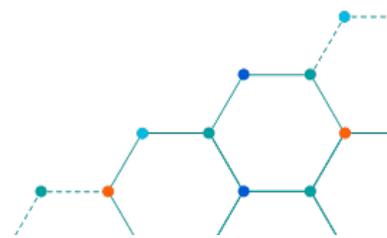


Creating Videos with Echo360 Universal Capture: Personal

CONTENTS

Introduction.....	2
Quick Guide	3
Detailed Guide	5
1. Important information: Prior to Installation	5
2. Installing Universal Capture.....	5
a. On a King's Standard PC or Mac	5
b. On a Personal PC or Mac	7
3. Configuring Echo360 for the first time.....	11
4. Recording a Video with Echo360 Universal Capture.....	13
5. Adding an Echo360 ALP Link to KEATS and viewing the video.....	16



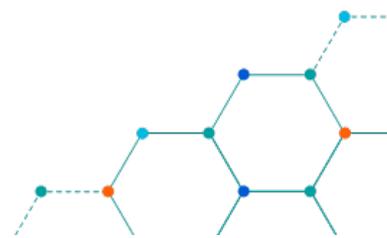
INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Echo360 is the tool used to capture lectures synchronously in King's. However, the "Echo360 Universal Capture: Personal" (Universal Capture) software is available for individuals to use to record presentations and screencasts outside of lecture time, quickly and easily. These recordings can be added directly into the Echo360 area of your KEATS Module site.

This document covers:

1. Important steps to undertake **PRIOR** to installation.
2. Installing Universal Capture:
 - a) On a King's Computer.
 - b) On a Personal Computer.
3. Setting up Universal Capture for the first time.
4. How to make a recording using Universal Capture.
5. Linking your KEATS course to the videos you have made so students can easily access.



QUICK GUIDE

1. Prior to Installation

- Navigate to a KEATS course which has an Echo360 link named 'Lecture Capture' (it may be named differently), then click the link to access Echo360. This will ensure you can upload recordings back into Echo360 so students can access via KEATS.

NB: The 'Lecture Capture' icon on your KEATS course will look like this:



2. Installing Universal Capture

a. On a King's Standard PC or Mac

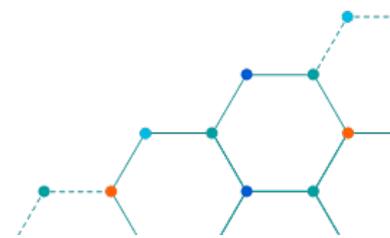
1. Open the Software Center (for PCs) or Self Service (for Macs) via your computer/laptop and search for "Echo".
2. Then select install.
3. Once installed, locate the Universal Capture icon on your desktop and click it to open it.

b. On a Personal PC or Mac

1. Got to the Echo360 downloads page: <https://echo360.org.uk/downloads> select either Windows or Mac.
2. Open the installer after download and then go through the installation process.
3. Once installed, locate the Universal Capture icon on your desktop and double-click it to open it.
4. Login using your K-number (e.g. K1234567@kcl.ac.uk) where required on the screens that follow.

3. Recording a Video with Echo 360 Universal Capture

1. Open Echo360 Universal Capture: Personal. Display 1 should be where you want to display your PowerPoint presentation or screencast. Display 2 is optional but can be a webcam if wanted.
2. Select the audio/microphone input from the middle menu
3. From the 'Edit capture details' option, you should give your capture a meaningful title and ensure that you select the correct 'Publish To...' option from this list. This must be the course you want the video to go to. Then click 'Save'.
4. To start recording select the Red record button at the bottom of the screen. A countdown of 5 seconds will appear and then the interface will minimise.
5. Your screen will now be recorded, along with your audio and/or video depending on the settings you chose. You can open a PowerPoint and present it as you usually would to capture your slides. **Please note:** you will not see a video of yourself, only your presentation.
6. When you are ready to stop your recording, open the Echo360 Universal Capture again (you should see it at the bottom of your screen, click on the stop icon. Alternatively, press 'Control and 8' to stop the recording.
7. You will then be able to view your capture by clicking 'Click to view'. Alternatively, you can close the screen. Your video is uploaded automatically.

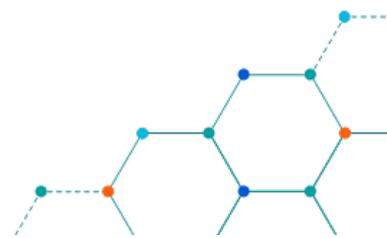


4. Adding an Echo360 ALP Link to KEATS and viewing the video

Please note, if you already used Lecture Capture for face-to-face lectures then the link to Lecture Capture Recordings will already be available via your modules KEATS site.

If you do not use Lecture Capture already, please follow the steps below to add a link.

1. Navigate to KEATS (<https://keats.kcl.ac.uk>) and sign in using your King's credentials (your K Number and password).
2. Access the KEATS Course/Module you want to add the URL to.
3. Click the cog in the top right-hand corner and **Turn editing on**.
4. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource**.
5. Select **Echo360 ALP** from the Activities list.
6. Give the activity a name and then click Save and return to course
7. An Echo360 ALP Link will have been created. Click on it to access the Echo 360 ALP.
8. Connect your by selecting 'Link Content'
9. You will then be taken to the repository where all your other Echo360 videos (if any) are stored. Students can view the video via the same Echo360 ALP link.

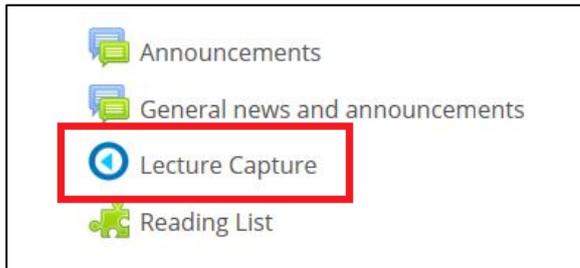


DETAILED GUIDE

1. Important information: Prior to Installation

Any first time user of Echo360 (including instructors) will first need to access Echo360 via the Echo360 / Lecture Capture link on their KEATS course. This will ensure your account is setup on Echo360 as it will recognise your account details via KEATS. You will likely receive a 'user not found' error if you do not do this.

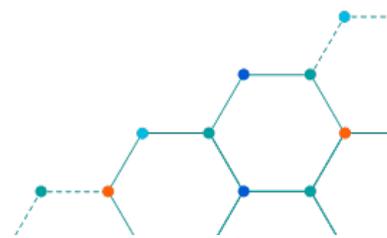
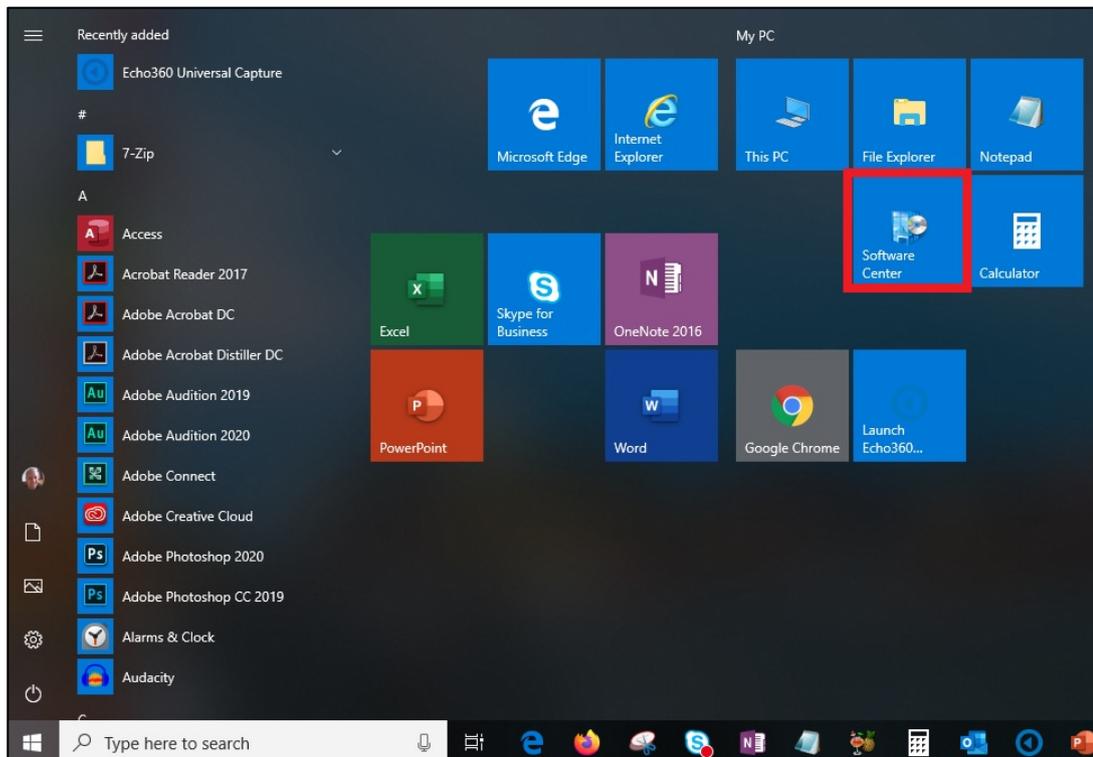
1. Locate the following Echo360 / Lecture Capture icon on your KEATS page and click on the link to access the ALP (Active Learning Platform):



