

Inside your Echo360 Course – Overview

Contents:

Classes	2
Q&A	4
Polling and Analytics	7
Settings	8
Search	13

Once you log into echo360.ca and click on a course in your home page, you will notice several tabs in the top right corner. This document goes through these tabs as well as the different features.

Classes

In your Classes tab, you will see a list of lectures or files that have been published to your course.

The screenshot shows the Echo360 interface for the 'ITSAC - ITSAC Information Technology Student Advisory' course. The 'CLASSES' tab is active. The interface includes a search bar, buttons for 'REORDER', 'NEW COLLECTION', and 'NEW CLASS', and a list of published classes. The first class is 'Live Lecture Example' with a date and time of 'January 8, 2020 5:00pm-6:30pm'. The second class is 'ITSAC Presentation - Jan 8 2020'. Each class entry has a set of icons for video, presentation, Q&A, edit, and delete.

Here are the icons that are located beside each published "Class"

The close-up shows the date and time 'January 8, 2020 5:00pm-6:30pm' followed by a set of icons: a video icon, a presentation icon, a speech bubble icon with a '0', an edit icon (pencil), and a delete icon (trash).

Date and Time: You can choose to manually set the date and time for each lecture if you wish. If you do, they will appear here.

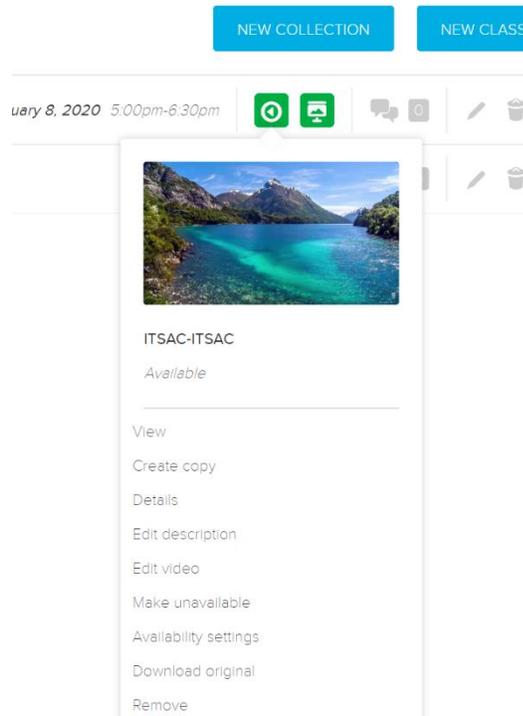
Video: This icon represents the video attached to this class. This video can be any video you have recorded or uploaded from your Echo library.

Presentation: This icon represents the presentation you have attached to the video file. You can upload your own presentation or create one in Echo360.

Q&A / Discussion: The speech bubbles represent the Q&A and discussion in the class. Next to that is a number, which represents the amount of questions or statements.

Pencil: Here you can edit the details of your class such as the name, description and the date and time.

When you click on any of the green icons, a list of features will appear. I will be going over these features in another document, for now we are just doing an overview.



In the top right, we have two blue buttons. One says “New Class” and the other is “New Collection”.

A new class is another listing where a video or presentation can be uploaded.

A new collection is similar to a folder, so you can put multiple classes inside a collection.

 A screenshot of a "New collection" form. The form has a title "New collection" and a text input field for "Name" containing "Topics - Week 1". Below this is an "Options" section with three columns: "Start Date" (with a "Date" input field), "Start time" (with a "10:42 am" input field), and "Duration" (with a "1 hours" dropdown and a "0 minut..." dropdown). There is also a "Description" text area. At the bottom, there are "CANCEL" and "OK" buttons.

After you create a new collection, it will appear in your class list with a small arrow beside it. To move classes into the collection, click the "Reorder" button and drag the files into the collection.

