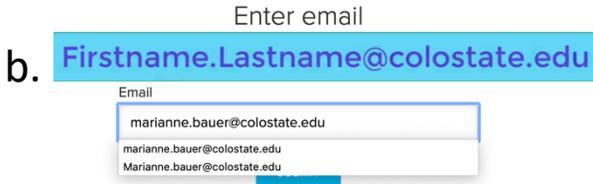


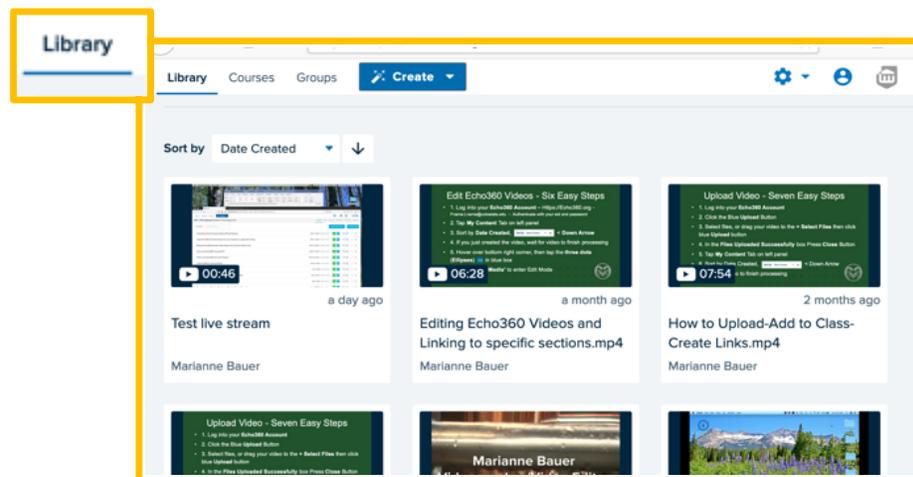
Create Zoom Videos that Automatically Upload to Your Echo360 Library in the Cloud

1. Confirm you have an Echo360 Account by Logging in.

a. 

b. 

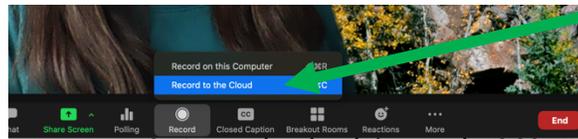
2. **Library:** This is the main page for your videos. The **Library** tab on the top far left shows all videos that are recorded in Zoom and automatically uploaded to your account.



3. Echo360 is a great CSU platform to store your videos. To have Zoom recordings automatically upload to your Echo360 Library, you must:
 - a. Have a **Zoom Pro Account** set up by CSU – Contact RamTech to purchase this account or confirm your department’s account is set up correctly.
 - b. **Record to the Cloud**, not your desktop. (You can still upload desktop recordings later.)

- c. You must have a **username that matches your Echo login**, and that has to be Firstname.Lastname@colostate.edu, no exceptions. The **Zoom and Echo user account must match**.

4. Record your Zoom Meeting, select **Record to the Cloud**.

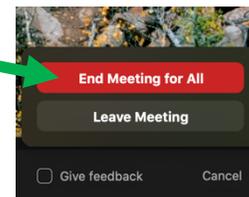


5. When the meeting/class finishes **Stop Recording**.



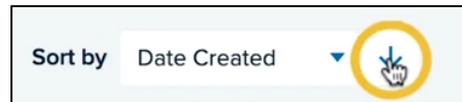
6. **End Meeting for All**.

This is what sends the recording to be processed, and initiates upload to your Echo Library.



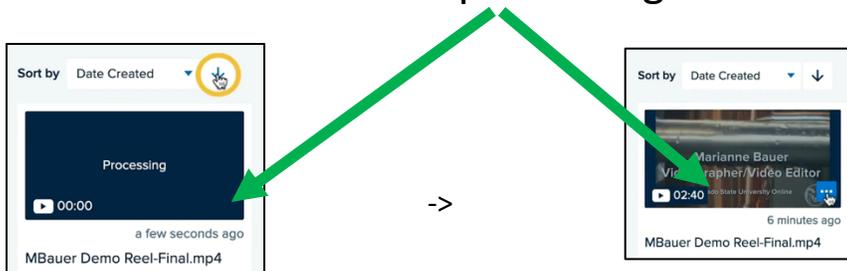
7. Later, log back into Echo360 and Select the **Library** Tab located on top, left corner.

