

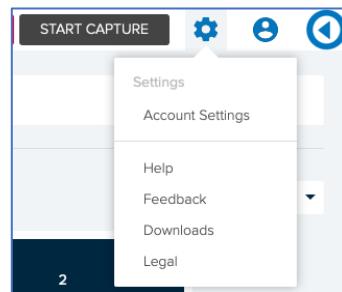
Recording and/or Live Streaming using Universal Capture



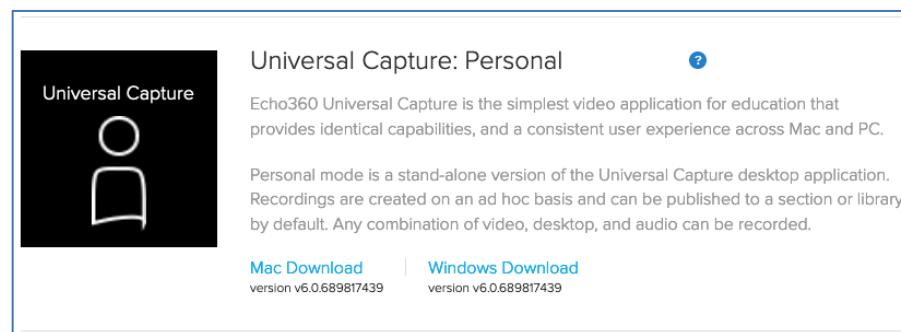
Universal Capture is the desktop application available to staff, on Windows and MacOS, allowing you to record and live stream when not in a Replay enabled space.

Part One: Download and Install Universal Capture: Personal

1. Login to Learn and navigate to your course;
2. Click on the **Media Hopper Replay** link;
3. Click on **Cog Wheel** located in the top right-hand corner;



4. Click on **Downloads** and chose the correct version for your operating system and follow the instruction to install;



5. Once the installation has completed launch Echo360 Capture.

Part Two: Using the Universal Capture application

Once you have successfully installed the application and launched it for the first time you will then be ready to make a recording or start a live stream. It is important that you have any external devices plugged in prior to launching the application.

Logging in to use Universal Capture

When you launch the application you will need to log in using Your University Login.

To log in to Universal Capture:

1. Launch the application, click on **Click here to login**, if you haven't already accessed Your University Login;
2. Enter your credentials, following the prompts;
3. You will then be redirected back to the application;

Editing capture details (optional)

Prior to starting a recording or live stream, you should edit the details to make it clear what you are recording.

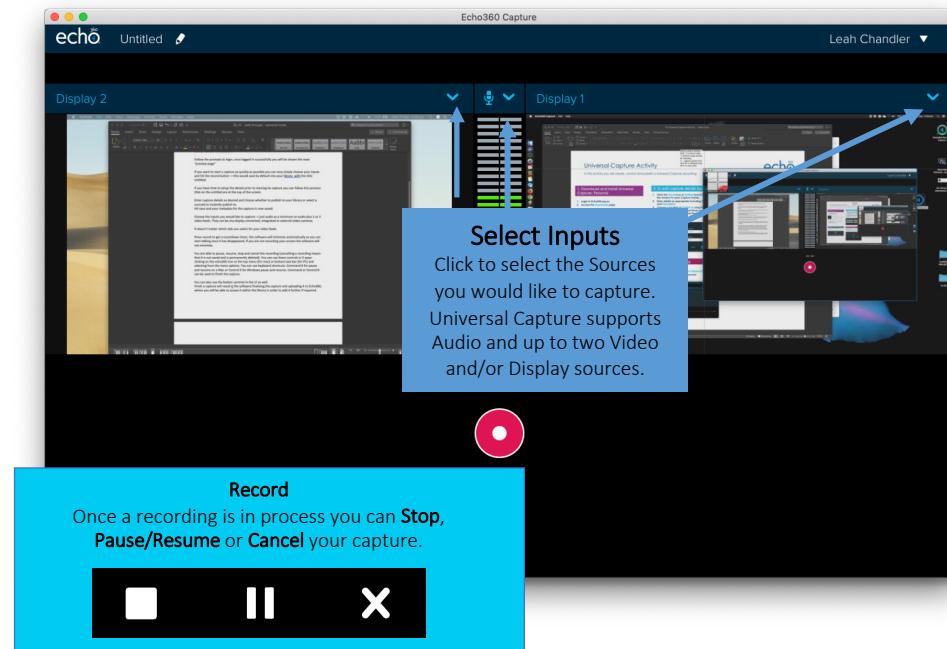
To Edit capture details:

1. Click the **Pencil** icon or **Edit Capture Details** at the top of the window to open details window and complete.
2. Choose the location that you wish to publish the recording from the drop-down menu. You can send it to your library for future use or straight to a class from one of your courses.
3. Click **Save**

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Starting a recording

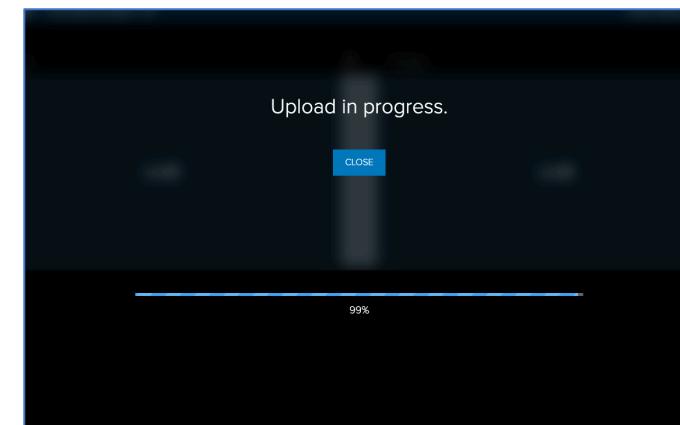


1. Select Audio Source
2. Select desired Video and/or Display Source(s)
3. Ensure previews are as expected. Click Record, a countdown timer will display

