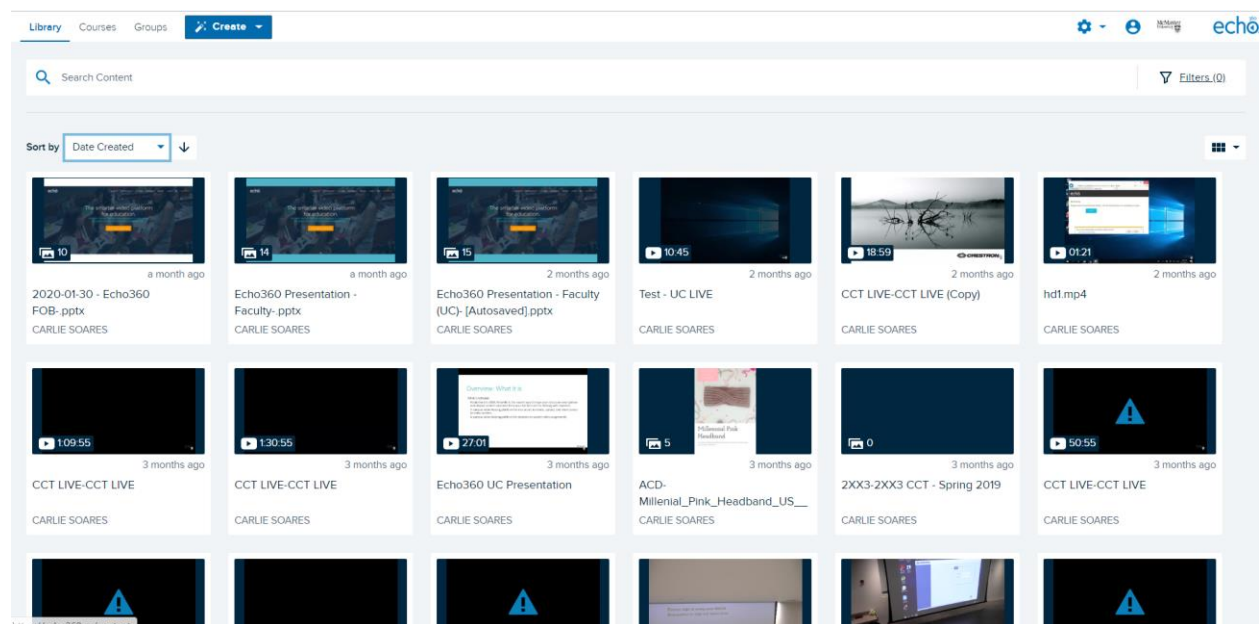


Navigating Your Echo360 Homepage

When you log into Echo360.ca you will be brought to your home page. This home page provides access to your courses and sections as well as to the media you have created, and the media shared with you.

Let's look at the features of this page.

There are three tabs along the top of the window (Library, Courses, and Groups). Along side the tabs, there is also a Create button. We will discuss this feature later in the document. This page will automatically open onto the Library tab by default.



If you access Echo360 through an LMS/VLE, Echo360 is opened directly in a Course.

Library tab: Here you will find all video captures as well as presentation files that you are the primary owner of, as well as the files that have been shared with you from other accounts and the files you have uploaded.

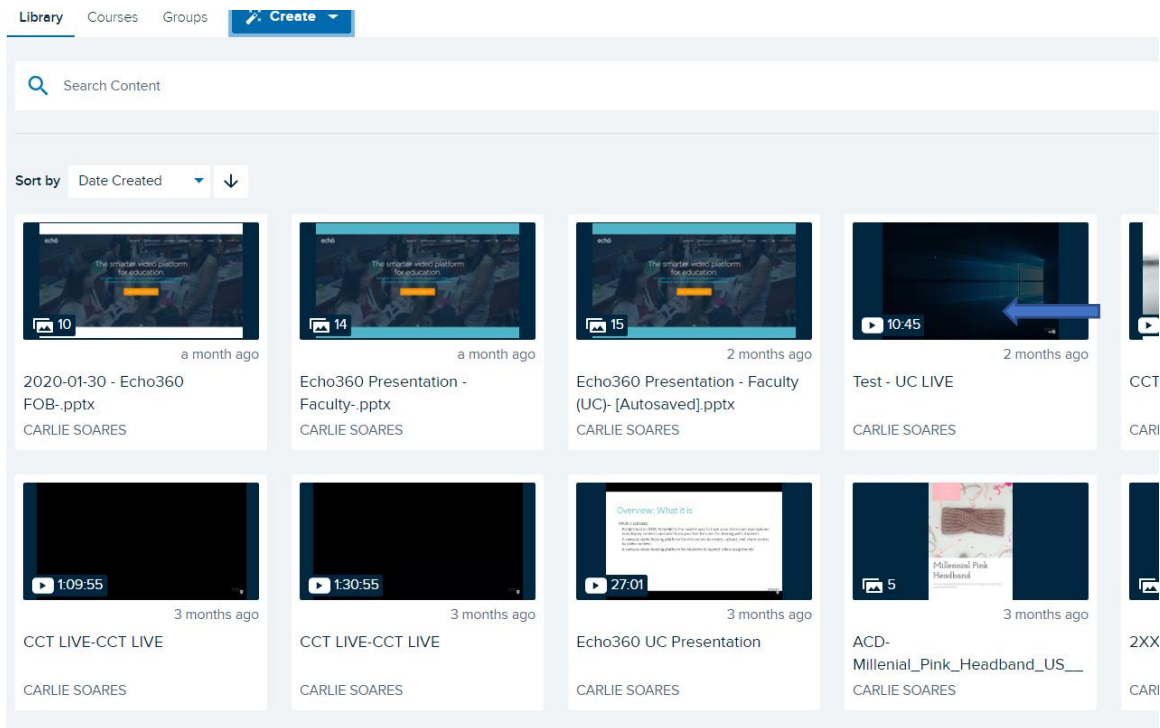
Courses tab: lists all the courses you teach and/or the courses shared with you.

