

Student Handout/Video on Submitting Videos in Echo360

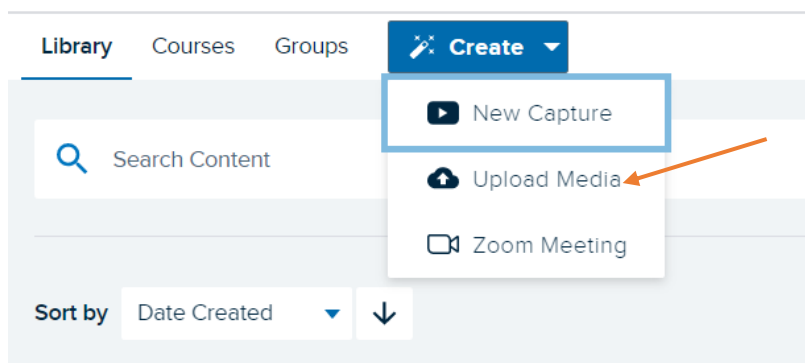
NOTE: These instructions assume that you have already created your video and saved it as an MP4 file on your computer or drive.

In Blackboard

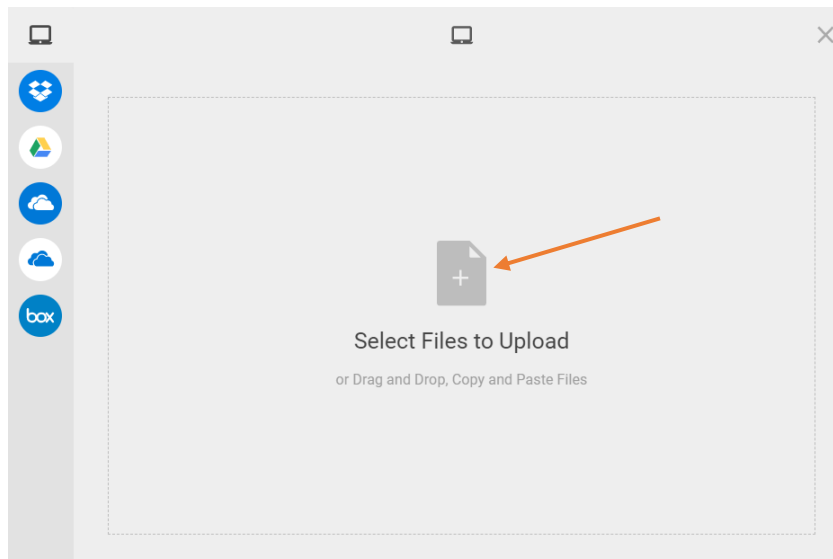
1. Log into the course in which you need to submit a video as an assignment/activity.
2. Click on the link specified by your instructor to use to access Echo360.

In Echo360

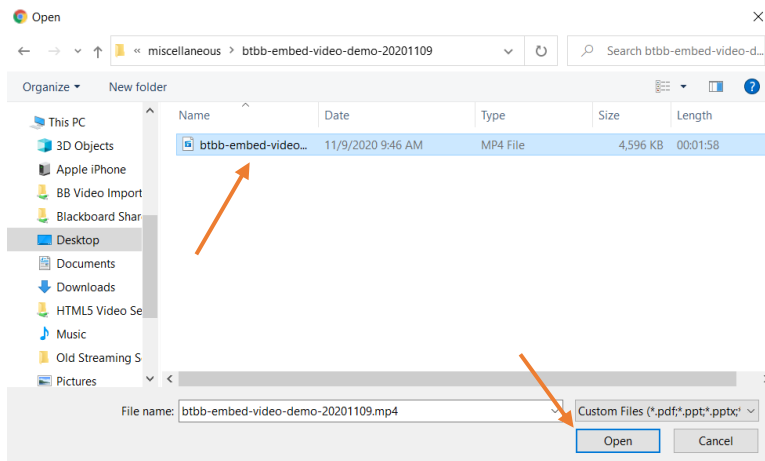
1. Once you are redirected into Echo360, click the Library tab to open your video library. Then click the Create button and select the Upload Media option.



