Echo360 Universal Capture – Create a Recording

Tips before you begin to record

Clean up the desktop

Close all applications that you will not be using during the class session. This will create a clean background for your class and allow the session to run more smoothly.

Open all presentation materials

Have all of your materials opened and minimized. This includes your PowerPoint presentations, websites or videos you may want to show, and any additional documents. Minimize each window that you will not be using at the start of your class. Make sure the window to start the presentation is Maximized.

Preview the items to be captured

It is a good idea to review the icons on your task bar and it will simplify the process if you place them in the order you will be using them. Preview each one on the capture screen to be sure it displays properly prior to starting the recording.

Learn the Keyboard shortcuts

It is less distracting and more efficient to use the keyboard shortcuts to pause and stop recording.

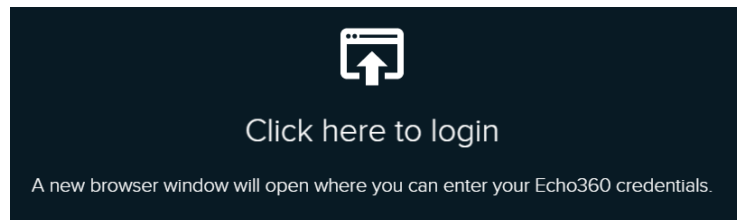|	Windows shortcut	Mac shortcut
Pause/Resume	Ctrl + 6	Command + 6
Stop Recording	Ctrl + 8	Command + 8

Open Echo 360 and Log In

Launch Echo360 by double-clicking the Echo360 desktop icon.

You should see this "Click here to login" screen:

Click here to login

A new browser window will open where you can enter your Echo360 credentials.

IMPORTANT: If you don't see the "Click here to login" prompt shown above, you are either already logged in as yourself or as another user. If this happens, look for your name in the upper-right corner of the Echo360 program. If you see YOUR name, it's OK to continue. **If you see SOMEONE ELSE'S NAME, use the drop-down menu next to the name to LOGOUT** and you'll get the "Click here to login" prompt shown above.

Logging into Echo360

Clicking "Click here to login", launches a web browser taking you to a "**Login with Echo360**" page.

First, enter your WNE email address.

Enter email

Enter your LMS/VLE email or Echo360 login email if you have one.

Email

sn573245@wne.edu

SUBMIT

Enter your email address and click **SUBMIT**. Most instructors will need to enter their email as userID@wne.edu. For example the user on the left first enters the email address sn573245@wne.edu .

After the system confirms the email entered matches that of an Echo360 user, you'll be delivered to the University's standard login page where you login with your WNE Username and password.

Next, login with your WNE Username/password:

WNE
WESTERN NEW ENGLAND
UNIVERSITY

LOGIN

Username

sn573245

Password

·········

☐ Remember me on this computer

SIGN IN

In the example on the left, the user enters his Username (not email address) and Password into the University's login page.
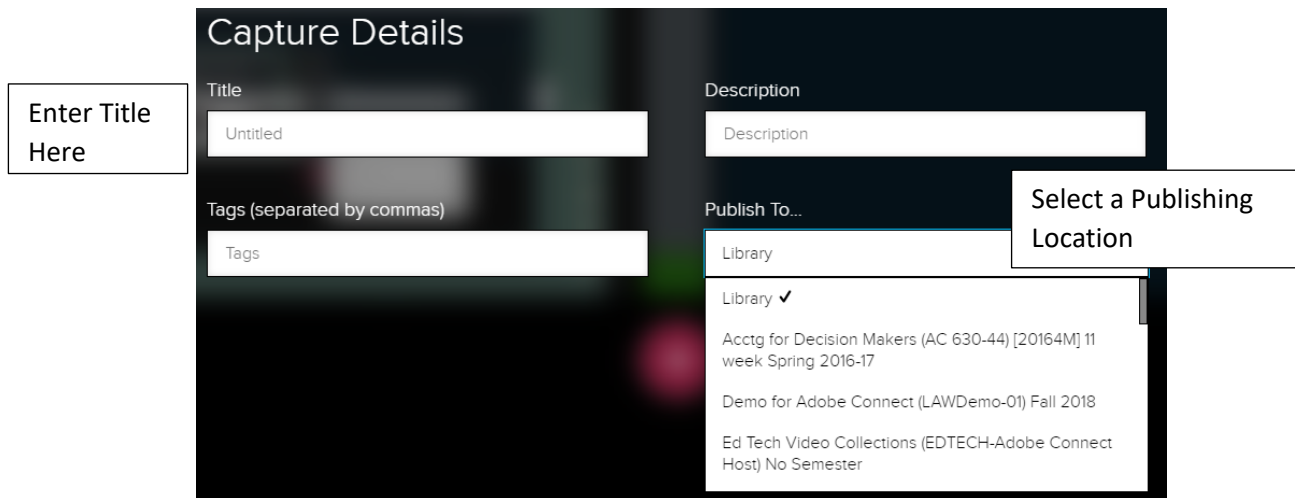
After logging successfully you'll be re-directed back to the Echo360 program. (You may have to click "OK" or "Submit" or "Continue" to allow that to happen.)

