

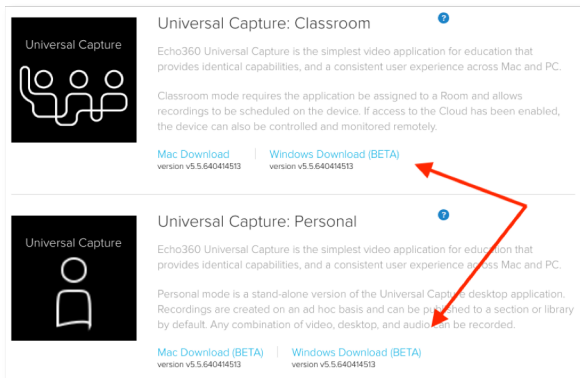
Universal Capture Activity

In this activity you will create, publish, and edit a Universal Capture recording.



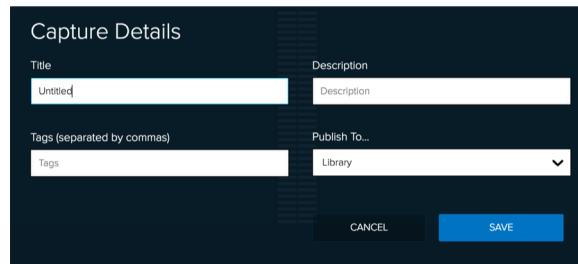
1. Download Universal Capture

1. Enter **Downloads** page
2. Click **Windows or Mac Download** for either **Personal or Classroom mode**
3. Complete **Installation steps**



3. To edit capture details (optional)

1. Click the **Pencil** or **Title** to open **Capture Details**
2. Enter **Title**
3. Select **Publishing Location**
4. Enter **Tags**
5. Enter **Description**
6. Click **Save**



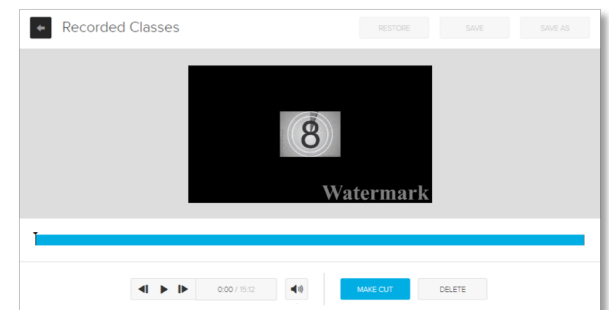
5. To complete recording

1. Click **Stop**
2. Confirm that you would like to **Finish** the recording (**Classroom mode only**)
3. Wait for the upload to finish
4. Click the **Link** to open your **Library**



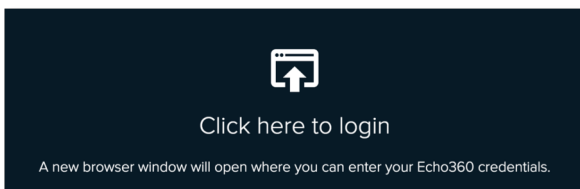
6. To edit recording

1. Click on **video icon** for your class (includes your last name)
2. Select **Edit Video**
3. In the video editor, trim the ends approximately **30 seconds** from the start and end of the video.
4. Cut **30 seconds** out of the middle of the video, by clicking on the timeline and click **Make Cut** in **2** places.
5. Click between the two cuts to select
6. Click **Delete**
7. Click **Apply Edits**
8. Exit the video editor



2. Login

1. Launch **Echo360 Universal Capture**
2. **Login**



4. To start a recording

1. Select **Audio Source**
2. Select desired **Video and/or Display Source(s)**
3. Click **Record**

