EchoSystem 5.5 Documentation
Device Monitor User Guide

August, 2015

Echo360 is continually updating the documentation. This manual is a snapshot as of the date above. Check the Echo360 documentation wiki for the most current version: http://confluence.echo360.com/display/55/EchoSystem+Welcome+and+FAQs

Migration Guide

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Overview

As of EchoSystem version 5.5, the ESS now provides Administrators the ability to selectively migrate data and content to the Active Learning Platform (ALP). The migration of data refers to the migration of existing EchoSystem data objects to ALP which include:

- *Organizations*
- *Rooms*
- *Terms*
- *Users*
- *Courses*
- *Sections*

The data migration is a prerequisite for content migration. The migration of content is carried out on a Section-basis and refers to the migration of existing *Presentations* within a *Section.* Once a *Section* has completed data migration, the content migration will be able to commence and this will require media reprocessing to ALP-format for migration.

If your current EchoSystem Presentation Status is...	Then your ALP Presentation Status after Migration will be...
Available	Available
Unavailable	Unavailable
Archived	Unavailable

For migration of User records, the migration processing will perform the following User Role migrations from the EchoSystem to ALP.

| EchoSystem User Role	ALP User Role
Academic Staff	Instructor
System Administrator / Administrator	Administrator

Scheduler	Administrator
License Manager	Administrator
AV Technician	Administrator

How It Works

The EchoSystem migration functionality works by leveraging the Active Learning Platform's REST APIs in order to migrate both data and content. The Active Learning Platform's REST API operates in a similar manner to the EchoSystem's REST API, where it is able to perform one REST call for one data object.

As a result of this method of operation, the EchoSystem requires implementing a queuing mechanism in order to iteratively process each data and content record for migration to the Active Learning Platform.

Each of the selected data objects supported for migration will undergo the following processing lifecycle as they are sequentially processed from the queue.
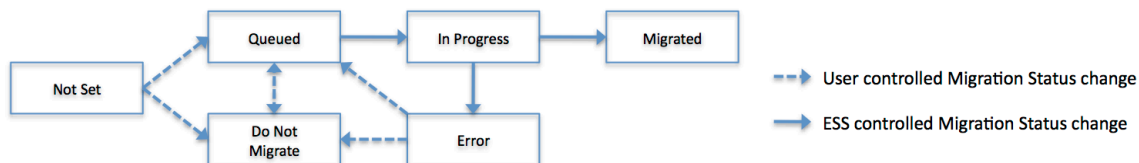
Migration Options

The EchoSystem migration functionality has been designed to provided flexibility and control for Administrators to coordinate the desired migration strategy by supporting both *"top-down"* and *"bottom-up"* migration options. Additionally, Administrators will be able to selectively queue individual data records for data migration to ALP, and selectively exclude data records as well.

Both *"top-down"* and *"bottom-up"* migration options will require media reprocessing of existing content into the ALP format. As a result, the option utilized will determine the availability of migrated content to ALP. It is recommended Administrators consult with relevant stakeholders to determine the appropriate migration strategy required in support of existing end-users.

Top-down option (Migrate Associated)

The *"top-down"* migration option allows Administrators to quickly and easily migrate all associated data from a selected *Organization*, *Course*, or *Term* level. This functionality has been designed to assist institutions with large-scale EchoSystem deployments. The following table describes the Migrate Associated functionality available:

Migrate Associated Functionality	Associated Data Objects updated for migration
Organizations	*Rooms*, *Users*, *Terms*, *Courses*, *Sections*
Courses	*Sections*, *Terms* (linked to the associated *Sections*), *Users* (enrolled within the associated *Sections*)

Terms	Sections, Users (enrolled within the associated Sections), Courses (linked to the associated Sections)

As an example, if a particular *Organization* is selected for top-down migration, the EchoSystem will queue all the associated *Rooms, Terms*, *Courses*, *Users*, *Courses*, and *Sections* for data migration to ALP. A background task will then process the data migration of the queued data records.

Once each *Section* has completed data migration, they will be added to a queue for content migration. A separate background task will process through each migrated *Section's Presentations* by reprocessing and migrating the content to ALP. Once all the *Presentations* are migrated for a *Section*, the background task will move on to the next *Section* to continue the content migration.

Bottom-up option (Selective)

In contrast, the **"bottom-up"** migration option allows Administrators to be highly selective in migrating data and content to ALP. This option requires Administrators to selectively choose the *Sections* to queue to migrate to ALP. The EchoSystem will check to ensure the *Section's* associated data will also be queued for migration to ALP, and includes the parent *Organization*, *Course*, *Term*, and its enrolled *Users*.

Once each *Section* has completed data migration, they will be added to a queue for content migration. A separate background task will process through each migrated *Section's* existing *Presentations* by reprocessing the content to ALP format before migration to ALP. Once all the *Presentations* are migrated for a *Section*, the background task will move on to the next *Section* to continue the content migration.

Requirements
- EchoSystem Server version 5.5
- Administrator access to Active Learning Platform
- ESS Media Processors configured to handle existing capture compression and ALP conversion
- Sufficient storage space for Intake Volume to support existing captures, and ALP conversion tasks

> ℹ️ **Pre-Migration Checklist**
>
> Please ensure that you have reviewed the Pre-Migration Checklist below which includes specific details regarding the requirements listed here as well as additional recommendations.

Known Limitations
- Data migration does not support creating ALP Departments.
- Data migration will not migrate any Capture Appliances to ALP. For instructions on migrating your devices, please see the Device Migration guide.
- Data migration does not support updating changes or modifications for migrated data.
- If any data is deleted from within ALP, the ESS does not allow for re-migration.
- Data migration currently will only support enrolling one Instructor to an ALP Section (the primary instructor, by default).
- HEMS data will not be migrated to ALP.
- Schedule data will not be migrated to ALP.
- Search Indexing data will not be migrated to ALP.
- Live-Only Presentations will not be migrated to ALP.

Migration Monitoring

Since background tasks are required to process the data and content migration status summaries and enhanced logging have been incorporated to EchoSystem 5.5 to assist Administrators monitor and investigate migration processing.

Status Summaries

EchoSystem 5.5 provides a Status Summary page summarizing the amount of data and content that exists, the amount has been migrated to ALP and the current Section content migration progress. Please see the Migration > Status page section for more details.

Migration Status

For each of the EchoSystem 5.5 data records supported for data migration to ALP, a Migration Status has been introduced to coordinate the migration processing.

The Migration Status values are summarized in the table below.