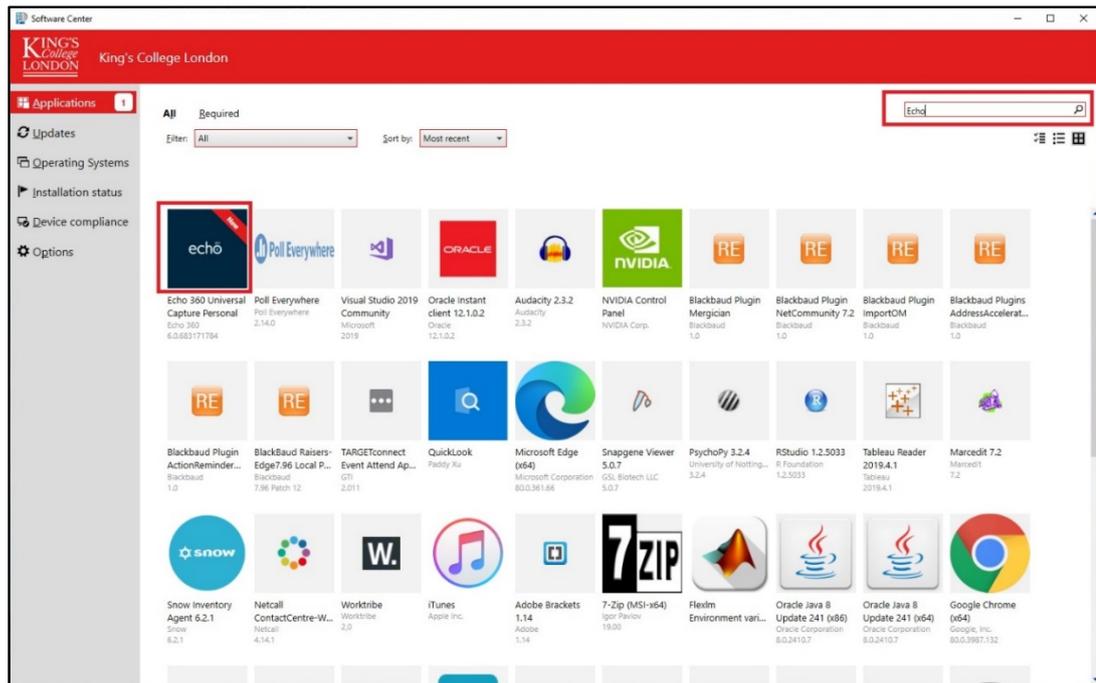
2. Installing Universal Capture

a. On a King's Standard PC or Mac

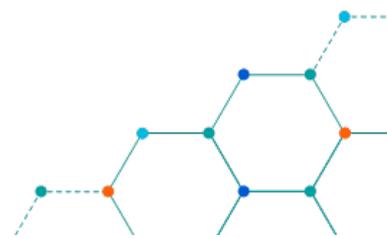
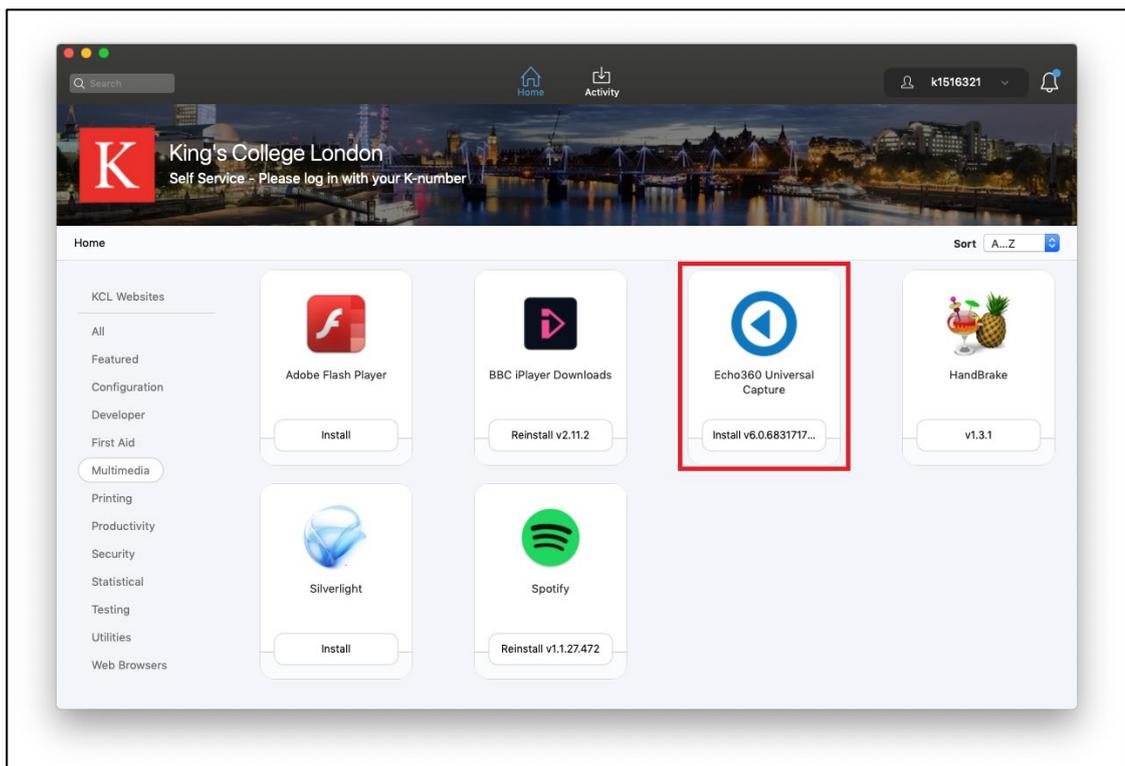
1. Click the start menu and locate the Software Center icon (highlighted by the red box below)



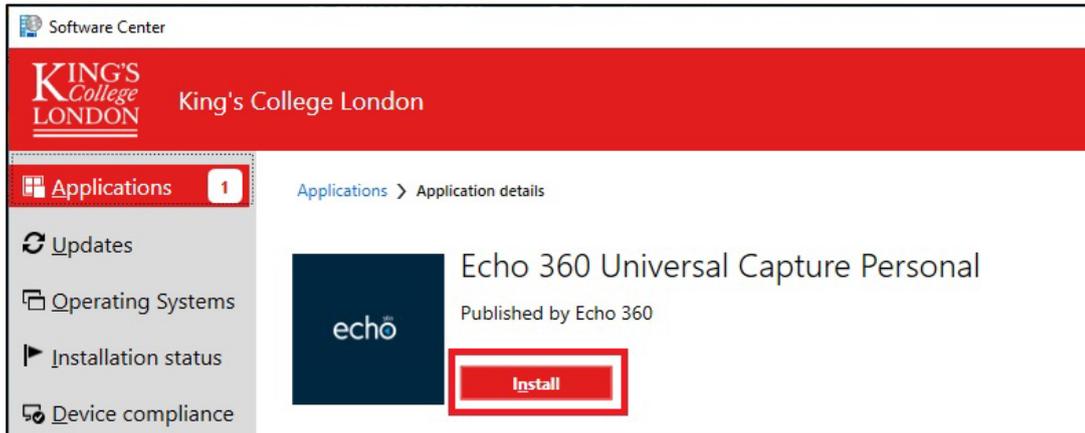
2. In the search box type in the word “Echo” to find the application (PC version)



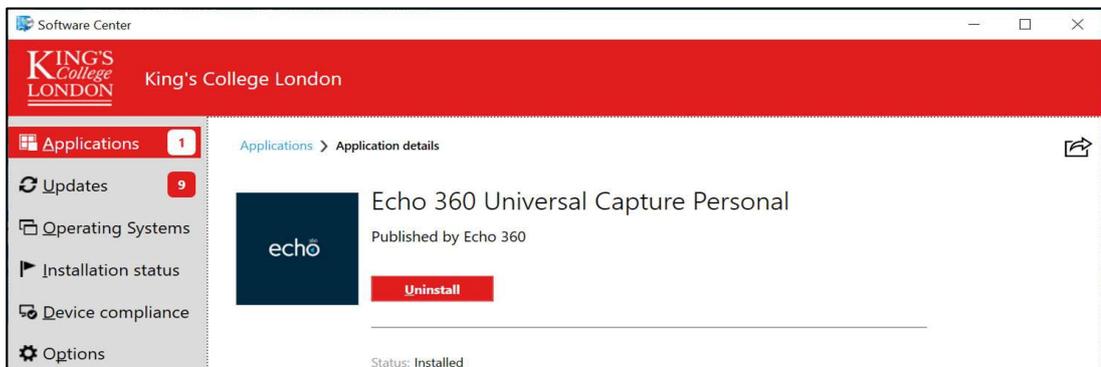
3. The Software Center (Mac version) with the Echo360 app highlighted in red.



