Centre for Technology Enhanced Learning

Echo360: Copying an old lecture capture to a new cohort

CONTENTS

INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

This document covers:

Echo360 is used at King's to automatically record and upload in classroom lectures directly to the relevant module areas in KEATS. It is possible to download old lectures that have been captured and upload them to a current area.

This is not limited to the same module; recordings can be moved to any relevant area as necessary as long as there is an Echo360 class associated with that area.

Important information

Before a recording can be shared to another course, it MUST be copied to a user's personal library. This guide details how to copy a recording and the preferred methods for teaching staff ([Method 1](#)) and those with Local Administrator and Local Administrator + ([Method 2](#)) access in KEATS.

PLEASE NOTE: In accordance with the [lecture capture policy at King's](#) all those who have been recorded will need to give their express consent to having their lecture copied for a new audience to view.

Echo 360 Terminology:

- Class: An individual recording.
- Course: A group of recordings. These are usually all recordings relating to a module.

Accessibility considerations

Recorded video and audio content may not be accessible to all students, and may cause significant barriers for deaf or hard of hearing students. Consider the audience of the recording and provide alternative content (e.g. a transcript; additional resources etc) as appropriate.
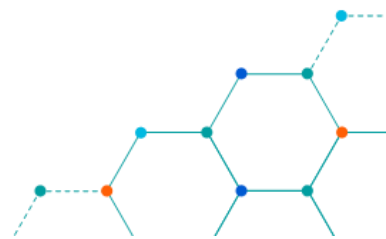
QUICK GUIDE

Creating a copy of a Lecture Capture Recording

1. In KEATS, find the page that hosts the lecture capture that you want to copy. After clicking on the 'lecture capture' activity your classes will open in a new window on the Echo360 platform.

2. Find the lecture recording that you would like to copy to a new course. Click on the **green play icon** to reveal the options menu, ad select '**Create copy**'. Make a note of the title of the video, as you will need this later.

3. A warning message will ask if you want to create a copy of the media you have selected. Select '**OK**'. This will then create a copy of the recording to your Echo360 media library.

Uploading the copy into a new class in echo360

Method 1

This method is recommended for teaching staff. Users with Local Administrator and Local Administrator + access will have access to more recordings than teaching staff, and it is recommended that they use Method 2 to transfer a lecture capture to a new area.

Please be aware, if you make any edits to the video in your library, such as trimming the ends, this will affect <u>all</u> published versions of the content, wherever they are hosted.

1. Through KEATS, access the Echo360 area that you want to import the recording copy to.

2. Once accessed, click the '**New class**' button on the top right of the page.

3. Complete the details of the new recording that is going to be uploaded to the collection and click '**OK**'. The new class will be added to the collection.

4. To add a recording to the class, click on the **blue and white plus icon**, then '**Add video**'.

5. Click '**Import from your library**'.

6. If you have a local copy of your video saved to your PC, this is where you will be able to add it to your collection using the '**Upload a file**' option.

7. You will then need to find the video in your media library. To make this easier, search for the title of the video you copied. Once you have found the video, click on it in the list to highlight it as blue and click '**Done**'.

8. The video has now been added to the class..

Method 2

This method is suggested for those with Learning Administrator and Learning Administrator + access in KEATS, as users with these levels of access will potentially have access to a large amount of recodrings in Echo360.

1. Through KEATS, access the Echo360 area that you want to import the recording copy to.

2. Navigate to '**My Content**' on the left hand side of the page. This will display all recordings saved to your library.
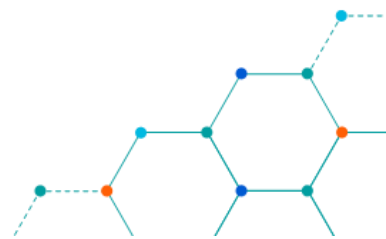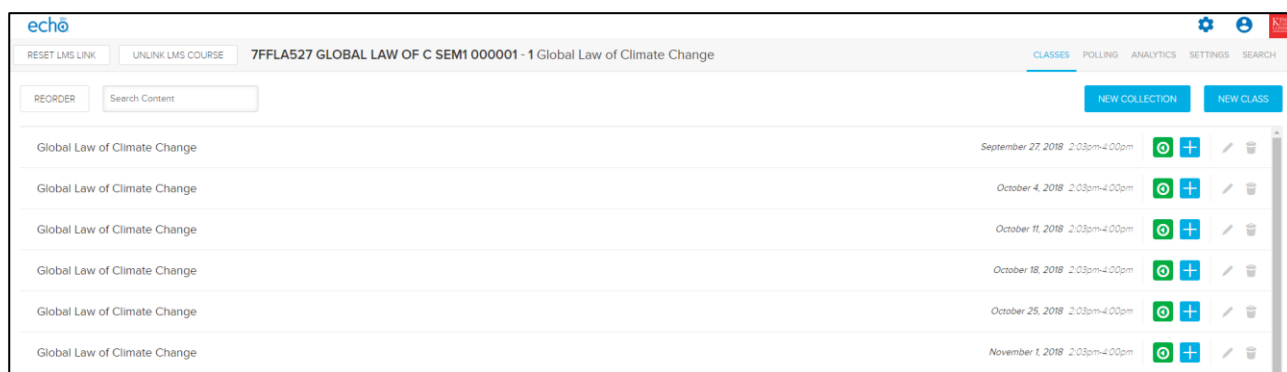
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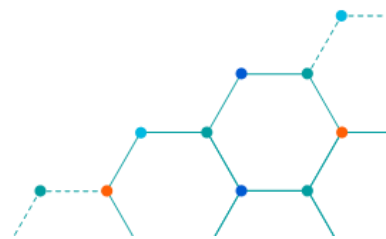
3. Hover over the video to reveal the **three dot menu** to reveal further options. Click on this then click 'Share' on the drop down list that appears.