Migration Status	Status Description
Not Set	Data record has not been considered for migration yet
Will Not Migrate	Data record has been excluded from migration
Queued	Data record has been included for migration processing
In Progress	Data record is being processed for data migration
Migrated	Data record has been successfully migrated to ALP
Error	Data record has failed to migrate to ALP due to an error Will be excluded from further migration processing to allow Administrators to investigate the root cause of an error Data record can be queued again for migration

Content Migration Status

For *Sections*, an additional Content Migration Status is introduced to coordinate the content migration processing of existing *Presentations*. Please see Migration Tab Overview > Sections page for more details.

The Content Migration Status values are summarized in the table below.

Content Migration Status	Status Description
Not Set	Section has not been considered for data and content migration yet

Queued	Section has been data migrated and added to the queue for content migration processing
In Progress	Section is being processed for content migration
Completed	Section has successfully completed content migration of all existing Presentations, and the Term has finished Section can be queued again for further content migration to process any new Presentation additions
Pending Completed	Section has successfully completed content migration of all existing Presentations, and the Term has not finished Section can be queued again for further content migration to process any new Presentation additions
Incomplete	Section has attempted content migration, and one or more Presentations resulted in a migration error Administrators will need to investigate logs to determine the root cause of an error Section can be queued again for further content migration to process remaining Presentation with content migration error or any new Presentation additions

Logging

Data and content migration logs messages are written to a new log file and appear under the name 'ess-alp-migration.log'. These logs are accessible, if necessary, via the Monitor > Support tab and will be included in a support upload if it becomes necessary to send this information to Technical Support.

Additionally, the EchoSystem Media Processors log messages for media reprocessing for ALP format will be available under the associated Monitor > Processing Task record to assist Administrators to further investigate issues.

Migration Tab Overview

This section will summarize EchoSystem 5.5 functionality available in each of the Migration Tab pages.

Status

This tab shows current information regarding your migration.

Section Content Migration Processing

This section shows information regarding content that is currently being processed.

Section Name	Displays all of the Sections that have been selected for migration.
Section ID	Displays the corresponding Section ID.
Course Name	Displays the Course name associated with that particular Section.
Term Name	Displays the Term name associated with that particular Section.
Organization	Displays the Organization associated with that particular Section.
Migration Status	Displays the current status of the data migration. (Queued, In Progress, etc.)
Content Migration Status	Displays the current status of the content migration. (Queued, In Progress, etc.)

Status Summary

This section shows information regarding overall Migration status.

- Number of Organizations Migrated/Total Organizations:
- Number of Terms Migrated/Total Terms:
- Number of Campuses Migrated/Total Campuses:
- Number of Buildings Migrated/Total Buildings:
- Number of Rooms Migrated/Total Rooms:
- Number of Users Migrated/Total Users:
- Number of Courses Migrated/Total Courses:
- Number of Echoes Migrated/Total Echoes:
- Number of Sections Migrated/Total Sections:
- Number of Sections & Content Fully Migrated:
- Number of Sections Queued for Content Migration:
- Time taken for Content Migration:
- Time taken for Failed Content Migration:

Organizations

This tab displays the names of all of your current Organizations and allows you to select which ones to migrate.

Name	Displays the names of all of your Organizations.

Status	Displays current migration status: • **Not Set**: No action has been taken yet for this Organization. • **Will Not Migrate**: This Organization has been flagged for exclusion. • **Queued**: This Organization is currently queued to be migrated. • **In Progress:** This Organization is currently being migrated. The migration status for this Organization cannot be modified any further. • **Migrated**: This Organization has been migrated. The migration status for this Organization cannot be modified any further. • **Error:** This Organization encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with [Technical Support](#).
Actions	• **Migrate**: Flag selected Organizations for migration. • **Do Not Migrate**: Flag selected Organizations that you don't want to migrate.
Migrate Associated?	If an Organization is flagged for Migration, this check box will appear. If you have chosen the **_"top-down"_** migration option, this check box will allow you to migrate all associated data objects to the selected Organization. ⚠ **Please Note** • Please use the Migrate Associated check box operation with discretion because it is a database intensive operation cascading Migration Status updates for all associated data objects. • If there are any database contentions encountered the Migrate Associated check box operation will be rolled back. In this case, please wait and try the Migrate Associated check box operation again.
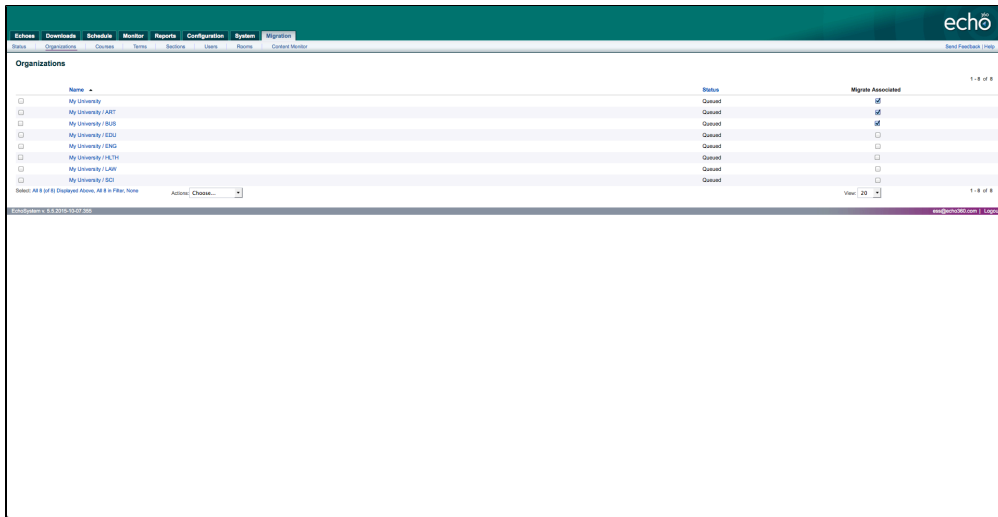
Courses

This tab displays the names of all of your current Courses and allows you to select which ones to migrate. This tab also allows you to search for specific Courses.

