

# THE BASICS OF LECTURE CAPTURE USING ECHO 360 PRODUCTS.

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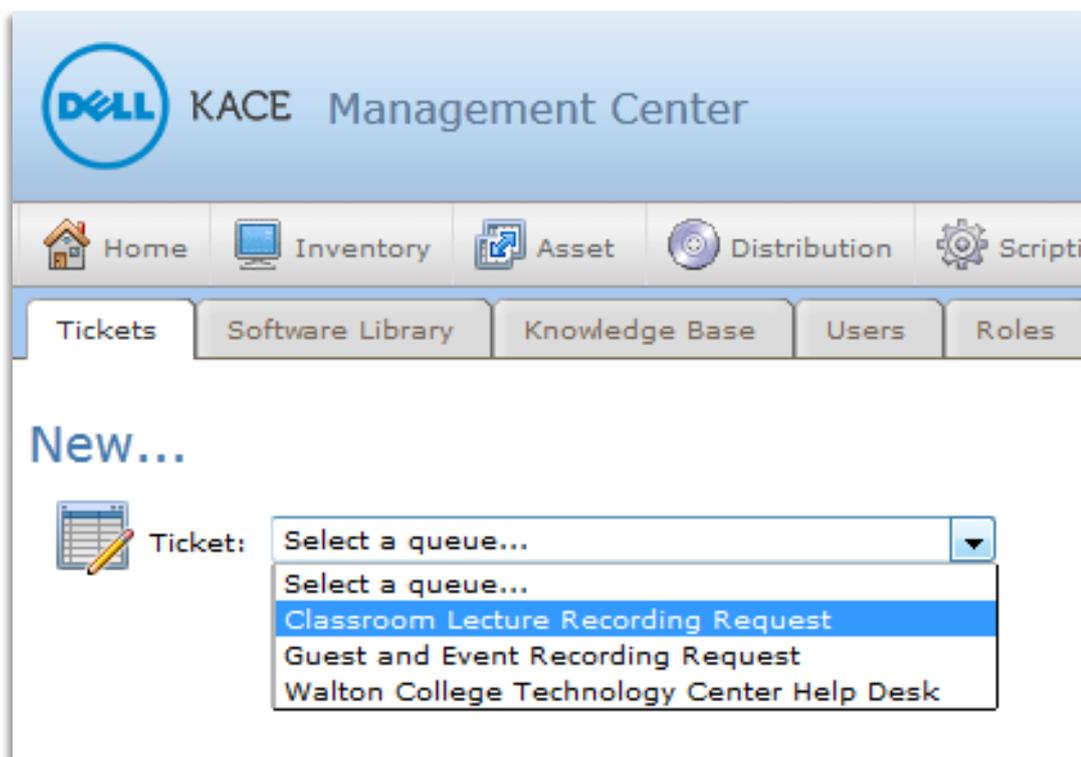
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## Scheduling a lecture capture recording for your class:

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Just as you request your BlackBoard course every semester, if you want any of your classes recorded, a lecture capture request has to be made every semester. We have streamlined the process by creating a Walton College online request. The link is located below or you can use the Walton Help desk icon on your desktop to submit.

Go to your [KACE Help Desk](#) and choose Tickets NEW.  
Then select the option “Classroom Lecture Recording Request” from the dropdown.



Fill out a form for each individual class you want recorded. If you have multiple classes that are combined into one BlackBoard course, please use the primary class number to assist us in pointing your recordings to the proper class.

The form only takes a couple minutes to fill out and will give us the information we need to ensure your recordings are created properly. Using KACE also allows us to track and generate reports as need for the Deans Office.

# How a recording starts in a classroom

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## Automatic starts:

If you have chosen to have your recordings start automatically, then all you have to do is login to the classroom computer when you arrive. **Even if you only want to record audio and don't plan on displaying the classroom computer during a class, you must login so the recording can start automatically.**

Also keep in mind if your recording/class is set to start at 10:00 and you arrive at 10:01 only to find the previous instructor is still logged in, this can be trouble. (You will see a **red echo icon** in the task bar when it's recording) Your recording started at 10:00 as scheduled, only under the previous instructor's login. Once you logout the recording will stop. It will not start again once you login, but it is possible to start an AdHoc recording to be sure and capture your class.

