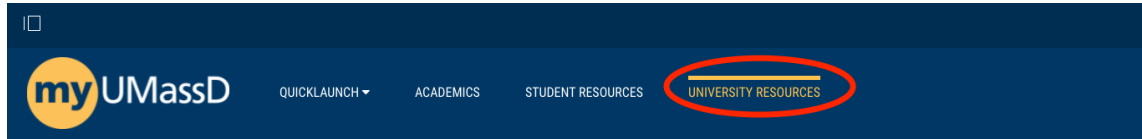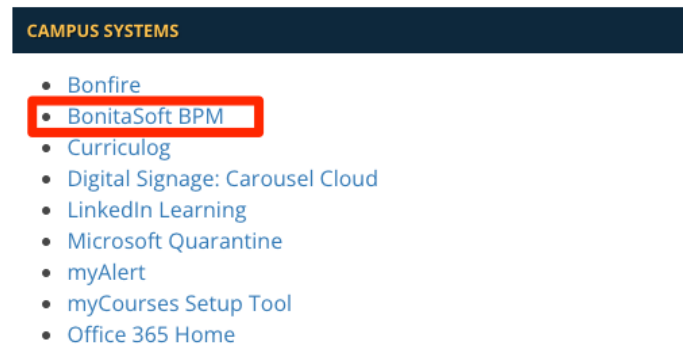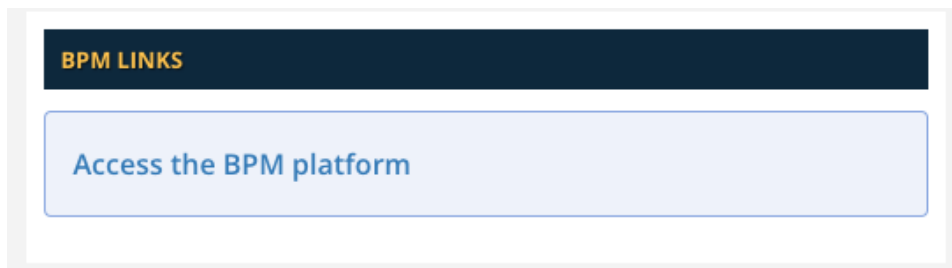# Requesting Echo 360 Lecture Capture

1. From the my.umassd.edu portal, click on the **University Resources** tab

2. Under Campus Systems select **BonitaSoft BPM**

3. On the upper right, under **BPM links,** click on **Access the BPM platform**

4. Click on the **Processes** tab

5. From the list, Click on **Echo360 Lecture Capture**

List				1-10 of 14
Name ∧	**Version**	**Categories**	**Description**	**Action**
Academic Affairs: Faculty Additional Compensation	1.15		Additional Compensation form for Faculty	▶
Academic Affairs: Part Time Lecturer Recommendation	1.04	Human Resources	Recommend Part Time Lecturers for Hire to teach courses or perform administrative work.	▶
Echo360 Lecture Capture	1.1		Faculty Process for Echo360 Lecture Capture.	▶

6. Click **Start Request**

Start Echo360Lecture Capture Form

Start Request

7. On the Echo360 Lecture Capture Request From page, select your course and options

Course Title	Class Number	Term
MKT 442-01B: Marketing Research	12723	Sprng 2022
MTH 331-01: Probability	10787	Sprng 2022
POR 522-01: Intro Portuguese Linguistics	11679	Sprng 2022

- Add any exclusion dates (Campus holidays are already excluded)
- **Live Stream**: Select if you would like to add livestreaming
- **Availability:** click **Immediate** if you would like the recordings to become available immediately after the recording is complete
- Click **Unavailable** if you would like the recordings to be unavailable after the recording is complete
- **Click Submit** to submit your request

Dates you wish to exclude from recording? (Campus holidays are already excluded)

Add Exclude Date

Special requests or accommodations? *
○ yes
● no

Live Stream *
○ true
○ false

Availability *
○ immediate
○ unavailable

Submit

Please make sure you have selected the correct course before submitting.