



Echo 360 Ad Hoc Capture Guide



Instructional Services
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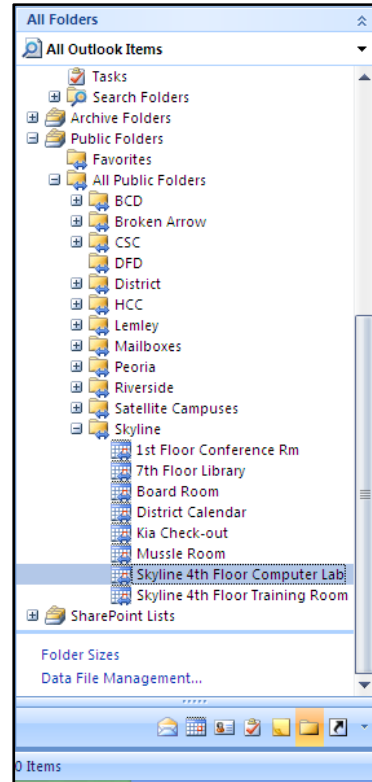
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Schedule a Capture Session

Schedule a capture session as a Meeting request on the Skyline 4th Floor Computer Lab calendar in the Public Folders of Outlook.

1. Open Outlook.
2. Click the Folder List icon.
3. Expand the Public Folders by clicking the plus sign (+) to the left.
4. Expand the All Public Folders by clicking the plus sign (+) to the left.
5. Expand the Skyline folder by clicking the plus sign (+) to the left.
6. Click Skyline 4th Floor Computer Lab calendar.
7. Create a new Meeting Request for the desired date and time if the room is not already booked.
 - * Include a System Administrator (Gina Snow or Andrew Ford) as an attendee.

Note: *Holding a full class (students present) in the 4th Floor Model Classroom is not an option at this time.*



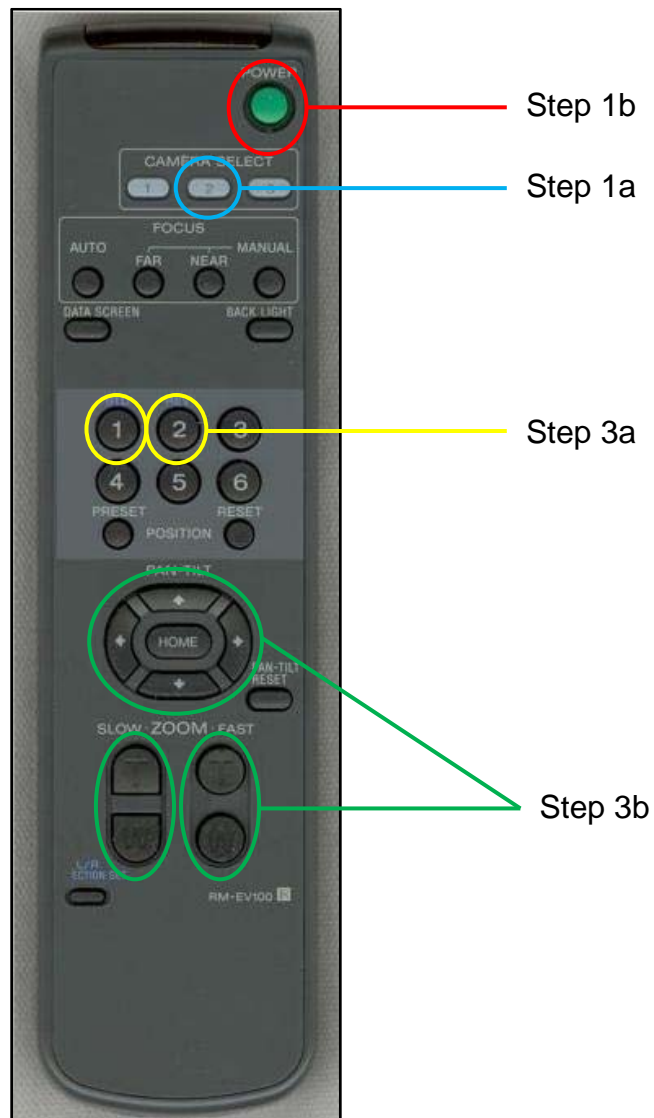
Set Up Equipment for Presentation Capture

Do Not Disturb Sign

Be sure to post the “Do Not Disturb” sign on the classroom door to prevent interruptions during your recording session!

Camera

1. If necessary, turn on the camera at the back of the room with the Sony RM-EV100 remote.
 - a. Make sure the camera is selected by pressing CAMERA SELECT 2.
 - b. Press the Power button while pointing the remote toward the camera.
 - If the camera is off, a red light will display on the front of the camera.
 - If the camera is on, a green light will display on the front of the camera.



