TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

Information Technology Services

VStream Personal Capture MAC Academic Guide

This 'How-To' academic guide provides step by step instructions on recording, editing and publishing recorded content via the VStream Personal Capture application

Note: this guide applies to Mac version 5.2 and 5.4 of the software and Windows version 5.2 (old)

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VStream PCAP Academic Guide – v1 – 29/01/2013

1.   Overview

Personal Capture (PCAP) is a capture application built primarily for you, the Academic Staff user. You can use it to record audio, local screen and webcam video from office computers, teaching spaces and your personal laptop or desktop.

This means that a Personal Capture recording can include your voice, a shot of your face, and a presentation (such as PowerPoint slides or an application) displayed on your personal computer.

You may find Personal Capture useful to prepare tutorials and supplemental materials that you could not include in a class lecture. It is convenient because you can use it to record materials anywhere: in your office, at home, while doing field research, or anyplace else. You can make the recording, edit it, and upload it to VStream at your convenience.

1.1   Preparing to Record with Personal Capture

Firstly, you will require a webcam or microphone to be installed on your computer to record using PCAP. The application will not start without one of these detected. Most current laptops will have a webcam and microphone installed that can be used with the application.

If you do not have a webcam or microphone, please contact your school manager to get one of these installed.

Secondly, the PCAP application will need to be installed on your computer. If this is not installed please read 'Installing the VStream PCAP Application' section at the end of this document.

1.2   Getting Started with Personal Capture

Once you have installed and configured PCAP and the recording devices, you can prepare and distribute a recording in three to five steps:

1. Start a recording
2. Optional: Pause and resume a recording
3. Stop a recording
4. Optional: Review and edit a recording
5. Publish a recording

2. Start a Recording

Note: Before beginning a recording, we recommend that you close (or at least minimize) all applications and windows except for PCAP and any applications you will use during the recording. The recording will be less cluttered and more professional looking.

Start Personal Capture by selecting the name from your Start Menu or clicking on the application icon.
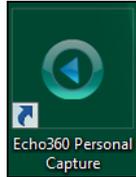
Notice that either the Welcome Screen or My Recordings page appears. If you have content (such as a PowerPoint presentation or application) that you want to display, open it now. If you are at the Welcome window, click **Start Capture**.

On first use: Please read the '**On First Use of PCAP**' section at the end of this document to make sure your computer is correctly configured for recording.

Enter a title for the recording. We recommend entering a descriptive title that will help you remember the content when you see it in the My Recordings list. You can change the title when you publish the recording.

On the Recording screen, select the recording devices you will use. Although the audio device check box is grayed, it is selected by default. Your voice will also be recorded by default. Recording output will be as follows –

- Mic, Screen and Webcam Selected – Video of face, any content on screen and voice will be recorded
- Mic and Screen Selected - Content on screen and voice will be recorded
- Mic Selected – Audio only recorded (like an MP3 podcast)

Click **Start Capture**.
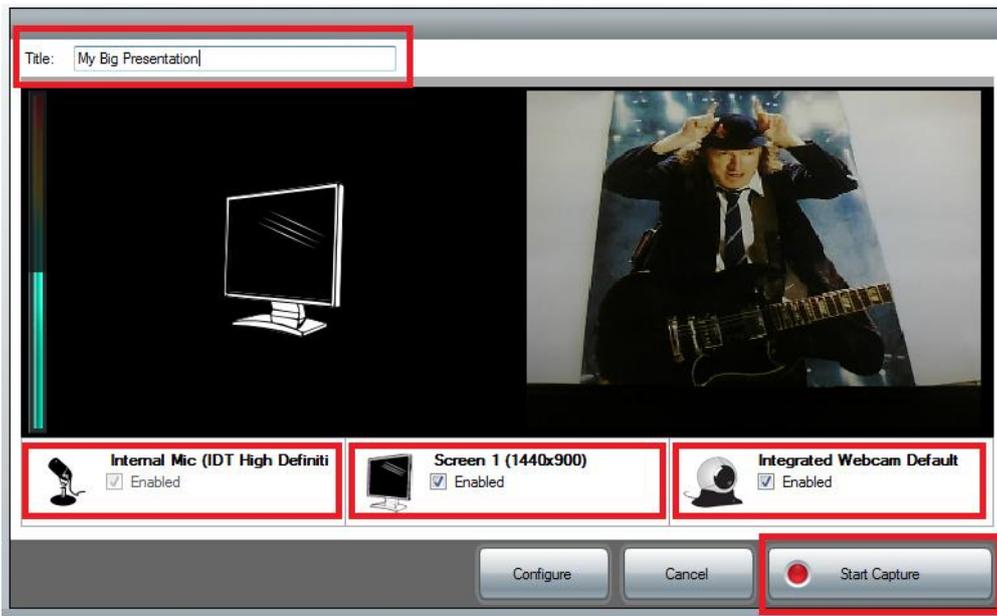
Notice that the Recording screen window minimizes and a countdown dialog box appears. When the countdown dialog box disappears, begin the presentation.

