

ECHO360

UNIVERSAL CAPTURE GUIDE

FOR LECTURE RECORDING

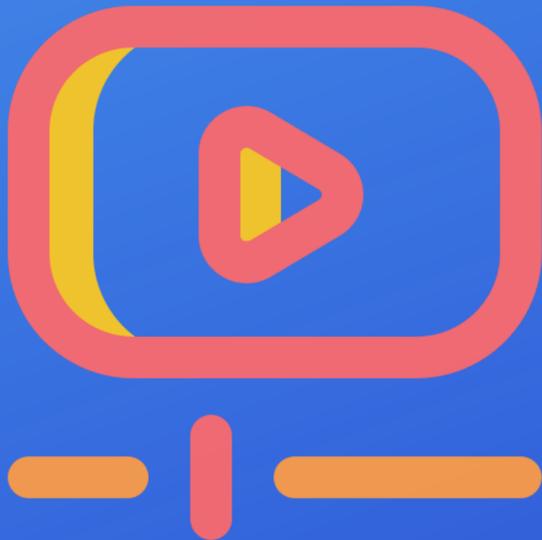
A CROSS-PLATFORM APPLICATION THAT CAN BE USED TO CREATE AND UPLOAD LECTURE RECORDING FROM YOUR PERSONAL LAPTOP

STEP 1: Download and install

- Open Lecture Recordings+ (Moodle) or log into echo360.com, click the top right settings icon and **download** the Windows or Mac version of Universal Capture
- **Install** the software and **launch** Echo360 Capture app
- **Connect** to Echo360 from your browser and **sign in** with your zID@ad.unsw.edu.au email and password



STEP 2: Record a session



- **Add** your lecture recording details:
Title, Description, Tags, Publish To...
- **Setup** and **recheck** recording inputs:

<u>Audio</u>	<u>Camera</u>	<u>Course content</u>
Use a good quality headset with microphone and ensure it's selected before recording a session	Ensure your camera is working before recording a session (optional)	Ensure you have all your contents ready on your screen such as PPT presentation and YouTube video.
- **Start** your recording by clicking on the red button
- **Pause, resume, or cancel** the recording at anytime by clicking each of the buttons

STEP 3: Finish recording



- Click the **Stop** button once you have completed your presentation
- **Ensure** that you have a Lecture Recordings+ link in Moodle
- **Share** the video file with your Echo course by clicking the 'Share' or 'Add to a Class' button inside your Lecture Recordings+ library

Note:

- The system will **automatically upload** and process the recording file to the course you specified earlier or Library by default
- It may take **30 minutes to an hour** to process an hour recording

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