Name	Displays the names of all of the Courses.
Identifier	Displays the unique identifier associated with the Course.
Organization	Displays the Organization associated with the Course.
Status	Displays current migration status: • **Not Set**: No action has been taken yet for this Course. • **Will Not Migrate**: This Course has been flagged for exclusion. • **Queued**: This Course is currently queued to be migrated. • **In Progress:** This Course is currently being migrated. The migration status for this Course cannot be modified any further. • **Migrated**: This Course has been migrated. The migration status for this Course cannot be modified any further. • **Error:** This Course encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with Technical Support.
Actions	• **Migrate**: Flag selected Courses for migration • **Do Not Migrate**: Flag selected Courses that you don't want to migrate

Migrate Associated?	If a Course is flagged for Migration, this check box will appear. If you have chosen the *"top-down"* migration option, this check box will allow you to migrate all associated data objects to the selected Course.
	⚠️ **Please Note** • Please use the Migrate Associated check box operation with discretion because it is a database intensive operation cascading Migration Status updates for all associated data objects. • If there are any database contentions encountered the Migrate Associated check box operation will be rolled back. In this case, please wait and try the Migrate Associated check box operation again.

Terms

This tab displays the names of all of your current Terms and allows you to select which ones to migrate.

Name	Displays the names of all of the Terms.
Organization	Displays the Organization associated with the Term.
Start Date	Displays the Start date for the associated Term.
End Date	Displays the End date for the associated Term.

Status	Displays current migration status: **Not Set**: No action has been taken yet for this Term. **Will Not Migrate**: This Term has been flagged for exclusion. **Queued**: This Term is currently queued to be migrated. **In Progress:** This Term is currently being migrated. The migration status for this Term cannot be modified any further. **Migrated**: This Term has been migrated. The migration status for this Term cannot be modified any further. **Error:** This Term encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with [Technical Support](#).
Actions	**Migrate**: Flag selected Terms for migration. **Do Not Migrate**: Flag selected Terms that you don't want to migrate.
Migrate Associated?	If a Term is flagged for Migration, this check box will appear. If you have chosen the *"top-down"* migration option, this check box will allow you to migrate all associated data objects to the selected Term. ⚠ **Please Note** - Please use the Migrate Associated check box operation with discretion because it is a database intensive operation cascading Migration Status updates for all associated data objects. - If there are any database contentions encountered the Migrate Associated check box operation will be rolled back. In this case, please wait and try the Migrate Associated check box operation again.

Sections

This tab displays the names of all of your current Sections and allows you to select which ones to migrate.

Section Name	Displays the names of all of the Sections.
Term Name	Displays the name of the associated Term.
Course Name	Displays the name of the associated Course.
Organization	Displays the Organization associated with the Section.
Status	Displays current migration status of section data migration: • **Not Set**: No action has been taken yet for this Section. • **Will Not Migrate**: This Section's data has been flagged for exclusion. • **Queued**: This Section is currently queued to be migrated. • **In Progress:** This Section is currently being migrated. The migration status for this Section cannot be modified any further. • **Migrated**: This Section has been selected for migration. The migration status for this Section cannot be modified any further. • **Error:** This Section encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with Technical Support.

Content Migration	Displays current content migration status of section's associated presentations: • **Not Set**: No action has been taken yet for this Section content. • **Will Not Migrate**: This Section's content has been flagged for exclusion. • **Migrated**: This Section's content has already been migrated.
Migrated	Displays the number of echoes within the section that have been migrated. 3/9 = 3 out of 9 total echoes have been migrated.
Error	Displays the number of echoes that have been unable to be migrated.
Queued	Displays the number of echoes that are currently queued for migration.
Actions	• **Migrate**: Flag selected Sections for migration. • **Do Not Migrate**: Flag selected Sections that you don't want to migrate.

Users

This tab displays the names of all of your current Users and allows you to select which ones to migrate. This tab also allows you to search for specific Users.

Name	Displays the names of all of your Users.
Email address	Displays the email address for the associated User.

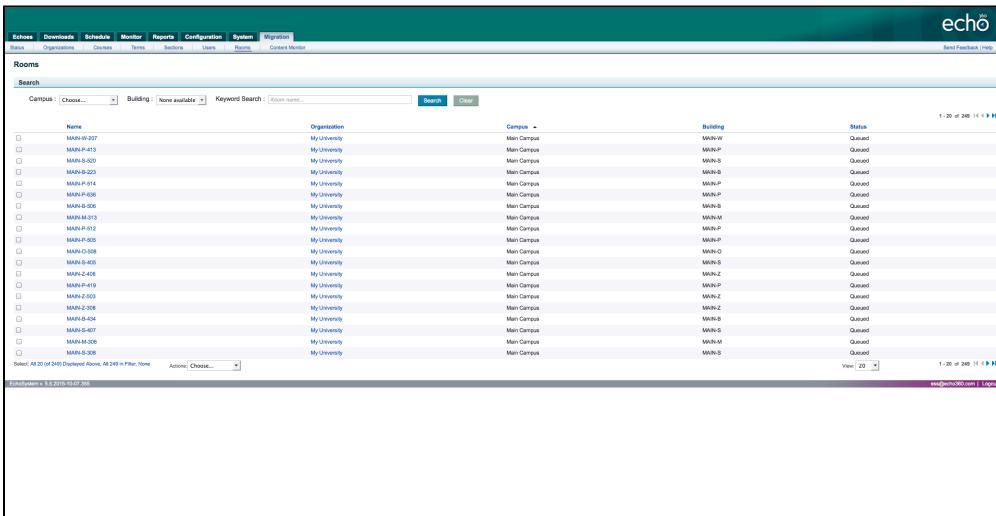| Status	Displays current migration status: • **Not Set**: No action has been taken yet for this User. • **Will Not Migrate**: This User has been flagged for exclusion. • **Queued**: This User is currently queued to be migrated. • **In Progress:** This User is currently being migrated. The migration status for this User cannot be modified any further. • **Migrated**: This User has been migrated. The migration status for this User cannot be modified any further. • **Error:** This User encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with Technical Support.
Actions	• **Migrate**: Flag selected Users for migration. • **Do Not Migrate**: Flag selected Users that you don't want to migrate.
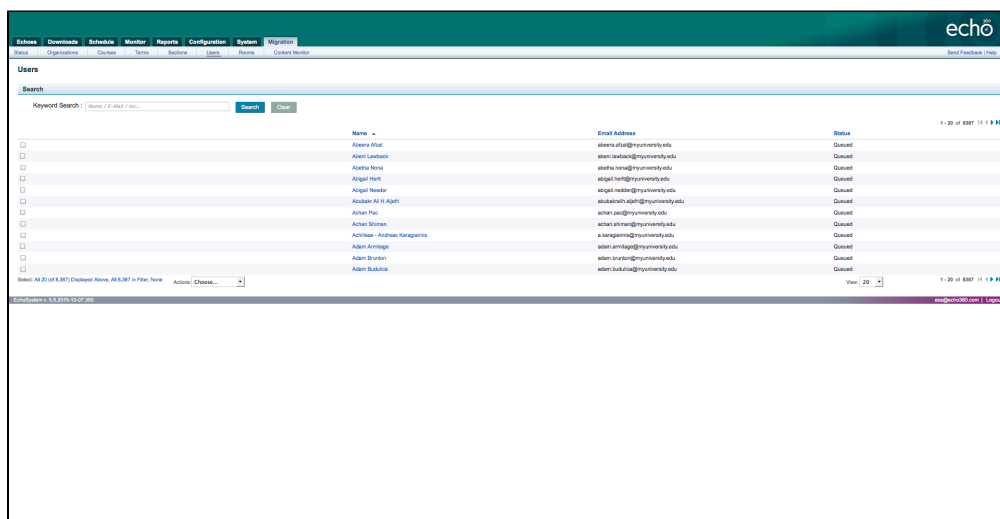
Rooms

