The following document provides an overview of the Echo360 Personal Capture software (PCAP) – a major component of the iLecture system.

If you would like to record your presentations in the comfort of your office or at home or any other location, you might consider the Echo360 Personal Capture software.

Echo360 Personal Capture software (for PC and Mac) enables you to:

- Capture whatever is on your computer screen (PowerPoint slides, websites, Office documents etc.)
- Simultaneously record your screen, your voice and web cam images
- Play back and edit your recordings
- Publish to the iLecture system with the click of a button

Did you know that PCAP allows you to pause your recordings – for those inconvenient moments when someone knocks at the door during a recording?

- To Pause/Resume the capture, press **Command + 6** on Mac OS X and **Alt + F3** on Windows.
- To stop the capture, press **Command + 8** on Mac OS X and **Alt + F2** on Windows.

Unfortunately it is not currently possible to perform a webcam only recording using the current version of the Echo360 Personal Capture software. This feature is expected to be available in a future version from Echo360.

### Teaching and Learning Applications

The following are some teaching and learning application for PCAP that you may wish to consider:

- **Welcome video** - Help build a rapport with your students, record a brief introduction to yourself and the unit.
- **Weekly summaries** - Capture the key messages from the past week, provide constructive feedback to the students and prepare them for the week ahead.
- **Sequenced mini-lectures** - Scaffold information and integrate activities that assist students in developing their own understandings of the content.
- **Student presentation** - Require students to record and upload interviews, reports, skill demonstrations, presentations and theatrical performances.
- **Guest speaker** - Provide students with a recording of a guest speaker and provide guidelines for focusing their attention on key points and potential questions created by the recording.
- **Screen capture** - Demonstrate a specialised piece of software with a step-by-step explanation.
- **Learning with animation** - Design and develop an educational animation and then record it into a video format.
Steps for Installing and Configuring PCAP

The steps contained in this section are very similar for Windows and Mac OS X. Separate sections have been included in the document to cover the differences between installing on Windows and Mac OS X. Similarly, the steps for accessing the updated software are different if you are using a Curtin computer or a personal/home computer. You will need administrator permissions on your computer to perform the installation.

Downloading PCAP for Your Computer

**Curtin Computer – Windows 7**
Access the **Install Applications** tool by locating the icon on the Desktop on your Windows computer. Find and install the Echo360 Personal Capture software.

**Curtin Computer – Mac OS X**
Access and install the Echo360 Personal Capture software from the **Self Service** application located in the Dock.
Personal/Home Computer

The Echo360 Personal Capture software can also be downloaded from the Echo360 Media Manager. You can login using your Curtin login credentials.
http://ess.ilecture.curtin.edu.au/

The software installers are located under the Downloads tab. Separate installers are available for Windows (32 Bit) and Mac OS X. Click the appropriate link to begin downloading the installer.

Installing and Configuring PCAP

Configuring on Windows 7

Step 1: Run the downloaded installation file (EchoSystemPersonalCaptureForWindows32_5.0.28582.exe) from where you saved it in the previous step. Follow the prompts and install PCAP onto your machine.

Step 2: Acknowledge or confirm any security prompts that may be displayed at this point.

Step 3: Open the Echo360 Personal Capture software by double-clicking the shortcut in the Windows menu.

- Select the Go to My Recordings option. Note that all of your previous recordings should appear in the list.

Step 4: Choose Tools > Options from the top menu and select the Server sub-tab.
Set the **Hostname/ IP Address** to ess.ileecture.curtin.edu.au and the **Protocol** to HTTPS.

Click the **Test Connection…** button to confirm the settings are correct and that there is not a firewall issue preventing your connectivity to the server.

**Step 5:** Click **OK** to save the settings.

### Configuring on Mac OS X

The following steps are for using upgrading Echo360 Personal Capture on Mac OS X.

**Step 1:** **Open** the downloaded installer - EchoSystemPersonalCaptureForMac_5-1.0.28582.jar

- The following alert will be displayed. Click **Open** and the installer window will open.

**Step 2:** **Drag and drop** the Echo360 Personal Capture icon onto the Applications folder.
Step 3: **Open** the Echo360 Personal Capture software by double-clicking the icon from within the Applications folder.

- You may wish to create an entry in the dock. Simple drag and drop the application icon onto the dock in a suitable location.

