

# echo<sup>360</sup> Cheat Sheet for Faculty/Staff

## What is Echo360?

**Echo360** is the video streaming platform for UNCW faculty, staff, and students. You can use this platform to store your video or audio files and even your Zoom (cloud-based video conferencing tool) recordings.

To learn more about Echo360, please check out the how-to guides down below.

## Getting Started with Echo360

- [How do I activate my Echo360 account?](#)
- [What are the recommended browsers when using Echo360?](#)
- [How do I navigate around Echo360?](#)
- [How do I edit my videos in Echo360?](#)
- [How do I verify that my Zoom recording settings are compatible with Echo360?](#)
- [What is the difference between using Echo360 and using Universal Capture?](#)
- How do I use the Echo360 app? ([Echo360 Support Article](#)) ([Video](#))
- [How can I use the Echo360 assignment feature in Canvas?](#)
- [What is Echo360's Privacy Policy?](#)
- [What is Echo360's Accessibility Statement?](#)

**Did you know?** Echo360 offers a FREE Screencasting software called Universal Capture that will allow you to record your PowerPoint lectures, webcam, or both at the same! You also can use this software to create quick instructional videos, introduction videos, provide feedback to assignments, and so much more. **To learn more about Universal Capture**, please check out [page 2](#) to get started.

## Making Echo360 Videos Interactive

- [What are embedded polls?](#)
- [What type of polls can I use in my Echo360 videos?](#)
- [How do I add, edit, or remove polls from my Echo360 video?](#)
- [How do I embed my interactive media \(embedded polls\) into my Canvas course?](#)
- [How do I view my students' poll responses?](#)

## Sharing Echo360 Videos to Canvas and Viewer Analytics

- [How do I embed my Echo360 video into my Canvas course?](#)
- [How do I share a link to my Echo360 video?](#)
- [How do I view analytics on my Echo360 videos?](#)

**Did you know?** All instructional videos should be closed captioned to increase access and usability. DEeL offers FREE closed captioning and transcription services for video and audio files in English and many other languages (instructional purposes only) for UNCW faculty. **To learn more about our services**, please check out [our captioning services request form](#). For more information about our CC services, please email [elarning@uncw.edu](mailto:elarning@uncw.edu).

## What is Universal Capture?

**Universal Capture** is a Screencasting software provided by Echo360 that captures audio, computer, and video simultaneously. **To learn more about Universal Capture**, please check out the how-to guides down below.

## Getting Started with Universal Capture

- [How do I download Universal Capture on my computer?](#)
- [How do I start a recording in Universal Capture?](#)
- [What kind of input options are available when using Universal Capture?](#)

**Did you know?** UNCW students can also use Universal Capture! Provide them with our [Echo360 cheat sheet for students](#) to help them started.

## What is an Echo360 Course?

**Echo360 courses** are playlists for videos in your Echo360 library, where you can present your lectures and uploaded presentations, as well as discussions or Q&A sessions about the class. It also allows instructors to organize their lectures by subject matter or topic by placing videos into folders.

**To learn more about Echo360 courses**, please check out the how-to guides down below.

## Getting Started with Echo360 Courses

- [What is the difference between a Canvas course and an Echo360 course?](#)
- [How do I request for an Echo360 course to be created for me?](#)
- [What tools are available for my students and I when I add my videos into an Echo360 course?](#)
- [How can I view the analytics for my Echo360 course?](#)
- [How can I monitor the questions on my videos?](#)

## Echo360 Course Organization

- [How do I add folders \(collections\) in my Echo360 course?](#)
- [How do I add my Echo360 videos into my Echo360 course?](#)
- [How do I link my Echo360 course into my Canvas course?](#)
- [How can I setup Echo360 to automatically send my Zoom recordings into my Echo360 course?](#)

## Presentations

- [What is the difference between a video and a presentation in an Echo360 course?](#)
- [How do I attach a PowerPoint presentation to my video in my Echo360 course?](#)
- [How do I add poll questions to my presentation?](#)
- [How can I view my students' poll responses that presented in my presentation?](#)