8. Sort by Date Created,



<- Down Arrow.

9. Wait for video to finish processing. Allow several hours.



10. At this point the video lives in your Echo360 Library.

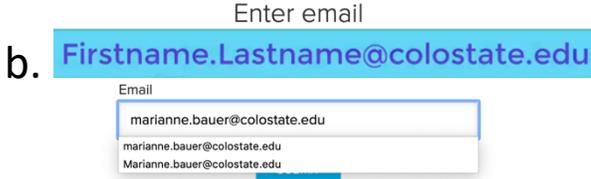
- Add this video to the Course Section in Canvas -
- Create and embed a link in a module in Canvas -
- Zoom recordings should be **deleted** from the Zoom Cloud after they have been moved into your Echo360 Library.



For Zoom Videos Previously Saved to Your Hard Drive, Upload Zoom Videos to Echo360 Library in the Cloud

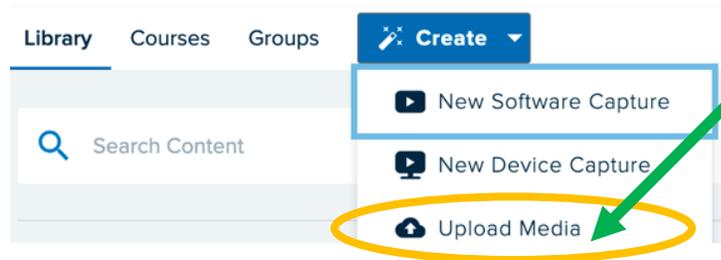
1. Log into your **Echo360 Account**:

a. 

b. 

c. 

2. Under blue **Create** button, select **Upload Media**:



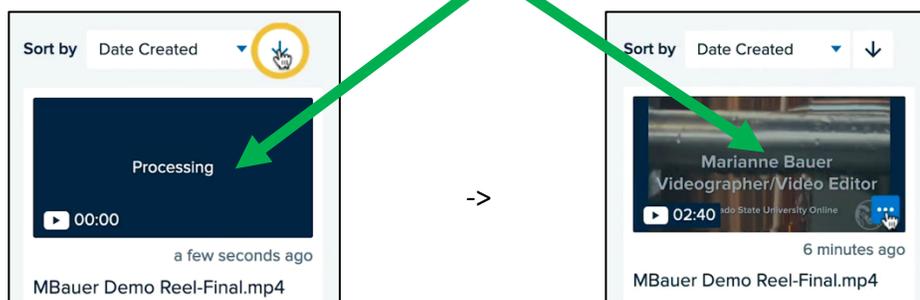
3. Select files, or drag your video to the **+ Select Files to Upload** in the center, then click blue **Upload** button, bottom right corner.

4. In the **Files Uploaded Successfully** box Press **Close** Button.

5. Select the **Library** Tab located on top, left corner.

6. Sort by Date Created,  <- Down Arrow.

7. Wait for video to finish processing.

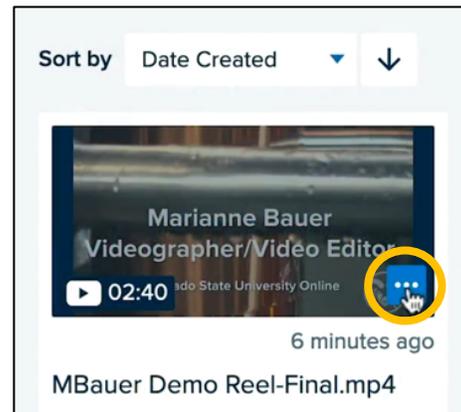
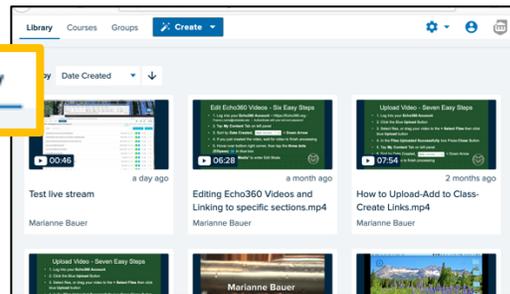


Link Videos in your Main Library to your Echo360 Course Section (Add Video/Presentation as a Class)

