

Instructor-related Questions

We have curated a list of the most commonly asked questions from instructors.

If at any time you require assistance, or have any questions about Echo 360 please contact Campus Classroom Technology at extension 22761.

[Educational Videos](#)

- [Instructor How To Videos](#)

Our training and development staff has created a [video library](#) that helps instructors understand and learn about Echo360 to enhance the educational experience before, during, or after class. Here, you'll find basic tutorials to help you get started. A few tips before you begin...

- [Instructor Educational Webinars](#)

Viewing our instructional webinars, instructors and academic staff can learn more about the benefits of using Echo360 for everything from video creation and management, to engaging your students inside and outside of the classroom, to analyzing how your students are performing in your course with data and dashboards.

- [Student How To Videos](#)

Welcome to the Echo360 [educational library](#). We are here to help you get started setting up your course in Echo360. These videos are meant to compliment the existing documentation and provide short learning modules on various concepts with the Echo360 platform. Don't worry we are mobile too, so if you want to use our app download them from your appropriate provider app store!

- [Hear From Your Peers Webinar Series](#)

Every month you can make your job a little easier by learning instructional or administrative best practices directly from an Echo360 power user. These experts will share insights based on their experience, and easy tips to help you use the platform in the most efficient way. The presentations will include various use cases, deployments, disciplines, institution and/or class sizes, to ensure that you will receive information relevant to you. Find the webinar links below and in our [Video Library](#), titled *Hear From Your Peers Webinar Series*.

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[Getting Started - The Basics](#)

- [Welcome To Your Echo360 Home](#)

The **Echo360 Home** page makes it simple to find what you need. The Home page provides access to courses and sections as well as to the media you have access to.

- [From Old to New - Navigating the New Home Interface](#)

If you're like many users, you may find the change to the new [Echo360 Home page](#) confusing at first. Where is my toolbar? How do I get to my stuff? How do I get BACK to the Home page? HELP!!

- [Overview: Finding Courses and Content](#)

The **Echo360 Home** page makes it simple to find what you need. The Home page provides access to courses and sections as well as to the media you have access to outside of a classroom.

- [Accessing Courses](#)

Courses/Sections are accessed from the [Echo360 home page](#). Clicking on a Course Tile from the home page, takes you to the class list of a course. Or you may click a link into Echo from your LMS course that puts you onto the Class list for a course. Once in the course, there are many [things you can do outside of viewing classes](#).

- [Accessing Classes / Entering a Classroom](#)

Courses/Sections are accessed from the [Echo home page](#). Clicking into a course shows the course class list. Or you may click a link into Echo from your LMS which puts you onto the Class list for a course.

- [Overview: The Content On Your Home Page](#)

All of the content you have access to *outside of a course classroom* can be found on your [Echo360 Home page](#), in the All Content tab. This article provides an overview of working with media outside of a course or classroom along with links to further information. If you are an instructor, you may also want to read [Managing Media in Classrooms](#) for information on publishing media directly to a class, and for working with media already published there.

- [Overview: Instructor Class List](#)

When you click a Course tile from the Echo Home page, you end up on the Class List. Or there may be a link from your LMS course into Echo that points directly to the Class List for an Echo360 course/section.

- [Overview: Using Echo360 With Your LMS](#)

Some Institutions use Echo360 along with an LMS or Learning Management System. Echo360 supports integration with the five main LMS': Blackboard, Canvas, Moodle, Desire2Learn/BrightSpace, and Sakai.

Although as long as the LMS supports the LTI (learning tools interoperability) standard, Echo360 should work with any of them...

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[In The Classroom](#)

- [Viewing Classroom Content](#)

Being "in the classroom" means viewing the content or media in the class, and interacting with the media in some way. You can watch the class as it was recorded, as well as view any other presentation materials that may have been shared to the classroom.

- [Viewing Live Classes](#)

Some institutions may configure classes to be viewed in real-time, while they are being taught. These are called LIVE classes. For Instructors, teaching a class being broadcast live should be the same as teaching one that is being recorded, except that there may be fewer students IN the classroom because they can watch remotely.

