

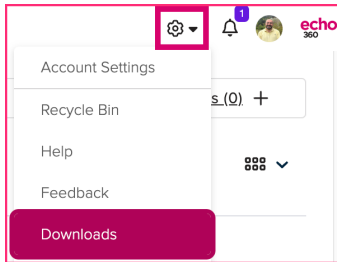
Universal Capture Personal (Echo360's Desktop Capture)



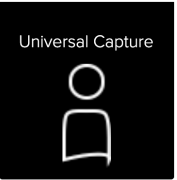
Create, Publish and Edit a desktop capture recording.

Download and install Universal Capture: Personal

1. Login with your instructor credentials or access the platform via your Learning Management System (LMS)
2. Locate, then click on the cog at the top right-hand side of the page.



3. Click on **Downloads** and choose the correct version for your computer, Mac or Windows, and follow the installation instructions.



Universal Capture: Personal

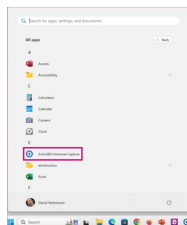
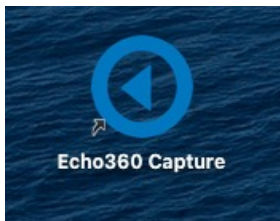
Echo360 Universal Capture is the simplest video application for education that provides identical capabilities, and a consistent user experience across Mac and PC.

Personal mode is a stand-alone version of the Universal Capture desktop application. Recordings are created on an ad hoc basis and can be published to a section or library by default. Any combination of video, desktop, and audio can be recorded.

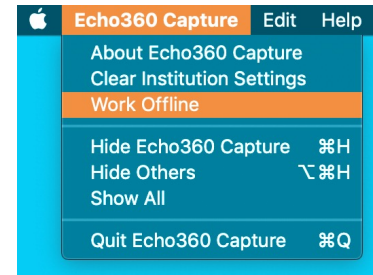
[Mac Download \(Intel\)](#) version v6.0.802370065 | [Mac Download \(Apple Silicon\)](#) version v6.0.802370065 | [Windows Download](#) version v6.0.802370065

Login

Launch Echo360 Universal Capture and follow the prompts to login



Work Offline

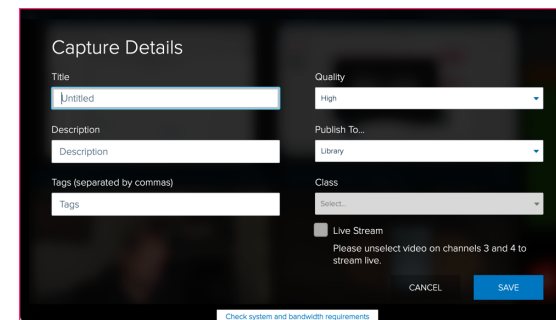


Use the menu to choose offline mode if you wish to hold your upload until a later date or do not have internet connection.

As soon as you revert back to work online, your capture will begin to upload once there is an internet connection.

Edit capture details

1. Click the pencil icon at the top of the window to open the capture details page and complete all the necessary information.

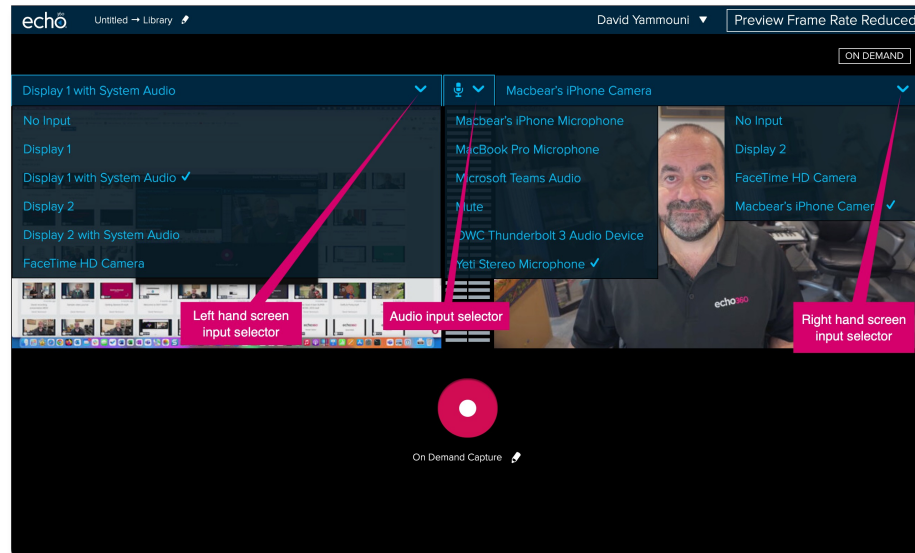


2. Choose the location that you wish to publish the recording from the **Publish To...** drop-down menu. You can send it to your library for future use or straight to a class from one of your courses.
3. Click **Save**