Here's a labelled screenshot of what you'll see:
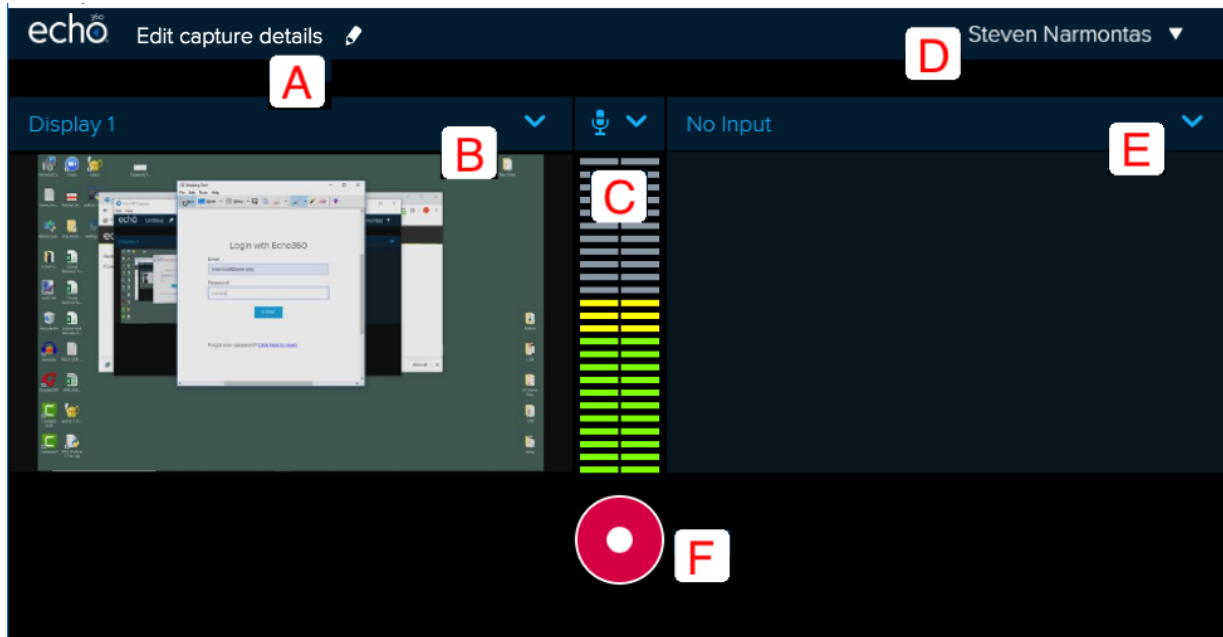
Edit Capture Details

Click the **Pencil icon [A]** to open the Edit Details dialog:

Title your recording, and select where you want it to be published. You can publish to your Library or directly to one of your Echo360 courses. Then Click **Save** to proceed.

> **IMPORTANT**: **Do this first BEFORE you start recording**. If you forget, your recording will be published to your Library with the name 'Untitled'. (In that case you can login to your account at echo360.org, rename the video, and share it to a course.)

Check the Inputs

Select and check the inputs to the recording. Make sure your computer display is shown in the left "Display 1" panel [B] and the audio level meter [C] responds to your voice. The panel on the right "No input" [E] is intended for a webcam or second display and is usually left blank. Use the associated drop-down menus to change these three inputs.

Start Recording

Click the large red **RECORD** button [F] when you're ready. You'll get a 5-second countdown, then the program will minimize to your task bar:

IMPORTANT: Set the duration of your recording. The "Classroom" version of the software, which is **installed in all classrooms, records for 60 minutes by default.** If you need a longer recording, click the taskbar icon to maximize the program and click the plus '+' sign on the timeline to add as much additional time as you want (up to 8 hours). *This step isn't needed for the Personal version of the software. For the Personal version, recordings continue until you stop or pause them.*
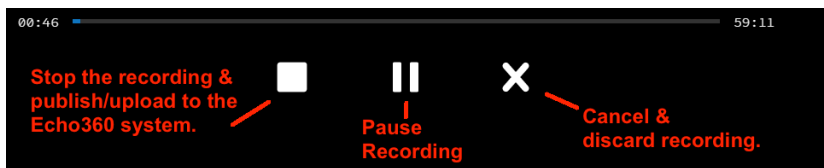
Use these controls to stop recording before the scheduled time, or to pause the recording, or to cancel and discard the recording.

You can also use the keyboard shortcuts to Pause/Resume or Stop the recording. When you finish, the recording automatically uploads to the Echo360 server to process. Once it is processed, it is published to the location that you specified.

Don't forget to logout! Click your name [D] in the upper-right corner, then click Logout when you're finished.