Edit your recording
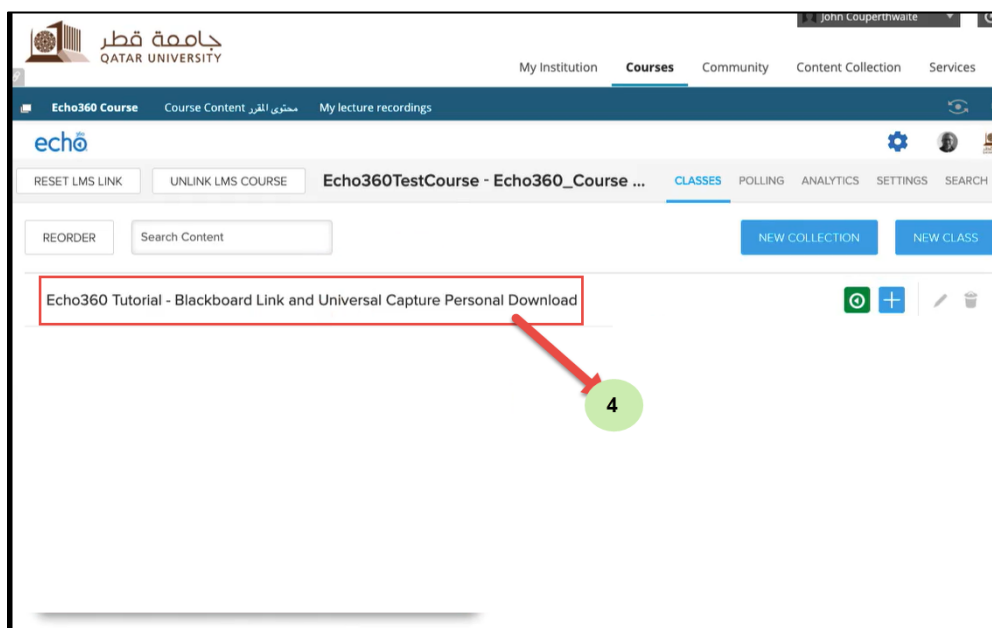
To edit Echo 360 recording, please follow the instructions below:
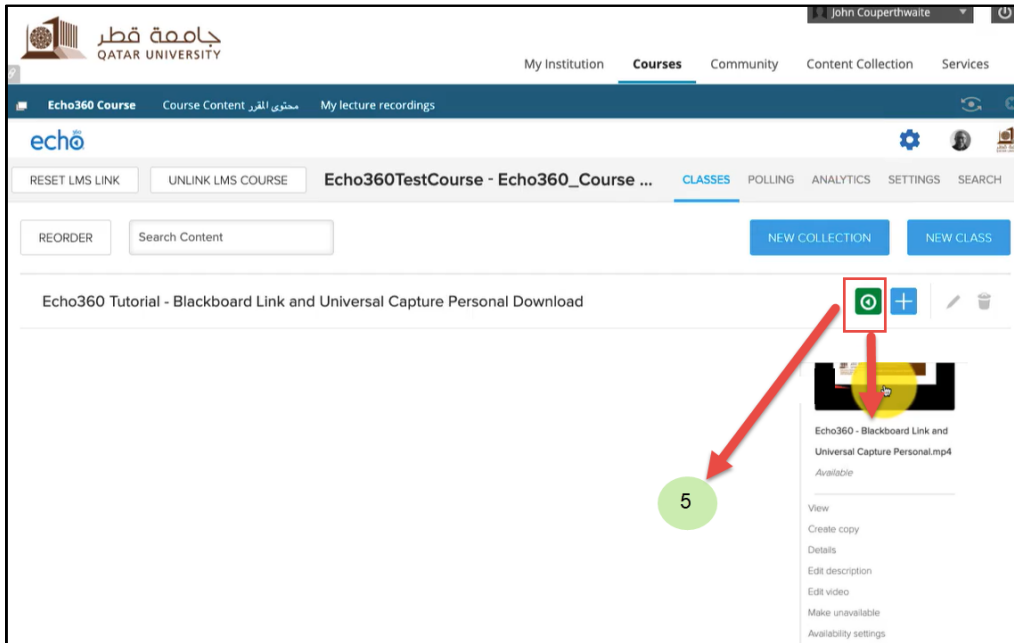
1. Every recording you create with Universal Capture will