4. Within the share settings, navigate to the 'Class' tab. This is where you will be able to choose where the video will be displayed. You will be able to search for the specific course in the 'Course' field by typing the name. You will need to select the term, which is the year of the collection you would like to add your recording to, and the section.

Adding to an existing class

You would choose this option if the copied lecture is to take the place of one that cannot be delivered. From the drop down menu, you can choose which class to insert the copy into. You will also have the option to determine the when and for how long the recording should be available, if this is appropriate. Once you are happy click 'Share', and the recording will be added to the class.

Creating a new class

Choosing this method will create a new class in your Echo360 collection. You will need to give the recording a name, a start date, time, and duration. You can add a description if appropriate, and decide for how long the recording should be available. Once you are happy, click 'Share' and a new class containing the recording will be created.

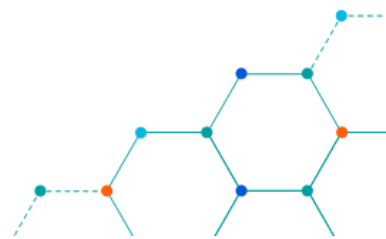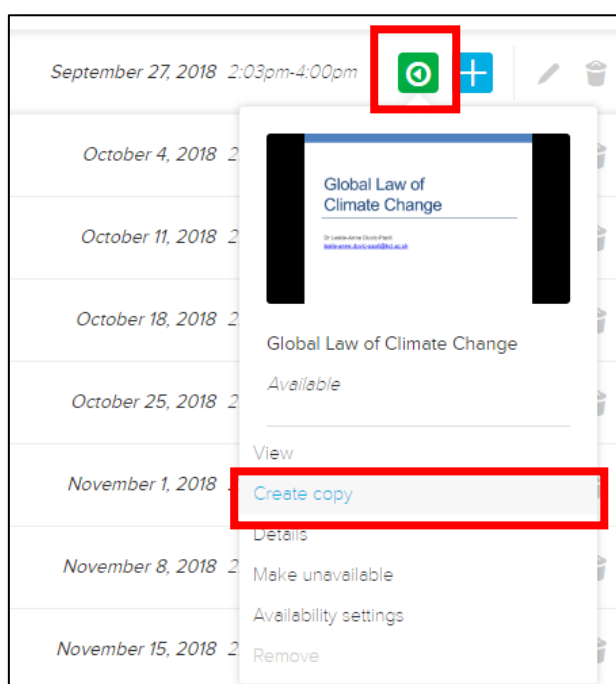# DETAILED GUIDE

Making a copy of an old lecture

In KEATS, find the page that hosts the lecture capture that you want to copy. After clicking on the 'lecture capture' activity your classes will open in a new window on the Echo360 platform.


This layout will be the same for all instructors on Echo360. Access for Echo360 is fed through KEATS, so anyone with teaching-based access or higher will be able to make edits to classes in Echo360. Students will not be able to make any edits.

Find the lecture recording that you would like to copy to a new course. Click on the green play icon to reveal the options menu, ad select 'Create copy'. Make a note of the title of the video, as you will need this later.

