Create a Capture with Echo360 Universal Capture: Personal

Echo360 Capture is a recording tool which GW 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 the software, email itl@gwu.edu.

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

2. A browser window will open Echo360’s website. Login with your GW email address and Echo360 password. If prompted, Open Echo360 Capture.

   Note: If you don’t have an Echo360 account, email itl@gwu.edu.

3. Click the drop-down menus to set your capture’s inputs. Audio is always required. Use the preview to be sure everything records properly.

   You can record:
   - display and video
   - two display inputs
   - two video inputs
4. Click on the pencil icon next to the title to edit the **Capture Details**.

   ![Capture Details](image)

   a. Enter a **Title**
   b. Add a **Description**
   c. Select a **Publishing** location
   
   **Note:** To publish to a specific course, email [itl@gwu.edu](mailto:itl@gwu.edu).
   d. Click **Save**.

5. To begin, click the record button.

   A countdown from 5 appears, after which, the Echo360 Capture window minimizes and the recording begins.

![Recording Button](image)

6. To pause or stop the recording use the system tray icon or keyboard shortcuts.

<table>
<thead>
<tr>
<th>Keyboard Shortcuts</th>
<th>Windows</th>
<th>Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause/Resume</td>
<td>Control + 6</td>
<td>Command + 6</td>
</tr>
<tr>
<td>Stop the recording</td>
<td>Control + 8</td>
<td>Command + 8</td>
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</tbody>
</table>

7. When you finish, the capture video automatically uploads to the Echo360 server to process. Once processed, it is published to the location you specified in Step 4c.

   **Note:** If you need assistance sharing your capture with students, email [itl@gwu.edu](mailto:itl@gwu.edu).