

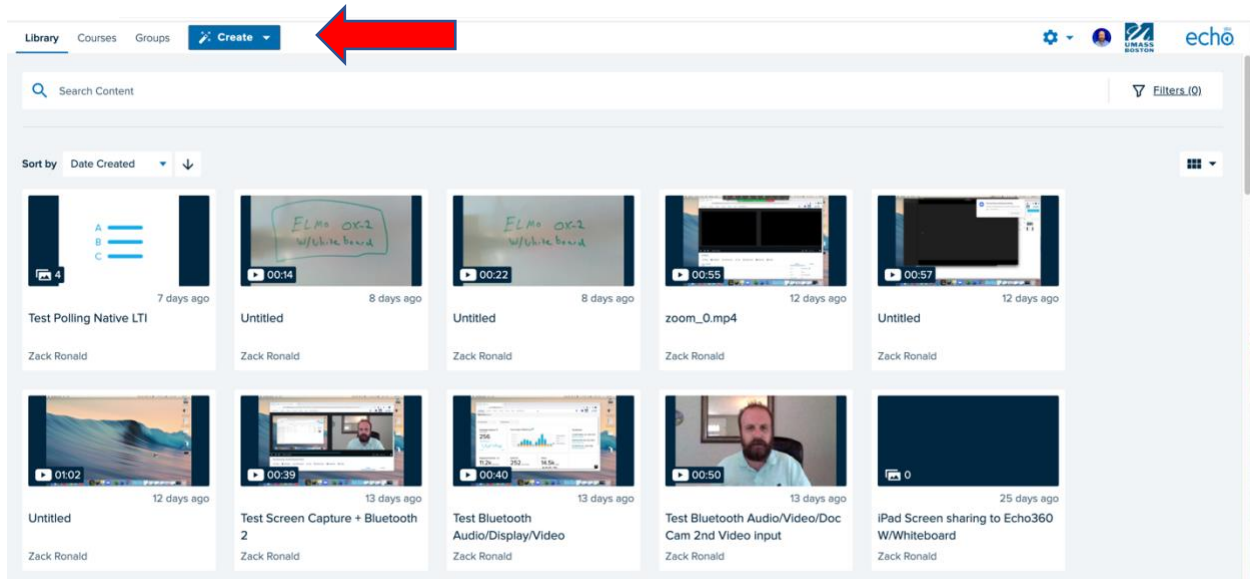
## Uploading and Publishing Videos on Echo360

**Supported Video Formats: avi .flv .m4v. .mkv .mov .mp4 .mpg .mpeg .ogv .webm .wmv**

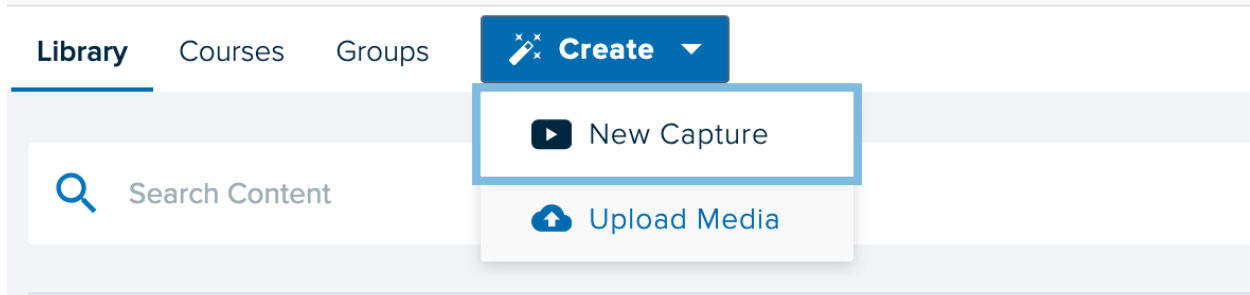
\*Please email [echo360@umb.edu](mailto:echo360@umb.edu) for an account if you do not already have one. Please include any courses you would like Echo360 setup for as well. \*

-First go to <https://echo360.org> and enter your UMB email where it asks for email. This will take you to the UMB Single sign on page where you will enter your UMB email including @umb.edu and your UMB email password.