This tab displays the names of all of your current Rooms and allows you to select which ones to migrate. This tab also allows you to search for specific Rooms.

The Room migration will check and migrate any associated Campuses, and Buildings as part of the migration processing.

Name	Displays the names of all of the Rooms.
Organization	Displays the Organization associated with the Room.
Campus	Displays the Campus associated with the Room.
Building	Displays the Building associated with the Room.

Status	Displays current migration status: **Not Set**: No action has been taken yet for this Room. **Will Not Migrate**: This Room has been flagged for exclusion. **Queued**: This Room is currently queued to be migrated. **In Progress:** This Room is currently being migrated. The migration status for this Room cannot be modified any further. **Migrated**: This Room has been migrated. The migration status for this Room cannot be modified any further. **Error:** This Room encountered an error during migration. Please review the ess-alp-migration.log for the specific migration error details to resolve and/or troubleshoot with Technical Support.
Actions	**Migrate**: Flag selected Rooms for migration. **Do Not Migrate**: Flag selected Rooms that you don't want to migrate.

Content Monitor

This tab displays individual Echoes that have failed to Migrate due to an error. This tab also allows you to search for specific Echoes.

Title	Displays the titles of the Echoes.
Presenter	Displays the primary instructor associated with the Section that contains the Echo.
Term	Displays the Term that the Echo is in.
Start Time	Displays the Start Time for the Echo.

Status	Displays the Status of the Echo (most likely 'Error').

Pre-Migration Checklist

Completed	Item	Description
	Prepare Academic Staff members	During migration, only the Primary Instructor assigned to a Section will be migrated to ALP along with the Section. We recommend that if you have multiple Academic Staff users assigned to your Sections, that you review this data to ensure that the correct Academic Staff member is assigned to the Primary Instructor.
	Prepare Users	During migration, users will be migrated to specific roles. Please ensure that the users you would like to migrate are assigned to a role in the ESS that will map to the desired ALP role. See the Overview above for role mappings. ⚠ **Users in ALP** Please note that currently, in your ALP instance, once a User has been created they cannot be deleted, only made inactive.

	Check for Echoes that may still be associated with users that have been deleted.	Any content in the ESS that may still be associated with a user who has been deleted will result in Migration errors. In order to avoid this, please run the following script against your database in order to check for this type of scenario:

Query

```
select distinct
p.* from PERSON p
inner join
PRESENTATION_PRES
ENTER pp
on
p.id=pp.person_id
where p.deleted=1
and pp.id is not
null;
```

If the above script returns results, please contact Technical Support (and include your results) for assistance reassigning active users to the presentations.

	Review available disk space for Intake Volume	The content migration processing will involve copying each Presentation's existing media files to the Intake Volume upload directory for reprocessing.
		Increasing the available free disk space will allow more Presentations to be copied for media reprocessing by available EchoSystem Media Processors.
		ℹ Disk space recommendation A migration job will only be able to run if the size of the media files for that job plus the current total disk used on the Intake Volume adds up to be less than 70% of total disk space on the Intake Volume. So if the Intake Volume has 30% or less disk space available then no migration jobs will start. This is in place to prevent migration jobs filling the Intake Volume disk and preventing new ESS captures from uploading to the Intake Volume for processing.

	Add additional EchoSystem Media Processors to increase content migration and review Media Processor configurations.	Increasing the amount of EchoSystem Media Processors will increase the amount of concurrent content migration tasks, and decrease the time required for migration.
		Each concurrent task that a Media Processor is configured for will require 40GB of free disk space on the volume it uses for media processing. Please see Manage the Media Processor and Manage Media Processor Defaults for additional details on adding and configuring processors.

> ℹ **For example**
>
> If a media processor is configured to process 6 recordings at a time then it must have 240GB of free storage space. If, however, it only has 180GB of free storage space then it would need to be configured to process 4 recordings at a time via the ESS Web UI. It is extremely important that media processors don't run out of disk space so their storage availability should be actively monitored.
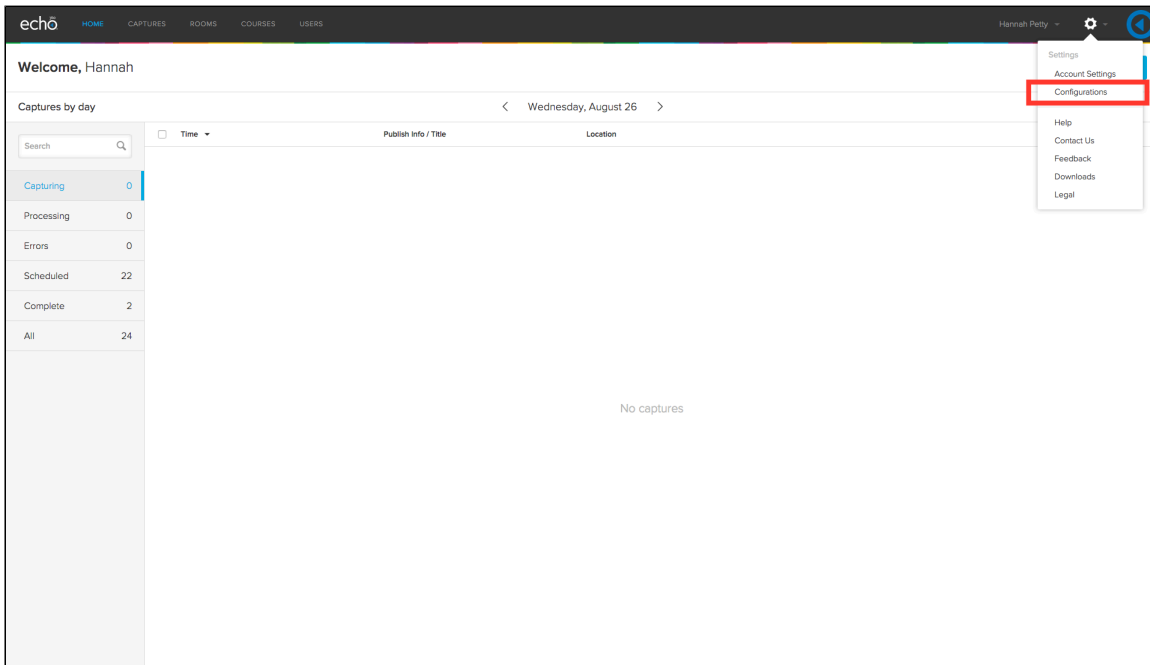
Migration Steps

