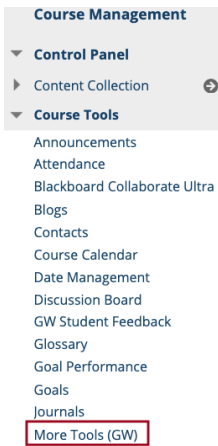


Blackboard: Upload a video using Echo360

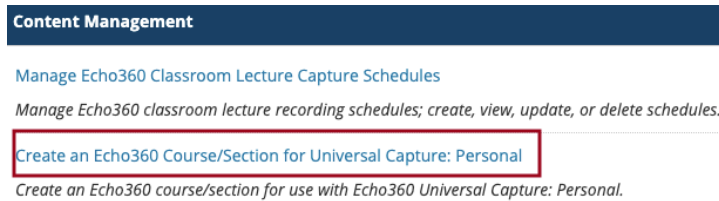
While you can upload any type of file to Blackboard, each course has a size quota. So, for larger video files, it is recommended you host them on the Echo360 Platform. This guide will demonstrate how to upload a video to Echo360 and share it with your students in Blackboard.

Create an Echo360 account and course/section

1. Login to Blackboard and open your course. You can only request Echo360 from a current semester Blackboard course.
2. Go to the **Control Panel**, click **Course Tools**, and select **More Tools (GW)**.



3. Under *Content Management*, click **Create an Echo360 Course/Section for Universal Capture: Personal**.



4. Review the information on the page and click **Submit**.
5. On the Blackboard Course Menu, click the down-arrow next to the **GWU Lecture Capture** link and choose **Show Link** to make the Echo360 section available to students.

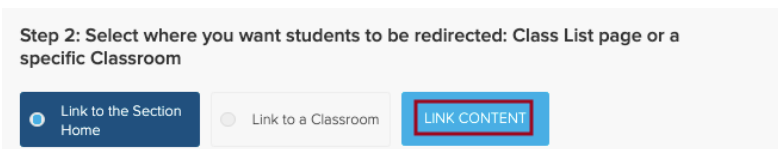


Upload video

1. Click on the **GWU Lecture Capture** link on the Course Menu.



2. Select **Link to the Section Home** and then click **Link Content**.



3. In the Echo360 section, click **New Class**.



4. In the popup window, enter a **Name** for the video and click **OK**.

New class

Name
Lecture 1

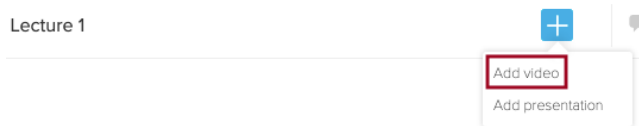
Options

Start Date: Date
Start time: 01:00 pm
Duration: 1 hours, 0 minutes

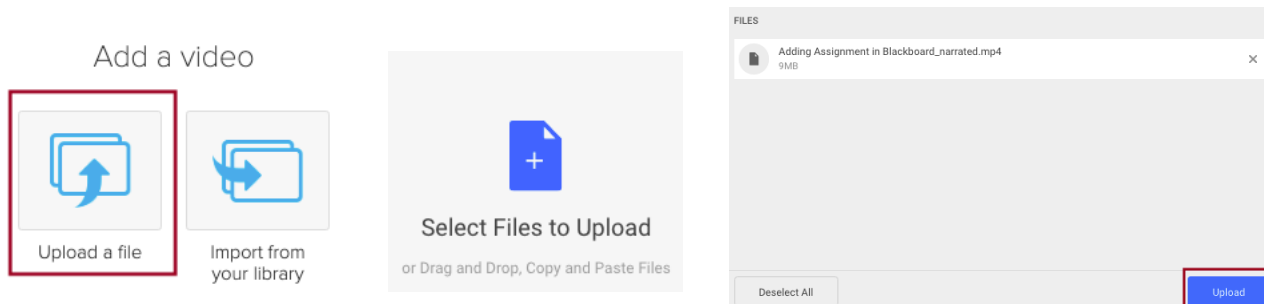
Description

CANCEL OK

5. Click the **Add Content icon** and choose **Add Video**.



6. Click **Upload a file** and then click **Select Files to Upload** to browse your computer and open the video you want to share. Files selected for uploading will appear in the window. Click **Upload** to finish.



7. The video will begin processing. When the video icon turns green, the video is available to watch.

Lecture 1

