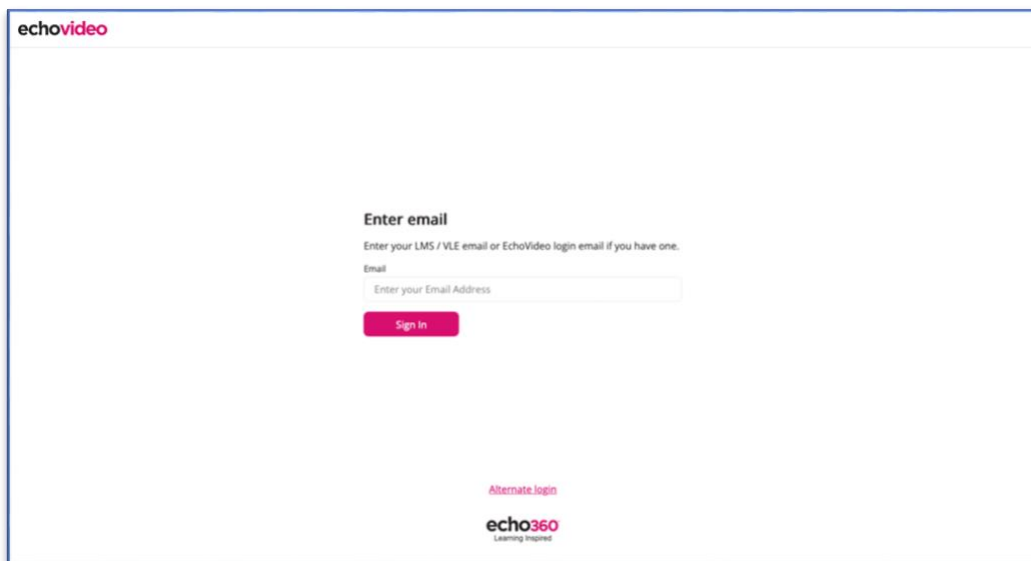


Echo360 Captioning

Step 1: Create or Upload a Video in Echo360

To get started, go to your Echo360 account and log in using your institution's credentials.

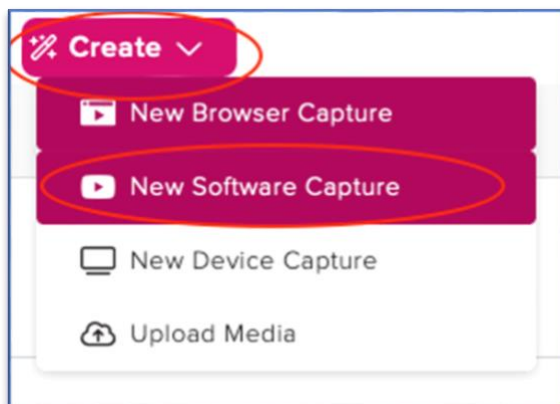


The image shows the EchoVideo login interface. At the top left is the 'echovideo' logo. The main heading is 'Enter email'. Below it, a smaller line of text says 'Enter your LMS / VLE email or EchoVideo login email if you have one.' There is a text input field labeled 'Email' with the placeholder text 'Enter your Email Address'. Below the input field is a red 'Sign In' button. At the bottom right, there is a link for 'Alternate login' and the 'echo360' logo with the tagline 'Learning Inspired'.

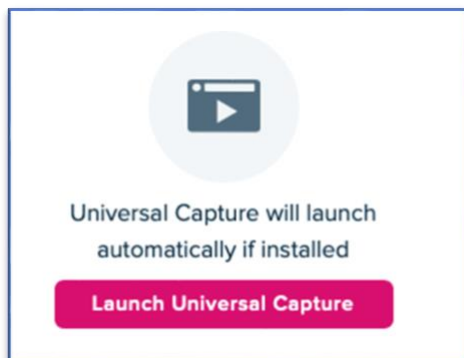
From your Library, you can either create a new video or upload an existing one.

To create a new video:

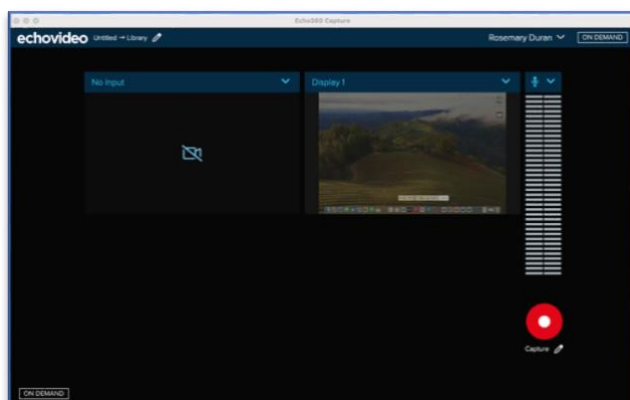
1. Click the *Create* button at the top of the page.
2. Choose *New Software Capture*.