3. Pause and Resume the Recording

The Pause Capture and Resume Capture buttons allow you to stop a recording at any time, turn your attention elsewhere, and then resume the recording. You might use these buttons when you are recording a lesson and:

- A colleague or student comes into your office
- You need to look up some information
- Your recording environment becomes noisy or distracting

You can pause a recording for up to 15 minutes. After that, you are prompted to either continue or stop recording.

You might be in the middle of a recording when your computer stops or shuts down suddenly. In these cases, the recording is saved but not published.

3.1 Keyboard Shortcuts to Pause and Resume

We strongly recommend that you use the keyboard shortcuts for pause, resume, and stop. If you do not use the shortcuts, your recording will include screen actions that you will have to cut out in the editor. Memorize the keyboard shortcuts listed in the table below or print this page.

To	On Windows, press	On Mac, press
Pause the recording	Alt + F3	Command + 6
Resume the recording	Alt + F3	Command + 6
Stop the recording	Alt + F2	Command + 8

3.2 Using Personal Capture User Interface to pause and Resume

These steps assume you have started recording and that Personal Capture is minimized.

On your desktop, maximize Personal Capture so the Recording screen displays and click **Pause Capture**.

Notice that the Pause Capture button is replaced by the Resume Capture button. When you are ready, click **Resume Capture**.

4. Stop a PCAP Recording

To stop the recording:

- Press Alt + F2 (Windows) or Command + 8 (Mac), or
- Click on the Echo360 icon and select Stop Recording.

5. Review and Edit a Recording

After you complete a recording, you will want to review it. You may also want to edit it and you will certainly want to publish the recording so it can be viewed by students!

5.1 Review a Recording

To review a recording, you need to be in the edit recording screen of PCAP. To get to the edit recording screen-

- In the My Recordings screen, select the recording and click View/Edit. The Edit Recording screen appears.
- Immediately after stopping a recording, the Edit Recording screen appears.

To review a recording, in the Edit Recording screen, press the Play button.

5.2 Edit a Recording

Editing can be useful if you want to trim off the beginning and end of a presentation, leaving only the substantive portion or remove unwanted content from the middle of a presentation.

Warning: Once you edit and save in PCAP, the original video that you have removed has been lost. It is recommended to publish your videos and edit online if you do not want to lose the original content.

Using PCAP to edit you can:

- Trim the beginning and end of a recording ("top 'n tail")
- Cut a segments from the middle of a recording

To edit, select the recording to be edited and click View/Edit to get to the edit recording screen.

