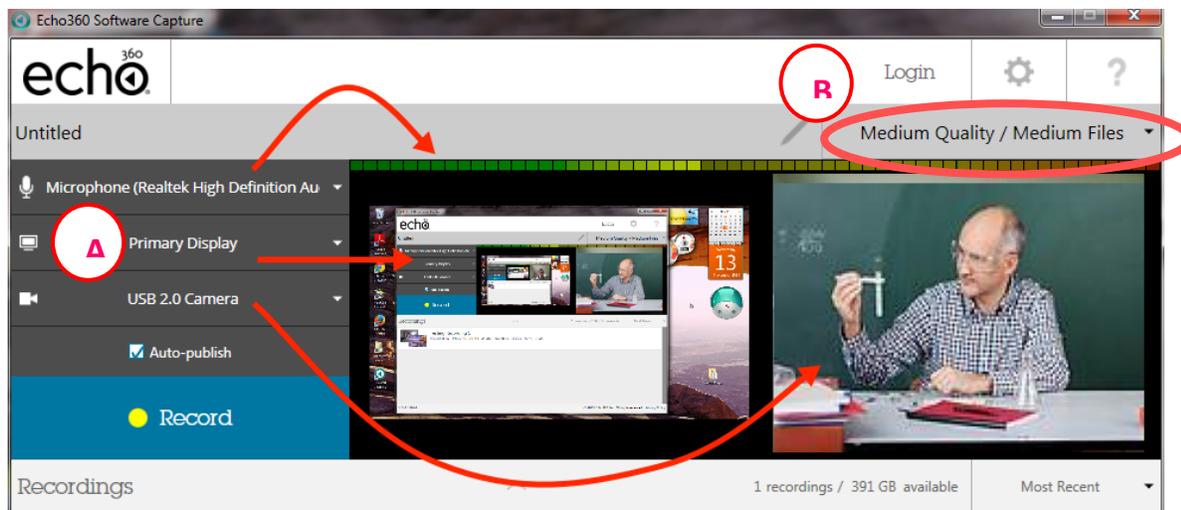


Configure Input Devices and Output Quality

ECHO Personal Capture (PCAP) allows you to select the

1. Inputs you want to capture for each recording.
2. Output quality for the capture.



The input and output selections you make are retained, even after you close the program. This means you can configure these settings once and use the same ones each time you create a recording, without the need to re-select them.

Select Input for Recording

Personal Capture allows you to record up to three inputs (audio, video and your display) in the following configurations:

1. **Audio only** - capturing only audio input. This will generate an MP3 file for students to listen to.
2. **Audio and Video (A/V)** - capturing sound and video input from the built in or USB-connected video camera.
3. **Audio and Display (A/D)** - capturing sound and whatever is shown on the computer screen.
4. **Audio, Display, and Video (A/D/V)** - capturing sound, the display on the computer screen, and video input.
5. **Audio and Dual Video (A/V/V)** - capturing sound and the input from two different video sources.

 Use the three drop-down lists to select the inputs you want to use. Choose **None Selected** if applicable to that input.

Note: You cannot choose None Selected for audio input; you MUST have at least one audio input. Personal Capture will not allow you to record without audio. Audio may come from the internal microphone, an externally-attached microphone, or a microphone on an externally-attached camera if there is one.

1. **Microphone Input** is shown in the light-bar above the preview panes. If you do NOT see this bar changing as sounds are made, check your microphone connection and functionality. *If the sound bar on the screen is not registering sounds, your capture may not have audio.*
2. **Display or Second Video Input** is shown in the left panel of the preview panes. Capturing **Primary Display** captures whatever appears on your computer screen, such as a PowerPoint presentation. If you are using two video inputs, this will show whatever the selected camera is currently aimed to view.
3. **Primary Video Input** is shown in the right panel of the preview panes. If you are not capturing video, this option will show **None Selected**, and the right preview pane will be blank.

Note: When using PCAP for Windows, be sure that Windows Display Scaling is set to the default of 100% (see Control Panel > Display settings). Windows Display scaling, when enabled, can cause distortion and pixelization of the visual portion of PCAP captures.

