Creating/Managing Echo360 Recording Schedules for the Entire Semester

Echo360 sections are automatically created for all courses and sections found in Banner. However, starting in January, 2021, no recording schedules will be created for any Echo360-enabled classrooms. Should Faculty desire to record, they will need to do two steps to record in Echo360 classrooms.

**Step 1:** Make arrangements to access the Echo360 enabled classroom/building.

**Step 2:** Follow instructions below to turn on course recording schedules.

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

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**Echo360 Help**

Echo360 is a lecture capture technology that provides the ability to record audio, computer screen content (and optional) video of the instructor and make it available to students online. Live Stream allows students to watch remotely and is enabled for all scheduled classroom recordings.

**Faculty/Instructors**

Get Started: Review the Echo360 recording options, and steps to provide student access to your Echo360 recordings.

**Students**

Log in to Canvas, select your course, and click the Echo360 tab to access the Live stream or view recorded videos and other Echo360 content.

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**Important Announcements**

- New in Spring 2021: Faculty will need to create their own recording schedules. They are no longer automatically created. See Faculty > Create/Manage Schedules and Recordings.
- Combine Recordings: Faculty will need to combine recording schedules of hybrid Spring 2021 course sections in Echo360 before linking the Echo360 section in their Canvas course.
- Register for Training “All Things Echo360”: a Professional Development Institute (PDI) session for faculty, will be held virtually on Wednesday, January 13, 2021, at 1:00 p.m.
4. Authenticate with your eID and Password, tap **Login**.

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 or faculty information is incorrect, contact the Registrar and provide corrected information. 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, find your 001 (CSU F2F campus section), then tap the Room Name, then the selected classroom will turn blue.

8. If you change your mind, you can switch back to **Universal Capture Only** to record from home or office and have those recordings move into your Echo360 Course Section.

9. **Other Instructions** Box

   Use the **Other Instructions** box to request the Echo360 Admins make any changes, such as add a few minutes to the end of the recording schedule, or if you need an additional lab section recorded, or any special requests. It could also be used to request creation of unlisted sections and/or to request a recording schedule in a different Echo360-enabled room that you have booked for the semester.

10. **FINAL STEP – IMPORTANT**: Scroll to the bottom and tap **Submit Request**.

    You will 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.

If you have any questions or need additional assistance, email us at: **Echo360help@colostate.edu**.