

Five Steps to Lecture Capture - Personal Device

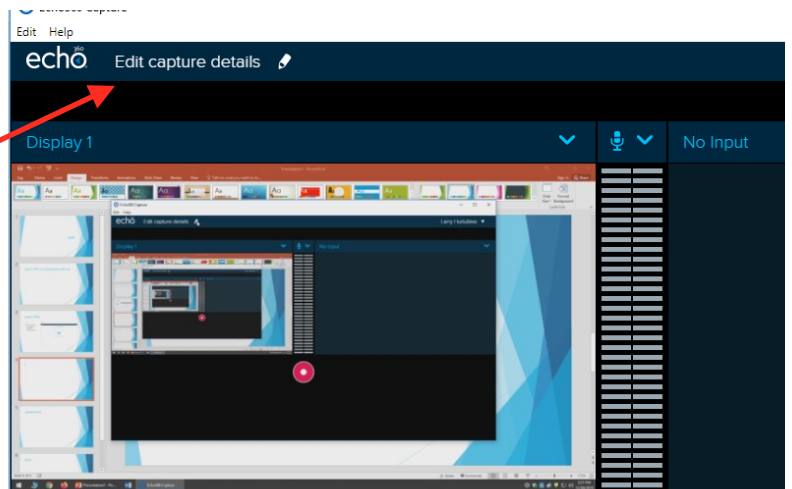
Step One

Launch Echo360 and login.

Step Two

Click on the Pencil or Edit Capture Details (top left).

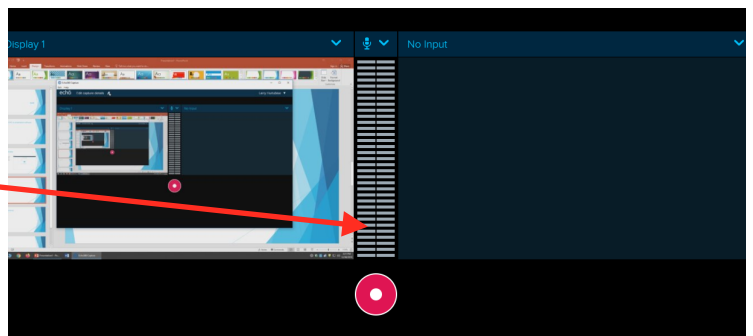
1. **Title:** Add your last name and the title of the lecture
2. **Publish to:** Select the appropriate course from the dropdown
3. **Leave:** Description and Tags blank
4. **Click Save**



Step Three

Ensure the microphone is active (showing green).

Click the red Record button.



Step Four

- At the end of the lecture, click Stop, Finish, and Close.
- Logout of Echo360.