3. Use *Launch Universal Capture* to record your screen, webcam, or both.

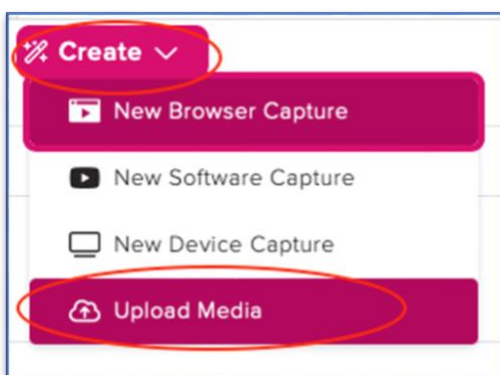


4. When finished, your recording will automatically upload to your Echo360 Library.

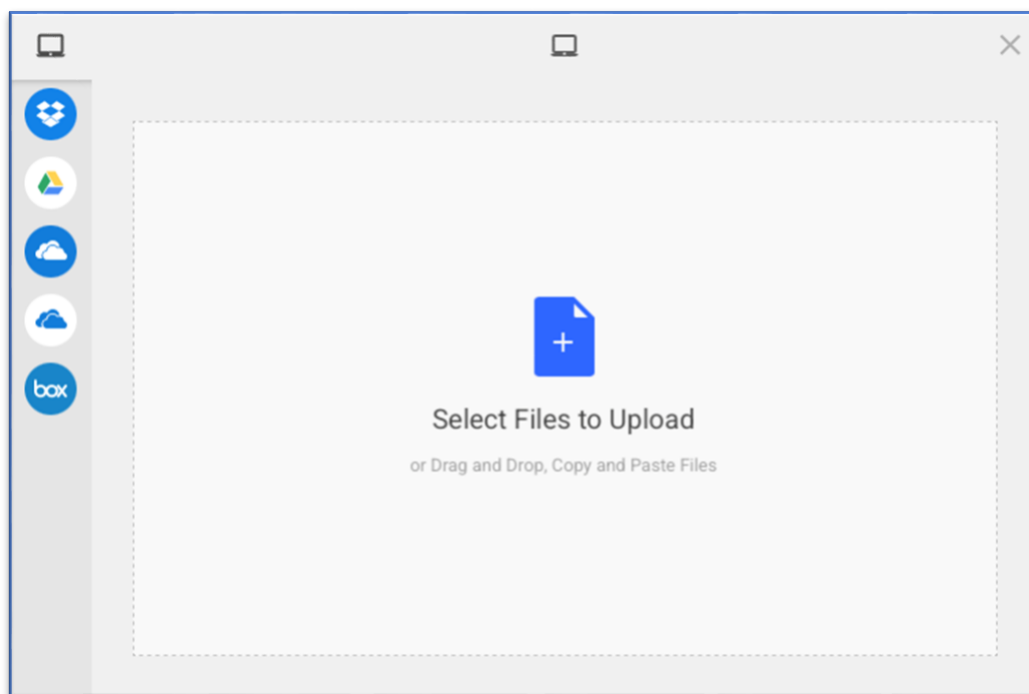


Step 2: To upload an existing video:

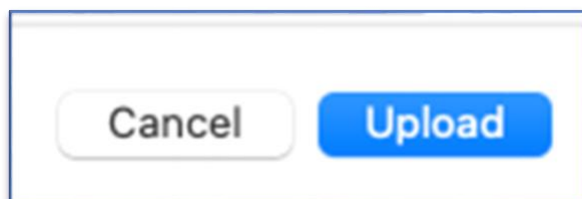
1. Click the *Create* button again.
2. Select *Upload Media*.



3. Browse your computer and select your MP4 file.



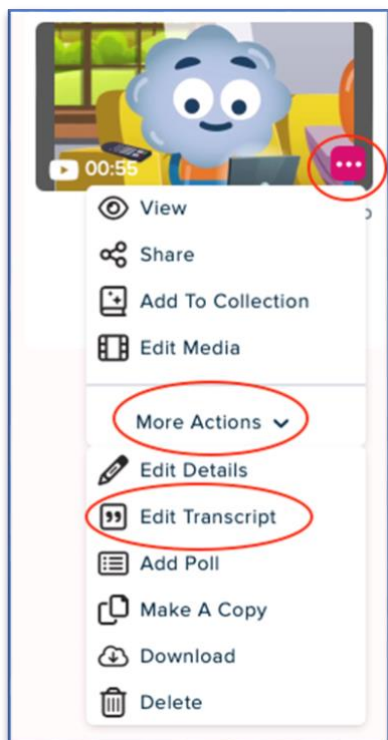
4. Click *Upload*. The video will appear in your Library once processing is complete.