- Once you have located the Echo360 Universal Capture Personal application, click 'Install'.



- The 'Install' option changes to 'Uninstall' once Echo 360 Universal Capture Personal has successfully installed.

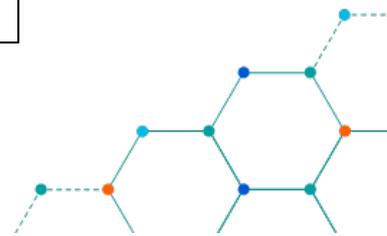
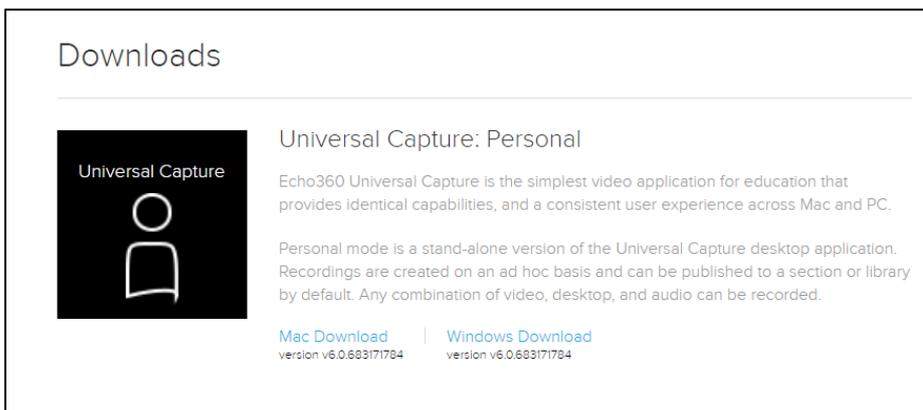


- Once installed, the Echo360 Shortcut should be available from your Desktop. Click to open the application,

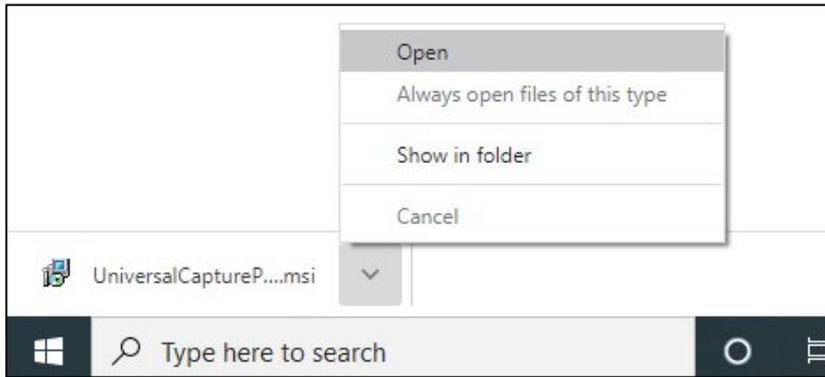


b. On a Personal PC or Mac

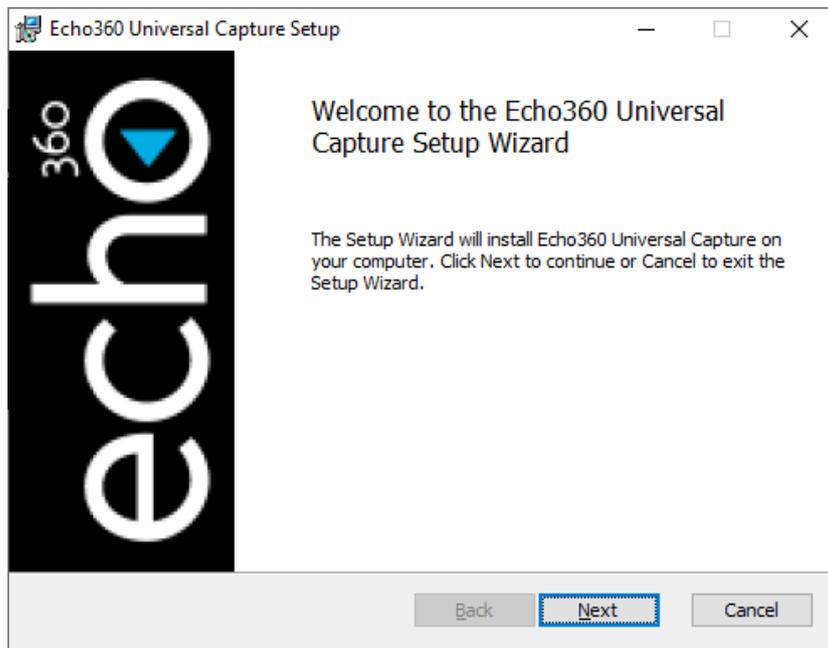
- Go to the Echo360 downloads page: <https://echo360.org.uk/downloads> select either Windows or Mac.



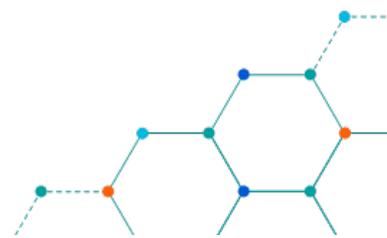
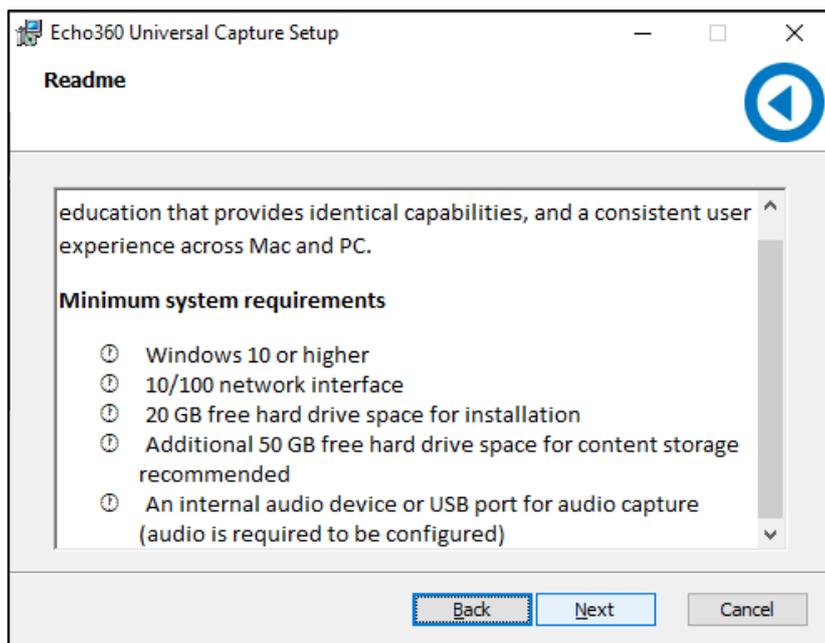
2. Once the download is complete, open the installer. and run the the installation process.



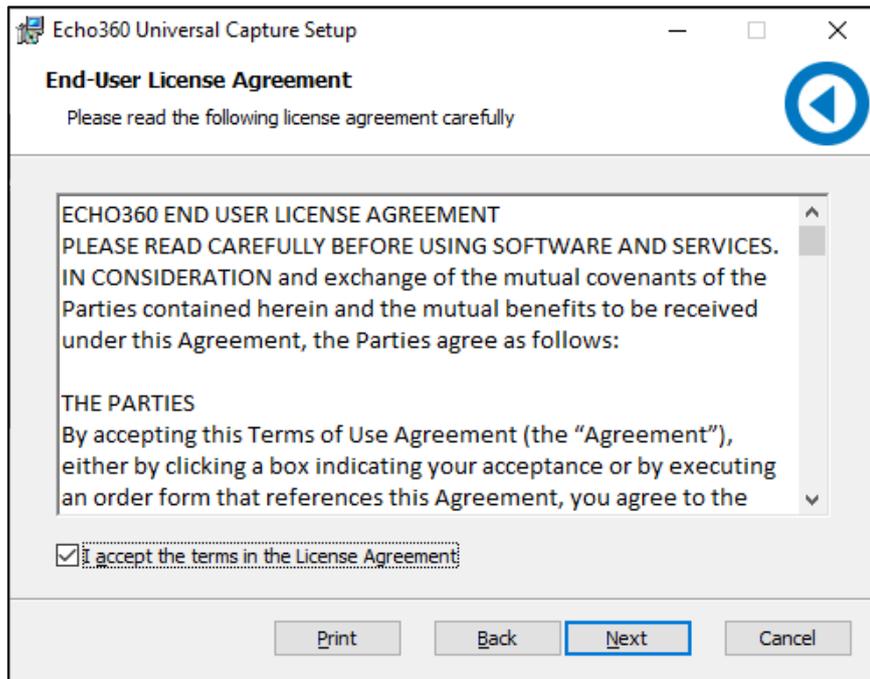
3. Run through the installation process.