## AdHoc in a Classroom:

If you have an issue with an automatic recording or you want to capture one class or a guest speaker, then you can use the AdHoc method to record. This method is also what you need to use if on the on-line form you requested not to have your Echo360 recordings start automatically.

Even with AdHoc the recording has to go somewhere. Be sure you have filled out a Classroom Recording Request (page 1) prior to using AdHoc so we may setup a folder for your recordings. Setting you up with a folder is something that has to be done EVERY semester.

## To start an AdHoc:

After logging into the computer, find the Echo360 icon in the system tray on the bottom right of the computer screen.



Open it up and you will see the following screen. Select Start capture.

Go to next page for remaining details.

Fill out the following information (examples in red below) then select Start Ad-Hoc Capture.

The Echo360 system will administer a 5 second countdown to let you know it is beginning. Also the green Echo360 icon in the bottom right hand corner will turn red once recording begins.

You may also re-open this same screen during the event to pause and stop your recording once it has begun.

echo<sup>360</sup> Logout

SoftwareCaptureTest Campus: SoftwareCaptureTest Building, SystrayRoom

Captures Monitor Help

**System Idle**

You may start an ad hoc capture by entering a title, selecting a section, and clicking **Start Capture Now**

**Title this capture**  
Give your recording a descriptive title

**How many minutes is the capture?**  
Type in the length you plan to record

**Which section is this capture for?**  
Drop this menu down and it will show you your classes. Select the class you want to publish to

**What do you want to capture?**  
Classroom Capture: Screen Display and Audio. No Webcam

Cancel Capture Start Ad Hoc Capture

EchoSystem Version 5.0.27401 Device Time: 2011-11-28 14:31:28

**IMPORTANT NOTE:** It is very important that you select “which section is this capture for?” and choose a destination. If a section is not selected, the recording will take place, but the recording will not be viewable. You will need to contact the tech center if this happens.

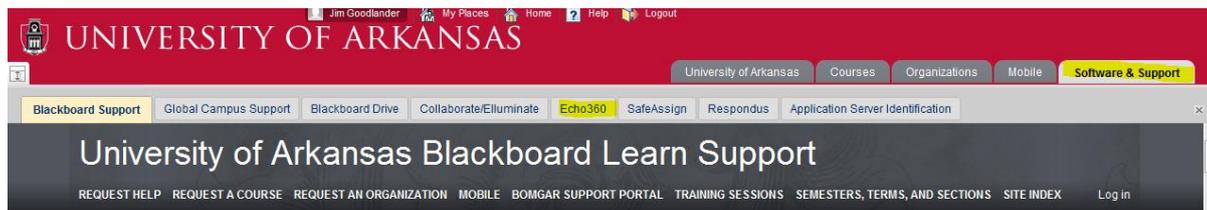
# Personal Capture Software / PCAP

Personal Capture (or PCAP) is very much like using Camtasia for asynchronous learning and your recorded presentations may be uploaded directly into your BlackBoard courses.

Personal Capture may be installed on any or all of your PC or MAC desktop and/or laptops.

\* First, we will need to know that you want to use this software. The reason being is EVERY semester we need to create a PCAP folder so there is a place for you to publish any recordings you create for that semester.

\* Second, you must install the PCAP software on your computer. This can be found in your Blackboard course by logging in, go to the "software and support" tab and then the "echo360" tab.



\* Third, you will need to configure the PCAP software on your computer.