The screenshot shows the ITSAC Information Technology Student Advisory interface. At the top, there are navigation tabs: CLASSES, Q&A, POLLING, ANALYTICS, SETTINGS, and SEARCH. Below the navigation, there is a search bar with a 'REORDER' button and a 'Search Content' input field. To the right of the search bar are two buttons: 'NEW COLLECTION' and 'NEW CLASS'. The main content area displays a list of items:

- Live Lecture Example (January 8, 2020 5:00pm-6:30pm) with icons for play, add, chat, and delete.
- ITSAC Presentation - Jan 8 2020 with icons for add, chat, and delete.
- Topics - Week 1 (0 item(s)) with icons for chat and delete.

The screenshot shows the ITSAC Information Technology Student Advisory interface. At the top, there are navigation tabs: CLASSES, Q&A, POLLING, ANALYTICS, SETTINGS, and SEARCH. Below the navigation, there is a search bar with a 'REORDER' button and a 'Search Content' input field. To the right of the search bar are two buttons: 'NEW COLLECTION' and 'NEW CLASS'. The main content area displays a list of items:

- Topics - Week 1 (2 item(s)) with icons for chat and delete.
- Live Lecture Example (January 8, 2020 5:00pm-6:30pm) with icons for play, add, chat, and delete.
- ITSAC Presentation - Jan 8 2020 with icons for add, chat, and delete.

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, teaching assistants, and instructors can post discussion points or questions that do not apply to a specific class.

The screenshot shows the Echo Q&A interface for a course titled "rt 101 - rt section rt course". The "Q&A" tab is selected and circled in red. A list of questions is on the left, with the selected question "Sep 28 - Ad Hoc Capture" also circled in red. The question text is "Provide a good description of this character from The Watchmen." and includes an image of Rorschach. A blue button labeled "RESPOND TO THIS QUESTION" is visible at the bottom of the question card.

Responding to Questions in the Q&A Tab

1. Click a question from the list on the left to view any associated responses.
2. Click **RESPOND TO QUESTION**, shown in the above figure, to provide your own response.
3. Type your response into the text box provided.
4. Click **POST** when finished.

This screenshot shows the same question as the previous image, but with a response being entered. The response text is "Rorschach|was the moral-compass of the whole book, ironically given his vigilante tendencies". Below the text box is a "Post anonymously" checkbox (which is unchecked) and a blue "POST" button.

Your response is added to the thread along with any other responses that may have been posted.

Deleting Questions and Responses

You can always go back and edit or delete any question or response you posted. You can only edit or delete your own posts.

Instructors and teaching assistants can delete any Q&A posts, either from the Q&A Tab or from within a classroom. Instructors and teaching assistants can also see who posted each item, even if they post it anonymously.

Deleting a question also deletes all responses posted for the original question.

To edit/delete a question on the Q&A tab

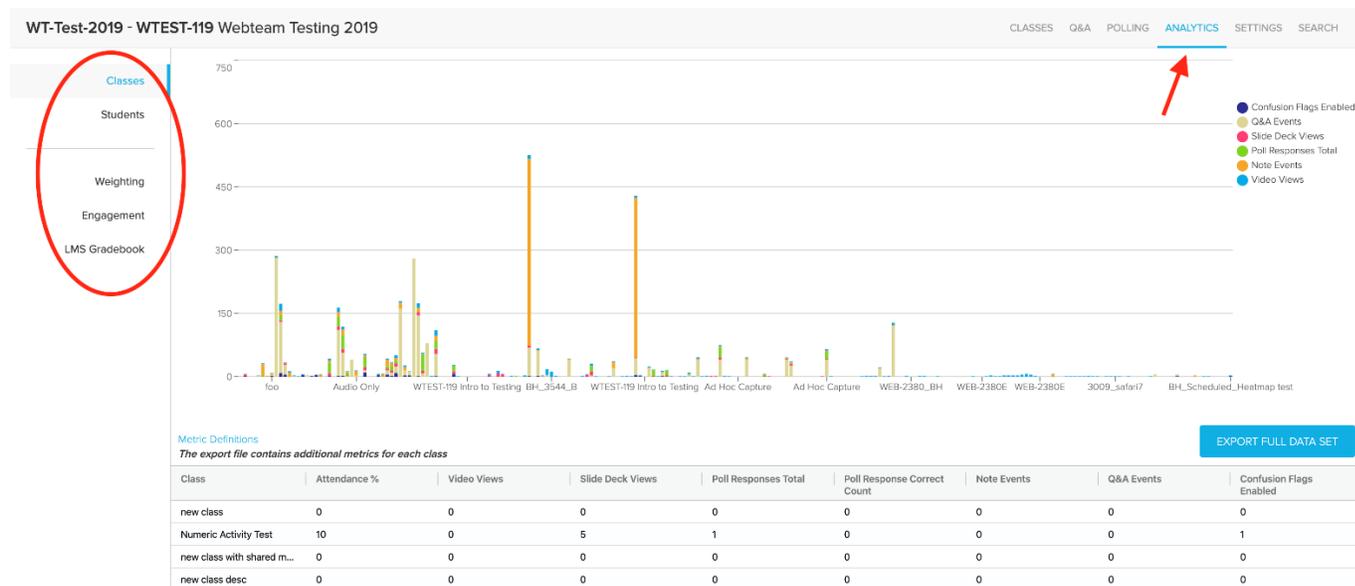
1. Click the **Q&A** tab. By default, the questions shown are sorted with the newest ones first.
2. Find the question or response you want to edit/delete. Use the drop-down list at the top to view questions for a specific class, or view **All Questions**.
3. **Click the question from the list on the left** to display it and any responses in the right-panel of the Q&A tab.
4. **Click the menu arrow located to the right of the question or response**, then click **Delete**.

