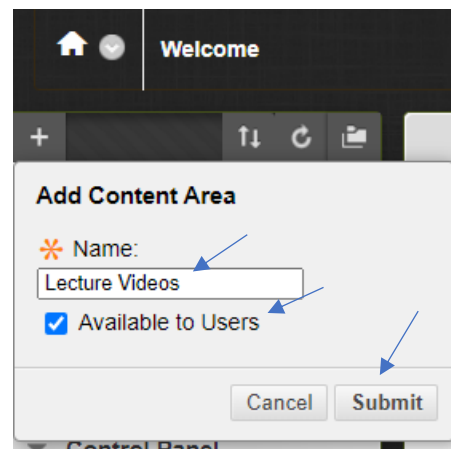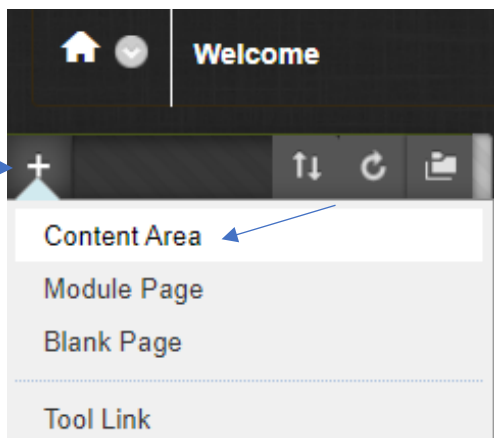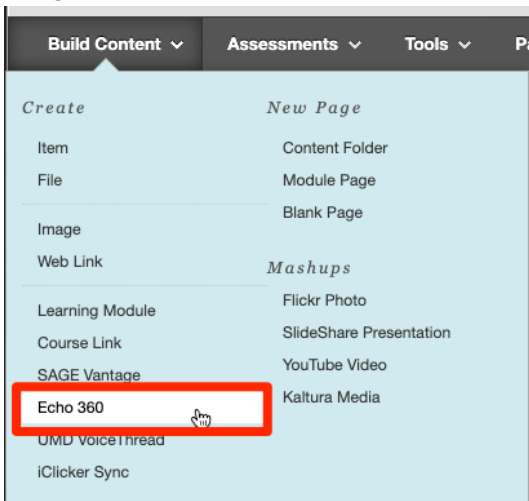# ECHO360

How to add Echo360 to a course in myCourses and link to your lectures

Step 1. Navigate to your course in myCourses.

Step 2. Add a Content area to your menu by clicking on the + sign, selecting "Content Area", type in Lecture Videos, select "Available to Users" and click "Submit".

Step 3. Click on "Lecture Videos", then click "Build Content" and then choose "Echo 360".

Step 4. Insert a Name into the "Name" field. Then click "Submit".

Create Echo 360

* Indicates a required field.

INFORMATION

* Name → Lecture Videos

Color of Name ■ Black

Description

| T T T T | Paragraph ∨ | Arial | ∨ | 3 (12pt) | ∨ | ... |

Path: p   Words:0

ATTACHMENTS

Select **Do Not Attach** to remove a selected file.

Attach File   Browse My Computer   Browse Content Collection

GRADING

Click **Submit** to proceed.