5.2.1 To Top and Tail a Video –

1. Drag the left slider in to trim the beginning of the recording.
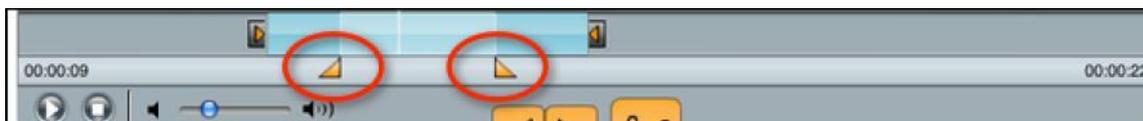2. Drag the right slider in to trim the end of the recording.
3. Click the scissor icon to cut out the footage
4. Click **'Apply Edits'** or **'Clear Cuts'** to either save the edit or delete the changes.
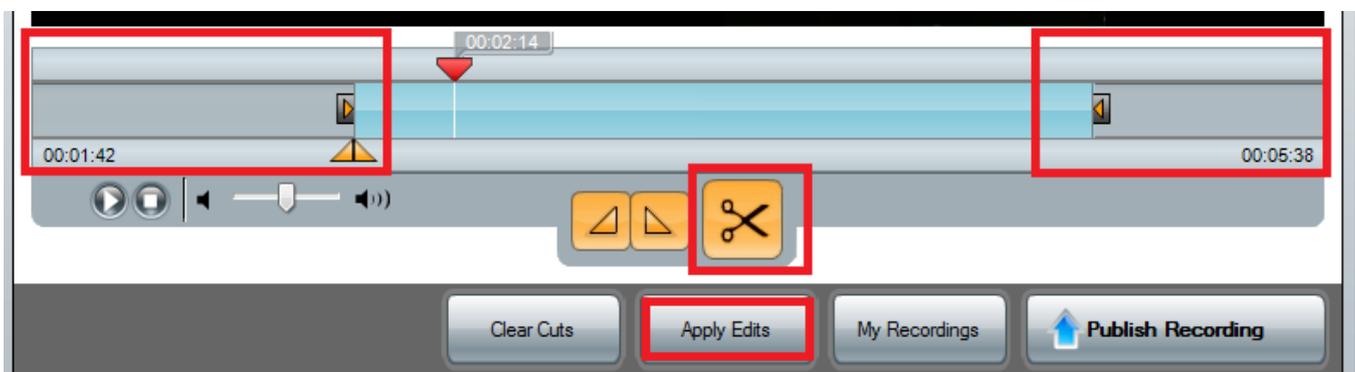
5.2.2   To Cut Out a Segment -

Use either of the methods below to cut a middle segment of a recording.

Method One: Mark the segment you want cut, using either the playhead and marker buttons or the sliders.

To use the playhead and marker buttons:

Position the playhead on the section where you want the cut to start. In this example, the cut begins at 00:00:15 seconds:

Click the mark-in button. This places the mark-in point at the current playhead position:

Position the playhead on the section where you want the cut to end. Click the mark-out button. This places the mark-out point at the current playhead position.

Click the scissor icon to cut out the footage. Click **'Apply Edits'** or **'Clear Cuts'** to either save the edit or delete the changes.

Method Two: Find the sliders to the left of the timeline.

Drag the left slider in to the start of the segment. Drag the right slider in to the end of the segment. Verify that the sliders are in the correct positions.

Click the scissor icon to cut out the footage. Click **'Apply Edits'** or **'Clear Cuts'** to either save the edit or delete the changes.

5.3   Review Changes

Use the playback control buttons to view and/or listen to the edited recording.
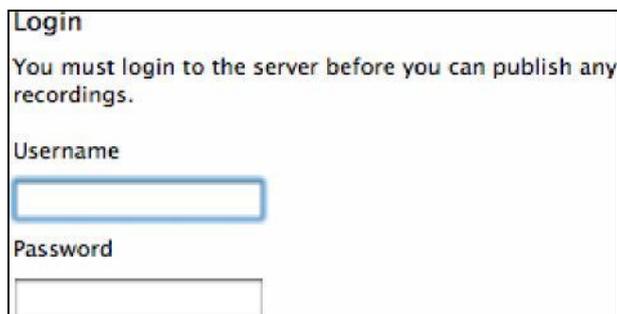
6.   Publish a Recording

When you publish a recording in PCAP, it copies your recording from your local computer and sends it to the VStream service for playback in Blackboard or via the internet.

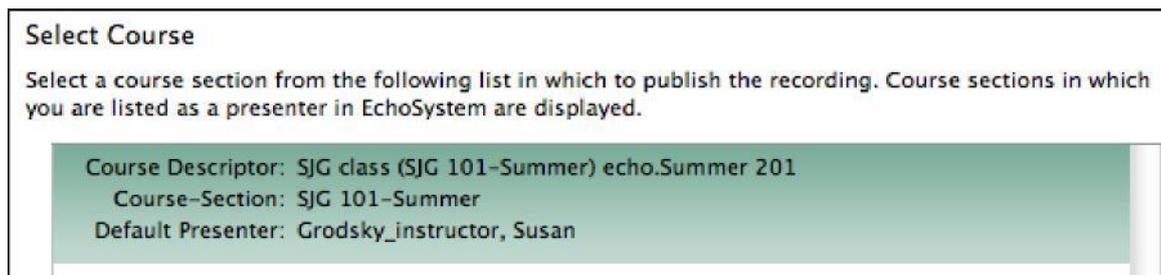In the My Recordings page, select the recording in the list and click Publish Recording.