Step 1 – Log into your ALP Institution instance as an ALP Administrator

Your Institution will be provided an ALP Institution instance and the administrator login details will be provided to your primary technical contact.

Please contact support@echo360.com to retrieve these access details.
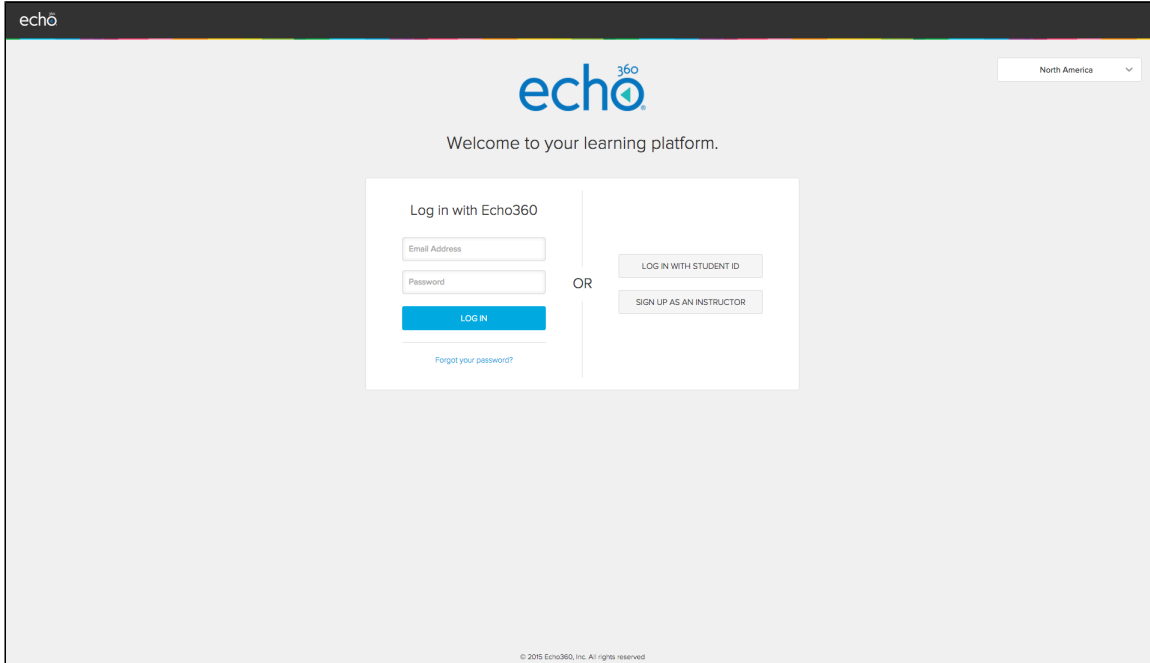
Step 2 – Select the Configurations Menu Option

Step 3 – Select API Client Configurations to Create New Client

1. Please provide your preferred ALP API Client details:
   a. Client ID
   b. Client Secret
2. Select the Grant Type:
   a. Client Credentials
3. Please take note of the details as they will be required in the EchoSystem Server:
   a. Institution ID
   b. Client ID
   c. Client Secret
   d. ALP URL (https://www.echo360.org)

Step 4 – Upgrade to EchoSystem 5.5

If you have not already done so, please follow the standard upgrade instructions to upgrade your EchoSystem Server to version 5.5. Please see the upgrade instructions for more details on this procedure. We also *highly recommend* that you review all of the Release Notes.

Step 5 – Navigate to Systems Tab > Hosted Services
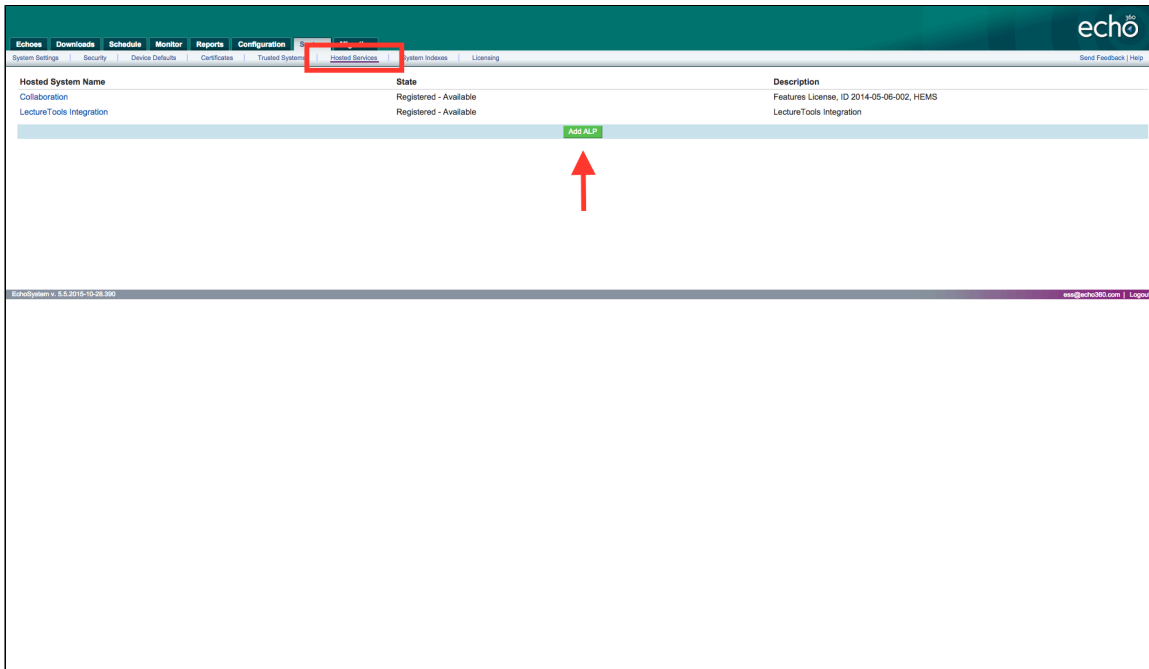
Do not navigate directly to the Migration tab

