



جامعة قطر
QATAR UNIVERSITY

مركز التميز في التعليم والتعلم
Center for Excellence in Teaching & Learning

Echo360

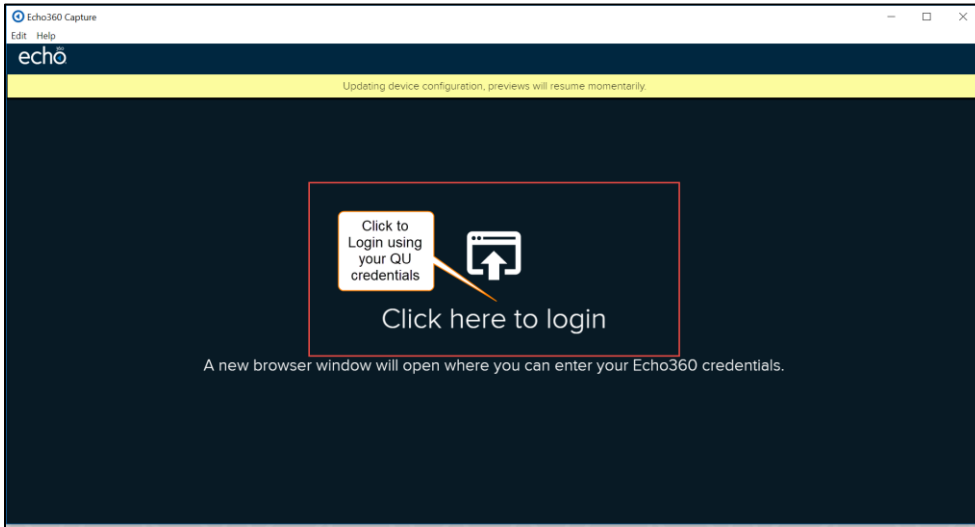
Start Recording



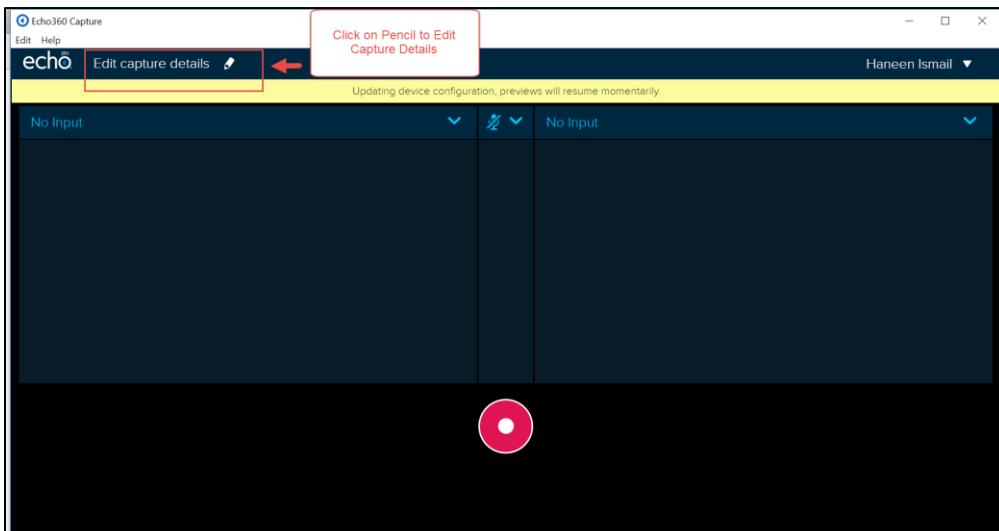
To start recording with Echo 360 Universal Capture, please follow the instructions below:



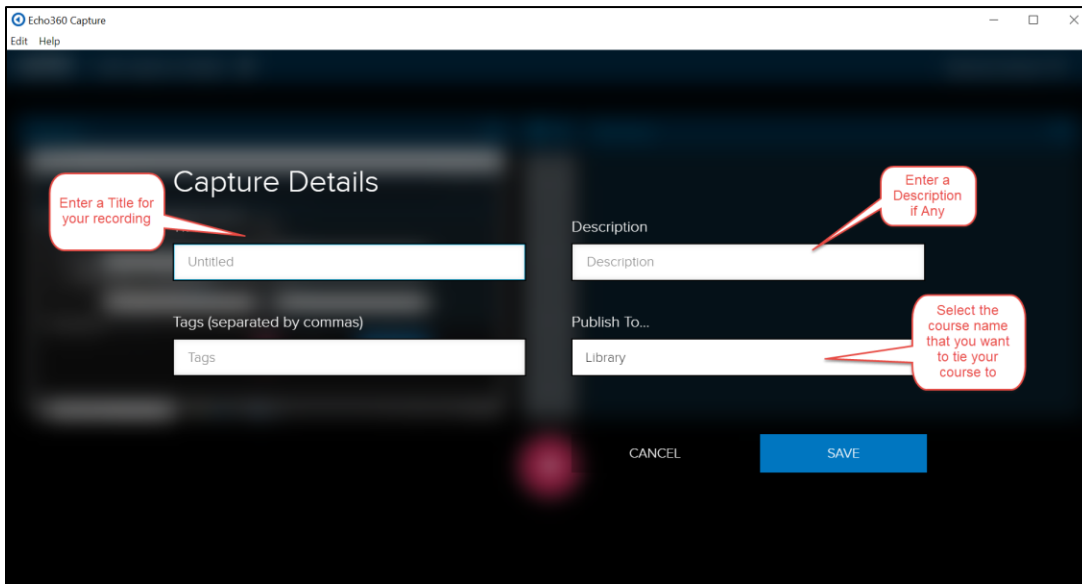
1. After installing the Echo360 Universal Capture, Launch it by clicking on its Icon
2. Log in (if not already authenticated) with your QU Credentials.



