

Echo360 Section Cloning

Cloning your section is the process of creating a new section in a new term or in the same term (for multiple offerings of the same section/same term) and copying all of the classes (videos and/or presentations) and their content into the new section. Cloning does not carry over any students, instructors (other than the primary instructor), analytics, Q&A, or confusion markings on content. Only the classes and their content are cloned into the new section.

Since CSU has automatically created sections for all courses from the Banner Schedule, plan to use this newly created cloned section, not the one created at the beginning of the semester. It helps to give it a new name, indicating the Semester the recordings originally took place.

You have the option to give the new "cloned" section a set schedule, such as Monday, Wednesday, Friday from 10 am to 11 am, copying the existing classes into that schedule. Alternately, the cloned section can have NO set schedule, and the existing classes will be copied with their original class name and content, but with no date/time applied to them.

Preparing for Section Cloning

Instructors can edit class details and perform the tasks that will help make section cloning a smoother process and reduce post-cloning cleanup tasks. If the cloned section will be done without dates/times, then no preparation is necessary unless you want to

1. Edit the class names, see: [edit class details](#)
 - a. Editing the name of each video to be cloned.
 - b. taking dates out of the name if desired

or

2. Change the order of the classes, the actual containers for videos and presentations, see: [manually reorder](#) classes. Only the class names and their content are copied to the new section, in their current order.

If you wish to create a schedule structure for posting the classes (videos and presentation content), you may want to clean up the names, remove any dates in the titles, and order them how you wish them to appear, prior to cloning.

Section Cloning Options

When cloning a section, you have two options for setting the section structure: copy all classes with no date/time/duration or copy all classes into a schedule structure (one that typically corresponds with the lecture schedule for the class).

If you select to **Set all classes to have no date/time/duration pattern**, all classes are simply copied, with the same name and with the content currently published to them into the new section. They retain the same order they currently have in the existing section.

You may want to [adjust the order](#) or [edit the class details](#) such as class name or date/time/duration for some of the copied classes if appropriate.

To clone a section to a new term and/or course

1. From the [Course tab](#), find the course you want and click on its tile to show the class list.
2. Click the **SETTINGS** tab.
3. Click **Features** from the options on the left.
4. Click **CLONE SECTION**.
5. In the dialog box that appears, enter a **Section Name**, (just like your current course, something like 001 or 801 and your name).
6. Select a **Term** and **Course** from the drop-down lists.
7. Use the radio buttons to determine if the cloned classes are to be set to a schedule or not. The [effects of each option](#) are described in more detail below the procedure.
8. If you select to clone the classes on a schedule, enter a **Start date**, a **Start time** for each class, a **Duration**, the **weekly frequency**, and the **days of the week** the copied classes should be set to occur.
NOTE: Any captures generated for the new section will occur and appear separately from your cloned classes.
9. When finished, click **CLONE**.

The new section appears in your dashboard, though it may be grayed out if the Term selected has not yet started.

There are no students assigned to this newly cloned course and section yet so you will be linking it to your Canvas course to allow students to access the videos. You are the [only instructor](#), and can add others if needed. You may also want to [edit some class names and class dates/times](#) if the automated-cloning application of date/time is not appropriate for all classes (recordings).

Use this newly cloned section to link to your Canvas course, not the section that was automatically generated.

Next, please follow the directions to link this new Echo360 course section to Canvas. The PDF is: [Link Your Echo360 Videos to your Canvas Course-PDF](#).

This is the preferred method to give students access to your course videos through Echo360. Once you link the Echo 360 section to Canvas, you can also take individual videos and embed them directly into your Canvas modules. If you do choose to create separate links inside Canvas, use Private Links, not Public to gain analytics such as student views of the videos.

See this PDF on Creating Links in Echo360. [Creating Links and Embed Codes PDF](#).