- [Using Classroom Tools](#)

The tools available inside a classroom are designed to help you interact with the material in the classroom as well as with other participants in the class (students and the instructor). The toolset provided is nearly identical for students as they are for instructors, with a few differences. This article provides information on all of the classroom tools you may see, depending on your role and which features have been enabled for your course or institution.

- [Viewing and Posting Questions](#)

NOTE: Some institutions disable the Q&A functionality; if you do not see the Questions button or panel as described below, check with your school's help desk to see if this is the case with your institution.

- [Responding to Questions or Posts](#)

If you want to view or respond to a question while viewing a classroom presentation, select the **Discussions** icon from the left toolbar. Each question can have multiple responses, functioning as discussion points for class material.

- [Monitoring Q&A Discussion](#)

The Discussions panel is one way to both encourage and monitor student questions, responses, or other relevant posts in the classroom. Any posts made in the classroom also appear in the Q&A tab for the

course.

- [Viewing Video Transcriptions](#)

Some classes with video media in them will also have a transcription of the spoken text available for viewing in the classroom. The Transcription panel is exposed by clicking the transcription button from the classroom toolbar, as shown in the below figure. Clicking the icon again closes the transcription panel.

- [Showing Interactive Slide Results in Class](#)

If your slide deck contains [interactive activities](#) that you have created, the buttons located below the question/answer area allow you to close or reset the activity, show responses to students, and provide the correct answer (if there is one).

- [Leaving the Classroom or Opening a Different Classroom](#)

Once in the classroom viewer, you can select a different class to view or exit the classroom, returning to the [class list page](#).

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[In Your Course Outside of Class](#)

- [More to Courses than Just Classes](#)

While viewing and participating in classes might be the primary interaction you have with Echo360, there's a lot more available to you in a course OUTSIDE of the classroom.

- [Viewing and Participating in Course Discussion/Q&A](#)

The Q&A tab for a course is your one-stop-location for reviewing any discussion posts and responses made in any classes in the course as well as those posts entered directly into the Q&A tab. You can add new questions, or respond to existing posts in the Q&A tab, and view the class media being referenced by a post if applicable. The Q&A tab shows which class the posts were made for and provides a "General" option where students and instructors can post discussion points or questions that do not apply to a specific class.

- [Monitoring and Managing Discussion/Q&A Posts](#)

The Q&A tab for a course is the one-stop-location for reviewing any discussion posts and responses made in a course, either in the classroom Question panel or directly into the Q&A tab. As an instructor, you may decide you want to monitor the discussions for problematic posts, or you may want to post questions as discussion points for students.

- [Searching Across a Section](#)

Whether you are a student or an instructor, you may find your sections filled with useful but difficult-to-find items, especially if you are looking for something specific. The Section Search feature is designed to help you target the information you may need, especially when it comes time to study for a test, or for an instructor to create a quiz around a class discussion.

- [The Magic Class List](#)

Typically students and instructors use the class list as a means to enter a classROOM to view or present the media posted there, either a video or a presentation. Play the video, post Q&A or discussion points, take notes, maybe answer some activity slides, etc. BUT...For some users, there are secrets hidden in the class list, that allows them to do other things with the media, not available anywhere else.

- [Creating Copies of Class List Media](#)

Some institutions allow the instructors and even students to make copies of media that has been published to a section. This means that users can generate their own copies of content to edit and share with other users as appropriate.

- [Downloading Content From the Class List](#)

You can download content from Echo360 from the Class List page if you need or want a local copy of the media for offline viewing or file manipulation outside of Echo360.

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[General - Using Echo360 with Your LMS](#)

- [Linking LMS Courses to Echo360 Sections](#)

LMS Courses can be linked to one or more Echo360 sections. While typically the relationship between LMS courses and Echo360 sections is 1-to-1, some institutions need a 1-to-many relationship. The linking process is the same, however, regardless of which approach fits your situation.

- [Unlinking Echo360 Sections and Classes from the LMS](#)

Once you establish links into Echo360 from your LMS section, you may need to remove the link/association between them. Deleting the link in the LMS does not remove the back-end association between the LMS section and the Echo360 section or class; it simply removes student access to that location via the link.