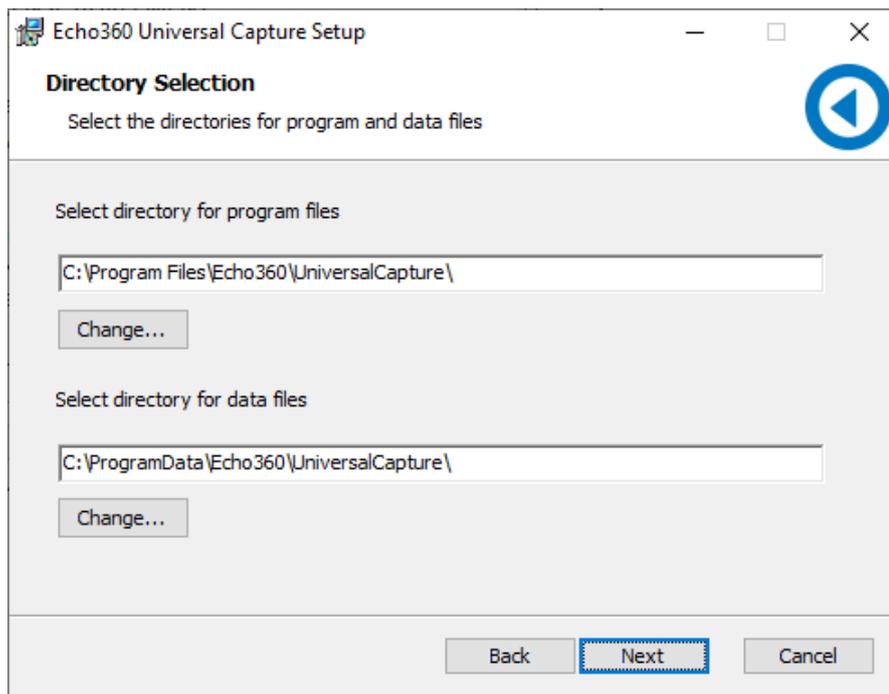
4. You may see the following information, click 'Next'.



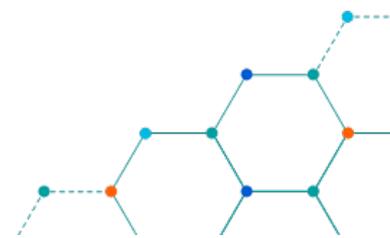
5. You will need to agree to the terms and conditions, click 'Next'.

