

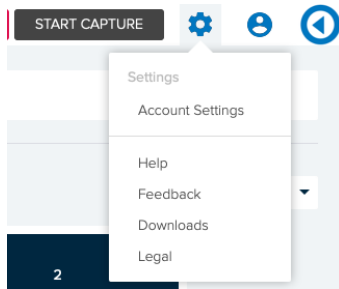
# UC Personal (Echo360's Desktop Capture)

Create, Publish and Edit a desktop capture recording.

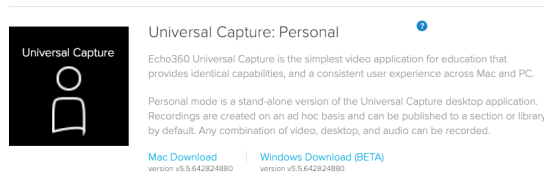


## Download and install Universal Capture: Personal

1. Login with your instructor credentials or access the platform via your Learning Management System (LMS)
2. Locate the cog at the top right-hand side of the page next to your name.

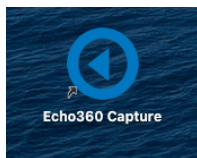


3. Click on downloads and choose the correct version for your computer, Mac or Windows and follow the installation instructions.

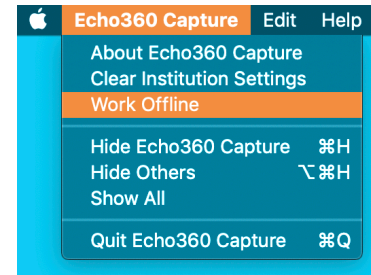


## Login

Launch Echo360 Capture and follow the prompts to login



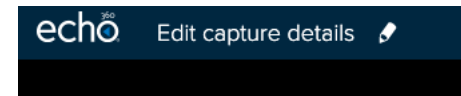
## Work Offline



Use the menu to choose offline mode if you wish to hold your upload until a later date or do not have internet connection. As soon as you revert back to work online, your capture will begin to upload once there is an internet connection.

## Edit capture details (optional)

1. Click the Pencil icon or Edit Capture Details at the top of the window to open details window and complete.



Capture Details

Title	Description
<input type="text" value="Untitled"/>	<input type="text" value="Description"/>
Tags (separated by commas)	Publish To...
<input type="text" value="Tags"/>	Library <input type="button" value="v"/>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

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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## Start a recording

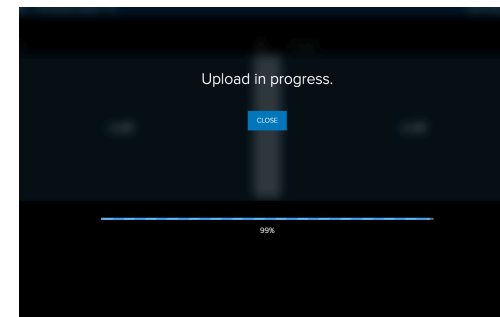
**Select Inputs**  
Click to select the Sources you would like to capture. Universal Capture supports Audio and up to two Video and/or Display sources.

**Record**  
Once a recording is in process you can **Stop**, **Pause/Resume** or **Cancel** your capture.

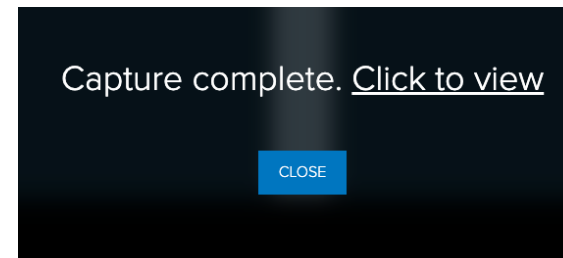
1. Select **Audio Source**
2. Select desired **Video and/or Display Source(s)**
3. Ensure previews are as expected
4. Click **Record**, a countdown timer will display

## Finish 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.