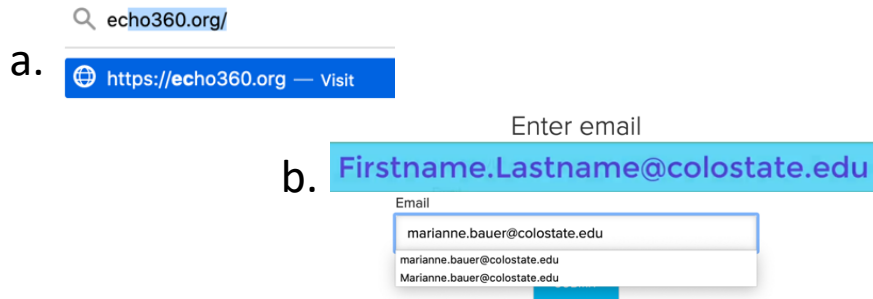
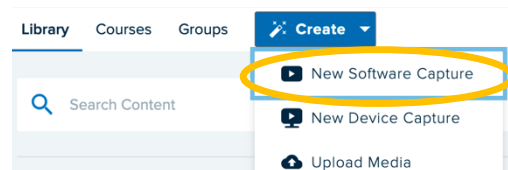



How to Install and Use Echo360 Universal Capture: Personal

1. Log into your Echo360 Account:



2. Under the **Create** button, select **New Software Capture**.



- First time users will be redirected to the install website. Install Echo360 Universal Capture: Personal on your device.
- For current users tap the **New Software Capture** button to launch the Echo360 Universal Capture app on your device.
- You can also just launch the app by locating the Echo360 icon  and launching your app.

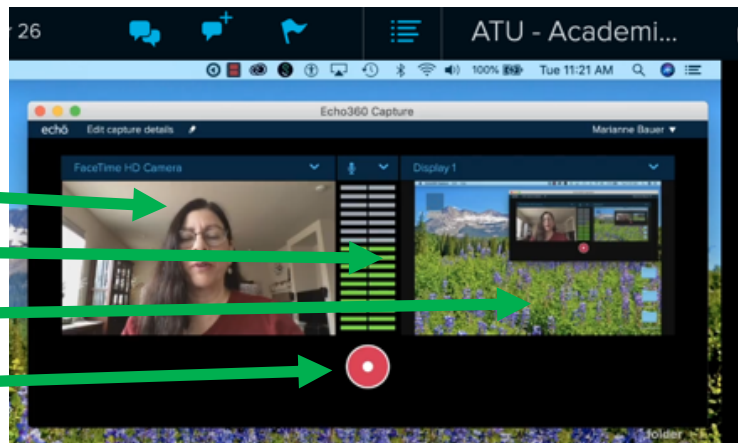
Your items to record appear:

Webcam

Audio indicator

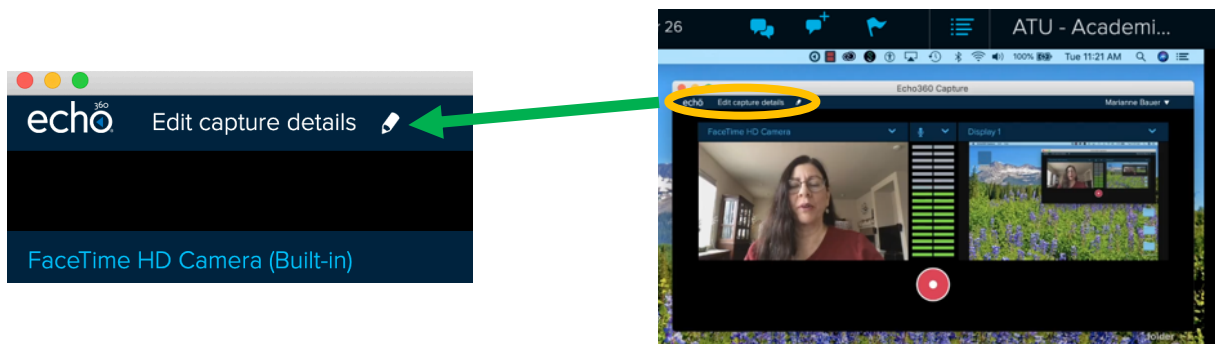
Desktop

Record Button



If not, you may need to adjust System permissions. Any permission questions prompts, just say yes to grant Echo360 access to the computer desktop, camera, mic, etc.

3. IMPORTANT - Tap **Edit Capture Details** in the top left corner.



The **Capture Details** form opens.

The screenshot shows a 'Capture Details' form with the following fields and values: 'Title' is 'New Intro Capture'; 'Description' is 'New Introduction to use with my classes'; 'Tags (separated by commas)' is 'Tags'; 'Publish To...' is a dropdown menu set to 'ATU - ATU-Uploads Academic Technology Unit (Ongoing)'; 'Class' is a dropdown menu set to 'New Class'; 'Live Stream' is a checked checkbox with the text 'Live stream maximum duration is 4 hours' below it. At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

4. Fill out the form, enter the following:

Title – Enter a title for your course. Use a descriptive title so you can search for it easily. Consider including a date.