- [Linking from an LMS Course to an Echo360 Classroom](#)

In addition to [linking the LMS to the class list or "home page" for the section](#), Echo360 also allows you to

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create one or more links that each take students directly into a class for the section.

- [Creating Echo360 Courses or Sections through the LMS](#)

If your institution uses a Learning Management System or LMS, you access your Echo360 content through the LMS. In some instances, the LMS Administrator does the configuration, so that all you do is log in and click the Echo360 link in your course and the appropriate Echo360 page appears.

- [Embedding Videos into LMS Content Windows](#)

If your Echo360 administrator has the [Public Links/Embeddable Links feature enabled for your institution](#), you will see a Public links section in the Sharing tab for video content in your library.

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[Using Echo360 with Desire2Learn/BrightSpace](#)

- [Configuring Desire2Learn LTI for Echo360](#)

To use Desire2Learn (D2L) with Echo360's active learning platform, you need to configure Echo360 as an external tool in D2L, then link that tool to each course where the classroom media/content will be delivered through Echo360.

- [Adding the Echo360 Tool Link to Desire2Learn Courses](#)

In order for students to access the Echo360 content for a course, an Activity link to the Echo360 external tool must be added to each course.

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[Student Engagement and Performance Analytics](#)

- [Course Analytics - Overview](#)

The ANALYTICS page for a course/section provides a lot of information regarding student engagement and classroom participation. There are FIVE tabs in the Analytics page, each of which are described below along with links to more information about the functionality available on the tabs.

- [Course Analytics - Classes Data](#)

The Classes tab of the course Analytics page provides aggregated student participation and engagement

data for each class in the course. There is a bar-graph at the top for "at a glance" perspective on each class, and a more detailed grid-view of the data at the bottom.

- [Exporting Class Analytic Data to CSV File](#)

The Classes tab on the Analytics page for a course contains a nice big friendly blue EXPORT button that allows you to export the data from the grid shown in the bottom section of the page.

BUT WAIT! THERE'S MORE! The Exported file contains MORE columns of data than shown on the page, providing a great deal of detail regarding each class in the course, and the student interactions with it. Both the interface-shown columns and the exported columns are defined in [Definitions of Analytics Data Metrics](#), but are also briefly described below, for ease of access. See the other article, however, if you need more detailed information.

- [Course Analytics - Student Data](#)

The Students tab of the Analytics page for a course provides detailed engagement information about each student in the course. The grid on the page has a row for each student, and by default shows aggregated participation and engagement data across all classes in the course. Selecting a specific class from the drop-down list shows student data for the selected class. See [Definitions of Analytics Data Metrics](#) for detailed definitions of each of the data fields/metrics.

- [Exporting Student Analytic Data to CSV File](#)

The Students tab on the Analytics page for a course contains a nice big friendly blue EXPORT button that allows you to export the data shown in the grid on the page.

BUT THAT'S NOT ALL! The Exported file contains MORE columns of data than shown on the page, providing a great deal of detail regarding each class in the course, and the student interactions with it.

- [Definitions of Analytics Data Metrics](#)

The data being provided to instructors through the course Analytics page has been updated to be more accurate and more granular than before. Echo360 now provides MORE metrics and has slightly redefined some of the existing data points, again to be more accurate with the information.

- [Reviewing Student Responses to Polling Questions](#)

The POLLING Tab allows you to review all of the student responses to the polling questions (also referred to as Activity Slides or Activity Questions) included in your class slide decks.

- [Configuring YOUR Engagement Score Preferences](#)

The Weighted Engagement score shown in the [Student Analytic data](#) is a calculation of engagement based on metric weighting that YOU customize to make that figure meaningful to YOU. The Weighting tab on the Analytics page allows you to specify *how important each metric is relative to the other metrics*. This creates YOUR definition of "engagement".

- [Using Weighting to make Engagement Equal to a Single Metric](#)

Because Echo360 allows you to [customize what engagement means to you](#), you can use the Weighting settings to change (as often as you like) how Weighted Engagement is calculated using the data that

already exists for the section/students.

