



جامعة قطر
QATAR UNIVERSITY

مركز التميز في التعليم والتعلم
Center for Excellence in Teaching & Learning

Echo 360 Personal Capture



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Echo360 Personal Capture is a stand-alone application that runs on either Windows or Mac, and allows you to create recordings to supplement in-class materials. It is best suited for instructional content capture outside the classroom. It is typically installed on faculty laptops and provides a faculty-driven workflow. It captures audio, local screen and webcam video. It is supported on both Windows and Mac computers

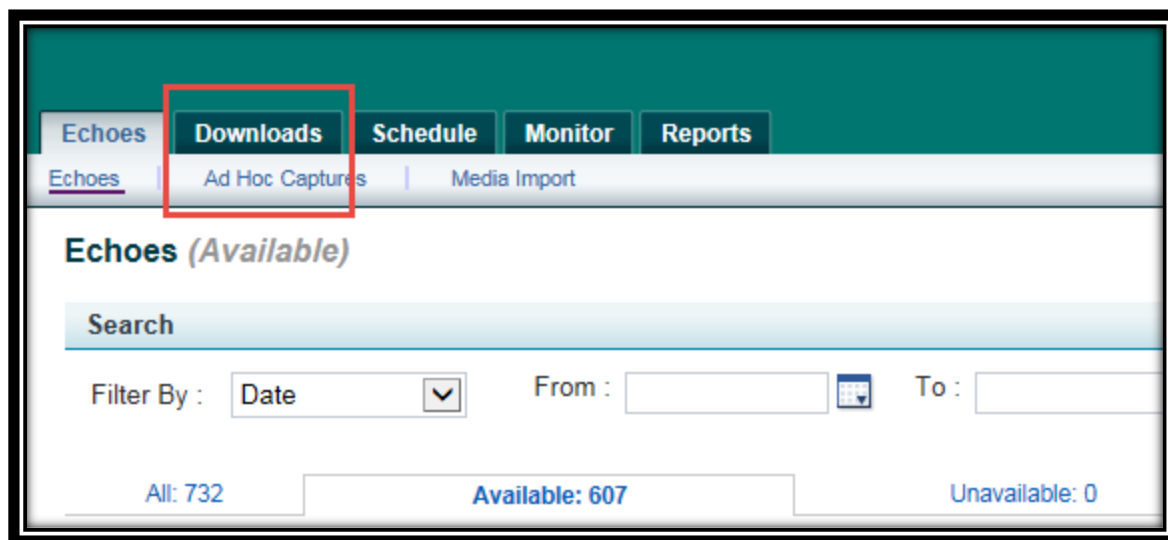
Download and Install

To download, Echo360 Personal Capture onto your computer, go to <http://echo360.qu.edu.qa:8080/>.

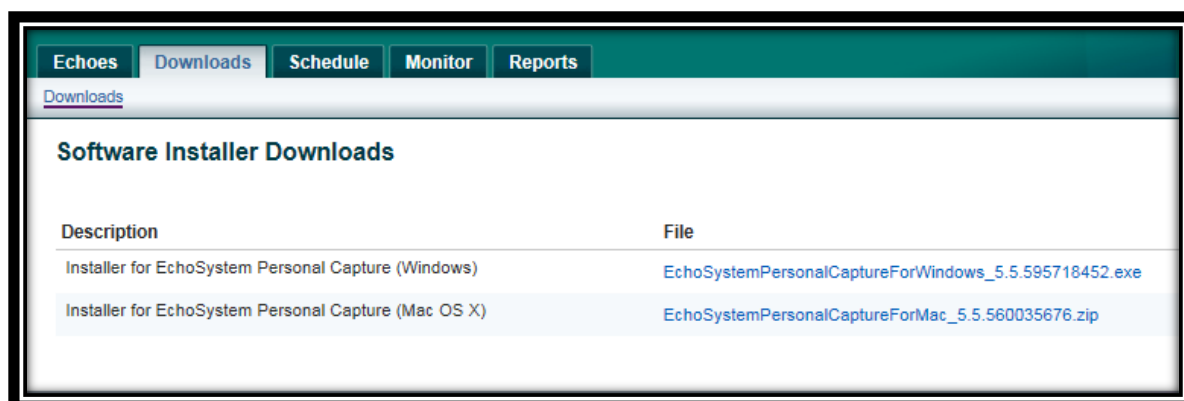
- Log in with your Echo360 username and password. This is NOT the same as your QU username and password.

Note: You need to be an existing Echo360 user. If you are not, please contact helpdesk@qu.edu.qa to be added as a user.

- Click on Downloads tab.



