

## Editing your Echo360 Recording

These directions are specific to Coventry University, however they are easily adapted to different contexts.

### Resource Summary

**Topic:** Editing a recording (Echo360)

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**Target audience:** practitioners,  
audio-visual staff

**Keywords:** editing; technical

**Date produced:** 30 September 2010

**Comment:** updated 2/4/2012 for v4.0

### STEP 1: LOG IN

1. Browse to the Echo360 administration page ( <https://echo.coventry.ac.uk> )
  - You may receive a "warning" screen asking you whether you really want to go to the site- yes, you do!
2. Enter your username and password. Your username will most likely be your university username.
  - The username and password for this site are **NOT** linked to university systems – the password you chose originally may no longer match your university password.
  - Accounts are not created automatically – although you may have received the automated Echo360 e-mail after completing of a captured lecture, you may not be able to edit them. Access can be changed by contacting the Flying Squad. (x7673)

### STEP 2: FIND YOUR ECHO AND MAKE A COPY TO EDIT

1. Only the Echoes on which you are listed as a "presenter" will be available to you.
2. The easiest way to locate the Echo you want is to look in the Date column- look for the date and time the Echo was recorded.
3. Find the Echo that you are interested in editing and click on the title.
4. From the Echo Details page, scroll down to the bottom of the page and click on the copy button.
5. From the Copy Echo page, add the word "(Copy)" to the end of the Echo Name (and select a different Course/Module if required), then click the "Copy" button.
6. From the Echoes Tab, find the newly copied echo.
7. You are then free to edit the **copy** without losing the original. Once you are happy with your edit please delete the original recording.

### STEP 3: OPEN THE EDITING WINDOW

1. Move your mouse over the echo you want to edit- the row will highlight in blue and some buttons will appear.
2. Click on the "edit" button.
  - If you can't see the edit button (your screen may not be large enough to show all of them), try clicking on the title of the Echo itself.
3. On the next screen, don't worry about any settings- just scroll to the bottom and click on "Edit Media"
  - You may get another security warning- if so, you want to allow it and continue on.

## STEP 4: EDIT THE ECHO

The video resource is most useful here if you want to see how the actual editing works. Essentially:

- Use the larger triangle **above** the time bar to slide through the video and find the time you want
- Use the smaller '**bookend**' triangles to demarcate the beginning and end of the time you want to cut
- Click the **scissors** button to cut out that segment
- Cut segments appear in the storage area at the top. The '**edit**' button allows you to type in specific times, if you would like to fine-tune your cuts. The '**restore**' button will insert your cut back into the full time bar.
- Use the layered squares in the bottom-right of the content viewing pane to switch between the PC and video views.

Some things to remember when it comes to editing:

- You can only chop pieces out of the Echo with the editor. You cannot move segments from one existing recording to another, nor can you move a segment around within the same recording.
- You can save edited recordings as new Echoes, meaning you can create an indefinite number of Echoes from the original instance. Just edit, Save New, and enter publishing data. After the new recording has processed, you can re-edit the original Echo to create another Save New.
- No matter how many times you edit the Echo, the system saves a master version (based on the original Echo). You can always restore this version or come back to it to make additional edits.
- Use the '**Preview**' tab to view the edited version of your Echo before saving any changes. Viewing the Echo in the Edit tab will still show the entire video.
- If you cut a segment from the middle of an Echo, expect there to be a 'jump' in the camera video when watching it. A presenter may suddenly move to a different part of the screen. This is unavoidable but may be distracting if a great number of midpoint edits are made.

## STEP 5: CONFIRM THE CHANGES

1. If you want to exit the editor without saving any changes, simply X out of the browser window.
2. If you want to save your changes, click on the '**Publish**' tab, and then click '**Save and Publish**'
  - If you '**Save Only**' then your edits will be retained, but changes will not be viewable in the video. This is useful if you need to continue editing later. When you come back to the editor you will see your edits in the storage area.
3. You'll receive a confirmation screen that your edits have been sent to the server.
  - Your changes won't be viewable immediately- the server needs to 'reprocess' the Echo. The amount of time this takes depends on how long your recording is.
  - You can't edit the Echo again until it's finished being reprocessed.
  - You do not get an e-mail when it is finished, it will just go up.
  - There is no need to replace or update any links. Any links (from e-mail, in the VLE, etc) will always point at the most 'recent' version of the Echo.
  - You can edit an Echo any number of times- if you come back to edit it again later, you will see your previous edits in the storage area, so you can easily review and/or restore them.

## STEP 6: LOG OUT!

Don't forget! The Log Out link is in the bottom-right of the page listing all your available Echoes, in the purple bar.