The screenshot displays the Echo Q&A interface for a course titled "rt 101 - rt section rt course". The top navigation bar includes "START CAPTURE", a gear icon, a profile icon, and a university crest. Below this, there are tabs for "CLASSES", "Q&A", "ANALYTICS", "SETTINGS", and "SEARCH". The main interface features a "NEW QUESTION" button, a search bar, and a "Sort" dropdown set to "Newest". A list of questions is shown on the left, with the selected question "Sep 28 - Ad Hoc Capture" displayed in the main panel. This question asks for a description of a character from "The Watchmen" and includes an image of a character wearing a mask. A red arrow points to a menu icon (three dots) to the right of the question, which has opened a dropdown menu with "Edit" and "Delete" options. At the bottom of the main panel, there is a blue button labeled "RESPOND TO THIS QUESTION".

Polling and Analytics

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.

NOTE that Teaching Assistants *CANNOT* see the Analytics tab *OR* the Polling tab, and have no access to any of the functionality described on this page or in this group of help articles.



Be sure to also check out the POLLING page, located to the left of the Analytics page. This tab is where instructors can [review student responses to the polling questions](#) put into classes. The Polling tab is easy to navigate, as the ONLY thing it contains is a list of classes that have polling questions, the questions contained in

each of those classes, and all student responses provided to those questions.

The screenshot shows the 'POLLING' tab in the Canvas LMS interface. The header includes navigation tabs: CLASSES, Q&A, **POLLING**, ANALYTICS, SETTINGS, and SEARCH. The course title is 'AST-101 - RegrTest-ASTSection Introduction to Astronomy'. Below the header, there are two dropdown menus: 'Apr 9 - Non-Live Class MW 9...' and 'Slide 8 - Put these in a...'. The main content area is split into two columns. The left column shows a question list with options A, B, C, and D. The right column shows a table of student responses.

Student	Response	6 / 13 responses
Bronwyn StudentCanvas	✓ A. 4, C. 1, B. Purple, D. 3, E. 2	
Thomas Skelding	No Response	
[Redacted]	No Response	
[Redacted]	✓ A. 4, C. 1, B. Purple, D. 3, E. 2	
Bronwyn BBStudent2	C. 1, A. 4, B. Purple, D. 3, E. 2	

The tabs, located on the left side of the Analytics page, are as follows:

- **Classes Tab** - Contains [data broken down by class](#), including a bar graph for each class along with a grid view of student participation data for each class. You can [export this data](#) (along with additional fields) to a CSV file as well.
- **Students Tab** - Contains [student participation data for all students](#) in the course, rolled up across ALL classes, or for each class if one is selected. You can [export this data](#) (along with additional fields) to a CSV file as well.
- **Weighting Tab** - Allows you to [customize the Weighted Engagement percentage calculation](#) based on what types of student participation are important to you.
- **Engagement Tab** - Allows you to see a [list of students who are lagging behind the other students](#) in the course with respect to engaging with the materials. You may wish to follow up with these students. The Engagement tab also provides a consolidated list of Confused Flag locations marked by students in the course. Clicking each Confusion entry takes you to the classroom location where the flag was identified.
- **LMS Gradebook** - Allows you to [export any one of four different student data metrics to your LMS Gradebook](#), if configured.

Settings

The settings tab is where you can customize your Echo course. Here is a brief overview of all the tabs located in settings.

Details Tab – This tab shows the Course Name, Course code and Section name. The Course name and Course code cannot be edited. The Section name and description can be edited by the instructor.

WT-Test-2019 - WTEST-319 Webteam Testing 2019

CLASSES Q&A POLLING ANALYTICS **SETTINGS** SEARCH

Details

Instructors

Students

Teaching Assistants

Access Links

Features

Course name: Webteam Testing 2019

Course code: WT-Test-2019

Section: 002

Description: Enter a description for the course

SAVE

Instructors Tab – In this tab you can see a list of instructors that are listed on this this course. You can also add and remove instructors.

echo

ITSAC - ITSAC Information Technology Student Advisory

CLASSES Q&A POLLING ANALYTICS **SETTINGS** SEARCH

Instructors

Details

Students

Teaching Assistants

Access Links

Features

Add instructors by email

Enter the email addresses of instructors you want to invite to the course (comma separated).

ADD

Import a list of instructors

Upload a CSV file with email address (required), last name (optional), and first name (optional).

IMPORT Download a sample CSV file

Resend Invitation

Name	Email	Status
MCALLISTER, CHRIS	cmcallister@mcmaster.ca	Active
SOARES, CARLIE	soarec2@mcmaster.ca	Active

Students Tab – Similar to the instructor tab, you can see a full list of students enrolled in your course.

The screenshot shows the Echo360 ITSAC interface. The top navigation bar includes 'CLASSES', 'Q&A', 'POLLING', 'ANALYTICS', 'SETTINGS', and 'SEARCH'. The 'SETTINGS' tab is circled in red. The left sidebar has 'Details', 'Instructors', 'Students', 'Teaching Assistants', 'Access Links', and 'Features'. The 'Students' tab is circled in red. The main content area is titled 'Students' and contains two sections: 'Add students by email' with a text input field and an 'ADD' button, and 'Import a list of students' with an 'IMPORT' button and a link to 'Download a sample CSV file'.

Teaching Assistants Tab – Similar to the ones above, you can add and remove teaching assistants to your course.

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

The TYPE of link you create depends on how or who you want accessing your section. You can create multiple links with different access capabilities for posting to different audiences.

To create a section access link

1. Log into Echo360 as an instructor.
2. Navigate to the section you want to create a link for from the [Echo360 Home page](#).
3. Click **Settings** for the section.
4. Click **Access Links** on the left.
5. Click the **ADD LINK** button.

The screenshot shows the Echo360 interface for the section 'AST-101 - AST-102 Introduction to Astronomy'. The top navigation bar includes 'CLASSES', 'Q&A', 'ANALYTICS', 'SETTINGS', and 'SEARCH'. The 'SETTINGS' tab is circled in red. The left sidebar has 'Details', 'Instructors', 'Students', 'Access Links', and 'Features'. The 'Access Links' tab is circled in red. The main content area is titled 'Access Links' and contains the text 'Generate links to allow user access to this section at various levels'. A red arrow points to the 'ADD LINK' button. Below the main content area, a message states: 'No access links have been created for this section, use the button on the right to create one now'.

AST-101 - AST-102 Introduction to Astronomy

CLASSES Q&A ANALYTICS **SETTINGS** SEARCH

Details
Instructors
Students
Access Links
Features

Access Links

Generate links to allow user access to this section at various levels

ADD LINK

Active

DELETE

Link: Description:

Role: Student Instructor

Permissions: Registered users only Open Registration Public

6. The link is created and appears as shown in the figure at the top of this page. You can customize who can access this link in the Role and Permissions sections.