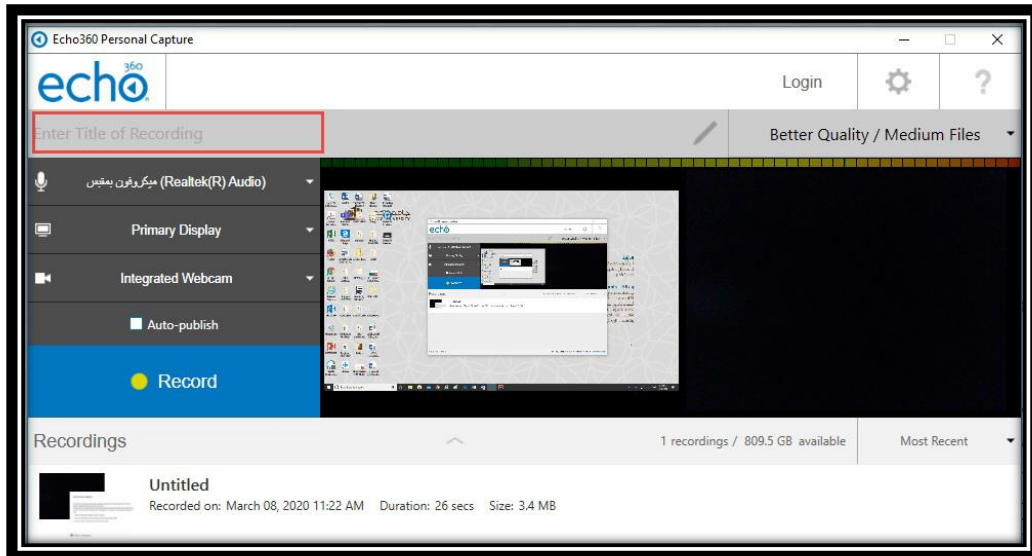
- Then choose the appropriate version of the Personal Capture – either for Windows or for Mac.



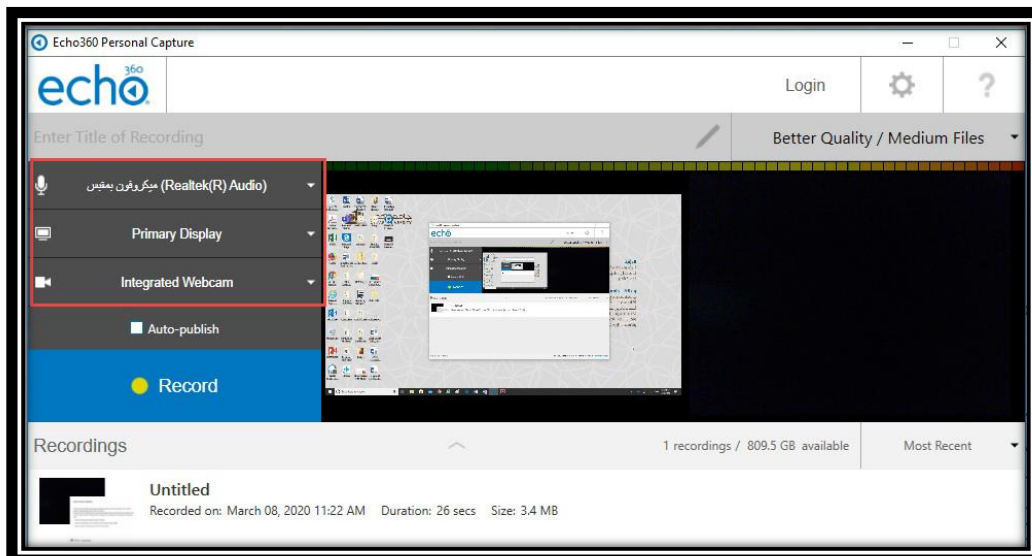
- Save the file to your computer. Then run the installer. After the file has been installed, you can delete the installer from your computer. Once installed, Echo360 Personal Capture can be found in your list of programs, and a shortcut to the program will be on your desktop. Enter the application.

To start recording using the Echo360 software, please follow the instructions below:

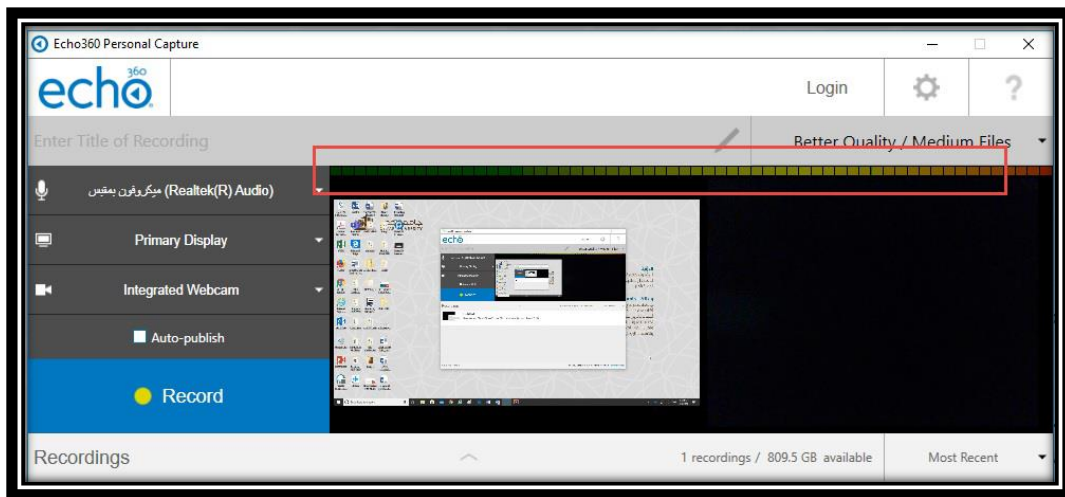
- Once the application is launched, on the Recording screen, give your recording a title (Note: you can always change the title when you come to publish it).



