How to use Echo360 Personal Capture Version 5.4 (for PC)

This tipsheet shows you how to use Echo360 Personal Capture to create supplementary learning resources such as screencasts, lecture presentations, desktop presentations, or review activities at your desk.

This software is available for installation on your Mac or PC via ‘IT Assist’ on the taskbar of your computer.

You will need a software licence to be able to post recordings to a QUT Blackboard unit. Log a ‘My IT Requests’ from IT Helpdesk to obtain a licence: https://www.ithelpdesk.qut.edu.au/

Installing Echo360 Personal Capture

- To install the Personal Capture software, go to the IT Assist icon on the computer taskbar and follow instructions.
- Once you have downloaded the software, an Echo360 icon will appear on your desktop.
- A software licence is required if you want to post (publish) recordings. Log an IT Request (http://www.itrequests.qut.edu.au) to arrange the software licence. This will take 1–2 days.
- Ensure that you have an audio device connected to your computer.

How to create a recording

1. Open the desktop Echo360 icon to launch.
2. Enter a Title for the recording using the title bar at the top of the page. You can change this later if needed.
3. Check or set the capture inputs. Use the Preview window to make sure they are capturing what you need to include in the recording.
4. Check or set the capture output quality.
5. Set up the presentation or visual experiment or other items you are planning to capture, and check the Preview panes for verification.
6. Check or Uncheck Auto-Publish as appropriate. This will send it straight to the Echo Systems Server (ESS), and potentially into your unit’s EchoCentre if you have chosen that section. Click Record. This is the URL to access the ESS – http://lecturerecording.qut.edu.au. You will need to login with your QUT username and password.
The locations for performing each of these steps is identified in the below figure.

After you click Record

1. A five second countdown appears in the window, shown in the below figure. Use this time to open your PowerPoint or other visual display.

2. Once the countdown finishes, recording begins and the preview window minimises to the taskbar so you will not see yourself onscreen. You will still be able to view the PP or image on your computer.

3. The Record button changes to show Stop and Pause. However, it may be easier to pause and stop using the shortcut commands shown here:

- Pause/Resume toggle: **Alt+F5**
- Stop: **Alt+F6**
After the capture is completed, the recording appears in the list of recordings at the bottom of the Personal Capture window. From there you can publish, review and edit, or delete the recording. The figure below shows the Publish, Edit and Delete icons that appear when you move your mouse over a recording in the list.

**How to delete a recording**

If you no longer need to keep a recording, you can delete it.

Deleting a recording in Personal Capture does not delete the capture from the ESS (if the recording was published). It simply deletes the recording from the local machine. If appropriate, you may want to check the information shown for the recording to see that the recording was published, prior to deleting it.

To delete a recording, hover the mouse over the recording you want to delete and click the **Delete** icon, as shown in the above figure.
How to edit a recording

The Personal Capture program contains some basic review and editing capabilities for captured recordings, including:

- Review the recording, including review of edits before applying them permanently.
- Trim the beginning and end of the recording (‘top and tail’)
- Cut segments out of the recording as needed.

Review and edit of a Personal Capture recording are both performed in the Editing Window. To open the editing window, hover your mouse over the recording and click the **Edit** button, as shown in the figure below.

After accessing the Editing window

The Edit Window appears, as shown in the figure on the next page. The figure also identifies the main editing window features, which are discussed in more detail in later sections.
Trim the recording—top and tail

The editing window allows you to cut off the beginning and ending of the recording as needed. For example, you may begin recording then have to start over again. With the Trim capability, you don’t have to stop and create a new recording. You can simply begin again while the current session is running, and then trim the ‘false start’ from the beginning of the capture when finished.

This also allows you to remove any last keystrokes or other movements used to end the recording, such as opening the Personal Capture window and clicking Stop to end the session. The figure below has the trim sliders circled. Notice they are located at the beginning and end of the playback bar.

- Click and drag the trim sliders to move them.

Notice that as you drag the sliders toward the centre of the playback bar, the start time and end time change in conjunction with the new start or end points of the recording.
**Cut segments from the recording**

When you first open the Edit window, you see a larger triangle positioned at the beginning of the recording. If you click the triangle and slide it, you will notice that it is made up of two smaller triangles. These are cut markers and are used to identify the beginning and end points of a section to cut from the recording.

