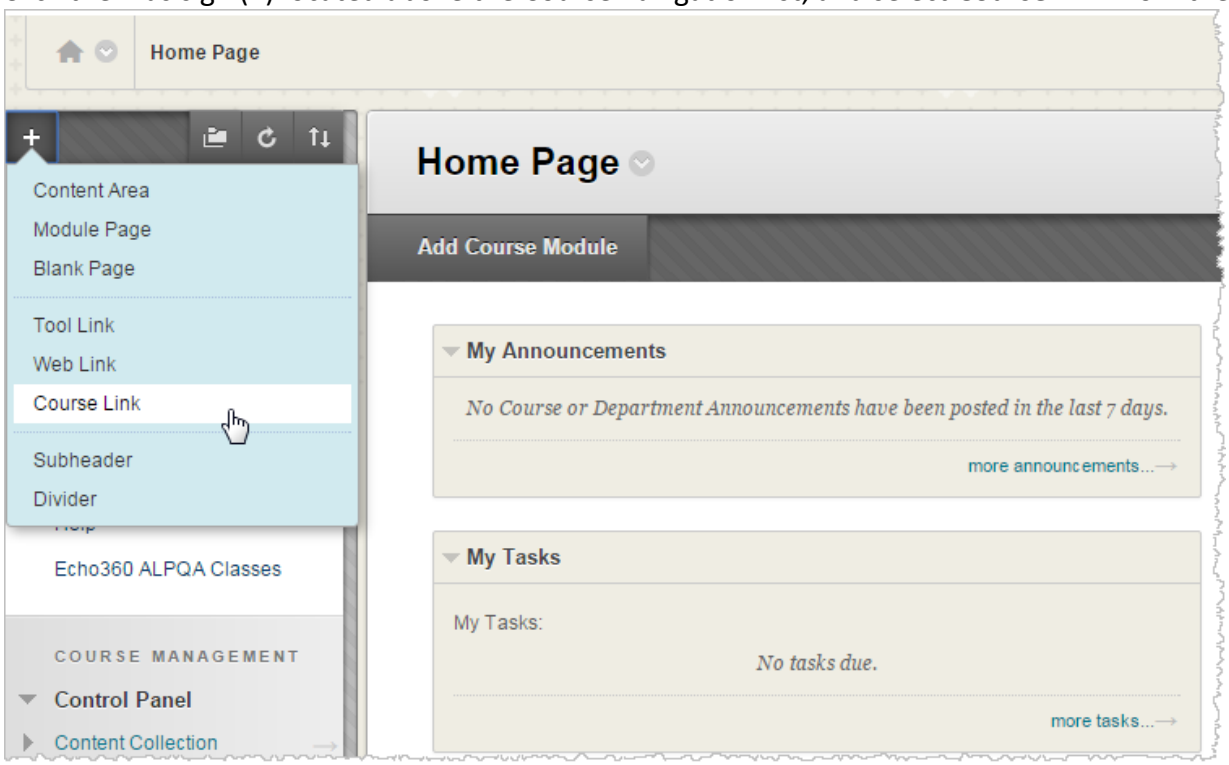
If users are accustomed to accessing the Echo360 link via the Content section of the course, and are having no problems opening Echo360 within the Blackboard frames, the below steps are not necessary. However, some students will find it easier to find the Echo360 content if a link to it is more obvious. In addition, the Safari browser has exhibited some issues when trying to open Echo360 sections and content within the Blackboard frames.

Creating a separate/directional link to the Echo360 content allows users to open the Echo360 content in a new tab or window, which both provides more space for the Echo360 media, as well as avoids the issues with Safari not wanting to open Echo360 within a frame.

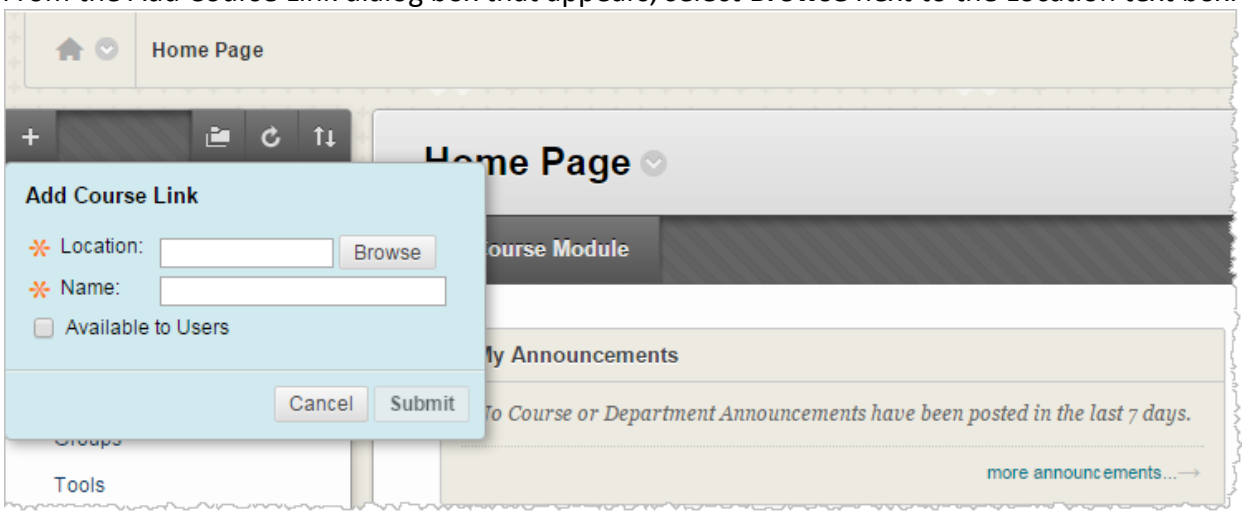
To configure a left-navigation link to the Echo360 assessments tool link

1. Log into Blackboard as an administrator or an instructor.
2. Navigate to the course where you want to add the left-navigation link.

3. Click the Plus sign (**+**) located above the Course navigation list, and select **Course Link** from the menu.



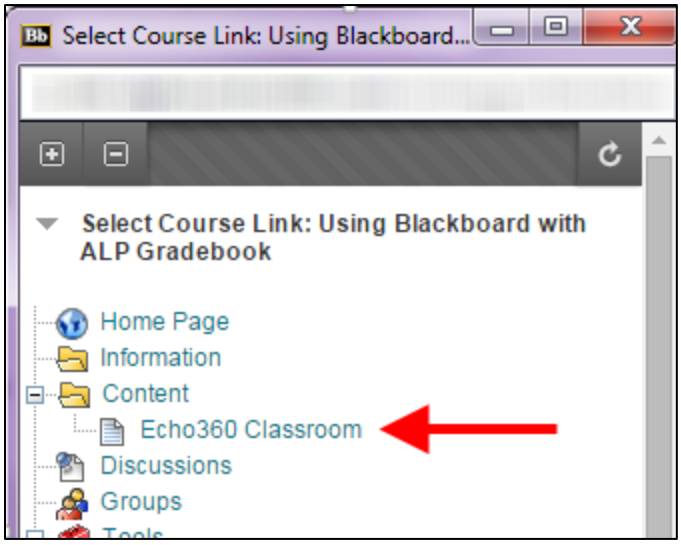
4. From the Add Course Link dialog box that appears, select **Browse** next to the Location text box.



A popup box appears showing all of the course links available to select.

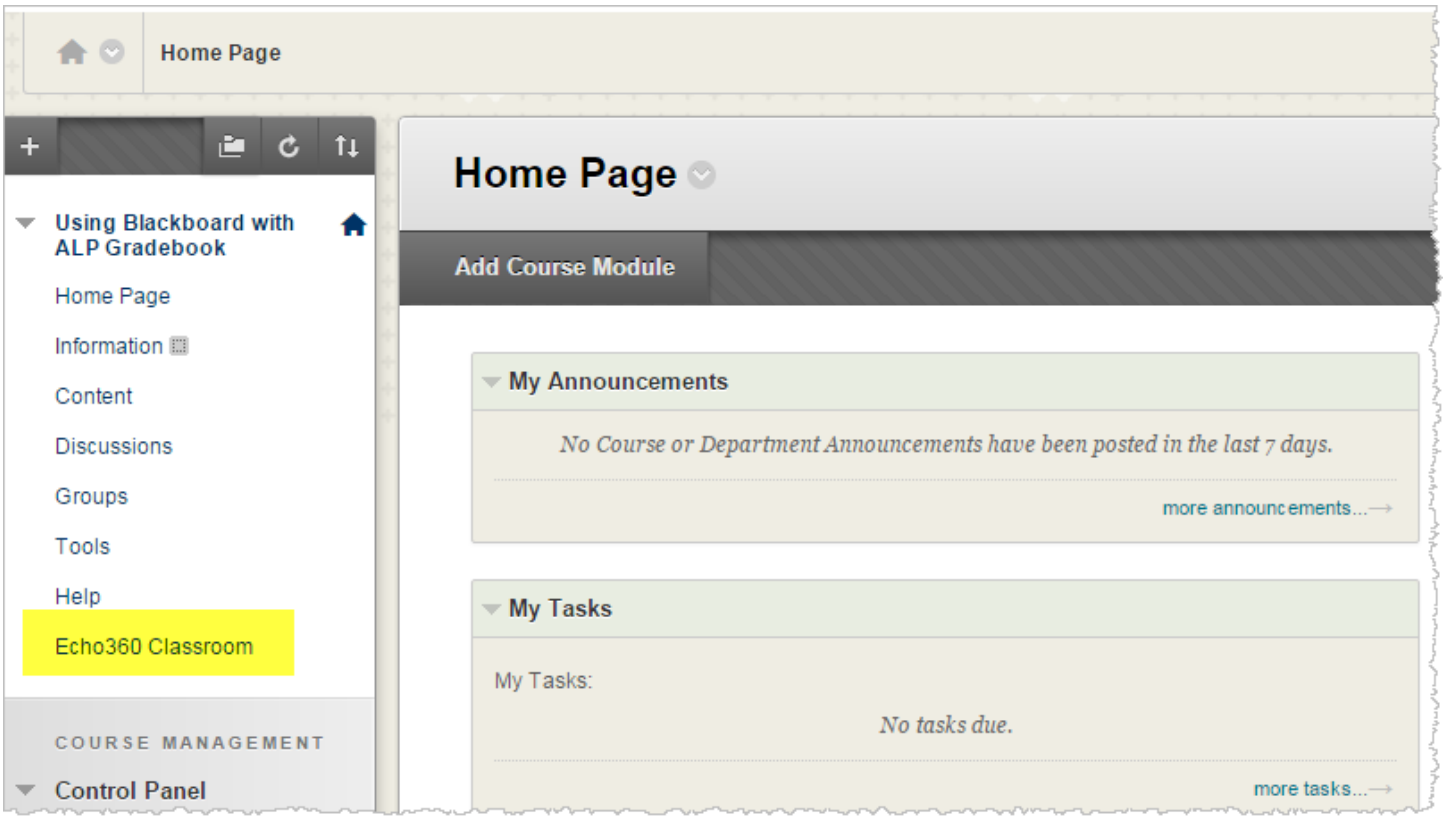
5. If necessary, expand the **Content** folder to show the Echo360 Assessments link created using the instructions at the top of this page.

6. Click the **Echo360 content** item listed there.



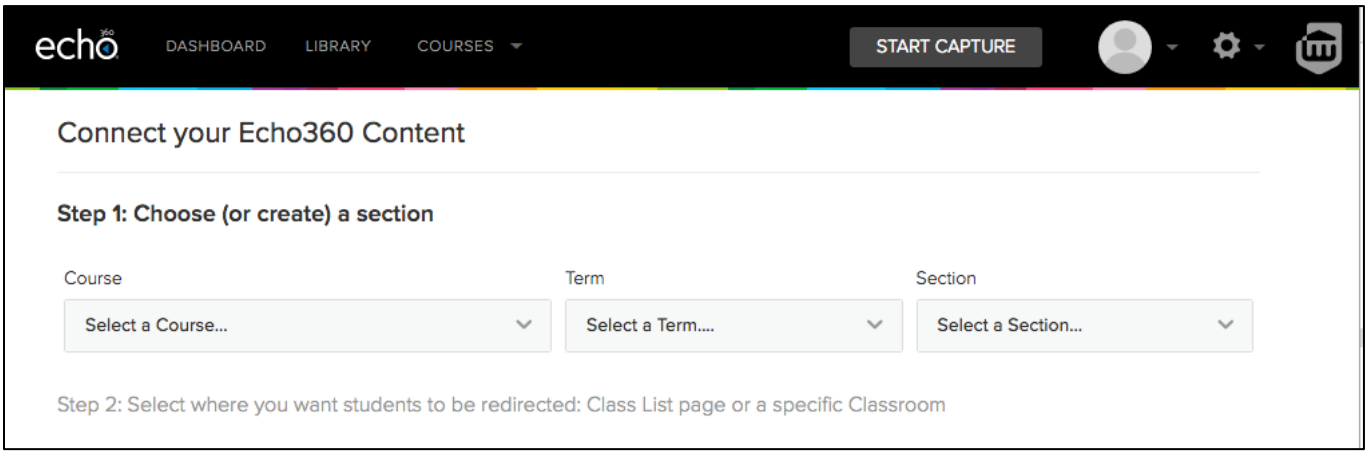
7. Edit the **Name** of the course link if necessary (this is the text that will appear for the link in the left navigation).
8. Enable the **Available to Users** checkbox.
9. Click **Submit**.

The link you created now appears in the left navigation for the course, as shown in the figure below. This allows users to navigate directly to the Echo360 section from the Course home page.



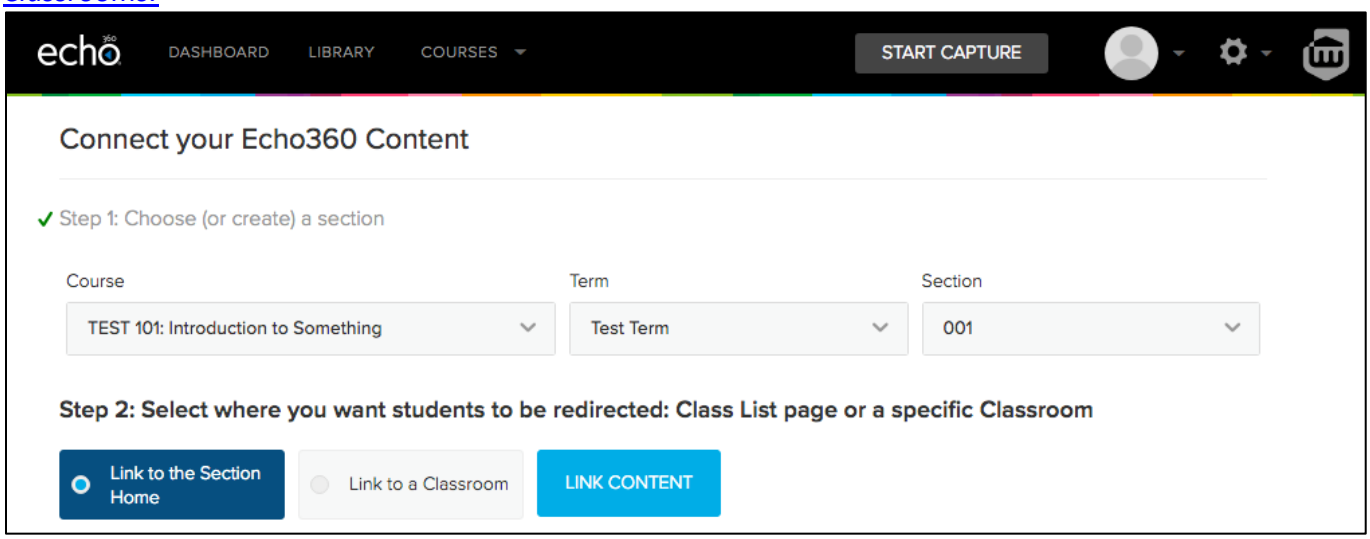
To link an LMS course or section to an Echo360 section

1. Log into the LMS as either an instructor or an admin.
2. Open the LMS course or section you want to link.
3. Click the Echo360 tool link already added to the course.
4. Use the drop-down lists on the window that appears to find the course, term, and section to link to.



5. If necessary select the **Link to your Section Home** radio button (it is selected by default).
6. Click **LINK CONTENT** as shown in the below figure.

If you want to link directly into a particular class, follow the instructions in [Linking LMS Course to Echo Classrooms.]



The LMS course/section is now linked to the corresponding Echo360 section. Users clicking the Echo360 link in their LMS are taken to the Class List for the Echo360 section you just linked.

Adding a Class in Echo360

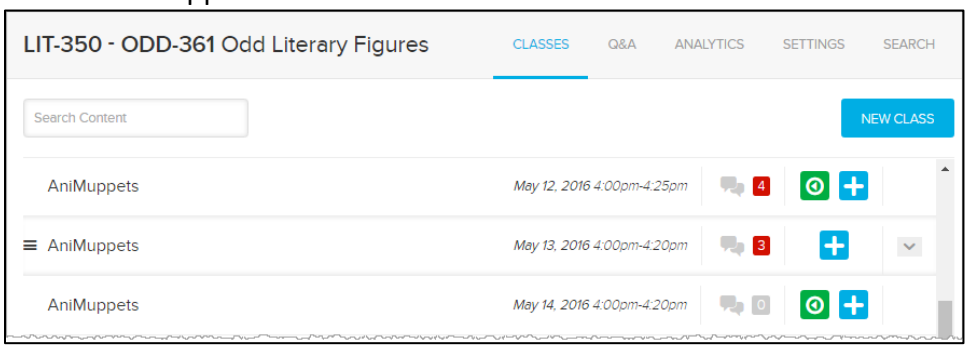
How to Add a Class

Classes exist as containers to hold content. Each class can contain one video and one presentation. For scheduled classes/captures, the video placeholder is (or will be) occupied by the recorded capture for the class. However, you may have additional materials you want to provide for the course or a particular class. In this case you may need to create a new class to hold that content.

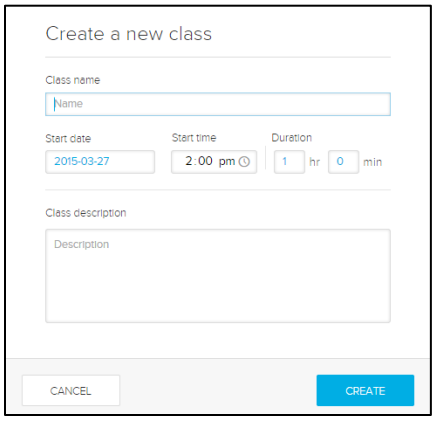
You can create a class with a corresponding date to an existing class, or create a class with a different date/time, or one with no specific date and time.