- [Confusing Content and Least Engaged Students](#)

The potential problem areas or issues for a course are consolidated in the Engagement tab of the Analytics page.

- [Exporting Specific Course Analytic Data Metrics to CSV File](#)

The Analytics Page provides a [Classes export](#), which exports all student analytic data broken down by class, and [two Students exports](#), one for each student for all classes, and one for each student for a particular class. These exports provide a great deal of information, however if you are looking for information only about a specific metric, you can use the Export tab.

- [Sending Student Analytics Data to the LMS Gradebook](#)

Exporting and viewing Echo360 analytics in an LMS Gradebook is fairly straightforward. You select a metric, select which classes' data you want to send, then click export. The trick is knowing [what you're seeing once the data is sent](#).

- [How Gradebook Exported Analytic Data is Calculated](#)

Below are the definitions for each of the four metrics available for [Gradebook export](#). These details are provided so that you can understand what you're seeing in the LMS and correlate that with what you see in Echo360.

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[Managing Media in Classes](#)

- [Managing Media in Classrooms](#)

Classroom content includes not only the captures generated during classes, but can also include other presentations or videos uploaded for students. This content can be added or removed, or can be made available or unavailable on a pre-determined schedule.

- [Adding Media to a Class](#)

Classes are basically buckets to hold media for students to view and interact with. Each class can hold one video and one presentation.

- [Adding/Publishing a Presentation to a Class](#)

You can add a presentation to a class by:

- [Upload](#) - upload an existing presentation from your computer or other online source.
- [Import](#) - import a presentation from your Echo360 Library.
- Once the presentation has been published, you can [make it available or unavailable](#), or [set an availability schedule](#), allowing the item to be viewed beginning on a certain date and/or for a set period of time.
- [Create](#) - create a new presentation on the fly.
- [Adding/Publishing a Video to a Class](#)
A video can be the recorded capture of a past class, an instructional video in a flipped class, or any other video that you want to share with students. Once added, you can [make it available or unavailable](#), or [set an availability schedule](#), allowing the item to be viewed beginning on a certain date and/or for a set period of time.

- [Creating an Ad Hoc Capture](#)
Ad hoc captures are impromptu recordings, generated by telling the capture appliance to begin recording immediately, to capture the teaching opportunity.

- [Making Content Available or Unavailable to Students](#)
After you have [published your content to a course](#), you can make an individual video or presentation available or unavailable immediately or on a specified date. This controls whether students can view the item but leaves the content in the class which leaves the analytics data intact (removing content from a class also removes the student view/analytic information).

- [Editing Availability Settings for Published Content](#)
Once your content, including both presentations and video, is associated with a class (published), you can make it available or unavailable at a schedule you choose. This is referred to as "date-based" availability because you set the dates on which the item becomes available or unavailable for student viewing.

- [Removing \(unsharing\) Content from a Class](#)
IMPORTANT: Unpublishing media from a class removes any student notes or bookmarks, as well as class Q&A and all student viewing analytics associated with the item. This information is not recoverable. If you want to retain this data but not allow students to view the media, consider [making it unavailable](#) instead.

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[Managing the Classes in Your Course](#)

- [Overview: Classes and Groups](#)
Classes are the logical sub-divisions of course sections. Classes act as containers for the learning materials presented to students, such as classroom captures and uploaded presentations, as well as discussions or Q&A sessions about the class.

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Groups are groups of Classes, designed to allow Instructors to group lectures with similar subject matter together, or to group several pieces of media (contained in classes) together that pertain to a single topic.

- [Preparing for a Class](#)

Classes exist as a container to hold class content, such as classroom captures, or videos and presentations you may upload separately. If you have content to add that is not associated with an existing class, or is a second presentation or video for an existing class, you may need to [create a class](#) manually.

- [Adding a Class to a Course/Section](#)

Classes exist as containers to hold content. If your administrator configured a schedule for capturing the course, those scheduled capture dates are listed as classes on the course's class list page.

- [Adding a Group to a Course/Section](#)

Classes exist as containers to hold content. Groups exist as containers to hold classes.

