**What is this guide?**

This page is a guide on how to make recordings in a classroom with a webcam. This system is known as Universal Capture and is the system in the majority of centrally timetabled teaching rooms.

**Starting a recording**

On the PC, launch the software by clicking the Echo360 icon.

When the software opens you will be asked to log in.

A new browser window will open where you can enter your Echo360 credentials.
An internet browser will open, directing to a screen with Ping Identity and you can login using your University email address (firstname.surname@nottingham.ac.uk) and password. You will see a screen flash verifying your credentials as you log in. If you have issues here, please first check your username and password. If you are still having issues, contact engage support (engage@nottingham.ac.uk (mailto:engage@nottingham.ac.uk?subject=engage%20account%20issues)).

Select the inputs you wish to capture.

Audio is the minimum required.

You can select to capture two display inputs (these displays are the local PC screens only).
or two video inputs (INOGENI capture card, Webcam or Document cam) in addition to the audio.

*Universal Capture will initially preselect inputs for you based on any available devices and then remember the last inputs chosen.*

The recommended inputs are shown below:

**Input 1 - 0F39-INOGENI- 4K2USB3** - This Input will capture whatever is shown on the projection screen (the number denotes the model and may be different)

Audio Input - Line In (Realtek High Definition Audio) - This Input will capture the microphones in the room and mixed audio from the projected image. (your venu may only have Webcam microphone available note there wil be no other sounds recorded)

**Input 2 - Logitech HD Pro Webcam C920** (maybe named different in your venu) - If you wish to record yourself, select this camera checking the webcam is positioned correctly.
Check that everything you wish to record is showing on screen (audio should be moving green bars in the centre)

To open the Capture details and assign your recording click the pencil icon at the top left of the software screen

Add a Title, Description, Tags and select a Publishing location for the recording if desired. Otherwise, the following default information will be used:

- Title: Untitled
- Description: Blank
- Tags: Blank
- Publish Location: Library
Your Library is the default publishing location when first using Universal Capture (you can then edit the recording and choose when to make it available to students) or you can also choose a course (module) to upload it directly there.

Click SAVE and return to the preview screen.

Click the RED record button to start the recording.

Once you have pressed record, there is then a 5-second countdown before the recording starts to enable you to launch your presentation (e.g. PowerPoint, Engage, Prezi etc.). Recordings with a duration of less than 15 seconds will not be saved.

Controls during a recording

During the recording, it is possible to pause, resume and stop the recording and extend the duration by 10 minutes.

- Right click on the Echo360 icon in the taskbar and use the capture controls which become available in the pop-up menu.

  - Pause Capture  Ctrl+6
  - Finish Capture Ctrl+8
  - Extend Capture (10 mins) Ctrl+1
  - Open Echo360 Capture

- You can pause and resume a recording by pressing: Control +6
- You can stop a recording by pressing: Control +8
- You can extend the duration of a recording by 10 minutes by: Control +1
• Open Echo360 Capture software to use the recording controls. (Shown below)

• Press the record button to restart a Paused capture
• To extend your recording click the + next to the time countdown on the right of the Preview

• Pressing the X will cancel the recording, a warning will pop up but be 100% sure you wish to DELETE the recording before you confirm.

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**Finishing a recording**

• Once you've finished the class, stop your recording by using Control + 8 or hitting stop in the Echo360 software.
- The recording then uploads to the location you chose at the start, you will be asked to confirm you wish to stop the recording

- Clicking FINISH will upload your recording to the system, a progress bar will be shown as below

- You can close this page to start another recording if required but please **don't log out straight away unless the upload has reached 100%**
- If you did not log into the PC as yourself and are using the visitor profile please remember to logout of the software or the next user will record to your account
• To log out of the software click the down arrow next to your name at the top right of the software screen and click the LOGOUT box on the dropdown.