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.

Instructor	Anderson, Jana (Ja	na.Anderson@colostate.edu	ı) 🗘				
	Show Contact Details						
Term	2020 Fall 😒 🗆 Show All Rooms						
	Display Courses and Sections						
CSU Courses ar	nd Sections	for Jana Anderso	n (icande	rs), 2020 Fall			
Course Name	Course Identifier	Banner/ <u>Canvas</u> Section Code	Add Section(s) to Echo360 @ Select All	Schedule Recordings in Echo360 Classroom 🕢	<u>ARIESweb</u> Classr Dates, Days, Tim	room	
Regression Models and Applications	STAA 551	2020FA-STAA-551-001	⊘ 001	WEBER 237 Scheduled 2 schedules Remove Schedule	ARIESweb WEBER 237 Aug 24, 2020 - Oct TR 1:00 pm - 2:15 p 2 classroom schedule	18, 2020 am es	
Regression Models and Applications	STAA 551	2020FA-STAA-551-401	⊘ 401	Universal Capture Only	ARIESweb ONLINE Aug 24, 2020 - Oct	18, 2020	
Regression Models and Applications	STAA 551	2020FA-STAA-551-801	0 801	Universal Captur Only	ARIESweb		
Methods in Spatial Statistics	STAA 576	2020FA-STAA-576-801	⊘ 801	Universal Capture Only	ARIESweb		
Independent Study	STAT 695	2020FA-STAT-695-001	☑ 001	Universal Capture Only	ARIESweb Aug 24, 2020 - Dec	13, 2020	
Mixed Models	STAA 554	2020FA-STAA-554-801 This section is not in Canvas or Banner	8 2020F	A-STAA-551-001	☑ 001	WEBER 237	ARIESweb
						Scheduled ☐ 2 schedules ✓ Remove Schedule	Aug 24, 2020 - Oct 18, 2020 TR 1:00 pm - 2:15 pm 2 classroom schedules

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

Other Instructions: Unlisted courses, other contributors, special scheduling,	
questions, etc.	Submit Request

- 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: <u>Echo360help@colostate.edu</u>.