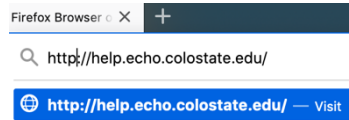
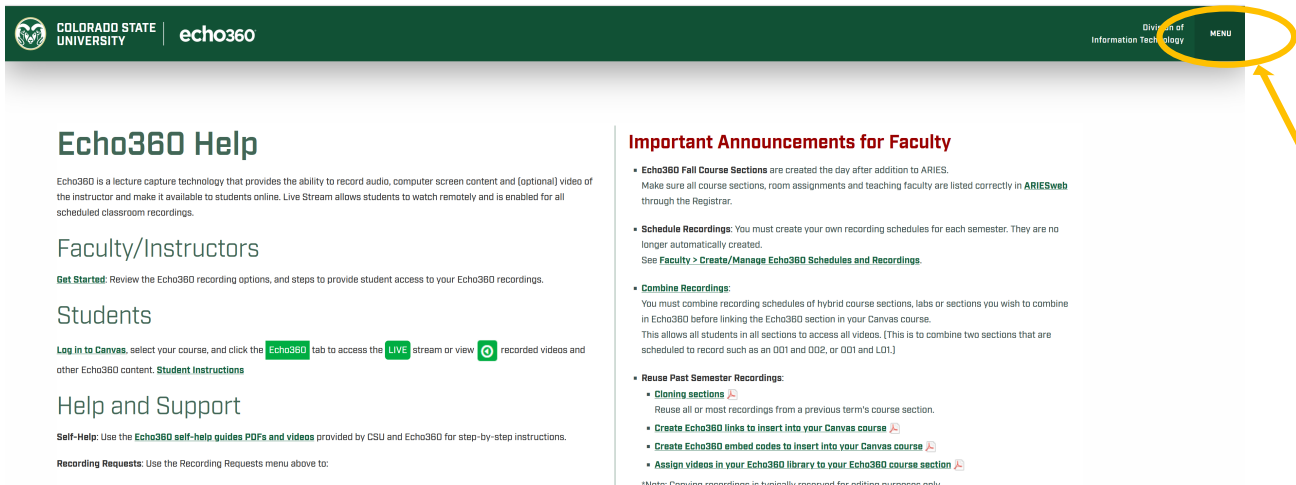


Creating/Managing Echo360 Recording Schedules for the Entire Semester

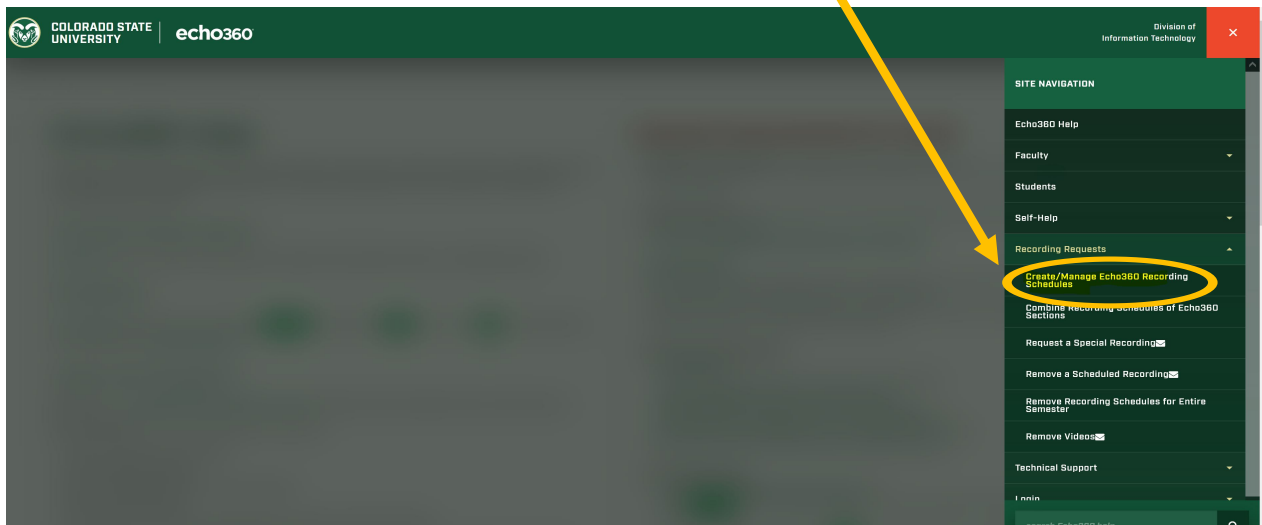
1. Navigate to the Echo360 Help Website: <http://help.echo.colostate.edu>



2. From the Echo360 Help Website home page, Click on the Menu in the upper right corner of the page.



3. Click on: **Recording Requests**, then **Create/Manage Echo360 Recording Schedules**



4. Authenticate with your NetID and Password.

- Select a term, then tap **Display Courses and Sections** to display your course schedule. Allow 1-2 seconds per section.

