Upload Videos to Echo360 Library in the Cloud

1. Log into your **Echo360 Account:**

a.

Q echo360.org/

🌐 https://**echo**360.org — Visit

Enter email

b. Firstname.Lastname@colostate.edu

Email

marianne.bauer@colostate.edu

marianne.bauer@colostate.edu
Marianne.bauer@colostate.edu
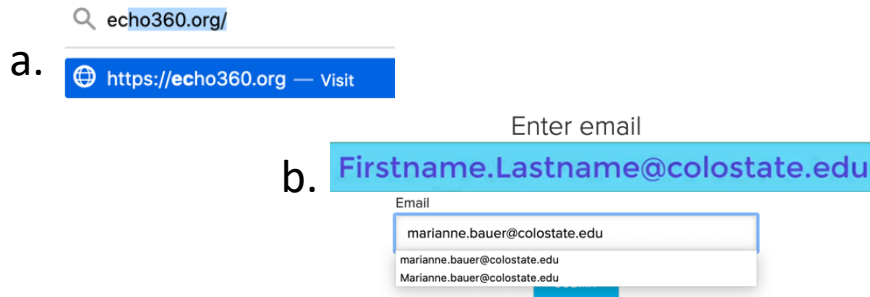
2. Under blue ⚒ **Create** ▾ button, select **Upload Media:**

Library   Courses   Groups   ⚒ **Create** ▾

🔍 Search Content

▶ New Software Capture

▶ New Device Capture

☁ Upload Media
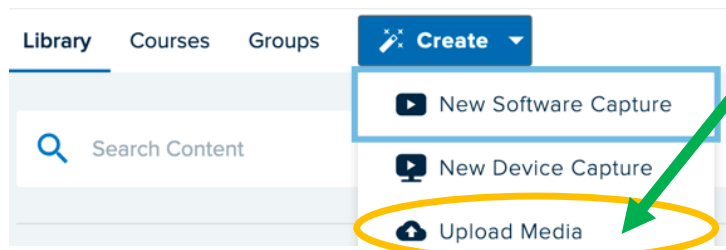
3. Select files, or drag your video to the **+ Select Files to Upload** in the center**,** then click blue Upload button, bottom right corner.

4. In the **Files Uploaded Successfully** box Press **Close** Button.

5. Stay on, or Select the **Library** Tab located on top, left corner.

6. Sort by Date Created, | Sort by Date Created ▾ 🖐 | <- Down Arrow.

7. Wait for video to finish processing:

Sort by Date Created ▾ 🖐

Processing

▶ 00:00

a few seconds ago

MBauer Demo Reel-Final.mp4

->

Sort by Date Created ▾ ↓

Marianne Bauer
Videographer/Video Editor

▶ 02:40 do State University Online

6 minutes ago

MBauer Demo Reel-Final.mp4

# Add Video/Presentation as a Class

Class = One Video and/or Presentation

When using Echo360 Universal Capture, if you forget to designate a course or section, or you upload a video, they go directly into your **Main Content Media Library**. ->
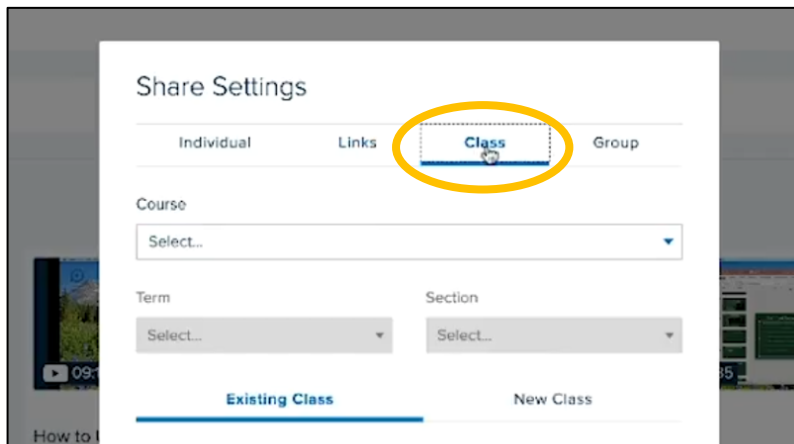

You can add your video to a specific **Echo Course Section** – as a **Class** in **your Echo/Canvas Course**, by doing the following:

<- Echo/Canvas Course Section

Class = 1 Video   **and/or 1 Presentation**
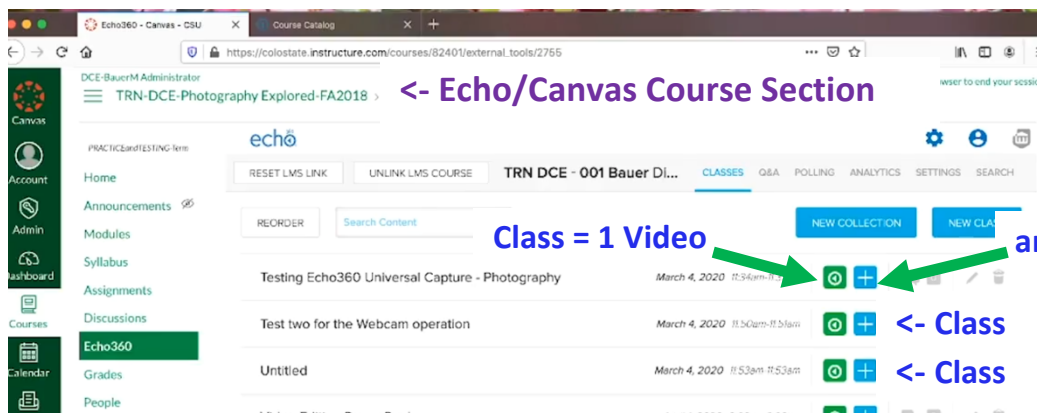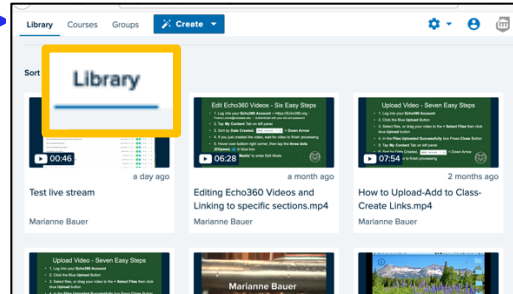
<- Class

<- Class

1. To add a video as a Class, when processing completes, hover over **three dots** in the bottom right corner blue box.
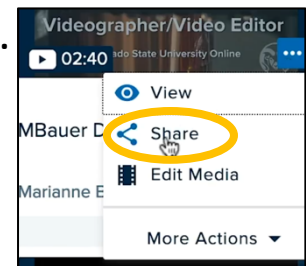
2. Select **Share** then **Class** tab (Class = one video).