Select Output Quality for Capture

-  This selection allows you to determine the resolution of the video and display output of the capture, which in turn determines the size of the capture files saved to your local drive and subsequently uploaded to the ESS and viewed or downloaded by students.

The following selections available:

1. **Low Quality/Smaller Files** - This creates a capture with low resolution video and display, which keeps the final file size to a minimum.
This is a good choice if you or your students have bandwidth issues that may cause larger file uploads or capture playback to fail.
2. **Medium Quality/Medium Files (default setting)** - This generates a capture with medium resolution video and display, which creates medium sized files for the recording.
This setting is probably sufficient for playback on most devices.
3. **High Quality/Larger Files** - This setting creates high-definition resolution for video and display. Consequently this setting also creates very large files for these captures.
Use this setting if you have visual details in the display or video of the capture that requires students to see the recording in very high resolution. Otherwise this setting should be used sparingly, due to the time required to upload and process the completed capture. In addition, this setting uses significant computer resources; if your computer cannot process a high quality capture properly, your capture may be blank.

BEST PRACTICE

- **We recommend you do not use your webcam unless you feel it will significantly enhance your presentation.**
- **When you are off campus using a slower connection, you may wish to record your lecture in two parts, which will speed up the processing time and lessen any possibility of an unsuccessful capture.**

Test Protocol (We recommend you perform a test recording to be sure it will work.)

Follow the steps below to ensure a successful recording, particularly if you are using a web camera and high quality settings. If you cannot publish successfully to the ESS, please contact the Help Desk at umwhelpdesk@umassmed.edu or 508-856-8643.

1. Ensure there are no other software applications accessing your web camera during a capture.
2. Do a 15-minute A/V recording with the camera.
3. Examine the media using the Personal Capture software editor.
4. Publish the capture to the EchoServer System (ESS) and wait for processing.
5. Evaluate the processed recording (output products) from the ESS to ensure it meets your standards.

Creating a Recording

Personal Capture recordings are saved locally. By clicking on the Settings gear icon located in the upper right corner of the Personal Capture window, you can choose where you want your recordings to be saved locally.

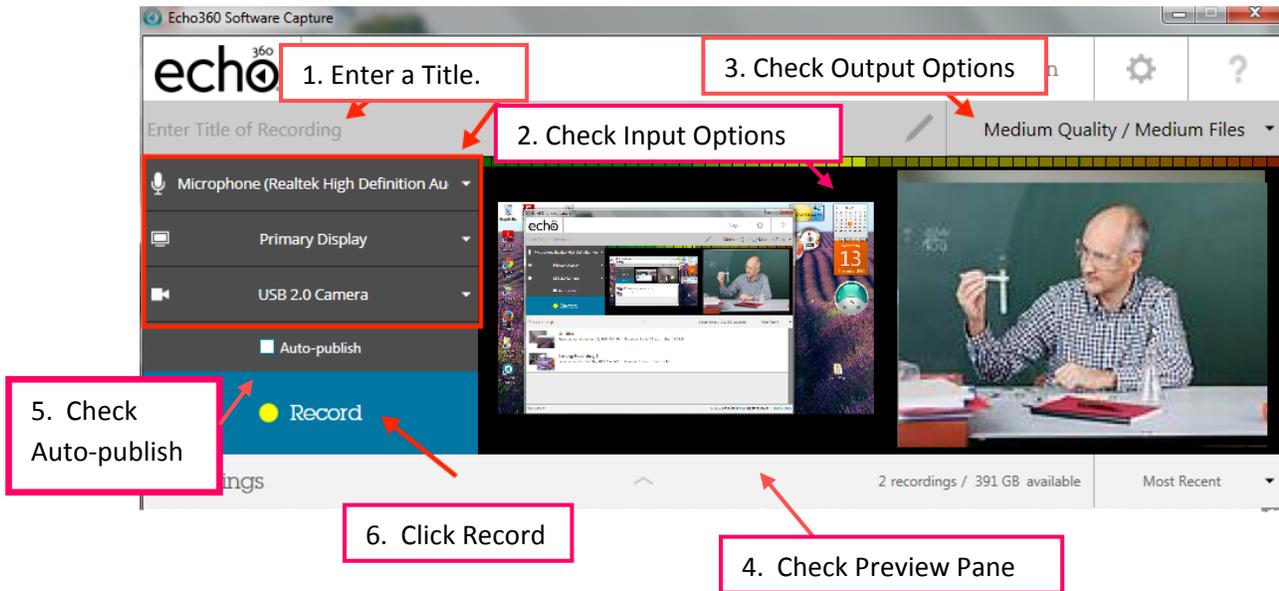
You can then manually publish them to the ESS, or check the Auto-Publish checkbox to publish a recording immediately when finished.