Description – Describe the content or topics in the video.

Tags – Great for searching by topic key words.

Publish to - Choose:


Library – The video will publish to a single library that holds all of your videos. (Formerly **My Content**)

Course/Section – The actual Echo360 Course and Section where the video is to be used. – **Recommended**

Class – New Class means a new video. Class = Video

Live Stream – Check this if you wish to have yourself, your students, and/or a TA watch live streaming of your recording.

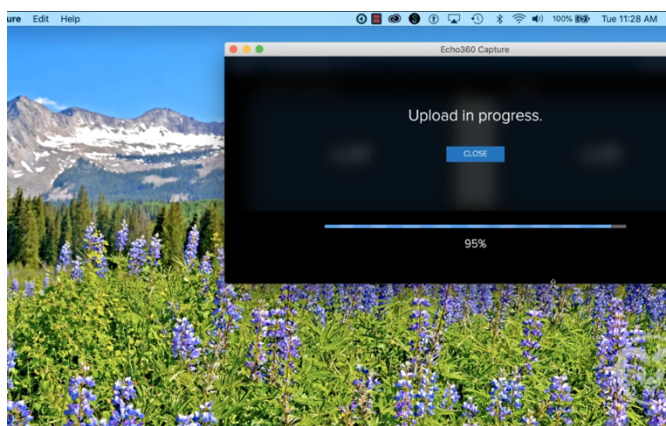
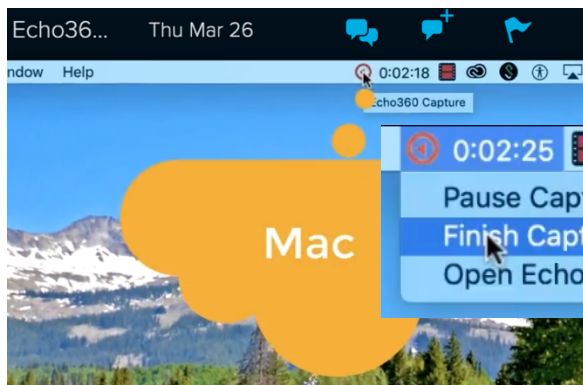
Save – Tap **Save** to finish your set up. Do this for every recording.

5. Tap the Red Record Button. 

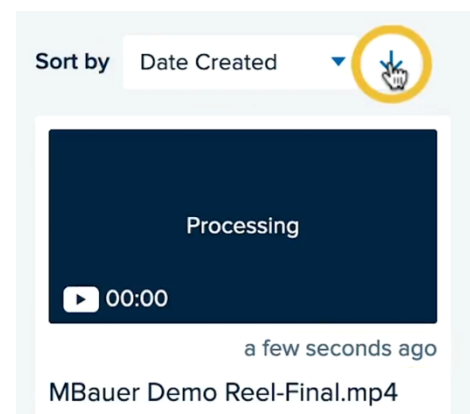
6. Echo will count down, and the Echo dialog box will close. You are now recording. Bring up your PowerPoint show or other activities and present your content. You will see just your desktop.

Try to make shorter presentations, 10 to 15 minutes, topic by topic. Even if you are live streaming to students, they will get a green live link to each video you start and jump on for each topic. They will appreciate the shorter videos.

8. When finished, Find the small Echo360 icon and stop recording:



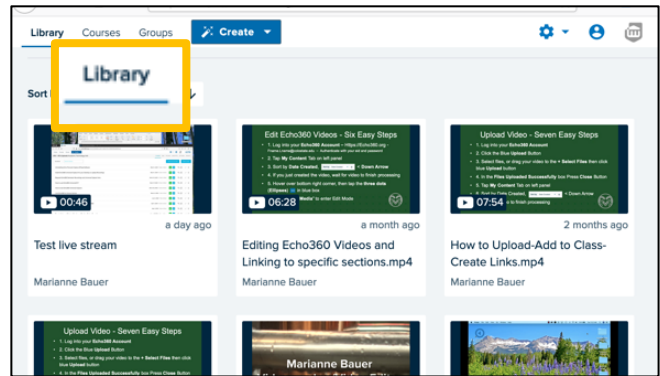
7. The video uploads automatically. Wait for video to finish processing:



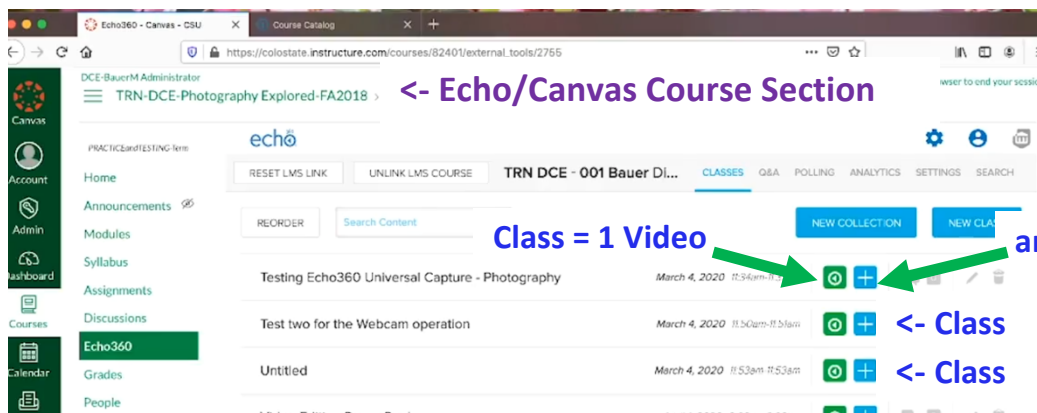
Add Video/Presentation as a Class


Class = One Video and/or Presentation

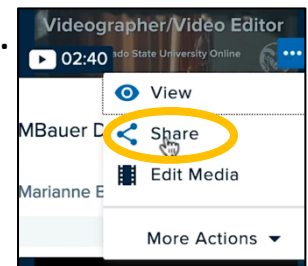
When using Echo360 Universal Capture, if you forget to designate a course or section, they go directly into your **Library**. ->



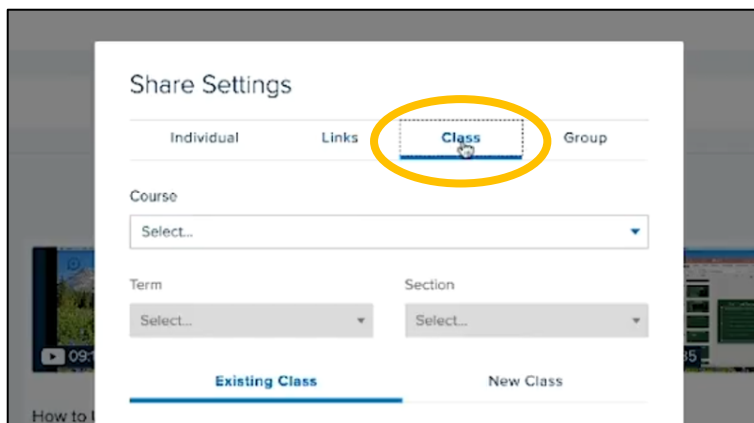
You can add your video to a specific **Echo Course Section** – as a **Class** in **your Echo/Canvas Course**, by doing the following:



1. To add a video as a Class, when processing completes, hover over **three dots**  in the bottom right corner blue box.



2. Select **Share** then **Class** tab (Class = one video).



3. Tap **New Class** Tab and Select: **Course, Term, Section**

(This is a new video not a replacement video, so **New Class**.)

4. Enter:
Class Name
Start Date
Start Time
Duration or length

5. Type a **Description**

6. Check **Availability/Settings**

7. Important: Tap **Share** button to save, and video now appears in your selected Course.

Share Settings

Individual Links **Class** Group

Course
TRN DCE: Digital Photography

Term
Ongoing

Section
001 Bauer

Existing Class **New Class**

Class Name
Video Editing Demo Reel

Start Date
01/04/2020

Start Time
2:09 AM

Duration
1 hr 0 min

Class Description
Samples of Video Editing Techniques gained from JTC 340 course at CSU

Available
 Now Never Date DD/MM/YYYY

Unavailable
 Never Date DD/MM/YYYY

Close **Share**

DCE-BauerMAdmin

TRN DCE - Photography Explored - FA2018 > TRN DCE - Photography Explored - FA2018

echo

RESET LMS LINK UNLINK LMS COURSE TRN DCE - 001 Bauer DL... CLASSES Q&A POLLING ANALYTICS SETTINGS SEARCH

REORDER Search Content **NEW COLLECTION** **NEW CLASS**

Item	Date	Time	Actions
Testing Echo360 Universal Capture - Photography	March 4, 2020	11:34am-11:37am	[Icons]
Test two for the Webcam operation	March 4, 2020	11:52am-11:53am	[Icons]
New Class -> Video Editing Demo Reel	March 4, 2020	11:53am-11:53am	[Icons]
Digital Photography Introduction			[Icons]
Topic 1 - Composition			[Icons]
Topic1 Composition Presentation created with PP ribbon Echo 360 w audio.			[Icons]

Marianne Bauer Videographer/Video Editor

MBauer Demo Reel-Final.mp4

Available

Video

Create copy

Details

Edit description