Using ECHO360 Universal Capture to Present and Record Your Presentations

1. What you will need
   a. A MS PowerPoint Presentation or whatever document you will present
   b. A computer
   c. An audio-visual capture device (Camera, Microphone, and Speaker)
   d. Internet connection
   e. Create your PPT or other presentation
   f. Download ECHO360 Universal Capture: Personal (~360 MB)
2. Downloading and Installing ECHO360 Universal Capture
   a. Log into ECHO360 using your Clarkson University credentials at
   https://login.echo360.org/login?appId=c08c41ee-50e3-45e8-a6e6-e9579b28f620&afterLoginUrl=/home
      i. You may want to watch the video the university put up here as well.
   b. Once in your online account, click on the gear icon (settings) on top left of your screen and select "Downloads"
   c. Download the Mac or Windows Version of "Universal Capture: Personal" by clicking on the appropriate link (Windows version is about ~360 MB)
   d. Install
3. Using ECHO360 Universal Capture to present and record your presentation
   a. Launch "ECHO360 Universal Capture:
   b. You should see split screen with the left window displaying a screen and the right window displaying your videos capture.
      i. If you want to chance the displays, use the drop-down menu icon located above each screen
         1. Make sure you video and audio capture are selected and are working
            a. Microphone is in middle of the window and when you talk lights up green
            b. You can choose your video capture and it should show up in on of the two screens
      ii. If you want to change you edit capture details, click on the pencil to the right of "Edit capture details"
         1. In the "Capture Details" dialog window you can add the following
            a. Title
            b. Description
            c. Tags
            d. Publish To…
               i. I would keep the "Library" setting as that goes to your online ECHO360 account that you logged into previously at
                  1. https://login.echo360.org/login?appId=c08c41ee-50e3-45e8-a6e6-e9579b28f620&afterLoginUrl=/home
   c. Open your presentation if not already open
      i. Reduce so you can see the ECHO360 Capture window and maximize
      ii. Click on the red record icon and start the countdown
         1. Note, this will reduce the ECHO 360 Capture window down to an icon on your bottom menu/task bar, that is okay
   d. Start your presentation as you are recording

        i.   You can edit the start and end of the video later so don't worry or rush to start

           1.   Also, you pause and restart as well by clicking on the ECHO360 Capture icon and pressing the stop (□) or pause (‖) or play (>) icons

        ii. When done, press the stop icon

           1.   This will upload your video to your online account

   e.   Close the ECHO360 Capture window when done.

4. Editing Your Video
   a. Go to your online ECHO360 account that you logged into previously at
      i. https://login.echo360.org/login?appId=c08c41ee-50e3-45e8-a6e6-e9579b28f620&afterLoginUrl=/home
   b. Click on the "All Content" option on the left menu bar
   c. Click on your video file
   d. Click on "Edit Media"
      i. You can edit start and end of the video among other things
5. Downloading your Video or Audio
   a. Go to your online ECHO360 account that you logged into previously at
      i. https://login.echo360.org/login?appId=c08c41ee-50e3-45e8-a6e6-e9579b28f620&afterLoginUrl=/home
   b. Click on the "All Content" option on the left menu bar
   c. Click on your video file
   d. Click on "Download"
      i. Choose from one of three options
         1. Standard definition (SD) (*.mp4)
         2. High Definition (HD) (*.mp4)
         3. Audio file (*.mp3)
      ii. Save or move to the directory of your choice