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 password. If prompted, click Open Echo360 Capture.

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

3. Click the drop-down menus to select your capture’s **Inputs**. Use the preview to check that everything displays properly.

   Audio is always required, but you can record:
   - display and video
   - two display inputs
   - two video inputs
4. Click on the pencil icon \(\text{edit icon}\) 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.
   
   d. Click **Save**.

5. To begin, click the **record** button \(\text{record icon}\).

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

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 Recording</td>
<td>Control + 8</td>
<td>Command + 8</td>
</tr>
</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.