- The ability to **manually publish** a recording allows you to practice creating and editing as many test recordings as you like. Delete the test recordings when you no longer need them.
- The ability to **auto-publish** a recording means you can complete a recording and walk away from the computer and even close the application as soon as you are finished. The recording will be published to the ESS in the background.

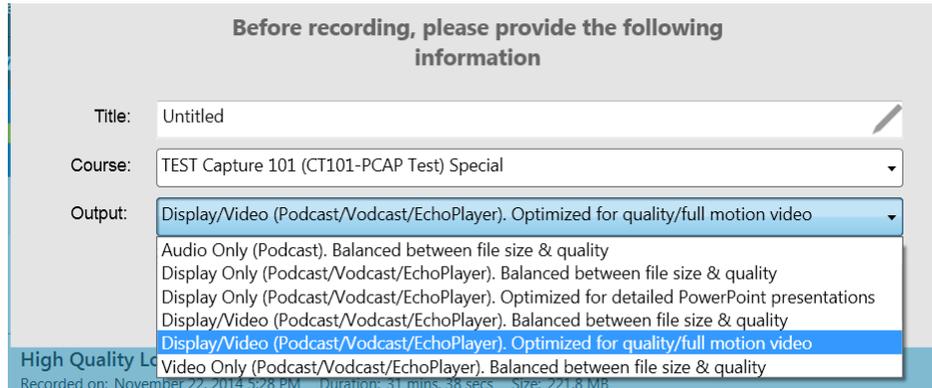
Note: If you are off campus, you must VPN into the UMMS network in order to login to the ESS. If Personal Capture is installed on your office computer, do not VPN remote into that computer and attempt a lecture capture; the audio will not record.

Creating and Auto-Publishing a Recording

1. Enter a **Title** for the recording in the title bar at the top of the page (you can change this later if needed).
2. Check the capture inputs. The Preview window will show what you are capturing in the recording.
3. Check the capture output quality.
4. Set up the presentation or other items you are planning to capture, and verify by checking the Preview panes.
5. Check **Auto-publish** as appropriate.
6. Click **Record**.

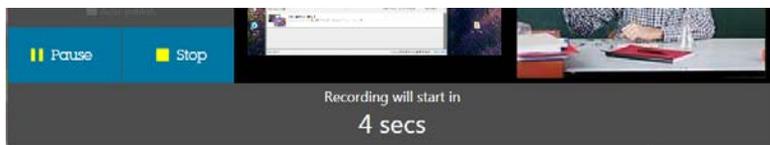


- The following dialog box appears asking you to enter a **Title** (if you have not already done so), select a **Course**, and the **Output** you want for the published recording (the Output options will change according to what Input devices you have configured):



Check the box to make the recording available to students:
If unchecked, you can use the EchoCenter to make the recording available at a later time.

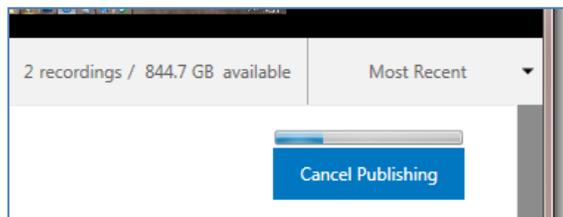
- A **five-second countdown** appears in the window. Once the countdown finishes, recording begins and the preview window minimizes to the taskbar.