be added to your Library in Echo360 page on your blackboard course
2. Access your recording by following the links through Blackboard into your Echo360 page
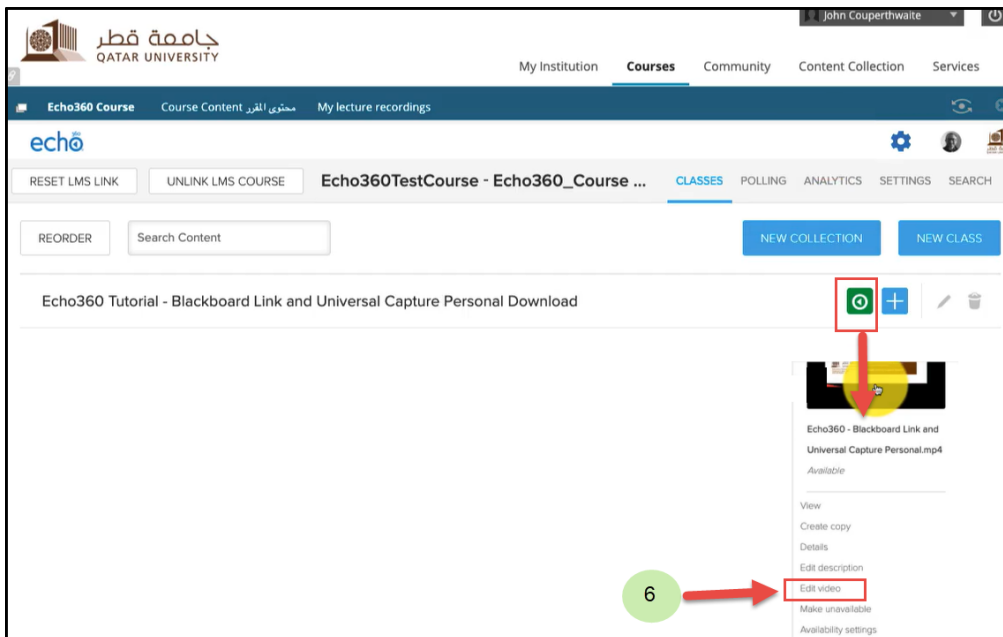3. Click on the Echo360 icon.
