

Posting Lecture Captures on SMGtools

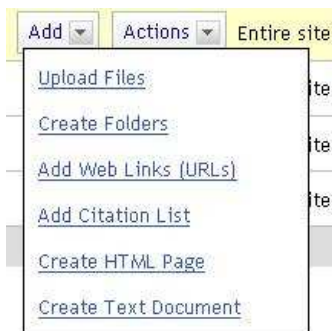
The process of posting your class recordings to SMGtools is as simple as copying and pasting a link in your course site. The steps are listed below.

Retrieve Link from Echo360 E-mail

1. Following the scheduled end of the class session, you will receive an e-mail from echo360@bu.edu, with subject line "Echo Available...". It will list multiple ways to access the recorded lecture content.
2. Click on the link that is labeled "Vodcast" (short for "video podcast") with .m4v file extension. It should open in your web browser as audio with your slide content from class. The lecture capture at this URL will be available for two weeks following the initial lecture.
3. After verifying that the link works as expected, return to the e-mail and right-click on Vodcast link, and select "copy hyperlink" or "copy shortcut" from the menu that appears. Otherwise, highlight the entire link, and choose "copy".

Add Link to Lecture Capture in Your SMGtools Site

4. Login to SMGtools
5. Go to the Resources section of the appropriate course site.
6. If you don't already have one, create a Lecture Captures folder.
7. In the Lecture Captures folder, click "Add" > "Add Web Links (URL)".



8. In the "Web Address (URL)" field, paste the URL you copied from the e-mail.



9. Type the date of your class in the "Website Name" field, and click on "Add details for this item".
10. Ensure that "Show this item" is selected, and change the "Until" date to two weeks from the date of the initial lecture. This should automatically place a checkmark in the "Until" box, indicating that the link will be removed from SMGtools on the date selected.
11. Select "Add Web Links Now" to place the link into the chosen folder of your Resources tool.