

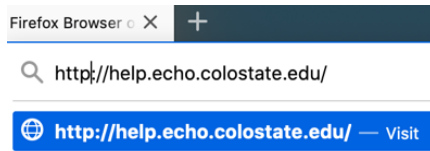
Request Special Recordings or Cancel Individual Echo360 Recordings

To request to cancel a specific recording due to exams, out on leave, travel, cancelled classes, etc. use **Requests, Cancel a Scheduled Recording – (Page One)**

To request a specific individual one time Echo360 Recording, such as a makeup class recording, special recording, room test, etc. use **Requests, Request a Special Recording – (Page Three)**

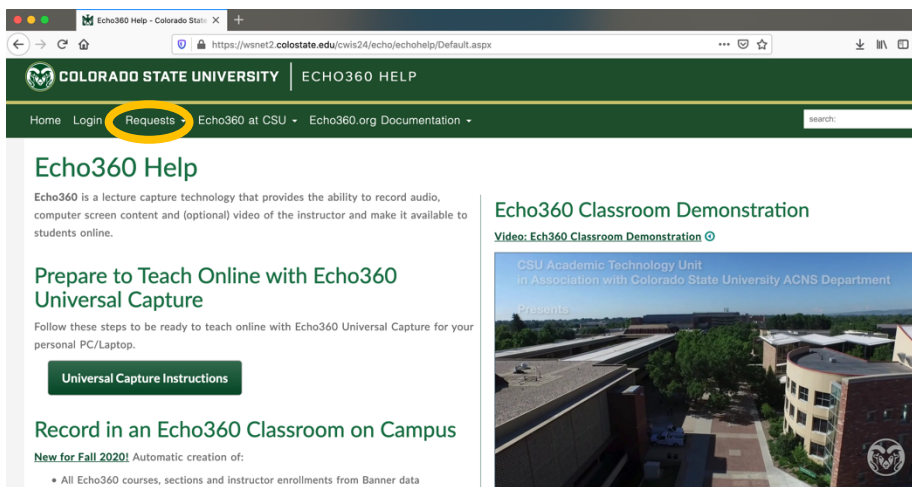
See alternate PDF for cancelling entire semester recording schedule.

Log in to the Echo360 Help Website: <http://help.echo.colostate.edu>

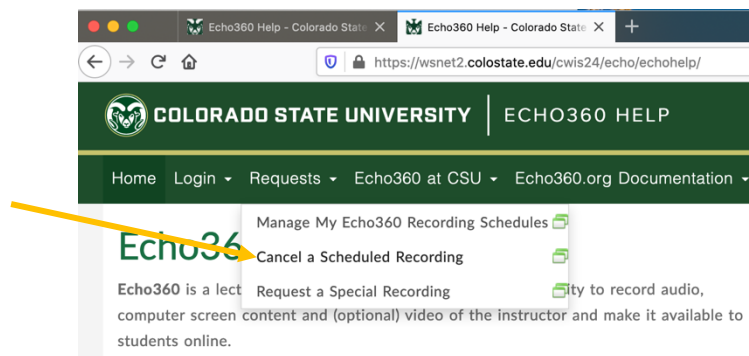


Cancel a One Time or Small Series of Echo360 Recordings – (Allow 48 Hours)

1. From the Home page, see the **Requests** tab at the top.



2. Hover over Requests and tap on: **Cancel a Scheduled Recording.**



3. Fill out the Form. You can cancel one day, or several days.

The screenshot shows a web browser window with the URL <https://wsnet2.colostate.edu/CWIS24/Echo/EchoClient/CancelRecording.aspx>. The page header features the Colorado State University logo and the text 'ECHO360 HELP'. A navigation menu includes 'Home', 'Login', 'Requests', 'Echo360 at CSU', 'Echo360.org Documentation', 'Admin', and 'Logout'. The main heading is 'Cancel a Scheduled Recording', followed by the instruction: 'Cancel a recording which is scheduled in a lecture capture room.' Below this, it states: 'Requests will be sent to echo360help@colostate.edu and processed within two business days.' The form contains the following fields: 'Course Identifier' (example: ECON 202), 'Course Name' (example: Macroeconomics), 'Section(s)' (example: 001), 'Date(s)' (example: 3/24/2018-3/26/2018), 'Time(s)' (example: 9:30-10:45 am), 'Room' (a dropdown menu), 'Instructor(s)' (Marianne Bauer), and 'Reason' (a text area). A 'Submit Request' button is located at the bottom of the form, with a yellow arrow pointing to it.

4. Tap the **Submit Request** button. Please allow 48 hours. You will receive a confirmation email from the Echo360 Team. If Echo360 ends up recording in an empty classroom, we can always delete the unwanted video.

5. Email us at: Echo360help@colostate.edu for requests to delete any unwanted videos.

Request a Special One Time or Small Series of Echo360 Recordings – (Allow 48 Hours)

1. To see a list of Echo360 Enabled Lecture Capture Rooms, Hover over **Echo360 at CSU**, and select **Lecture Capture Rooms**.

