

## Select Input and Recording (Mac)

Before you start a capture, you must select which devices you will record. You can set this up once and use just those devices for each new capture, or use different devices and different configurations for different captures.

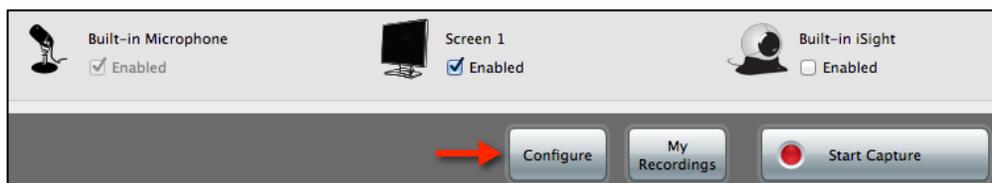
Personal Capture allows you to record up to three inputs (audio, your computer's desktop screen, and video) in the following configurations:

- **Audio only** - capturing only audio input. This will generate an MP3 file for students to listen to.
- **Audio and Video (A/V)** - capturing sound and video input from the built in or USB-connected video camera.
- **Audio and Display (A/D)** - capturing sound and whatever is shown on the computer screen.
- **Audio, Display, and Video (A/D/V)** - capturing sound, the display on the computer screen, and video input.
- **Audio and Dual Video (A/V/V)** - capturing sound and the input from two different video sources.

**BEST PRACTICE:** Due to the large file size that will result in choosing the webcam input, we recommend you do not use your web cam unless you feel it will significantly enhance your presentation.

## Configure the Recording Devices

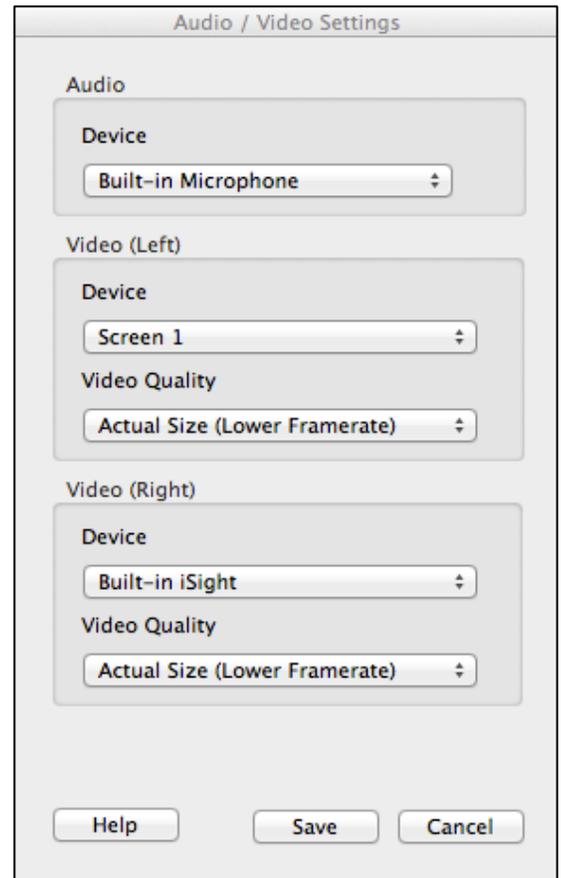
1. Launch **Echo360 Personal Capture** by double-clicking the icon on your desktop or system tray.
2. From the **Welcome Screen**, click **Start Recording**. This takes you to the preview page.
3. In the bottom panel, click **Configure** to choose your inputs.



4. The Audio/Video Settings dialog box appears. Review the selections within the dialog box and correct any fields as necessary.

**Note:** The Device drop-down menus show the devices that are plugged in and registered with the operating system. If your device is not listed, exit Personal Capture, plug in your device and restart Personal Capture. Devices not detected by the operating system are not usable by Personal Capture.

5. Under **Audio**, select the recording device from the drop-down list.
6. Select the **Video (Left)** device you wish to use. You can choose either a capture of the computer screen display, or video input. If you use two visual inputs (either display and video or two video inputs), the data captured with the Video (Left) device appears on the left side of the finished recording.
  - To capture your screen (for example, a PowerPoint presentation), select **Screen 1** from the **Device** drop-down list.
  - To capture video, select the video input device from the Device drop-down list.
7. Select the **Video Quality** for the Video (Left) input.
  - The **Video Quality** drop-down list allows you to specify resolution for the video capture. It's important to note that while **Actual Size (Lower Framerate)** will create the best capture, it also requires a large amount of storage and processing time. It also produces large playback files that can be slow to load.



**BEST PRACTICE: Choose Smaller Size (“Higher Framerate”) unless you have a strong need for higher resolution.**

8. Select the **Video (Right)** device you will use. The data captured will appear on the right side of the recording.
  - This device *must* capture video, using either the built-in camera or another camera you attach. To capture onscreen display items, use the Video (Left) selections noted above.
9. Click **Save** to retain your settings.

You have now configured **Personal Capture** and are ready to record. You can always go back and re-select devices if you change inputs.