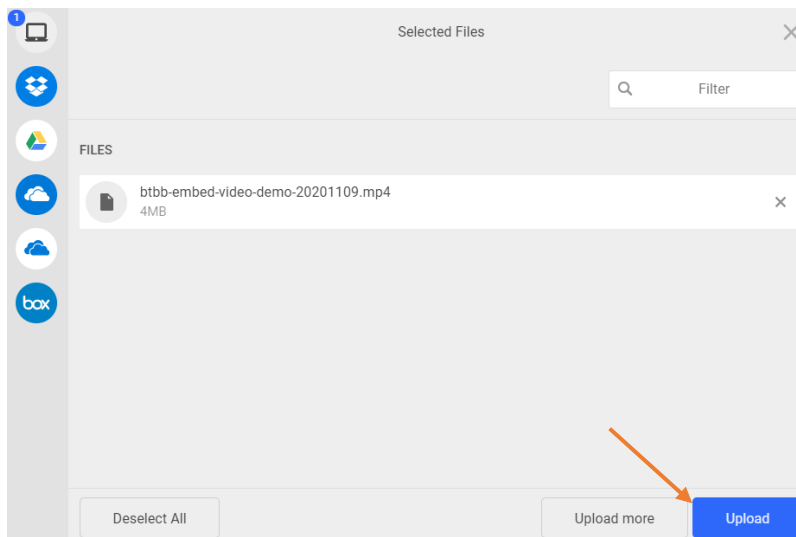
2. At the resulting grey screen, click the grey icon with the plus sign that is located just above the "Select Files to Upload" text.



3. At the resulting Open dialogue box, navigate to your saved MP4 video file, select it, and then click the Open button in the lower right of the screen.



4. You will be returned to the Selected Files screen in Echo360 and you should see an entry on the screen for your selected video. Click the Upload button, located in the lower right corner.

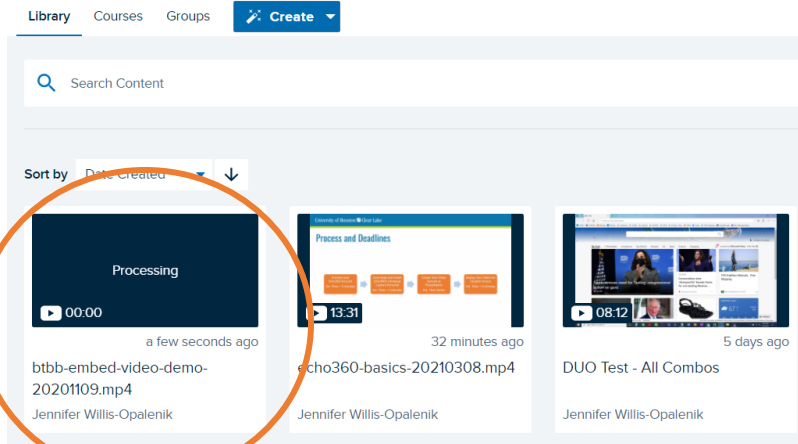


5. How long it takes Echo360 to upload and process the video file depends on its length and file size, as well as on your device and internet connection. Once it has uploaded, you will see a message that reads, "Success! Your upload is now available from your Library area." Click the Close button to continue.

Success! Your upload is now available from your Library area.

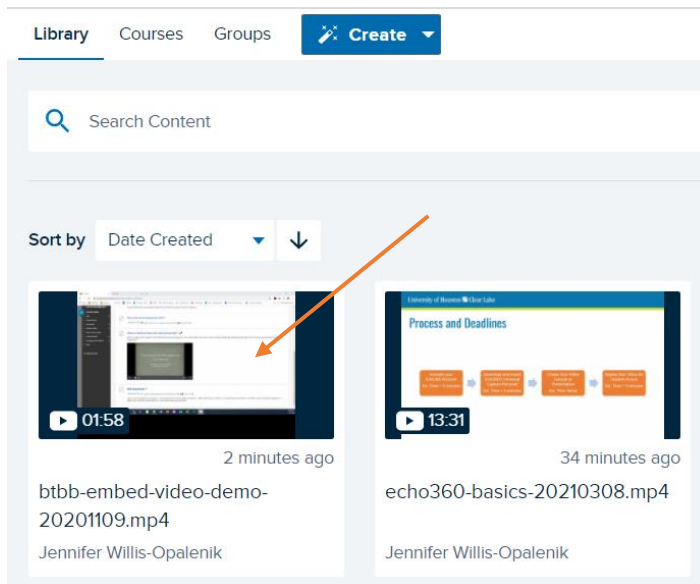


6. You'll then be taken back to your Echo360 Library. There you should see the file that has been upload, annotated as being in "Processing" status. Echo360 will send you an email (to your UHCL email account) when processing has completed. You may want to log out, wait for that email, and then return to finish this procedure.