2. Turn on the TV at the back of the room. The live feed from the camera should display.
3. Select the appropriate preset recording zone from the camera with the Sony RM-EV100 remote.
 - a. Press the POSITION number in the center of the remote for the appropriate zone.

1 = teacher work station area
2 = whiteboard area

OR

- b. Adjust the recording zone manually using the PAN-TILT and ZOOM buttons near the bottom of the remote.
4. Double-check the live feed on the TV is displaying the area you want to record.

Microphone

1. Make sure the Samson Servo 200 is turned on (blue ring around the Power button).
2. Select the appropriate microphone.
 - a. Desk microphone – if your entire presentation will be delivered from the teacher workstation
 - b. Wireless lapel microphone – if you will be moving around the room during your presentation (i.e., writing on the whiteboard)
3. Adjust the microphone for optimal voice recording.
 - b. Desk microphone – Pull the desk microphone around the side of the monitor and point it at your face.
 - a. Wireless lapel microphone – Clip the microphone to your clothing on your upper chest and turn it on.
3. Test the microphone for sound by tapping it gently or saying a few words. You should hear sound over the speakers in the classroom.

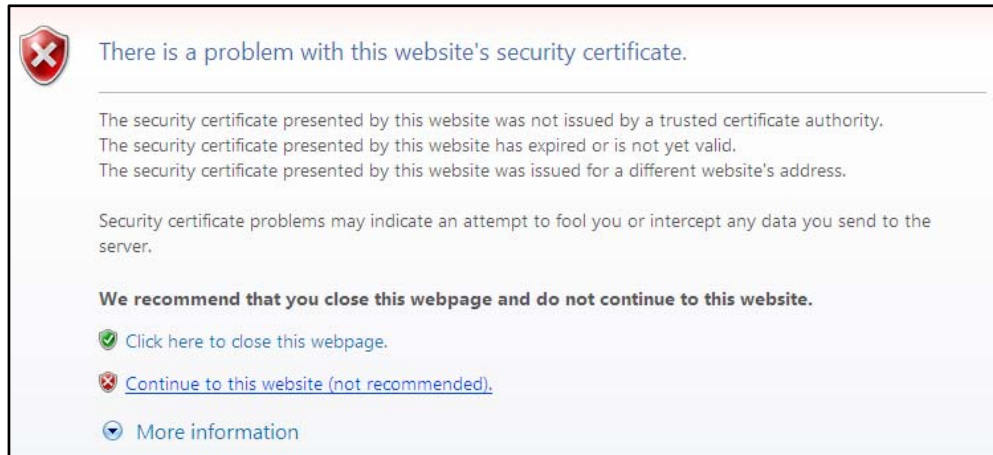
Note: The volume of the sound in the classroom does not indicate the recording volume; it merely tests to see if the microphone is working.

Computer Presentation Aids

1. Open all PowerPoints, Word documents, Excel spreadsheets, applications, etc. you intend to use during your presentation.
2. Minimize them in the Taskbar to be accessed during your presentation.
3. Use the Alt+Tab keystroke to navigate among the open documents, applications, etc. during your presentation.

Capture a Presentation

1. Click the 4th Floor Echo System icon on the Desktop.
OR
1. Open Internet Explorer.
2. Enter the following address **https://10.5.4.200:8443**.
3. Click "Continue to this website (not recommended)" to continue to the lecture capture interface.



4. Enter the following User name and Password in the login dialog box and click OK.

User name: instructor

Password: Windows1

Note: *The User name and Password are case sensitive.*



5. Click the **Create Ad Hoc Capture** button.

The screenshot shows the Echo 360 web interface. At the top left is the 'echo 360' logo. To the right of the logo is the date and time: 'January 26, 2009 7:19:55 AM' and '+0600 GMT'. Below the logo are four navigation buttons: 'Home', 'Status', 'Logs', and 'Help'. The main content area has a header 'Skyline: 4th Floor, Model Classroom' followed by a horizontal line. Below the line, the text 'System Idle' is centered. Underneath that, it says 'No pending scheduled captures.' At the bottom center of the main content area is a green button labeled 'Create Ad Hoc Capture'. At the very bottom of the page, there is a footer that reads 'EchoSystem Version 2.3.4088'.

