

# Getting Started in Echo360 for Faculty

CSU Echo360 Help Website: <http://help.echo.colostate.edu>

## Finding information About Recording on Campus

[On Campus Recording at CSU](#)

The first two videos on the right are very helpful in understanding what the recordings might look like, and how to record in an Echo360-Enabled Classroom at CSU.

## CSU Echo360-Enabled Classrooms (Lecture Capture Rooms)

[See which of nearly 200 classrooms on campus are Echo360-Enabled](#)

## Logging into an Echo360 Account

There are two ways to log in:

1. Log in from the [CSU Echo360 Help website](#)
  - a. Tap the Log In button on the top right.
  - b. Select Faculty – Echo360 Account
  - c. Authenticate with eID and Password
  - d. You will be logged into your Echo360 Account, in your Main Library
2. Log in from the Web – Firefox is the preferred Browser
  - a. Go to <https://echo360.org>
  - b. Enter your [Firstname.Lastname@colostate.edu](#) email. Never use other emails.
  - c. Authenticate with eID and Password
  - d. You will be logged into your Echo360 Account, in your Main Library.

## Explore your Echo360 Account

[More information about how to log in and navigate your Echo360 account](#)

[Your Echo360 Account \(PDF\)](#)

Visit again after you make or upload some recordings.

## Activate Echo360 Section Recordings on Campus

To set up Echo360 automatic recording on campus please follow these quick steps.

[Details of activating Echo360 Section Recordings \(PDF\)](#)

1. Go to the [CSU Echo360 Help website](#)
2. Go to the top menu, Recording Requests, and select [Create/Manage Echo360 Recording Schedules](#).
3. Authenticate with your EID and Password.
4. Select Display Courses and Sections
5. Next to the course you desire to record, change Universal Capture Only to the Classroom in which you are scheduled to teach.
6. Add any additional instructions, like “Please cancel Friday recordings” etc.
7. Tap the Submit Request button at the bottom.

This will activate the recording schedule starting January 19, 2021. You can wait if you won't quite be on campus yet, or start recording the empty classroom the first week of school.

## Combine Separate Campus Echo360 Recording Sections

To combine more than one recorded Echo360 section please follow these quick steps.

1. Go to the [CSU Echo360 Help website](#)
2. Go to the top menu, **Recording Requests**, and select [Combine Recordings of Echo360 Sections](#).
3. Authenticate with your EID and Password if required.
4. Select the **Parent Section**, or main recording section such as 001, from the pull down menu.
5. Select the **Child Section** or sections you wish to combine. Check all that you desire.
6. Tap the **Combine Sections** button.
7. Alternatively, if you have any issues with this process, you can select to manually email the support team with the link at the top, request combining sections via email. Allow 48 hours please.

## Home or Office Recording using Echo360 Universal Capture on a PC or Laptop

Echo360 Universal Capture:Personal (UCap) allows you to install, record, and even live stream from your home or office PC or Laptop device. Even if you are recording on campus, having this alternative is very advantageous in case you must teach from another location other than your classroom. In fact, since you can live stream from either the classroom recordings, or Universal Capture, some faculty are teaching exclusively from home using UCap.

### Installation Instructions - Important

[Install and use Echo360 Universal Capture \(UCap\): complete account login and installation instructions \(PDF\)](#)

[CSU Universal Capture help web page](#)

## Echo360 to Canvas: Link the Parent Recording Section to your Canvas Course

To Link your main Echo360 Course Section to Canvas, follow these quick steps.

[Link Echo360 to Canvas: Detailed steps \(PDF\)](#)

### Part 1 – Activate the Echo360 tab or link

1. In Canvas, go to Settings, Navigation, tab.
2. Find Echo360 in bottom half, select and enable.
3. Drag to top half position desired.
4. Tap the SAVE button at the bottom.

### Part 2 – Link the desired Echo360 Course Section to Canvas

1. Tap the Echo button or link on the left column
2. Choose your Course Section.
3. Tap the Link Content, light blue button.
4. Your Echo360 Section will be listed at the top and will be connected to Canvas

**Note:** Never try to view the Echo360 page in Student View or you will get an error since you are not a student. View in Instructor view only.

## Upload Zoom Recordings to your Echo360 Library

[Zoom-Echo360 Integration](#)

[Using Zoom with Echo360 \(PDF\)](#)

## **Upload Microsoft Teams or any other personal videos to Echo360**

[Upload your personal videos to Echo360, including Microsoft Teams streamed videos \(PDF\)](#)

## **Cloning Previous Semester Recorded Echo360 Courses to a new current Course Section**

If you wish to use an entire previous semester's recordings you can [Clone the old semester into the current semester \(PDF\)](#).

Echo360's website also offers more details:

[Preparing for Section Cloning](#)

[Cloning Sections](#)

[Sharing and Publishing to a Course](#)

## **Student Access Issues**

Students occasionally use a browser or device that proves difficult when trying to watch Echo360 videos. The best solution is to always have them use FireFox. Include this link to the [Echo360 Student Help page](#).

## **Technical Support**

Visit the home page, **Technical Support** section, and see how to:

[Find answers to common Tech Support issues](#)

Contact Classroom Support Services to [Report a Classroom Issue](#)

Contact Echo Team for [Echo360 Software Technical Support](#) for all Echo360 questions. Please allow 48 hours. Always **Reply All** to include comments in Ticketing System.

You can also directly email the support team from the Academic Technology Unit, ACNS at:

**Echo360 Support Team Email:** [Echo360help@colostate.edu](mailto:Echo360help@colostate.edu)

## **Announcements – Important**

Check back to see current announcements on the main home page on the top right side.

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