Each class can contain **one** video and **one** presentation. Groups allow you to put these class containers together in a larger set, so that you can associate as many videos and presentations as you need to, to a single group topic.

- [Editing Class or Group Name, Description, or Date/Time](#)

Instructors can edit the name and description of classes and groups. They can also edit the date, time and duration of classes they created as well as of classes auto-created by scheduled captures if those classes have already occurred.

- [Reordering and Grouping Classes](#)

By default, classes in the Class List are listed by date and time, with the oldest class appearing at the top ...

- [Deleting a Class or Group](#)

When you delete a class, **all associated content and corresponding activities, notes, and analytics are also deleted** from it. The content you own still resides in your Content home, however, and can be re-published to a new location. If you are not the owner of the class content, you may consider [creating a copy of the content](#) before deleting the class.

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[Course/Section Management](#)

- [Editing Course/Section Details](#)

The Course Name, Course code and Section code are all created when the course and section are created.

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You may have done this yourself or it may have been created by an administrator. Regardless, those items are not editable.

- [Turning Section Features On and Off](#)

The Features tab of the Settings page for a section, shown below, provides the ability for instructors to enable or disable certain features surrounding the content published to classes in the section. Each feature setting has a toggle with a brief description, but for additional information, see the help articles linked below.

- [Enable or Disable Q&A for a Section](#)

Some instructors do not want to allow Q&A or discussion capability for classes. Disabling the feature removes the Questions button and panel from the classroom, and removes the Q&A tab from the section. If users are currently viewing the section, they must refresh their browser to see the change.

- [Allowing Co-Instructors to Edit Class Content](#)

By default, only YOU can edit content you own. Even once published to a class, no other instructors can edit your content. However, in some cases, you may want your class-published content to be edited by another section instructor. In this case, if you are an instructor for a section, you can enable the ability for all content published to a section to be editable by any other instructor also assigned to the section. This capability is disabled by default.

- [Enable or Disable or Limit Content Downloads from Class List](#)

By default, students and instructors can [download content published to a class](#). If you do not want other users to download classroom content, you can disable this ability for any section. Disabling this feature applies to all class content across the section and all users (students and instructors). You can always download content if you own it (it appears in your Library).

- [Enable or Disable Automatic Transcriptioning for a Section \(ASR\)](#)

If it has been [enabled by your administrator](#), Instructors may be able to turn on or off the ASR toggle for each of their sections. ASR stands for Automatic Speech Recognition, and refers to the automatic transcriptioning service provided through Amazon.

- [Enable or Disable Delayed Availability of Content for Closed Captions](#)

By default, all video media is made available either when it is published to a class or on an availability schedule set by the person who published the item. Some institutions, however, require that video media be closed captioned before it is made available for students. In some cases, the institution, or organization, or department sets the video availability feature. In some cases, this is set on a section-by-section basis by the instructor.

- [Enable or Disable Copying of Class \(Published\) Content](#)

Echo360 users can share content with other users, however the functionality available for shared content is minimal (view, remove, and download if enabled). Instructors can now provide the ability for other instructors, students, or both to copy class-published content.

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- [Creating and Managing Section Links](#)

As the instructor, you can generate and distribute links to your sections that can then be accessed by users.

- [Creating and Managing SSO-Enabled Section Access Links](#)

Section Access Links are generated by Instructors and used to give students direct access to your section. This access can be **Public** (does not require the user to be logged in) or **Private** (requires the user to be logged in and have an Echo360 account).

- [Cloning Sections \(for Instructors\)](#)

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 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.

- [Preparing for Section Cloning](#)

As an instructor, you may be the person who clones your section for the next term, or this may fall as an administrator's responsibility. Regardless of who does the cloning, only instructors can [edit class details](#) and perform the tasks that will help make section cloning a smoother process and reduce post-cloning cleanup tasks.

- [Inviting Instructors to a Course](#)

You can add other instructors to your course. You can also [remove instructors from the course](#) as needed.

- [Removing Instructors from a Course](#)

If a co-instructor you added previously to the course is no longer associated with that course, you can remove that person from the course.

- [Inviting Students to a Course](#)

You can invite students to a course so that they can participate in activities and share content with instructors and each other. Students must accept the invitation to proceed.