When the configuration is complete, **click in the Link box** to copy the link to your clipboard. You can now paste it wherever necessary to provide section access.

AST-101 - AST-102 Introduction to Astronomy

CLASSES Q&A ANALYTICS **SETTINGS** SEARCH

Details
Instructors
Students
Access Links
LMS

Access Links

Generate links to allow user access to this section at various levels

ADD LINK

Active

DELETE

Link: Description:

Role: Student Instructor

Permissions: Registered users only Open Registration Public

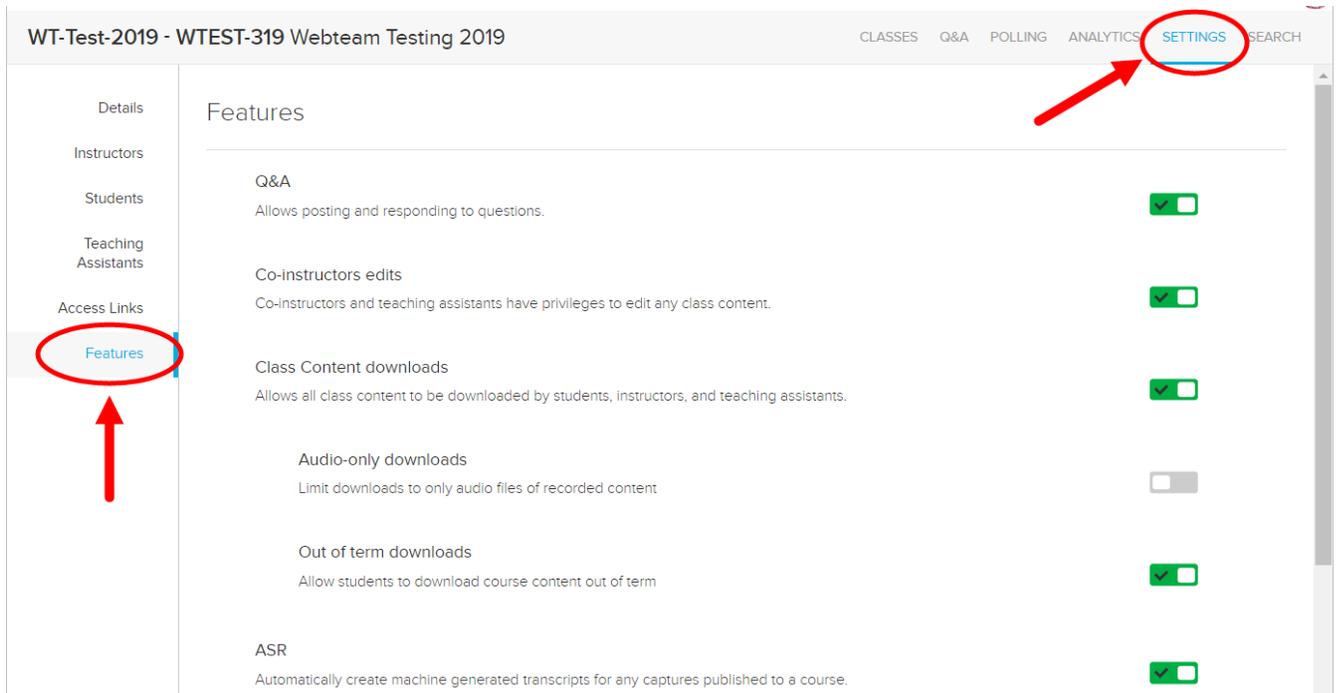
When you no longer need the link, you can **Delete** it. This removes any relationship between the original link and the section. Any instances of the posted link will no longer work (and will never work again).

Features Tab - 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.

NOTE: If any of the toggles are set but dimmed and you cannot change them, this means the feature has been set by an administrator at a higher level and does not allow overrides to this setting.