Log in to VStream using your staff username and password. If you are not able to log in please contact the ITS Service Desk.

Review the list of courses displayed. You will see only courses that you are associated with. Select the course you want to publish to and click **'Next'.**

Select if this is a new 'Echo' (recording) or replacing an existing recording. This will generally be a new video. You can also enter the date if you want your recording to appear for students at a later date. Click **'Next'.**

Enter or change the title for the recording and click **'Publish'**.

Notice that the recording appears in the My Recordings page with a status of Publishing.

When the upload is complete, the status changes to Published. This recording will now appear in the VStream web portal in the '**Echoes**' list.

To login to the VStream portal to view all your recordings:

1. Open an internet browser and browse to https://vstream.victoria.ac.nz
2. Login using your staff username and password
3. Click the **'Echoes'** tab.

For more information on using the VStream portal, please read the Academic VStream Portal Guide.

# 7. Appendices

7.1 Installing the VStream PCAP Application

To install PCAP, simply follow these simple instructions –

VUW Staff Windows Desktop or Laptop -

1. Note the **Service Tag** of your staff desktop. This can be found by clicking on start and selecting 'VUW Support'.
2. Log a call with the ITS Service Desk to get 'VStream PCAP' installed on your computer stating the service tag number.

VUW Apple Mac or Personal Desktop or Laptop –

4. Open an internet browser and browse to https://vstream.victoria.ac.nz
5. Login using your staff username and password
6. Click on the 'Downloads' tab and select the 'Installer for EchoSystem Personal Capture' file for the operating system of your computer (e.g. Windows 32 or Mac OS X)
7. Install the application.
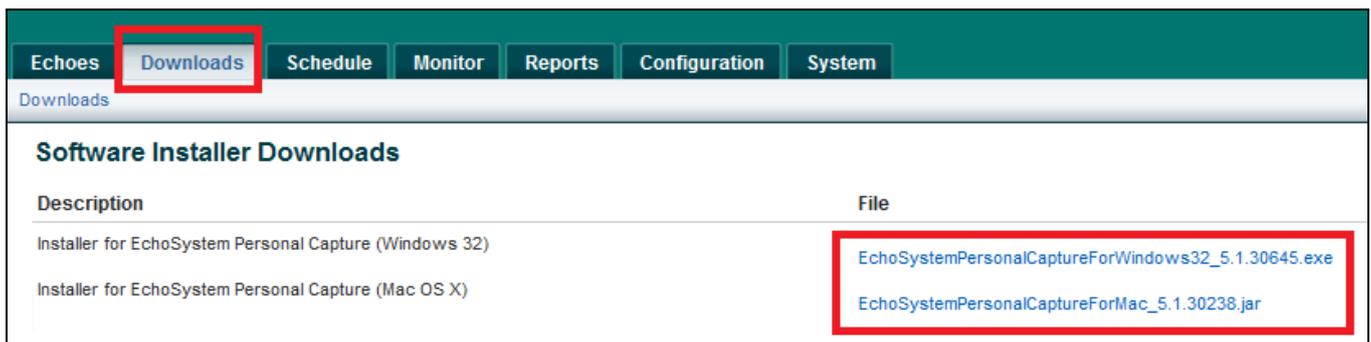
| Echoes | Downloads | Schedule | Monitor | Reports | Configuration | System |

Downloads

Software Installer Downloads

Description	File
Installer for EchoSystem Personal Capture (Windows 32)	EchoSystemPersonalCaptureForWindows32_5.1.30645.exe
Installer for EchoSystem Personal Capture (Mac OS X)	EchoSystemPersonalCaptureForMac_5.1.30238.jar

7.2   On First Use of PCAP

Start Personal Capture by selecting the name from your Start Menu or clicking on the application icon.
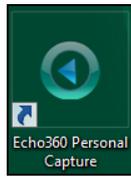
Notice that either the Welcome Screen or My Recordings page appears. If you are at the Welcome window, click **Start Capture**.

Click on the '**Configure**' button.

Ensure that your webcam is selected for '**Audio Device'** and **'Video Device'**

Ensure that your '**Video Quality'** for **'Screen'** and '**Video Configuration'** is set to '**Actual Size**'

Click '**OK**' to save.