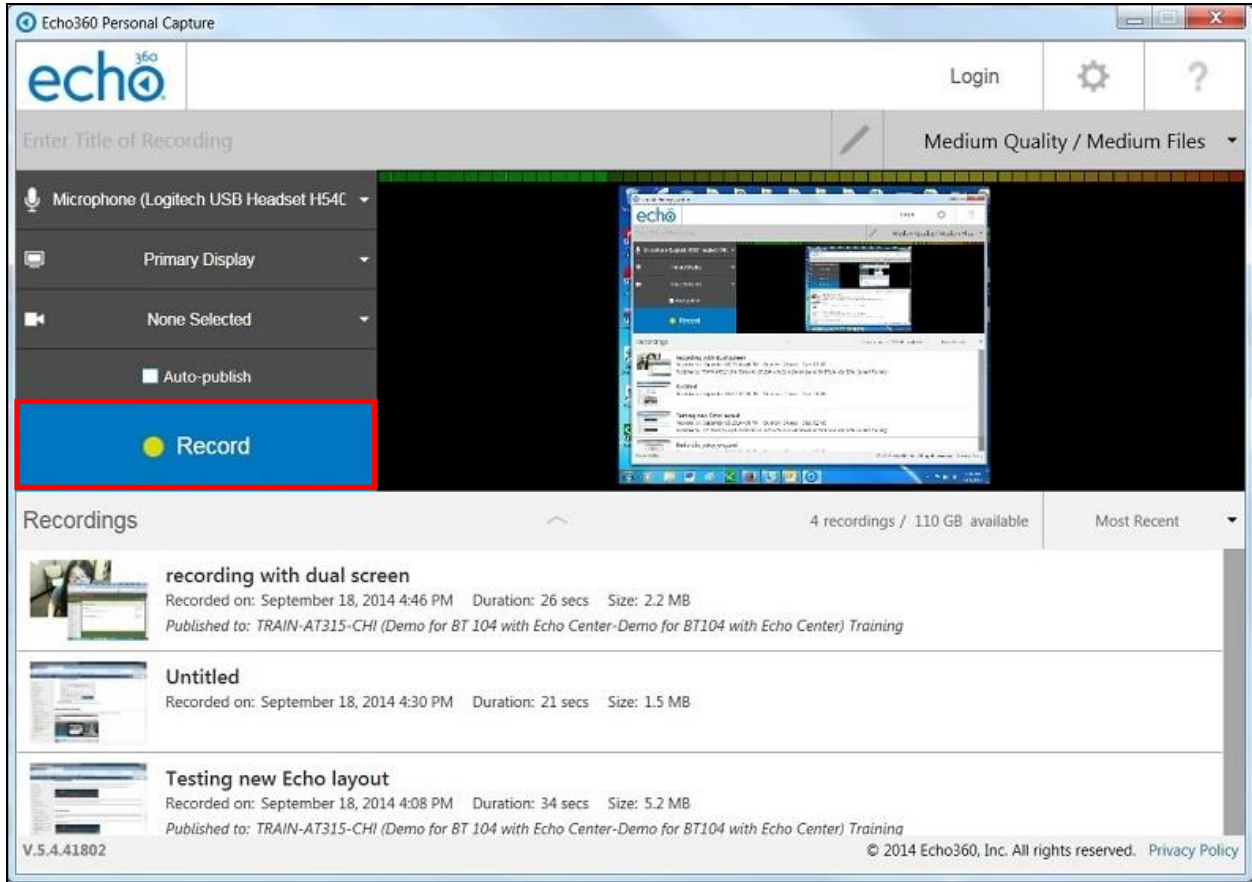# Echo360 Personal Capture
Quick Guide

Create a Recording

From the Preview Window
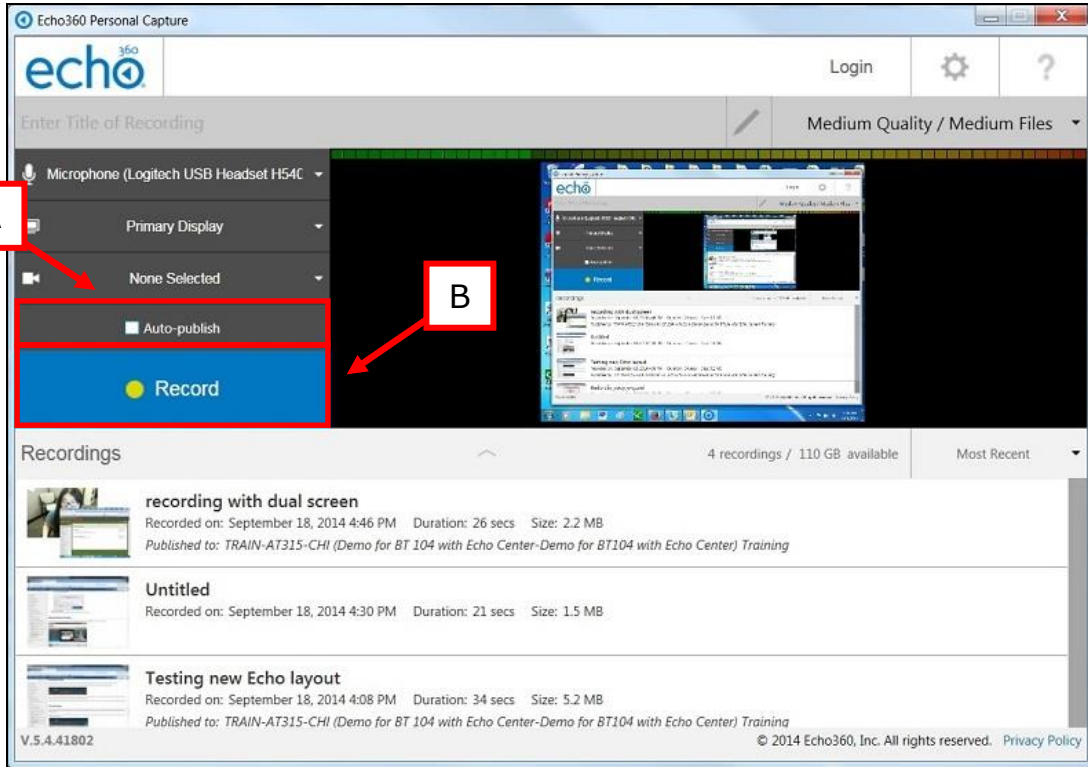
- Click the Record button (below).

Notes:
- Press Alt-F6 to stop.