CSU Lecture Capture Rooms

Building Name	Code	Classrooms	Department Controlled Classrooms	New GA Echo360 Classrooms Available August 24, 2020	New GA Echo360 Classrooms Coming Soon
Anatomy/Zoology	ANAZO	W118, W205		E112	
Animal Sciences	ANSCI			131, 135, 161	31, 35
Behavioral Sciences	BHSCI	A101, 103, 107, 131		105	
Biology	BIO	136			
Chemistry	CHEM	A101, A103			
Clark	CLARK	A101, A102, A103, A104, A201, A202, A203, A204, A205, A206, A207		C142, C144, C146, C248, C251, C358, C359	C213, C217, C238, C250, C337, C360, C361, C362, C363, C364
Computer Science	COMSC		130, 325, 425		
Eddy	EDDY			1, 5, 7, 8, 10, 100, 102, 103, 104, 105, 106, 107, 108, 109, 118, 119, 200, 212	
Education	EDUC			7	236
Engineering	ENGRG	100, B2, B4	C205	120, B101, B103, B105	D102, E104, E105, E204, E205
Forestry	FRSTY				217
Gifford	GIFRD		144, 235	113, 149, 332	
Glover	GLOVR			130, 201	
Guggenheim	GUGHM			107	
Johnson Hall	JNTHR	222			
Lory Student Center	STCTR		BALLRM A, BALLRM B, BALLRM CD		

Building Name	Code	Current GA Echo360 Classrooms	Department Controlled Classrooms	New GA Echo360 Classrooms Available August 24, 2020	New GA Echo360 Classrooms Coming Soon
Microbiology	MICRO	A101		A108	A113
Military Science	MILSC			200, 201	115
Molecular and Radiological Bioscience	MRBSC				123
Natural Resources	NATRS			109, 113, 140	108
Pathology	PATH	101			109
Physiology	PHYSL			103, 243	
Plant Growth Center	PGFAC		113		
Plant Science	PLSCI	C101		W9	
Scott Bioengineering	SCOTT	101, 229, 231			
Stadium	STADM	1203, 1204, 1205, 1207, 1208, 1213, 1214, 1215, 1216			
The Institute for Learning and Teaching	TILT			221	
University Center for the Arts	UCA		101, 102, 136, 142, 238, 242, G116, G122		
Veterinary Teaching Hospital	VETTH		A221, A234, A235, B213		
Visual Arts	ART			F113	F101
Wagar	WAGAR	107, 132, 133		231, 232	
Walnut	WALNT	103, 105, 108, 109, 110, 111, 115, 118			
Weber	WEBER	202	223H, 237		
Yates	YATES	104			

Scheduling

For all Echo360 enabled classrooms, Echo360 recording schedules are also automatically created each morning after they appear in Banner.

- You no longer need to request an account, courses, sections or schedules in most cases, though you can view them using [Manage My Recording Schedules](#).
- To cancel a scheduled recording for the entire semester for one or more sections, use [Manage My Recording Schedules](#), select the Remove Schedule checkbox in any scheduled section(s) you don't want recorded, and submit the form.
- To cancel a scheduled recording for only some dates, use [Cancel a Scheduled Recording](#).
- To request a special (non-scheduled, additional) recording, use [Request a Special Recording](#).

Recording schedules for semester classes will end on the Friday before Finals week.

Note: This list changes as new rooms are completed, and when Echo360 recording becomes available.

2. Make arrangements through Room Scheduling or work with your department's room scheduler to book a room for the time of your Special Recording. Allow 5 minutes in between any scheduled classes. Echo360's maximum recording time is four hours.
3. From the Home page, see the **Requests** tab at the top.

Echo360 Help

Echo360 is a lecture capture technology that provides the ability to record audio, computer screen content and (optional) video of the instructor and make it available to students online.

Prepare to Teach Online with Echo360 Universal Capture

Follow these steps to be ready to teach online with Echo360 Universal Capture for your personal PC/Laptop.

[Universal Capture Instructions](#)

Record in an Echo360 Classroom on Campus

New for Fall 2020! Automatic creation of:

- All Echo360 courses, sections and instructor enrollments from Banner data

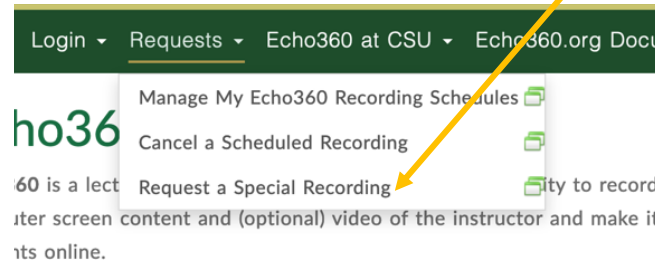
Echo360 Classroom Demonstration

[Video: Echo360 Classroom Demonstration](#)

CSU Academic Technology Unit in Association with Colorado State University ACNS Department

Presents

4. Hover over **Requests** and tap on: **Request a Special Recording**.



5. Fill out this form. Add any special instructions under Description. **Submit Request**.

A screenshot of the 'Request a Special Recording' form. The form is titled 'Request a Special Recording' and includes a description: 'Request a non-scheduled, additional recording in one of the listed lecture capture rooms. Requests will be sent to echo360help@colostate.edu and processed within two business days.' The form is divided into two sections: 'Course Details' and 'Special Recording Details'. The 'Course Details' section includes fields for 'Term' (2020 Fall), 'Course Identifier' (example: ECON 202), 'Course Name' (example: Macroeconomics), 'Section(s)' (example: 001), 'Room', and 'Instructor(s)' (Marianne Bauer). The 'Special Recording Details' section includes fields for 'Date(s)' (example: 3/24/2018-3/26/2018), 'Time(s)' (example: 9:30-10:45 am), and a 'Description' field. A 'Submit Request' button is located at the bottom of the form.

6. Please allow 48 hours. You will receive a confirmation email from the Echo360 support team. Email us at: Echo360help@colostate.edu for any additional questions.

7. This Semester poses some challenges in that some classrooms appear empty, but are scheduled to record, but the faculty are teaching from home. If they have not cancelled their semester recordings, Echo will not allow us to schedule your recording, and we will need to reach out to the professor to gain permission to cancel recordings before scheduling your Special Recording, so allow plenty of lead time.