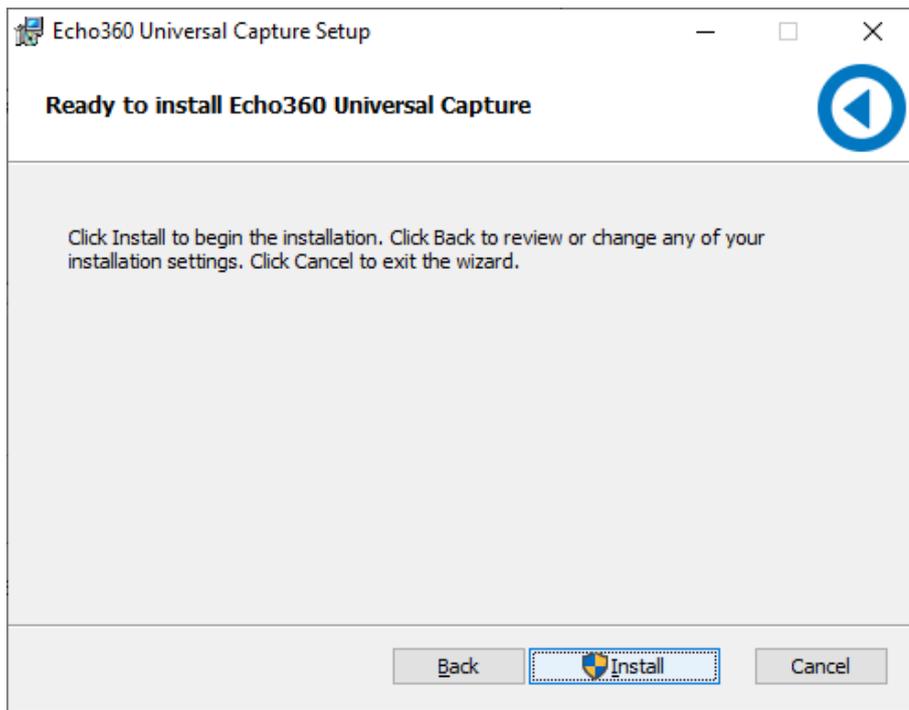


6. Select the location of where you want to save Echo360 and click Next.

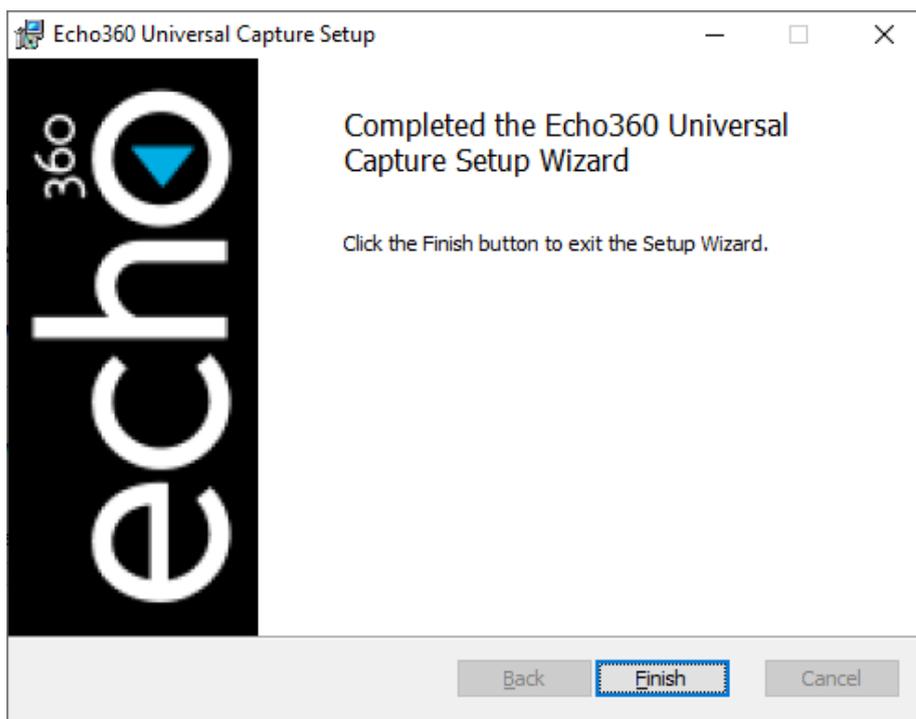


7. Then select 'Install'.

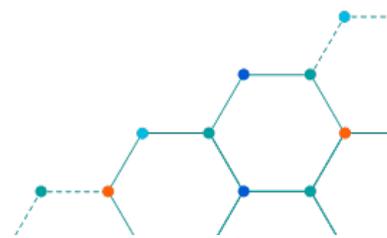




8. The installation will then proceed.
9. Once the installation is complete, click 'Finish'.

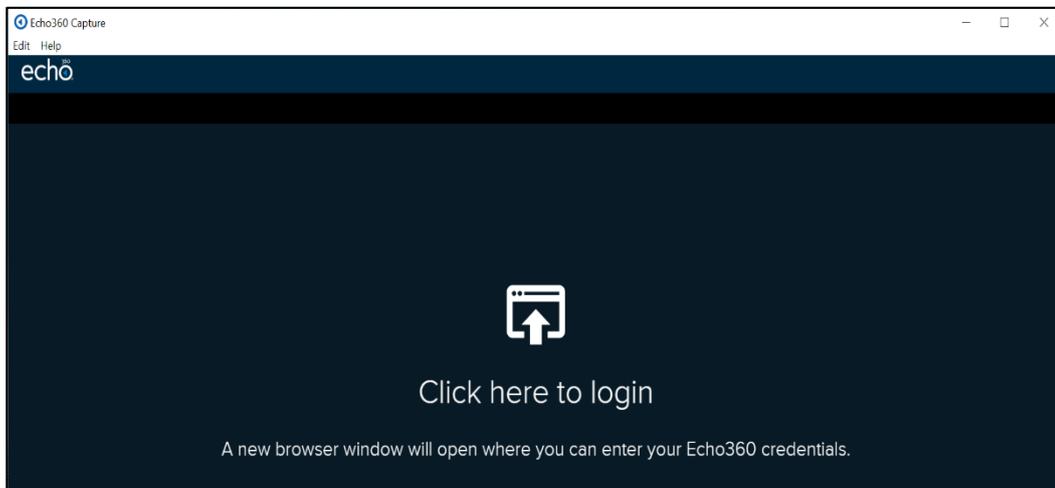


10. The Echo360 Universal Capture icon will now appear on your desktop. Double-click to open the application.

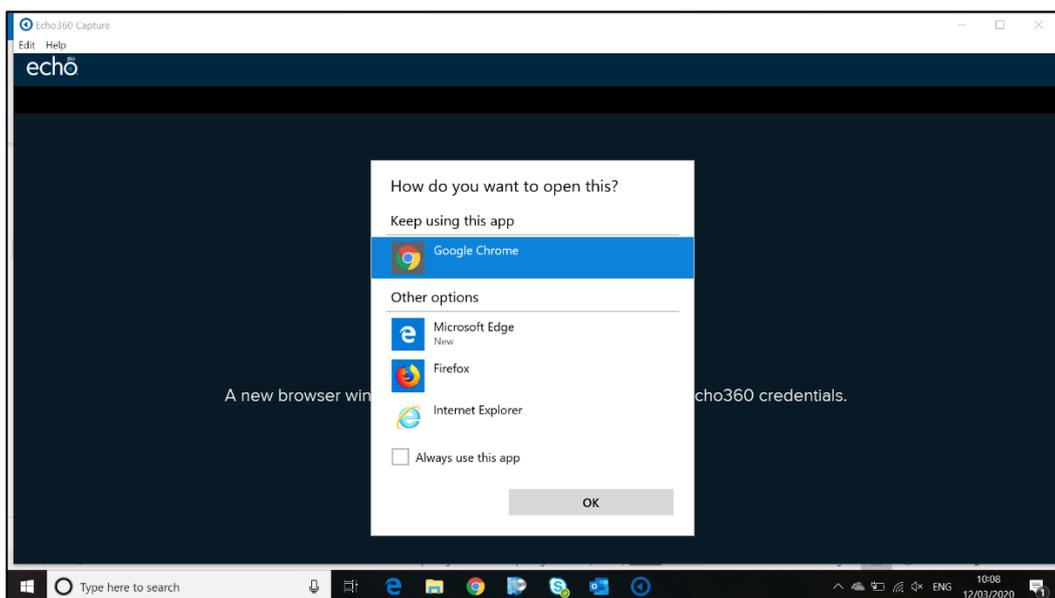


3. Configuring Echo360 for the first time

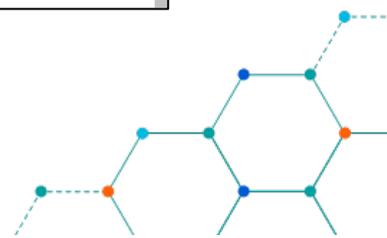
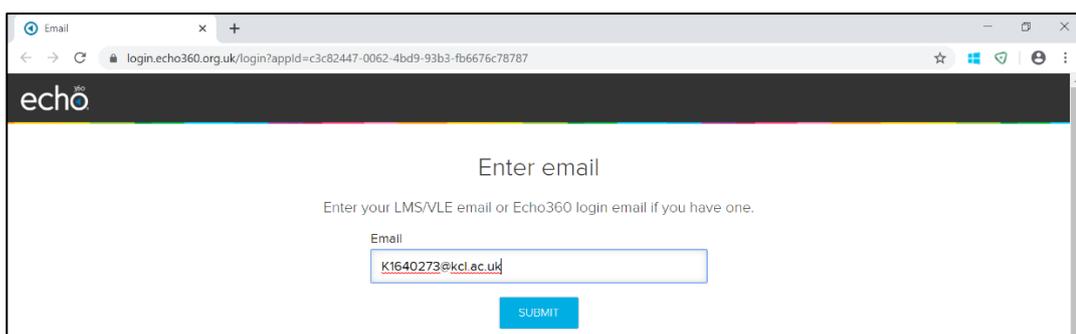
1. Once installed, the Echo360 Shortcut should be available from your Desktop. Click to open the application.
2. You will then be asked to log in to Echo360, select 'Click here to login'.



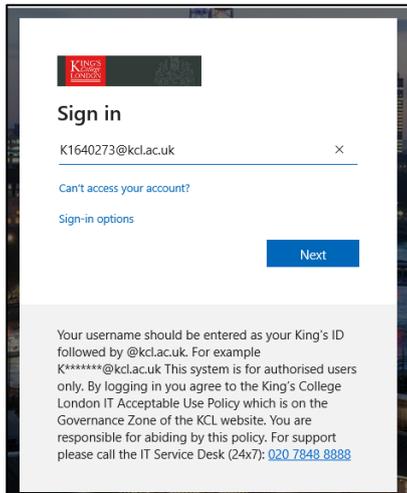
3. You need to select a browser to be able to log in. Choose your preferred browser from the list and click 'OK'.



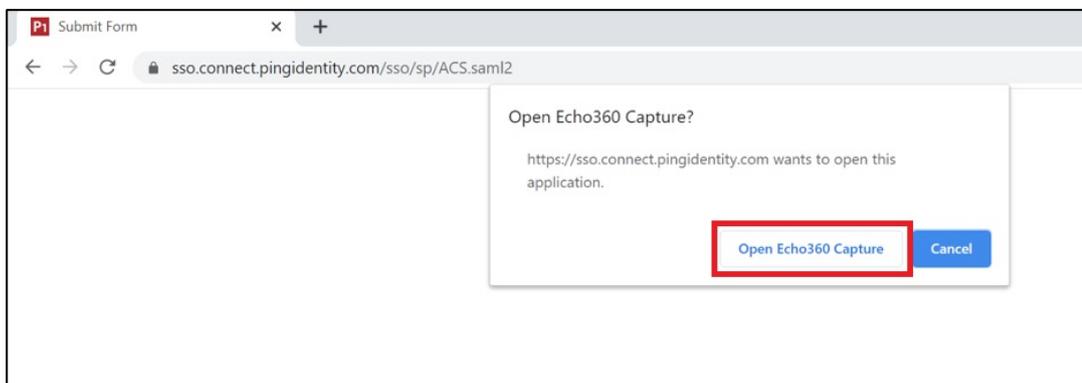
4. Enter your King's email address using your K number, e.g.: K1234567@kcl.ac.uk. Then select 'Submit'



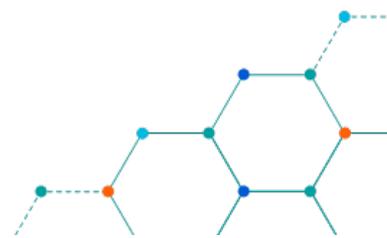
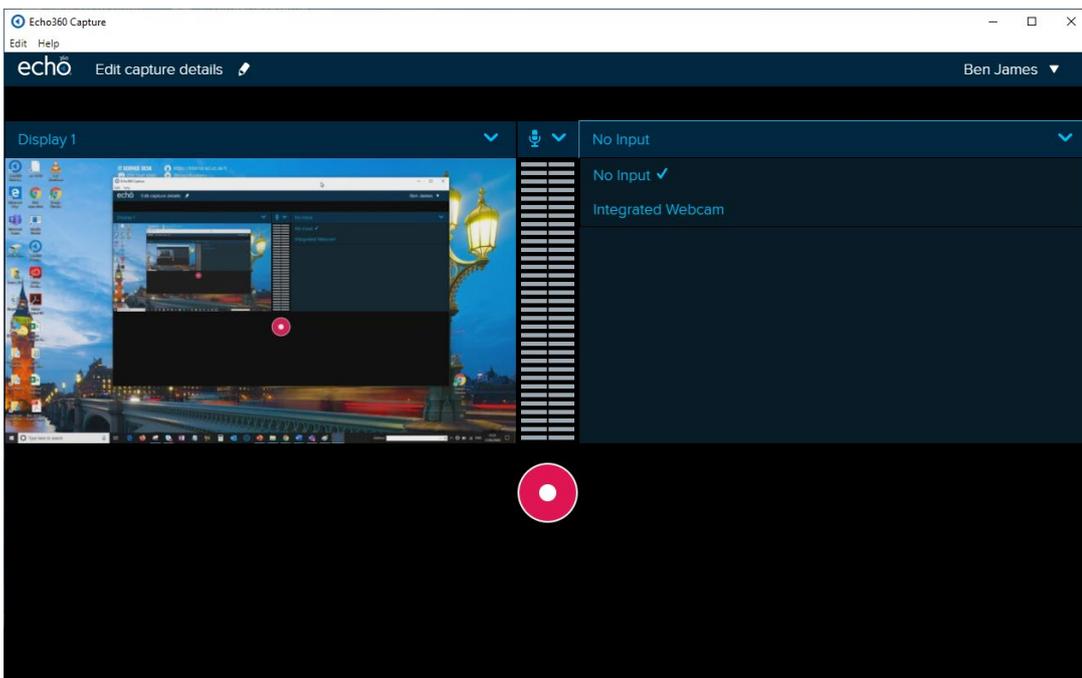
- Please note, depending on if you are using a personal device or accessing Echo360 remotely you may be asked to login using your standard King's credentials.