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Start a recording



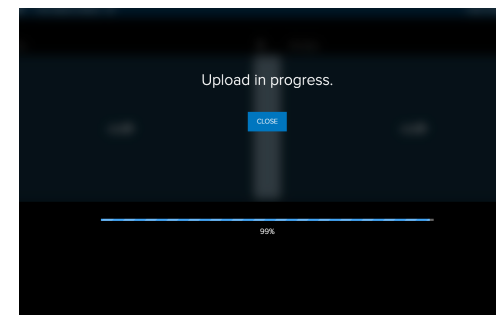
Record
Once a recording is in progress, you can **Stop**, **Pause/Resume** or **Cancel** your capture.

1. Select a **Microphone Source**.
2. Select desired **Video and/or Display Source(s)**. You can choose system audio from the computer when you select a Display source.
3. Ensure previews are as expected.
4. Click **Capture**, a countdown timer will display.

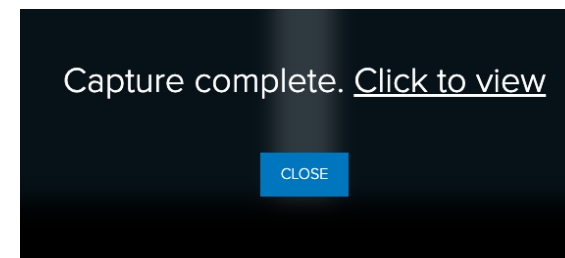
Please note: If you institution has enabled QuadraVision, you will see up to 4 visual inputs on screen

Finish recording

1. Click Stop (or alternatively: Finish Capture, or command/control + 8)
2. The software will indicate the capture is uploading with a % indicator.



3. When the capture is complete, the screen below is shown and you can exit the software.



If you select **Click to view** you will be taken to the media details page for the recording.

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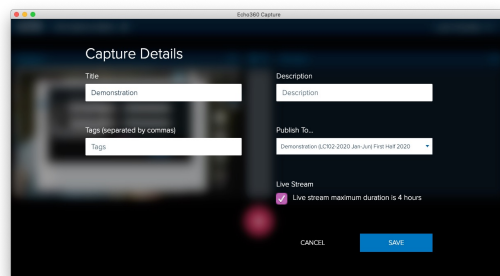
Live Stream in UC: Personal

Be prepared:

1. Is your internet connection stable? We recommend a wired connection for live streaming (not your Wi-Fi).
Minimum requirements for Live Streaming:
 - 2.0 Mbps upload speed for single-stream (Audio/Video or Audio/Display)
 - 6.0 Mbps upload speed for dual-stream (Audio/Display/Video)
2. Check your upload speed at <https://www.speedtest.net/>
3. Do your students know how to access the Live Stream?

Configure a Live Stream for immediate start

1. Edit Capture details and check the live stream checkbox.
2. Don't forget to:
 - Enter a Title
 - Select the course in Publish to...
3. Click **Save**



Start the Live Stream

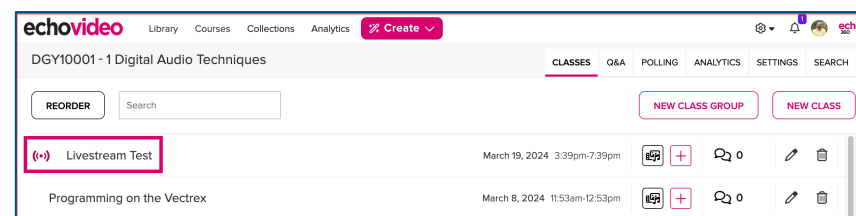
1. When you select your desired inputs, we recommend only one visual source for the best live streaming experience.
2. Click the record button. It can take up to 3 minutes for your live stream to be available for your students (so start early).
3. Remember to stop the live stream when you have finished.

How do I know that my recording is live streaming?

A red LIVE badge will appear in the Universal Capture interface.



A **raspberry** live symbol will appear next to the new class in the Class List.



When checking the Class List, this may be a good opportunity to add a presentation if needed.

Who is watching the Live Stream?

You can click into your class (shown above) and see who is attending (limited to displaying only 100 attendees).



Note: Don't watch the live stream yourself – it will cause an audio loop that will likely be unpleasant for all involved!