- [Adding Students via CSV Import](#)

The instructions below can also be used to add instructors to your section, but since there are likely MANY students to add and only a few other instructors (if any), this topic focuses on importing students.

- [Removing Students from a Course](#)

If a student leaves the course, you can remove them from Echo360.

[Working with Home Page Content](#)

- [Home Page Content/Media](#)

All of the content you have access to *outside of a course classroom* can be found on your [Echo360 Home page](#), in the **All Content** tab. The All Content tab combines My Content (media you own) and Shared With Me content (media someone shared with you) into one place.

- [Finding Your Stuff](#)

The **Echo360 Home** page makes it simple to find what you need. The Home page provides access to courses and sections as well as to the media you have access to outside of a classroom.

- [The Content Details Page](#)

If you have media in the **All Content** tab of your [Echo Home page](#), that simply means you have access to media outside of a classroom.

- [Video Analytics on the Content Details Page](#)

When you first open the media details page for a video, the Info panel is shown by default, containing sharing information about the media; individuals it is shared to, the classes/sections where it is published, and any URL links that may have been created for it.

- [Viewing Shared Content](#)

If someone has [shared a piece of media with you](#), it appears in both the All Content and Shared With Me tabs of your [Echo Home page](#). It allows you to view the media OUTSIDE of a classroom and without the owner needing to send you a file. Like any media item in your Content Home page, view the Shared media by clicking on the tile. This opens the media in the [Content Details page](#) where you can view it.

- [Editing Media Name and Description](#)

When media is generated (like a capture) or uploaded to the system, it gets a file name or other title identifier that may or may not be descriptive of the media. Especially in the case of classroom captures, the capture video may have the same title as the section to which it is published, with no differentiation from one captured lecture to another. For uploaded videos or presentations, the original file name may appear as the title of the content.

- [Sharing and Unsharing Media with Other Echo360 Users](#)

The media you own in the Echo Content Home page is yours to do as you please, including sharing it with other Echo360 users. Sharing an item with another Echo360 user makes that item appear in *their* Echo Content Home page, though it does so with YOUR name on the tile, because you are still the owner. Specifically the shared media appears in the All Content tab as well as the Shared With Me tab.

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- [Share \(Publish\) and Unshare Media to a Course](#)

The media shown in your Echo Content Home is either shared to a course (published) or not. Course-Shared content is media that has been put into at least one class in at least one course. Typically class captures are shared immediately after they are recorded. Unpublished content is only visible on your Content Home page (and to Admins but that's a different article).

- [Creating Copies of Media](#)

If all you want is a copy of an existing capture/video or presentation, use the Create Copy feature. It is available for all content you own; it may be available for Shared content; it may also be available from the Class List page (click a [media icon and see if Create Copy appears](#) in the menu).

- [Uploading Content Into Echo](#)

The Content pages of the [Echo Home page](#) contain all the media you have access to outside of a classroom or course. You may want to upload a video or upload a presentation to your library to edit it or to hold it until you are ready to publish it to a class or share it with another user

- [Supported Content Formats](#)

You can [upload content for slides](#) and presentations to Echo360 both from your computer and popular cloud options such as Dropbox, Google Drive, Box, and OneDrive.

- [Generating a Web Link and Embed Code for a Video](#)

NOTES ABOUT VIDEO ACCESS LINKS:

- This feature is ONLY available for content if you own it. (Admins can create public links for all captures they can see. They have [their own article for this.](#))
- This feature ONLY applies to video media.
- Administrators can DISABLE the [ability to generate video links](#), and they can do so for Instructors or Students or both. If the feature has been disabled for your role, you will NOT see any of the options discussed on this page.
- If you want to embed a video into a Blackboard, Canvas, or Moodle content page, there may be an Echo360 Embed Button available for you. The embed button is a shortcut for embedding Echo360 videos into LMS content pages. See [Embedding Echo360 Videos into Blackboard](#), [Embedding Echo360 Videos into Canvas](#) or [Embedding Echo360 Videos into Moodle](#) as appropriate for details.
- If you DO embed a video into an LMS content page using the Embed Button, you will see a corresponding link in the Links section of the content details page, and in the Links list in the Share Settings modal for that video.
- Finally, you can generate a video link and paste it as the [Embed Media URL for an Echo360 Media Slide](#). This allows you to include Echo videos in your presentations.

