Creating/Managing Echo360 Recording Schedules for the Entire Semester

Echo360 sections have been automatically created for all Spring 2021 courses and sections. However, new for Spring 2021, since CSU is starting the Semester remotely, no recording schedules will be created for any Echo360-enabled classrooms. Should Faculty desire to come to campus to record, you 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. Log in 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**
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. Due to Covid-19, 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](mailto:Echo360help@colostate.edu).