Class = One Video and/or Presentation

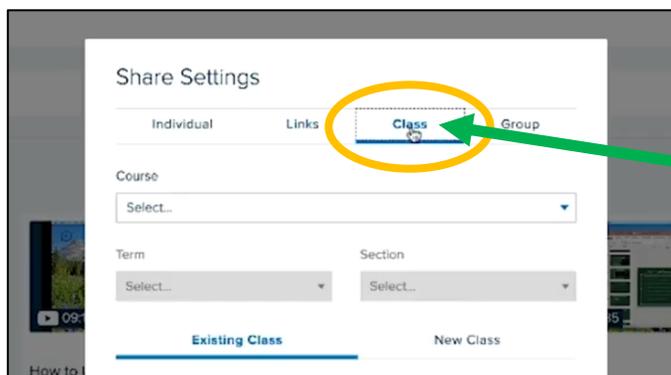
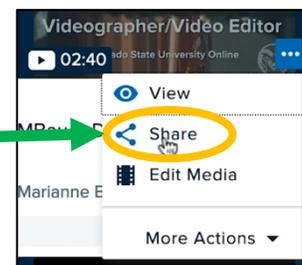
When using Echo360 Universal Capture, if you upload a video, or if Zoom uploads directly to Echo, they go directly into your **Main Content Media Library**. ->

You can add your video to a specific **Echo Course Section** as a **Class** in **your Echo/Canvas Course**, by doing the following:



1. To add a video to your course, when processing completes, locate the thumbnail of the video of interest, then hover over the **three dots**  in the bottom right corner blue box.

2. Select **Share**.



3. Tap the **Class** tab
(Class = one video).

4. Tap **New Class** Tab and Select: **Course, Term, Section.**

(This is a new video not a replacement video, so **New Class.**)

