ECHO Personal Capture

Introduction to Lecture Capture
Lecture capture technology allows instructors to create audio/video recordings of classroom lectures or presentations. With lecture capture, instructors can record their presentations (both audio and video) including any material that gets projected onto the classroom's screen. The ECHO 360 classrooms offer this capability. ECHO Personal Capture allows you to record a lecture or other resources outside of the classroom. Use personal Capture to record a lecture for future presentation or create short audio and video resources for your class. Personal Capture is supported on both PC and Mac.

Setting up your Computer for ECHO Personal Capture
Setting up Your Mac for Audio and Video

Video Camera
If you are using a Macbook Pro or iMac, the Facetime video camera will be selected by default. If you have a Mac Mini or a Mac Pro plug in a USB web cam of your choice. You can also use any USB web cam on a MacBook Pro if you need an external video camera feed.

Display Resolution
ECHO Personal Capture works best when your screen resolution is at 1024x768; to adjust your display to this resolution, open up the System Preferences through the Apple menu and select Displays. In the Displays control panel select the Display tab and select 1024x768 in the list to set the resolution.
Audio

If you are using a Macbook Pro or an iMac the internal microphone will be selected by default. If you have a Mac Mini or Mac Pro, plug in a USB microphone of your choice. You can also use a USB microphone on a MacBook Pro or iMac if you need an external audio pickup. Next, open up the System Preferences through the Apple menu and select SOUND. In the Sound control panel select the INPUT tab and make sure that the microphone you want to use for the recording is selected. Close the System Preferences to finish.

Setting up Your PC for Audio and Video

Video Camera

Many PC laptops and some desktops have built-in webcams which are ready to be used. If not, you can connect an external USB video camera to your computer, which should be detected automatically and ready for use.

Display Resolution

ECHO Personal Capture works best when your screen resolution is at 1024x768; to adjust your display to this resolution, right click on the desktop and select Screen Resolution. In the Displays control panel select the Display tab and select 1024x768 in the list to set the resolution. Click Apply to finish.
Audio

Many PC laptops have built-in microphones which are ready for use. If you do not have a built-in microphone, you can connect an external USB microphone. To make sure that the USB microphone is selected for use by the PC, click on the Windows menu and select **CONTROL PANEL**.

From the list, click on **HARDWARE AND SOUND** and then **SOUND** to open the Sound control panel.
In the Sound control panel select the **RECORDING** tab; select the external microphone you wish to use and click on the **SET DEFAULT** menu and select **USE AS DEFAULT**. Click **OK** to finish.

**Using ECHO Personal Capture**

**Configure Personal Capture**

Open ECHO Personal Capture and select **START RECORDING**.
On both the PC and the Mac you will see a preview screen of the desktop capture and the selected devices for video and audio. If the audio and video devices selected do not match the ones you wish to use, click on the **CONFIGURE** button.

In the **Audio/Video Settings** window you can configure the following:

- **Audio**: Select the microphone input for recording your voice.
- **Video (Left)**: The screen select becomes important if you have more than one monitor attached to your computer. You need to select which monitor will be the one that Personal Capture will record.
- **Video (Right)**: If you choose to record yourself as part of the recording, you can select a webcam that you have connected to your computer (built-in or USB)

You can then click **Save** to finish the setup.
Recording with Personal Capture

After finishing the setup begin recording by clicking on Start Recording. There will be a countdown to prepare you for the session and then the recording will begin.

During the recording session everything displayed on the screen and audio from the microphone is captured. It is recommended that you rehearse what you want to record to provide the best results and to minimize the times you need to re-record. If you need to pause the recording for any reason click on the ECHO Personal capture menu and select Pause Capture (PC) or Pause Recording (Mac). To resume, press the same keyboard command you used to pause to resume the recording.

A note on pausing the recording: The Personal Capture window will come back to the front when the recording is paused and will show up in the recording. Before pressing the keyboard command to resume, minimize the Personal Capture window to hide it before resuming.
When you are finished, click on the ECHO Personal Capture menu and select Stop Capture (PC) or Stop Recording (Mac).