To create a new class

1. On the DASHBOARD, find the course to which you want to add a class. In that course, click ALL CLASSES.
   The class list appears.



2. Click **NEW CLASS**, located in the top right corner of the classes tab. The Create a new class dialog box appears. Enter class details.



NOTE: If you have a Start date, you must enter time and duration. If you have no date, the class must have a name. If you create a class with no date, be sure to provide a name and description that informs users what the purpose of the class/content is.

3. Click CREATE. The new class appears in the class list for the course.

Renaming Your Recorded Lectures

Editing Class and Group Details

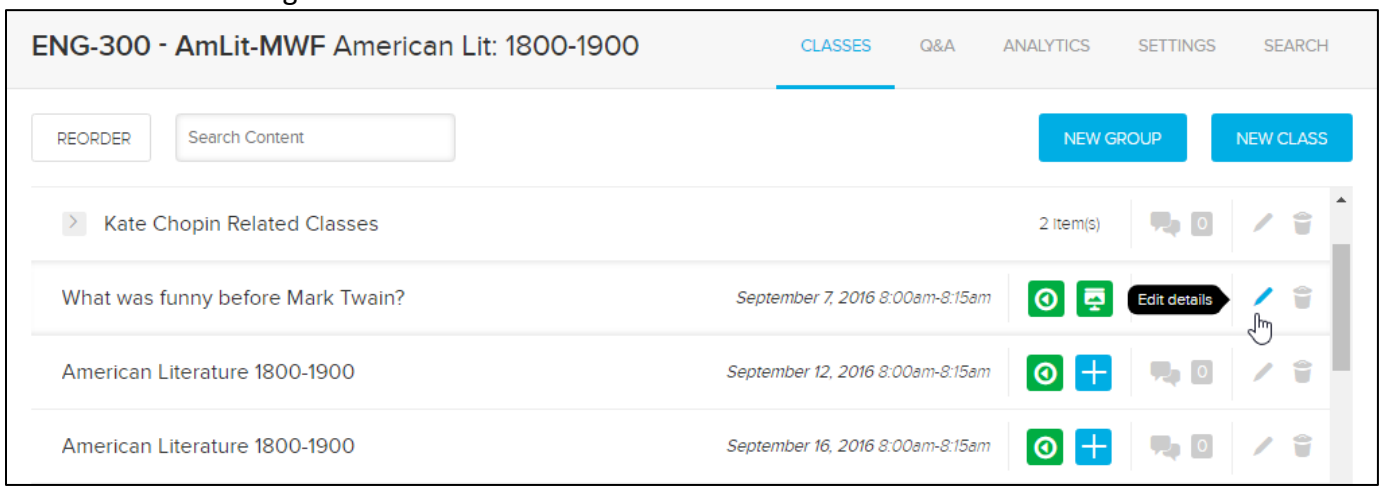
Instructors can edit the name and description of classes and groups. They can also edit the date, time and duration of classes they created, as well as of classes auto-created by scheduled captures if those classes have already occurred.

If you have your lectures planned for the upcoming term, you may want to edit the default titles and descriptions to the class entries, to let students know what to expect for each lecture.

IMPORTANT: DO NOT edit the date or time details for future classes created by a scheduled capture for the section. If necessary create a new class for the appropriate date/time, or create a class with no date or time (the class must have a name).

To edit class/group details

1. From the DASHBOARD, find the course containing the class you want to edit.
2. In that course, click **ALL CLASSES**.
   The class list appears.
3. **Click on the edit icon** located on the right side of the class or group row (it looks like a pencil), as shown in the below figure.



4. In the Edit class/group dialog box, edit the name and description as needed. If it is an instructor-created class, you can also edit or remove the date, time, and/or duration of the class.
   Remember that classes/groups must have either a name or a date/time/duration. They can have both but they must have at least one or the other.
5. Click **SAVE**.
6. The Class List refreshes to include the changes you made.

Adding a Presentation to a Class In Echo360

How to Add a Presentation to a Class

You can add a presentation to a class by uploading, importing, or creating it.

- Upload - upload an existing presentation from your computer or other online source.
- Import - import a presentation from your personal library.
- Create - create a new presentation.

Once the presentation has been added, you can make it available or unavailable, or set an availability schedule, allowing the item to be viewed beginning on a certain date and/or for a set period of time.

NOTE: Each class can contain ONE presentation and ONE video. You can replace an existing item with a different one from your library, but all associated data, analytics, notes, etc., are deleted from the system. If you need to provide multiple presentations for a particular class, create a new group to hold the classes with related content, then create a new class to hold the media. Then reorder the list to move the new class into the group.

Uploading a Presentation

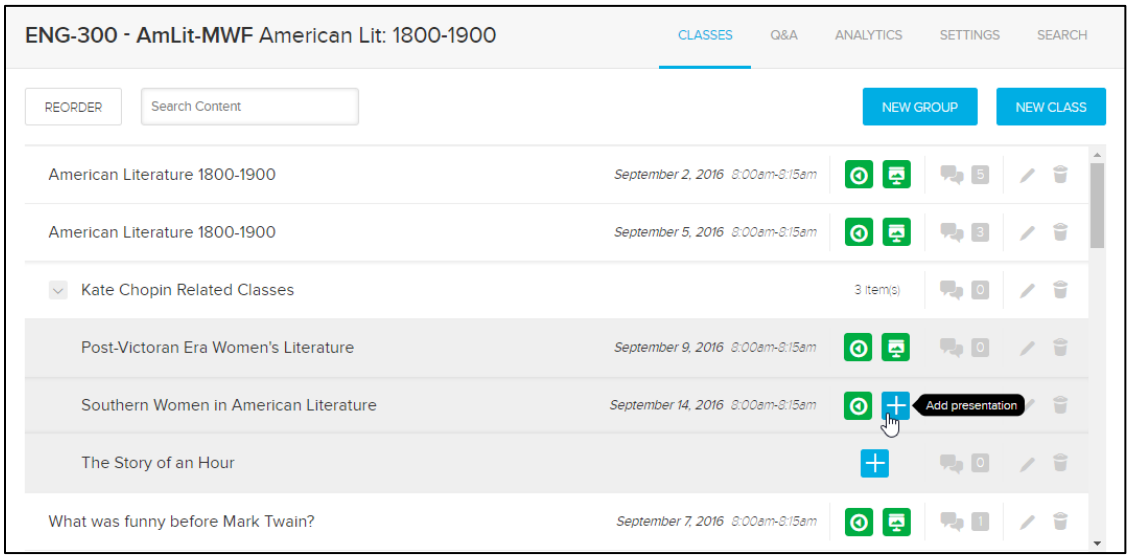
You can upload any file you have created outside of Echo360 into your course and use it as a presentation. You can upload files from your computer but also popular cloud options such as Dropbox, Google Drive, Box, and OneDrive.

To upload a presentation

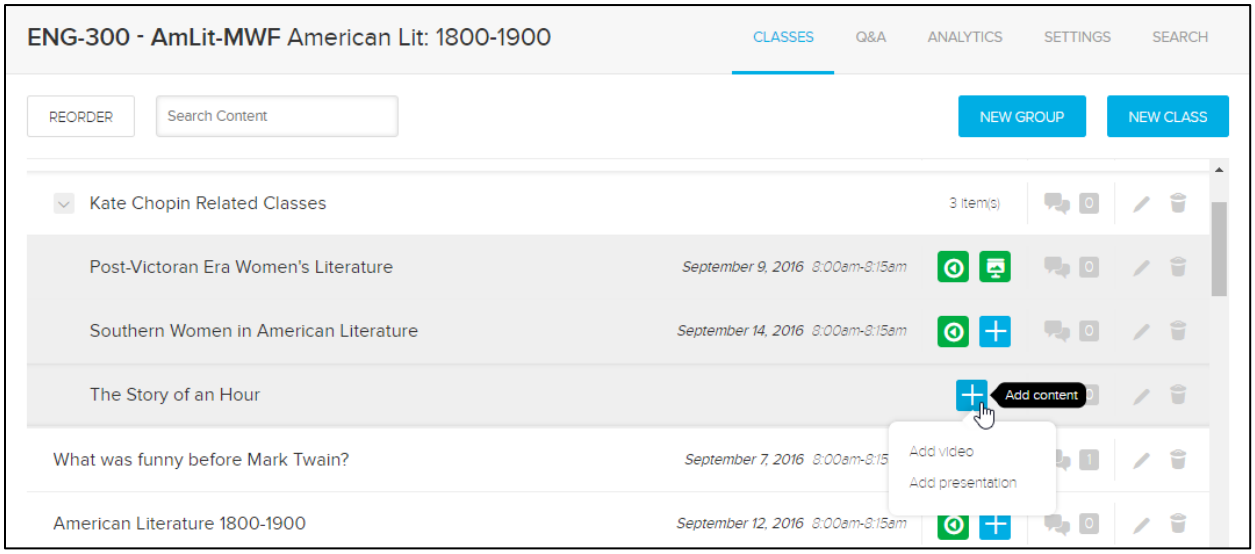
1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**.

   The icons (video or presentation) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

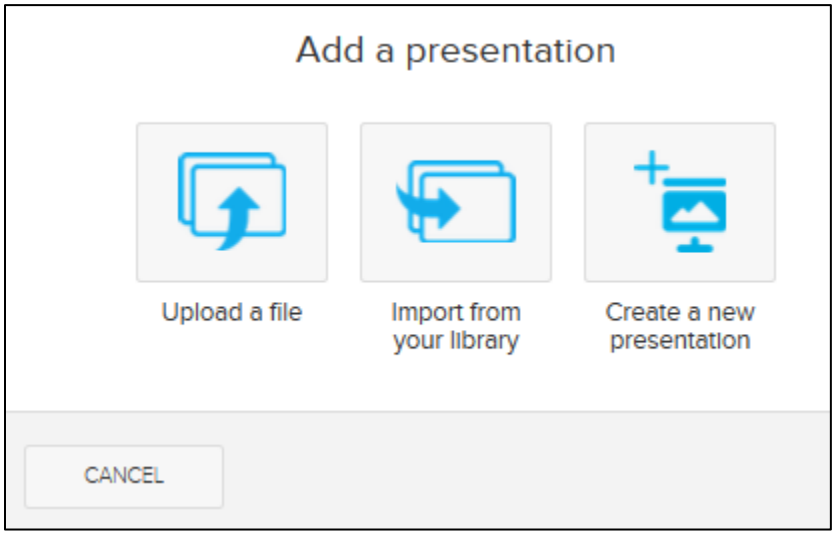
2. If the class does not yet include a presentation, click the plus icon ( ).



3. If the class contains ***no*** content yet, select **Add presentation** from the menu that appears.



The Add a presentation window appears.



4. Click **Upload a file**.
5. In the Filepicker windows, click **Choose File** and navigate to the content on your local computer or by connecting to a cloud storage option (listed on the left).

The presentation appears in the class content.

Importing a Presentation to a Class

If you have already added a presentation to your library, you can import it to a class and even edit within that class if needed.

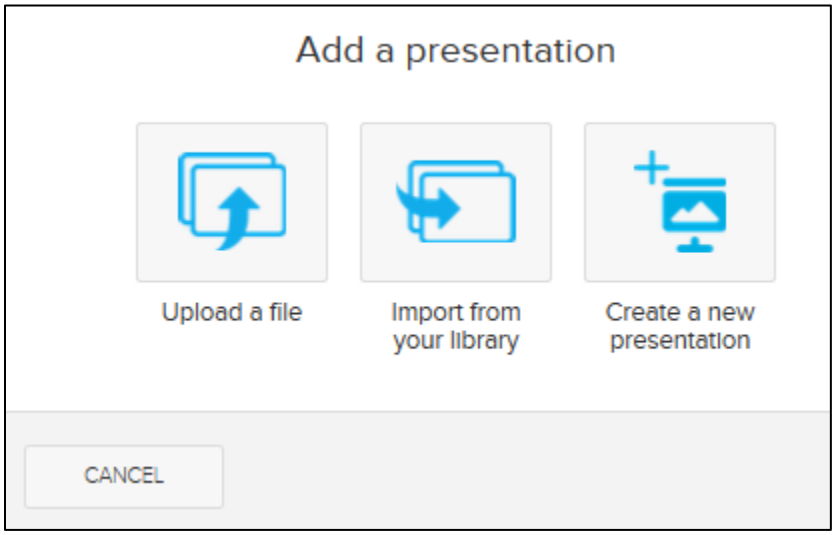
Alternately, you can select to Publish content from your LIBRARY page to a class. If the class you want to import the presentation to already contains a presentation (that you are replacing with a different one) you *must* publish the content from the LIBRARY page.

To import a presentation from your library

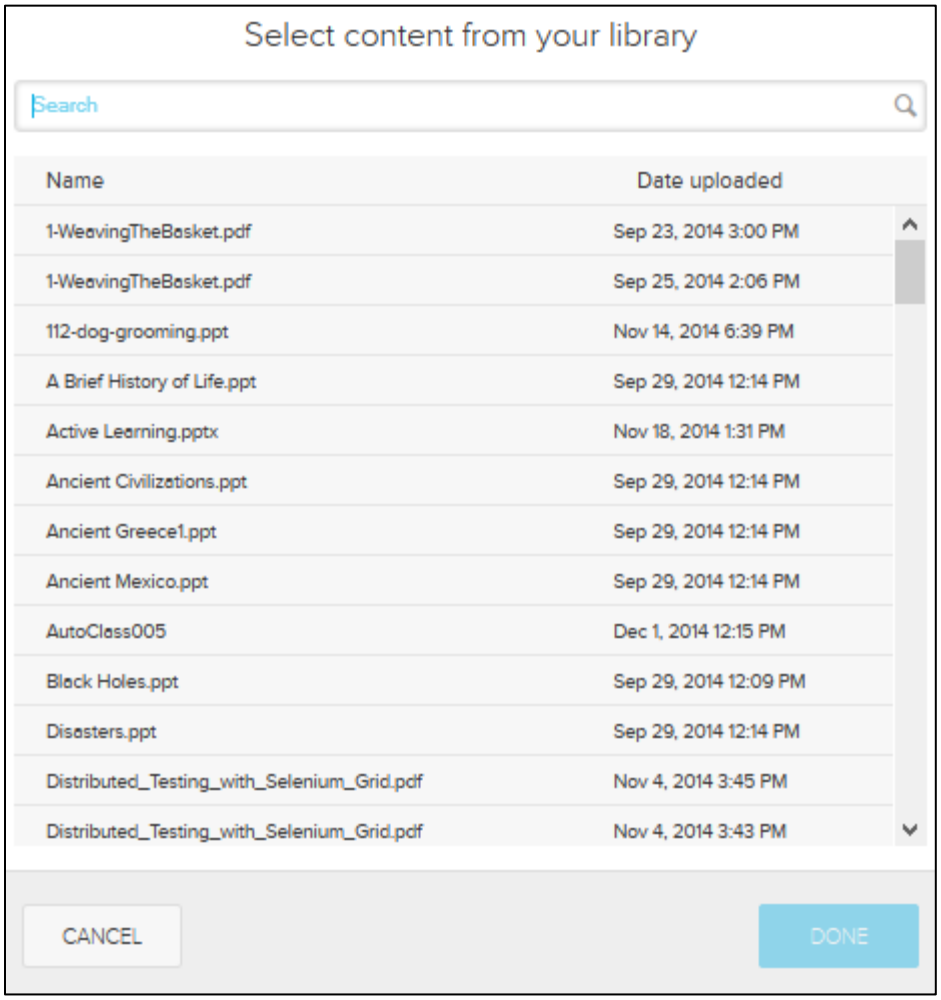
1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**.

   The icons (video  or presentation ) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

2. If the class does not yet include a presentation, click the plus icon ( ).
3. If the class contains no content yet, select **Add presentation** from the menu that appears.
   The Add a presentation window appears.



4. Click **Import from your library**.
   The Select content from your library window appears.



5. Select the presentation to add to this class.

6. Click **DONE**.

The presentation appears in the content for the class.

Creating a New Presentation

A class can only have one video and one presentation. If that class already includes a presentation, you can choose to first remove the current one, then create a new one to replace it.

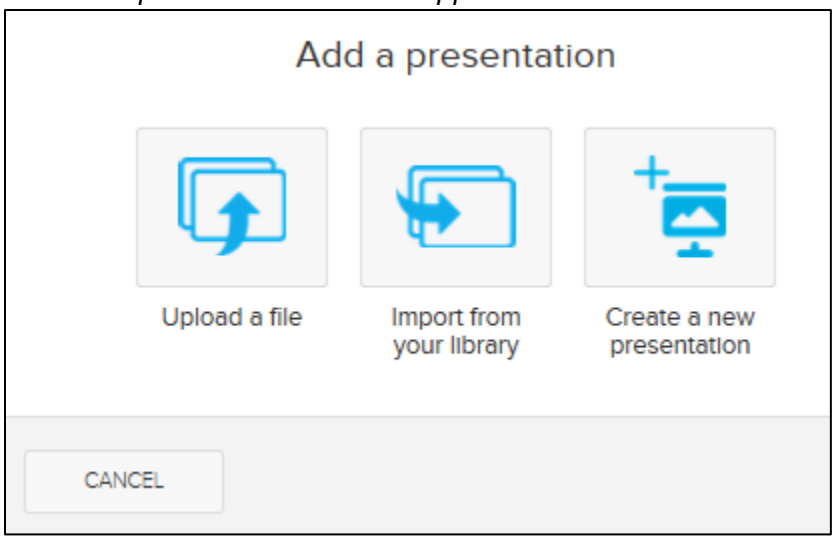
To create a new presentation

1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**.

   The icons (video or presentation) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

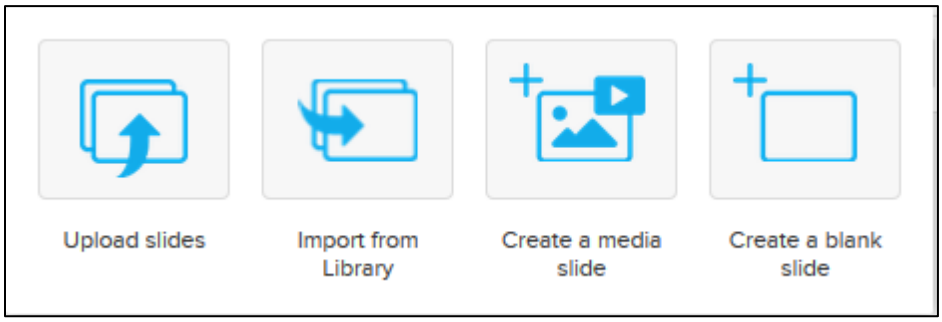
2. If the class does not yet include a presentation, click the plus icon ( ).