- Once logged in select 'Open Echo360 Capture'. This opens the application.

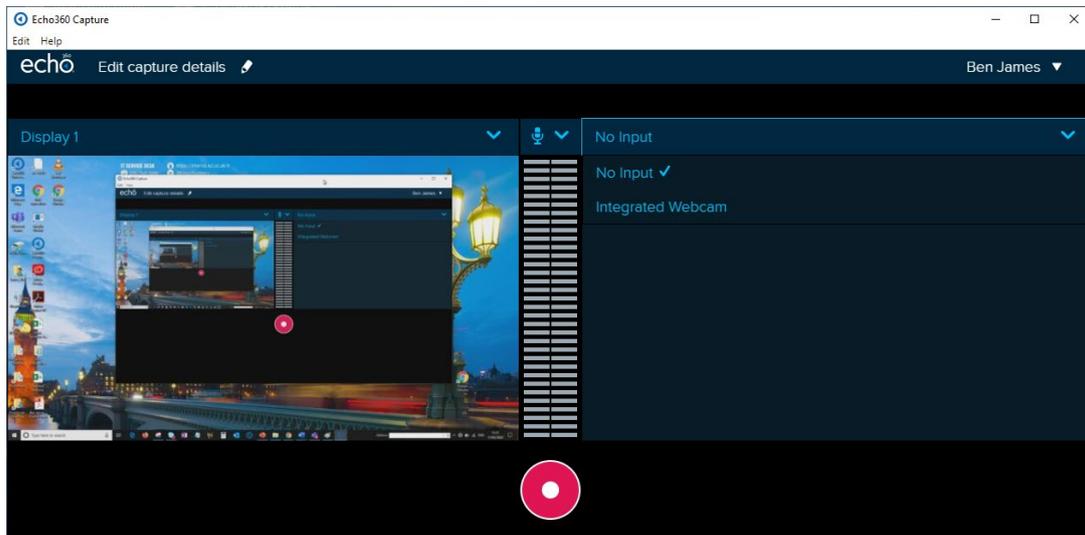


- This opens the application. The Echo360 Universal Capture interface is shown below.

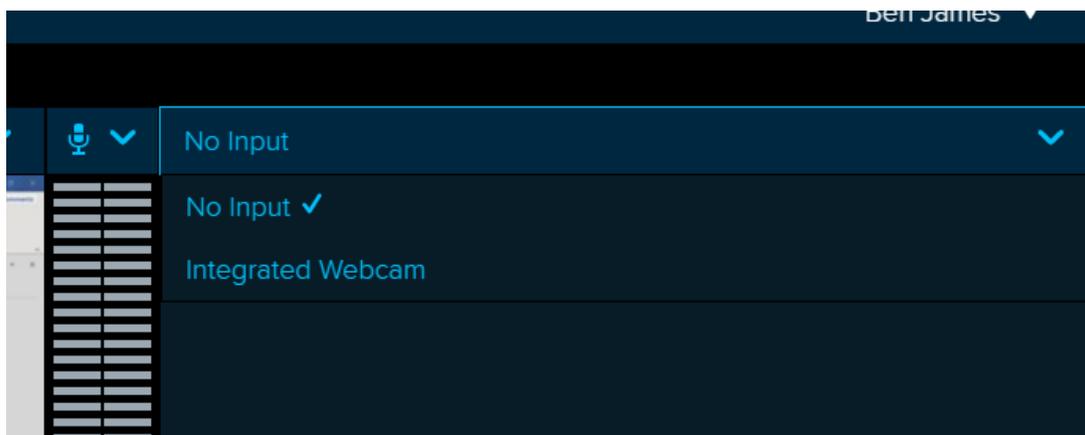


4. Recording a Video with Echo360 Universal Capture

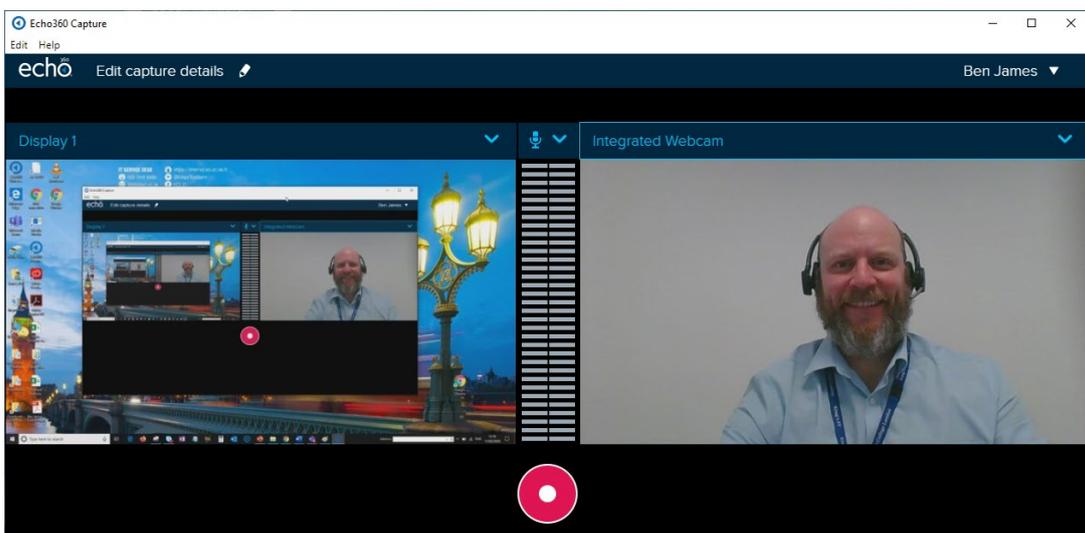
1. Open Echo 360 Universal Capture. In the image below, Display 1 currently shows the desktop but will show your presentation when you start recording. The screen to the right has 'No Input' selected.



2. Select 'No Input' to record only your Screen and Audio

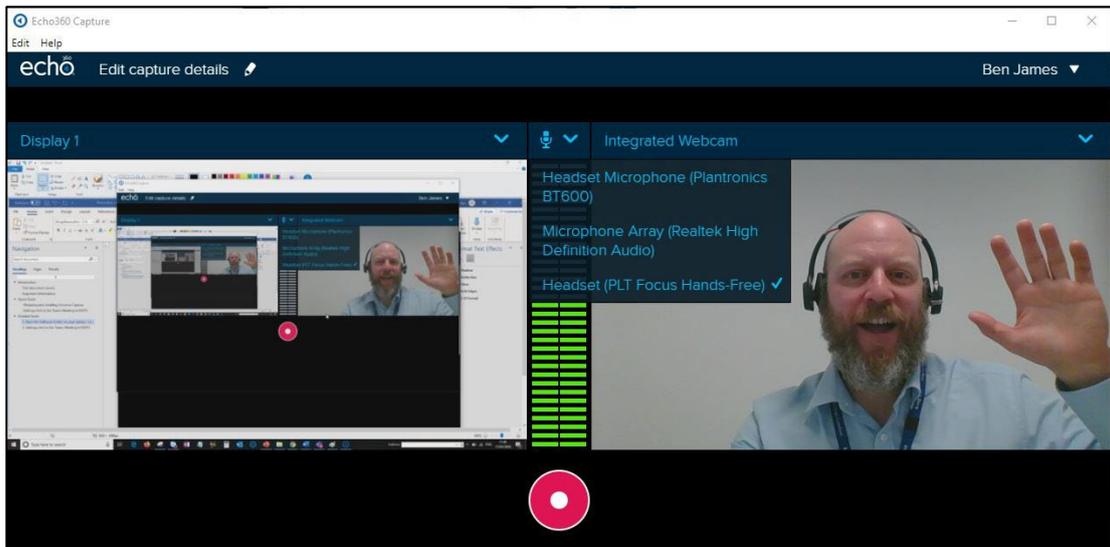


3. Select 'Integrated Webcam' (if you have one) to record Screen, Audio and Video.

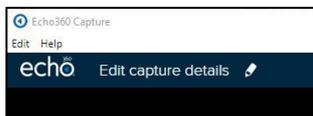


4. You can select your microphone/audio input from the drop-down menu in the middle of the screen. You can also see your audio is being picked up via the green audio levels.