Please note that if you navigate directly to the Migration tab you will be presented with a warning message to first create an ALP Provider record.
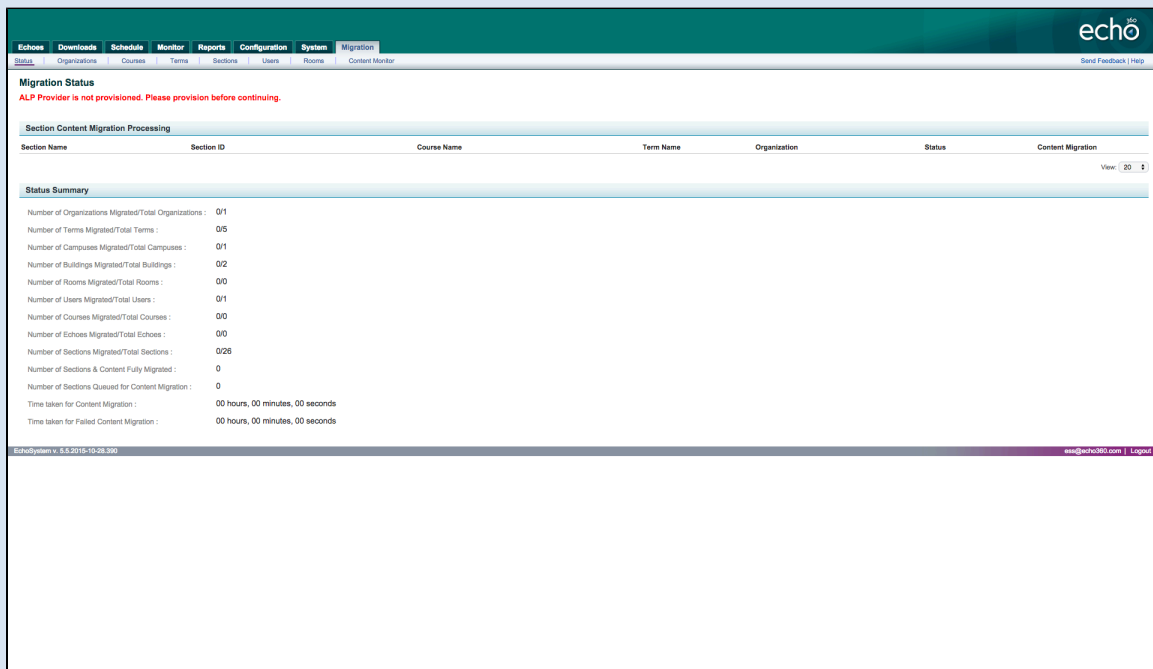
Step 6 – Add a new ALP Provider Hosted Service entry

1. Enter your ALP API Client Configuration Details.
   a. Label
   b. Customer Key (Client ID from Step 3)
   c. API Secret (Client Secret from Step 3)
   d. API Host URL (https://www.echo360.org)
   e. Institution ID (Institution ID from Step 3)
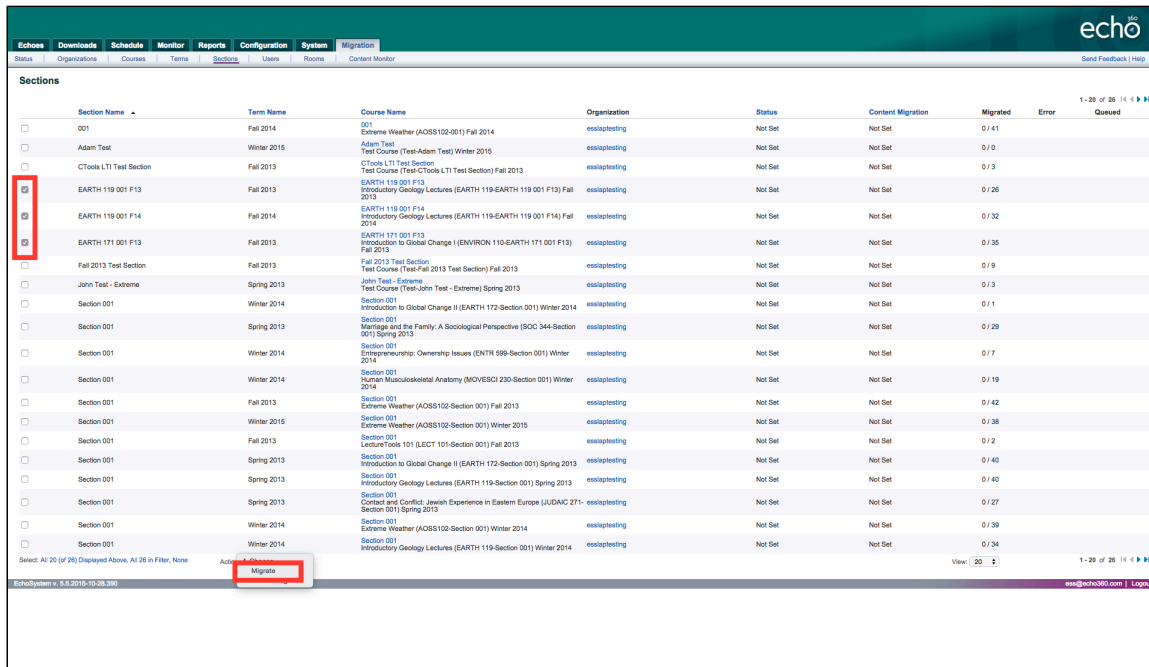2. Ensure there are no leading or trailing whitespaces.
3. Click the Save button.

Step 7 – Click on the ALP Provider Hosted Service entry just created

Click on the Test Server button to ensure the EchoSystem Server communication with your ALP Institution instance

is working correctly.