3. If the class contains no content yet, select **Add presentation** from the menu that appears.
   The Add a presentation window appears.



4. Click **Create a new presentation**.
   A blank slide deck appears.

5. Click **ADD SLIDES**.
   Available options for adding a slide appear.



6. Select one of the available options.
   For instructions on using each option, see the following topics:
   - Upload a Slide to a Presentation
   - Import a Slide to a Presentation
   - Create a Media Slide
   - Create a Blank Slide
7. Click **ADD ACTIVITY**.
   Available options for adding an activity slide appear.
8. If necessary, edit the title of the new presentation by clicking on the existing title (the class name) and replacing the text.
9. When finished, click the return arrow located to the left of the title.
   The presentation is automatically saved and appears both in the class and in your library.

Editing a Presentation

Editing a Presentation

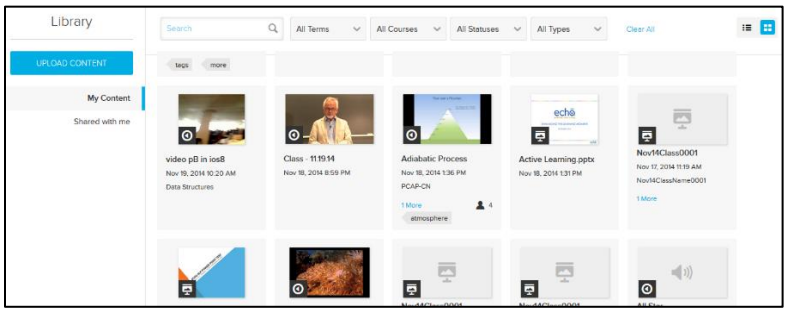
You can edit a presentation directly in Echo360 by rearranging slides and by adding new slides and activities. To edit the content within a slide, download the presentation first, edit it in the program you used to create it, then upload it again.

You can select to edit a presentation from the LIBRARY page or from the class list where it is published. You only have permission to edit presentations you have created or uploaded.

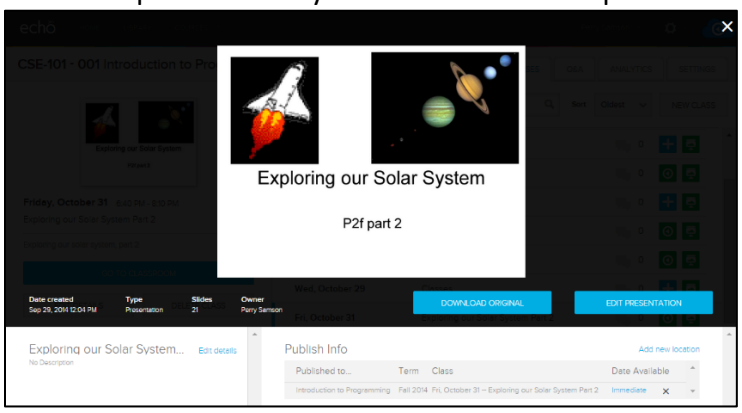
ALTERNATELY, if you are an instructor, you can download and install the Microsoft Office PowerPoint Ribbon add-on provided by Echo360. This add-on allows you to create and edit a slide deck through PowerPoint, including adding activity slides, then publish it to a class.

To edit a presentation in the library

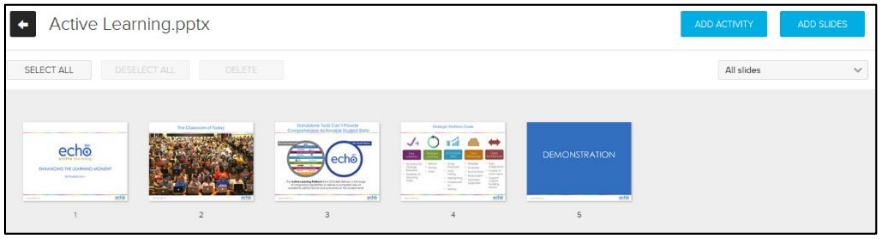
1. From the menu bar, select **LIBRARY**.



2. Select the presentation you want to edit. The presentation summary appears.



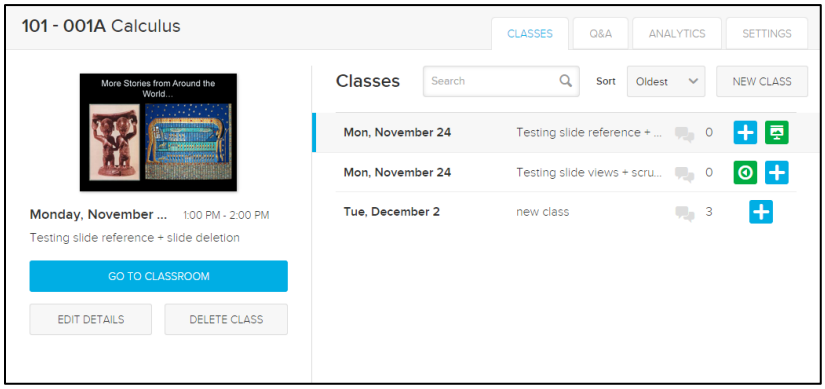
3. Click **Edit Presentation**. The slide deck appears.



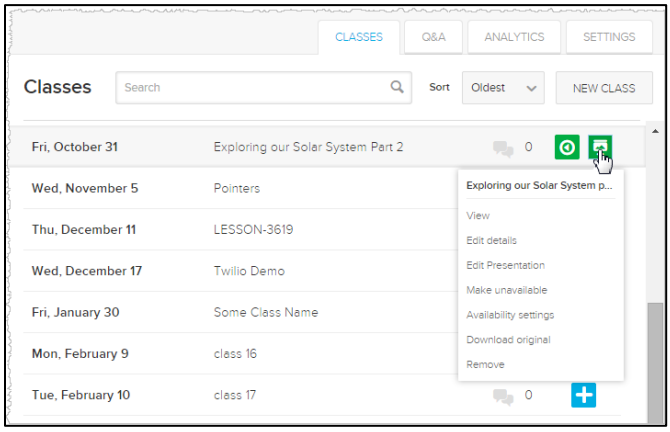
4. Drag and drop slides to rearrange them as needed. You can also delete slides or add new ones. Your changes take place in the presentation immediately and are reflected in any class that includes the presentation.

To edit a presentation from the class list

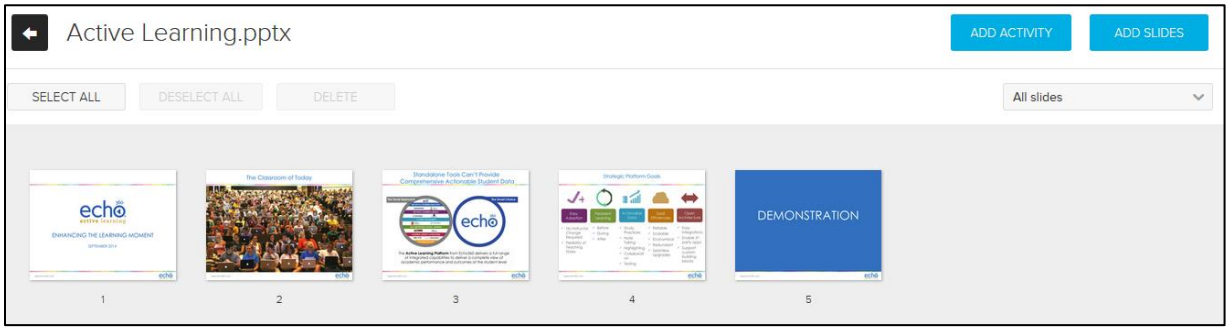
1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**. The class list page appears.



2. **Click the content icon** to show a menu of options for that content.



3. Click **Edit Presentation**. The slide deck appears.



4. Drag and drop slides to rearrange them as needed. You can also delete slides or add new ones, as well as add interactive classroom activities within the presentation.

Your changes take place in the presentation immediately and are reflected in any class that includes the presentation.

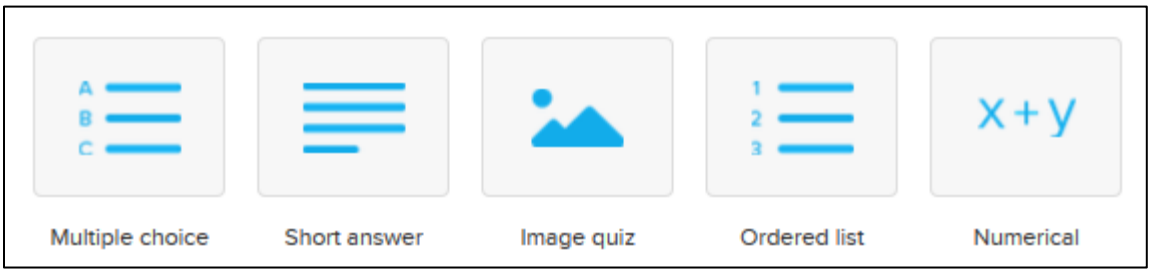
Adding Interactive Slides to a Presentation

Working with Interactive Slides (Activity Slides) in Echo360

Interactive slides are used to engage the student regarding specific topics and concepts from the presentation. Inserting interactive slides will trigger learning moments with your students and increase overall participation during class.

You can add activity slides through the Echo360 interface, or you can download and install the PowerPoint Ribbon add-on, which allows you to create, edit, and publish presentations from within PowerPoint, including adding activity slides.

There are five types of interactive activities to choose from: Multiple choice, Short answer, Image quiz, Ordered list and Numerical.



Character Limitations: Activity slide questions are limited to a maximum of 1000 characters. Student justifications currently have no character limit. Short answer responses are capped at 60000 characters.

SMS Response Instructions

All interactive activities, except image quizzes, generate instructions for responding to the question via text message (SMS). These instructions include a phone number to text the answer to, and an "activity code" that identifies the class and the question. SMS responses are logged in the same way online responses are.

Only students assigned to the section can respond to these activities, and **students must have their mobile number in their account profile**, to allow the system to recognize the responder.

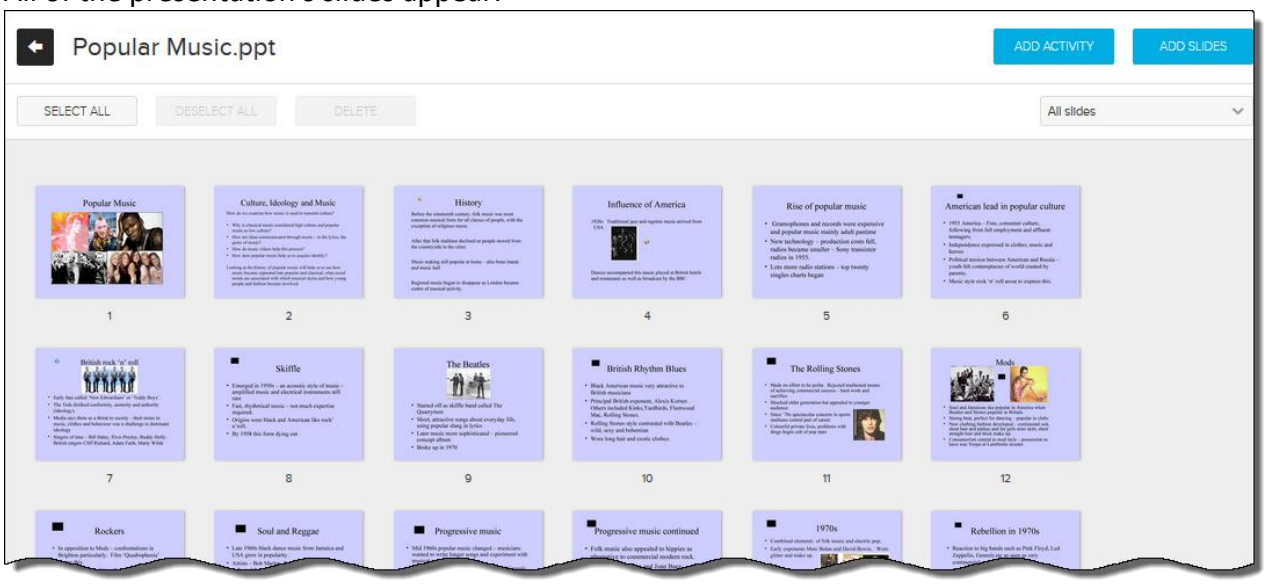
Creating a Numerical Activity

You can add numerical activities to a presentation. Students indicate the correct answer by entering the correct value or the correct range of values.

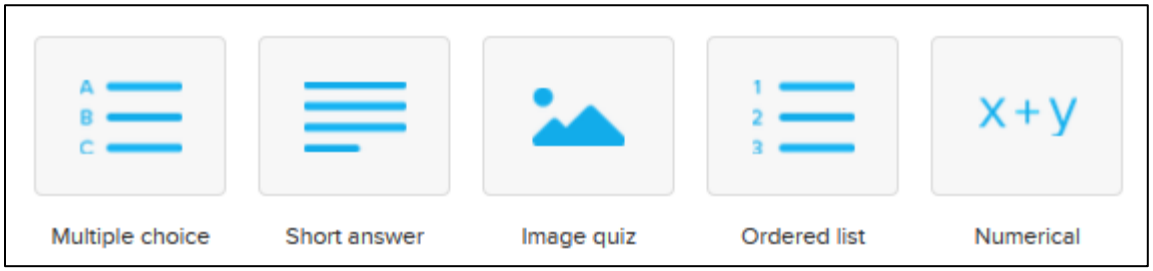
To create a numerical activity

1. Open the presentation to which you want to add a numerical activity in one of the following ways:
    - From the DASHBOARD, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
    - From the DASHBOARD, click **ALL CLASSES** to open the class list for the course. In the class list, click the icon for the presentation you want to edit to open the menu of options.

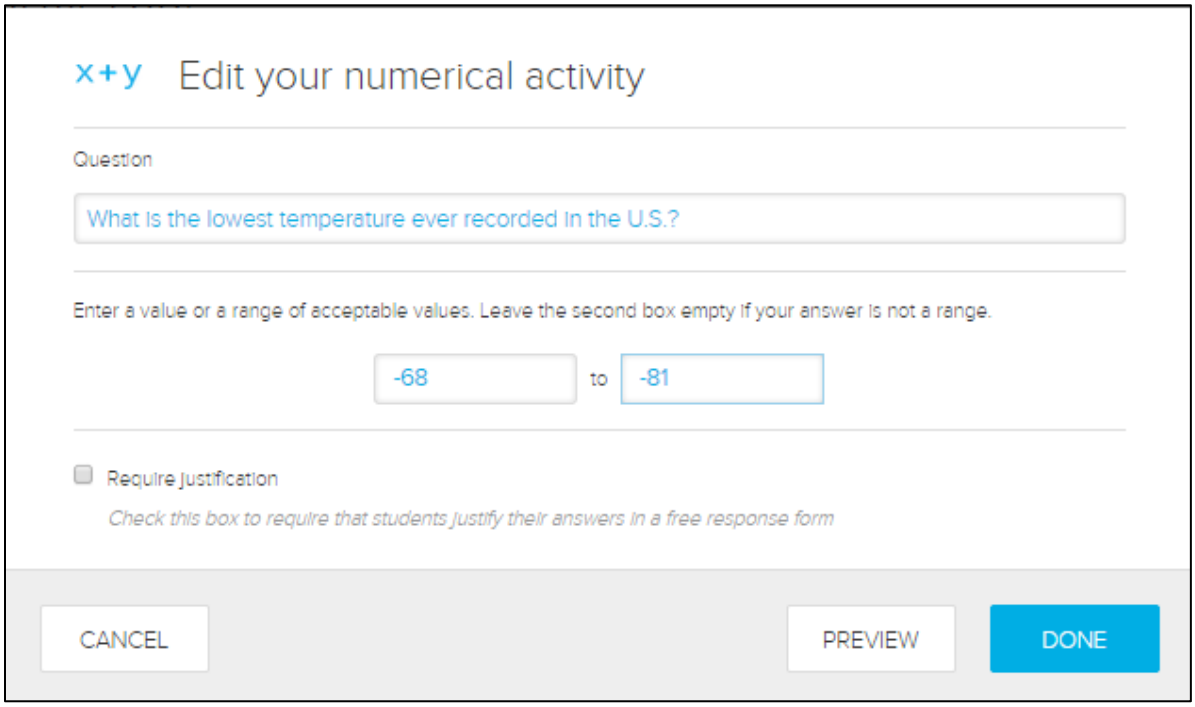
2. Click **EDIT PRESENTATION**.
   All of the presentation's slides appear.



3. Click **ADD ACTIVITY**.
   Activity options appear.



4. Select the **Numerical** option.



5. Enter the question. You can enter up to 1000 characters.
6. Enter a value or a range of acceptable values.

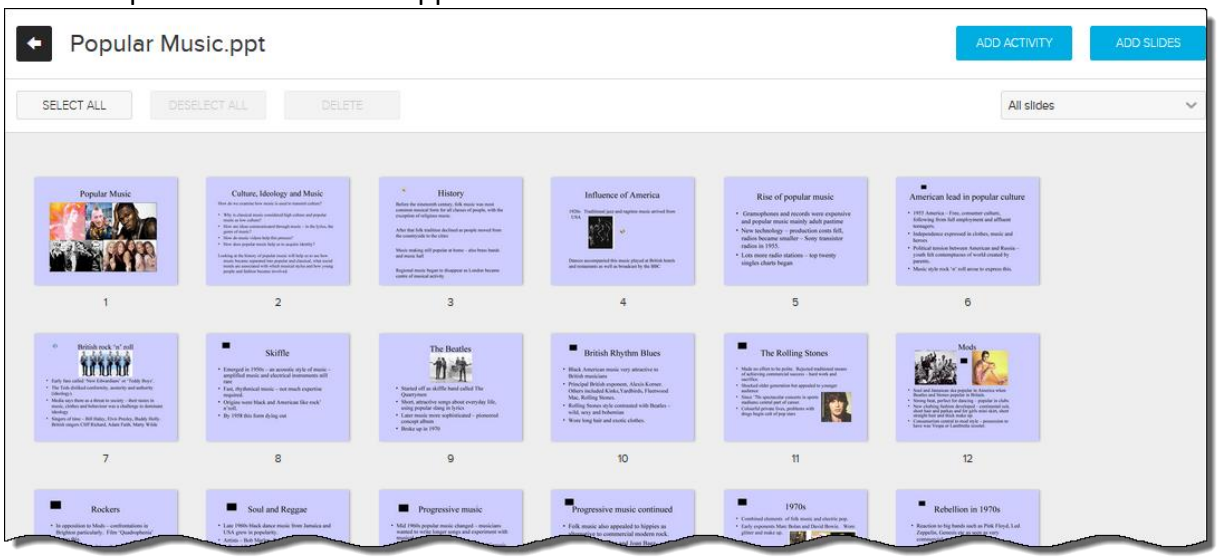
7. If you want students to elaborate on their answer(s), click **require justification.**
   NOTE: Requiring justifications will preclude students from being able to respond via SMS; activities that require justification must be answered via the Echo360 Web UI.
8. Click **DONE**.