6. Enter information about your capture.

Field	Required Information
Describe this capture	<ul style="list-style-type: none"> • Instructor name • Program/Career Major Name • Blackboard Course ID • Topic of presentation
How many minutes is the capture?	<ul style="list-style-type: none"> • Enter the anticipated length of your presentation.
What do you want to capture?	<ul style="list-style-type: none"> • Audio = audio only capture • Display-audio = computer input and audio capture • Display-audio-video = computer input, audio, and video camera capture

The screenshot shows the Echo 360 interface with the following elements:

- Header: Echo 360 logo, date and time (January 26, 2009 11:26:54 AM), and time zone (+0600 GMT).
- Navigation: Home, Status, Logs, Help buttons.
- Title: Skyline: 4th Floor, Model Classroom.
- Status: System Idle.
- Instructions: You may start an ad-hoc capture by filling in the description and clicking **Start Capture Now**.
- Form:
 - Describe this capture:** A text box containing "Gina Snow; Widget Technology; TTC_WidgetTech-Sky1; Quality Control Procedures".
 - How many minutes is the capture?:** A text box containing "20".
 - What do you want to capture?:** A dropdown menu showing "display-audio-video".
- Buttons: A red "Cancel" button and a green "Start Capture Now" button.
- Footer: EchoSystem Version 2.3.4088.

Note: *Capture descriptions missing any of the required information will not be processed!*

7. Click Start Capture Now.
8. The appliance will give you a brief lead time (about 3 seconds) before the recording begins, flashing an amber light.
9. Recording begins when a green light appears on the appliance and the screen below displays.

The screenshot shows the Echo 360 interface during an active capture with the following elements:

- Header: Echo 360 logo, date and time (January 30, 2009 9:07:55 AM), and time zone (+0600 GMT).
- Navigation: Home, Status, Logs, Help buttons.
- Title: Skyline: 4th Floor, Model Classroom.
- Status: Capturing: Gina Snow; Widget Technology; TTC_WidgetTech-SKY1; Quality Control Procedures.
- Details:
 - Presenter:** AdHoc Capture
 - Start Time:** 01/30/09 at 9:07:45 AM
 - Duration:** 20 minutes long
- Progress: A progress bar showing "19:49 remaining".
- Buttons: A red "Stop Capture" button, a yellow "Pause Capture" button, and a green "Extend Capture" button.
- Footer: EchoSystem Version 2.3.4088.

10. Once recording starts, you have four options to manage the session.

Option	Resulting Action
Allow capture session to run as defined.	<ul style="list-style-type: none"> • No action necessary. • Records for the anticipated length of your presentation.
Stop Capture	<ul style="list-style-type: none"> • Click Stop Capture button. • Click OK on the stop capture dialog box. • Ends the recording at the time of your choice. • The capture will be saved and uploaded to the server for processing.
Pause Capture	<ul style="list-style-type: none"> • Click Pause Capture button. • Pauses the recording. • The time you entered as the anticipated length of your presentation continues to run during the pause in recording. • Click the Resume Capture button to begin recording again.
Extend Capture	<ul style="list-style-type: none"> • Click Extend Capture button. • Extends in your recording time in 10 minute increments. • Time may added at any time before the capture ends.

11. When finished recording, close the Internet Explorer window.
12. An e-mail will be generated and sent to the System Administrators requesting that the capture be processed.
 - * *Captures will be processed by a System Administrator as soon as possible on a "first received" basis.* *
13. Notify a System Administrator (Gina Snow or Andrew Ford) via e-mail if you do not wish to have a capture processed.
14. You will receive an e-mail from a System Administrator notifying you when your capture has been processed and placed in your Blackboard course.
 - * *You must have an **Assignments** or **Course Documents** content area (button) in your Blackboard course site for placement of the Echo 360 capture video on the site.* *

Appendix A

What to Wear

It's a Do . . .

- If you are planning to use the wireless microphone, try to wear something that has a collar or lapel so you can easily attach the microphone and that has a waist band or pocket for the microphone pack.
- Try to wear solid colors that have little to no pattern in them.
 - Blue, brown, yellow, darker reds, and purple come across well on camera.
- If you wear your cell phone on your person, be sure to turn the ringer off during the recording session!

It's a Don't . . .

- Avoid wearing intricate patterns. They can cause jittering in the video and make it look like your clothing is moving. These patterns include:
 - Herringbone
 - Small plaids
 - Narrow stripes
- Avoid white shirts/blouses/jackets. White reflects light, and the camera lens has trouble compensating. This causes your shirt "bloom" on camera and is not very flattering.
 - If you are going to wear white, wear a jacket or sweater over it. This will help tone down the white.
- Avoid wearing metallic or reflective material. As with white, it will reflect back to the camera lens.
- Avoid seasonal and/or overly trendy clothing if your video will be used for several school years. You do not want to date the video or show that it was recorded at a certain time of year. This will help keep the video generic and fresh over time.
- Avoid wearing accessories that might make noise while you are presenting. These include watches that beep on the hour, earrings or bracelets with jangling charms, etc.