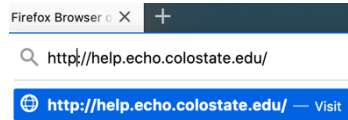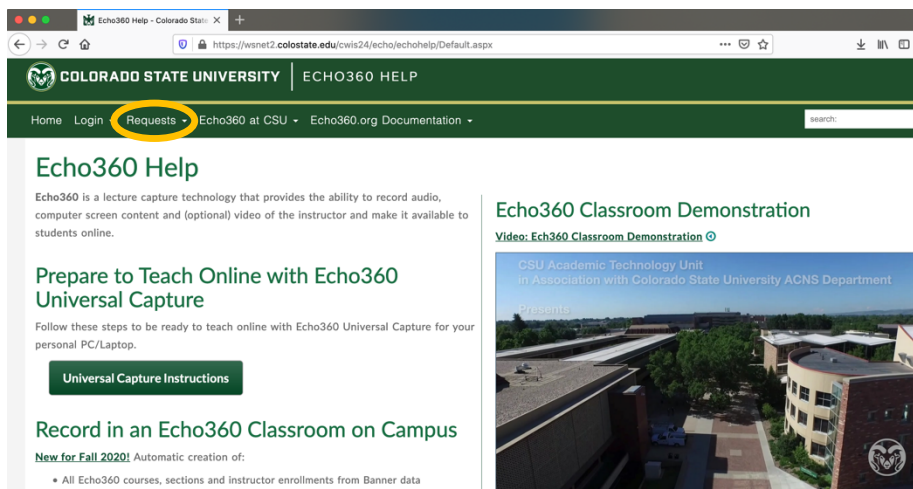# Cancelling the Echo360 Recording Schedule for the Entire Semester

Echo360 Sections have been automatically created for all Fall 2020 courses and sections. In addition, for all Echo360 - enabled classrooms, Echo360 recording schedules are also automatically created each morning after they appear in Banner. Here are directions to **cancel** or **Opt-Out** of recordings for the entire Semester.

1. Log in to the Echo360 Help Website: **http://help.echo.colostate.edu**

2. From the Home page, see the **Requests** tab at the top.
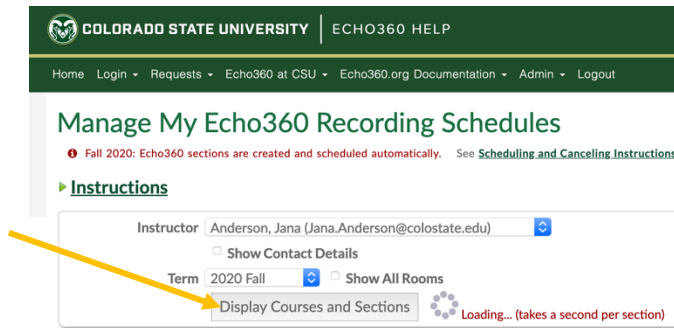

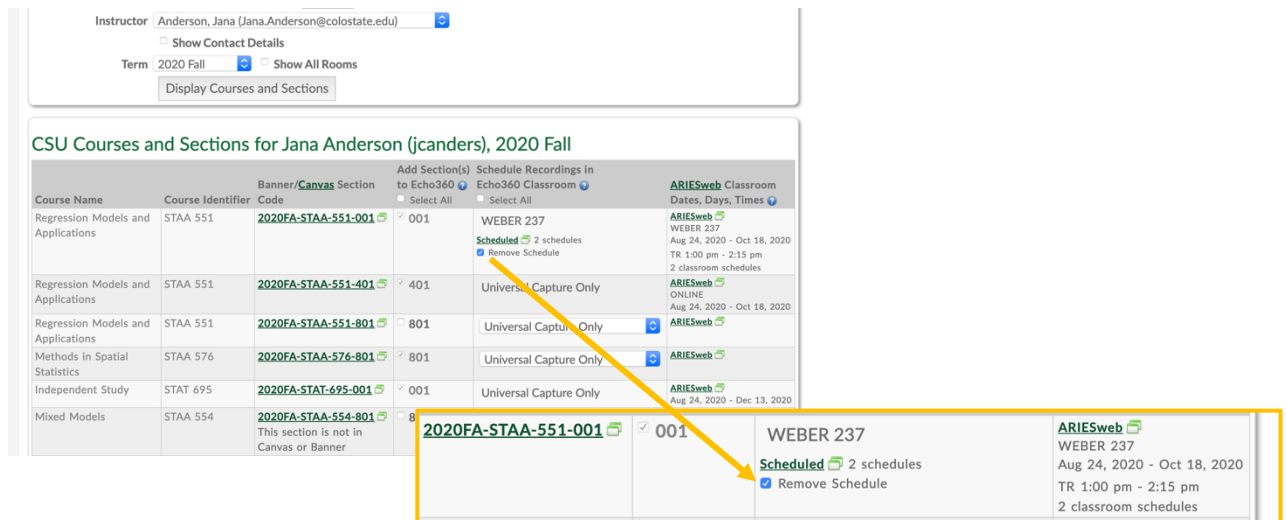3. Hover over Requests and tap on: **Manage My Echo360 Recording Schedules**

4. Authenticate with your NetID and Password.

5. Tap **Display Courses and Sections** to display your current term schedule.

6. Any classes scheduled will show a room name and Scheduled below. Tap the box to the left of **Remove Schedule** and a blue check will appear.

7. Recorded videos are likely still in your Echo360 library. Use the **Other Instructions** box to request the Echo360 Admins delete any unwanted videos.

8. Scroll to the bottom and tap **Submit Request**.

9. The schedule is automatically removed for all future recordings for the checked course. Nothing else is required.

   NOTE: In the event you want to start the recording schedule once again, just Email the Echo360 team at Echo360help@colostate.edu.

10. If there is a course that unexpectedly didn't get automatically scheduled, and you wish to start recording, just Email your request and details to: Echo360help@colostate.edu.