Creating an Ordered List Activity

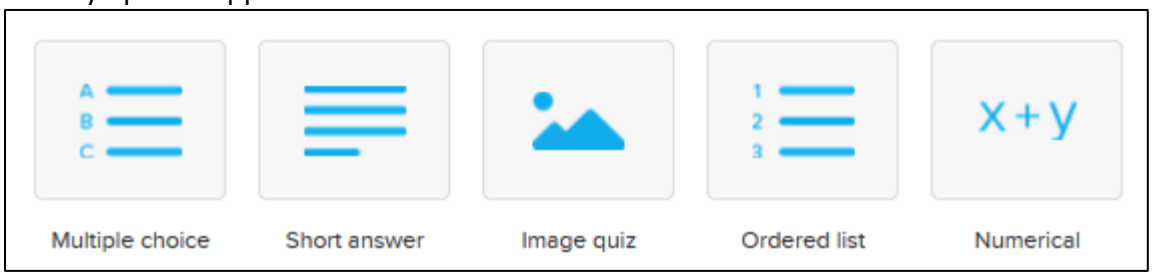
You can add ordered list activities to a presentation. Students respond to your question by putting a list of responses in the correct order.

To create an ordered list activity

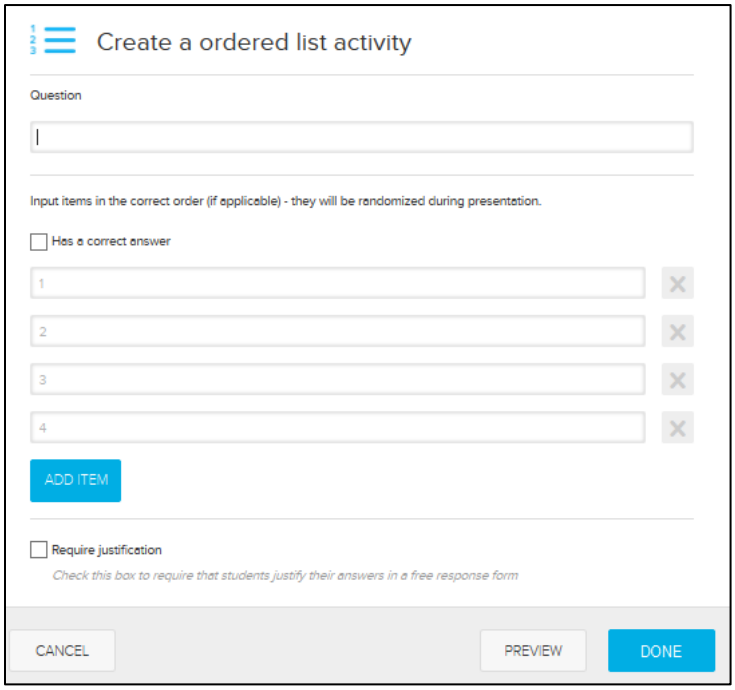
1. Open the presentation to which you want to add an ordered list activity in one of the following ways:
   - From the DASHBOARD, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
   - From the DASHBOARD, click **ALL CLASSES** to open the class list for the course. In the class list, click the icon for the presentation you want to edit to open the menu of options.
2. Click **EDIT PRESENTATION**.
   All of the presentation's slides appear.



3. Click **ADD ACTIVITY**.
   Activity options appear.



4. Select the **Ordered list** option.



5. Enter the Question. You can enter up to 1000 characters.
6. Enter the answer options in the correct order.
7. To order the list, select **has a correct answer**.

NOTE: Echo360 randomizes the order in the presentation. Students can then put the answers in the correct order.

8. If you want students to elaborate on their answer(s), click **require justification.**
   NOTE: Requiring justifications will preclude students from being able to respond via SMS; activities that require justification must be answered via the Echo360 Web UI.
9. Click **DONE**.

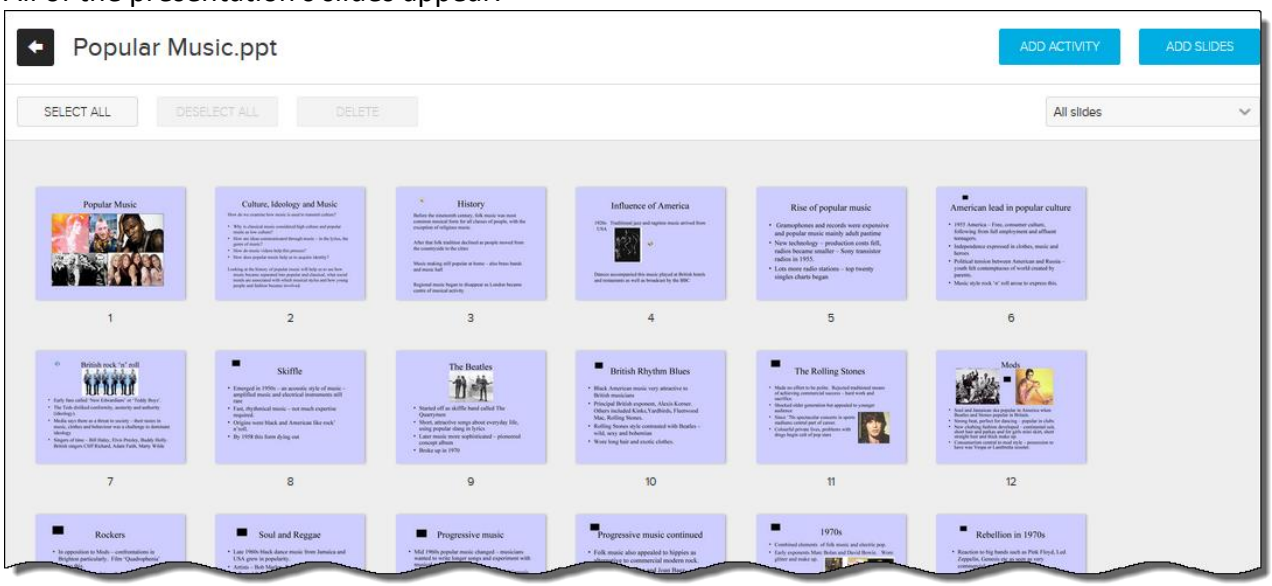
Creating an Image Quiz Activity

You can add image quiz activities to a presentation by uploading an image, entering a question, and then marking the solution. When students interact with you during a lecture, they indicate the correct answer to your question by clicking the image.

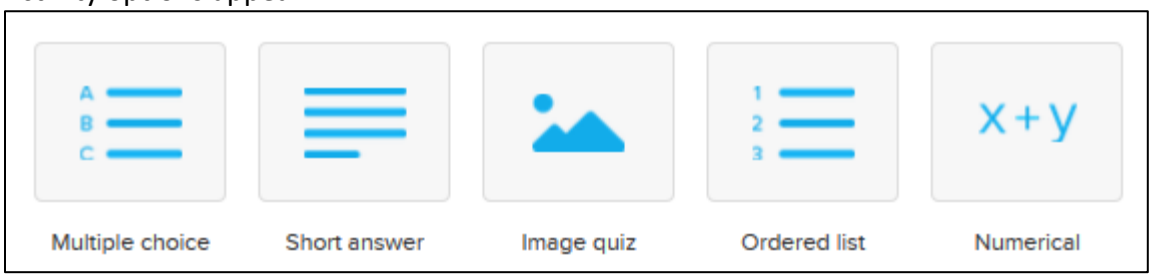
To create an image quiz activity

1. Open the presentation to which you want to add an image quiz activity in one of the following ways:
   - From the DASHBOARD, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
   - From the DASHBOARD, click **ALL CLASSES** to open the class list for the course. In the class list, click the icon for the presentation you want to edit to open the menu of options.

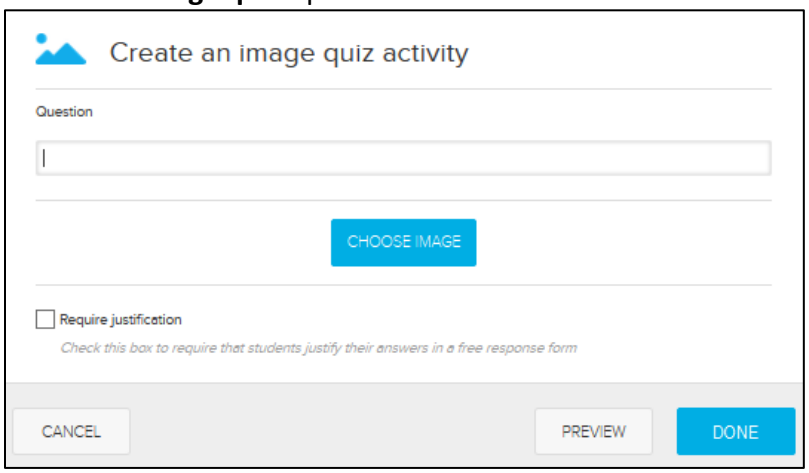
2. Click **EDIT PRESENTATION**.
   All of the presentation's slides appear.



3. Click **ADD ACTIVITY**.
   Activity options appear.

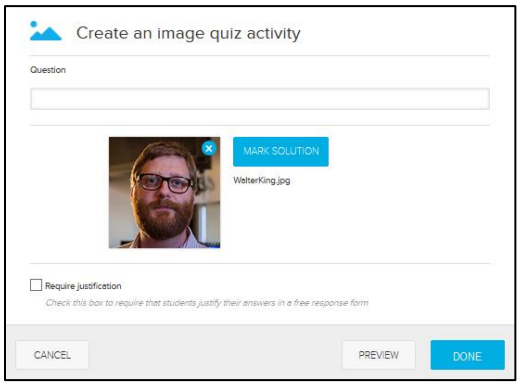


4. Select the **Image quiz** option.



5. Enter the Question. You can enter up to 1000 characters.

6. Click **CHOOSE IMAGE**, and select the image to use.
   The image appears in the window.



7. Click **MARK SOLUTION** to outline the area on the image that is the solution to the question.
8. If appropriate, enable the **require justification** checkbox. This requires students to enter a justification for their response.
9. Click **DONE**.

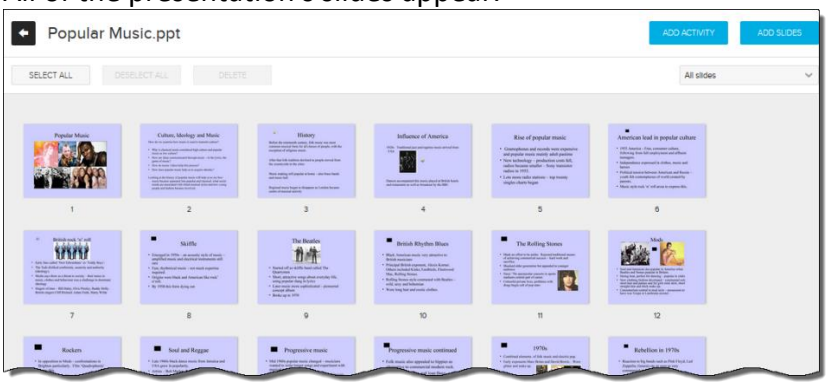
Creating a Short Answer Activity

You can add short answer activities to a presentation. You specify the question and the student enters their answer into a text box.

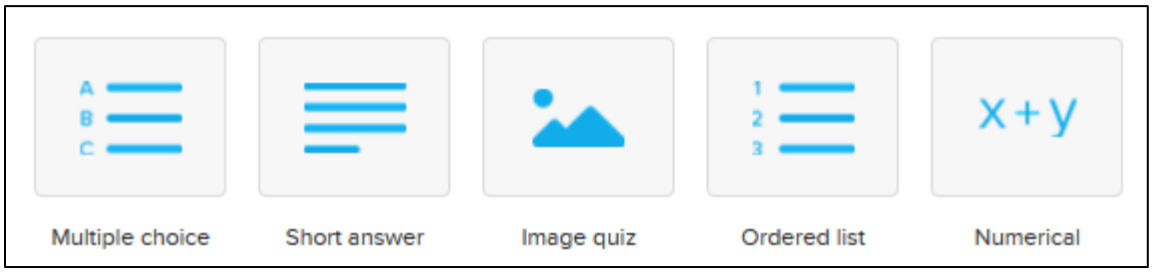
Student responses are limited to 60000 characters or less.

To create a short answer activity

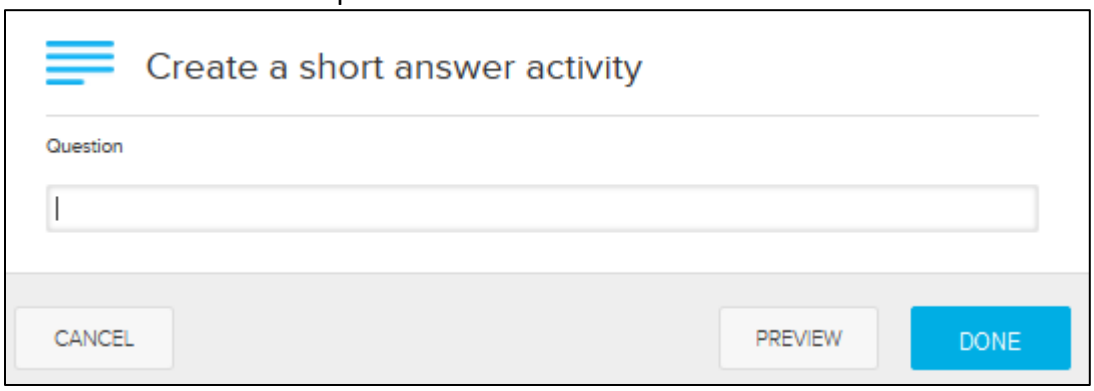
1. Open the presentation to which you want to add a short answer activity in one of the following ways:
   - From the DASHBOARD, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
   - From the DASHBOARD, click **ALL CLASSES** to open the class list for the course. In the class list, click the icon for the presentation you want to edit to open the menu of options.
2. Click **EDIT PRESENTATION**.
   All of the presentation's slides appear.



3. Click **ADD ACTIVITY**.
   Activity options appear.



4. Select the **Short answer** option.



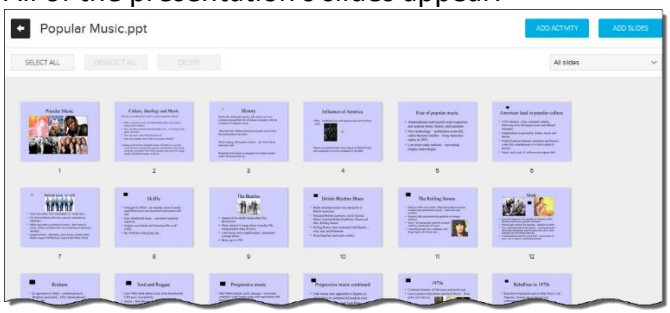
5. Enter the Question. You can enter up to 1000 characters.
6. Click **DONE**.

Creating a Multiple Choice Activity

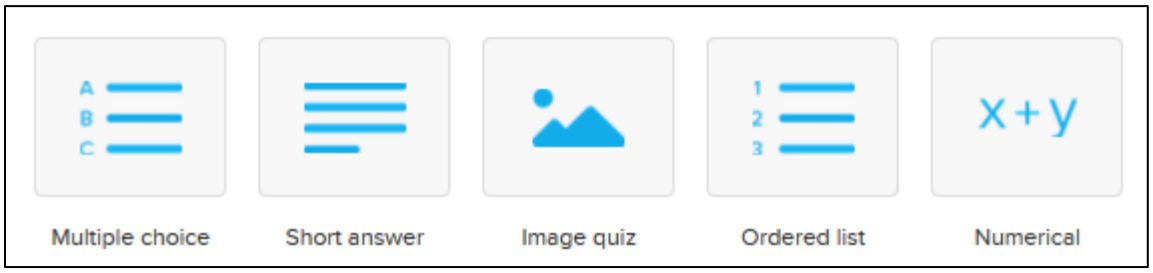
You can add multiple choice activities to a presentation. You enter the question and a list of possible answer choices, then mark which answer is correct and whether that answer requires justification. Students click an answer and enter a justification into a text box, if required.

To create a multiple choice activity

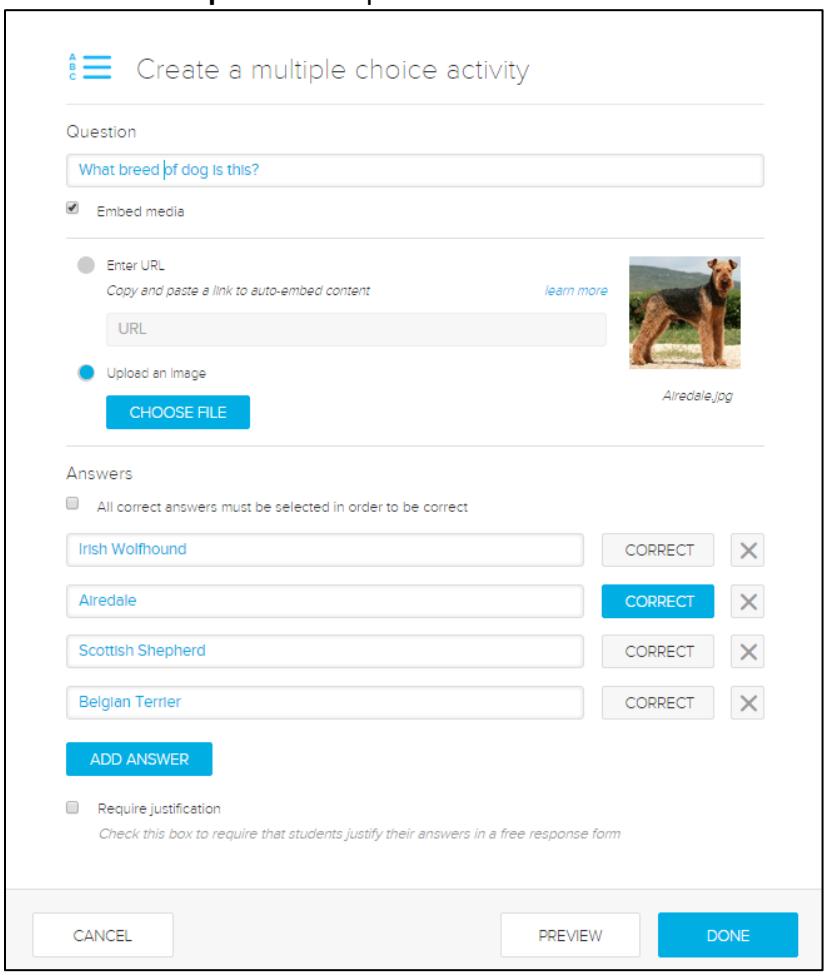
1. Open the presentation to which you want to add a multiple choice activity in one of the following ways:
   - From the DASHBOARD, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
   - From the DASHBOARD, click **ALL CLASSES** to open the class list for the course. In the class list, click the icon for the presentation you want to edit to open the menu of options.
2. Click **EDIT PRESENTATION**.
   All of the presentation's slides appear.



