Creating/Managing Echo360 Recording Schedules for the Entire Semester

1. Navigate to the Echo360 Help Website: http://help.echo.colostate.edu

2. From the Echo360 Help Website home page, see the Recording Requests tab at the top.

3. Hover and tap on: Create/Manage Echo360 Recording Schedules

4. Authenticate with your eID and Password.
5. Select a term, then tap **Display Courses and Sections** to display your course schedule. Allow 1-2 seconds per section.

6. Your courses for the selected semester will show below. This information is imported from Banner (ARIESweb) and is updated every night. If any course, room, or faculty information is incorrect, contact the Registrar and provide corrected information or room change requests. Echo360 Section information will then update overnight. It is important to correctly document who is teaching what, and where through the Registrar at CSU.

7. To create a recording schedule, if you are scheduled to teach in an Echo360 enabled classroom, first find your CSU face to face section.

   To activate the schedule, tap the Room Name and the selected classroom will be highlighted.

8. Continue this process for all the Course Sections you want to record for the Semester.
9. **Optional* Other Instructions Box**

Use the **Other Instructions** box to request the Echo360 Admins make any changes, such as adding up to two minutes to the end of the recording schedule, or if you need an additional lab section recorded, or any special requests.

10. **IMPORTANT**: Scroll to the bottom of the page and tap **Submit Request**.

After submitting you will be presented with a summary page of your successful changes which will have highlighted fields indicating your saved changes.

You will also receive an email with the number of created recording schedules. For Example: **Summary:**

* Created 2 recording schedules. If it says No changes were made, try again, it didn’t create the recording schedule.

11. **Final Step** - We recommend you check your request by bringing up the same request form and verifying it says “Scheduled” just below the room name.

**Cancelling the Recording Schedule**

To stop or cancel the automatic recording schedule at any time during the semester, check the **Remove Schedule** box, and submit the form by tapping the **Submit Request** button.

Removing the schedule stops all future scheduled recordings. All previous videos remain and are not affected, only the schedule for new recordings is cancelled.
**Combine Recording Scheduled Sections**

You must combine recording schedules of hybrid course sections, labs, or sections you wish to combine in Echo360 before linking the Parent Echo360 section in your Canvas course. This allows all students in all sections to access all videos. (This is to combine two sections that are scheduled to record such as an 001 and 002, or 001 and L01.) See: [Combine Recordings](#).

See other options under the **Recording Requests** tab such as **Request a Special Recording** or **Remove a Scheduled Recording** (for individual dates for tests, travel, non-recording reasons).

If you have any questions or need additional assistance, email us at: [Echo360help@colostate.edu](mailto:Echo360help@colostate.edu).