Classroom Capture for Academic Staff

Overview

Classroom Capture is a Windows-only application suited for audio and local screen capture from a dedicated podium or lectern PC inside the classroom. Classroom Capture is accessed through the Start menu, as shown in the below figure, or may be available via a shortcut icon located on the desktop.

Notice how the Start Menu option indicates an upcoming scheduled recording. This message appears whenever there are 10 minutes or less until the next scheduled recording. The remaining sections of this page provide instructions on manipulating a scheduled capture and recording an Adhoc capture through the Classroom Capture interface.

Classroom PC Must Be On and User MUST Be Logged In

The Classroom Capture service is configured to start when Windows starts; it will capture scheduled classroom lectures without the program being open. You only need to open Classroom Capture if you want to manipulate the scheduled recording. HOWEVER, the following must be done order for Classroom Capture to record a scheduled lecture:

- An approved BoilerCast user must be logged into the ITaP computer. You can send email to itap@purdue.edu to add an approved user for your class.
Classroom Capture and Adhoc Recordings

Classroom Capture allows you to easily start and control Adhoc recordings through the Classroom Capture interface.

To open Classroom Capture:

- Search for “echo360” in the Start menu.
- Select **Launch Echo360 Software Capture UI**

If there are no scheduled recordings about to begin, the Classroom Capture "preview window" appears, previewing the items being captured by the selected inputs. Classroom Capture allows you to select what inputs you want to capture for each recording, and the output quality for the processed capture. The below figure identifies the locations of these drop-down selection lists.

To begin a Classroom Capture Adhoc recording:

1. Click **Record**.
2. A Login screen may appear, shown below, requesting an instructor login. Enter your Purdue credentials and click **Login**.
3. An information screen then appears, shown below, requesting the following information for the capture:

![Information screen](image)

- **Title** - Enter something brief but descriptive enough to identify the subject matter to students. If a generic login is used, use the title to note the course or section for this capture.
- **Course** - Use the drop-down list to select the Course/Section to publish the completed Adhoc recording to. If a generic instructor login is used, you will not see this option.
- **Output** - Use the drop-down list to select the output products to be generated for this capture.
- **Make Available** - If you do not want the recording to be available immediately upon processing, uncheck this box. You may choose to do this if you don't want students not present to see the recording until a later date.

4. When finished, click **Record**. After you click record:
   - A five second countdown appears in the window.
   - Once the countdown finishes, recording begins and the preview window minimizes to the Windows Taskbar.
   - The Record button changes to show **Pause** and **Stop**.

### Pause and Resume a Capture

Both scheduled captures and Adhoc captures allow you to pause and resume the capture while recording. There are multiple ways to pause and resume a capture, each described below.

**To pause/resume using the keyboard command:**

- Press **Alt+F5**
The keyboard command is a "toggle" function, meaning the same combination both pauses an active recording and resumes a paused recording.

This method allows you to manipulate the recording without having to open the program or capture unnecessary display items in the recording.

To pause/resume from the Classroom Capture window:

1. Open the Classroom Capture window by:
   - Selecting Launch Echo360 Software Capture UI from the Start menu to open the program;
   - If the program is open, click the Classroom Capture icon from the Taskbar, shown below, to maximize the window.

2. Click the Pause button on the left side of the window, shown in the below figure. Once paused, the button changes to Resume.

3. When appropriate, click the Resume button to continue recording. You will want to minimize the window after recording resumes.
Stop a Capture

Both scheduled captures and Adhoc captures allow you to stop the recording when you are finished. Once a capture is stopped, it cannot be re-started. Classroom Capture immediately begins processing and uploading the recording to the ESS.

Scheduled recordings stop automatically when the scheduled end-time is reached. However if your class is finished early, you can manually stop the capture to eliminate the unnecessary recording time and resources.

There are multiple ways to stop a capture, each described below.

**To stop the capture using the keyboard command:**

- Press `Alt+F6`

This method allows you to stop the recording without having to open the program or capture unnecessary display items in the recording.

**To stop a capture from the Classroom Capture window:**

1. Open the Classroom Capture window by:
   - Selecting *Launch Echo360 Software Capture UI* from the Start menu to open the program;
   - If the program is open, click the **Classroom Capture icon** from the Taskbar, shown below, to maximize the window.
2. Click the **Stop** button on the left side of the window, shown in the below figure.

![Stop button in Classroom Capture interface](image)

3. After stopping, you will receive a notification shown in the below figure, letting you know that the capture is being uploaded for processing.

![Notification message](image)

**Controlling Scheduled Recordings**

As stated in the Overview above, you (the Instructor) don't have to do anything for Classroom Capture to record scheduled classroom lectures, except make sure the PC is on and that an approved BoilerCast user is logged in. However, you can open the program to check the time left in the recording, or to manipulate the recording to:

- Start the capture early
- Extend the capture
- Pause and Resume the capture
- Stop the capture early
Start Early and Extend are only available for Scheduled recordings and do not apply to Adhoc recordings. Pause, Resume, and Stop apply to any type of Classroom Capture recording.

**Start a Capture Early**

If a scheduled recording is within 10 minutes of starting, Classroom Capture allows you to start the recording early. This may be useful if you know your lecture or class activities will take up all of the normally scheduled time.

Select **Launch Echo360 Software Capture UI** from the Start menu to open the program; If the program is already running, click the **Taskbar icon** to maximize the Classroom Capture window.

During the period prior to a scheduled capture, called "pre-roll", the Classroom Capture window will appear as shown in the below figure.

The pre-roll window indicates how long until the next scheduled recording is to begin, and provides a **Start now** button to start the capture early.

Once you click **Start now**, you will receive a countdown timer (default is 5 seconds) after which the capture begins.
**Extend a Capture**

At any time during a scheduled recording, Classroom Capture allows you to extend the capture by 10 minutes. This may be useful if you know your lecture or class activities will go beyond the normally scheduled end-time.

Select **Launch Echo360 Software Capture UI** from the Start menu to open the program; If the program is already running, click the **Taskbar icon** to maximize the Classroom Capture window.

While the program is recording, the Classroom Capture window, shown in the below figure, provides a variety of control options, including a button to add time.

![Classroom Capture window](image)

Click **Add 10 minutes** to extend the capture. The Time Remaining shown on the screen will increase by 10 minutes. You can then minimize the window to continue using the PC display if necessary.

Clicking the button again adds another 10 minutes to the capture. Repeat to extend the capture as long as necessary. See note below.

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**Captures Cannot be Extended Into Next Scheduled Capture**

You cannot extend any capture beyond the start time of the NEXT scheduled capture. While the system will allow you to add time as described above, the capture will automatically end one minute prior to the start of the next scheduled capture (to allow the system to perform the preparation tasks required for the next capture). Adhoc captures are automatically stopped five minutes prior to the next scheduled capture.
**Windows Taskbar Capture Status Indicator**

When the program is open, the Classroom Capture icon in the Windows Taskbar shows the status of the recording. For example, the below figure shows the Taskbar icon with a red dot, indicating that Classroom Capture is currently recording.

Pausing the capture changes the Taskbar icon to show a pause symbol, as shown in the below figure.