- Recordings less than 15 seconds are not published.
- When selected, the Record button will have start and stop commands

Publish a Recording

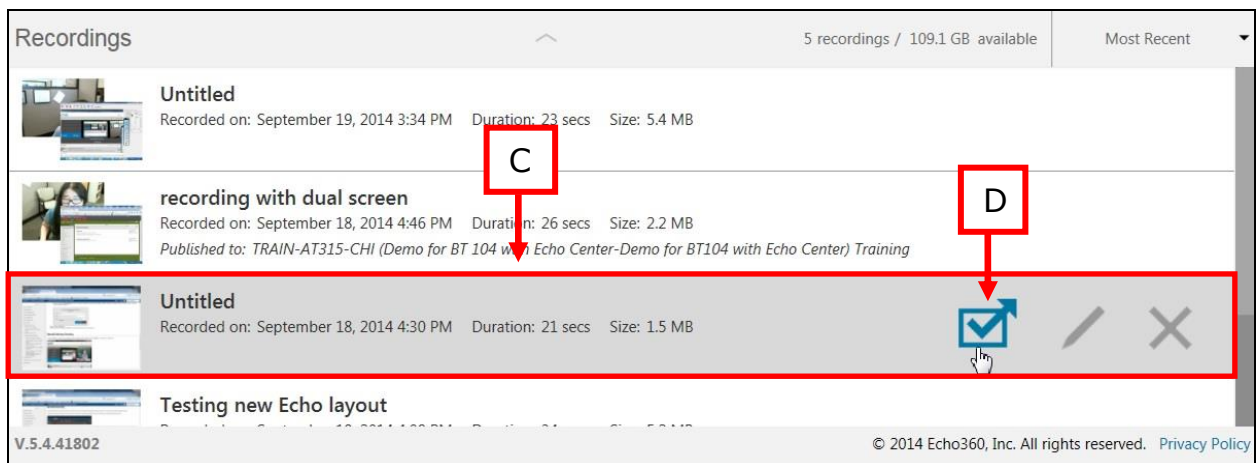You may publish a recording in two ways:

Option 1: Publish Immediately after Completing a Recording
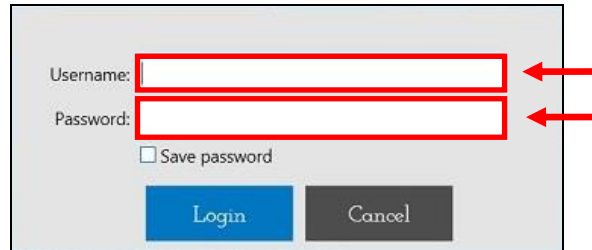
- Select Auto-publish (A)…
- Click Record (B)

Option 2: From the Recordings section

- Select your Clip (C), then click the Publish icon (D).
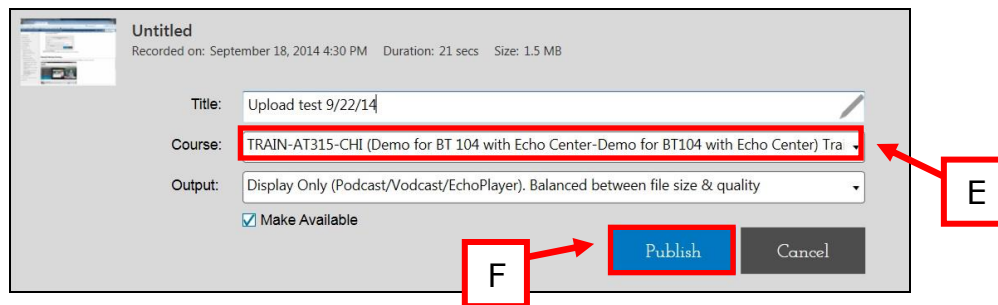
Dallas County Community College District

Option 2, cont'd: Login Screen

- Continue by logging in to the Echo server using your Instructor account information (issued by your campus Echo360 Administrator).

Username: [blank]

Password: [blank]

☐ Save password

[Login] [Cancel]

Option 2, cont'd, Publishing

- Complete this process by selecting the course (E) to publish the recording, and clicking Next (F)

Untitled
Recorded on: September 18, 2014 4:30 PM   Duration: 21 secs   Size: 1.5 MB

Title: Upload test 9/22/14

Course: TRAIN-AT315-CHI (Demo for BT 104 with Echo Center-Demo for BT104 with Echo Center) Tra ▾   **E**

Output: Display Only (Podcast/Vodcast/EchoPlayer). Balanced between file size & quality   ▾
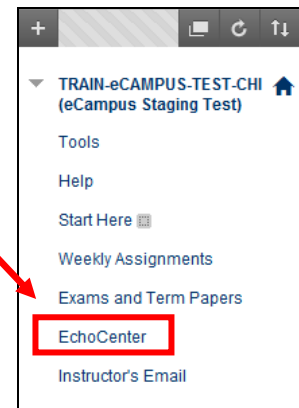
☑ Make Available

F → [Publish] [Cancel]

Using your Videos in eCampus

Echo360 Personal Capture will create several links for use within your eCampus course.

Using Your Videos: *eCampus link*

Echo360 will automatically place a link within the Course Menu of the eCampus course you specified.

▾ TRAIN-eCAMPUS-TEST-CHI 🏠
(eCampus Staging Test)

Tools

Help

Start Here

Weekly Assignments

Exams and Term Papers

EchoCenter

Instructor's Email

Using Your Videos: *Email Links*

Echo360 will also email you several links (below) for your use in your eCampus course.