UCAP / UML-

- Install UCAP with PC or Mac software. Latest version here- http://tiny.cc/5ouwkz
- You must login with your UML credentials to finish installation of UCAP. Please notify classroomtech@uml.edu if authentication gives you errors.
- Once verified, you will be returned to the UCAP main screen.

Note: Once you are verified, you can work online or offline to make recordings. To work offline, select Help from menu and select Work Offline. Recordings will be uploaded when you change it back to Work Online.

- Use a headset OR be in a quiet area with your laptop, which should have a built-in microphone.
- A camera is not required but you can add in a laptop camera OR plug in a USB camera.
- Choose you inputs within UCAP- Video (display is the default) and/or camera (if desired).
- Choose your audio input- built-in microphone or headset.
You should see your main screen on the left-hand side. You can choose a 2nd screen on the right-hand side, a camera (if desired), or no input.

**MAKE A TEST RECORDING**

- Before undertaking a recording project, make a short test recording to check the audio level and to confirm that recordings will be made. Your test recording will be uploaded into your Content area in Echo (https://echo360.org).

**Recording**

- While you know your material, take a deep breath and start recording. Stop when complete and check the results. The recording is processed on Echo and will not be immediately available for viewing.

**Moving a finished recording into a course**

You can either generate a link to that recording and post it within Blackboard OR a link can be generated that can also be placed within Blackboard that lists all of the recordings made.

- Generate your own link by logging into the Echo server, look for the recording(s), click on it and select SHARE. Select Links and copy the link generated.

- Share that link.