- The Record button changes to show **Stop** and **Pause**, which you can use to manipulate the recording, or you can use the keyboard shortcuts as follows:
Pause/Resume toggle: **Alt+F5** and Stop: **Alt+F6**

Once complete, the recording appears in the list of recordings at the bottom of the Personal Capture window. You will see a status bar where you can see the progress of the file upload to the ESS.

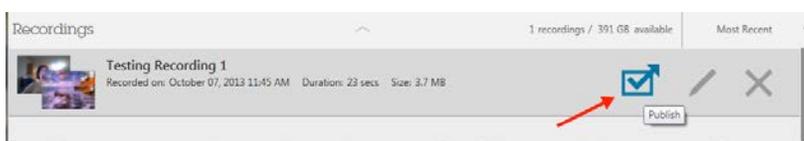
NOTE: For a one-hour lecture, this can take 1 ½ hours or more.



You cannot review or edit the recording before publishing it to the ESS; however, all recordings will still be saved locally, so you can edit the capture and re-publish it later if necessary.

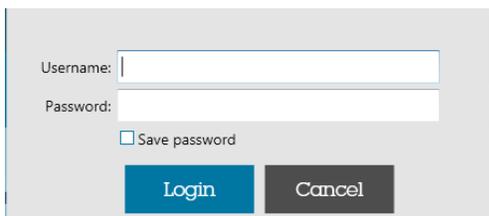
Creating and Manually Publishing a Recording

To manually publish a recording, follow steps 1 through 5 outlined above to create the recording, but in Step 5, **make sure the Auto-publish checkbox is unchecked before you start your recording**. Once you have completed your recording, hover the mouse over the recording you want to publish and click the **Publish** icon:

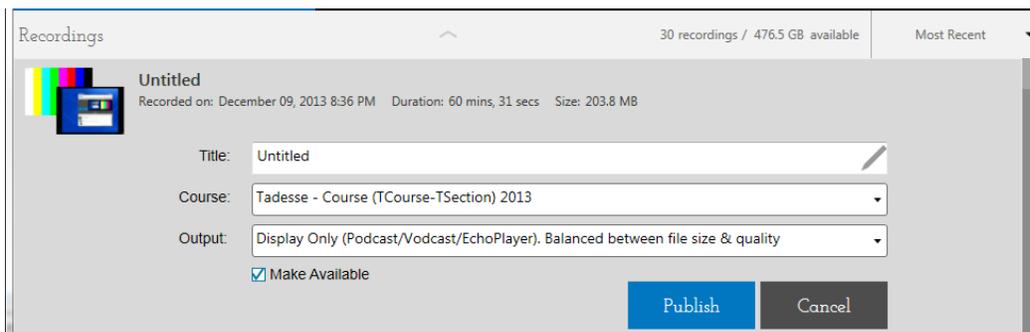


Once you click **Publish**, you may be asked to input information or receive messages as follows:

1. If you are not logged in, the Login window appears, asking for your UMMS Username and Password. **Remember, if you are off campus, you must VPN into the UMMS network in order to login to the ESS.**



2. Once logged in, the **Publishing Details dialog box** will appear.



3. Enter a **Title**, if you have not already done so; select the **Course** to publish the recording to, and the **Output** products to generate for the recording.
4. Check or Uncheck the **Make Available** checkbox.

- When finished, click **Publish**. You will see a status bar, indicating the progress of the file upload to the ESS.

Deleting a Recording

If you no longer need to keep a recording on your local drive, you can delete it.

Best Practice: This is recommended since these are very large files and can take up significant amount of space on your local drive.

Deleting a recording in Personal Capture on your local drive DOES NOT DELETE the published version on the ECHOSystem Server. Be sure to check the information shown for the recording, to see that the recording was published successfully to the ESS, prior to deleting it.

To delete, hover the mouse over the recording you want to delete and click the **Delete** icon:



You will be asked to confirm the deletion.

Deletion is permanent and cannot be undone.

