Request Special Recordings or Cancel Individual Echo360 Recordings

To request to cancel a specific recording due to exams, out on leave, travel, cancelled classes, etc. use Requests, Cancel a Scheduled Recording – (Page One)

To request a specific individual one time Echo360 Recording, such as a makeup class recording, special recording, room test, etc. use Requests, Request a Special Recording – (Page Three)

See alternate PDF for cancelling entire semester recording schedule.

Log in to the Echo360 Help Website:  http://help.echo.colostate.edu

Cancel a One Time or Small Series of Echo360 Recordings – (Allow 48 Hours)

1. From the Home page, see the Requests tab at the top.

2. Hover over Requests and tap on: Cancel a Scheduled Recording.
3. Fill out the Form. You can cancel one day, or several days.

4. Tap the **Submit Request** button. Please allow 48 hours. You will receive a confirmation email from the Echo360 Team. If Echo360 ends up recording in an empty classroom, we can always delete the unwanted video.

5. Email us at: [Echo360help@colostate.edu](mailto:Echo360help@colostate.edu) for requests to delete any unwanted videos.
1. To see a list of Echo360 Enabled Lecture Capture Rooms, Hover over Echo360 at CSU, and select Lecture Capture Rooms.

2. Make arrangements through Room Scheduling or work with your department’s room scheduler to book a room for the time of your Special Recording. Allow 5 minutes in between any scheduled classes. Echo360’s maximum recording time is four hours.

3. From the Home page, see the Requests tab at the top.
4. Hover over Requests and tap on: Request a Special Recording.

5. Fill out this form. Add any special instructions under Description. Submit Request.

6. Please allow 48 hours. You will receive a confirmation email from the Echo360 support team. Email us at: Echo360help@coiostate.edu for any additional questions.

7. This Semester poses some challenges in that some classrooms appear empty, but are scheduled to record, but the faculty are teaching from home. If they have not cancelled their semester recordings, Echo will not allow us to schedule your recording, and we will need to reach out to the professor to gain permission to cancel recordings before scheduling your Special Recording, so allow plenty of lead time.