Mac

Now that you have finished recording you can do some basic trimming of the recording to remove any unneeded portions. To do this, click and drag the selection cursors to match the area you would like to trim. Next, place the play cursor near the beginning of the selection and click the Play button to check that portion. Click the Trim tool to then remove the selection. You can always undo the trim by clicking Clear Cuts or apply the changes by clicking Apply Edits.
Publishing Your Personal Capture

Now you are ready to publish your ECHO for distribution. The link, Publish Recording, can be found at the bottom of the recording list or edit window.

Click on Publish Recording and login using your USFconnect username and password.

Each user will need to have a course created by the ECHO administrator to be able to publish their recordings. Select the course you would like the published ECHO to be associated with. Click Next to continue.
In the next window you will be asked to select an Product Group for publishing. There are choices for audio only and then choices for quality in the published recording. For best quality choose Optimized for detailed PowerPoint presentations. Click Next to continue.

Next, choose whether the published recording will replace an existing ECHO or be created as a new ECHO. Here you can also set the date and time of the recording. Click Next to continue.
Finally, confirm the name for the published recording and click **Publish**. The time it takes to publish will depend on the length of the recording. The recording list will show the progress.

Once the process is done, you will receive an email with the links to the published recording. This final processing of the ECHO may take until the next to complete.

**Viewing ECHO Recordings**

The email for the published recording will show the links for the 3 options for viewing the ECHO recording. Note that users will need to login using their USFconnect username and password to view the recordings.
**Rich Media:** The full online player provides the direct video, desktop capture and the audio components of the recording. Clicking on the link for Rich Media will bring up additional viewing options. Click **Play** to view the recording.

The Rich Media Player will have scene selection to scan back and forth through the presentation and provides options to maximize either the screen capture or the webcam video if needed.
Vodcast: This option provides a Quicktime player version showing only the desktop capture and the audio. You can either view the recording online or download the recording as an m4v file.

Podcast: This option is the podcast version with audio only. Again, you can listen online or download the mp3 file.

The link of your choice can be copied and pasted into an email or into a Canvas course for the students to click and view in a separate window.

Echoes

Vodcast Playback: http://echo360.usfca.edu:8080/ess/echo/presentation/d6743713-8233-4650-9d5b-ed3b01661884/media.m4v
Faculty Tools for ECHO Viewing Statistics

Faculty can check the statistics on ECHO viewing to track the students’ diligence in accessing and reviewing the recorded content. This can be done from the ECHO email, clicking on the link for the EchoCenter Course Portal.

In the Course Portal, there are two areas that can be of interest for the faculty; the top area relates to the course statistics, an overall view of all of the ECHOs that are published during the current semester. You can view the statistics according to ECHO or by week.

In this area, there is data on unique and cumulative views for each ECHO as a class, so these numbers reflect usage as and overall number.
The bottom portion of the Course Portal contains statistics on individual users accessing each of the ECHOs you have published for the current semester, as well as class trends in accessing individual recordings.

**ECHOs**

This section contains a listing of each ECHO published during the current semester and single clicking on any one of them provides a usage heat map of the recording, showing places where students have viewed the recording the most and the least.

You can also single click on any portion of the map to view the segment showing a certain “heat” to see areas that students view the content often or not at all. These may be indicators that adjustments need to be made to future recordings to either clarify or expand content.
Reports
This section lists all of the users that have accessed ECHOs for the current semester. The Student Aggregate View shows all of the students with an overall view of their access including the number of unique and cumulative views, the percentage of completion of viewing of the recordings as a whole, the last recording viewed and the date of last access.

Clicking on a name in the list will show the Student Specific View, revealing the statistics on an individual student's access and viewing of each of the published ECHOs for the current semester.

At the bottom of the Reports window will be a link to export and download the Student Aggregate and the Student Specific data to your computer as an Excel CSV file as an offline record.