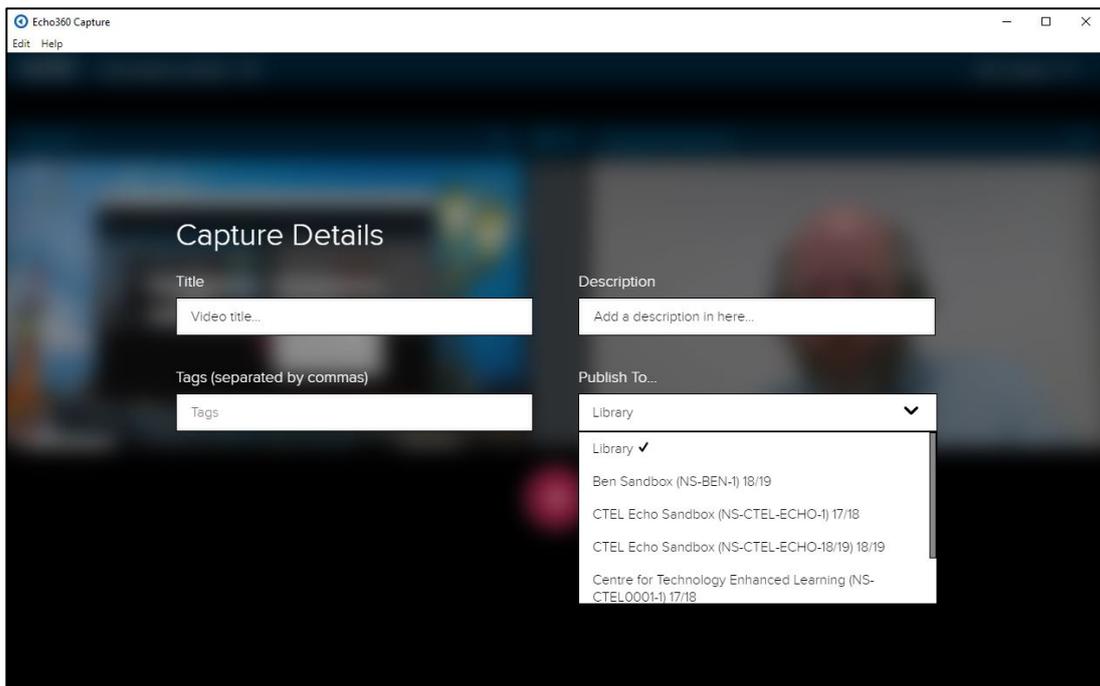




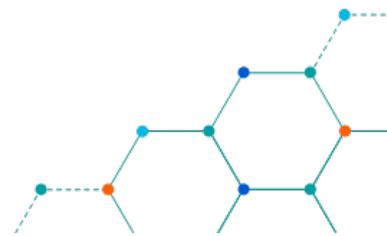
- Before you start recording ensure the video is set to publish in the Echo ALP of the KEATS area you would like to publish it in. Select the pencil icon next to **Edit capture details**.



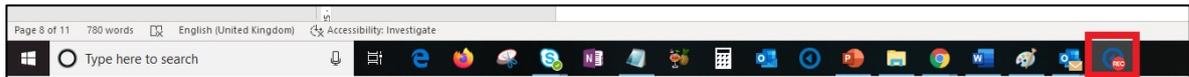
- Navigate to the correct **Publish To...** via the dropdown box.



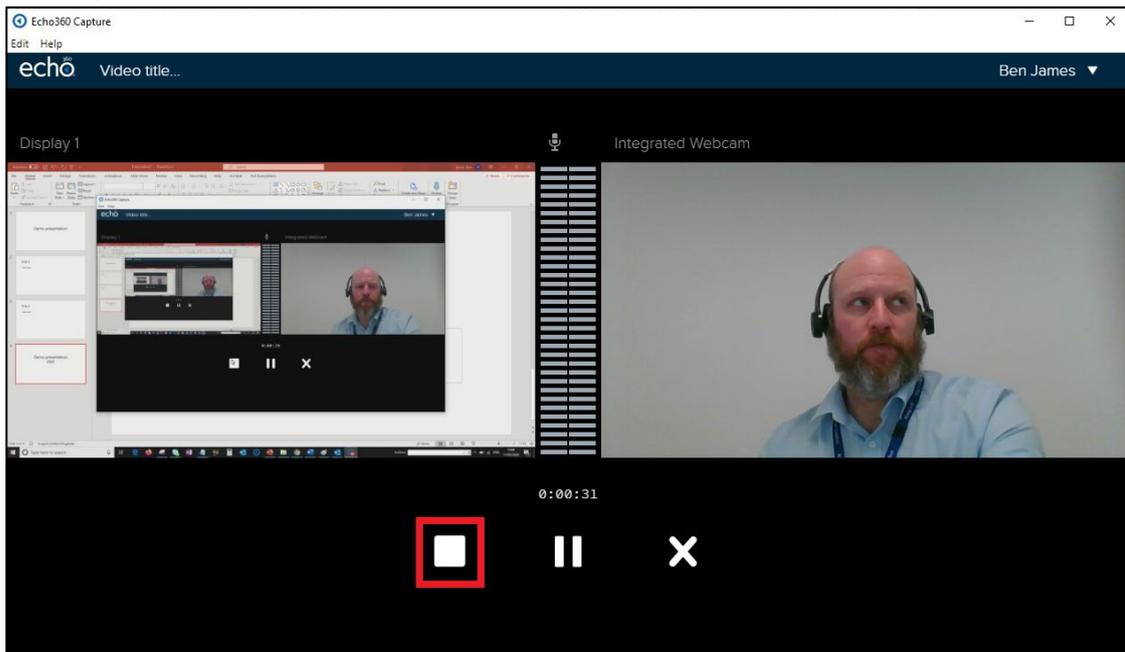
- To start recording select the Red record button at the bottom of the screen. A countdown of 5 seconds will appear and then the interface will minimise.



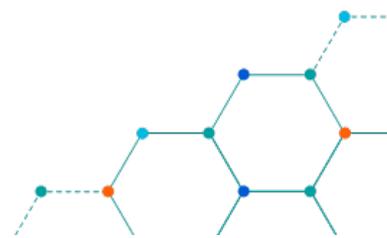
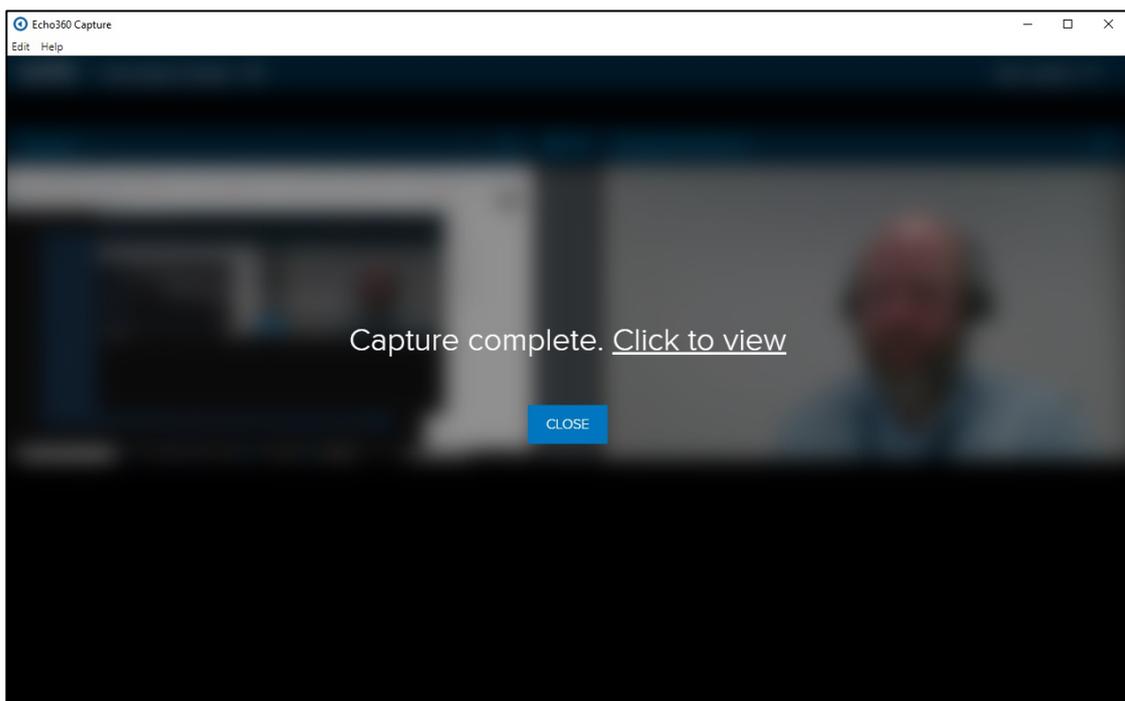
- You screen will now be recorded, along with your audio and/or video depending on the settings you chose. You can open a PowerPoint and present it as you usually would to capture your slides. **Please note:** you will not see a video of yourself, only your presentation.
- When you are ready to stop your recording, open the Echo360 Universal Capture again (you should see it at the bottom of your screen, click on the stop icon.



- Alternatively, press 'Control and 8' to stop the recording.



- You will then be able to view your capture by clicking 'Click to view'. Alternatively, you can close the screen. Your video is uploaded automatically.