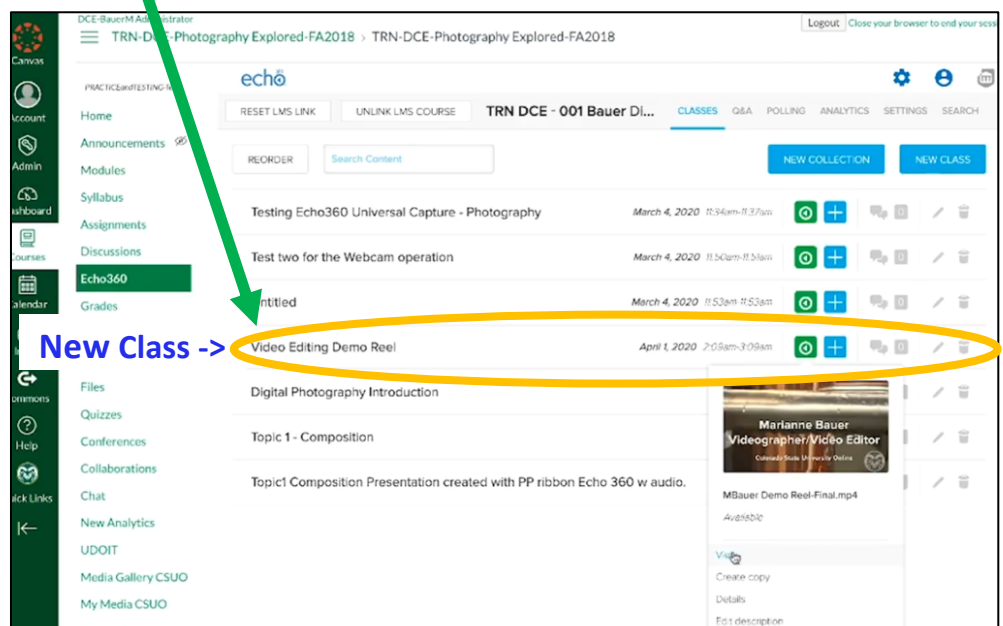3. Tap **New Class** Tab and Select:
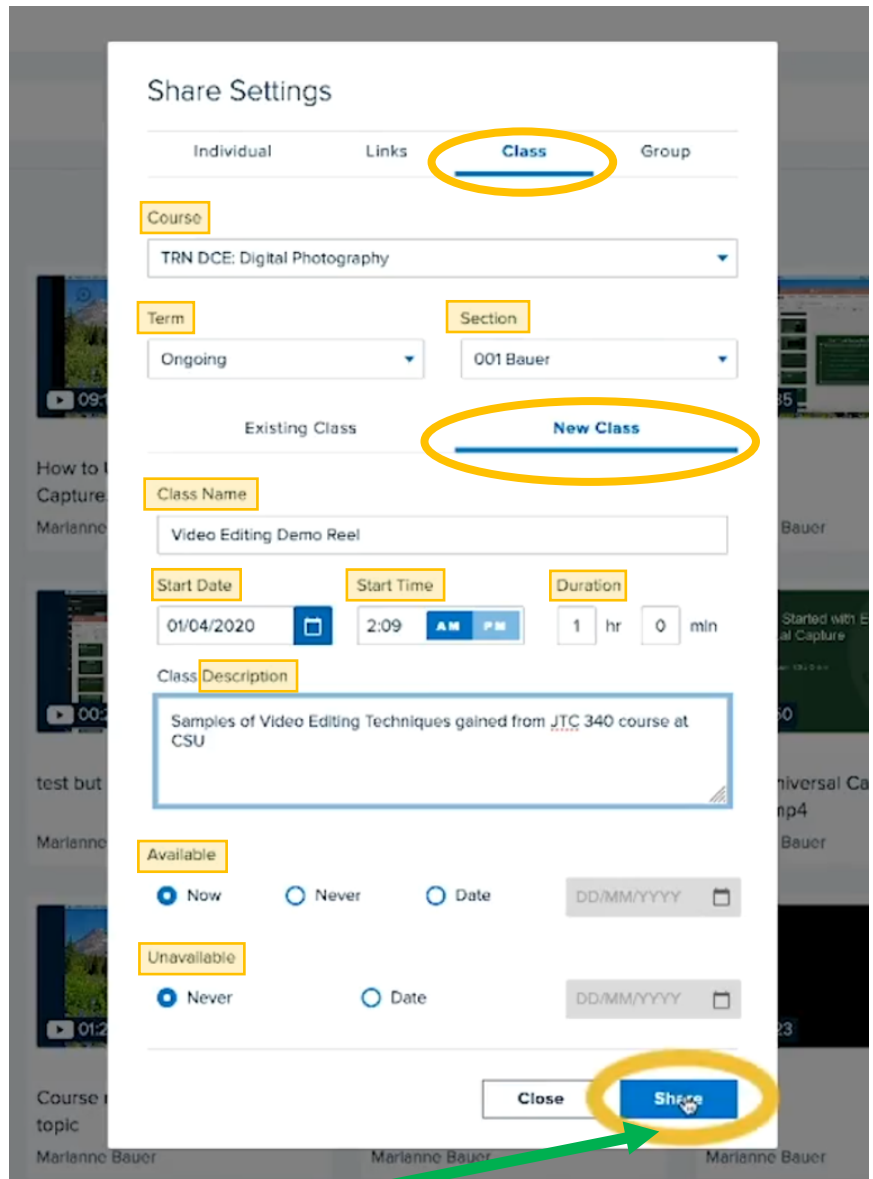**Course, Term, Section**

(This is a new video not a replacement video, so **New Class**.)

4. Enter:
Class Name
Start Date
Start Time
Duration or length
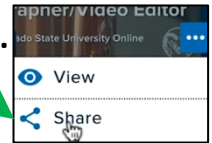
5. Type a **Description**

6. Check **Availability/ Settings**

7. Important: Tap **Share** button to save, and video now appears in your selected Course.

Create Links/Embed Codes for your Video (Class)