Section feature toggles include:

- **Q&A** - Turns on and off the [Q&A tab](#) and [Classroom Discussion](#) feature for the section. If disabled, the Q&A tab is not available, nor is the Q&A button or panel in any classroom.
- **Co-instructor edits** - Allows other instructors and teaching assistants in the section to edit media published to classes. You can always edit any media you own; this toggle allows instructors and teaching assistants to edit media they do NOT own.
- **Class Content downloads** - Turns on and off the ability for students, teaching assistants, and instructors in the section to [download published media](#) for offline use or viewing.
Turning ON the main Content Downloads toggle allows you to then determine if downloads should be limited to **only the Audio file** for a capture, and also whether or not users can download media from the section **after the term has ended**.
- **ASR** - Turns on and off the [automatic transcription of captures](#) and videos published to this section. If turned on, video media, when published, is sent to the ASR service to receive machine-generated transcriptions, which are then visible in the classroom.
- **Delay video availability** - Determines whether students can view videos in the classroom before they have closed captions applied (for accessibility compliance). If turned ON, video media is not visible in the classroom to students until it has closed captions. Instructors see that the video is there, but the icon is gray indicating that it is unavailable to students.
- **[Allow instructors and teaching assistants to copy course content/Allow students to copy course content](#)** - Two separate toggles that determine whether instructors and/or students in the section can [create their own copies of class-published content](#).
- **Clone Section** - Only available to Primary Instructors on a section; allows the primary instructor to [create a copy of the section, including all classes and published media](#), though the classes are given different (or no) dates depending on clone options selected.



WT-Test-2019 - WTEST-319 Webteam Testing 2019

CLASSES Q&A POLLING ANALYTICS **SETTINGS** SEARCH

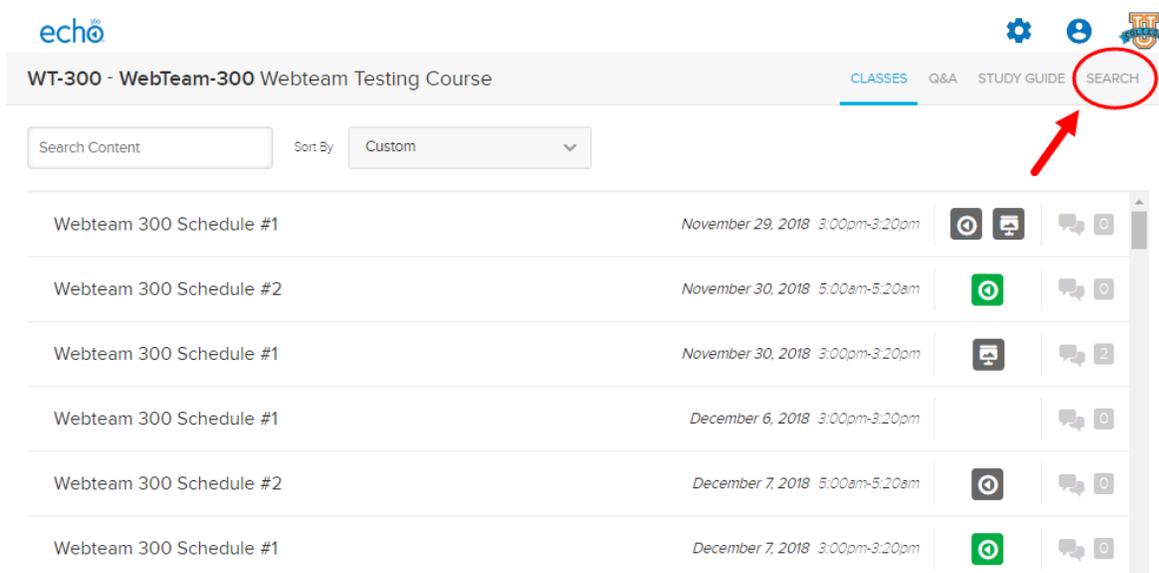
Details
Instructors
Students
Teaching Assistants
Access Links
Features

Features

Q&A Allows posting and responding to questions.	<input checked="" type="checkbox"/>
Co-instructors edits Co-instructors and teaching assistants have privileges to edit any class content.	<input checked="" type="checkbox"/>
Class Content downloads Allows all class content to be downloaded by students, instructors, and teaching assistants.	<input checked="" type="checkbox"/>
Audio-only downloads Limit downloads to only audio files of recorded content.	<input type="checkbox"/>
Out of term downloads Allow students to download course content out of term.	<input checked="" type="checkbox"/>
ASR Automatically create machine generated transcripts for any captures published to a course.	<input checked="" type="checkbox"/>

Search

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 Course 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.



