Review the links at CSU’s ECHO Help Center: http://help.echo.colostate.edu/Getting-Started.aspx

Request an account: [http://help.echo.colostate.edu]
You must request course/sections matching one or more courses you are teaching. You can also request a personal section for trials, other types of captures.

Reserve A221 via Amy Marso, Dept of Clinical Sciences, cvmbs_clinsci@Mail.Colostate.edu

Schedule a capture by filling out the Course Request Form: https://wsnet.colostate.edu/cwis24/Echo/EchoClient/ Select VTH A221.

Before starting capture:
- **Tips:** Place a sign on the door to A221: “Live lecture in progress. Please enter quietly” (or similar message).
- Don’t bring your cell phone, or put it on mute. If you have an audience, remind them to turn off their cell phones.
- Turn the lights over the podium on.
- Turn on the projector equipment using the touch screen on the podium
- Select Lectern PC
- **Turn on the monitor (Sympodium) by pressing the ON button in the lower left corner of the monitor – the button turns green.**
- Log on to the computer.
- Copy your lecture files (PPT, PDF, etc.) to the desktop: Bring a COPY of your lecture materials on a USB drive. If you write over your files and SAVE the lecture, it will be saved with the writing/drawing in place.
- The camera at the back of the room will automatically start capturing at your scheduled time, but it is “on” all the time, so you can adjust the camera angle before you start by selecting the “Camera Setup” button on the podium touch screen. You can use the buttons to adjust the camera, but it is easier to select one of the preset buttons on the right side of the screen. If you plan to use the whiteboard, select the camera setting that shows both the podium and the whiteboard.
- **Clip on the microphone, and turn it on when ready. Test.**

Lecture Capture:
- The appliances are scheduled by the CSU Echo staff to run automatically during lectures throughout the semester.
- Capture is scheduled to start when the class starts, and end 10 minutes after the class ends.
- **Start talking!**
- Whatever is on your screen or whiteboard is being captured.
- Using the Sympodium with PowerPoint: See [http://tinyurl.com/Sympodium-PPT] Push the color button you want use on the top of the monitor. Pick up the attached stylus and start drawing over your images.
- Using the Whiteboard: See: [http://tinyurl.com/Sympodium-Whiteboard]
To draw or write on the Sympodium monitor as though you were writing on a chalk/white board, select the **Whiteboard** button, (top left menu) on the monitor. A white screen will display, and you can draw or write as desired. When finished, go back to the Desktop (button in top left menu) your lecture material and proceed. The whiteboard event will become part of your saved lecture.

**Your Recording will automatically be ended and published based on the time you scheduled.**

**Distributing Content to Students**
- You will receive an [email with the web links embedded](mailto:).
- You can add these links in your RAMCT course or send them to students via email.

**Sharing and Managing Recordings**
- Go to: [https://echo.colostate.edu](https://echo.colostate.edu), log in.
- Click on the **Echos tab**
- Mouse over the recording title to review the options for each of your captures. Options will display to the right of the capture title. You can delete from here or this is another chance to edit as well as other options.