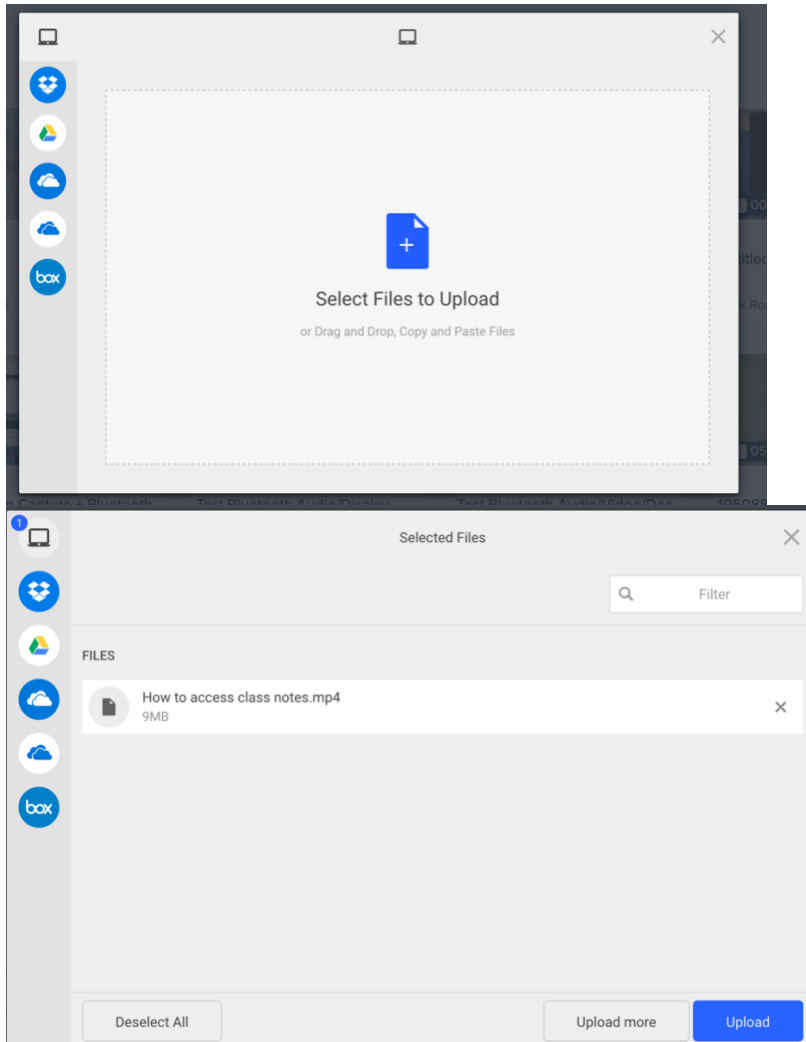
-This will log you into Echo360- from there you will see a screen that looks like the screen shot below- this will show all the courses you are enrolled in and more importantly has a **“Create”** button located on the upper ribbon.



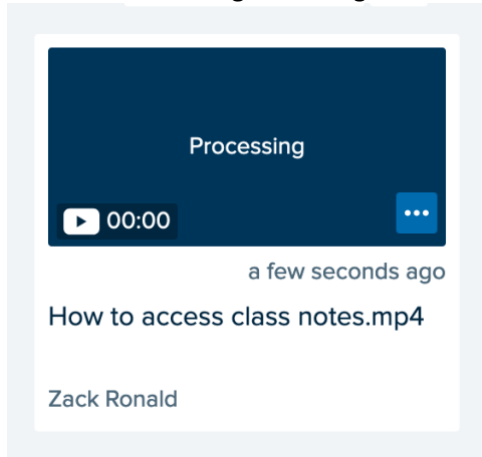
-To upload files you will need to click the Create button and select upload media and locate the file you want to upload. Selecting “New Capture” will launch Universal Capture which allows you to record a presentation.



-Select the file and click upload. You can upload multiple files at a time if you'd like.



-After you upload your files, Echo360 needs to process the file- which depending on size and length can take up to the actual length of the recording- please keep that in mind as the files are not immediately available for viewing or editing. You will see your upload and a processing note in the video window.



-After your video is processed you will receive an automated email letting you know it's ready to view- you will now need to publish the video to your course(s).



## Your video is online

Your video How to access class notes.mp4 from August 7 is now online and ready to view.

### Publishing Videos to a course

-To publish you need to be logged into Echo360, and then click the **Library** button within the library- same screen shot shown above- this is where all your videos will reside and where you can edit, share, and delete.

-Once you click **Library** you need to select the video you want to publish- once clicked on it you will see the following page:

Details		Activity
Type	Video	
Campus	UMass Boston	
Building	Healey	
Room	H LL 3507 Media Auditorium	
Source	Pro	
Auto-publish	No	
Captions	Update	
Transcripts	Add	

The important notes on this page are the **Add to a class** button in the middle. Class in Echo360 differs from UMB terminology and refers to an actual session of that course. Once you click that you will be brought to the below screen. Here you will select your course- from the drop down, term from that drop down, and section. The next step is clicking the **New Class** line and entering the class name. You can ignore dates/times, and description if you'd like as they are not required to publish. As soon as you enter the "name" you will be able to click the button at the bottom that says **share** and that will share it to your course.

## Share Settings

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**Class**

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Course  
ENGL200: Intro to Literary Studies

Term: Spring 2020      Section: 04

Existing Class      **New Class** ←

Class Name  
[ ]

Start Date: MM/DD/YYYY      Start Time: 10:24 AM PM      Duration: 1 hr 0 min

Class Description  
[ ]

Available  
 Now     Never     Date    MM/DD/YYYY

Unavailable  
 Never     Date    MM/DD/YYYY

Close    Share ←

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Students will click in through "[Lecture Videos](#)" on each blackboard section to view the files. You can also click there and it will automatically sign you in, you will just need to click the library ribbon on the upper left to be brought to your library page to upload.