Step 8 – Navigate to Migration Tab, and select the data objects to migrate to ALP

1. Select the EchoSystem Server data object type from the tab options presented.
2. Check the individual records to migrate to ALP.
3. Select the Action Menu Option "Migrate".
4. Repeat for each EchoSystem Server data object type to migrate to ALP.

Migration Processing Performance Tuning

The migration processing can be tuned by the EchoSystem Administrator to increase performance according to better leverage the infrastructure resources available.

The following migration processing settings are configurable whilst the EchoSystem is running:

Migration Property Setting	Default Setting
`ess-alp-migration-thread-1-detect-entities-to-migrate-wait-between-executions-seconds`	60 seconds
`ess-alp-migration-thread-2-detect-sections-to-migrate-content-wait-between-executions-seconds`	600 seconds
`ess-alp-migration-thread-3-detect-ess-content-to-convert-wait-between-executions-seconds`	600 seconds

`ess-alp-migration-thread-4-detect-alp-content-to-upload-wait-between-executions-seconds`	600 seconds
`entity-migration-processing-wait-interval-in-seconds`	5 seconds
`ess-alp-content-migration-presentation-intake-max-copy-limit`	5
`content-conversion-free-disk-space-reserve-threshold-percentage-limit`	30

Performance Tuning Instructions

To adjust the migration processing performance, the EchoSystem Administrator will need to perform the following actions:

1. Create an empty *dynamic.properties* text file and save it into the appropriate <Echo360 Directory>/server/etc/ directory

Typical Windows Installations	C:\Program Files\Echo360\Server\etc\dynamic.properties
Typical Linux Installations	/usr/local/echo360/server/etc/dynamic.properties

2. Copy the following lines in the window below and save them into the *dynamic.properties* file

```
# ----- parameters used to control ESS-ALP
migration thoroughput
ess-alp-migration-thread-1-detect-entities-to-migrate-wait-between-executions-seconds=60
ess-alp-migration-thread-2-detect-sections-to-migrate-content-wait-between-executions-seconds=600
ess-alp-migration-thread-3-detect-ess-content-to-convert-wait-between-executions-seconds=600
ess-alp-migration-thread-4-detect-alp-content-to-upload-wait-between-executions-seconds=600
```

```
# ----- parameter used to control wait
interval between issuing ALP API requests
for ESS-ALP migration of data objects.
# This value must always be less than
ess-alp-migration-thread-1-detect-entities-t
o-migrate-wait-between-executions-seconds,
# since the batch limit is calculated as
(ess-alp-migration-thread-1-detect-entities-
to-migrate-wait-between-executions-seconds)/
(entity-migration-processing-wait-interval-i
n-seconds).
# Having bath limit less than 1 will not
perform any metadata migration.
entity-migration-processing-wait-interval-in
-seconds=5


# ----- parameter used to control the
ESS-ALP content migration max limit for
copying Presentations to the Intake Volume
executed by
ess-alp-migration-thread-3-detect-ess-conten
t-to-convert thread
# This value must always be positive
(greater than zero).
# Adjust this parameter to increase /
decrease the number of Presentations copied
to the Intake Volume to adjust the content
migration thoroughput.
# The amount of Presentations copied to the
Intake Volume will still be restricted by
```

```
the available free disk space in the Intake
Volume.
ess-alp-content-migration-presentation-intak
e-max-copy-limit=5


# ----- parameter used to control free disk
space reserve threshold percentage for
```

```
ESS-ALP migration of content
content-conversion-free-disk-space-reserve-t
hreshold-percentage-limit=30
```

3. Adjust the various migration processing settings in the *dynamic.properties* file and save the file

4. Wait for the EchoSystem to detect and load the changes in the *dynamic.properties* file

Device Migration

- [Overview](#)
- [Personal Capture for Windows](#)
    - [Manual Method](#)
    - [Command-Line Method](#)

- [Personal Capture for Mac](#)
- [Classroom Capture](#)
    - [Manual Method](#)
    - [Command-Line Method](#)

- [SafeCapture HD](#)

Overview

This document covers possible scenarios for customers wishing to migrate their existing EchoSystem devices to the Active Learning Platform (ALP). These use cases cover the deployment procedures for classroom devices only – Personal Capture (Windows and Mac), Classroom Capture, and SafeCapture HD.
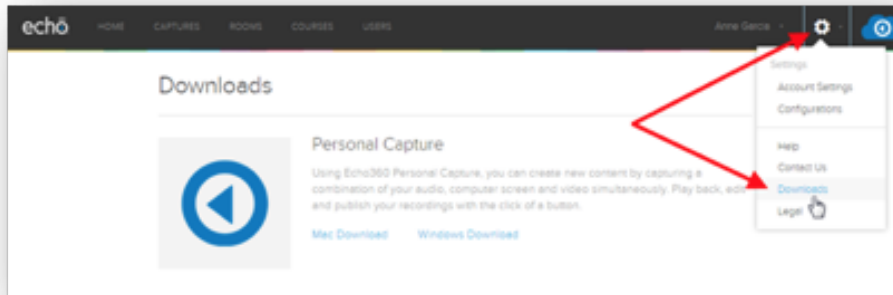
Personal Capture for Windows

Before migrating a Personal Capture for Windows install, ensure that the machine meets the minimum hardware specifications as outlined [here](#). Additionally, take note of the [Supported Cameras and Input Devices](#) page to ensure they are using compatible USB devices for recording.

Manual Method

> **ℹ Please note**
>
> Personal Capture must be manually uninstalled and the new version installed when migrating to ALP.

1. Perform a manual uninstallation of the Personal Capture software via the Add/Remove Programs option within the Control Panel.
2. Log into the Active Learning Platform.
3. Click the **Settings** menu to open it and select **Downloads**, as shown in the below figure.
4. Click the **Windows Download** link from the Personal Capture section of the Downloads page, shown below. The installer must be run locally, so save the file to your computer.

5. While logged into the system as an administrator, run the downloaded .EXE file to install

To install Personal Capture on Windows

1. Locate the downloaded **Echo360PersonalCaptureInstaller.exe** file. It should be located in the Downloads folder.
2. On the warning message that appears, click **Open**.
3. Once the installer is launched, follow the prompts to complete the installation.

Command-Line Method

> ℹ **Please note**
>
> Mass-migrating Personal Capture clients to ALP requires uninstallation of the existing software followed by installation of the ALP Personal Capture software.

1. Perform a command line uninstallation of any client installs. Content and logs will remain in the specified location.
2. Download the ALP Personal Capture Windows installer. In ALP, it's available from the **Settings** > **Download** menu.
3. Proceed with a command line installation of any clients, detailed instructions can be found here.