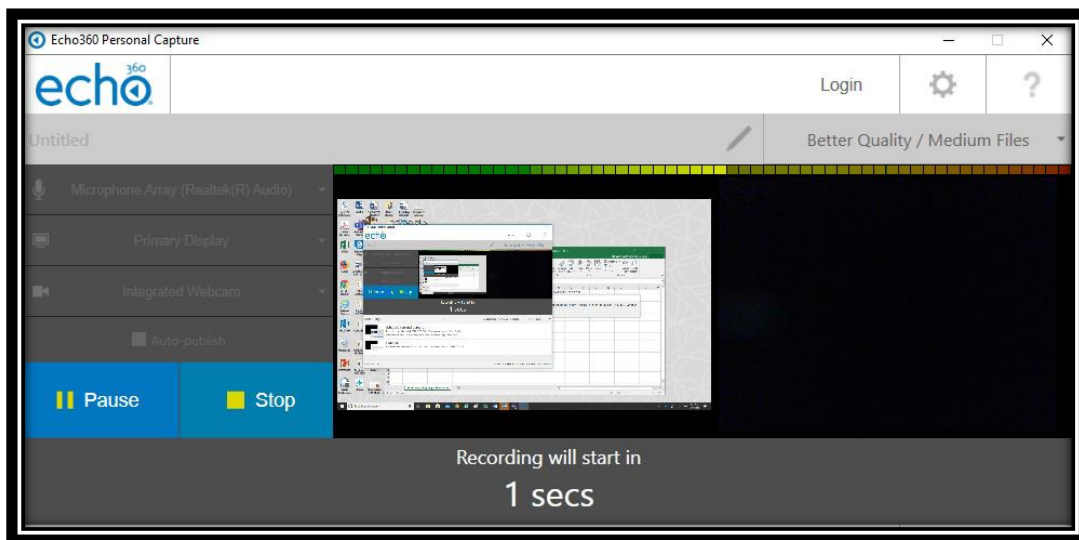
- From the left menu select, the devices that will be used (e.g. audio, Primary Display, webcam). Under Audio, select your audio source from the drop-down menu. (Note: for good quality audio, it is best to use an external microphone.) Under Primary Display, you should keep the default settings unless you have more than one screen plugged in. In addition to capturing your computer screen, you can also include a video (of yourself). Most Computers come with a built-in camera. Under Webcam, select the built-in Camera or any external Camera from the drop-down menu.



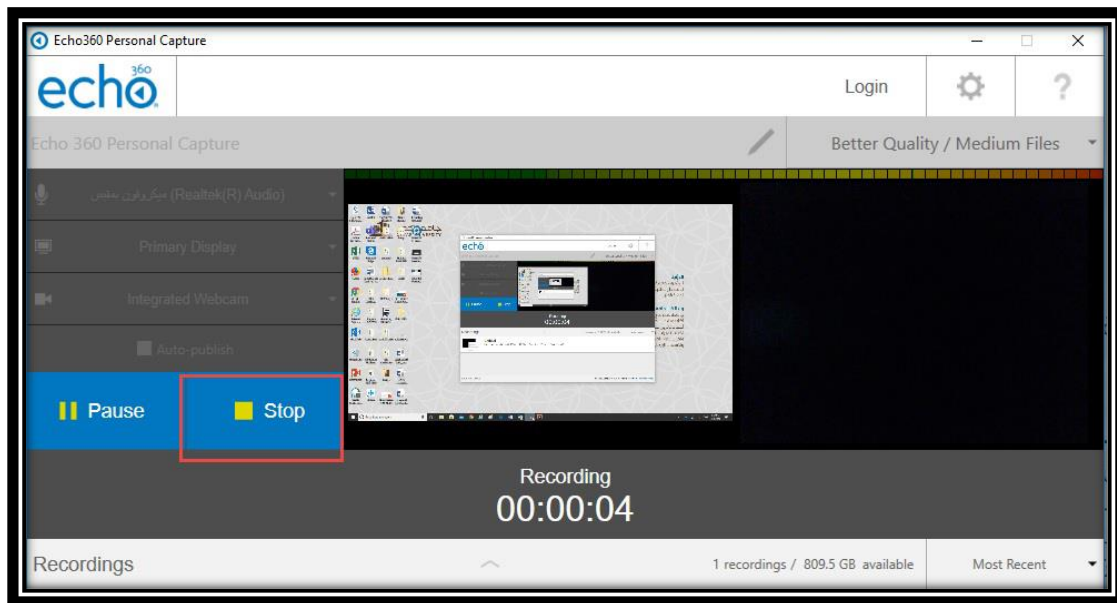
- Check that the microphone is working by looking at the indicator bars on top side of the main screen.