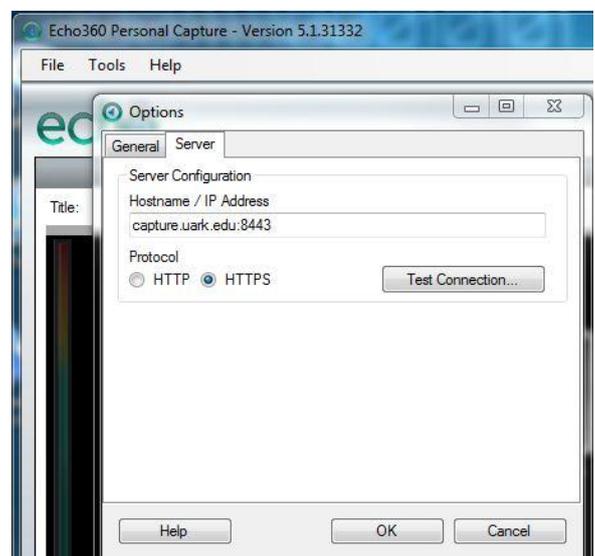
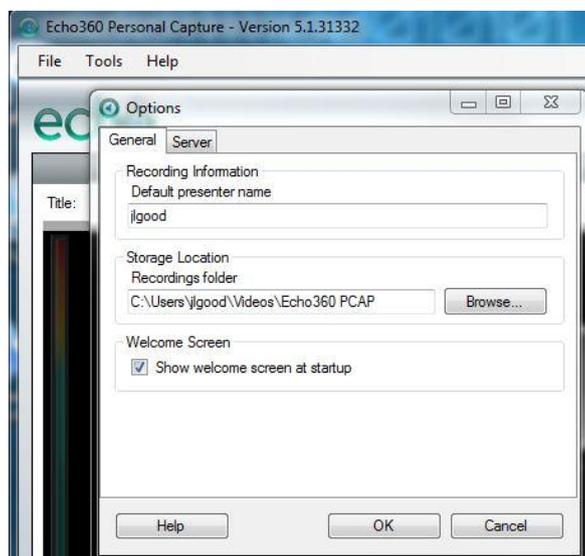
Here is a short demonstration on that procedure and explains the basics of a PCAP configuration once it is installed on your computer. Click or copy the link below and place in your internet browser of choice.

<http://capture.uark.edu:8080/ess/echo/presentation/cdc22875-d8ad-48f1-a0eb-94af3c2dcca1>

Finally, you can record audio, video from webcam and the computer's display. But at the very least you should record audio and the display. I understand not everyone wants to be seen on camera! Once you have finished, you can publish the recording to the PCAP folder created for you and once that recording has processed, you will receive an email with the links you may share with your students.

## Quick tips for using PCAP:

- For best results, set your computer screen resolution to 1024 x 768. If you are unsure on how to set your resolution, contact the tech center.
- **Open PCAP and start a capture. Under the Tools/Options menu you have two settings.**
- Under General you might consider changing the storage location to the video folder on your computer.
- Also be sure to set the server tab to capture.uark.edu:8443 and do a test connection.



# Managing recordings past and present

Did you know you can review, share and manage EVERY Echo recording you have done from 2010 until now?

Go to <https://capture.uark.edu:8443/ess> and login using your uark name and password. It would be a good idea to bookmark that page!

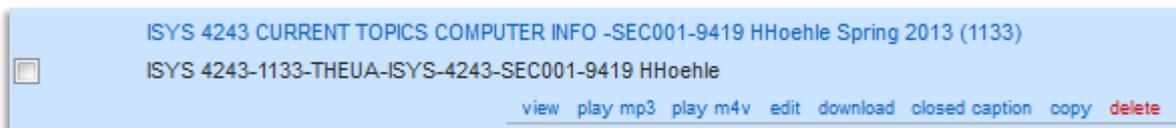
Once there look at the tab marked "Echoes." There you can view, edit or delete any of your past recordings. You also can see there is a tab for Downloads. This is another place to get the PCAP software.



The screenshot shows the 'Echoes' interface with a search bar and a table of recordings. The table has columns for Title, Presenter, Term, Start Time, and Status. Two recordings are listed, both with a status of 'Available'.

Title	Presenter	Term	Start Time	Status
Razorback Red SAD - Backup WCOB PCAP-ISYS4363	Class, Cronan	Fall 2012	9/6/12 2:43 PM	Available
Razorback Red SAD - Republished WCOB PCAP-ISYS4363	Class, Cronan	Fall 2012	9/4/12 3:21 PM	Available

Hovering your mouse over a recording will bring up your options for recording management.



The screenshot shows a tooltip for a recording with the following text and actions:

ISYS 4243 CURRENT TOPICS COMPUTER INFO -SEC001-9419 HHoehle Spring 2013 (1133)  
 ISYS 4243-1133-THEUA-ISYS-4243-SEC001-9419 HHoehle  
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