

# GETTING STARTED WITH LECTURE CAPTURE AT ECC

El Camino College has purchased and licensed the Echo 360 Lecture Capture software system. The Echo360 system facilitates video recording and distribution of classroom lectures to students with 24/7, on-demand access via a web browser and podcast.

## RESERVATION PROCEDURE

1. Contact the Instructional Media Coordinator at ECC for initial training and setup.
2. Schedule the lecture capture by contacting the Instructional Media Coordinator at [lmotley@elcamino.edu](mailto:lmotley@elcamino.edu) at least one week before the scheduled lecture or event.
3. After taping, a confirmation email will be sent with the capture details and a link address to access the recording.

## GUIDELINES FOR PRESENTERS

1. Schedule a training/setup session with the Instructional Media Coordinator (approximately 45-60 minutes session)
2. Prior to your presentation, review the copyright implication of using lecture capture. <http://www.unimelb.edu.au/copyright/information/fastfind/ilect.html>
3. You may need to complete a *Model Release* form if you plan to use any students or guest speakers in the lecture capture. Download the *ECC Model Release Form* at <http://www.elcamino.edu/library/distance-ed/docs/model%20release.doc>
4. Arrive a few minutes early to prepare. The recording process begins and ends automatically, according to the times scheduled from your request.
5. For each recording session:
  - o The camera will be directed at you within the Capture Zone. Student's faces will not be captured unless specifically requested.
  - o Use the lapel mike (usually located in a drawer near the podium in the DE Center)
6. The link to access the lecture capture (Echo) will be sent via email. Normally, the recorded presentation is available within one hour after the recording is completed. However, during peak periods the recordings may be available within two-three hours after the event. Echoes can be downloaded and you may even perform simple edits using the web-based editing tool.
7. Distribute the video to your students by email or place the link to the capture in a secure location such as your Etudes course shell or password protected website like Teachertube.com.

## ADDITIONAL INFORMATION

For additional details regarding lecture capture at El Camino College, please contact the Instructional Media Coordinator, Ms. LaTonya S. Motley at [lmotley@elcamino.edu](mailto:lmotley@elcamino.edu), extension 6453 or visit the ECC Lecture Capture information web page at [http://www.elcamino.edu/library/distance-ed/lecture\\_capture.asp](http://www.elcamino.edu/library/distance-ed/lecture_capture.asp).