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A warning message will ask if you want to create a copy of the media you have selected. Select 'OK'. This will then create a copy of the recording to your Echo360 media library.
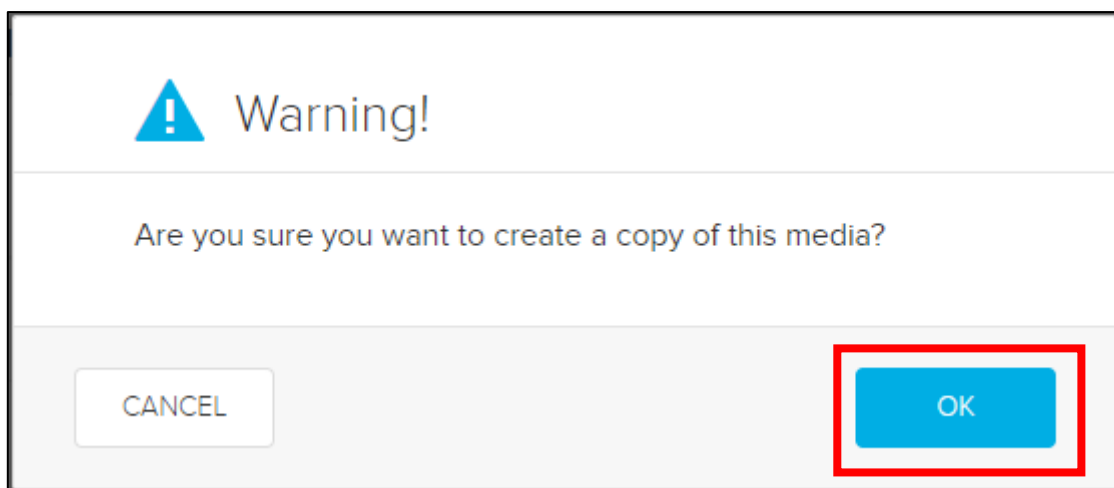
Uploading the copy into a new class in echo360

Method 1

This method is recommended for teaching staff. Users with Local Administrator and Local Administrator + access will have access to more recordings than teaching staff, and it is recommended that they use Method 2 to transfer a lecture capture to a new area.

Through KEATS, access the Echo360 area that you want to import the recording copy to. This could be the current occurrence of the module in KEATS, or another relevant module area.

Once accessed, click the 'New class' button on the top right of the page.

Complete the details of the new recording that is going to be uploaded to the collection. Echo360 organises the order of classes based on date, so keep this in mind when adding multiple recordings. Once you are happy click 'OK'.
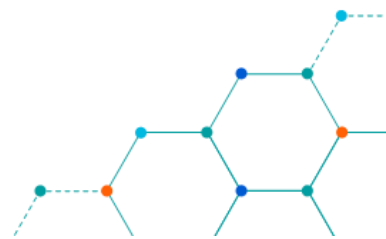
The new class will be added to the collection. Note that this new class added is at the bottom of the collection as it takes place at the latest date.

If you have made a mistake you can always click on the pencil icon located on the right-hand side of every class to make changes. To add a recording to the class, click on the blue and white plus icon, then 'Add video'.

You have the option to upload a file or import from your Echo360 library. Click 'Import from your library'.