**Test Protocol:** Follow the steps below to ensure a successful recording, particularly if you are using a web camera and high quality settings. If you cannot publish successfully to the ESS, please contact the Help Desk at [umwhelpdesk@umassmed.edu](mailto:umwhelpdesk@umassmed.edu) or 508-856-8643.

1. Ensure there are no other software applications accessing your web camera during a capture.
2. Record a 15-minute A/V recording with the camera.
3. Examine the media using the Personal Capture software editor.
4. Publish the capture to the EchoServer System (ESS) and wait for processing to ensure the capture is successful.
5. Evaluate the processed recording (output products) from the ESS to ensure it meets your standards.

## Preparing to Create a Recording

Personal Capture recordings are saved locally. Once you record a capture, you can immediately edit it, and then publish it to the Echo 360 streaming server (ESS) for your students to view.

You can practice creating and editing as many test recordings as you like. Be sure to delete the test recordings when you no longer need them.

### IMPORTANT!

1. **If you are off campus, you must first VPN into the UMMS network in order to login to the ESS.**
2. **If Personal Capture is installed on your office computer, do not VPN from off-campus into that computer and attempt to record a capture; this will not work.**
3. **When you are off campus using a slower connection, you may wish to record your lecture in two parts, which will speed up the processing time and reduce the possibility of an unsuccessful capture.**

**Keyboard Shortcuts:** During the capture, use the keyboard shortcuts for pause, resume, and stop. Using shortcuts to pause/resume the capture allows you to hide your on-screen actions (that you will likely want to cut out in the editor).

Action	Keyboard Shortcuts
Pause the recording	<b>Command + 6</b>
Resume the recording	<b>Command + 6</b>
Stop the recording	<b>Command + 8</b>

**Addressing Audio Issues:** Audio recorded on a Mac may sound unusually loud when the recording is played back within **Personal Capture preview**, but is actually **too low** when students play the capture.

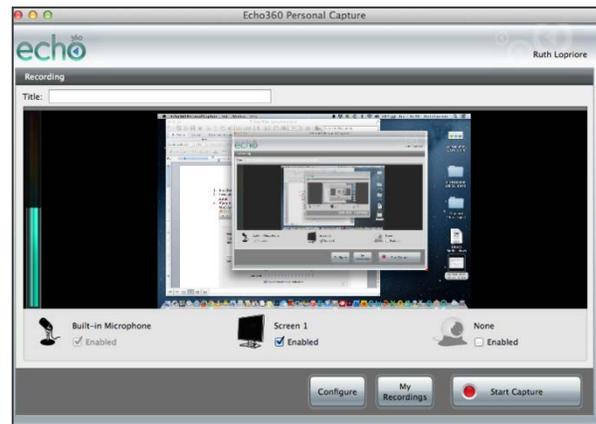
This occurs because playback within Personal Capture artificially raises the audio volume. When you hear this loud volume during playback, you will be tempted to compensate by adjusting the Macintosh system preferences. However, **resist the impulse to lower the input volume setting, and keep it at 50 percent or higher**. Your voice may sound very loud when you play the recording in Personal Capture, but the volume will be normal when students play the Echo. This practice applies regardless of the input device (internal microphone or line-in).

## Create a Recording

1. On the welcome screen, click **Start Recording**.
2. The **Recording** screen will open. Enter a **Title** for the recording in the title bar at the top of the page (you can change this later if needed).



1. Check the capture inputs. The Preview window will show what you are capturing in the recording.
  - The green bar on the left side of the page displays your audio level. If you do not see a green bar, be sure the built-in microphone is enabled by clicking the checkbox underneath the icon.
  - **Screen 1** is your desktop. Be sure that box is checked. Check the capture output quality.
2. Open the presentation or other items you are planning to capture, and verify their presence by checking the Preview.
3. Click the **Start Capture** button to begin recording.
4. A **five-second countdown** appears in the window. Once the countdown finishes, recording begins and the preview window minimizes to the menu bar. Clicking on this icon gives you access to the stop recording and pause/resume commands.

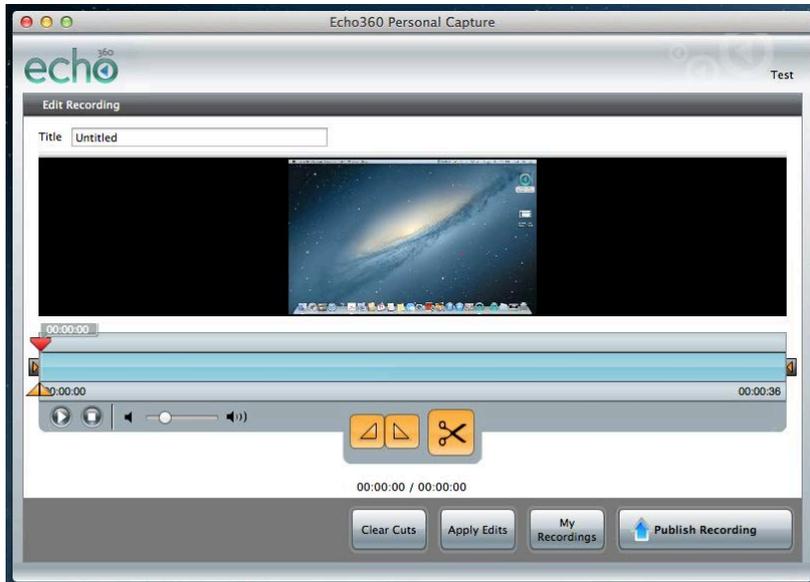


5. Begin the presentation.
6. During the recording you can **pause and resume** the capture using the keyboard shortcuts or the commands accessed from the Personal Capture icon in the menu bar.
7. When you are finished with your presentation, use the keyboard shortcut or the Personal Capture icon to stop the recording.