3. Click **ADD ACTIVITY**.
   Activity options appear.



4. Select the **Multiple choice** option.



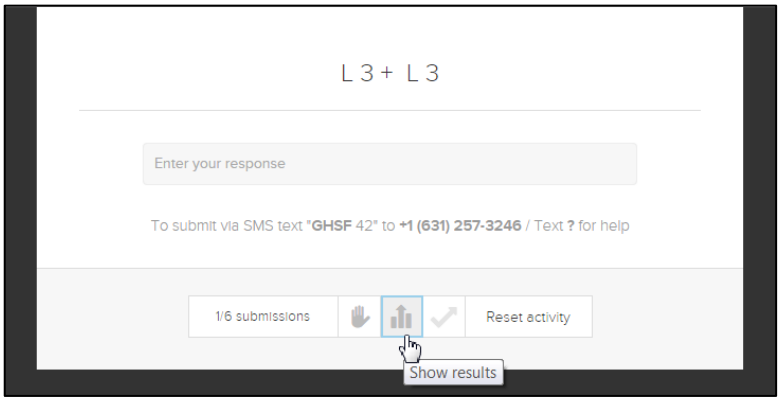
5. Enter the Question. You can enter up to 1000 characters.
6. If appropriate, enable the **Embed media** checkbox, and upload an image or enter a URL for embedded content, to provide context to the question.
7. Add the answer options, and designate the correct answer(s).
   Optional: If you want students to select ALL correct answers before marking them correct, click the first checkbox.
8. If you want students to elaborate on their answer(s), click **require justification.**
   NOTE: Requiring justifications will preclude students from being able to respond via SMS; activities that require justification must be answered via the Echo360 Web UI.
9. Optionally, click **PREVIEW** to see the student's view of this activity.

10. Click **DONE**.

Showing Interactive Slide Results in Class

If your slide deck contains interactive activities that you have created, use the action buttons below the question to:

- See the **number of submissions** - how many students submitted answers
- **Close the question** to further responses (the icon showing the hand)
- **Show submitted answers** - show results icon, as displayed in the below figure
- **Show the correct answer** to the question (checkmark icon)
- **Reset the activity** - refresh the activity, deleting all current responses to allow students to try again



Students can also respond to activities using SMS (text), as long as they are registered for the class and have provided their mobile number in their account profile (so the system can recognize the responder).

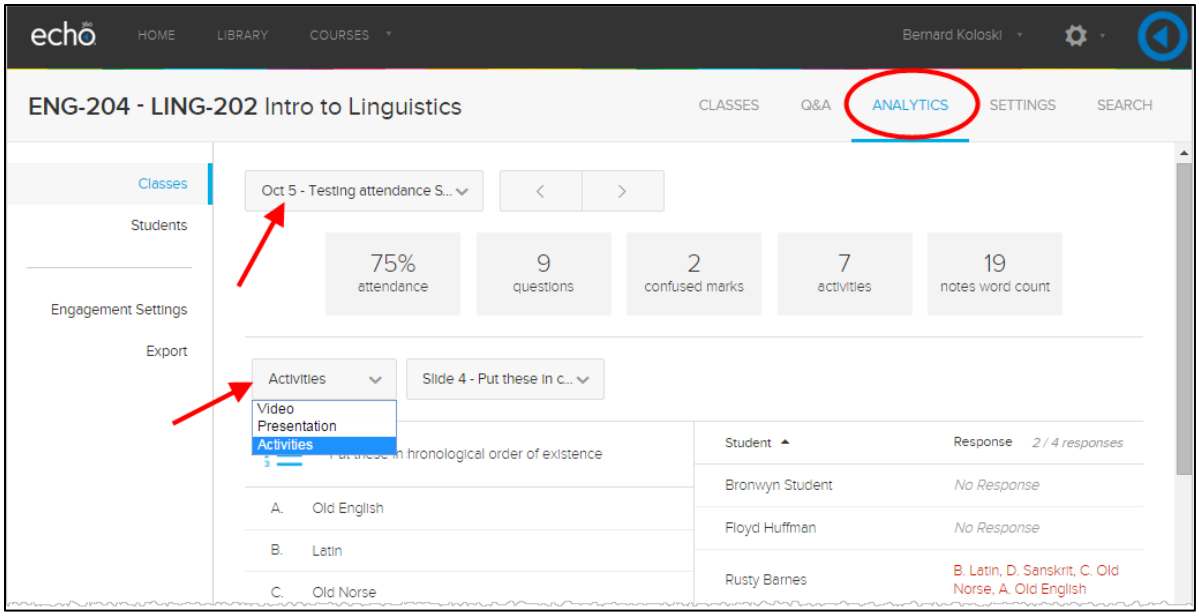
The phone number and activity code (GHSF 42 in the above figure) for SMS responses are automatically provided on the slide.

Reviewing All Student Responses to Activities

The Analytics Tab allows you to review all of the student responses to the in-class activities.

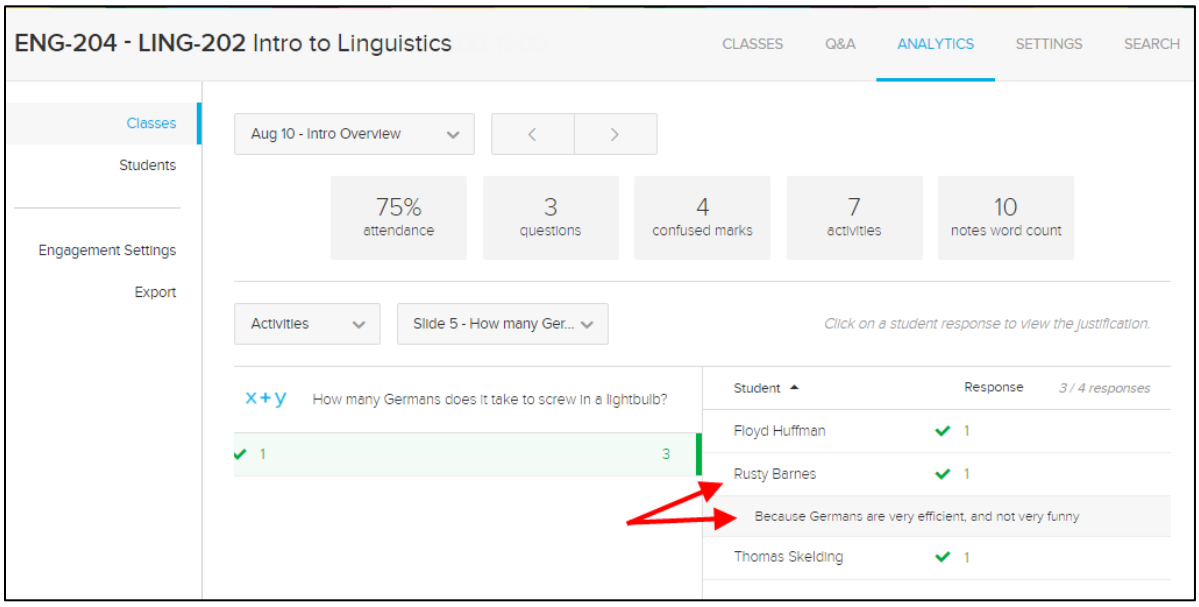
To view student responses to activities

1. Open the Analytics tab for a section. The Classes page is shown by default.
2. Select a class from the drop-down list at the top, preferably one that has activities in the presentation. Notice the boxes below the class list, one of which identifies how many activities are in the selected class.
3. Below the boxes, select **Activities** from the content type drop-down list.
   The question for the first activity appears, along with the answer selections if applicable. To the right of the question/answer panel is the student list, showing the response each student gave.



If there is a correct answer identified for the activity, the correct answer is identified below the question. Students who answered correctly have a green checkmark along with their response in the Response column.

4. If the activity required a justification, click on a student's entry; their justification appears below their answer.



5. Use the Slide selection drop-down list to view a different activity slide.

Click an answer to see who gave it

As stated in the procedure above, for activities where you provided answers to select from, the answers are listed below the question on the left side, with the correct answer (if one is identified) highlighted in green. The answer is also shown with the number of students who selected that response.

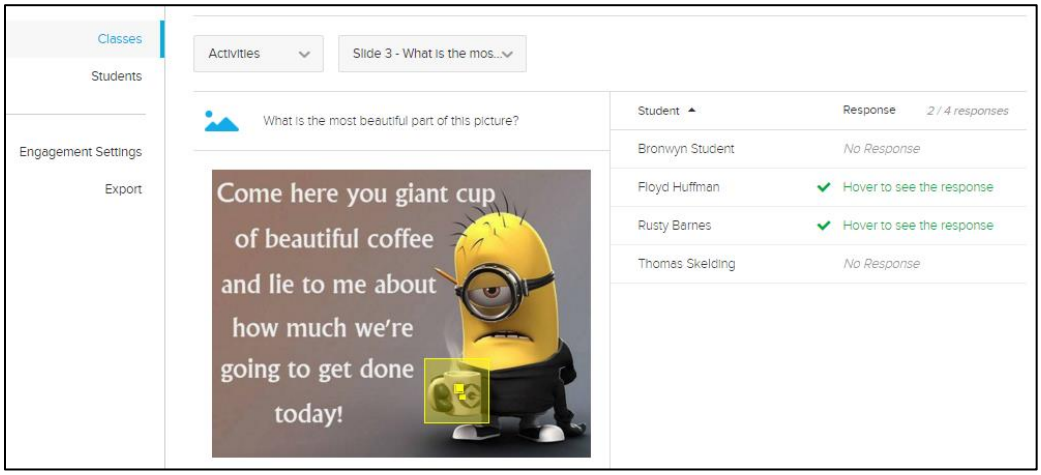
Click an answer from the left to filter the student list on the right to show only those students who gave that answer.

Click it a second time to remove that filter and again show all students.

Viewing Image Quiz Responses

Viewing the responses to most activity types is fairly straightforward. However since image quizzes do not have "list able" responses, identifying which response was given by which student is a little different.

1. Use the instructions above to open the Activity response views in the Analytics tab.
2. Select an image activity slide from the slide drop-down list.
   Notice that the question and the image appears on the left, including the correct answer if identified and all student responses marked.



3. Hover your mouse over each student listed on the right.
   As you hover, an outline appears around their response mark in the quiz image on the left.

Editing Videos

Editing Videos

Echo360 provides a basic video editing function, allowing you to make cuts and trims to video content as needed.

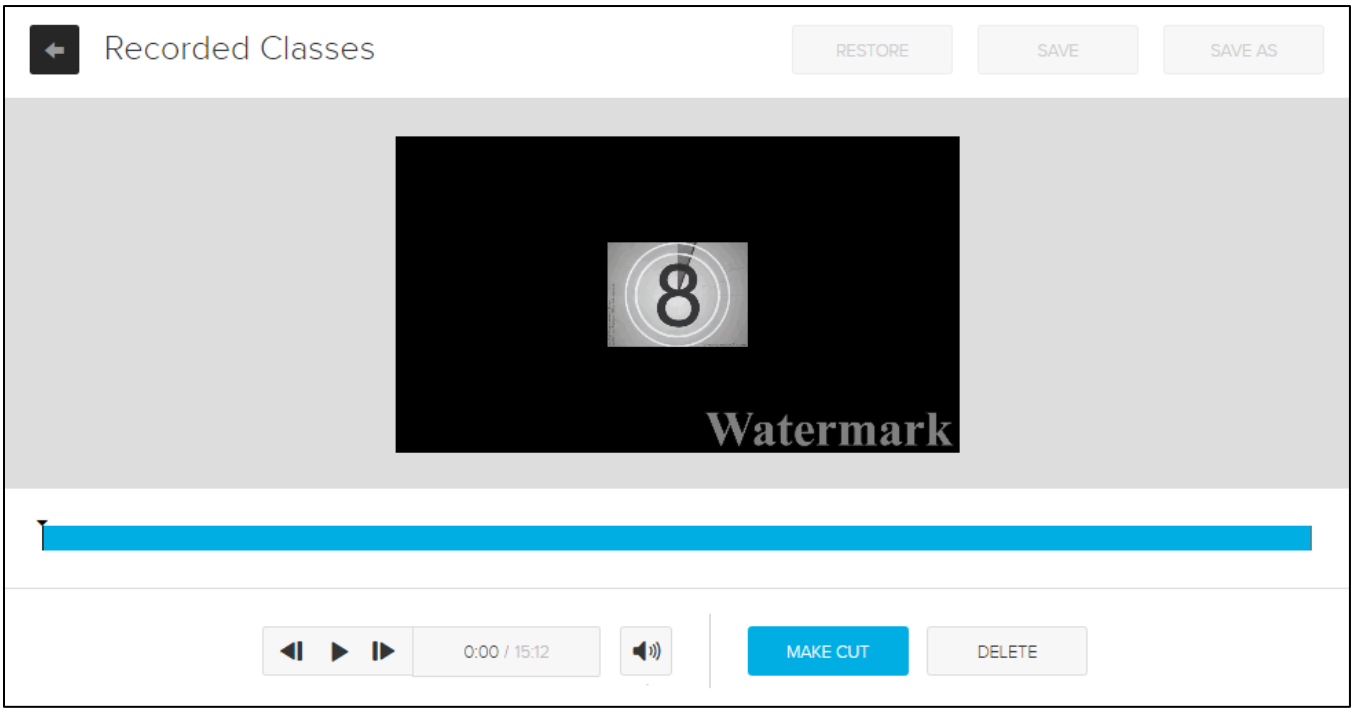
Save As creates a *copy* of the video with the changes you made. The user performing the Save As function also becomes the owner of the edited copy of the video. If necessary (and you are an Admin) you can change the owner of the video copy to an instructor.

IMPORTANT! CHECK PUBLISHING INFO BEFORE SAVING CHANGES!!
Any changes you apply to a video will also appear in ALL published (or shared) versions of the video. Publishing (or sharing) simply provides links to the original content. When you edit that content, you change the content being delivered via those links. If desired, you can **Save As** after making edits. This creates a copy of the video that you now own, but which is not published anywhere.

If you are an **Instructor**, you can select to edit videos from your Library page or from the Class List page. If you are viewing the content details page for the video, use the Edit video icon located in the top right corner.

To edit a video

1. Find the video you want to edit, and select **Edit video** from the chevron menu, or click the **Edit video icon** from the content details page. *The video opens in the editor window.*



2. Editing a video consists of the following basics (editing functionality is described in detail below):
    - Use the **playback controls** to find specific locations to mark.
    - Use the **Make cut** button to mark the location of the play head.

- Select a segment between cut marks (or between one end of the video and a cut mark), and use the **Delete/Revert** (they change depending on status) buttons at the bottom of the editor to make that change to the video.

3. Repeat the above steps as needed to delete segments and/or revert deleted segments to active.
4. Use the buttons across the top to complete your editing and process the video with your changes. These buttons apply to the video as a whole and work as follows:
    - **RESTORE** - Reverts all changes *ever made to the video* and restores the **original** video file. This option is only active if you open a video that had previous edits applied to it.
    - **SAVE** - Applies the changes you've made to this video. These changes are reflected in the playback bar on the editing screen; gray segments are deleted and blue segments are retained.

NOTE: After Save, the changes are applied to all published (and shared) versions of this video. Once processed, the edited version replaces the original version in all locations.

- **SAVE AS** - Creates a COPY of the video with your edits. In addition, you are now the owner of the edited copy, regardless of whether you were the owner of the original video or not.

5. To exit without making or saving any changes, click the **back arrow** in the top left corner of the video editing screen.

Processing Occurs Immediately: After selecting to Save, Save As, or Restore, the processing of your changes begins immediately, however processing may take some time to finish, depending on the video length and number of edits. This means two things:
1) Students or other users will not see the edited version until processing is complete.
2) You should not try to re-edit the video until the initial changes are processed.

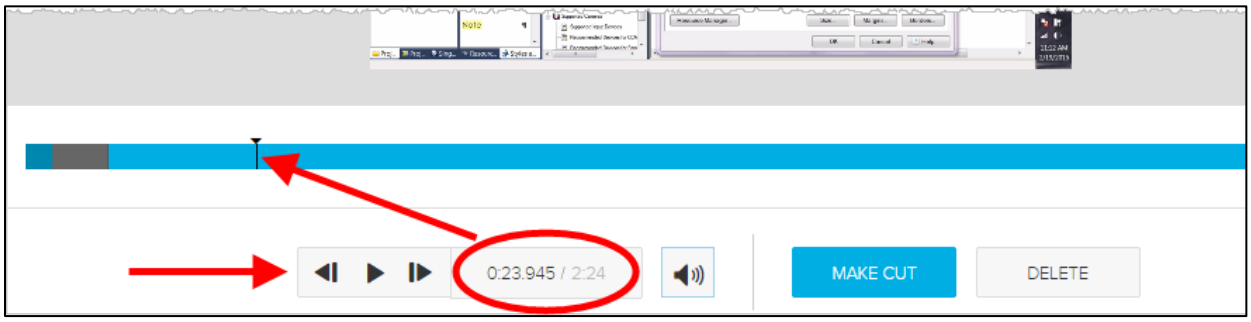
Using the video editing tools

The video editor allows you to trim the ends and cut segments from the video. You can review the changes to the video, playing it with the cuts in place, prior to making your changes permanent.

Review/Playback the video

Use the playback controls to play the recording. If you have made cuts in the recording, the playback will skip the cut areas, so you can see how the edits affect the final product.

The figure below shows the playback controls, and has the current location of the play head identified, both as the timed location, and within the playback bar itself.



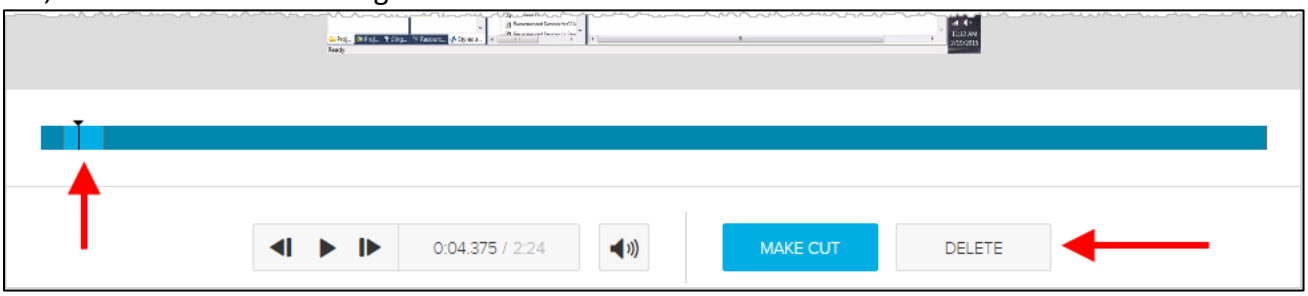
- Click **play** to show the video in the editing window.