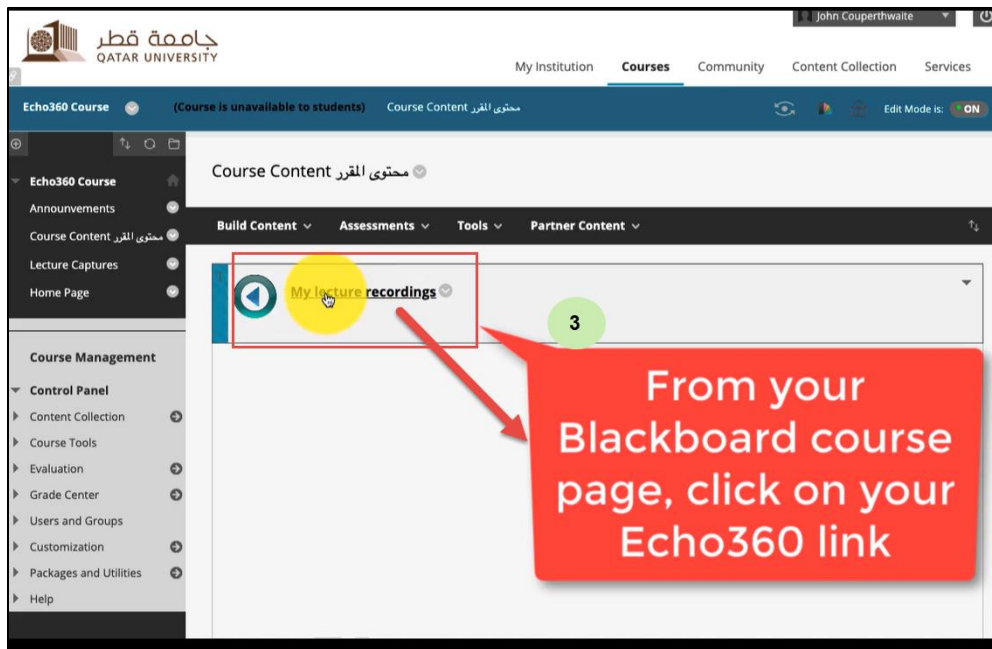
4. Click on a row to view your recording.

5. Click on the green 'video' icon next to your recording to change its settings:


6. Click on Edit Video from the settings menu to edit your recording.

7. The video opens in the editor window.
   Editing a video consists of the following basics (editing functionality is described in detail below):
   a. Zoom in/out for a more precise view of the video.
   b. Use the Top and Tail buttons to trim the ends of the video.
   c. Use the Cut button to mark the location of the play head.
   d. Select a segment between cut marks (or between one end of the video and a cut mark), and use the Delete button to make that cut to the video.
   e. Use the Trim Handles to edit segments of the video.
   f. Undo/Redo to revert or restore edits.
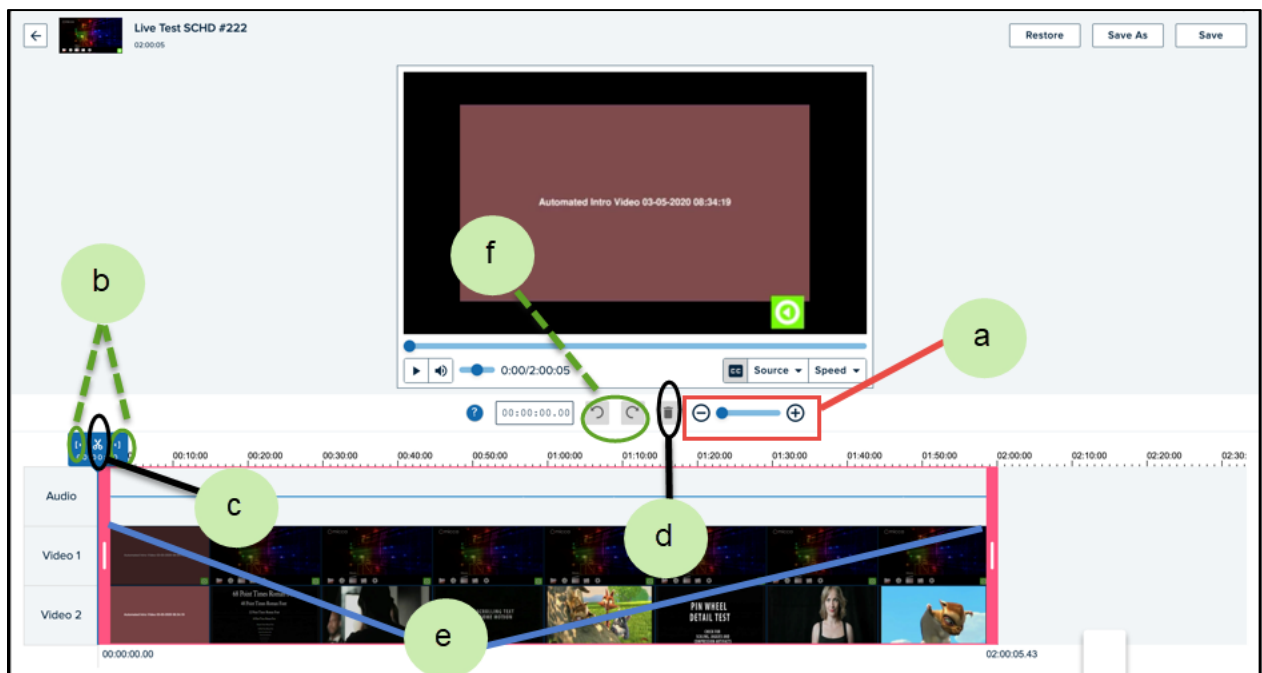
8. To cut a segment from the video
   a. Put the play head marker at the beginning location of the segment you want to cut.