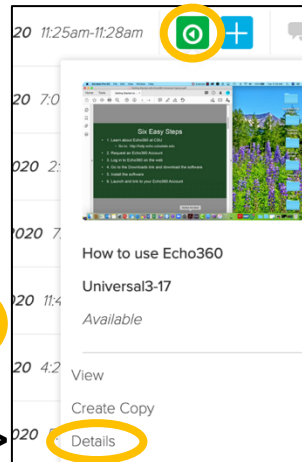1. While logged into your Echo360 account Content/Media page:
   a. Locate your video, hover over **three dots** in the bottom right corner blue box and select **Share**.
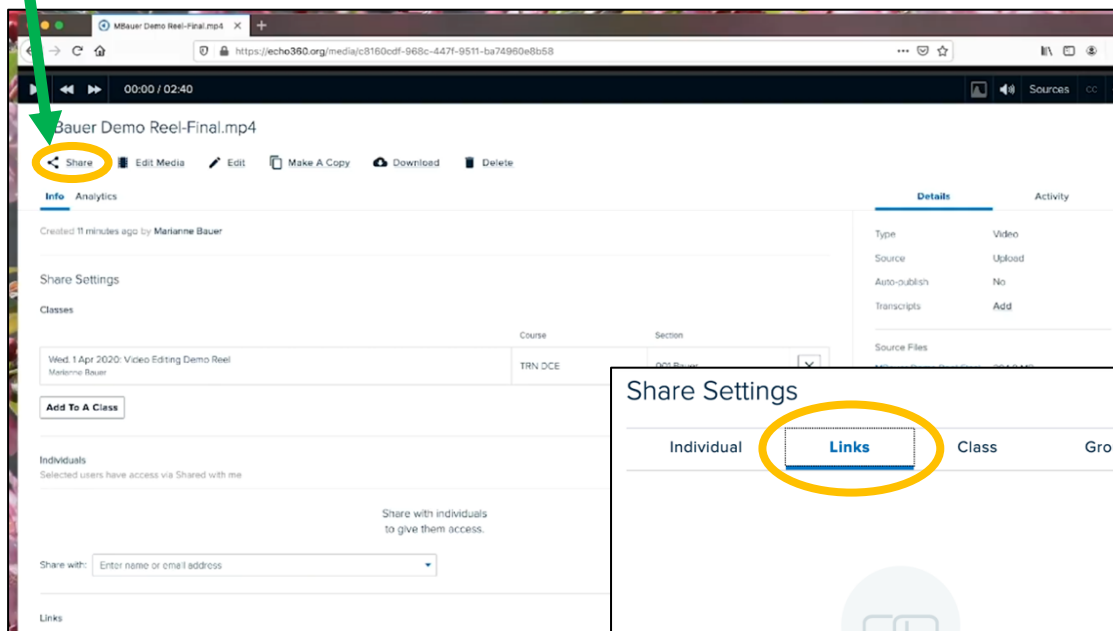
or

   b. Tap the **Course** tab, tap your course, then find the video, hover over video symbol select:
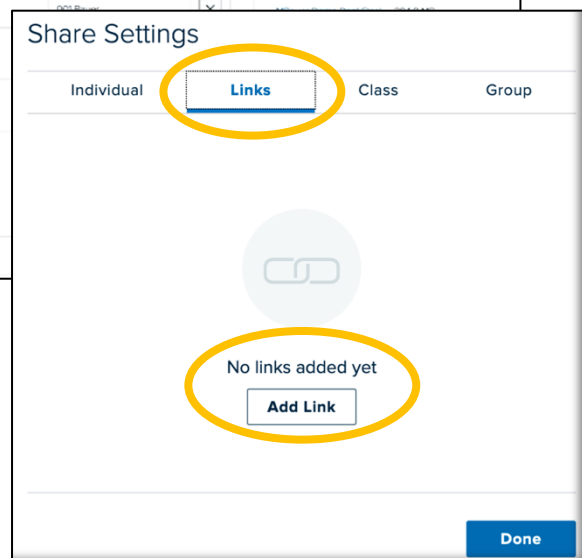
                                        Details ->
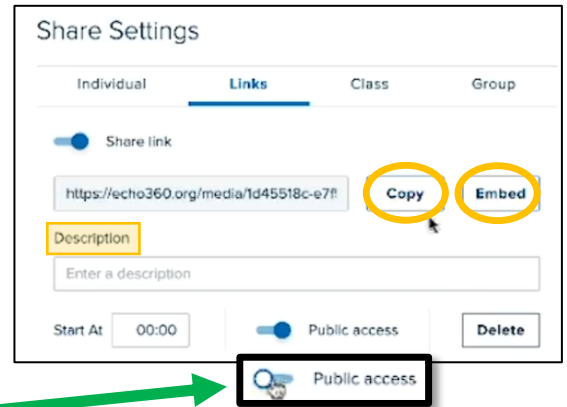
Share

2. Tap **Links** tab – **Add Link** ->

3. Tap **Copy** to save to the clipboard, and then paste the link into your Canvas course, etc.

4. Type a **Description**

5. Toggle **Public access** to off, or left for Canvas use.

6. For an Embed Code, tap **Embed** and then Copy. Paste the embed code link in your Canvas course to embed your video.

7. Start Timecodes in a longer video can be set to start anywhere in the video and direct viewers to a specific start place. The video still plays to the end.

8. Public and Private settings

Use **Private** links whenever possible. Private links require a CSU log in/authentication (NetID and NetID password) Private links track very valuable analytics on video usage. Canvas linked courses use private links by default. Public access is left, off.

Use **Public** links if you wish to share with colleagues or anyone not affiliated with the University, (no NetID). No usage data is collected. Anyone with the link can access the video. Public access is right, on.