- Click **pause** to pause the playback. This lets you place the play head in a specific location for making a cut. See Cutting segments from the video section below.
- Use the **forward** and **rewind** buttons to move through the video as needed.
- Use your mouse to **click-and-drag the play head** to various locations in the play bar.

Moving the play head marker - There are three ways to place the play head marker in a specific location:
-- Play the video and pause it where you want to apply a cut
-- Click and drag the play head marker in the play bar to the location for the cut
-- Hover the mouse over the play bar, then click in the play bar to the location for the cut

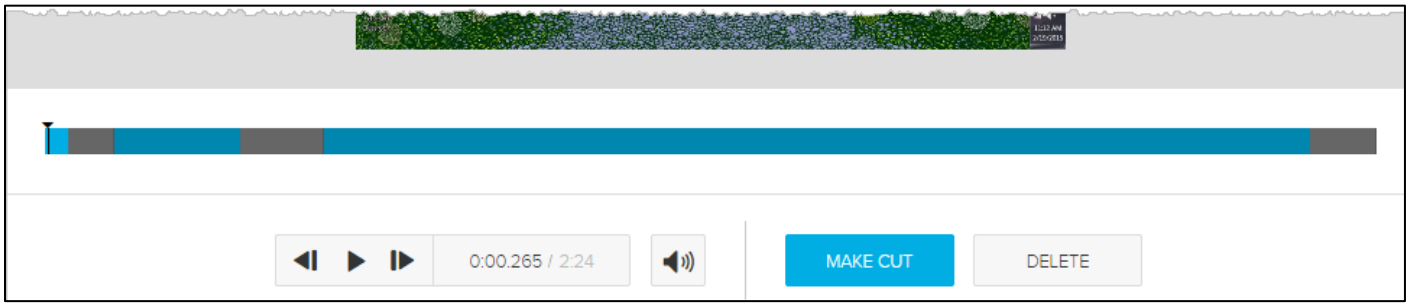
To cut a segment from the video

1. Put the play head marker at the **beginning location of the segment** you want to cut.
2. Click **MAKE CUT**.
3. Move the play head marker to the **end location of the segment** you want to cut.
4. Click **MAKE CUT**.
5. **Click into the area between the cuts** to select it (yes this also moves the play head into that area; ignore it).
   Notice that the selected area in between the two cuts changes to a lighter color than the rest of the play bar, as shown in the below figure.



6. Click **DELETE** to temporarily cut that segment from the video.
   The cut segment turns gray, to indicate it is no longer part of the playback.

Repeat these steps for each segment you want to remove from the video. The below figure shows a video with multiple cut segments. Remember, these cuts are temporary until you save your changes via Apply Edits.



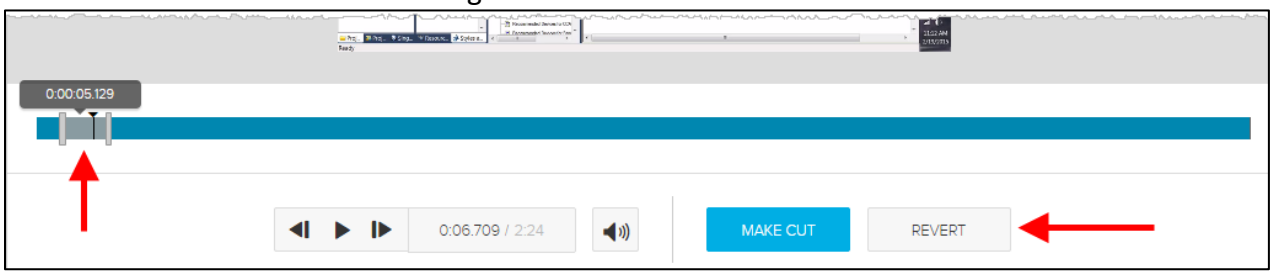
To trim the ends of the recording

1. Put the play head marker at location where you want the video to ***start***.
2. Click **MAKE CUT**.
3. Click into the area preceding the cut (the current beginning section of the video) to select it.
   Notice that the selected area changes to a lighter color than the rest of the play bar.

4. Click **DELETE**.
   The opening segment turns gray to indicate it is no longer part of the playback.
5. Move the play head marker to the location where you want the video to ***end***.
6. Click **MAKE CUT**.
7. Click into the area immediately following the cut (the current end section of the video) to select it. Notice that the selected area changes to a lighter color than the rest of the play bar.
8. Click **DELETE**.
   The end segment turns gray to indicate it is no longer part of the playback. This is shown in the above figure.

To revert cut segments (undo cut deletion)

1. Click into a gray cut segment on the play bar.
   Notice that the DELETE button changes to REVERT.



2. Click **REVERT**.
   The segment returns to the same color as the rest of the play bar to indicate it is again part of the playback.

Adding a Video to a Class

Adding a Video to Your Class

A video can be the recorded capture of a past class, an instructional video in a flipped class, or any other video that you want to share with students.

Once added, you can make it available or unavailable, or set an availability schedule, allowing the item to be viewed beginning on a certain date and/or for a set period of time.

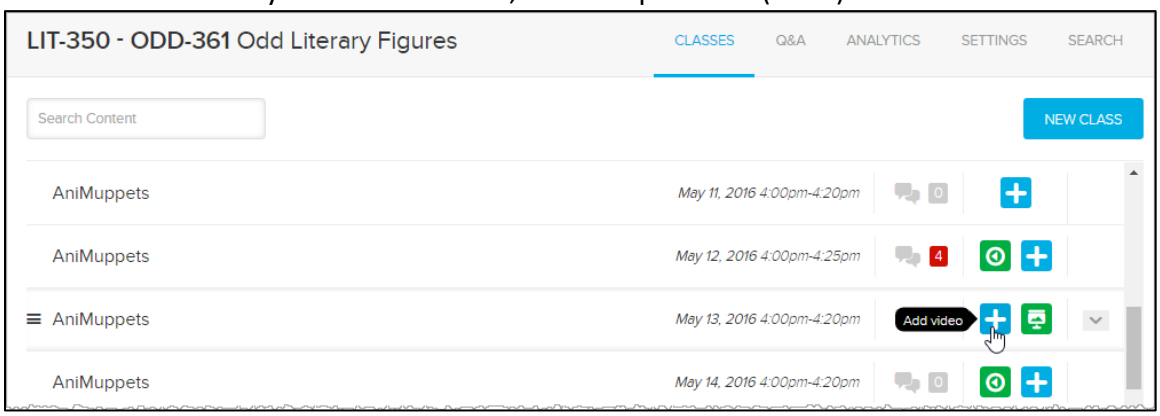
NOTE: Each class can contain ONE video. The effects of this are as follows:
-- You cannot add videos to classes that are generated by scheduling captures for the section. The video slot for those classes is reserved for the lecture capture.
-- You can replace an existing video with a new one, but all associated data, analytics, notes, etc., for the original video are removed. The content remains in your library.
If you need to provide multiple videos for a particular class, create a new class with the same date or title to contain the video.

To add a video to a class

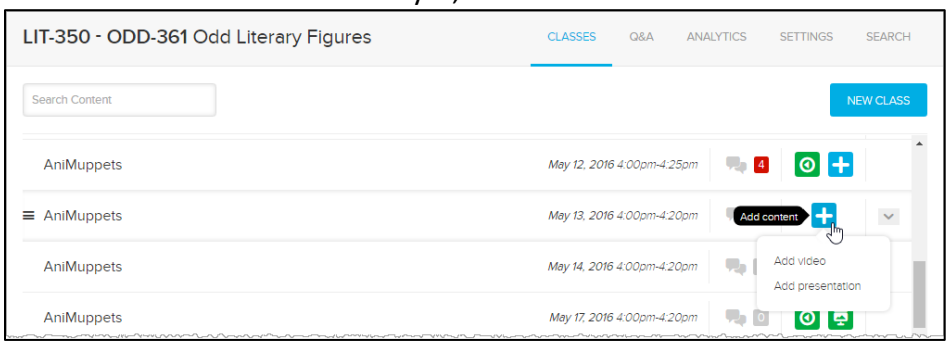
1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**.

   The icons (video or presentation) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

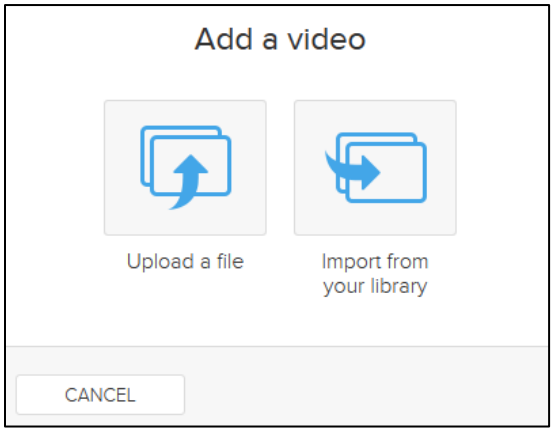
2. If the class does not yet include a video, click the plus icon ( ).



3. If the class contains ***no*** content yet, select **Add video** from the menu that appears.



4. From the Add a video dialog box, select **Upload a file** or **Import from your Library.**



- If you select **Upload a file**, the Filepicker window appears, allowing you to navigate to your content and select to upload it.

Create a Media Slide

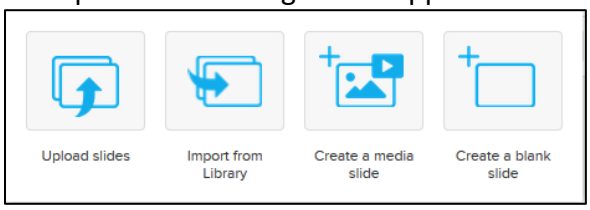
Adding a Media Slide to your Presentation

A media slide contains content from a web page or image. You can create a media slide by simply specifying a URL. Echo360 then auto-embeds the content of that web page into the media slide. Choose this option to embed videos from well-known websites such as YouTube, Hulu, Vimeo, and more.

To create a media slide

1. Open the presentation in one of the following ways:
   - From the main menu, select **LIBRARY** and locate the presentation. Click the arrow to open the menu of options.
   - From the DASHBOARD, find the course and click **ALL CLASSES** to open the class list for the course. In the class list, **click the icon for the presentation you want to edit** to open the menu of options.
2. Click **EDIT PRESENTATION**.
   All of the slides of the presentation appear.

3. Click **ADD SLIDES**.
   The options for adding a slide appear.



4. Click **Create a media slide**.

5. Enter the URL associated with the content you want to include.
   OR
   Select the **Upload an Image** option and choose a slide to upload.

Making Content Available or Unavailable

Content Availability

Even after you have published your content to a course, you can make an individual video or presentation available or unavailable immediately or on a specified date.

To make content available or unavailable to students

1. On the DASHBOARD, find the course containing the class you want and click **ALL CLASSES**.

   The content icons in the class list indicate the current availability status:

   - A grey presentation ( ) or video icon indicates that this content is not available to students.
   - A green presentation ( ) or video icon indicates that the content is available to students.

2. **Click the content icon** to show a thumbnail of the content and a menu of options for that content.

3. Select **Make available** or **Make unavailable** as appropriate (depending on current availability status).

4. Click **OK** on the confirmation message that appears.
   If you made the presentation or video **available**, its icon turns green.
   (or)
   If you made the presentation or video **unavailable**, its icon turns grey.
   (or)

5. Optionally, you can select Availability Settings and configure future start and/or end dates for availability of the content.

Understanding Course and Student Analytics

Accessing Analytics in Echo360

The ANALYTICS tab for a course/section provides information and feedback regarding student engagement and classroom participation. Hover over a metric label for a brief description of the value being shown.

Instructors can view analytics for all classes in a course, for individual classes, and student engagement information about students for the whole course, or students for a single class. These analytics are filtered by engagement, attendance, content views, questions asked, notes taken, and overall participation.

Instructors customize what engagement means to them. They can select preset engagement profiles or customize individual metrics to achieve meaningful engagement scores.

See What do the analytics mean? For a detailed description of each of the tracked metrics, and how to view and interpret them for both classes and students.

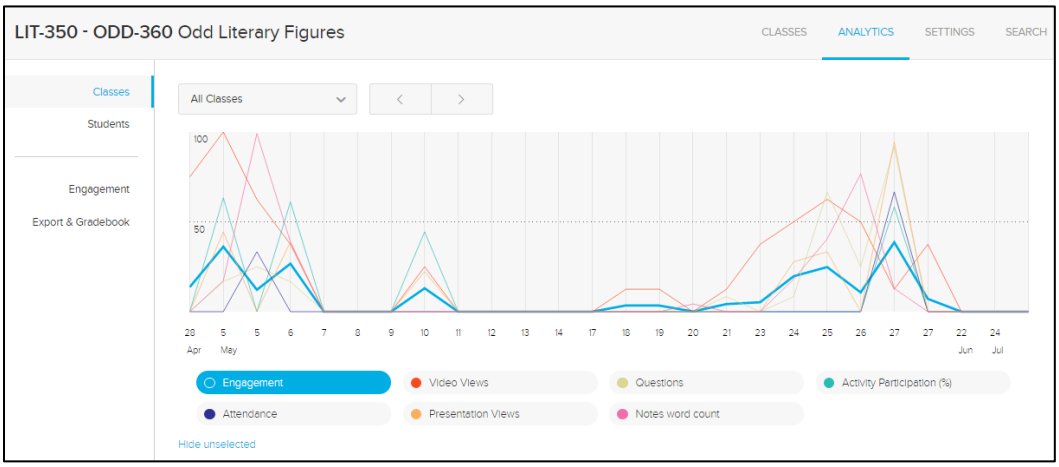
Analytics for LIVE classes - There are some student participation statistics that cannot be applied or are tracked differently for live-streamed classes, because Echo360 has no concept of a "time stamp" of a live-stream. For example, "video views" apply to a processed video, not to a live-stream. If the student views the capture of the class again later, they will get credit for a video view. The graph (shown below) identifies time or location stamps for student activity in the class, but a live-stream doesn't have a trackable "time" until the capture is processed and published as a video. Notes word counts are tracked, as well as questions and responses. Activity participation and Presentation views are counted for any presentation also published to the class.

To access course and student analytics:

- From the DASHBOARD, click **ALL CLASSES** for the course you want to see, then click the **ANALYTICS** tab.

The selections on the left side of the page allow you to select to view analytics for **Classes** or for **Students**.

Clicking **Engagement** lets you customize the "importance" of certain aspects of participation, depending on what is most important to you as the instructor. This can help you identify which students are not active in the way you want them to be.



Engagement and Analytics Metrics Defined

Engagement and analytic information uses six different metrics that combine to determine the overall "Engagement" score given for students and classes. The Engagement Settings page lets you assign relative weight to each metric, depending on what is important to you, or what aspects you want to keep an eye on.

However, in order to properly interpret the information being presented, you need to know how we define each of them, and what information is actually being tracked/logged.

Analytics for LIVE classes - There are some student participation statistics that cannot be applied or are tracked differently for live-streamed classes, because Echo360 has no concept of a "time stamp" of a live-stream. For example, "video views" apply to a processed video, not to a live-stream. If the student views the capture of the class again later, they will get credit for a video view. Notes word counts are tracked, as well as questions and responses. Activity participation and Presentation views are counted for any presentation also published to the class.

Attendance

Definition: Whether or not the student attends a class DURING the time it is scheduled. If the student clicked on the class and viewed the classroom during the date/time the class is scheduled, they get credit for attendance.

This is a binary statistic, meaning "yes they entered the classroom during that time" or "no they didn't". This metric does not track how long they were in the classroom or whether they viewed any of the materials. Students can enter the classroom anytime between 10 minutes before the scheduled class starts, and 5 minutes before it ends.

It's an easy metric to understand but can be hard to quantify, especially if you have classes that simply hold media. If the only classes you create for your section are for the actual classes being taught, then attendance has very specific meaning. Otherwise just know that if a student doesn't watch the media during the time-frame of the class, their attendance count will be skewed. You should weigh this metric in your engagement settings appropriately.

Technical Details: Attendance percentage for a class is calculated as: total number of students who attended the class/total number of students in the section.
Attendance percentage for a student is calculated as: total number of classes attended/total number of class that have *already occurred*. Future classes (those with a future date/time) are not taken into consideration when calculating attendance.

Video Views

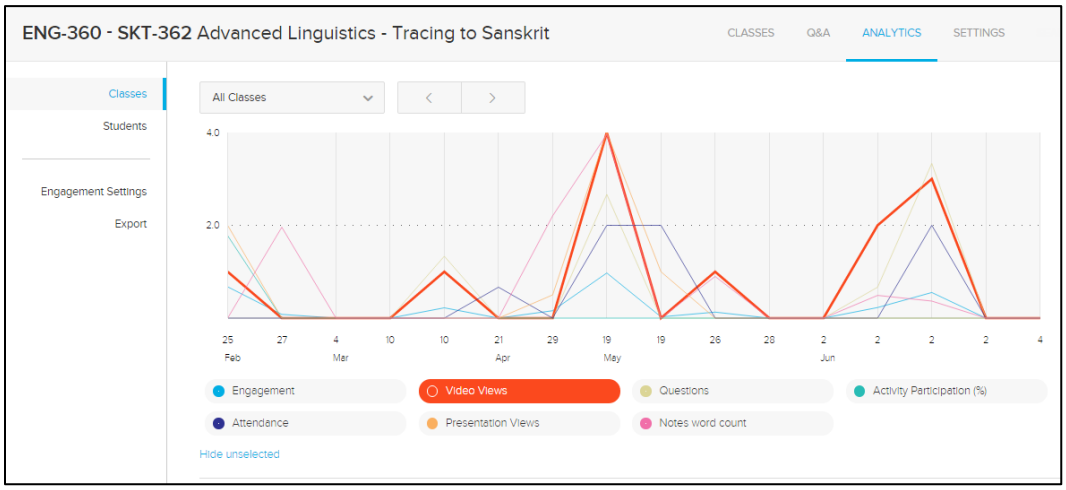
Definition: The number of times students have viewed 5% or more of the class video. You can see this for each class or for individual students. Every student view is counted, whether by different students or multiple times by a single student. Repeated views by a student are counted if there is a 15 minute gap between views.

