Inside your Echo360 Course – Overview

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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.

Here are the icons that are located beside each published “Class”

**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.
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.

**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.
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.

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

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

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.
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.
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.