3. Click the pencil icon or title to launch the Capture Details dialog box.



- Click Enter a Title, add a Description and select a Publishing location for the recording if desired. Otherwise, the following default information will be used:

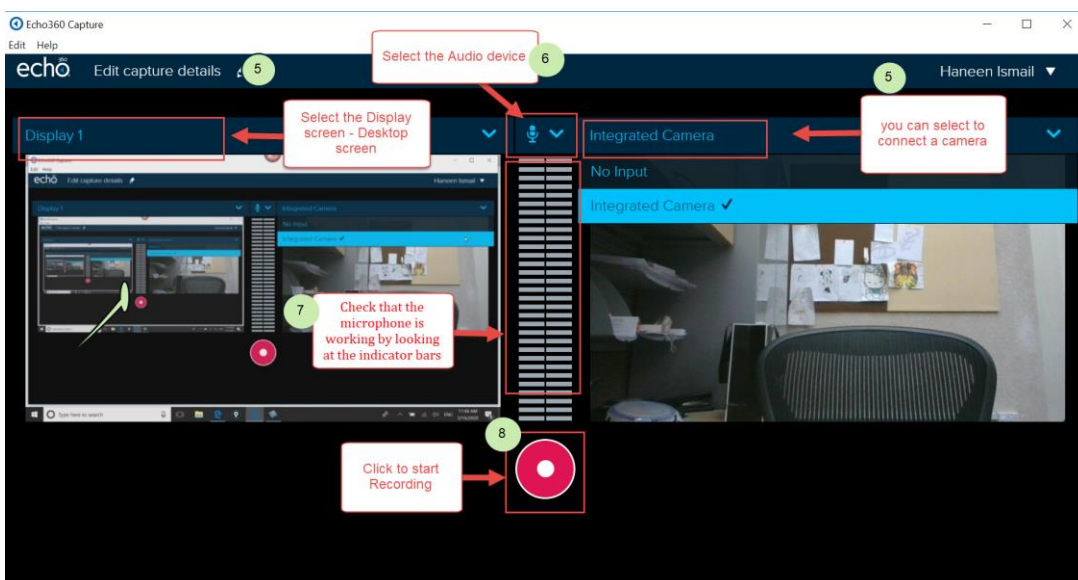


- Select the inputs you want to capture. You can select to capture display and video.
- Audio is always required select the proper Audio Device.
- Check that the microphone is working by looking at the indicator bars in the middle of the screens.

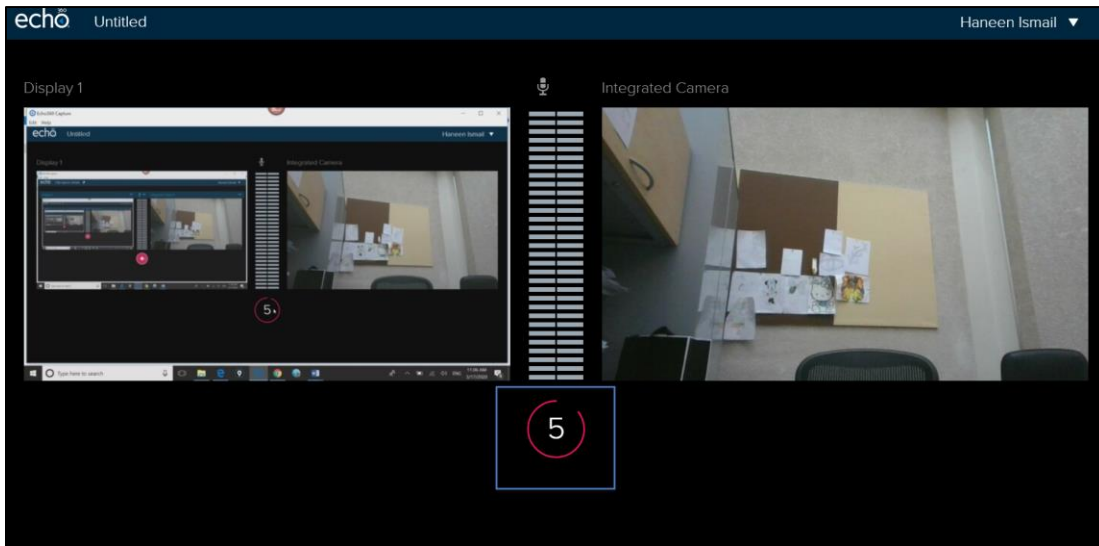
Some options for creating a recording include:

- Audio only – an audio file (e.g.: podcast)
- Audio + display – (e.g.: audio commentary over your PowerPoint slides) – most popular!
- Audio + display + video – (e.g.: a micro-lecture)

- To start recording click Record.



9. A countdown appears after which the Universal Capture window minimizes and the capture begins.



10. You can always take a break by clicking on the Pause button. Click resume to continue your recording after pausing.
11. Stop the Recording when you are finish and it will be automatically published to the location selected in step 4.

