



College of Medicine Tutorial Series

Personal Capture

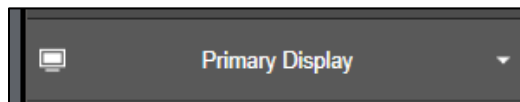
1. Click to edit the title of the recording



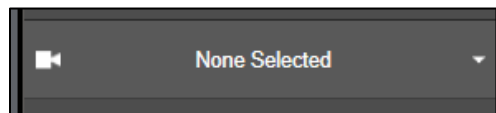
2. Click to select the microphone



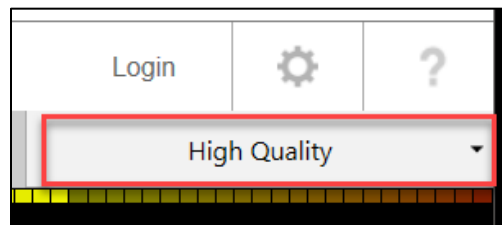
3. Click to select Primary Display



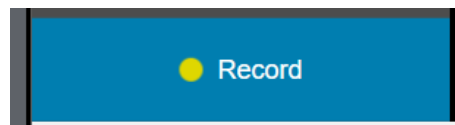
4. Select this option to use a webcam during the presentation



5. Click to change the quality of the recording (default is High)



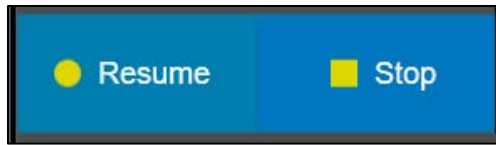
6. Click the Record button to start a personal capture



7. Click the Pause button to temporarily stop recording



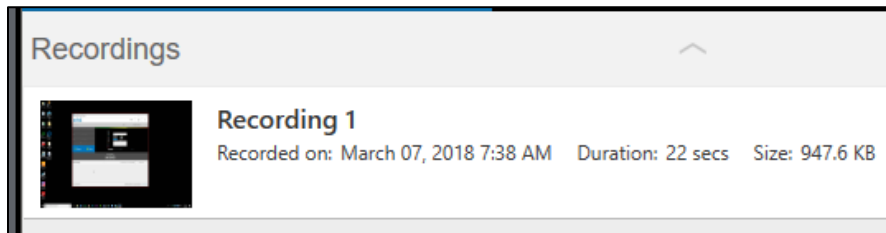
8. Click Resume to continue recording after pausing



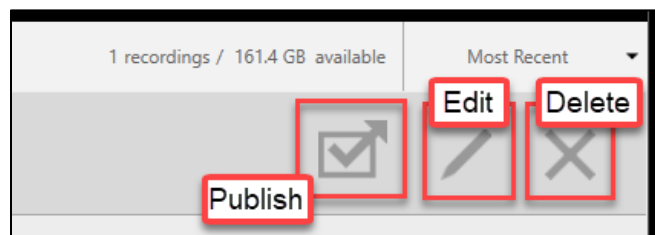
9. Click Stop to finish recording



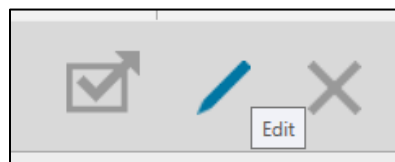
10. Your new recording should appear in the recordings list



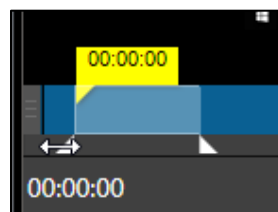
11. From this panel, you may Publish, Edit, or Delete your recording



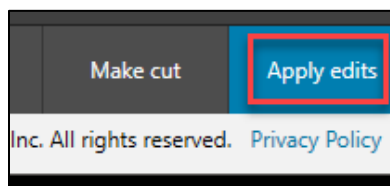
12. Click the pencil icon to edit your recording