Depending on where you are on the Analytics page, the video views information can be more or less granular. The examples below provide more details.

Analytics for LIVE classes - There are some student participation statistics that cannot be applied or are tracked differently for live-streamed classes, because Echo360 has no concept of a "time stamp" of a live-stream. For example, "video views" apply to a processed video, not to a live-stream. If the student views the capture of the class again later, they will get credit for a video view. The graph (shown below) identifies time or location stamps for student activity in the class, but a live-stream doesn't have a trackable "time" until the capture is processed and published as a video. Notes word counts are tracked, as well as questions and responses. Activity participation and Presentation views are counted for any presentation also published to the class.

Video views for all classes in the section

In the Classes section of the Analytics tab, if you are viewing All Classes and click Video views, the number indicated provides the total number of views of the video, by class date. However, if 32 views are shown for the date, it could be one student viewing it 32 times, or 32 students viewing it once. As stated above, each view is counted as soon as a student watches 5% or more of the video, and repeated views by a student are counted if there is a 15 minute gap between views.

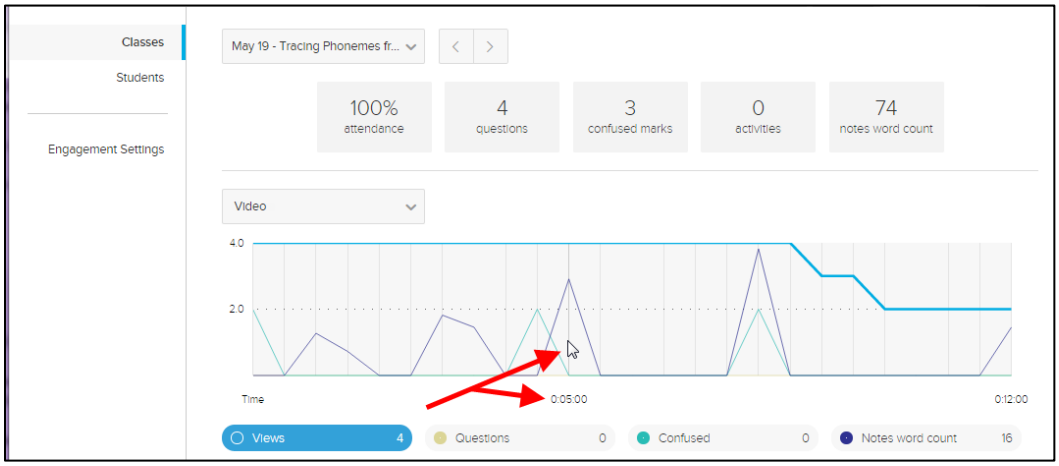


Video views for a specific class

In the Classes section of the Analytics tab, select a specific class from the drop-down list. The bar graph changes to show information for only that class. In addition, a second drop-down list appears, allowing you to see Video view or Presentation view information. Video is shown by default.

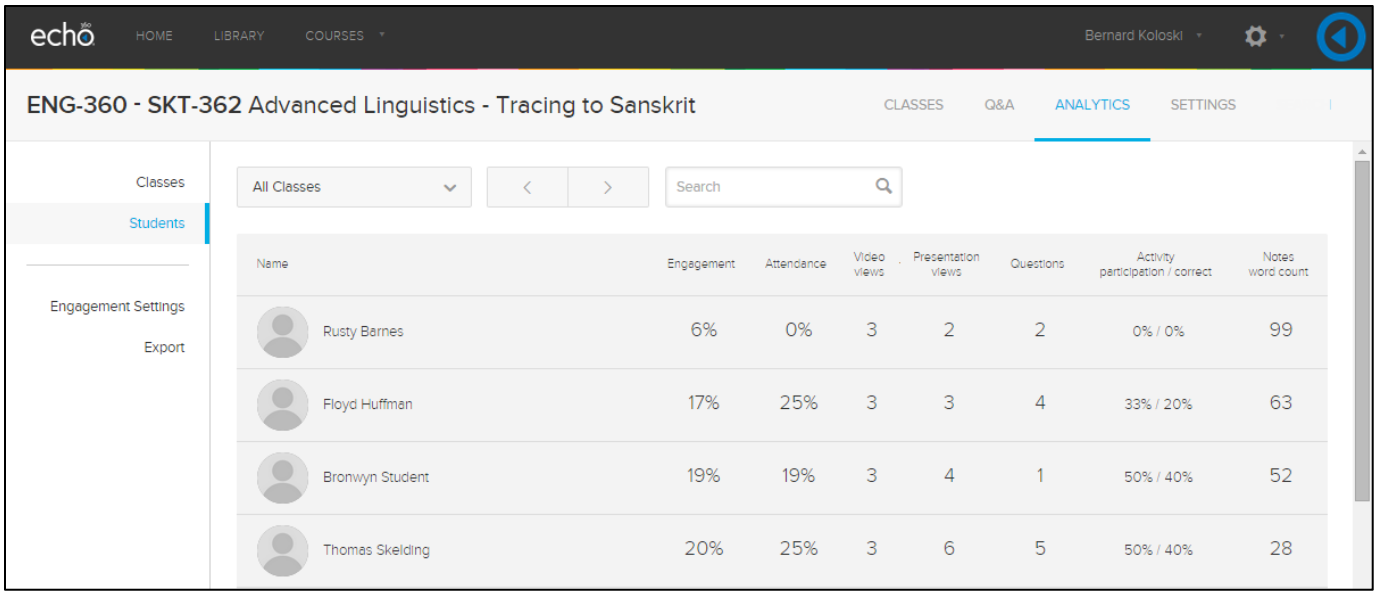
NOTICE that the X axis (horizontal) measurement now reflects the timestamp/location in the video for the view, and the Y axis (vertical) indicates how many views that location in the video has received. Once again, the count is cumulative; 32 views by one student of a location is counted the same as 1 view of the location by 32 students.

Hover your mouse over a location in the graph to see the timestamp for that particular location.



Video views by students

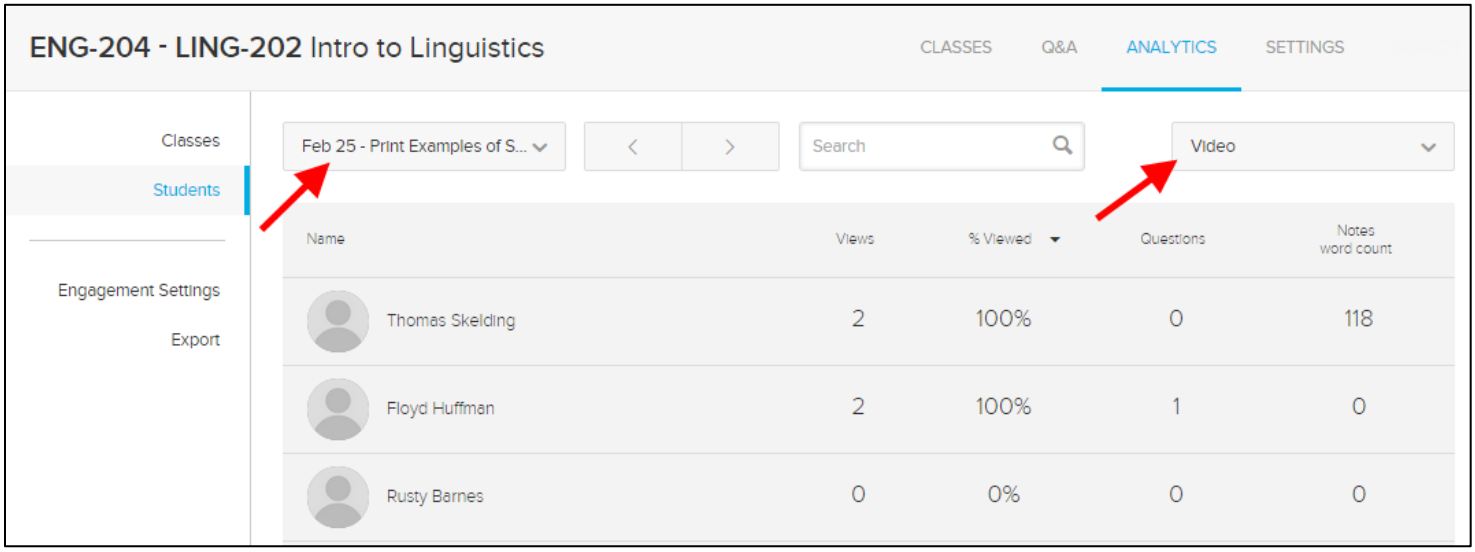
In the Students section of the Analytics tab, select All Classes from the class drop-down list. All video views are shown for each student. Again this figure is cumulative; a student with 20 video views could mean 20 views of a single video, or one view of 20 different videos. As long as 5% or more of the video was viewed, and a gap of at least 15 minutes occurred between repeated views by a single student.



Video views by student for a class

In the Students section of the Analytic tab, select a particular class from the class drop-down list, then select Video.

The Video views for that class are shown for each student. This lets you know which students have viewed that video at all, and which have viewed it multiple times. It also shows what percentage of the video the student viewed. Remember that a video view count is logged if the student watches 5% or more of a video. This page lets you know how much of the video the student actually watched.



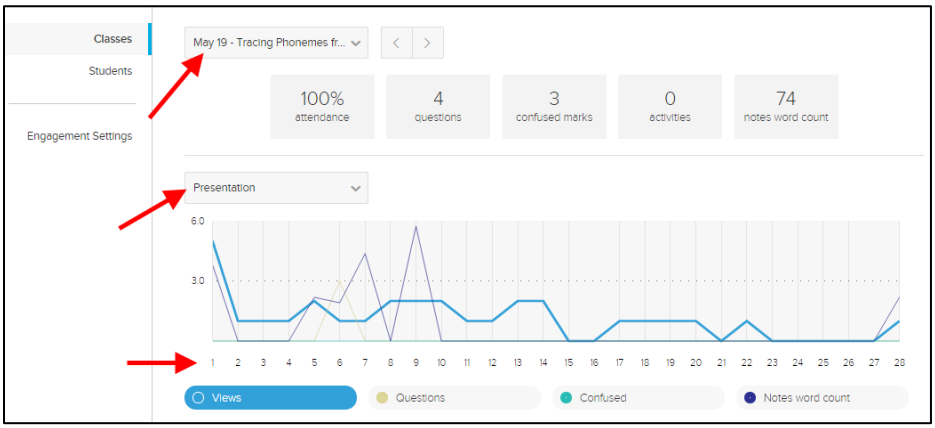
Presentation Views

Definition: The number of times students have viewed 5% or more of the class presentation (with at least 5 seconds on each slide). You can see this for each class or for individual students. Every student view is counted, whether by different students or multiple times by a single student. Repeated views by a student are counted if there is a 15 minute gap between views.

Depending on where you are on the Analytics page, the presentation views information can be more or less granular.

The Video view metric information provided in the sections above are the same for Presentations, except that a student must view each slide for at least 5 seconds. Like video views, view counts are cumulative up until the point you choose to view presentation views for a particular class in the Students section. And as indicated for Video views, the method for counting views and the granularity available from the different selections is the same.

The only difference in the information is on the Classes section of the Analytics page; if you select a particular class, then select Presentation from the drop-down list, the Y axis shows slide number instead of video timestamp/location. These are shown in the below figure.

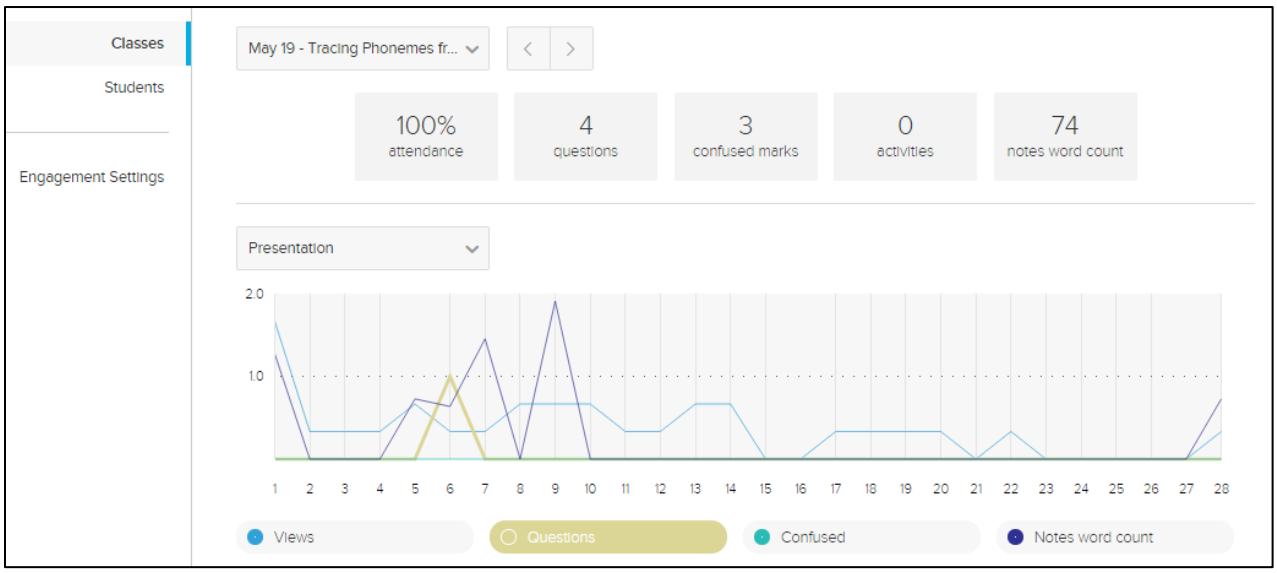


Questions/Q&A

NOTE: Some institutions disable the Q&A functionality; if you do not see the Questions button or Q&A tab for your classes or sections (respectively) your institution may have this feature disabled. If this is the case, the Questions/Q&A analytic will appear but have no data or meaning relative to student engagement. If you are not sure, check with your school's help desk.

Definition: The number of questions and responses posted by students, either in total for the section or viewable by class. It does not take into account Instructor-posted questions or responses.

This metric is reasonably straightforward, but there is one odd-looking detail you may encounter. In the Classes section of the Analytics page, select a particular class, then click the Questions metric to highlight that line. The graphic below shows this for the Presentation media in the class.



NOTICE that the Question tally at the top reads "4". This counts all student questions/responses posted for this class. The graph shows only one question posted (for slide 6). Selecting Video shows a graph with zero questions posted. All this means is that some questions posted do not reference specific content. The Q&A tab will show 4 questions and responses for that class, but only one of them references a particular location in the slide deck.

Remember also that the total question count at the top includes only STUDENT posted questions/responses; instructor posts are not counted.

Notes

Definition: The number of words entered by students into the Notes panel and/or Study Guide for the section or class.

This is another reasonably straightforward metric, simply letting you know which students are taking notes in the Echo360 interface, and how extensive their note-taking is. You cannot see student notes. All you can do is identify who is taking notes.

The word count is determined by counting the number of distinct groups of letters students are entering. A "word" is qualified as a set of letters between spaces. (This is as opposed to typing test word-per-minute counts, where a "word" is qualified as a group of 5 keystrokes.) All this really means is that a student who uses very big words in their notes will have a smaller "notes word count" than a student who uses lots of small words.

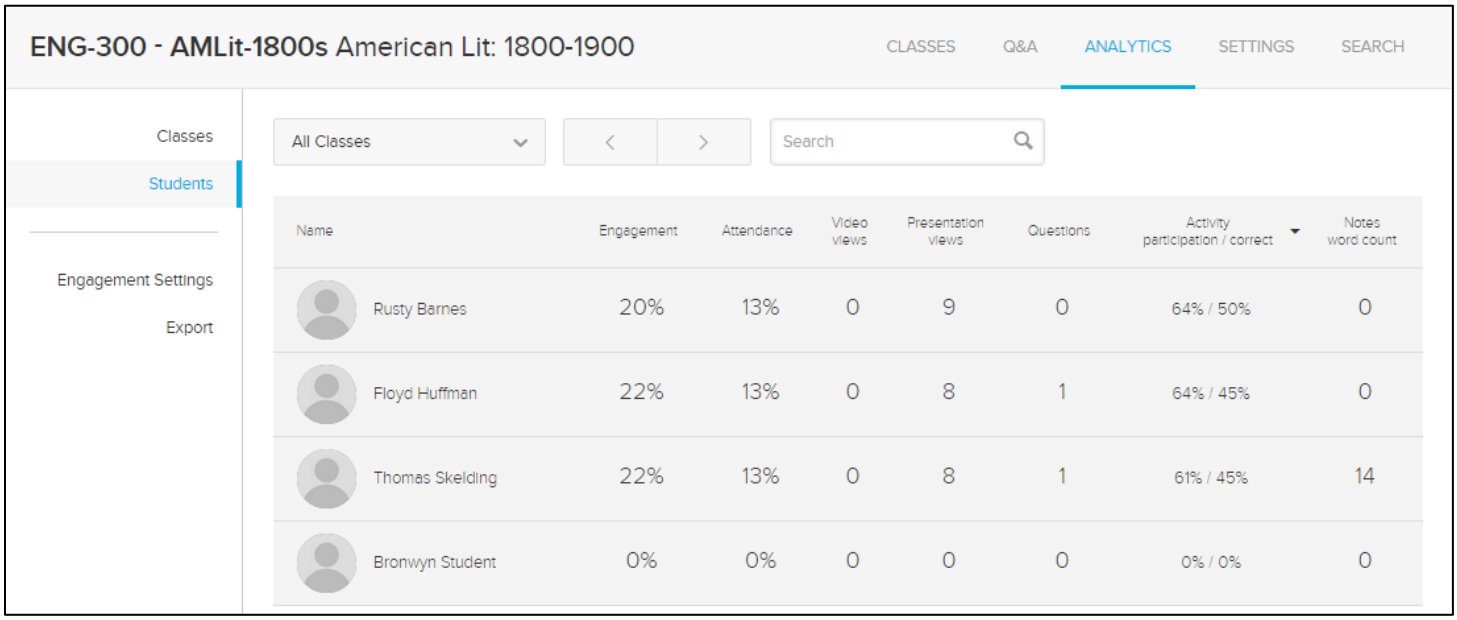
Activities

Definition: Whether or not students are answering the interactive questions/slides posted in class presentations. There are two parts to this metric: Activity participation, and Activity correct.

Activities Download provides raw numbers: The analytics interface shows the activity participation/correct as a percentage. However the analytics download (export to CSV) allows you to select activity participation/correct as *either* percentages OR raw numbers. If you select the raw number download for either, you see the number of activities responded to and the number of correct answers given, by each student for each class.