Personal Capture for Mac

Before migrating a Personal Capture for Windows install, ensure that the machine meets the minimum hardware specifications as outlined here. Additionally, take note of the Supported Cameras and Input Devices page to ensure they are using compatible USB devices for recording.

1. Click the **Settings** menu to open it and select **Downloads**, as shown in the below figure.
2. Click the **Mac Download** link from the Personal Capture section of the Downloads page, shown below. The installer must be run locally, so save the file to your computer.
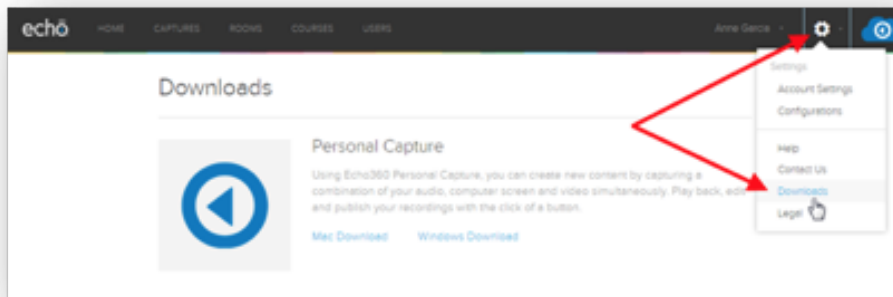
3. Extract the downloaded .ZIP file, and run the installer. The installer will automatically remove the existing version of Personal Capture.

Existing recordings will remain intact in the same location after the upgrade. Note that Personal Capture for Mac has no command line installation options.

Classroom Capture

Before migrating a Personal Capture for Windows install, ensure that the machine meets the minimum hardware specifications as outlined here. Additionally, take note of the Supported Cameras and Input Devices page to ensure they are using compatible USB devices for recording.

Manual Method

> ℹ️ **Please note**
>
> Classroom Capture must be manually uninstalled and the new version installed when migrating to ALP.

1. Perform a manual uninstallation of the Classroom Capture software via the Add/Remove Programs Control Panel
2. Log into the Active Learning Platform as an Administrator.
3. Click the **Settings** menu to open it and select **Downloads**, as shown in the below figure.
4. Click the **Windows Download** link from the Software Capture section of the Downloads page, shown below. The installer must be run locally, so save the file to your computer.
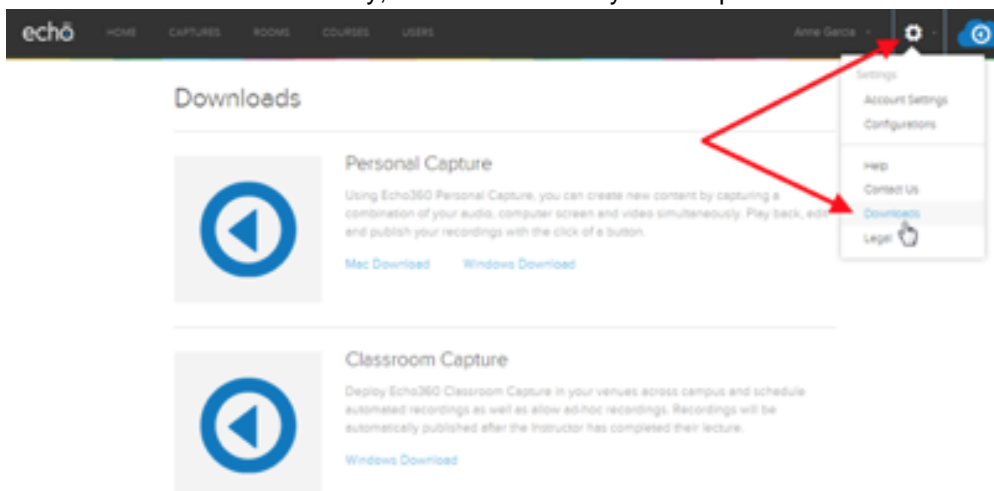
5. While logged into the system as an administrator, run the downloaded .EXE file to install

To add a device to a room

1. From the main menu, click **ROOMS**.
2. Find the room you want to add the device to. Use the filtering lists at the top of the screen to narrow which rooms are shown.
3. Click **ADD DEVICE TO ROOM**.
4. From the Device list, select the device you want to add to the room. Devices are listed by MAC address of the device.
5. Click **SAVE**.

Command-Line Method

> ℹ️ **Please note**
>
> Mass-migrating Classroom Capture clients to ALP requires uninstallation of the existing software followed by installation of the ALP Classroom Capture software.

1. Perform a command line uninstallation of any client installs. Content and logs will remain in the specified location.
2. Download the ALP Classroom Capture Windows installer. In ALP, it's available from the Settings > Download menu.
3. Proceed with a command line installation of any clients, detailed instructions can be found here.

SafeCapture HD

The SCHD is a fully automated capture hardware that records class content and uploads the recordings for processing and publishing.

1. Insert a USB thumb drive into the computer you are using; this will be where you save the device configuration file (*device.xml*). Please note that the USB drive should be blank and FAT-32 formatted.
2. In the Active Learning Platform, click the **Settings** icon in the upper-right of the screen (it looks like a gear).
3. Select **Configurations** from the list.
4. Select the **Default Room Configurations** tab.
5. Make any necessary changes to the device/room configurations settings. These can be changed later for individual devices if necessary.
6. Scroll to the bottom of the page and click **Download**. Alternately, click **Save and Download** to retain any changes you made. Otherwise, the settings will revert to those that appeared when you opened the tab.
7. Save or move the downloaded *device.xml* file to the ROOT location on the thumb drive (NOT in a sub-folder). Whether you save or move depends on your browser download settings. ***DO NOT change the name of the file.***
8. Go to the SCHD device. If necessary, turn it on and make sure it has fully initialized (wait about five minutes).
9. Insert the thumb drive containing the *device.xml* file into the USB port of the SCHD. Allow the device to upload and process the configuration file before removing the thumb drive.
10. Repeat the last two steps for each device that can use the downloaded configuration settings.

To add a device to a room

1. From the main menu, click **ROOMS**.
2. Find the room you want to add the device to. Use the filtering lists at the top of the screen to narrow which rooms are shown.
3. Click **ADD DEVICE TO ROOM**.
4. From the Device list, select the device you want to add to the room. Devices are listed by MAC address of the device.

5. Click **SAVE**.