5. Enter: **Class Name**, or Video Name, **Start Date** **Start Time**, **Duration**

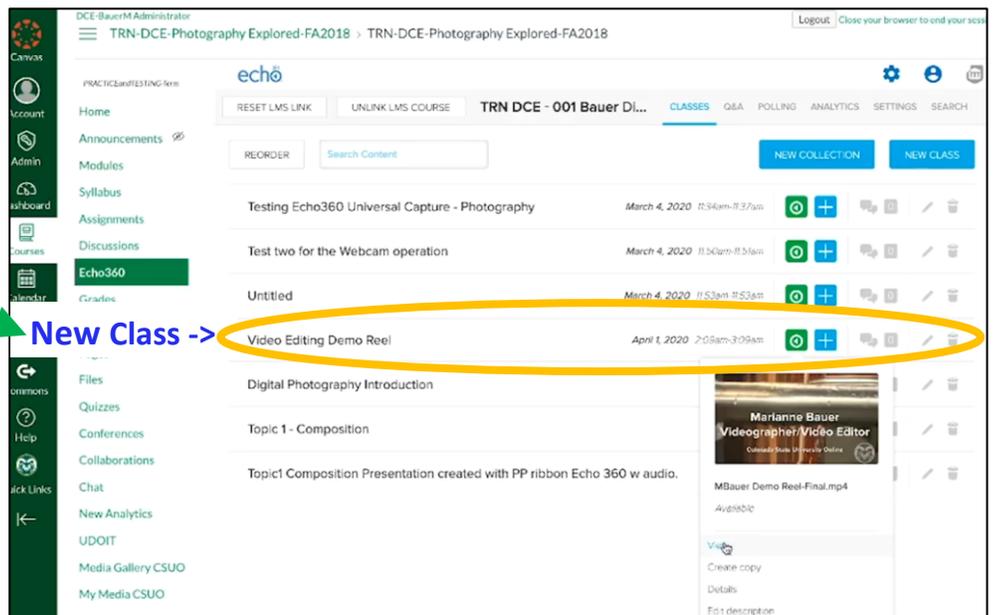
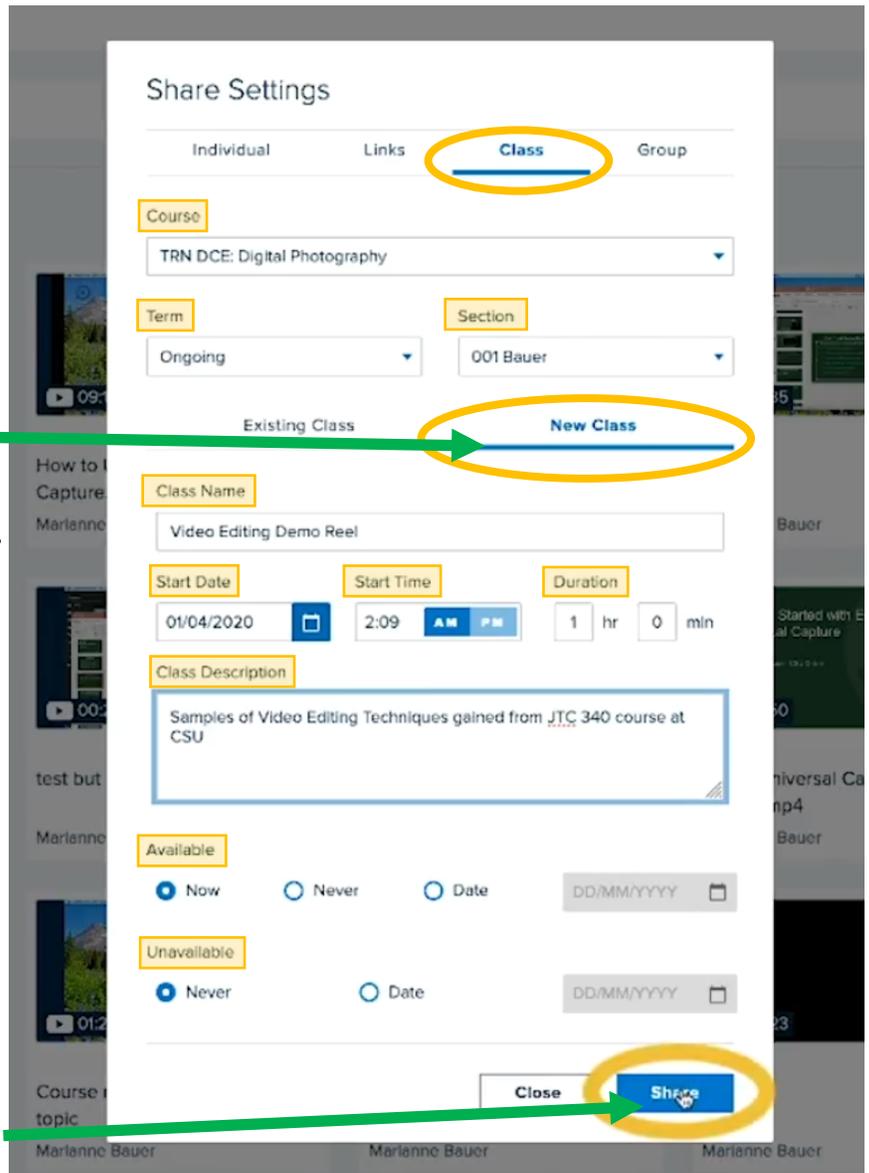
6. Type a **Class (Video) Description**

7. Check **Available** and **Unavailable** Settings

8. Important: Tap **Share** button to save.

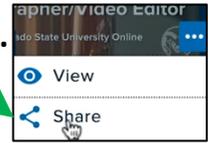
9. The Video now appears in your Echo360 Course.

Note: Make sure You link Echo360 to your Canvas Course. See additional help guides.



Create Links/Embed Codes for your Video (Class)

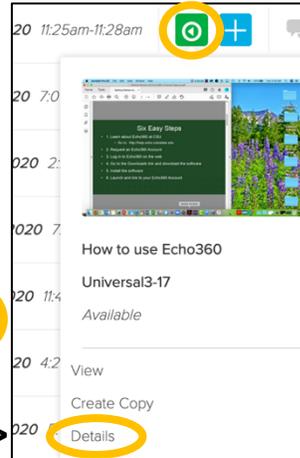
1. While logged into your Echo360 account Content/Media page:
 - a. Locate your video, hover over **three dots**  in the bottom right corner blue box and select **Share**.