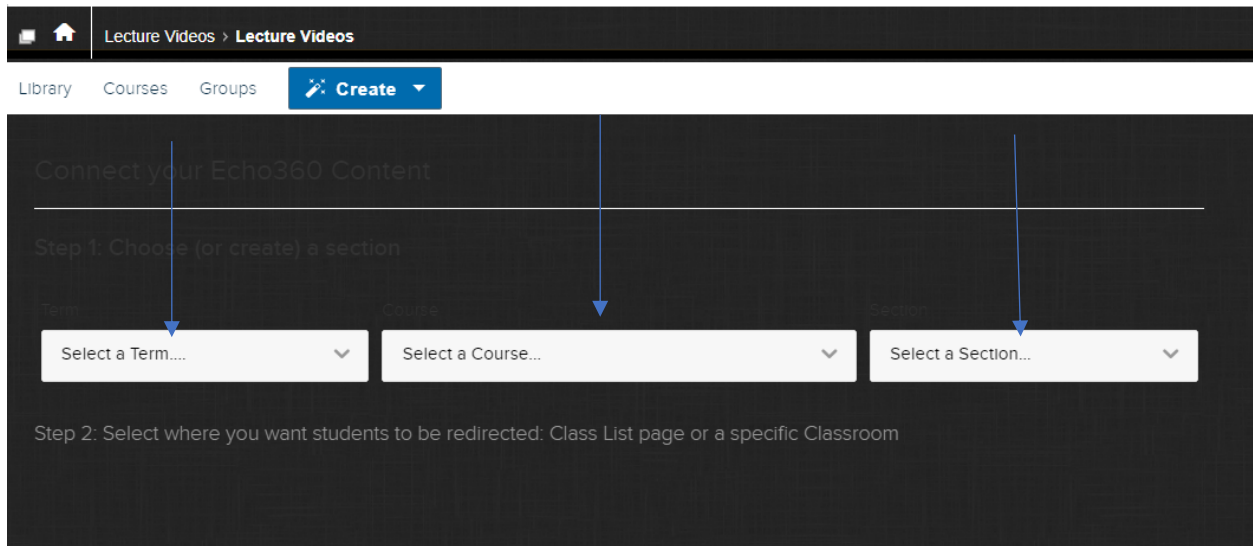Cancel   **Submit**

Step 5. You have now created a link to ECHO360. Now you need to indicate which class you would like to link to in ECHO360. Click on the link.

Lecture Videos

Build Content ∨   Assessments ∨   Tools ∨

◀   Lecture Videos
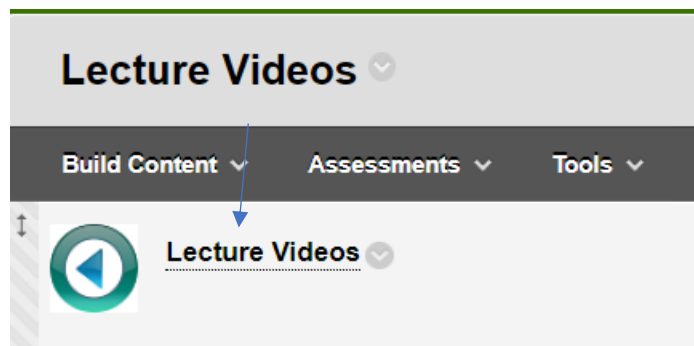
Step 6. Select the Term, Course and Section you would like the students to view.

Please note: You cannot link to a course in a past term as student access expires after a term is over. If you need to reuse content from a previous term, please request a new section be made for the current term and copy over the content.

Step 7. Once the proper course is selected, ensure the "Link to the Section Home" is selected and then click "Link to Content".
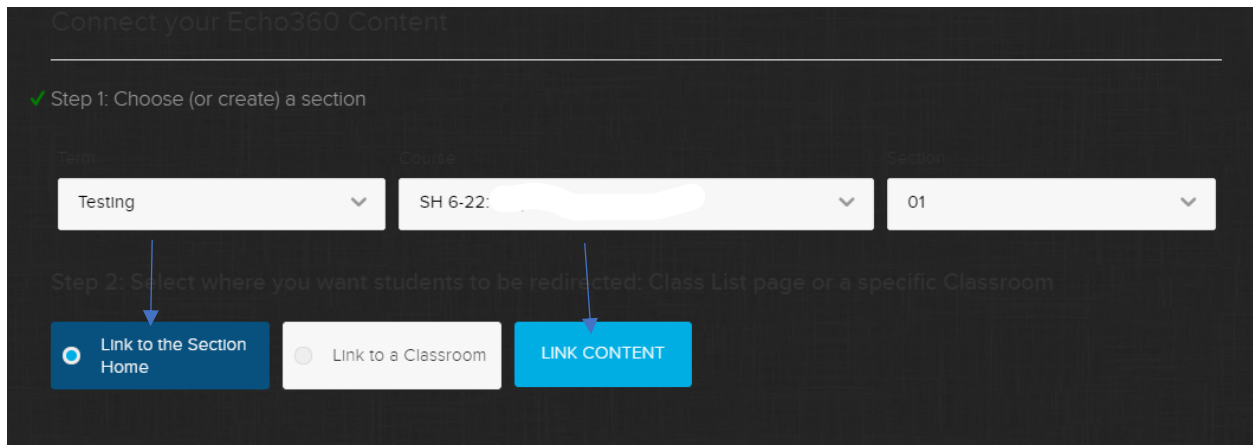
Step 8. Your students now have access to the recordings.

As a reminder, you do not need to do anything special when in the room, recording starts automatically.   Also, ensure the Vol Mute button on the podium is not illuminated; when the speakers are muted, so are the microphones.