Echo 360 Instructions (Classroom HH1218)

There are two ways to record your lecture using the Echo 360 classroom in HH1218. You can do a scheduled lecture or an unscheduled lecture. These instructions will guide a user through an unscheduled lecture.

1. Login to the computer near using your UTAD username and password
2. Turn on the projector and Echo 360 camera by touching the screen of the Crestron Display next to the computer monitor
3. Verify that the projector is on and that your computer’s desktop is being displayed
4. Verify that the camera is on and that it is pointed in your direction
   a. Press “Camera/360 Control” on the Crestron touch screen
   b. To place the camera on the instructor’s desk press “Preset 1”
      c. If this does not point the camera in the direction of the instructor’s desk the angle of the camera can be manually controlled by pressing “Tilt Up”, “Tilt Down”, “Pan Left”, or “Pan Right”
5. Select the source video and audio that you want captured by clicking the buttons along the top of the Crestron
   a. “Host Computer” will capture the instructor’s computer
   b. “Guest Computer” will capture a personal laptop that is plugged in using the cables supplied on the instructor’s desk
   c. “DVD/VCR” will capture and DVD or VHS video inserted into the DVD/VHS player located beneath the desk
   d. “Camera/360 Control” allows the user to control the zoom and angle of the camera. The camera will always capture the video and audio of the instructor. This means if you press Host Computer both the instructor and the host computer screen will be captured for the lecture
6. Open Internet Explorer
7. Type the following URL into the address bar:  
   http://e3601218x.hhsn.utoledo.edu/instructorweb

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8. Login to the Instructor Web page
   a. Username: instructor
   b. Password: Teach@HH
      Note - username and password are case sensitive

9. Click “New Event”

10. Enter the course information
    For example
    a. Course ID: SPED 4110
    b. Section: 001
    c. Course name: Curriculum for Special Needs Lesson 1
    d. Instructor Name: Your name
    e. Instructor Email: Your email address

11. Set Event Length
    a. Default is set to 50 minutes. If your lecture is longer or shorter please adjust accordingly with a little excess time for leeway

12. Click “Submit Event” and recording should begin shortly
    Note - Do NOT close the internet window that displays the recording progress bar.

13. During recording you can switch between Host Computer, Guest Computer, and DVD/VHS by pressing the corresponding button on the Crestron

14. When you have completed your lecture click on the window that shows your recording progress and click “Stop”

15. After the recording has stopped check your email account for an email from Distance Learning. This email will contain a link to your recently captured lecture
    a. You may send this link to students through any means you see fit (email, post on WebCT, etc.)
       Note – it may take several minutes before you receive the email

16. Turn off the projector and Echo 360 Camera by pressing the “Off” button on the Crestron touch screen

17. You will be asked to confirm turning the projector off, pressing “Yes”

18. Logoff the computer

Please be sure to double check to make sure the projector is off and that you have logged out of the computer.