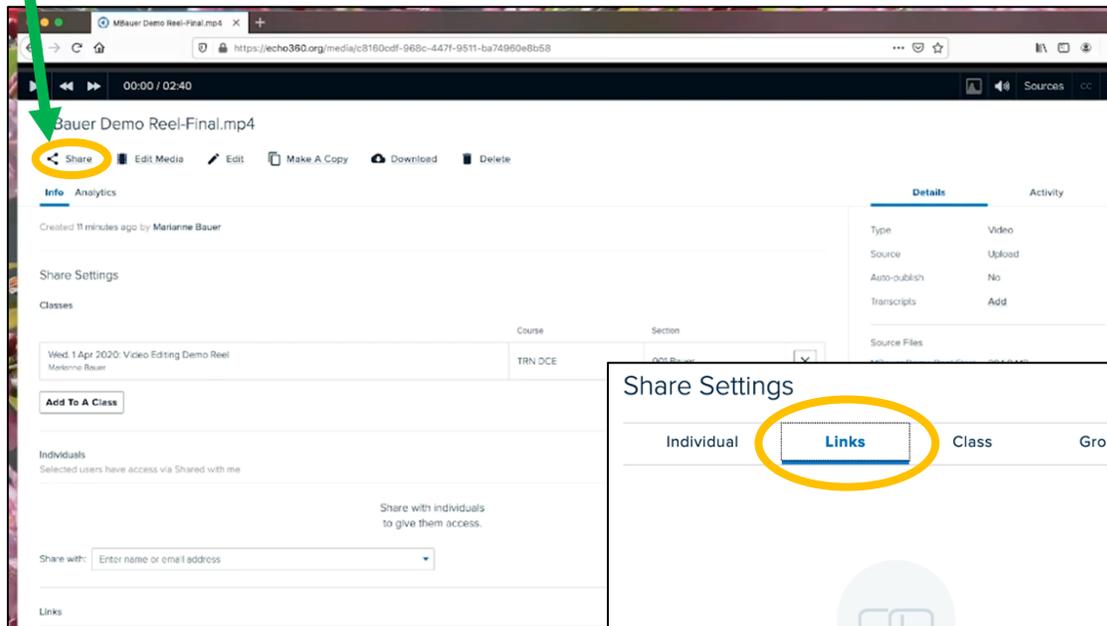
or

- b. Tap the **Course** tab, tap your course, then find the video, hover over video symbol  select:

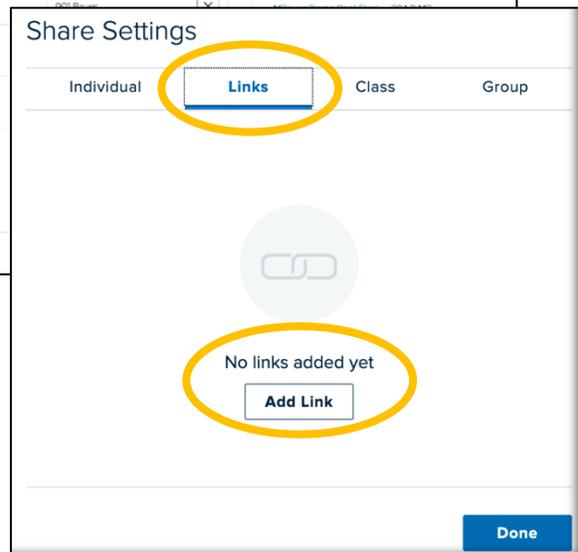
Details ->



Share



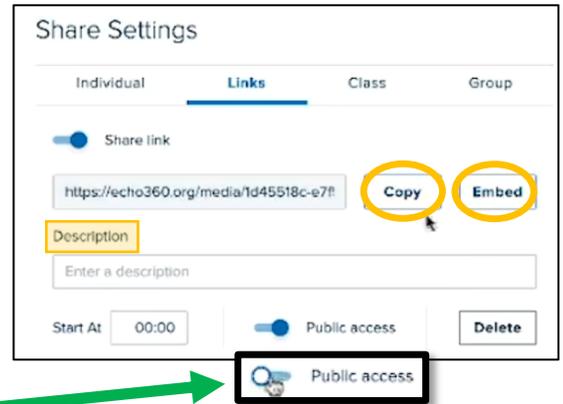
2. Tap **Links** tab – **Add Link** ->



3. Tap **Copy** to save to the clipboard, and then paste the link into your Canvas course, etc.

4. Type a **Description**

5. Toggle **Public access** to off, or left for Canvas use.



6. For an Embed Code, tap **Embed** and then Copy. Paste the embed code link in your Canvas course to embed your video.

