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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Categories</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs: Faculty Additional Compensation</td>
<td>1.15</td>
<td>Additional Compensation form for Faculty</td>
<td><a href="#">View more</a></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs: Part Time Lecturer Recommendation</td>
<td>1.04</td>
<td>Recommendation for Part Time Lecturers for full to teach courses or perform administrative work.</td>
<td><a href="#">View more</a></td>
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<tr>
<td>Echo360 Lecture Capture</td>
<td>1.1</td>
<td>Faculty Process for Echo360 Lecture Capture</td>
<td><a href="#">View more</a></td>
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</tr>
</tbody>
</table>

6. Click **Start Request**

   **Start Echo360 Lecture Capture Form**

   ![Start Request Button](image)

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

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

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