

Getting Started with Echo360

For NUI Galway Staff

Lecture capture at NUI Galway

Echo 360 is a lecture capture system which is available on a pilot basis, at NUI Galway. This system captures scheduled events by recording audio, screen activity and video. These elements are then synchronised and posted to a specified course in Blackboard as a multimedia presentation. Students can then review the presentation which is streamed from a media server ensuring fast video playback on and off campus*.

All the staff member needs to do is schedule the lecture capture in advance (via CELT) and then arrive to the lecture theatre, turn on the tie-clip microphone and deliver the lecture as usual.

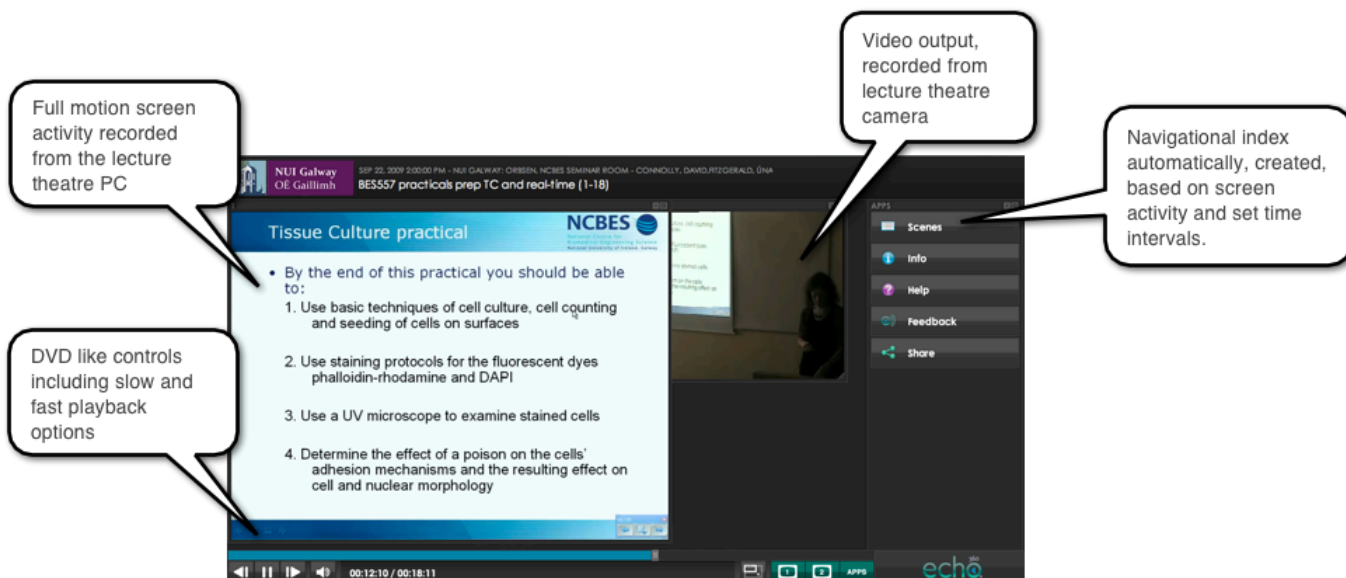
Benefits of Lecture Capture

- Students can access their lectures online
- Reduced need for note taking
- Students can replay and navigate within lectures for revision and increased comprehension
- Lecture capture can help to build an archive of previous lectures within a unit
- Blended approaches can use lecture capture to save contact time by delivering parts of the unit material online.
- Captured lectures can be re-used by moving or copying them amongst Blackboard courses.
- Lectures are also automatically delivered for podcast (mp3) and video (m4v) for playback on mobile devices.

**As all captured content is stored on a separate media server the posted lectures do not affect the Blackboard course quota.*

Lecture presentation online

An example presentation from a captured lecture



Lecture capture locations

Lecture capture is currently available on a pilot basis in the following locations:

- Clinical Science Lecture Theatre (Small and Large), Clinical Sciences, NUI Galway
- AM207 in Arts Millennium Building, NUI Galway
- NCBES Seminar Room, Orbsen Building, NUI Galway
- Applied Optics Seminar Room, Arts & Science Concourse, NUI Galway

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1. Scheduling lecture capture

If you are involved in the pilot of this system, and wish to schedule a lecture(s) for capture, to start and end at a specific time and date (e.g. for a timetabled lecture), please email the Centre for Excellence in Learning and Teaching (CELT) on echo360@nuigalway.ie with the relevant booking form below completed and attached.

1.a. Multiple Recurring Sessions

If you are running regular sessions/lectures that you wish to capture, you can specify the times, start dates and end dates on which the recordings should take place. No further action is necessary- the session will be recorded within the agreed time slot, after which you will be sent an e-mail containing links to the recordings. These links will then be placed in the "Documents" folder within your specified Blackboard course. Fill in the below booking form to schedule these type of recordings:



http://www.nuigalway.ie/celt/documents/RecordingRequestForm2009_Multiple.doc

1.b. Single Session

Academics may also consider booking one of the lecture capture locations for a single session. Fill in the below booking form to schedule this type of recording:



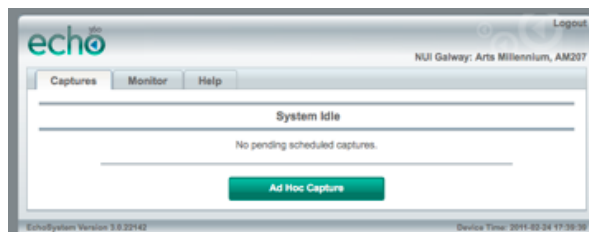
http://www.nuigalway.ie/celt/documents/RecordingRequestForm2009_Single.doc

2. An Ad hoc Recording

For ad-hoc events, lecturers can start and stop captures through an easy-to-use web interface. This is suitable where the lecture or seminar might not have a specific start or end time, and the lecturer wishes to manually control when their recording begins and ends, or where you have not booked a scheduled recording in advance, but wish to capture the session. If you get in touch, we can show you how to undertake ad hoc recordings in your lecture venue.

You will need to email us after you undertake an ad hoc recording with the following details:

- The speaker's name and email address - this is the address to which the links of the recording will be emailed.
- The preferred title of the recording
- The module code (if any) on Blackboard to which the recording should be published - if applicable.



Wearing the microphone

When a lecture is being recorded; screen activity (from the PC feeding the projector) and the camera will be automatically recorded during the negotiated time slot. For audio to be captured **the tie-clip microphone must be worn and turned on.**

Speaker Agreement

A speaker agreement form is available online on <http://www.nuigalway.ie/celt/webcasts/echo360.html> which must also be signed for each recording or series of recordings. This enables the speaker to indicate consent for the recording to occur, along with expressing their desired dissemination format.

Help and support:

- Visit the Centre for Excellence in Learning and Teaching (CELT) web pages for further information: <http://www.nuigalway.ie/celt/webcasts/echo360.html>
- Email CELT: echo360@nuigalway.ie
- Echo 360 on the web: <http://www.echo360.com>