You will then have the option to either **edit** the capture, or **publish** the recording as-is. Please see the document entitled **“Editing an Echo360 Personal Capture Recording for Mac”** for more detail on editing captures.

## Publish the Recording

Publishing is the final phase when using Personal Capture. The publishing process uploads the recording to the EchoSystem Server (ESS) so it can be viewed by students.



1. Click **Publish Recording**. You will be prompted to log into the ESS to publish your capture.
2. Review the list of sections displayed. You will see only sections that you are associated with.

### Select Course

Select a course section from the following list in which to publish the recording. Course sections in which you are listed as a presenter in EchoSystem are displayed.

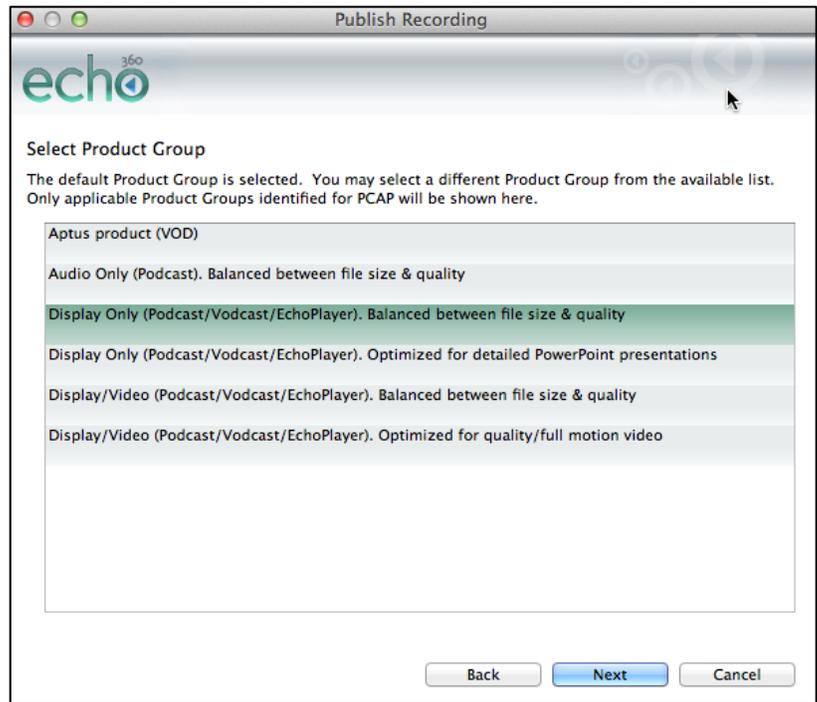
Course Descriptor: SJG class (SJG 101-Summer) echo.Summer 201  
Course-Section: SJG 101-Summer  
Default Presenter: Grodsky\_instructor, Susan

3. Select the **Course Section**.
4. Click **Next**.
5. Select the appropriate **output options**. This will usually default to **Display Only (Podcast/Vodcast/EchoPlayer)**, **Balanced between file size and quality**.

**Best practice: Choose the default output options and then review the capture. If the display or video seem blurry, or if the audio is unclear, discuss this with your System Administrator. You may want to reprocess the recording with a different output options.**

6. Click **Next**.
7. On the Select Echo screen, click the appropriate radio button:
  - Create new Echo
  - Replace existing Echo

8. If necessary, change the Echo date and time. This becomes the presentation date and time to the students viewing the capture.
9. Click **Next**.
10. If necessary, edit the **Title**.
11. Click **Publish**.
12. The recording appears on the **My Recordings** page with a status of **Transcode Pending**, and then **Publishing**. You will see a status bar where you can see the progress of the file upload to the ESS.
13. When the process is complete, the recording appears in the list of recordings on the Total Recordings page, and the status is changed to **Published**.



**NOTE: For a one-hour lecture, the publishing process can take 1 ½ hours or more.**

You cannot review or edit the recording before publishing it to the ESS; however, all recordings will still be saved locally, so you can edit the capture and re-publish it later if necessary.

## Deleting a Recording

If you no longer need to keep a recording on your local drive, you can delete it.

Deleting a recording in Personal Capture on your local drive DOES NOT DELETE the capture from the ESS (if the recording was published). Be sure to check the information shown for the recording, to see that the recording was published successfully to the ESS, prior to deleting it.

To delete a recording, use the Finder to locate the recording you want to delete. Then, from the **File** menu, choose **Move to Trash**. You can empty the Trash to completely remove the recording file from your local drive.