- Your courses for the selected semester will show below. This information is imported from Banner (ARIESweb) and is updated every night. If any course, room, or faculty information is incorrect, contact the Registrar and provide corrected information or room change requests. Echo360 Section information will then update overnight. It is important to correctly document who is teaching what, and where through the Registrar at CSU.

Course Name	Course Identifier	Banner/Canvas Section Code	Section	Schedule recordings in your Echo360-enabled classroom	ARIESweb Classroom
Pipeline Engineer & Hydraulics	CIVE 571	2021SP-CIVE-571-001 This section is not in Canvas	001	No Scheduled Recordings ENGRG B4	ARIESweb ENGRG B4 Jan 19, 2021 - May 09, 2021 MWF 1:00 pm - 1:50 pm
Pipeline Engineer & Hydraulics	CIVE 571	2021SP-CIVE-571-801 This section is not in Canvas	801	No Scheduled Recordings Define 801 schedule below *	ARIESweb
Infrastructure and Utility Management	CIVE 578	2021SP-CIVE-578-001 This section is not in Canvas	001	No Scheduled Recordings WEBER 202	ARIESweb WEBER 202 Jan 19, 2021 - May 09, 2021 MWF 3:00 pm - 3:50 pm
Infrastructure and Utility Management	CIVE 578	2021SP-CIVE-578-801 This section is not in Canvas	801	No Scheduled Recordings Define 801 schedule below *	ARIESweb

- To create a recording schedule, if you are scheduled to teach in an Echo360 enabled classroom, first find your CSU face to face section, and check the Section box (if unchecked).

To activate the schedule, tap the Room Name and the selected classroom will be highlighted.

- Continue this process for all the Course Sections you want to record for the Semester.

9. Optional* Other Instructions Box

Other Instructions: Please record the CIVE 571 L02 lab section as well. Tuesdays, 2 -3 pm
 Unlisted courses, other contributors, special scheduling, questions, etc.
 Thanks.

Use the **Other Instructions** box to request the Echo360 Admins make any changes, such as adding up to two minutes to the end of the recording schedule, or if you need an additional lab section recorded, or any special requests.

Submit Request

10. IMPORTANT: Scroll to the bottom of the page and tap **Submit Request**.

After submitting you will be presented with a summary page of your successful changes which will have highlighted fields indicating your saved changes.

Courses, Sections and Scheduled Recordings:

Term: 2022 Spring

The **highlighted** courses, sections and schedules below have been added or updated in Echo360.

Course Name	Course Identifier	Banner/Canvas Section Code	Section Name	Add Section to Echo360	Echo360 Classroom	ARIESweb Classroom	ARIESweb Dates, Days, Times	ARIESweb Class Details
Pipeline Engineering and Hydraulics	CIVE 571	2022SP-CIVE-571-001	001	Already in Echo360	ENGRG B4 Scheduled	ENGRG B4	Jan 18, 2022 - May 08, 2022 MWF 1:00 pm - 1:50 pm	ARIESweb
Infrastructure and Utility Management	CIVE 578	2022SP-CIVE-578-001	001	Already in Echo360	No Scheduled Recordings	ENGRG B101	Jan 18, 2022 - May 08, 2022 MWF 3:00 pm - 3:50 pm	ARIESweb

You will also receive an email with the number of created recording schedules. For Example:

Summary:

* **Created 2 recording schedules.** If it says **No changes were made**, try again, it didn't create the recording schedule.

11. Final Step - We recommend you check your request by bringing up the same request form and verifying it says "Scheduled" Just below the room name.

CSU Courses and Sections for Neil Grigg (neilg), 2021 Fall

Course Name	Course Identifier	Banner/Canvas Section Code	Section	Schedule recordings in your Echo360-enabled classroom	ARIESweb Classroom Dates, Days, Times
Water Resources Planning and Management	CIVE 544	2021FA-CIVE-544-001	001	<input checked="" type="checkbox"/> ENGRG B4 <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Remove Schedule	ARIESweb ENGRG E205 Aug 23, 2021 - Dec 12, 2021 MWF 2:00 pm - 2:50 pm

Canceling the Recording Schedule

To stop or cancel the automatic recording schedule at any time during the semester, check the **Remove Schedule** box, and submit the form by tapping the **Submit Request** button.

Removing the schedule stops all future scheduled recordings. All previous videos remain and are not affected, only the schedule for new recordings is cancelled.

Combine Recording Scheduled Sections

You must combine recording schedules of hybrid course sections, labs, or sections you wish to combine in Echo360 before linking the Parent Echo360 section in your Canvas course.

This allows all students in all sections to access all videos. (This is to combine two sections that are scheduled to record such as an 001 and 002, or 001 and L01.) See: [Combine Recordings](#):

See other options under the **Recording Requests** tab such as **Request a Special Recording** or **Remove a Scheduled Recording** (for individual dates for tests, travel, non-recording reasons).

If you have any questions or need additional assistance, email us at:

Echo360help@colostate.edu.