

ECHO360 PERSONAL CAPTURE: WINDOWS GUIDE

What is Echo360 Personal Capture?

Echo360 Personal Capture is an audio and video capture application designed for staff users. This guide will show you how to record and edit audio, webcam and desktop videos in Echo360 Personal Capture. You can then publish the captures online in a video format or as an audio file.

These instructions are for the version 5.4 of the software suitable for current Windows versions. Windows XP and Mac OS X users should refer to the instructions provided here:

https://le.unimelb.edu.au/wp-content/uploads/2015/11/Echo360_PersonalCapture_Mac.pdf

Note: Videos created with earlier versions of Echo360 Personal Capture (version 5.3 and below), will not be available in version 5.4. Prior to installing version 5.4, you should **Publish** any recordings that you have created and wish to keep, but have not yet **Published** to the system.

Tips for creating a professional recording

- **Plan your recording.** Make an outline of the topics the recording will cover, just as you would for a live presentation.
- **Get a good microphone.** A good quality microphone will improve clarity and eliminate static.
- **Quiet please.** Even with a quality microphone, make sure that there are no sources of background noise to interrupt your presentation (like colleagues talking or doors slamming).
- **Clean up your Desktop.** If you are recording video, take the time to clear up any clutter on your Desktop. A clean desktop will look more professional, and will help you keep organised during recording.
- **Close your applications.** You don't want your personal email alerts popping up on screen! Quit any applications you don't need and your recording will run more smoothly.

Please view the [Good Practice Guide for creating Echo360 Software Capture](#) for further tips.

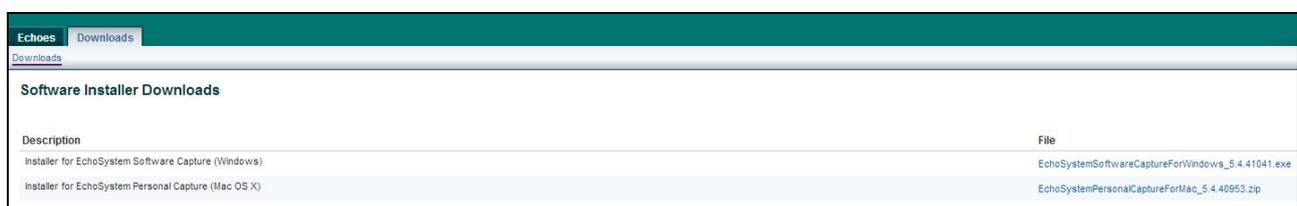
Download and install Echo360 Personal Capture

1. **Request** access to Echo Personal Capture via the support page:

<http://go.unimelb.edu.au/np4n>

Note: In order to publish your Echo Personal Capture videos, please provide all relevant subject codes in the request.

2. **Open** the Echo admin page: <https://admin.lecture.unimelb.edu.au>
3. **Login** using your Unimelb username and password.
4. Go to the **Downloads** tab.
5. Click the filename **EchoSystemSoftwareCaptureForWindows** to download the Windows installer for Echo360 Software Capture.
6. Double-click the saved installer file and follow the wizard prompts to install the program. Ensure you select the **Personal Capture** option and use the default location (you will require admin access on your computer to install. Please contact IT for assistance if required.).



Description	File
Installer for EchoSystem Software Capture (Windows)	EchoSystemSoftwareCaptureForWindows_5.4.41041.exe
Installer for EchoSystem Personal Capture (Mac OS X)	EchoSystemPersonalCaptureForMac_5.4.40953.zip

Record with Echo360 Personal Capture

1. **Plug in** any webcam or headset you wish to use to create a recording.
2. **Open** the Echo360 Personal Capture software.
3. Check that the **input devices** (microphone, display and webcam) you are using are enabled and selected.
4. Click **Record**; a five second countdown timer will appear in the screen. When the countdown completes, the program window will automatically minimise into the task bar with a red dot on the shortcut icon to indicate you are recording.

Echo360 Personal capture will now record whatever is displayed on your computer screen and Webcam (if selected).

5. Navigate through your presentation or a website to record your presentation.
6. To **Stop** or **Pause** your recording use keyboard shortcuts: **Alt+F5** to Pause or Resume and **Alt+F6** to Stop. Alternatively, you can maximise the software and use the Pause or Stop buttons.
7. When you have stopped your recording it will appear in the **Recordings** list. Hover over your recording for options to Publish , Edit  or Delete  your recording.

Edit your capture

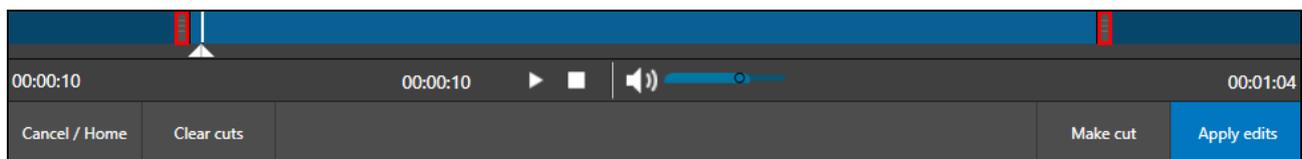
You can make simple edits to your capture by trimming the top/tail from the start and end of the recording, and cutting segments from the middle.



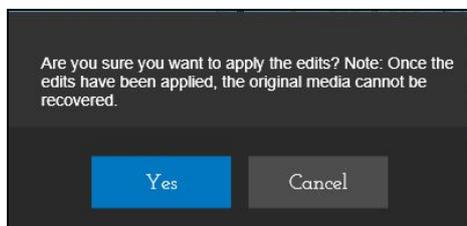
From the **Recordings** list, select the recording to be published. Click the **Edit** icon.

