

Classroom Capture from the Apreso (Echo 360) Teacher Station

- **Call the Media Technologies X7132**
 1. Schedule a training date
 2. Notify date of recording
- **Copy the CMS ID from the WebCT course shell**
 1. Login to your WebCT Course
 2. In the Build view click **Manage Course**
 3. Copy the eleven digits from the course URL



Course URL

Users can log directly into the course by using the following URL:

<http://dl.bergen.edu/webct/logon/88953179021>

I. Capture and Publish Classroom Lectures

1. Start a computer application like PowerPoint, Internet Explorer or MS Word.
2. Click **Apreso Classroom Login** icon from the desktop computer.
3. Type *instructor* as Instructor ID and *password* as Password.
4. Click **OK**.



A Anystream.
Apreso

InstructorWeb

Instructor ID:

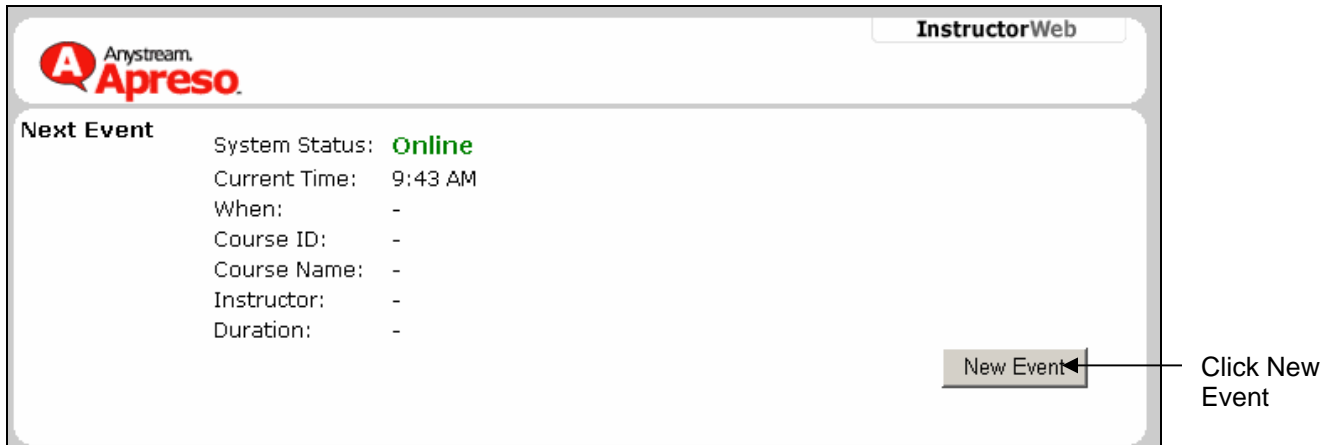
Password:

OK Cancel

Type Instructor ID

Type Password

5. Click **New Event** button in the *Next Event* window.



Next Event

System Status: **Online**

Current Time: 9:43 AM

When: -

Course ID: -

Course Name: -

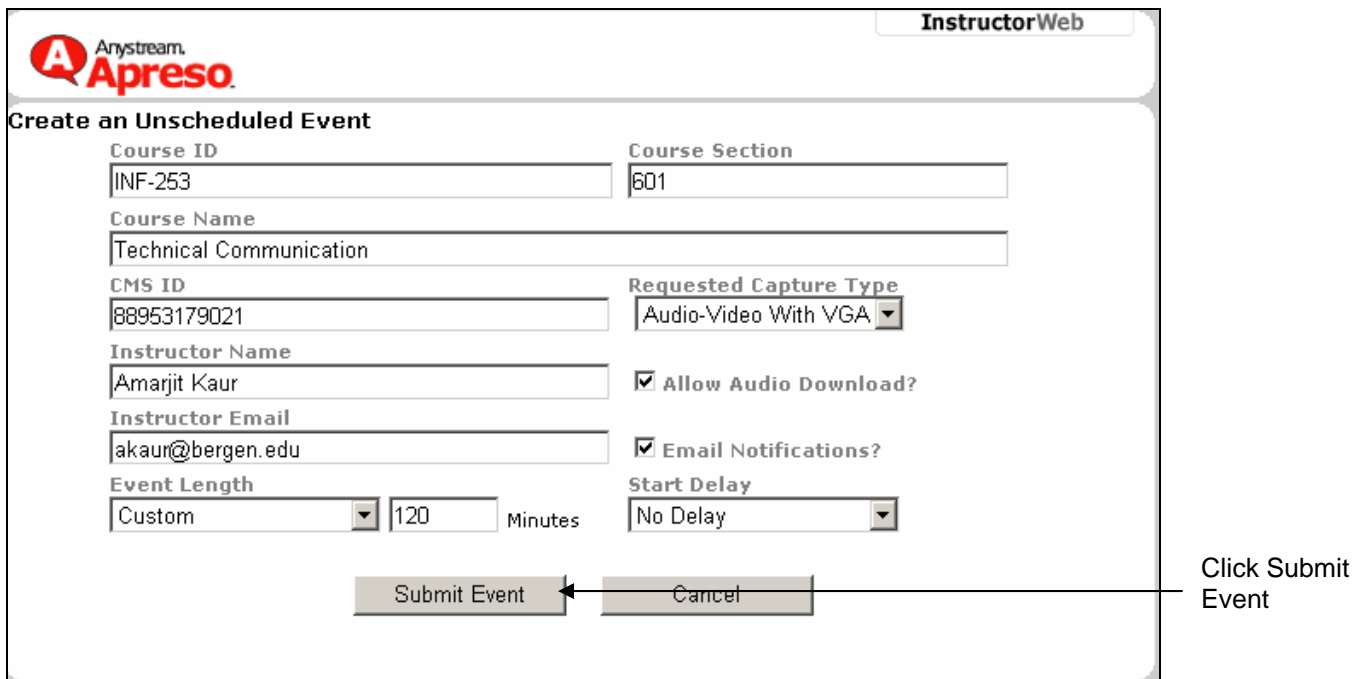
Instructor: -

Duration: -

New Event

Click New Event

6. Type the **Course ID**, **Course Name**, **Course Section**, **Instructor Name** and **Instructor Email** address and paste the **CMS ID** copied from the WebCT course in the *Create an Unscheduled Event* dialog box.



Create an Unscheduled Event

Course ID: INF-253

Course Section: 601

Course Name: Technical Communication

CMS ID: 88953179021

Requested Capture Type: Audio-Video With VGA

Instructor Name: Amarjit Kaur

Instructor Email: akaur@bergen.edu

Event Length: Custom 120 Minutes

Start Delay: No Delay

Allow Audio Download?

Email Notifications?

Submit Event Cancel

Click Submit Event

7. Click the **Event Length** pull down box and select **Custom**. Type the recording time in minutes.

8. Click **Submit Event**

The screenshot shows the Apreso InstructorWeb interface. At the top left is the Apreso logo with the tagline 'Anystream.' and 'Apreso'. At the top right is a button labeled 'InstructorWeb'. Below the logo is a section titled 'Current Event' with the following details: System Status: **Online**; Current Time: 11:47 AM; When: Thursday, January 31, 2008, 11:47 AM - 11:49 AM; Course ID: INF-253, Section: 601; Course Name: Chap3: Audience and Technical Communication; Instructor: Amarjit Kaur; Duration: 2 minutes. A 'New Event' button is located at the bottom right of this section. Below this is the 'Event Status' section, which shows 'Capturing' in green. It includes 'Elapsed Time: 00:00:18' and 'Remaining Time: 00:01:39'. A progress bar is shown below the time, with a green segment on the left and a grey segment on the right. At the bottom right of the progress bar are 'Pause' and 'Stop' buttons. An arrow points from the text 'To end recording click Stop' to the 'Stop' button.