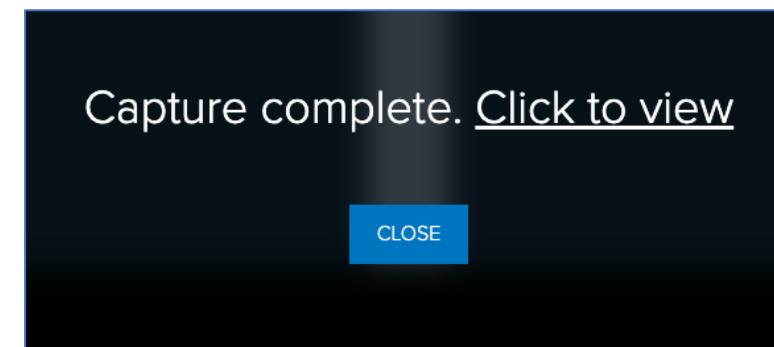
Note: The software captures all audio through your computer's microphone. If you use a headset, don't forget to unplug it if you want to capture audio of something being played.

Finishing a recording

1. Click Stop (or alternatively: Finish Capture, or command/control 8)
2. The software will indicate the capture is uploading with a % indicator.



3. When the capture is complete, the screen below is shown and you can exit the software.



If you click to view you will be taken to the media details page.

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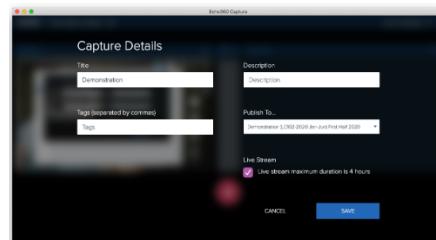
Live Streaming

Prior to starting a Live Stream there are some basic considerations. As always, it is best to be prepared and consider the points below:

1. Is your internet connection stable? The minimum requirements for an effective Live Stream are:
 - i. 2.0 Mbps upload speed for single-stream (Audio/Video or Audio/Display)
 - ii. 6.0 Mbps upload speed for dual-stream (Audio/Display/Video)
2. Check your upload speed at <https://www.speedtest.net/>
3. Do your students know how to access the Live Stream?

Configuring a Live Stream for immediate start

1. Click on the **Pencil** icon or **Edit Capture Details** and check the **Live stream** checkbox
2. Don't forget to:
 - Enter a Title
 - Select the course to Publish to...
3. Click **Save**

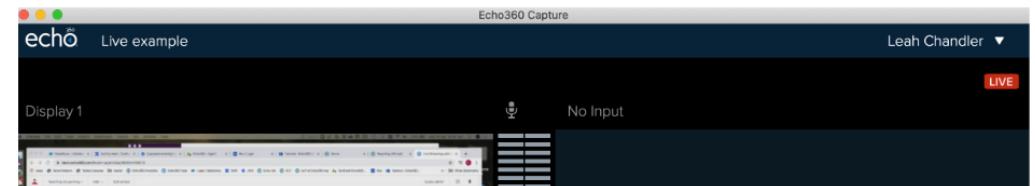


Starting the Live Stream

1. When you select your desired inputs we recommend only one visual source for the best live streaming experience;
2. Click the record button
 - It can take up to 3 minutes for your Live stream to be available for your students (so start early).
3. Remember to stop the Live Stream when you have finished.

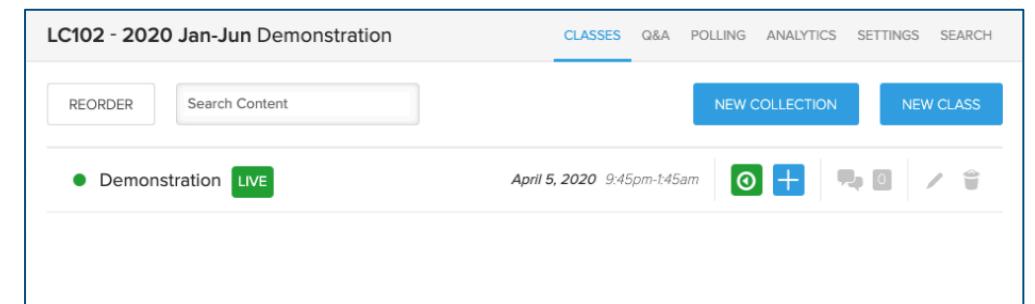
How do I know my recording is being streamed?

When Live Streaming you will want to know that you are successfully streaming. This is indicated by a red **LIVE** badge in the application



A green **LIVE** badge will appear next to the new class in the Class List for you and your students to see.

When checking the Class List, this may also be a good opportunity to add a presentation if required.



Who is watching the Live Stream?

You can click into your class (shown above) and see who is attending, although this is currently limited to displaying only 100 attendees.



Note: Don't watch the live stream yourself –it will cause an audio loop that will likely be unpleasant for all involved!