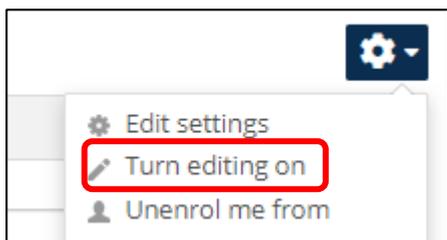


5. Adding an Echo360 ALP Link to KEATS and viewing the video

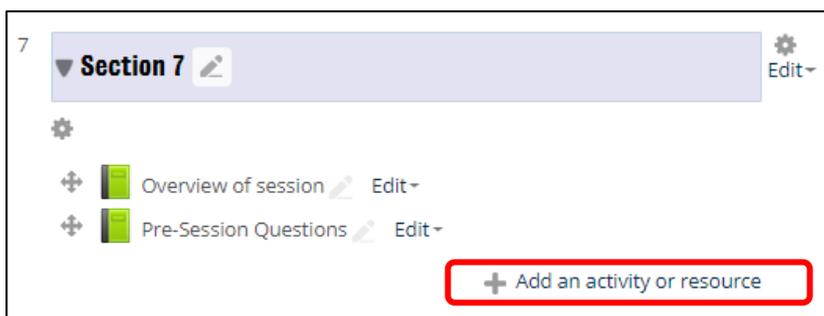
Please note, if you already used Lecture Capture for face-to-face lectures then the link to Lecture Capture Recordings will already be available via your modules KEATS site.

If you do not use Lecture Capture already, please follow the steps below to add a link.

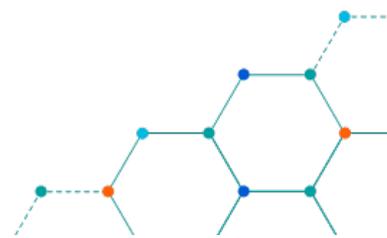
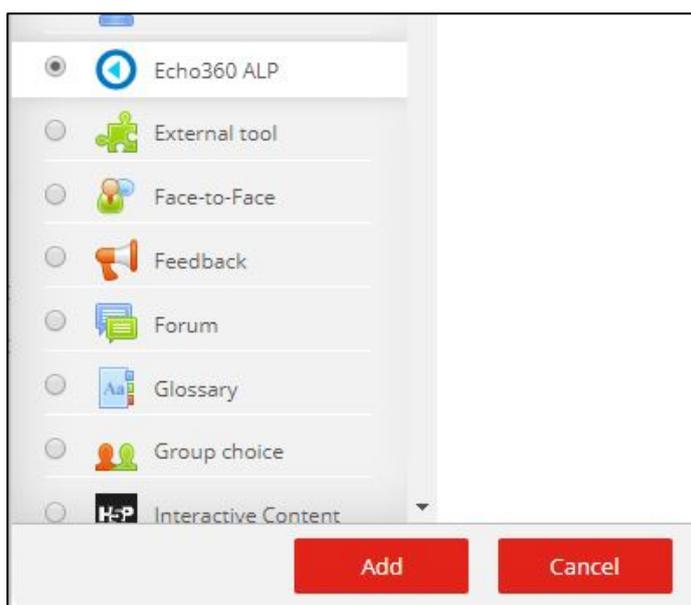
10. Navigate to KEATS (<https://keats.kcl.ac.uk>) and sign in using your King's credentials (your K Number and password).
11. Access the KEATS Course/Module you want to add the URL to.
12. Click the cog in the top right-hand corner and **Turn editing on**.



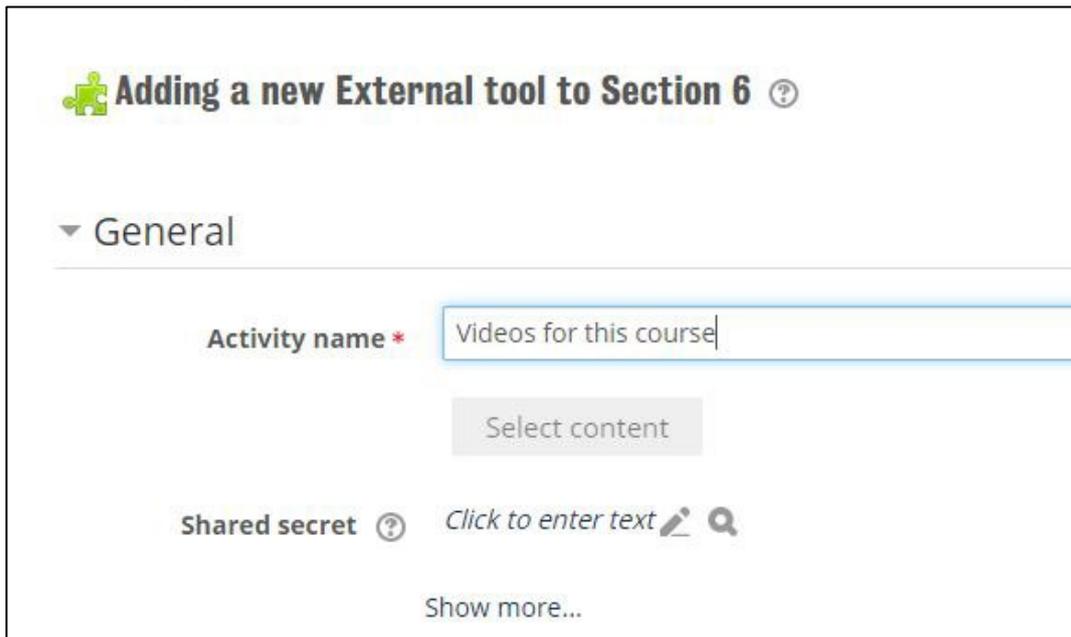
13. Navigate to the section of KEATS you want to add the URL to and select **Add an activity or resource**.



14. Select **Echo360 ALP** from the Activities list.



15. Give the activity a name and then click Save and return to course



Adding a new External tool to Section 6 ?

▼ General

Activity name * Videos for this course

Select content

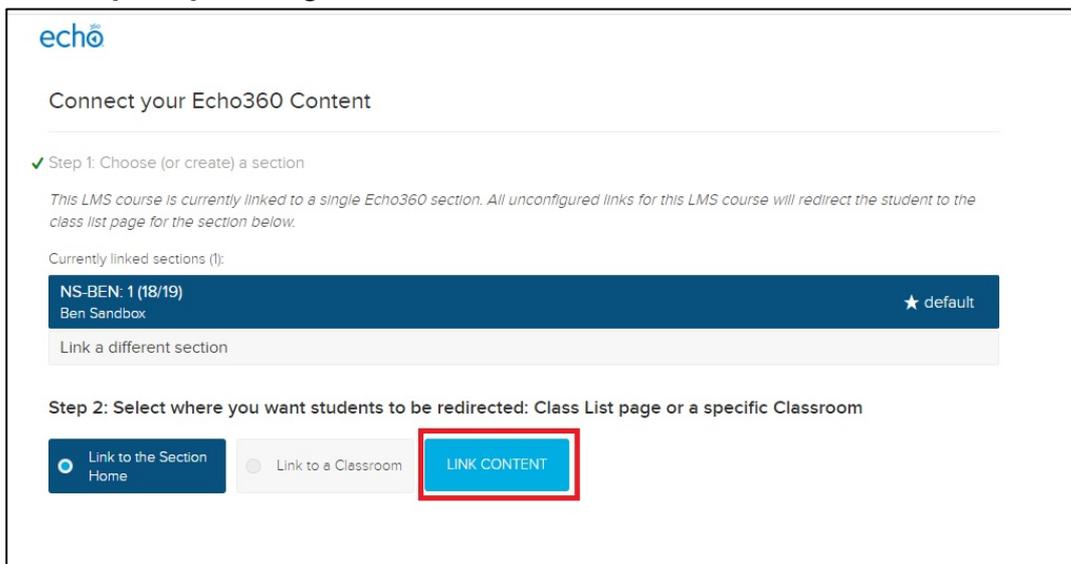
Shared secret ? Click to enter text

Show more...

16. An Echo360 ALP Link will have been created. Click on it to access the Echo 360 ALP.



17. Connect your by selecting 'Link Content'.



echo

Connect your Echo360 Content

✓ Step 1: Choose (or create) a section

This LMS course is currently linked to a single Echo360 section. All unconfigured links for this LMS course will redirect the student to the class list page for the section below.

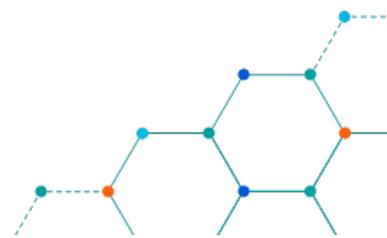
Currently linked sections (1):

NS-BEN: 1 (18/19) Ben Sandbox ★ default

Link a different section

Step 2: Select where you want students to be redirected: Class List page or a specific Classroom

Link to the Section Home Link to a Classroom **LINK CONTENT**



18. You will then be taken to the repository where all your other Echo360 videos (if any) are stored.