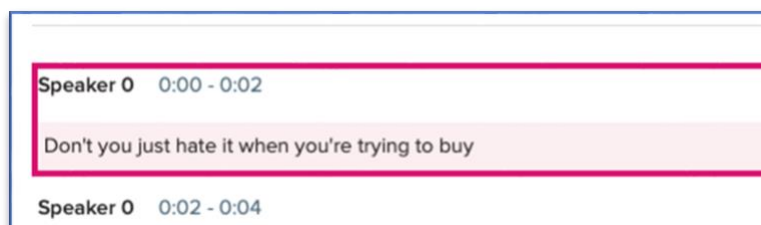
Step 3: Edit the Captions in Echo360

After the video is processed, Echo360 will automatically generate captions using speech recognition. You can review and edit these captions for accuracy.

1. In your Library, hover over the video and click the *three dots* to open the media editor.
2. Select *More Actions*.
3. Select *Edit Transcript*.



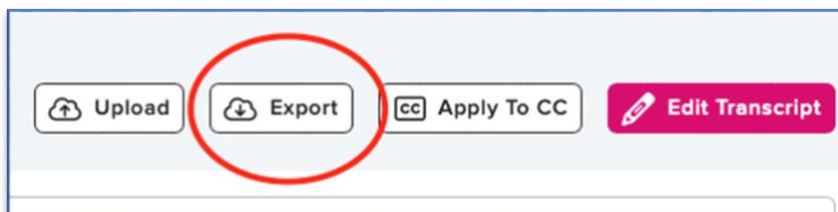
4. Click into any sentence to make changes to spelling, punctuation, or terminology.
5. Your changes are saved automatically.



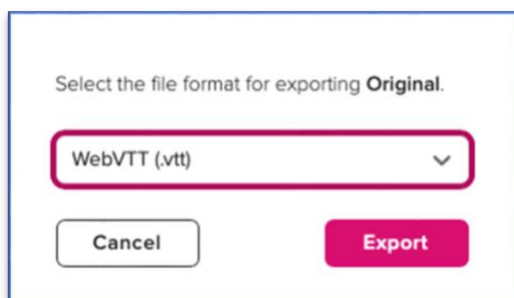
Once your transcript is accurate, you're ready to download it.

Download the Captions (WebVTT Format)

1. Click the *Export* icon located in the upper right corner.



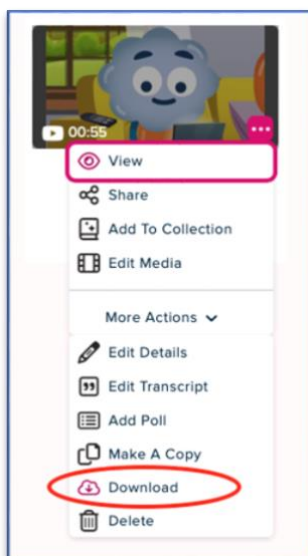
2. Choose *WebVTT (.vtt)* format. Select Export to Save the file to your computer.



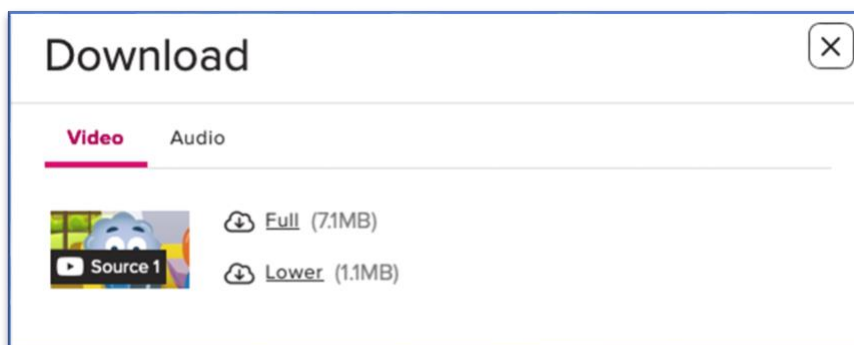
Step 4: Download the Video File from Echo360

Now you'll download the video file itself.