Trim from the start or end

1. Click and **drag** the grey left-hand side slider to trim the beginning of the recording.
2. Click and **drag** the grey right-hand side slider to trim the end of your recording.



3. Click **Apply Edits** to save your changes. Note: You **cannot undo** any changes you have made to your recording after you click **Apply Edits**.
4. A prompt box will appear to confirm you wish to apply your edits. Click **Yes**.



Cut a segment

1. Click and drag the mark-in triangle  to adjust the beginning of the segment to be cut.
2. Click and drag the mark-out triangle  to adjust the cut-off point.

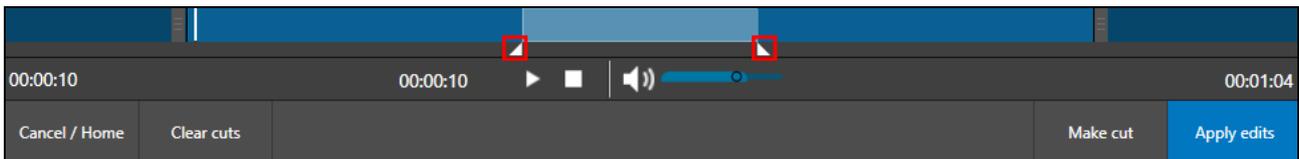
The section in light-blue between the mark-in and mark-out triangles is the segment to be cut.

3. Click the **Make Cut** button to cut the highlighted segment.

Note: If you now play the recording it will playback with the segment removed.

4. You can repeat steps 1-3 to make any additional cuts in the same recording.
5. To undo cut/s, click the **Clear Cuts** button.
6. Click **Apply Edits** to save your changes.

Note: You cannot undo any changes you have made to your capture after you click **Apply Edits**.

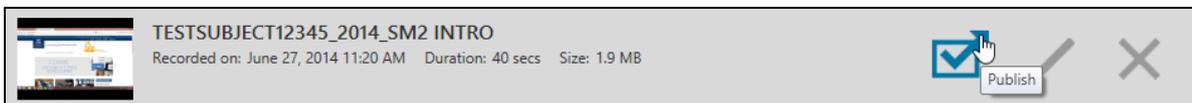


Publish your recording

Echo360 Personal Capture publishes your capture in a variety of formats. After publishing, you will receive an email containing links to the capture in a variety of formats, including:

- **Rich Media Playback:** provides a link to the capture in a web-based viewer.
- **Vodcast Playback:** provides a link to the capture as an .m4v video file.
- **Podcast Playback:** provides a link to the capture as an .mp3 audio-only file, with no video.

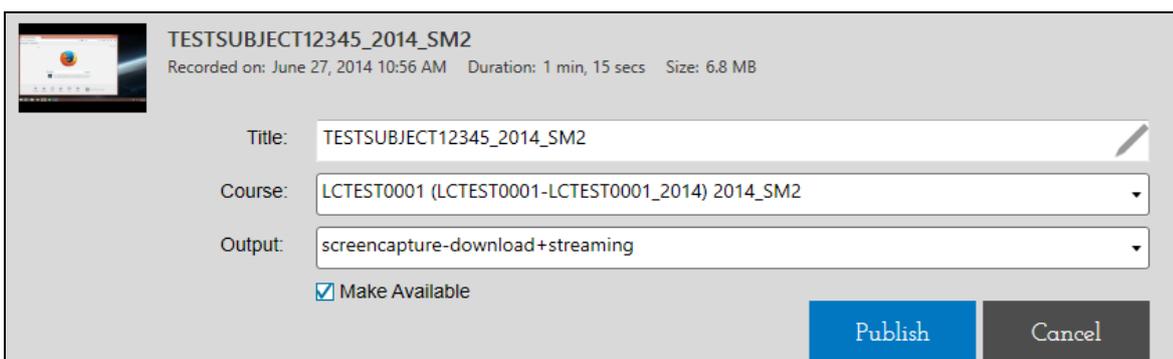
1. From the **Recordings** list, select the recording to be published. Click the **Publish** icon.



2. A **Login** window will pop-up (if you aren't already logged in). Use your ESS username and password to login.

3. Enter information about the recording in the box below the recording as required:

- **Title:** Enter a title to identify the subject matter to students
- **Course:** Use the drop-down list to select the Course/Section to publish to.
- **Output:** Use the drop-down list to select the output products to be generated for this recording.
- **Make Available:** If you do not want the recording to be available immediately upon processing, uncheck this box (for example you may choose to do this if you don't want students to see the recording until a later date).



TESTSUBJECT12345_2014_SM2
Recorded on: June 27, 2014 10:56 AM Duration: 1 min, 15 secs Size: 6.8 MB

Title: TESTSUBJECT12345_2014_SM2

Course: LCTEST0001 (LCTEST0001-LCTEST0001_2014) 2014_SM2

Output: screencapture-download+streaming

Make Available

Publish Cancel

4. Click **Publish**.

You will see a status bar indicating the status of the file upload to the ESS.

Publishing time varies with the length of the recording, edits made and network conditions (for example a 30 minute recording generally takes 10 minutes to be published).

Note: If you are recording off-campus, you must connect to the university network via Remote Desktop Access (VPN) before you click publish. For instructions, see <https://staff.unimelb.edu.au/information-technology/networks-access/remote-access>

After publishing, you will receive an email containing links to the capture in a variety of formats. You can copy any of the links and distribute via email. To upload captures to the LMS, see https://www.lms.unimelb.edu.au/user_guides/lecturecapture_guide.pdf

Getting Help

Help is available within Echo 360 Personal Capture via the help button (top right). 

You can also ask the Lecture Capture team a question via: <http://go.unimelb.edu.au/ap4n>

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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