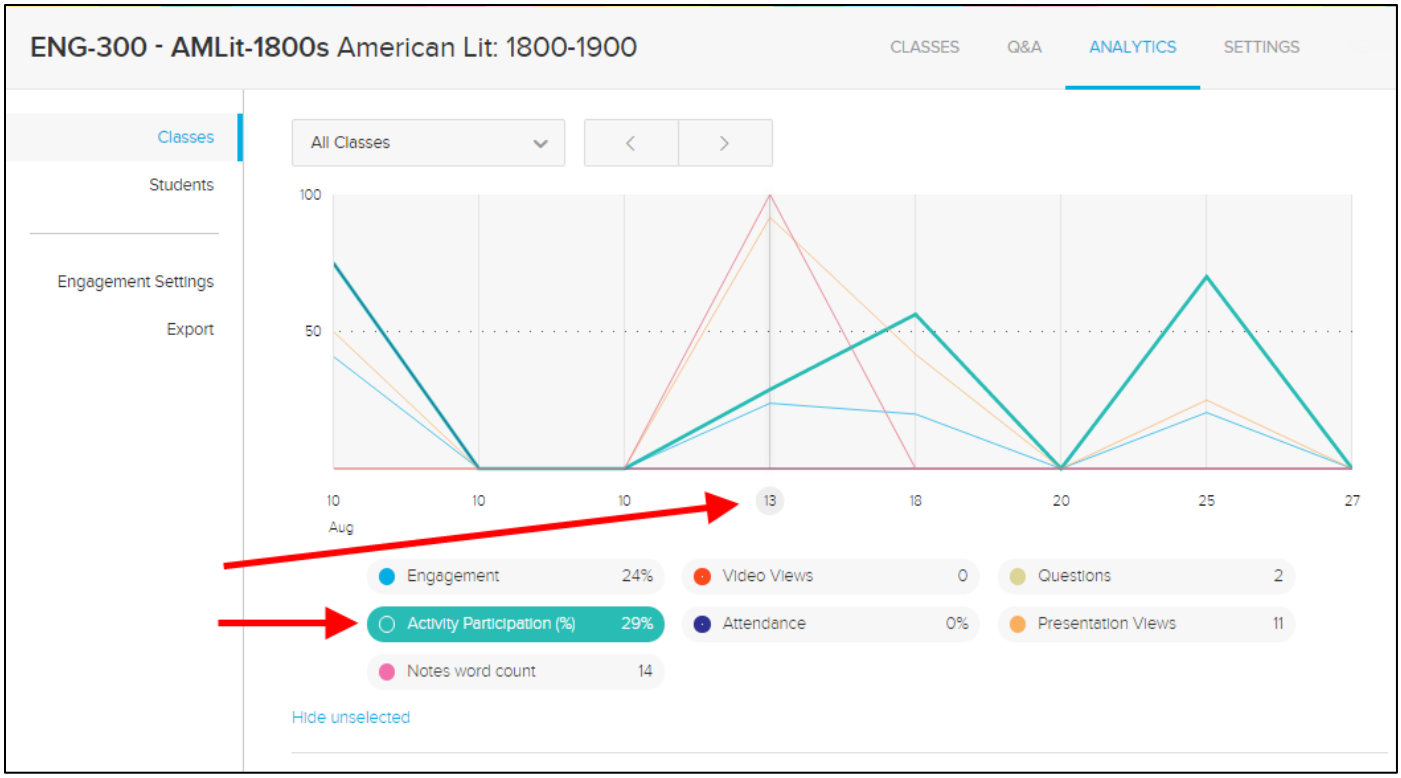
Activity participation for each student is the percentage of the total activities the student responded to (number of responses/total number of activities). This is shown on the Students analytics page, and can be displayed for All Classes or for a specific class.

Activity correct is only shown for individual students, and is a percentage calculated as: number of correct answers given/number of activities that have a correct answer identified. In this case, short answer questions, or other activities where you have not identified a "correct" answer are not counted.



Activity participation for the entire section is shown in the bar graph on the Classes analytics page, and only when All Classes is selected. Hover over a particular class date to see the total student participation percentage in that class' activities, as shown in the below figure.

Technical Details: The Activity Participation percentage for a class is calculated as: total number of student responses/(total number of activities * total number of students in the section). It does not take into account the number of students who viewed the presentation containing the activities.
For example: The section has 20 students, and 15 of them view the presentation and answer ALL of the activities. The Activity Participation percentage for that class will be 75%. You would get the same percentage if all 20 students viewed the presentation but only 15 of them answered the activities.


ENG-300 - AMLit-1800s American Lit: 1800-1900
CLASSES
Q&A
ANALYTICS
SETTINGS
Classes
Students
Engagement Settings
Export
All Classes
100
50
10
10
10
13
18
20
25
27
Aug
Engagement 24%
Video Views 0
Questions 2
Activity Participation (%) 29%
Attendance 0%
Presentation Views 11
Notes word count 14
Hide unselected

Measuring Engagement Using Echo360

Defining Engagement

An engagement score is a combination of metrics that you customize to make them meaningful to you. You specify how important each metric is relevant to the other metrics. This creates YOUR definition of "engagement".

The metrics work together to form the engagement score provided for each student. The Engagement score is determined based on the student's activity (or inactivity) surrounding your classes and the media you are presenting, as weighted by the "metric importance" setting you give each of those metrics. Essentially the student engagement score scales student performance based on the weight you establish for each of the analytic metrics.

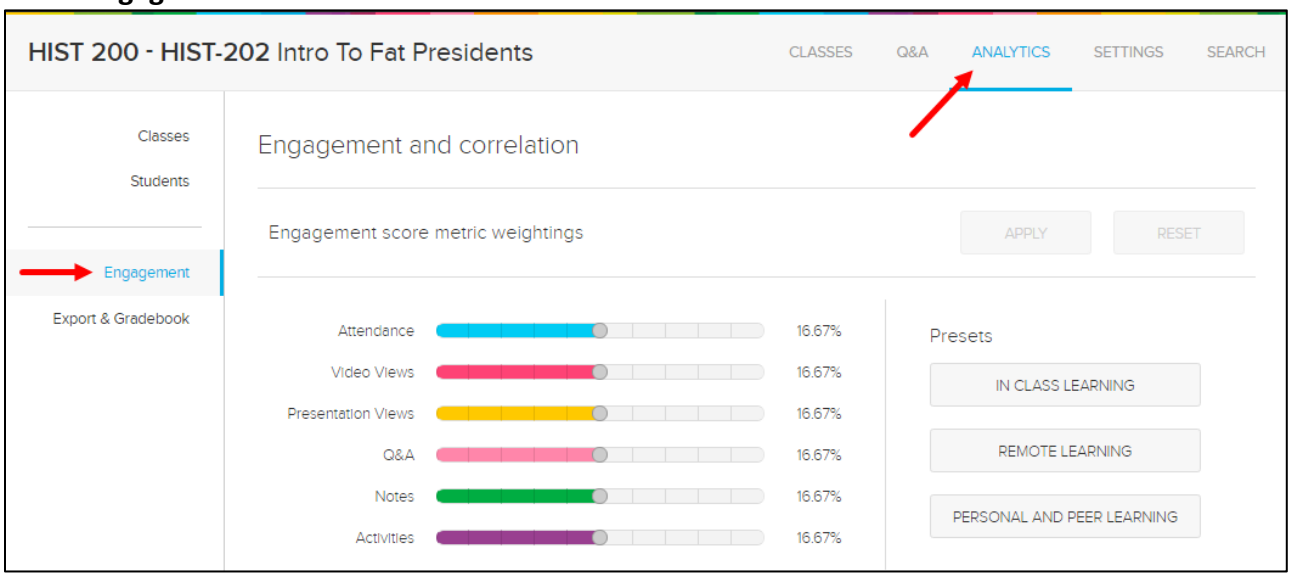
See What do the analytics mean? For a detailed description of each of the metrics, what it tracks, and how you can view each for both classes and students.

You can change your definition of engagement at any time. The Engagement settings page also provides pre-defined presets that you can use or base your settings on. See Understanding engagement presets below.

NOTE: Engagement Settings MUST be set for EACH SECTION. Engagement settings do not carry over from one section to another. All metrics are evenly weighted by default.

To define engagement scores

1. Navigate to the Class List page for the course (click ALL CLASSES from the DASHBOARD or select the course from the COURSES drop-down list on the main menu).
2. Click the **ANALYTICS** tab for the course.
3. Select **Engagement**.



4. By default, all of the metrics are evenly weighted. You have the following customization options:

- Change the default settings by sliding the end of each metric's bar to the right or left to increase or decrease the importance of that metric.
- Click one of the **Presets** provided. See Understanding engagement presets below.
- Do both! Select a Preset, then customize it by moving the slider to the right or left as appropriate.

- **All metrics add up to 100%:** The "weight" of each metric is a portion of 100% - meaning if you increase one metric, the rest of the metrics must decrease by a corresponding amount. This is reflected in the percentages shown for each metric to the right of the slider.

5. Click **APPLY** to apply these settings to this course**.**
   Click **RESET** to return the metrics to their original (or last saved) settings.

You are strongly encouraged to read What do the analytics mean? To become comfortable with the details each metric tracks. That will help you weigh them more accurately based on the things you think are important for students to do to succeed in your classes.

Understanding engagement presets

The engagement presets are designed to weight the metrics in a way that reflects the importance of that preset. The three presets provided reflect the most common engagement types used by instructors to determine whether a student is properly participating in the class or not.

These can be used as they are defined in the preset, or they can be used as a base from which you may customize your definition of "what's important".

For example: The in class preset weighs Attendance and Activities participation very highly, but Video Views (performed outside of class) very low. The idea is that the video in most classes is a capture (recording) of the lecture. If the student is to be IN class during the lecture, they don't necessarily need to watch it again outside of class.

Click each preset to see what settings are used there, and feel free to adjust them for your own needs.

Understanding the Instructor's Library Page

Echo360's Library Tab

The LIBRARY page is the repository for all of your content, whether or not it is currently published to a class or is available to students. This topic provides an overview of this page. For more details, see Working with Library Content.

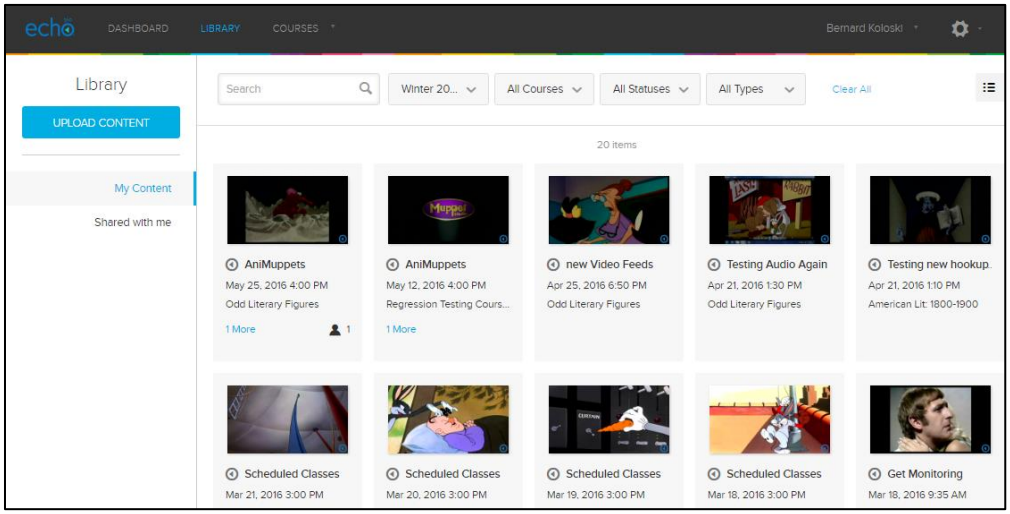
How does it get there?

There are four ways content gets added to an instructor's Library page:

- You are the primary instructor for a class and are identified as the instructor for the capture. *Captures created for the class automatically appear in your library. Furthermore, they remain there, even if removed from the class.*
- You upload content to your library.
- You create or upload a presentation or video directly to a class.

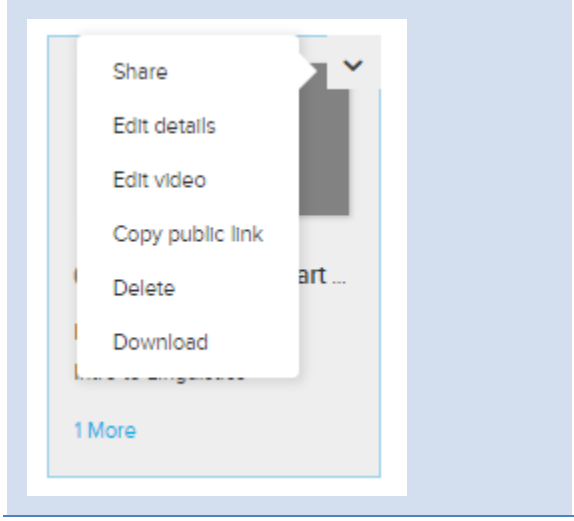
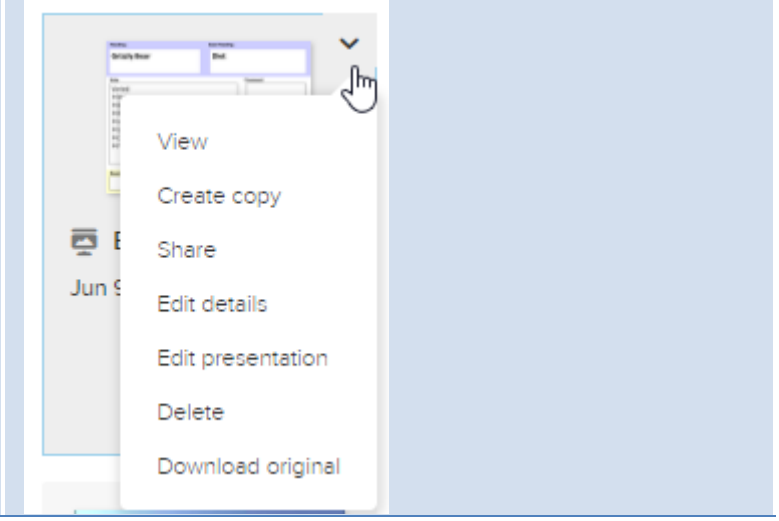
If a secondary instructor adds content to a class, it appears in their library but not in the primary instructor's library. If you are a primary instructor and want this content in your library, request the other instructor share it with you, or you can download it from the Class list page and then upload it to your library.

- Someone shares content with you. These appear in the **Shared with me** section of the Library page.



Hovering over an item in the Library page exposes a menu arrow (also called a "chevron") in the top right corner of the tile, or on the right side of a row if viewing the page in List view.

Click the chevron to see a menu of options, which differ slightly, depending on the type of content selected.

Video content menu	Presentation content menu
	

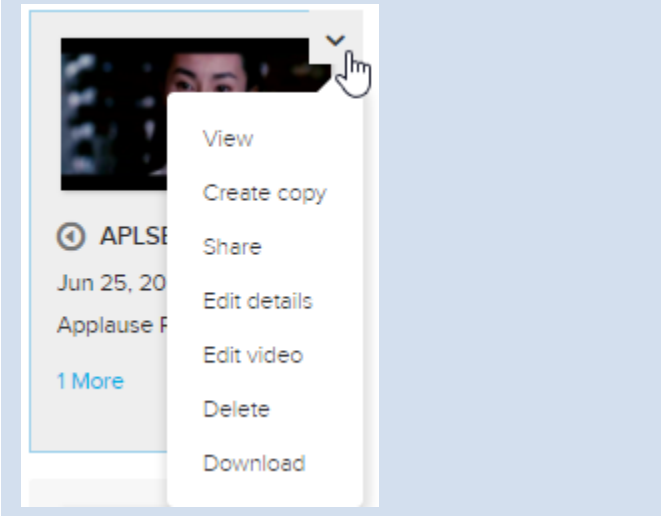
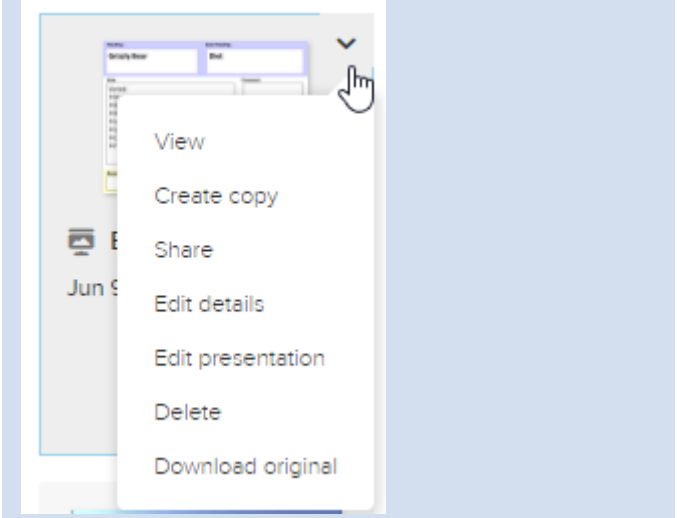
Working with Library Content (Instructors)

The media listed in the **My content** section of your LIBRARY page includes any content you have uploaded. If you are an instructor, it also includes captures from courses for which you are the primary instructor. You are the owner of this content and can edit or share it as you want to.

The **Shared with me** section of the page contains any media that another user has selected to share with you. You do not own this content; you are simply a publishing recipient from the content's owner.

Hovering over an item in the Library page exposes a menu arrow (also called a "chevron") in the top right corner of the tile, or on the right side of a row if viewing the page in List view.

Click the chevron to see a menu of options, which differ slightly, depending on the type of content selected. The menus shown below are from the My Content section of the page. Shared with me content has fewer options.

Video content menu	Presentation content menu
	

From the LIBRARY page you can:

- Upload content to your library
- Share/publish content from your library
- View the content and see all locations it has been shared/published to
- Edit content details (title and description)
- Create copies of library content
- Edit presentations in your library
- Getting public links to videos for sharing to users and/or locations outside of Echo360
- Delete content from your Library
  (only content you uploaded - instructors cannot delete appliance-generated captures)
- Downloading content from your Library

Notes

Support & Training

Support & Training Resources

For any Echo360 questions or concerns please contact us.

Name	Phone	Email
Steve Ramos	772-462-7731	sramos@irsc.edu
Michael Pelitera	772-462-7734	mpeliter@irsc.edu
Jason Amstutz	772-462-7845	jamstutz@irsc.edu
Chris O'Dowd	772-462-7057	codowd@irsc.edu
Juan Kahr	772-462-7917	jkahr@irsc.edu

Echo360 Online Help: https://tinyurl.com/echo360help

IRSC Echo360 ALP Webpage: http://virtualcampusfacultysupport.weebly.com/echo360-alp.html