

Start Ad-Hoc Recording and Publish – Echo360 ALP – Universal Capture

Echo360 ALP – Universal Capture can allow the initiation of ad hoc recordings outside of the pre-defined recording schedule.


Please note that this is a flexible method to record lectures, but pre-scheduled recordings will take priority. Pre-scheduled recordings that overlap with the ad hoc recordings, the ad hoc recording will be stopped and pre-scheduled recording will start.

To initiate an ad hoc recording:

1. Login to the lectern computer with your university ID and HORUS password
2. Start the ad hoc recording by selecting the **Echo360 Lecture Recording** icon on the desktop
3. You will be taken to the ad hoc capture age as well. Click on **Launch Echo360 Lecture Recording Interface**

Wattle » Echo360 Lecture Recording launch » Manual venue selection » BPB W119

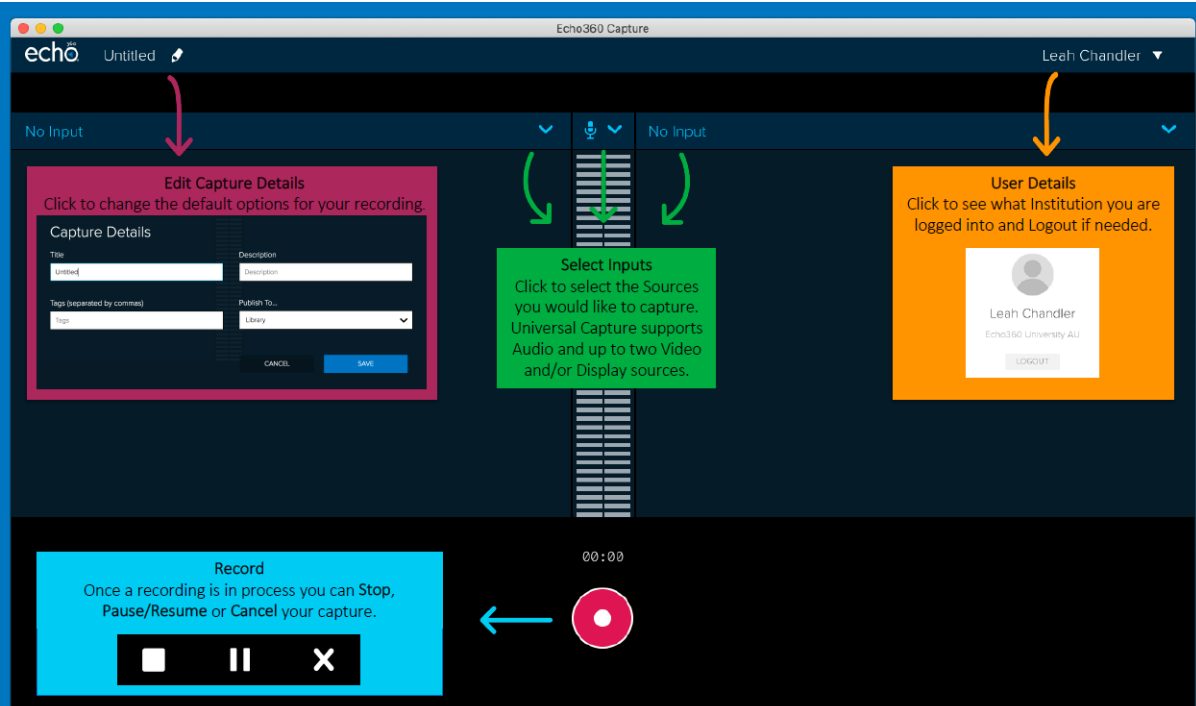
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 This venue has been upgraded to Echo360 ALP. For more information, please refer to the [room migration schedule](#) and [new lecturer interface overview](#).

Launch Echo360 Lecture Recording interface



4. You will see the “ANU Federation Login” page.
 - a. Enter your university ID/HORUS password
 - b. Click on “Continue”
5. Echo360 Universal Capture will be launched. Please refer to the screenshot for a quick start.
***Note:** Before starting the recording, refer to the Editing Capture Details section below for information on where to publish the recording.



Editing Capture Details

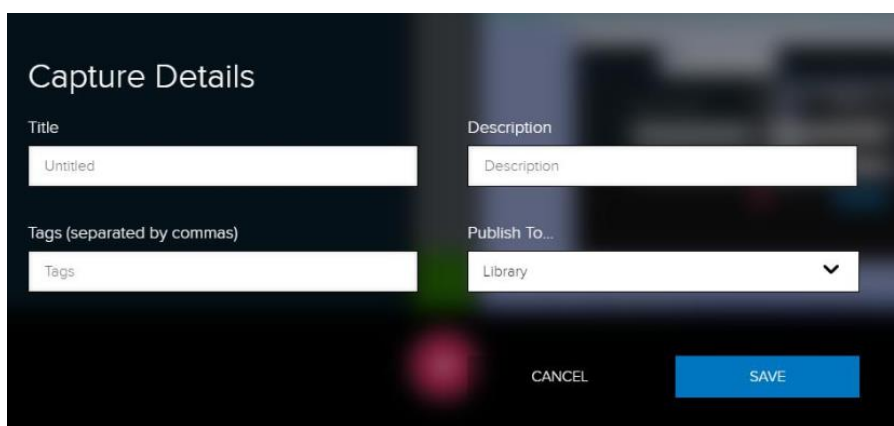
Upon launching an ad hoc recording in Echo360, the recording is defaulted to publish to your personal library.

However, this can be updated before starting the recording and the recording can be published into the course that you are teaching.

It is highly recommended that you update the capture details before starting to record.

See steps below for updating the Capture Details:

1. Click on the pencil icon next to “Untitled”
2. In the pop up window, you can enter the following information:
 - a. Title of the recording
 - b. Description of the recording
 - c. Select where the recording is to be published to



Extending the ad hoc recording

At times, you might need to extend the ad hoc recording, as the default recording length is set to 1 hour.

You have the options to extend the recording by 5 minutes, 10 minutes, 15 minutes, or 30 minutes.

See steps below to extend the recording:

1. Locate the Plus + sign towards the end of the recording time
2. Click on the Plus + for a drop-down menu
3. In the drop-down menu, select the length of time for the extension