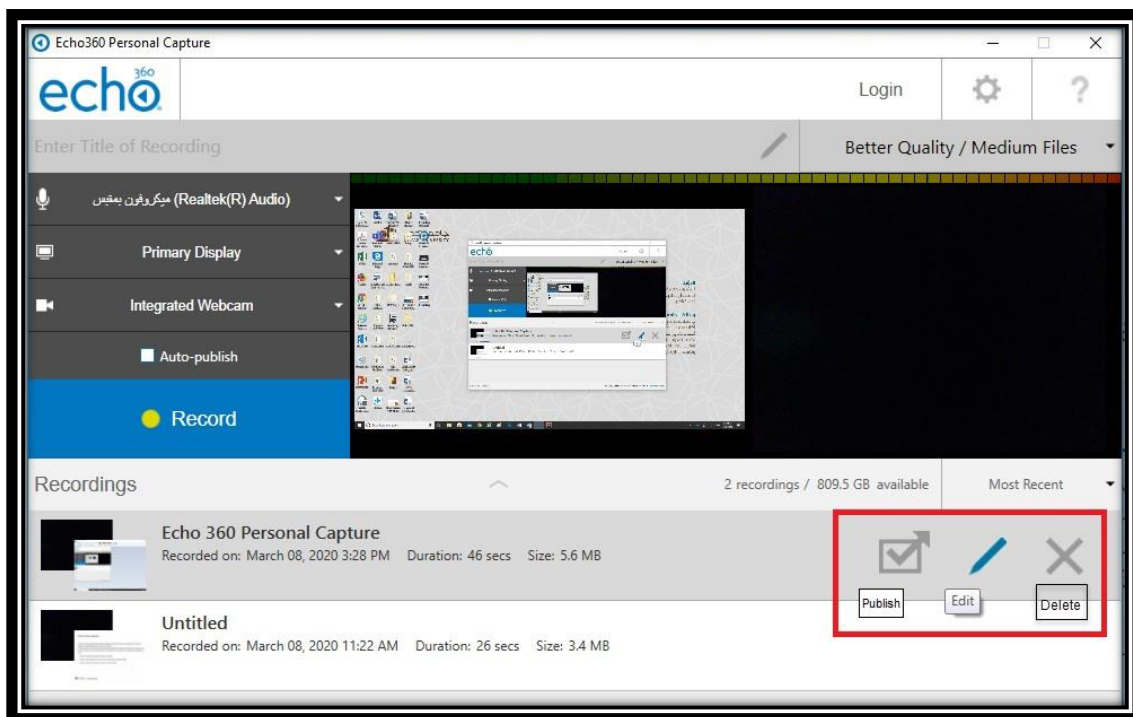
- (Note: It is best to have your presentation or web site open before you start recording.) Once you have configured your settings on the Recording screen, click Record button. The Recording window minimizes automatically and a 5-second countdown will start. When the countdown finishes, you can begin your presentation and start speaking.



- To stop the recording, go to the Echo 360 icon, click on Stop.

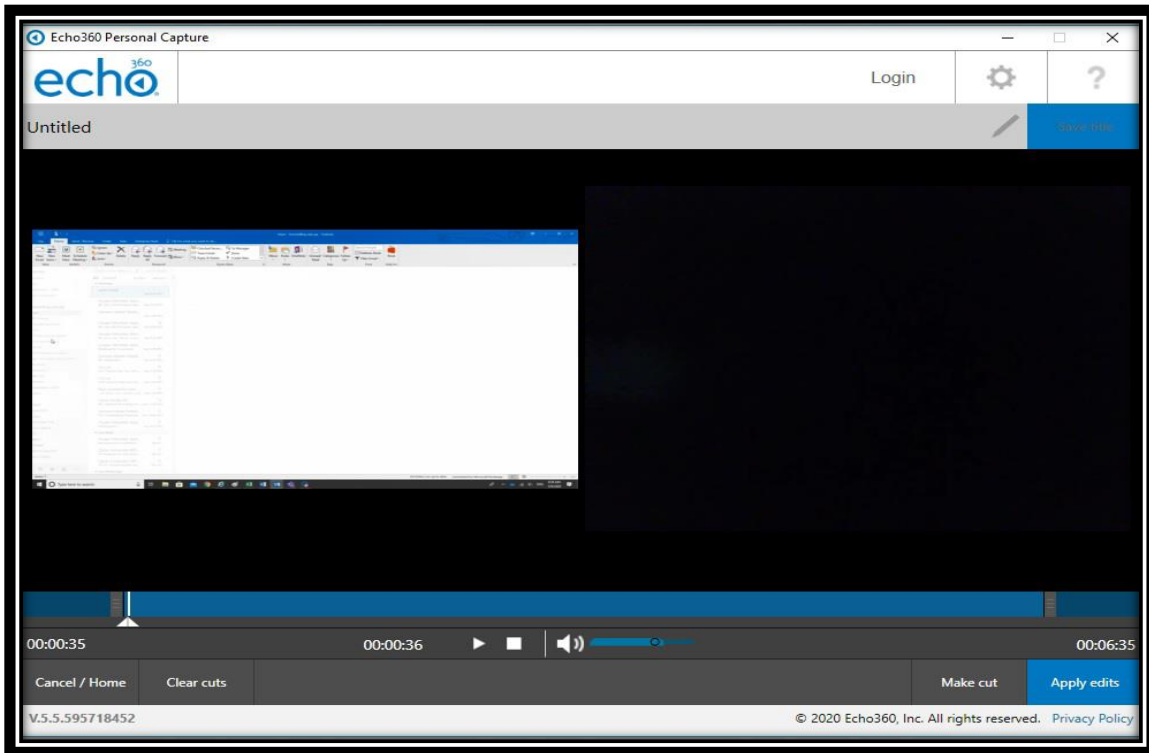


- Once you stop the recording, You have Three Options:
 - Edit the recording: If you need to apply edits and trims to the video, move to the EDITING section.
 - Publish the recording: If you do not need to apply edits and would like to publish the recording as it is, skip the EDITING section and jump to the PUBLISHING section.
 - Delete the Recording.