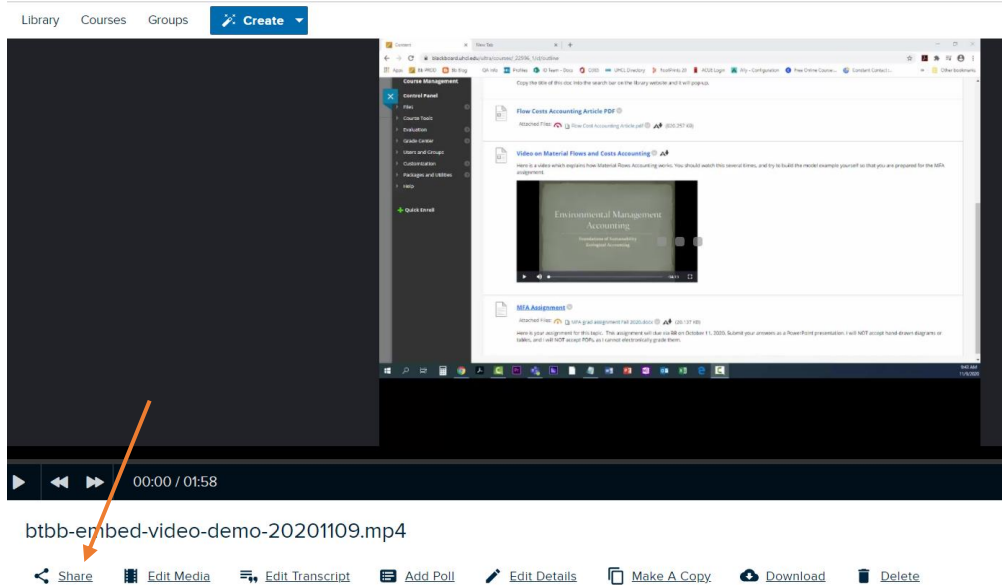


NOTE: If you logged out to await the email notification, repeat steps #1 and #2 under "In Blackboard" above to return to your Echo360 Library.

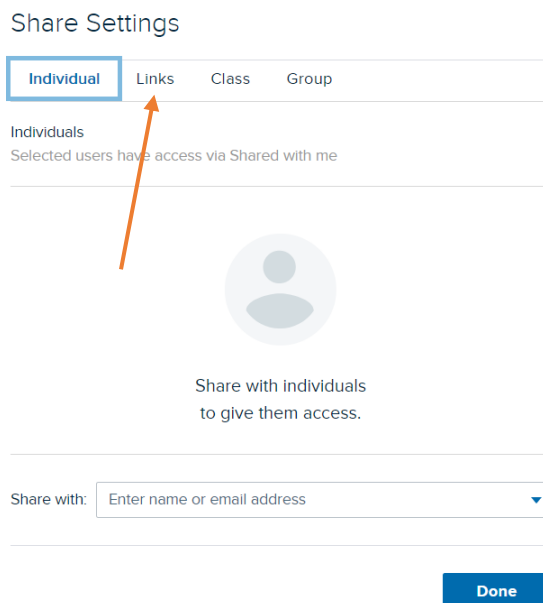
7. Click on the thumbnail for the video that was uploaded.



8. On the resulting screen, locate the "Share" link, located in the lower left corner.




9. At the Share Settings screen, click the Links tab near the top of the screen.



10. Click the Add Link button.

Share Settings

Individual **Links** Class Group



No links added yet

Add Link

Done

11. Click the Copy button and then click Done to continue. NOTE: We recommend pasting the copied video link into Word or Notepad to keep it while you return to Blackboard to submit your assignment.