   b. Click Make cut.
   c. Move the play head marker to the end location of the segment you want to cut.
   d. Click Make cut.
   e. Click into the area between the cuts to select it (yes this also moves the play head into that area; ignore it).
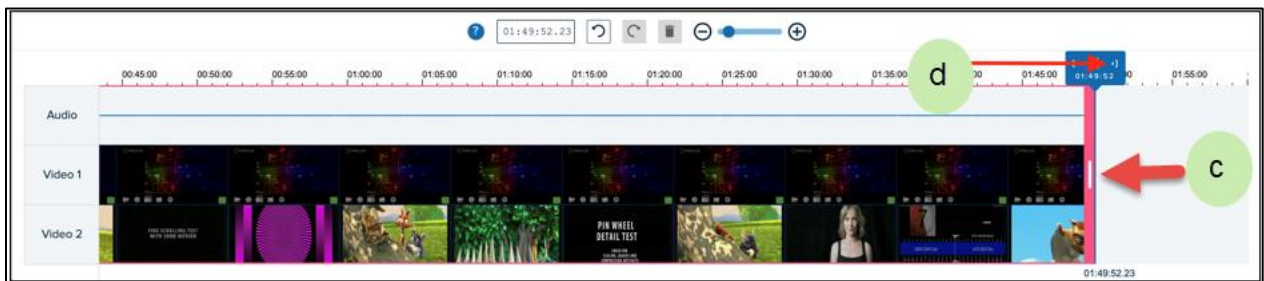   f. Click Delete to temporarily cut that segment from the video.
   Repeat these steps for each segment you want to remove from the video

9. To trim the ends of the recording
    a. Put the play head marker at location where you want the video to start.
    b. Click Top (Trim out).
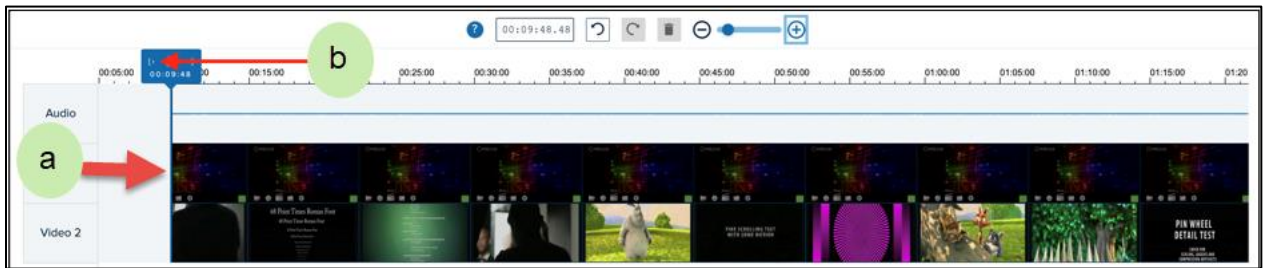
    c. Put the play head marker at location where you want the video to start.
    d. Click Top (Trim out).

10. Click Restore – to reverts all changes ever made to the video and restores the original video file. This option is only active if you open a video that had previous edits applied to it.
11. To save as - creates a copy of the video based on your edits. In addition, you are now the owner of the edited copy, regardless of whether you were the owner of the original video or not. You also have the option to save a course copy, which allows you to select a publishing location for the new video.
12. To Save - applies the changes you have made to this video. These changes are reflected in the playback bar on the editing screen.
13. To exit without saving any changes, click the back arrow in the top left corner of the video editing screen. Any work in progress will be saved within the Editor, but not applied to the published media.