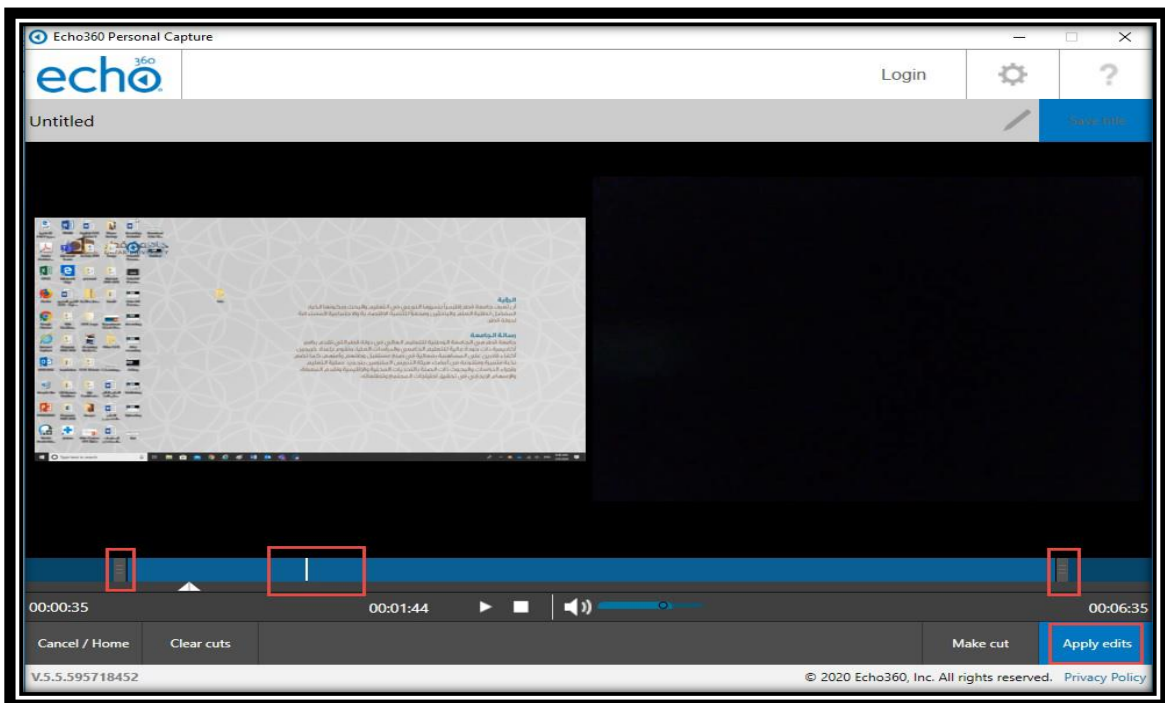


To start Editing, please follow the instructions below:

- On Recordings screen select the recording and click Edit. The Edit Recording screen appears.