- [Editing Videos](#)

Echo360 provides a basic video editing function, allowing you to make cuts and trims to video content as needed. In addition, you can make changes and save them to the original video, or you can make changes and Save As.

- [Editing a Presentation](#)

You can select to edit a presentation from the Content Home page or from the Class List where it is published. Typically you can only edit presentations you have uploaded or copied, and which you own. However if you are a co-instructor in a section where co-instructor edits of media is permitted, you may be

able to edit another user's presentation.

- [Downloading Content to Your Computer](#)

You can download content from the Content area of your Echo Home page, if you need or want a local copy of the media for offline viewing or file manipulation outside of Echo360. You may also be able to download content that has been shared with you (see [Viewing Shared Content](#) for why you may or may not be able to). See also [Downloading Content from a Class](#) to download media you only have access to through a course.

- [Managing Transcriptions of Captures \(Instructors\)](#)

Transcriptions can be [auto-generated by the ASR service](#) when the video is published, manually generated and [added to a capture or video](#), or the [automatic transcription can be edited](#) and re-applied to the video.

- [Editing Transcriptions for Accuracy](#)

The accuracy of the transcriptions that are [auto-generated by the ASR service](#) will depend a great deal on several variables, including the quality of the microphone, the ambient noise in the room, the vocal quality of the speaker, and whether or not the lecturer is a native-speaker of the language being transcribed. In addition, the use of subject-specific vocabulary throughout a lecture may provide transcriptions that contain few proper interpretations of these terms, which students may need in order to grasp the subject matter.

- [Deleting Your Echo Content](#)

You are the owner of any content that appears in the My Content tab of the Echo Home page. You can delete this content if it is no longer needed. You can also remove content from the Shared With Me page, but this simply removes it from your Shared page.

- [Adding/Uploading Transcriptions to Captures \(Instructors\)](#)

Some institutions may institute a manual transcription process, while some may use [automated transcriptions](#). Even if you are using the automated transcription service, you may find the need to [edit the automatic transcriptions](#), where the text is not accurate or the speaker's words could not be heard or understood by the automation. In this case you can [download the transcription](#), [edit it](#), then re-upload (instructions below). If the capture already has a transcription file associated with it, uploading a new file replaces the currently visible transcription with the new file's contents.

- [Uploading/Deleting Closed Captioning Files](#)

Some institutions generate their own closed captioning files and Echo360 allows those institutions to upload those manually generated file to captures. Both instructors and administrators can upload captioning files to videos.

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[Working with Slides/Presentations](#)

- [Working with Slides and Presentations](#)
Echo360 lets you upload presentations to your content home or a class, then edit the presentation directly in Echo360 by adding or deleting slides/pages.
- [Uploading Slides to a Presentation](#)
You can upload a slide from your computer or popular cloud storage options such as Dropbox, Google Drive, Box, and OneDrive into a presentation.
- [Importing Slides from an Existing Echo Presentation](#)
Once you upload or create a slide deck in Echo360, you can import some or all of the slides in it to one or more other presentations.
- [Creating a Media Slide](#)
A media slide contains content from a web page or image. You can create a media slide by simply specifying a URL. Echo360 then auto-embeds the content of that web page into the media slide.
- [Adding a Blank Slide](#)
You may want to add a blank slide to your presentation to use it as a placeholder or an obvious break location in your slide deck. You cannot add anything to a blank slide; it simply functions as a non-annotated break in the presentation.
- [Adding Polling Questions/Activity Slides to a Presentation](#)
Interactive Activity slides or Polling Questions are used to engage the student regarding specific topics and concepts from the presentation. Inserting interactive slides will trigger learning moments with your students and increase overall participation during class.
- [Creating a Multiple Choice Activity Slide](#)
You can add multiple choice activities to a presentation. You enter the question and a list of possible answer choices, then mark which answer is correct and whether that answer requires justification. Students click an answer and enter a justification into a text box, if required.
- [Creating a Short Answer Activity Slide](#)
You can add short answer activities to a presentation. You specify the question and the student enters their answer into a text box.
- [Creating an Image Quiz Activity Slide](#)
You can add image quiz activities to a presentation by uploading an image, entering a question, and then marking the solution. When students interact with you during a lecture, they indicate the correct answer to your question by clicking the image.

