

## Echo360 Universal Capture: Personal – Create a Capture

Universal Capture: Personal is an application which faculty can use to record screencasts or lecture videos from their personal computer. The resulting capture video can be shared in a variety of ways, including in a Blackboard course. To request Universal Capture: Personal, refer to our [Getting Started \(PDF\)](#) guide.

### Tips before you begin recording

#### Clean up the desktop.

Close all applications and windows except for Universal Capture: Personal. This helps the application to run more smoothly and the resulting capture video to appear less cluttered and more professional.

#### Open the presentation materials.

Open all files and applications you plan to use during the recording to reduce the number of actions captured. After opening your presentation materials, minimize any you won't be using at the beginning, and note their location in the taskbar to provide a clear recording area and smoother transitions.

#### Preview the items to be captured.

Before recording, you have the opportunity to select and preview the inputs being captured like the computer display or video. Use the preview to make sure you are recording what you require.

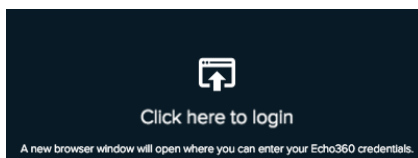
#### Learn the keyboard shortcuts.

**Pause/Resume:**    *Windows:* Control + 6        *Mac:* Command + 6

**Stop Recording:**    *Windows:* Control + 8        *Mac:* Command + 8

### Open the Echo360 Universal Capture application and log in

1. Open the **Echo360 Capture program** on your computer and click the screen to log in.



2. A browser window opens the Echo360 login page. Use your GW email address and password to log in.

If prompted, click **Open Echo360 Capture**.

**Note:** To request an account, refer to the [Getting Started \(PDF\)](#) guide.

echo

Enter email

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

Email

NetID@gwu.edu

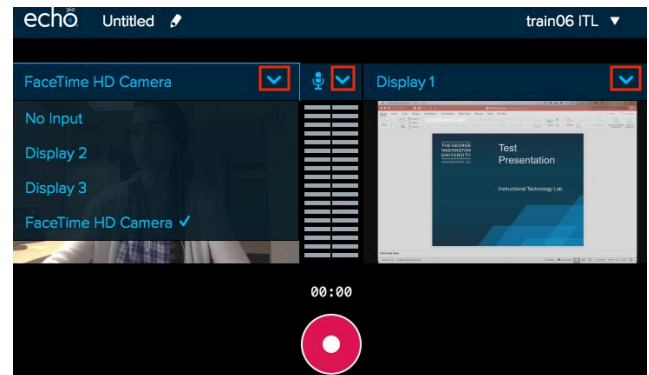
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## Create a capture

1. Click the drop-down menus to select the inputs you want to record. Use the previews provided to ensure they display properly.

Audio is always required, but you can also record:

- display and video
- two display inputs
- two video inputs




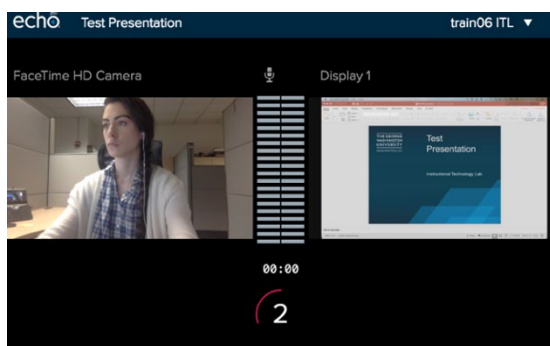
2. Click on the pencil icon  next to the title to edit the **Capture Details**.

- a. Enter a **Title**
- b. Add a **Description**
- c. Select a **Publishing location**.

**Note:** To publish to a specific course, refer to the [Getting Started \(PDF\)](#) guide for setup information.

- d. Click **Save**.

3. To begin, click the **record** button . A countdown from 5 appears, after which, the Echo360 window minimizes, and the recording begins.



4. To **pause** or **stop** the recording, use the system tray icon or keyboard shortcuts.
5. When you finish, the recording automatically uploads to the Echo360 server to process. Once processed, it is [published](#) to the location you specified in **Step 2c** where you can go to view and edit it.

**Next Step:** [Edit a Capture](#)