WT-300 - WebTeam-300 Webteam Testing Course

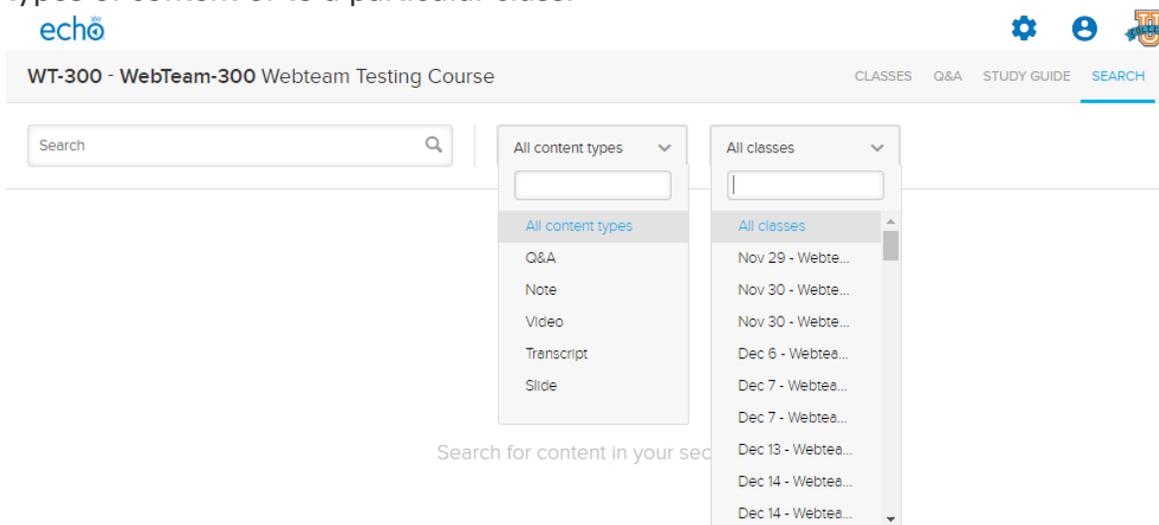
CLASSES Q&A STUDY GUIDE **SEARCH**

Search Content Sort By Custom

Webteam 300 Schedule #1	November 29, 2018 3:00pm-3:20pm			0
Webteam 300 Schedule #2	November 30, 2018 5:00am-5:20am			0
Webteam 300 Schedule #1	November 30, 2018 3:00pm-3:20pm			2
Webteam 300 Schedule #1	December 6, 2018 3:00pm-3:20pm			0
Webteam 300 Schedule #2	December 7, 2018 5:00am-5:20am			0
Webteam 300 Schedule #1	December 7, 2018 3:00pm-3:20pm			0

Use the **Search text box** to enter a term or phrase you want to search all course content for. You must enter text in the search box to return results.

Use the **filtering drop-down lists**, shown below, to narrow your search to specific types of content or to a particular class.



WT-300 - WebTeam-300 Webteam Testing Course

CLASSES Q&A STUDY GUIDE **SEARCH**

Search

All content types

- All content types
- Q&A
- Note
- Video
- Transcript
- Slide

All classes

- All classes
- Nov 29 - Webte...
- Nov 30 - Webte...
- Nov 30 - Webte...
- Dec 6 - Webtea...
- Dec 7 - Webtea...
- Dec 7 - Webtea...
- Dec 13 - Webtea...
- Dec 14 - Webtea...
- Dec 14 - Webtea...

Search for content in your section