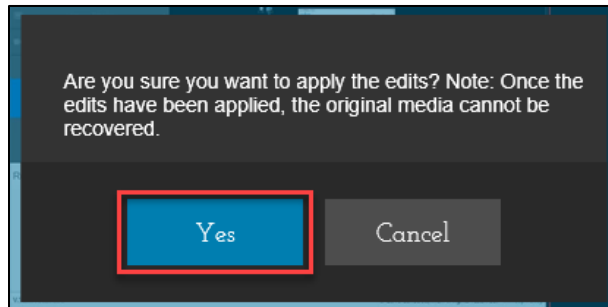
13. Use the sliders to select parts of the recording to delete



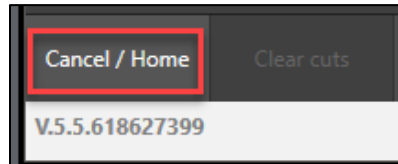
14. Click the Apply edits button to save your changes



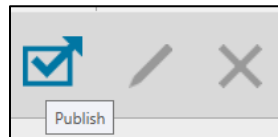
15. Click the Yes button to confirm



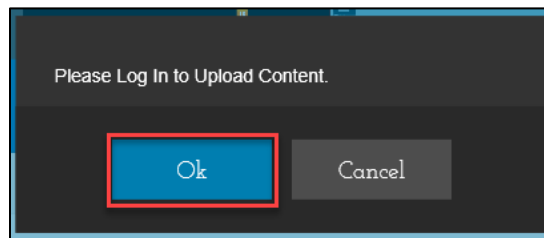
16. Click Cancel / Home to return to the list of recordings



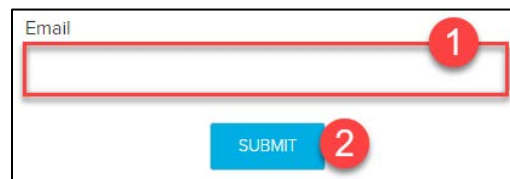
17. Select the arrow icon to publish your recording to Echo360



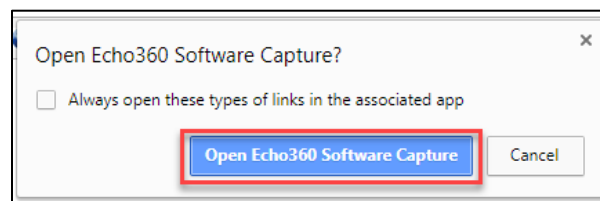
18. If you are not logged in, you will be prompted to click Ok to sign in



19. Click the text box and enter your UKY email address to sign in



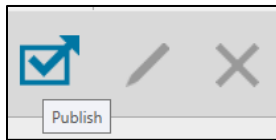
20. Select Open Echo360 Software Capture and Echo360 Personal Capture will log in on your personal computer



21. You should see your name at the top of the window after logging in



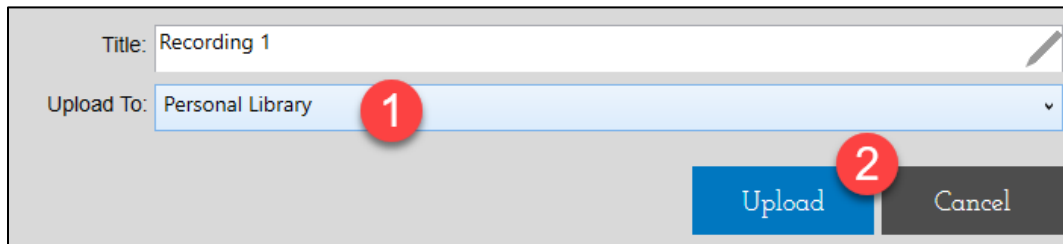
22. Select the arrow icon to publish



23. Select the Upload Destination menu

24. Select the location to publish (can be a specific course or your personal library)

25. Click Upload to publish your recording



26. Your recording is now published to the online location you selected. If you published to a course, students will be able to see your recording immediately.