**NOTE:** Any cuts you make are temporary until you select to **Apply edits**. This is discussed in more detail below.

**To temporarily cut a segment from the recording:**

1. Click and drag the two smaller triangles to the appropriate beginning and end points of a segment.
2. Click **Make cut**, located at the bottom right of the window.

The below figure shows the two parts of this process:

Once the cut is made, the segment turns darker than the original playback bar.

Clicking **Make cut** frees up the cut markers to make another cut in the recording. The figure below shows a playback bar with multiple temporary cuts made.

The figure below shows the playback controls, and has the current location of the playhead identified both as the timed location, and within the playback bar itself (lighter coloured area).

- Use the playback controls to play the recording.

When the playhead gets to a cut location the playhead will skip over the cut in the bar, and the timed location will change in conjunction with the skip.
As long as the cuts remain temporary, you can remove the cut and return that section of the recording to its original state.

**To remove a temporary cut:**
- Double-click the cut segment in the playback bar.

When a cut is removed, the segment returns to the same colour as the rest of the playback bar.

**To clear all temporary cuts:**
- Click Clear Cuts, located on the bottom left side of the window.

Use the playback controls to review your edited recording. The playback head will skip over any cuts you have made so you can see how the recording will look when it is published.

**To permanently apply changes:**
- Click Apply edits, located in the bottom right corner of the window, as identified in the second figure on the previous page.

Clicking Apply edits makes your changes permanent. **This cannot be undone!** You will receive a warning message to be sure you want to apply your changes to the recording.

**Overview—Posting/Publishing a recording**

Publishing a Personal Capture recording uploads the file to the ESS for processing. Once processed, the recording is posted in the EchoCentre (via Blackboard > Tools > Lecture recording) for the section you identify, allowing students to view the material.

There are two publishing modes for Personal Capture:

- **Auto-Publish**
- **Manual Publish**

You should also understand the following about the publishing process as a whole, which applies to both Auto and Manual publishing:

- While the actual file upload process happens in the background, you MUST wait until the ‘Finalization’ and ‘Prepare to Publish’ processes for the capture have finished, BEFORE closing the application. These statuses are noted on the screen and you will receive a notice if you attempt to close the application before they are complete. The Prepare to Publish process should take less than a minute.

- The Finalization process may take several seconds, or several minutes, depending on the length of the recording. Plan to allot for this time for longer recordings.

- The Publishing process occurs in the background but does require a network connection to the ESS. If this process is interrupted (network outage, turning off the computer or putting it to sleep), publishing will resume once the connection is re-established.
Once the recording is published, it must be processed by the ESS before posting to the section. This may take from several minutes to several hours, depending on the size of the recording, whether you are using Mac or PC, the current load, and configuration of the ESS. Wait an appropriate period of time, and then check the ESS for the section to find the newly published capture.

If you do not see the capture initially in the EchoCentre window, change the view to Show Unavailable. If you cannot, contact your system administrator.

**Manually publishing a recording**

To manually publish a recording, hover the mouse over the recording you want to publish and click the **Publish** icon, as shown in the below figure.

Once you click **Publish**, you may be asked to input information or receive messages as follows:

1. **If you are not logged in, the Login window appears, asking for your Username and Password.**

   ![Login Window](image)

   **Username:**
   **Password:**

   ![Login Button](image)

2. **If you do not have a Personal Capture license assigned to you, you will receive an error message informing you of this. Contact the IT Helpdesk to arrange a licence.**
3. Once logged in, the Recordings list changes to display the Publishing Details dialog box shown in the figure below.

![Publishing Details Dialog Box](image)

4. Enter a **Title**, select the **Course** to publish the recording to, and the **Output** products to generate for the recording (formerly called Product Group).

5. Check or Uncheck the **Make Available** checkbox. This determines whether the recording is immediately available for students. If unchecked, you can use the EchoCentre to make the recording available at a later time.

6. When finished, click **Publish**. You will see a status bar, indicating the status of the file upload to the ESS.

**Working from home**

An hour-long audio and screen/video recording will create a file of around **1GB** in size, which can take hours to upload and post to the EchoCentre in your QUT Blackboard site. It is recommended that you use Personal Capture on campus.

If posting from home is necessary, consider making short recordings of no more than 10 minutes in duration.

**Important**: To upload any recordings while off QUT campus or you will need to be connected to the **QUT Secure Access Service (SAS-VPN)**.