Step 4: Choose **Preferences...** from the Echo360 Personal Capture menu and select the **Server** sub-tab.

- Set the **Hostname/IP address** to ess.ilecture.curtin.edu.au and the **Protocol** to HTTPS.
- Click the **Test Connection...** button to confirm the settings are correct and that there is not a firewall issue preventing your connectivity to the server.

Step 5: Click **OK** to save the settings.
Steps For Configuring the Recording Inputs

After selecting the **Start Recording** button, you have the option to check or uncheck the **Enabled** box for the Screen and Video options. The tick indicates that the item has been selected.

**Notes:**
- The Audio or Microphone option is always Enabled.
- Unfortunately it is not currently possible to perform a webcam only recording using the current version of the Echo360 Personal Capture software with EchoSystem. This feature is expected to be available in a future version from Echo360. A work-around is to show a single PowerPoint slide onscreen while you do the webcam recording.
- A Recording Input may be *greyed out*, indicating that it is not available and/or has not been configured.

Click **Configure** to change the Recording Inputs.

The Audio / Video Settings window allows you to specify the Audio, Screen Capture and Video Input Devices and associated quality settings.

If you have multiple **microphones** available on your computer, you can select the particular device that you want to use for the recordings.

If you have multiple monitors, you will need to choose which **Screen** you wish to use for the recordings. It is best for the **Video Quality** to be set to **Actual Size**. It is recommended that you reduce the resolution of the screen of your computer to XGA (1024x768) to make onscreen text readable on the web and also in order to reduce the file size of the recording for faster uploading and processing.

If you wish to use a built-in or external web-cam, choose your web cam from the list of available **Video** devices. It is best for the **Video Quality** for web-cam to be set to **Quarter Size**.

Click **Save** (Mac OS X) or **OK** (Windows) to confirm your settings.
Testing PCAP on Mac OS X and Windows 7

The Echo360 Personal Capture application has now been installed and configured to publish to the EchoSystem server. The final step is to perform a test capture. This will allow you to check your microphone/volume levels and all of your settings.

**Step 1:** Click the **Start Recording** button.

**Step 2:** Select the **Recording options** by checking or unchecking the **Enabled** option.

Click **Start Capture** to begin recording. You will need to create a recording that is at least **15 seconds** long. Click **Stop Capture** to finish your test recording.

Once you have created your recording, you will be able to watch it back by using the **Play/Stop** controls beneath your recording.

**Editing your recording**

You can also **Edit** your recording by using the yellow triangles to select sections of your recording, and the scissors tool to cut out those sections.
If you wish cut a few seconds or minutes from your recording, drag the yellow triangles to select the section you wish to cut and then click the button.

You can also click the buttons to set either yellow triangle to the current playhead position. To undo a cut, double-click the grey area in question and the footage will appear again.

When you click the Apply Edits button, the edited sections will be permanently deleted.

Note that you can return to the list of previous recordings by clicking the My Recordings button. The new recording will be saved, along with any edits, and will appear in the recording list.

**Publishing your recording**

To Publish your new recording, click Publish Recording on either the Recording List panel or the Play/Edit Recording panel.

If you have made edits that have not yet been applied, you will be asked whether you wish to Apply or Discard edits. When you click Apply, the edited sections will be permanently deleted.

When you wish to publish, you first need to login using your Curtin credentials.
You then choose the Unit you wish to publish your recording to and click **Next**. Only Units that you have been provided access to in EchoSystem will be displayed. If you required access to additional Units, you can assign access via the iLecture Management Tool.

Enter the Title for the new presentation and click **Publish**. The Publish window will close and the **My Recordings** panel will be displayed with an upload progress bar adjacent to the recording being published.

**Trouble-shooting**

If the Personal Capture software fails to recognize the microphone or webcam on your Windows PC:

- Make sure you are connected to the Internet and run the Personal Capture software installer again.
- Make sure you have installed drivers for your webcam or microphone if necessary.
- Make sure the microphone is not muted (Logitech webcams may set the mic to mute by default).
- If installing on Windows, ensure you Right-click on the EXE installer file and select 'Run as Administrator'. The Administrator password for the local machine is required when installing the software.
- Quit any unnecessary programs to make sure as much memory is available as possible.