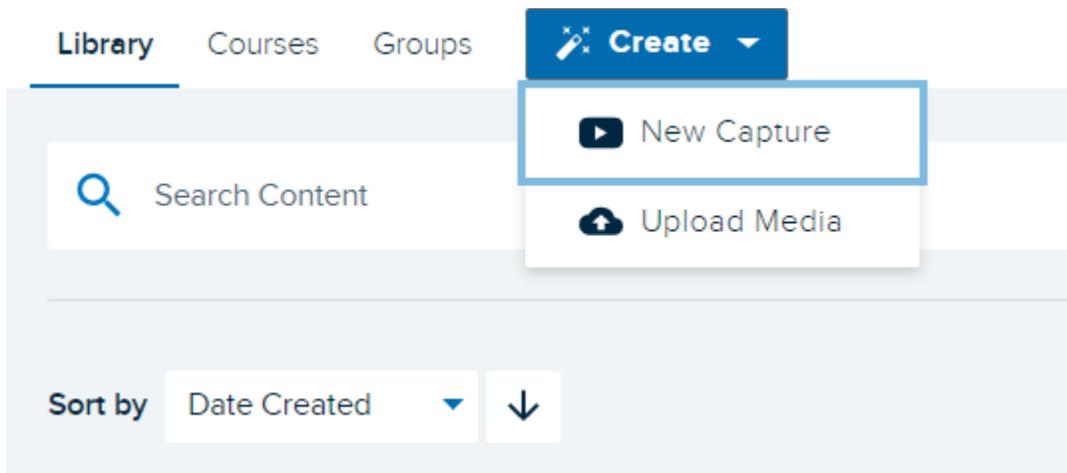
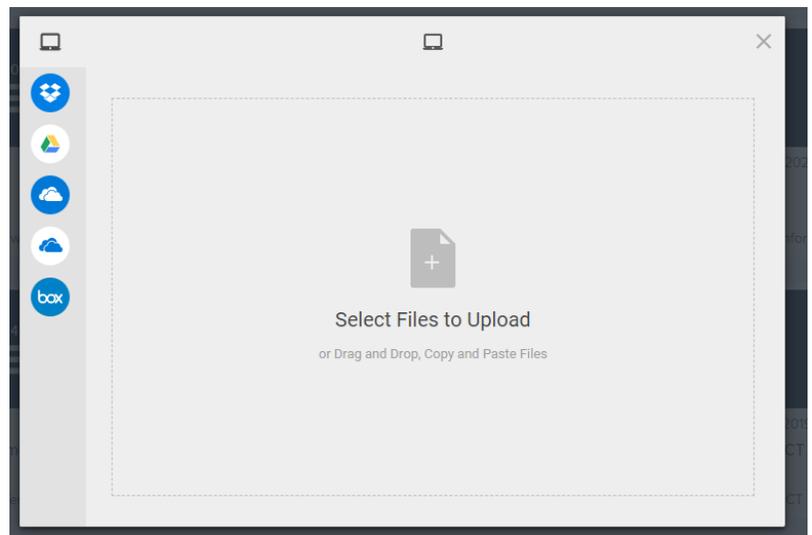


Uploading Files into Echo360 and Sharing to Echo360 Courses

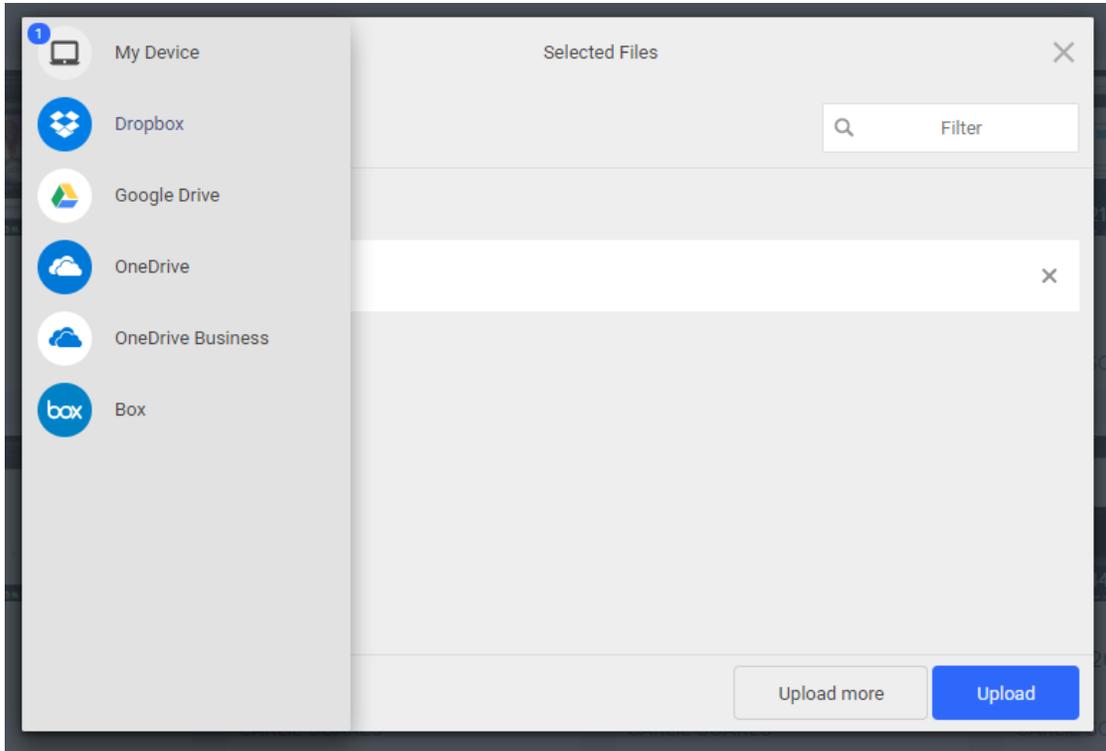
1. Log into echo360.ca with your Echo360 account. Here you will see your homepage. To upload a video or a presentation, click the “Create” button at the top of the screen. Then click “Upload Media”



2. Select where you are uploading the files from on the left.



3. Select the files you would like to upload. You will follow the same process if you are uploading videos or other files, such as PowerPoints and PDF's.