Groups tab: If you are a part of any groups inside of Echo360, they will be listed here. You can also create new groups in this tab.

In the upper right corner of the screen you have the gear icon (for Account settings, Downloads), and the user icon (to log out).

Library

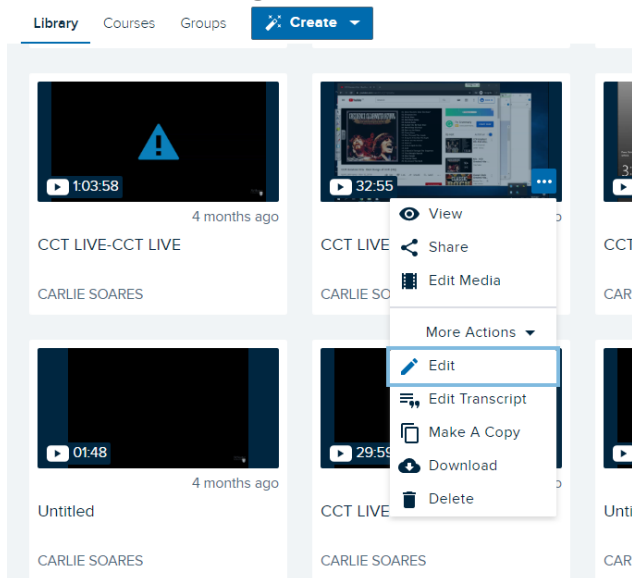
When you first enter the Home page, the **Library** tab is active by default. The tiles show preview thumbnails of the media listed there. The content tiles provide at-a-glance information as well. They show the length of the video (min:sec), or the number of slides in the presentation, how many days ago it was recorded, the title of the media, and the owner of the content.



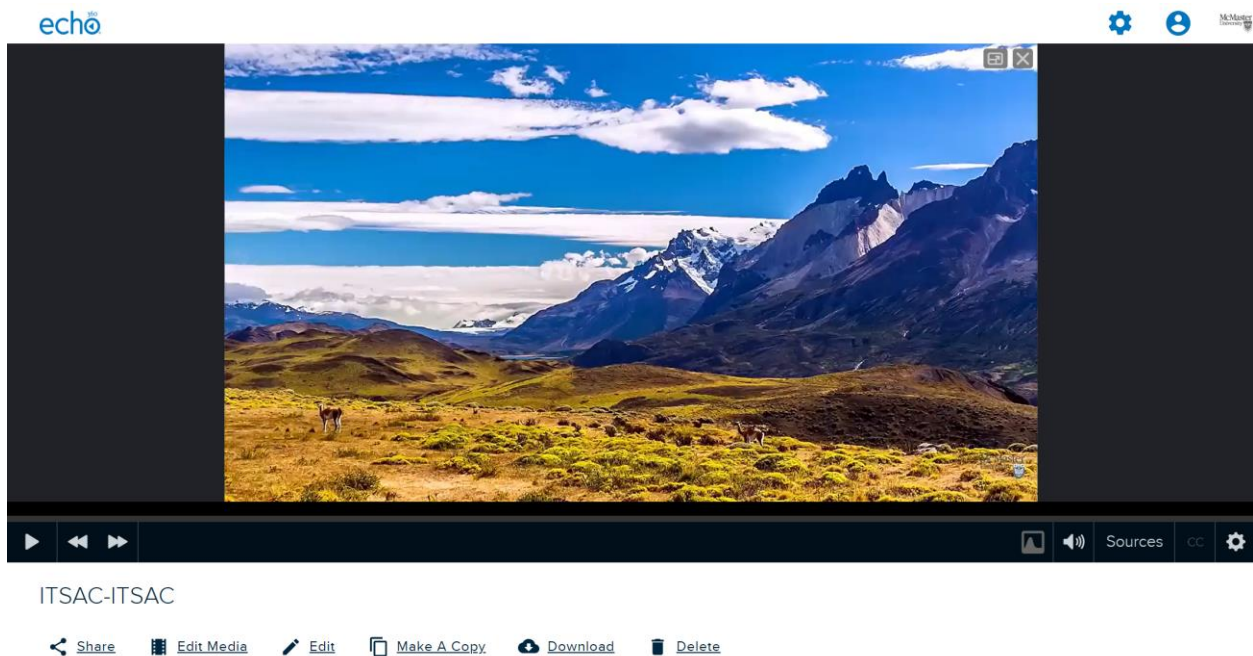
Hover over the media tile and you get an ellipsis icon, as shown in the figure below. This menu button provides options for all actions you can perform on this piece of media.