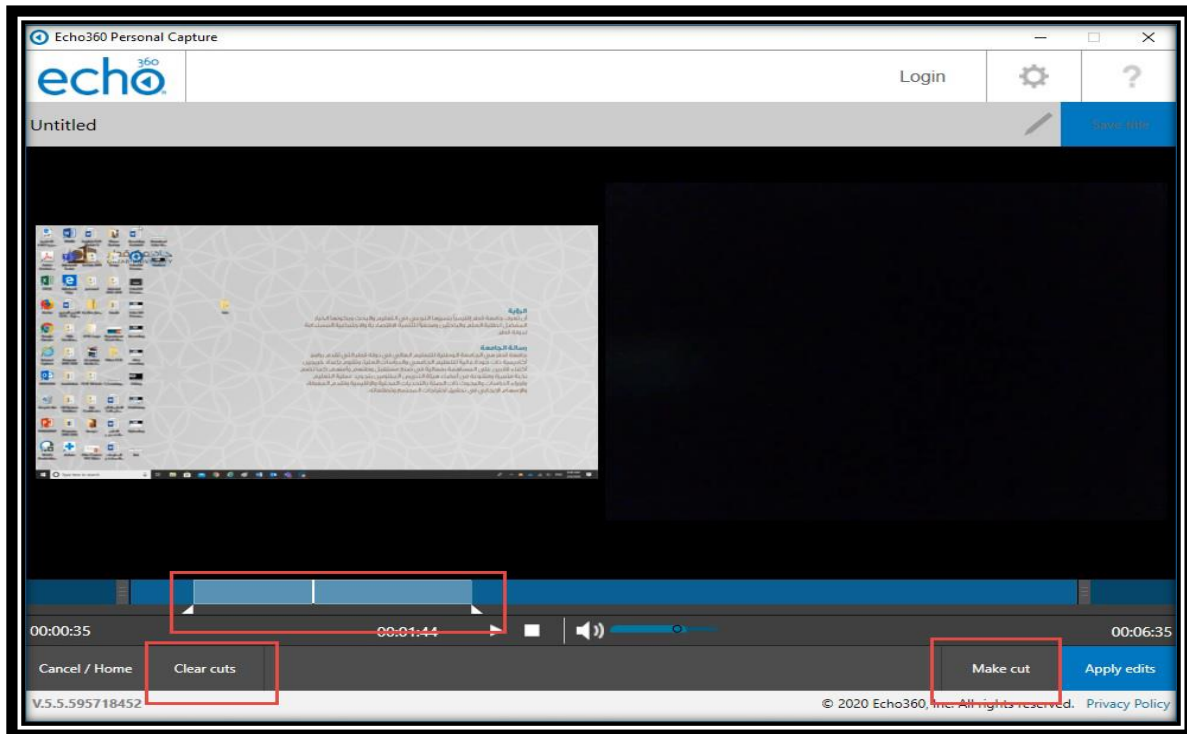


- Trim:** To trim the recording from front and back, drag the left slider in to trim the front of the recording. Drag the right slider in to trim the end of the recording. (Note: You can position the play head in the spot you want to view.) Click Apply Edits. **(Note: Changes cannot be undone after the edits are applied.)** The trim(s) is applied and you return to the My Recordings screen.

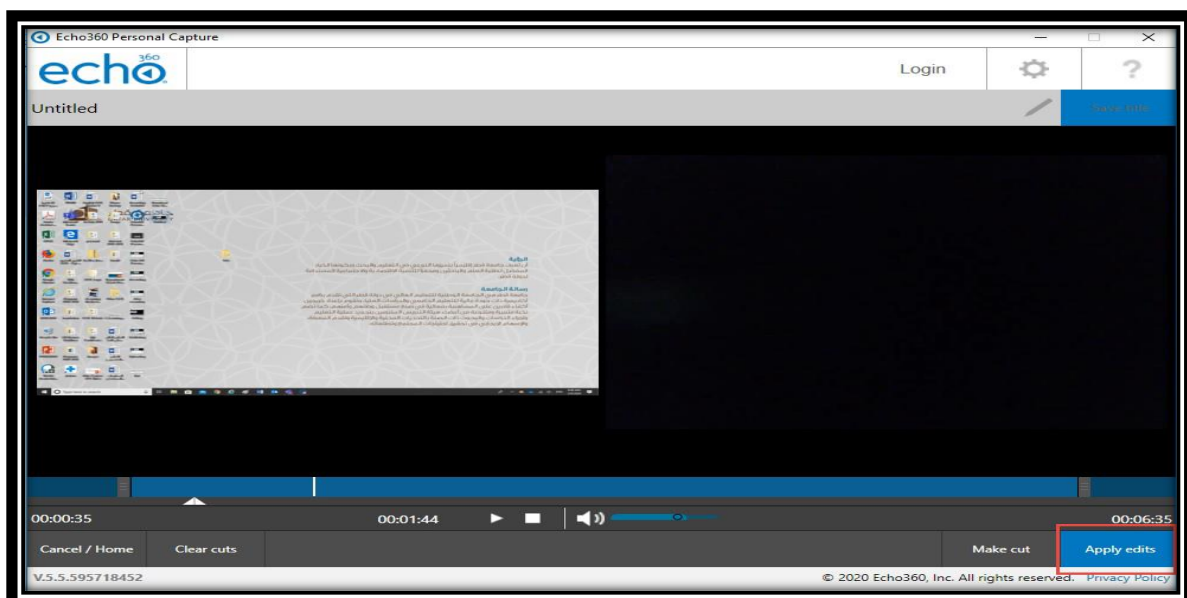


- **Cut:** Position the mark-in point on the section where you want the cut to start Position the mark-out point on the section where you want the cut to stop. Once you are happy with your mark-in and mark-out points for the cut, click Make Cut. The cut area(s) will appear light blue on the timeline.

Note: To clear the last cut made, double-click light blue cut area. To clear all cuts made to the timeline; click the Clear Cuts button at the bottom of the application window. A popup appears asking for confirmation to clear all cuts from the recording. Click Yes.)

