

Copying Echo Captures to a different course

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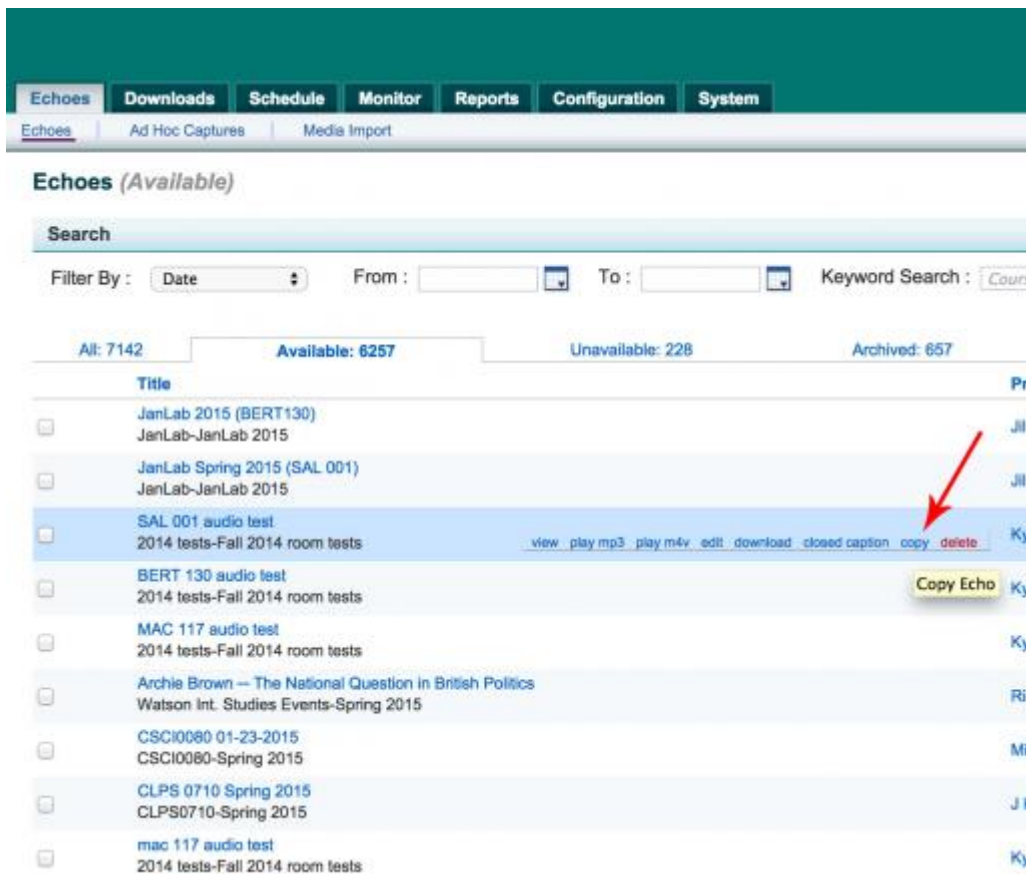
There may be times when it is needed to copy or duplicate old captures from a previous semester to include them in a current course. The instructions below will show you how to do this.

First, using your Brown credentials, log in

here: <https://mediacapture.brown.edu:8443/ess/app>

You will see a list of all Echo capture that are associated to courses you are instructor of.

Locate the echo capture you wish to duplicate and hover your mouse over it until a set of options appear:



The screenshot shows the 'Echoes (Available)' section of the interface. It features a search bar and filter options. Below the search bar, there are statistics: All: 7142, Available: 6257, Unavailable: 228, and Archived: 657. A table lists various Echo captures with columns for Title, Date, and Prerequisites. The 'SAL 001 audio test' row is highlighted in blue, and a red arrow points to the 'copy' link in the row's actions. A yellow 'Copy Echo' button is also visible next to the 'BERT 130 audio test' row.

Title	Date	Prerequisites
JanLab 2015 (BERT130) JanLab-JanLab 2015		JL
JanLab Spring 2015 (SAL 001) JanLab-JanLab 2015		JL
SAL 001 audio test 2014 tests-Fall 2014 room tests		KY
BERT 130 audio test 2014 tests-Fall 2014 room tests		KY
MAC 117 audio test 2014 tests-Fall 2014 room tests		KY
Archie Brown -- The National Question in British Politics Watson Int. Studies Events-Spring 2015		Ri
CSCI0080 01-23-2015 CSCI0080-Spring 2015		Mi
CLPS 0710 Spring 2015 CLPS0710-Spring 2015		JL
mac 117 audio test 2014 tests-Fall 2014 room tests		KY

From these options click on **Copy**.

The next screen is where you will:

1. Update or change the title
2. Select the Term (Semester) you want to add the capture to

3. Select the course
4. Select the section (typically matches the semester)



Then click **Copy**

The capture has now been duplicated. You just need to scroll to the bottom of the screen where you have the option to Edit Media or if you do not need to make changes simply click **Reprocess Media**.



You should receive an automated email that your capture is available and it will appear in the new EchoCenter playlist.

If you have any questions or issues with the process please contact media_production@brown.edu