If you have a local copy of your video saved to your PC, this is where you will be able to add it to your collection using the 'Upload a file' option.
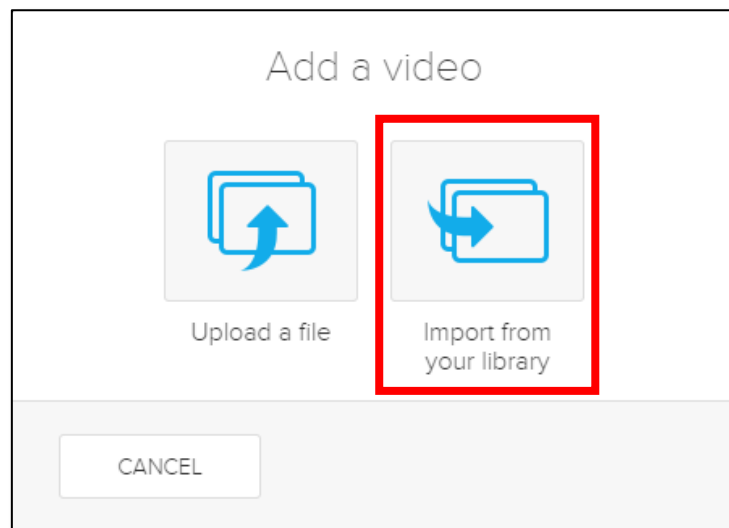
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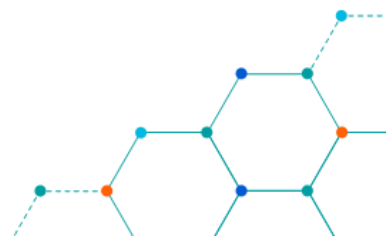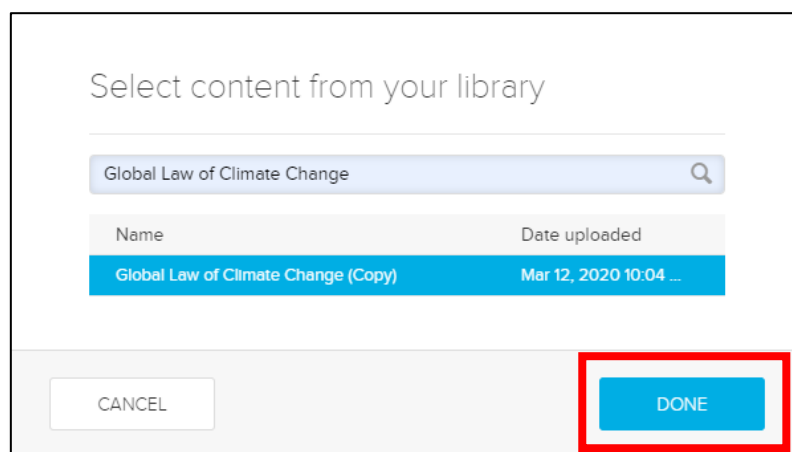
The video has now been added to the class. Clicking on the green play icon will reveal further editing options. You will be able to edit more features with a video in your library than with a regular video in Echo360.
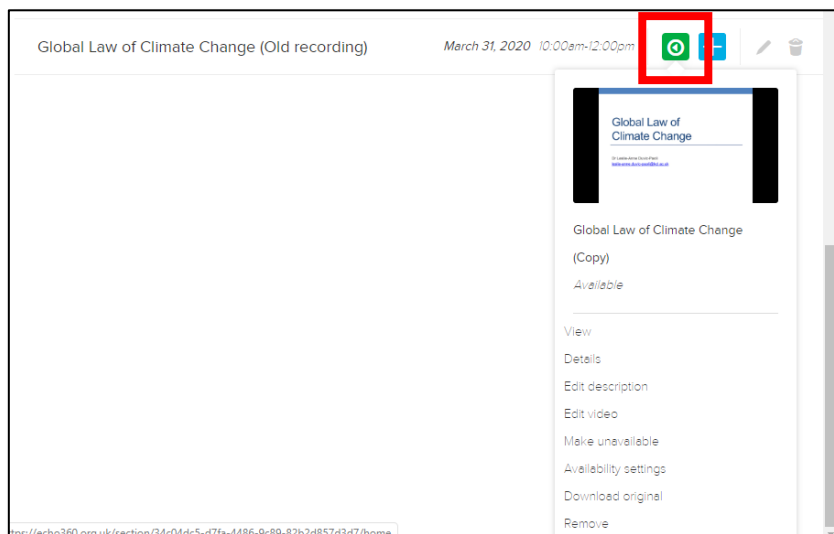

Please be aware, if you make any edits to the video in your library, such as trimming the ends, this will affect all published versions of the content, wherever they are hosted.

Method 2

This method is suggested for those with Learning Administrator and Learning Administrator + access in KEATS, as users with these levels of access will potentially have access to a large amount of recodrings in Echo360.

Navigate to 'My Content' on the left hand side of the page. This will display all recordings saved to your library. For ease, search for the video you want to transfer by using the filtering field at the top of the page.
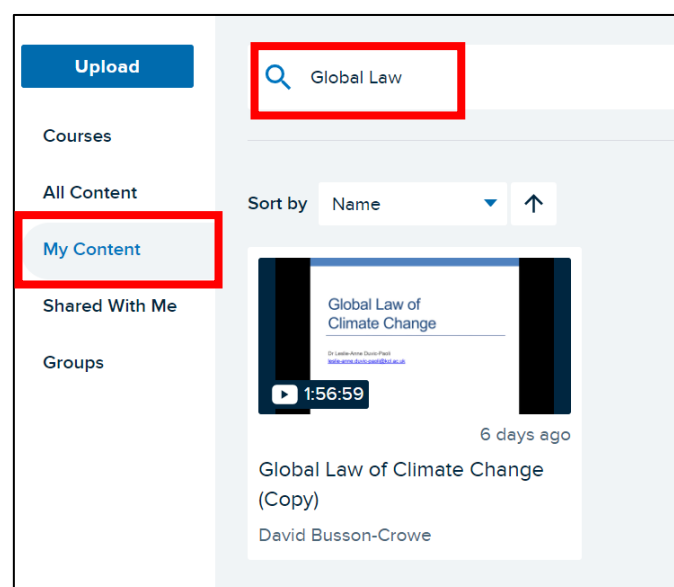
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