Click the menu button. The options available depend on whether you are a student, teaching assistant, or instructor, and if you own this piece of media.

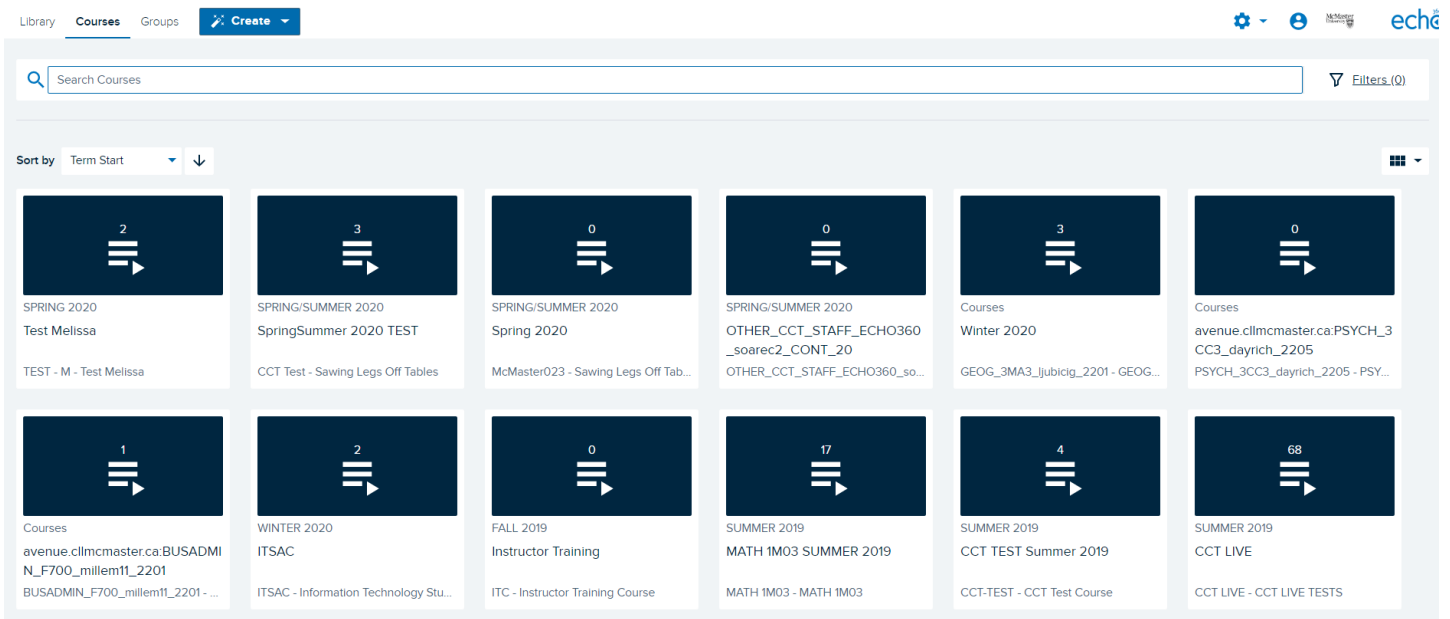


Click on the tile to open the Content Details page. This page is the one location where you can do just about anything with a video or presentation (Share, Edit, Copy, Download, Delete).



Courses

The courses are listed with the current (or most recent) term first. All courses are depicted as tiles with preview screens, as shown in the above figure. Each course lists the term, the course name, the course number, and the section name. The number in each preview screen identifies how many classes are in the course.



Create

The new Create button allows you to upload your own media, or create new media. When you select "New Capture", it will open Universal Capture: Personal if you have it installed on your computer. If you do not, it will take you to the page to download it. This new Create button has replaced the old Upload button.