1. In your Library, hover over the video and click the *three dots*.
2. Select *More Actions*.
3. Select *Download*.



4. Select *Download Full or Lower* depending on the available option.

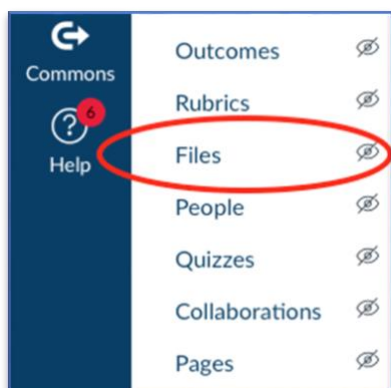


5. The video file will be saved to your computer.

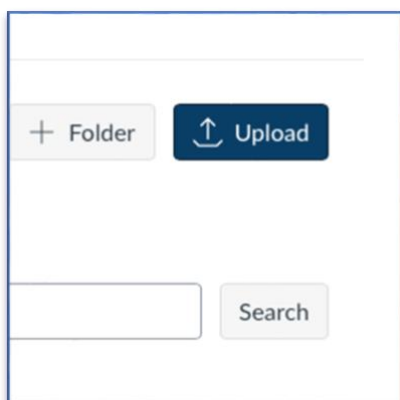
Step 5: Upload the Video and Captions to Canvas

Let's move to Canvas to upload your video and captions.

1. Log into your Canvas course.
2. From the left course menu, select *Files*.

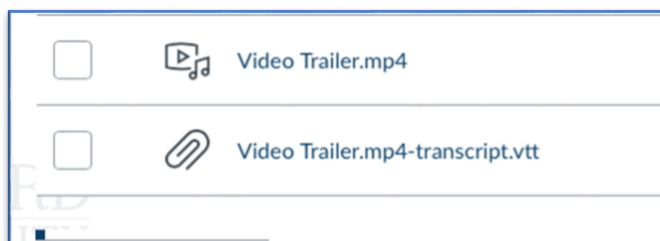


3. Click the *Upload* button in the upper right corner.



4. First, upload your *MP4 video file*.
5. Then, upload your *WebVTT (.vtt) caption file*.

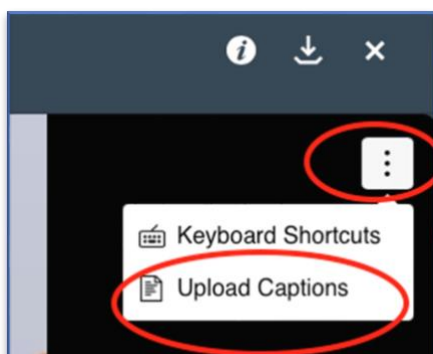
You should now see both files listed in your course Files area.



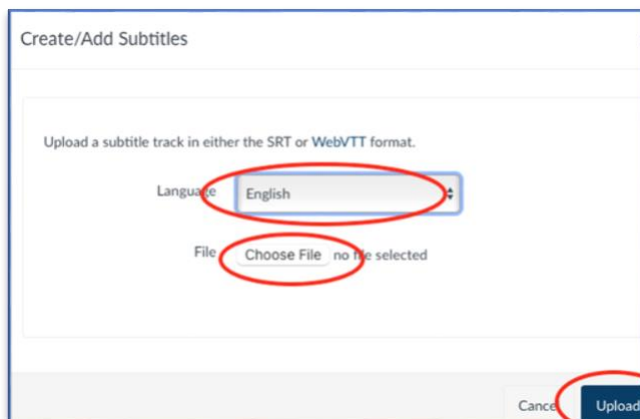
Step 6: Attach the Captions to the Video in Canvas

Once both files are uploaded, you'll need to connect the captions to the video.

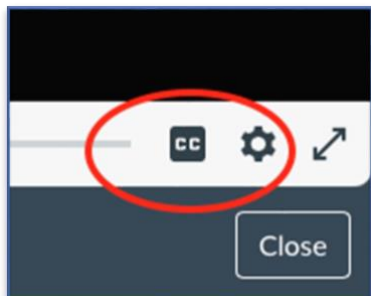
1. Click on the video file in Canvas Files to open the preview window.
2. In the upper right corner, click the three dots and click *Upload Captions*.



3. Choose the correct *language*, typically English.
4. Select the *WebVTT (.vtt)* file you uploaded.
5. Click *Upload* to attach the captions.



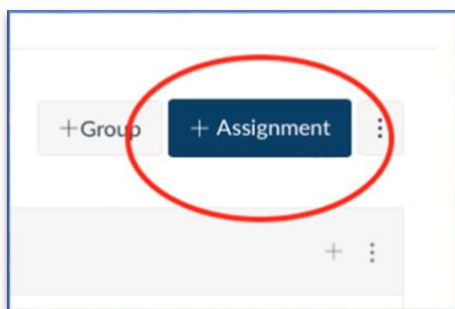
The video now includes a captions button. Students can turn captions on and off as needed.