Share Settings

Individual **Links** Class Group

Share Link

<https://echo360.org/media/1386ee3e-80> **Copy** **Embed**

Description

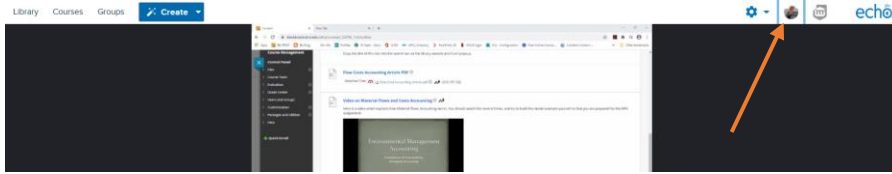
Enter a description

Start At Public access **Delete**

Add Link

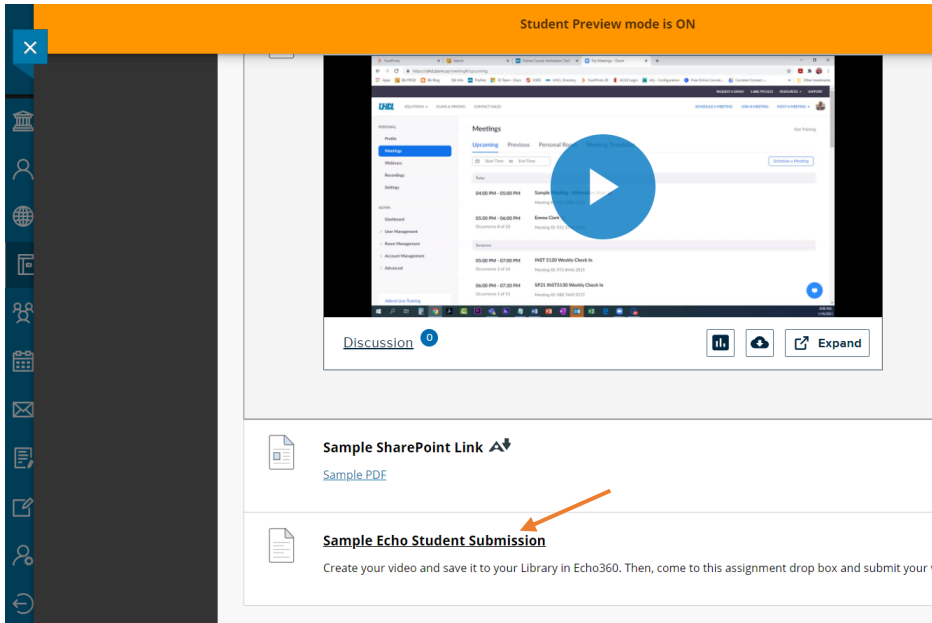
Done

12. Log out of Echo360 and return to your Blackboard course.

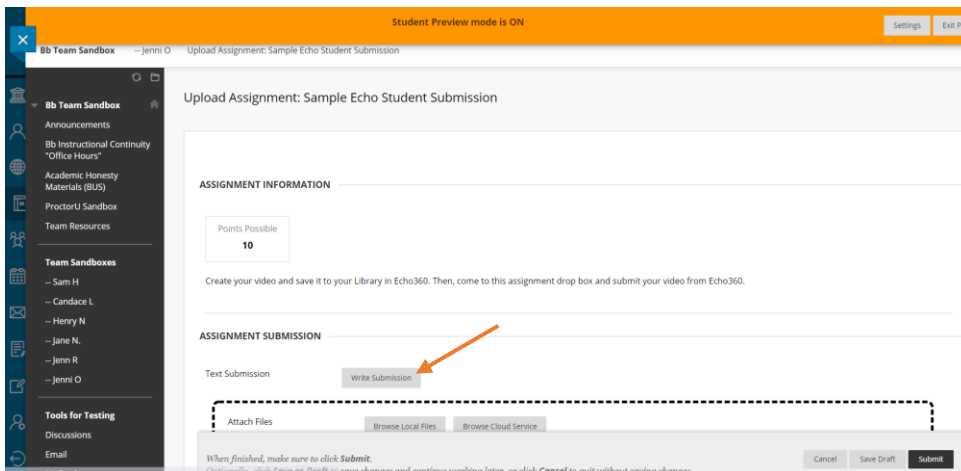


In Blackboard

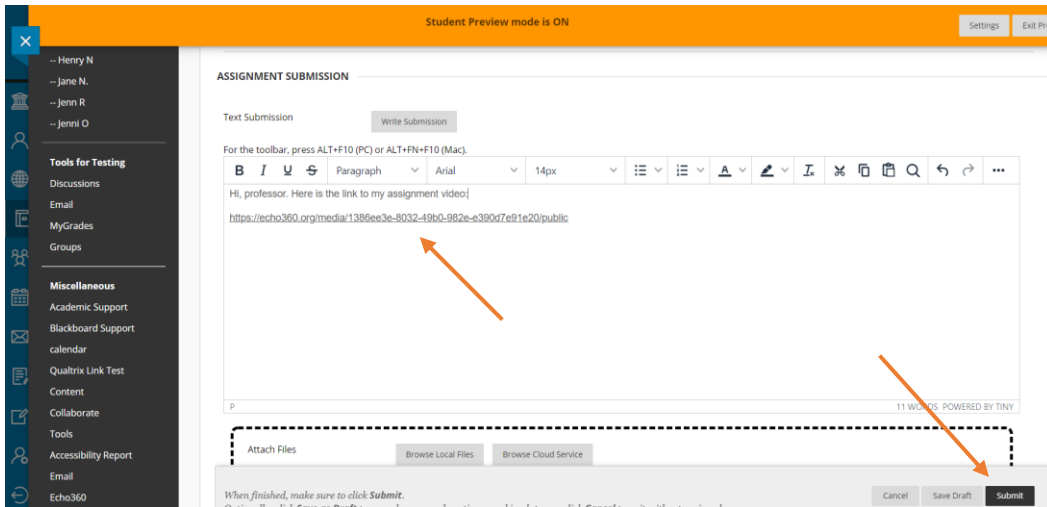
1. Locate and click on the assignment drop box in which you are supposed to submit your video link.



2. Click the Write Submission button, located in the middle of the assignment drop box page/information. DO NOT put the hyperlink into the Comments box.



3. In the Assignment Submission box, paste the link to your video. Then click the Submit button (lower right corner) to finish your work.



- You will see a confirmation message in purple, located near the top of the page. Take a screen capture of this and save it for your records. **NOTE:** If you do not see the link to your video on this page, you did not correctly submit your assignment. Contact your instructor immediately to request that your attempt be cleared so that you can try again.