4. Click “Upload” in the bottom corner. Once the upload is complete you will see a pop up that says “File Uploaded Successfully”.
5. This video will upload to your “Library” tab in Echo. It may take a few minutes to process before you can share it to a course or with others.

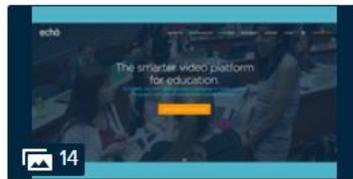
Search Content

Sort by Date Created



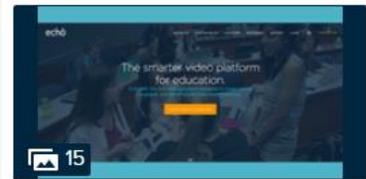
a month ago

2020-01-30 - Echo360
FOB-.pptx
CARLIE SOARES



a month ago

Echo360 Presentation -
Faculty-.pptx
CARLIE SOARES



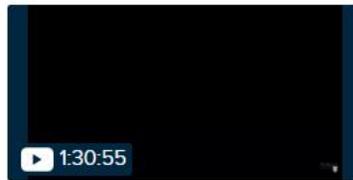
2 months ago

Echo360 Presentation - Faculty
(UC)- [Autosaved].pptx
CARLIE SOARES



3 months ago

CCT LIVE-CCT LIVE
CARLIE SOARES



3 months ago

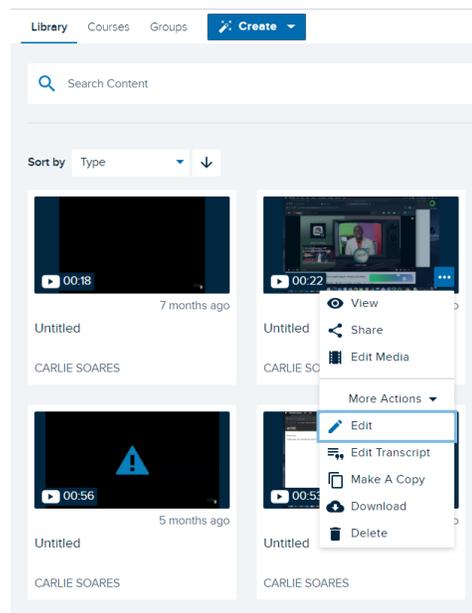
CCT LIVE-CCT LIVE
CARLIE SOARES



3 months ago

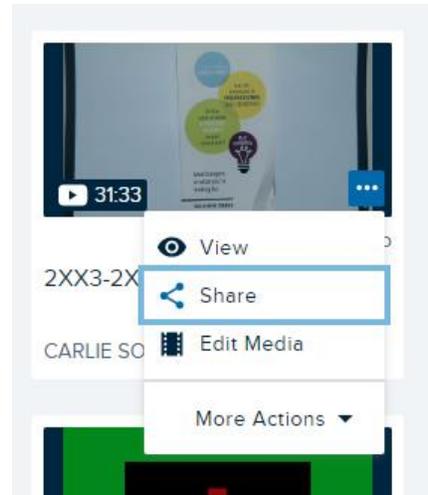
Echo360 UC Presentation
CARLIE SOARES

- Once it is done processing, hover your mouse over the video to reveal 3 white dots in the bottom corner. Here you will find features such as Share, Download, Edit, etc.



Posting a video from your library to an Echo course

- Hover over the video you would like to share from your library and locate the three white dots in the bottom right corner. Click on that button, then click “Share”.



- A new window will appear. Click the “Class” tab on the top and select the course from the dropdown menu. Then select the corresponding term and section for the course.

A screenshot of the 'Share Settings' dialog box. The 'Class' tab is selected at the top. The 'Course' dropdown is set to '2XX3: CCT'. The 'Term' dropdown is set to 'SUMMER 2019'. The 'Section' dropdown is set to '2XX3 CCT - Summer 2019'. Under the 'Class' section, the 'Existing Class' tab is selected. The 'Class' dropdown is set to 'Select...'. The 'Available' section has radio buttons for 'Now', 'Never', and 'Date', with 'Now' selected. The 'Unavailable' section has radio buttons for 'Never' and 'Date', with 'Never' selected. There are 'Close' and 'Share' buttons at the bottom.

- Then select the “New Class” tab in the middle of the page. This means that you are uploading a new file. Here you can re-name your file and add a description, you do not need to fill out the start date, start time or duration. You can also decide when you would like to make the video available or unavailable to students enrolled in your Echo course.

Existing Class **New Class**

Class Name

June 20th Lecture

Start Date Start Time Duration

MM/DD/YYYY  9:19 **AM** **PM** 1 hr 0 min

Class Description

Review for the upcoming midterm.

Available

Now Never Date MM/DD/YYYY 

Unavailable

Never Date MM/DD/YYYY 