Step 7: Embed the Captioned Video into a Canvas Page or Assignment

To make the video visible to students, embed it into a Page or Assignment.

1. Go to *Pages or Assignments*, depending on where you want to place the video.
2. Click *+Page or +Assignment* to create a new one.



3. Add your *Assignment Name*.
4. In the *Rich Content Editor*, place your cursor where the video should appear.
5. Click *Insert*.
6. Click *Course Link*.

Details

Mastery Paths

Assignment Name *

Assignment Name

Edit

View

Insert

Format

Tools

Table

12pt

Link

Image

Media

Document

Icon Maker Icons

Equation

Table

Embed

Horizontal line

Link

Course Link

External Link

7. From the drop down, click *Files*.
8. Select *Course Files*.
9. Click the *name of your video file*. Canvas will embed it directly into the content area.

Add

×

Files

All

Search

Enter at least 3 characters to search

Available folders

Course files

course_image

Uploaded Media

CETLA_HU_Syllabus_Template_8_9_23.docx

howard-university-vector-logo-e1593573567653.png

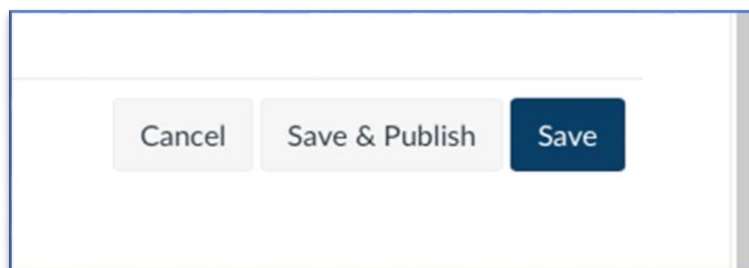
howard-university-vector-logo-e1593573567653.png...

Video Trailer.mp4

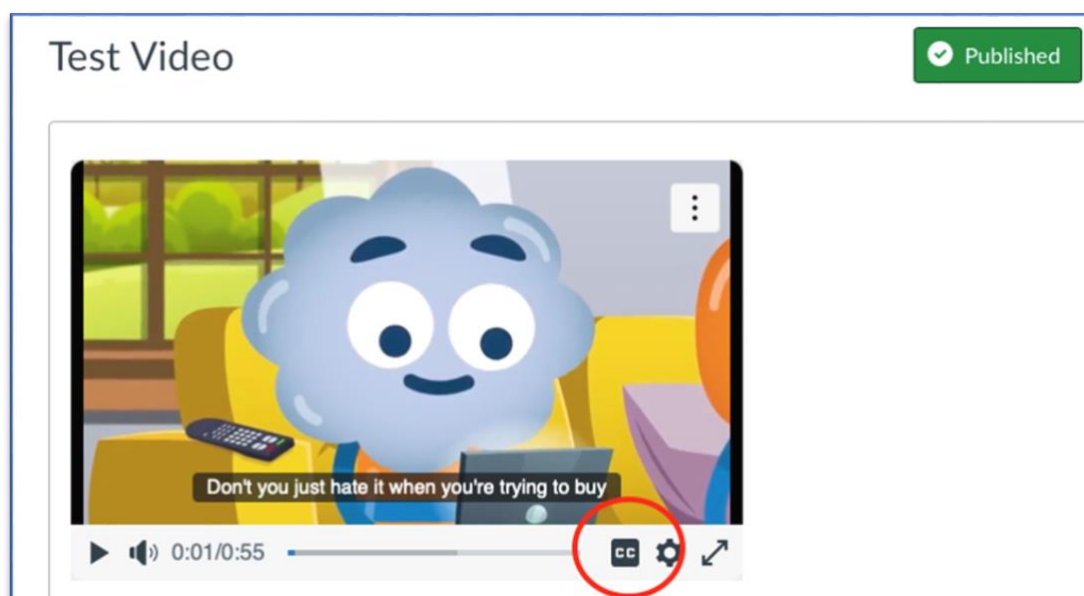
Video Trailer.mp4-transcript.vtt

Step 8: Save and Preview

1. Click *Save* or *Save & Publish* to finalize.



Preview your Page or Assignment to confirm that the video plays and captions appear correctly using the **CC** button on the video player.



Closing

And that's it! You've successfully created or uploaded a video in Echo360, edited and downloaded captions, moved the content into Canvas, and embedded a fully accessible video for your students. Using this process supports inclusive learning and meets accessibility compliance standards.