- [Creating an Ordered List Activity Slide](#)

You can add ordered list activities to a presentation. Students respond to your question by putting a list of responses in the correct order.

- [Creating a Numerical Activity Slide](#)

You can add numerical activities to a presentation. Students indicate the correct answer by entering the correct value or a value that falls within the correct range of values.

- [Embedding an Echo360 Video into a Media Slide](#)

A media slide can be created by simply specifying a URL To embed an Echo360 video onto a media slide, all you have to do is paste a Public Link URL for a video into the URL field. If you need additional information on generating Links for videos, see [Getting a Video's Public or Embeddable Link](#).

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[Mobile App](#)

- [Echo360 Mobile Apps](#)

Echo360 has developed mobile applications that allow **Instructors** and **Students** to view classes, including both videos and presentations, and to upload videos to your library using your smartphone or tablet. See [Quick Guide to the Mobile Apps](#) for an overview of the features available.

- [Mobile Apps and LMS Users](#)

If you normally access Echo360 through your LMS (Blackboard, Canvas, Moodle, D2L, or Sakai), you can still use the Echo360 Mobile Apps to view and interact with your section materials. However, using the Mobile Apps effectively bypasses the LMS, so there are a few things you need to be sure to do.

- [Quick Guide to the Mobile Apps](#)

The Echo360 Mobile App is fairly intuitive, but this article is provided as a quick reference for how to find certain features in the App. It includes links to other articles with more details about the linked feature.

- [Limitations of the Mobile Apps](#)

Instructor-related Questions

Published on McMaster University Library (<https://library.mcmaster.ca>)

While the Echo360 Mobile app now provides both video and presentation viewing capabilities, and allows students and instructors to interact with the in-class activity slides, there are still some limitations to using the application. The mobile apps are not designed to replace the full capabilities of Echo360 as provided through a browser (but we're getting closer!).

- [Viewing Classes in the Mobile App](#)

By default, the current Term's sections are shown when you log into the Mobile App. If you have other terms' sections visible to you, you can [select a different term's sections](#) to view.

- [Using Offline Mode of the Mobile App](#)

Because Mobile Apps are designed to be used "on the go", internet connectivity isn't always guaranteed. Or, some mobile users do not want to use "cellular" data allotments to view class materials. The Echo360 mobile apps have an Offline Mode that allows you to download the videos for classes while you have an internet connection then view them later when you do not.

- [Using Notes and Bookmarks in the Mobile App](#)

The Mobile Apps support both taking Notes in a class as well as marking slides or video locations with Bookmarks. The Notes and Bookmarks you add through the mobile app appear in your Study Guide, just like they do in the browser version of Echo360.

- [Posting and Responding to Class Q&A or Discussion Posts](#)

The mobile app allows you to post or respond to a question or discussion point while viewing the classroom.

- [Adding or Removing Confusion Flags in the Mobile App](#)

The Mobile Apps allow you to mark video scenes or slides in a classroom as confusing. Setting a Confusion marker simply gives the instructor an indicator that states one or more students found some segment of a video or a slide in a deck confusing and that some clarification or explanation might be needed.

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- [Viewing and Interacting with Presentations through the Mobile App](#)

Each class in the class list contains an icon for the type of media published to the class. Tapping on the class opens the classroom viewer, showing the video by default. If there is a presentation in the class, there is a slide-deck icon in the top right corner.

Instructor-related Questions

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- [Uploading Videos through the Mobile App](#)

The main menu contains an **Upload Video** option, that allows you to upload videos from your mobile device to your Echo360 content library.

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Source URL: <https://library.mcmaster.ca/services/lecture-capture-echo360/sections/support-instructors/accordion/instructor-related-questions>