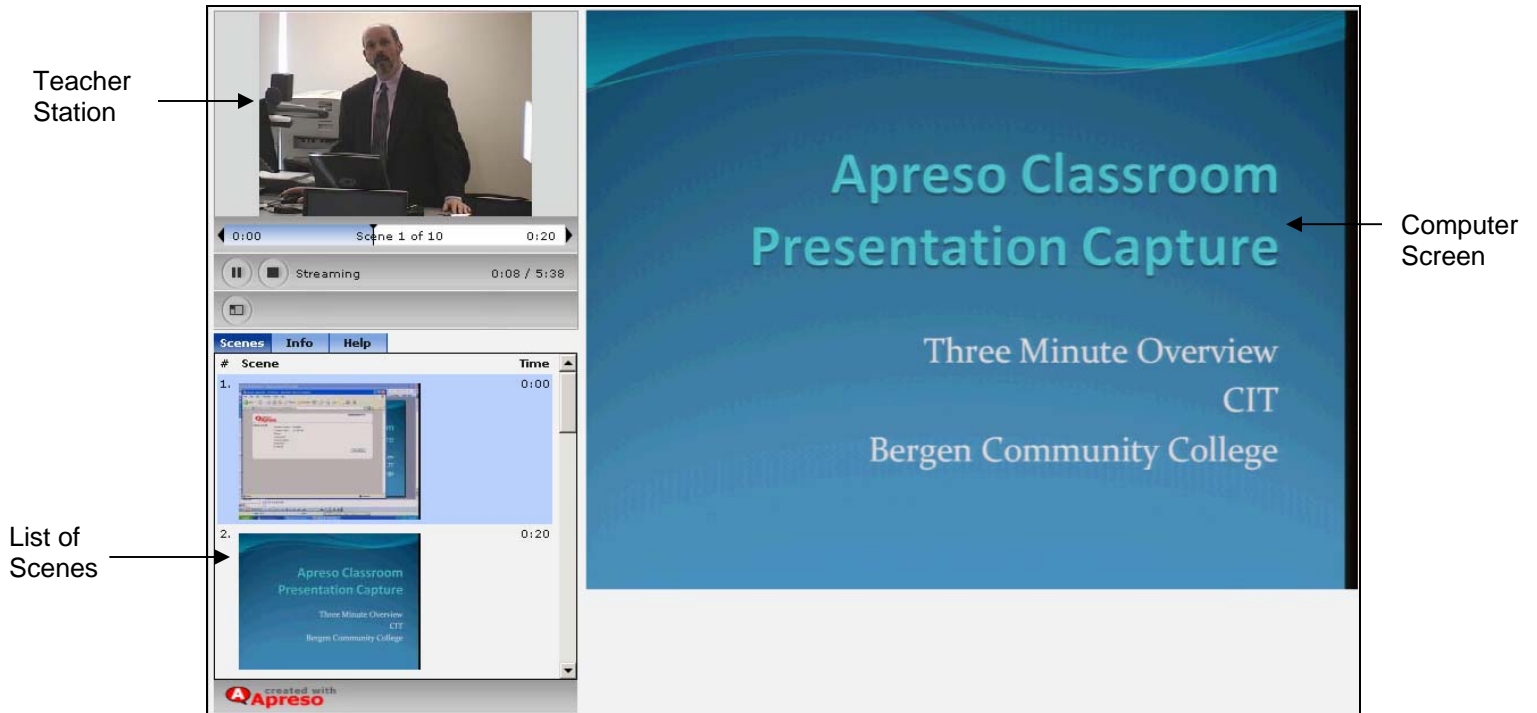
Recording starts soon after you click **Submit Event**. In case you need to pause in between recording click the **Pause** button. To resume recording, click the **Resume** button.

II. Review Lectures

For Instructors:

After you finish recording the captured lectures will be available from the WebCT course. You will also receive a link to review the lecture to the email address you typed in the *Create an Unscheduled Event* dialog box.

1. Login to your WebCT course.
2. Click **Calendar** from the Course Tools.
3. Click the Apreso link from the date of presentation.
4. Select the viewing options:
 - **High speed video** – Suitable for broadband connection. Displays PowerPoint presentation, video of the instructor and a list of scenes.
 - **Low Speed Audio** – Suitable for dial-up connection. Displays PowerPoint presentation, audio playback control and a list of scenes.
 - **Screen Reader version** – a list of scenes to view the presentation.



For students:

1. Click **Calendar** tool in a webct course
2. Click **View Week** at the left of the calendar display
3. Click the Apreso link to view the full classroom lecture in a new browser window

Week of January 27-February 02, 2008

Sunday
[January 27, 2008](#)

Monday
[January 28, 2008](#)

Tuesday
[January 29, 2008](#)

Wednesday
[January 30, 2008](#)

Thursday
[January 31, 2008](#)

[Chap3: Audience and Technical Communication](#)

11:47 AM - 11:49 AM

Lecture Title: Chap3: Audience and Technical Communication
Capture Date and Time: 01/31/2008 11:47:27 AM
Instructor: Amarjit Kaur
Apreso Link: [Chap3: Audience and Technical Communication](#)
Audio Link: [Download Lecture Audio](#) **Enhanced Audio Link:** [Download Enhanced Lecture Audio](#)

To listen to the classroom lecture

To view audio narrated Presentation

Tips for recording class-room lectures

Preparing PowerPoint presentation

1. Insert meaningful titles to each of your slide.
2. Have no more than 4 bullet points per slide.
3. Use san-serif fonts like Arial, Helvetica.
4. Avoid Italics and uppercase.
5. Keep font size more than 20 points.

Setting up your presentation

1. Turn-off screen savers on your computer.
2. Run your presentation from the hard drive of the teaching station.

Presenting in-class

1. Limit your movement in class. If you need to move use the wireless microphone.
2. Pause after you click the submit button or you move from one screen to another.
3. Type name of the class session as the Course Name in the *Create an Unscheduled Event* dialog box. This is displayed as the Calendar item in the WebCT course.