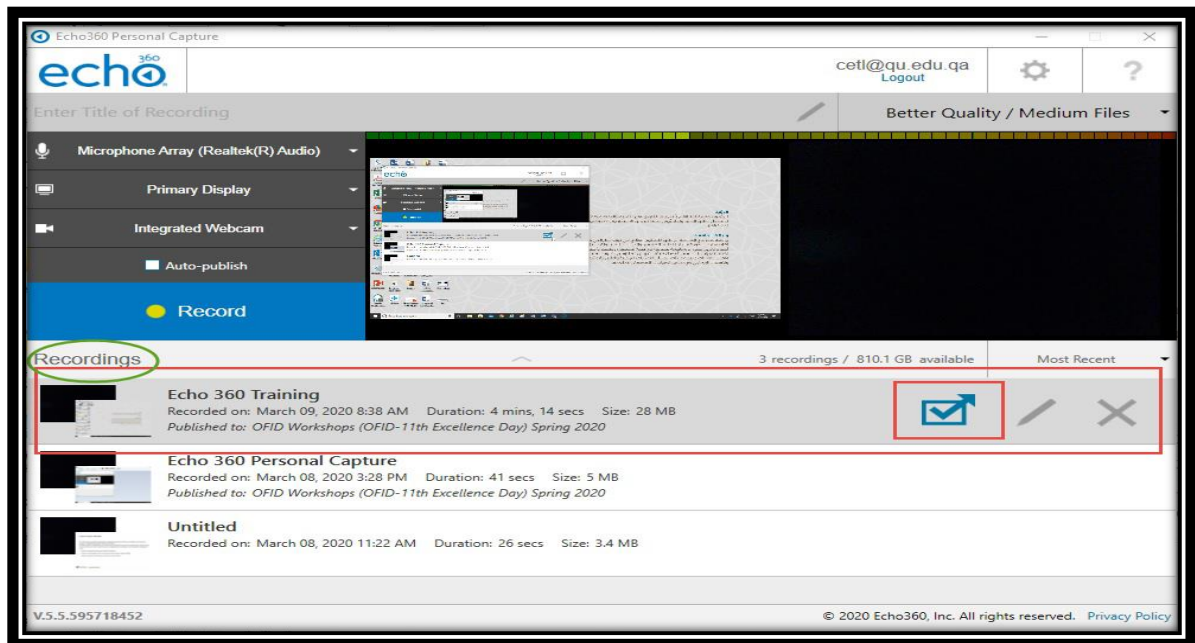


- **Click Apply Edits.** (Note: Changes cannot be undone after the edits are applied.) The cut(s) is applied and you return to the My Recordings screen.

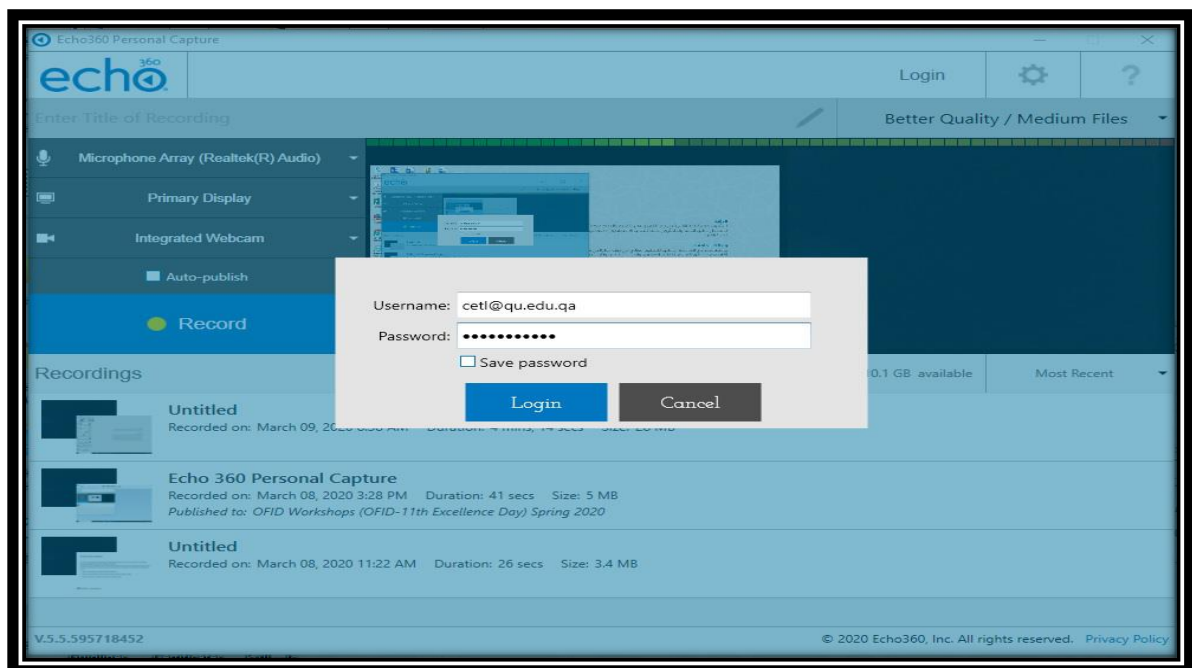


To start Publishing, please follow the instructions below:

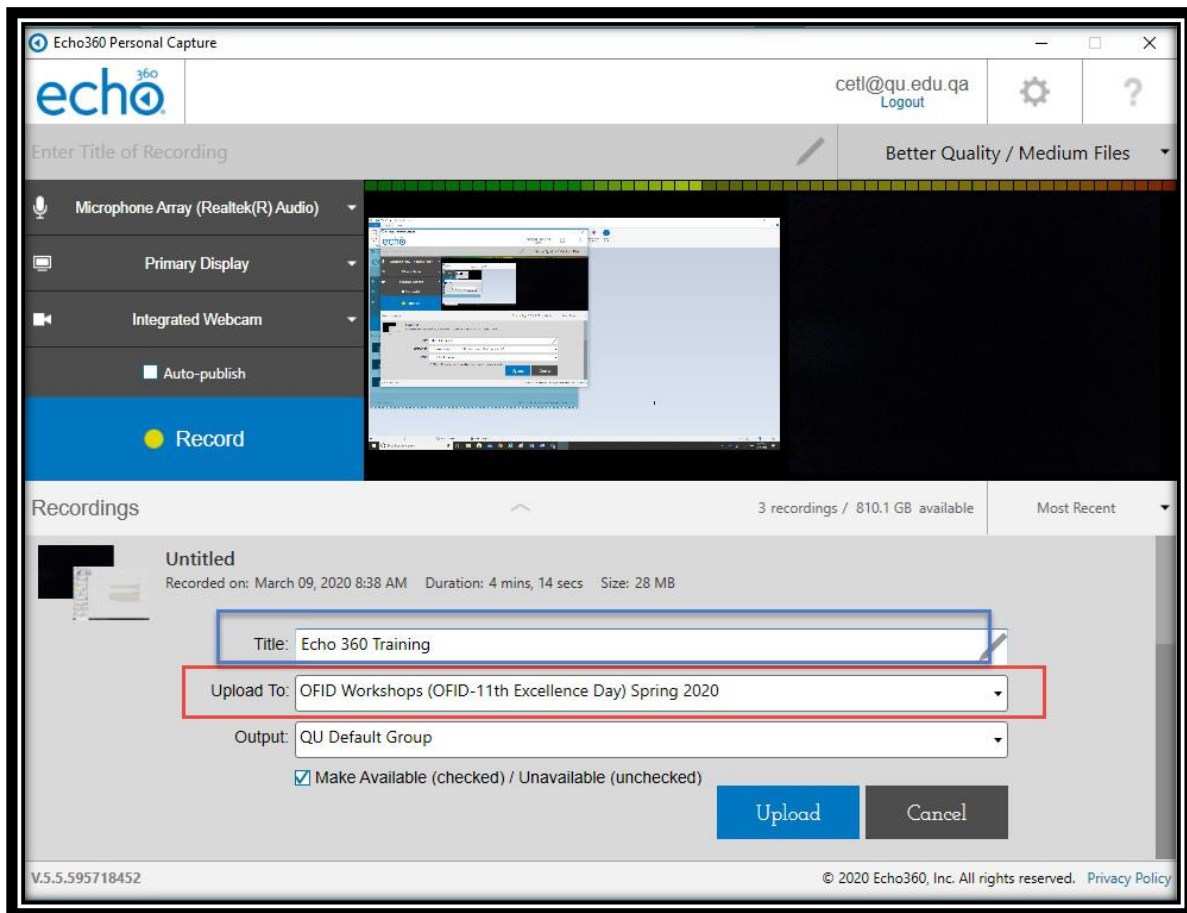
- On the My Recordings screen (which can be accessed by starting the Echo360 Personal Capture application > Go to Recordings), select/highlight the recording in the list and click Publish.



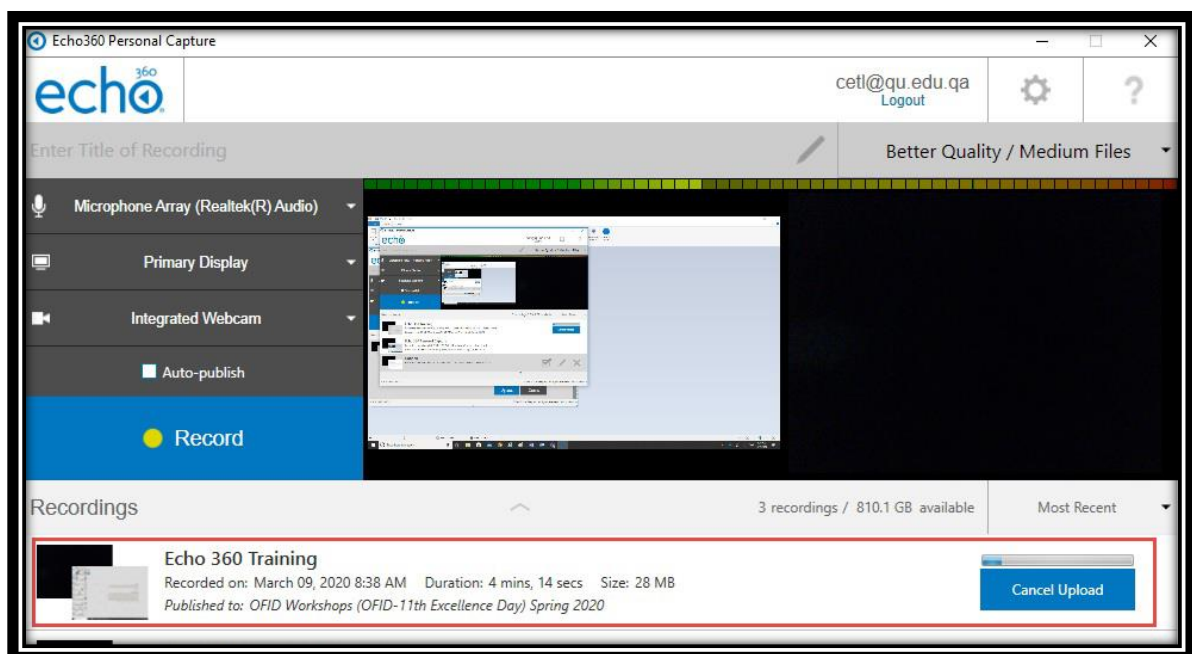
- Log in with your Echo360 username and password.



- On the Publish Recording - Select the Course in which you would like to publish the recording from Upload To, enter a Title for the recording, and click Upload.



- This returns you to the Recordings screen and the recording appears in the list. (Note: Upload may take considerable time depending on the size of the recording and network conditions.)



- As the recording gets published, it is automatically uploaded to your Echo 360 Account under Echoes. Copy the Available URL and send the recording link to students by email or uploaded it on the Blackboard

