# Checking the Echo360 Recording Schedule for the Entire Semester

Echo360 Sections have been automatically created for all Fall 2020 courses and sections. In addition, for all Echo360 - enabled classrooms, Echo360 recording schedules are also automatically created each morning after they appear in Banner. Here are directions to **cancel** or **Opt-Out** of recordings for the entire Semester.

1. Log in to the Echo360 Help Website: **http://help.echo.colostate.edu**
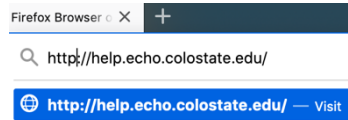
2. From the Home page, see the **Requests** tab at the top.
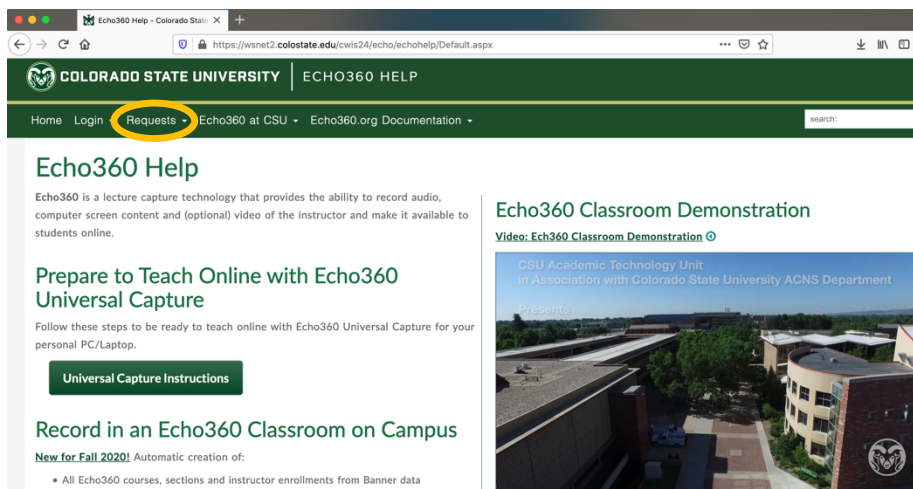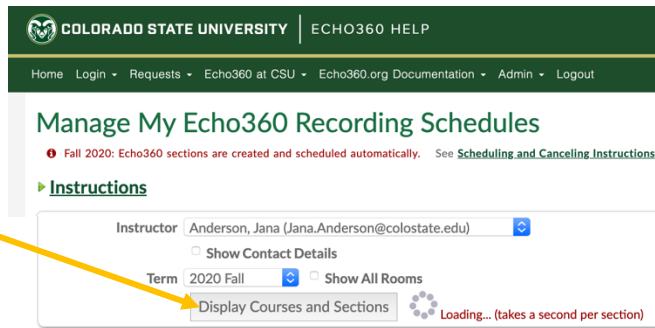

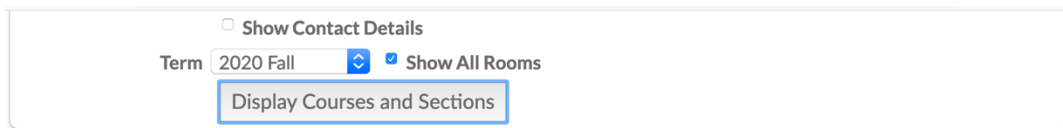3. Hover over Requests and tap on: **Manage My Echo360 Recording Schedules**

4. Authenticate with your NetID and Password.

5. Tap **Display Courses and Sections** to display your current term schedule.

6. Any classes scheduled will show a room name and "**Scheduled**" below. If you see this "**Scheduled,**" you know it is set to record. Only check "Remove Schedule" if you decide to remove the scheduled recordings. Otherwise you are set to record.

7. If you notice a course that is not checked, and you wish to create an Echo360 section, or record in any additional unchecked rooms, you can go ahead and use the Other Instructions box to request the recording schedule. If you check Remove Schedule, it will delete the recording schedule.
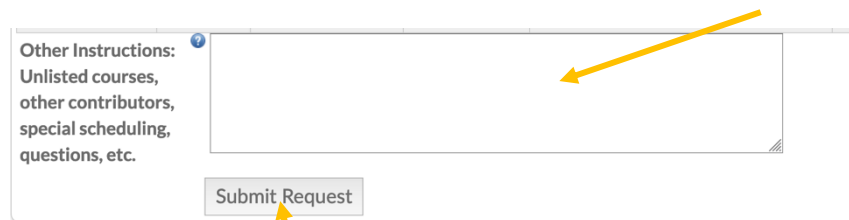
Check here to Add an Echo360 Section.

This course is not scheduled to record. Use the Other Instructions box to request a recording schedule.

Experimental Design	STAA 553	**2020SP-STAA-553-001**	☐ 001	Weber 237 ⌄	**ARIESweb** Weber 237 Jan 21, 2020 - Mar 15, 2020 TR 8:30 am - 9:45 am
Experimental Design	STAA 553	**2020SP-STAA-553-801**	☑ 801	Weber 237 **Scheduled**	**ARIESweb**

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

Other Instructions: ⓘ
Unlisted courses,
other contributors,
special scheduling,
questions, etc.

Submit Request

9. Scroll to the bottom and tap **Submit Request**.

NOTE: In the event there is a course that unexpectedly didn't get automatically scheduled to record, or you cancelled, and want to start the recording schedule once again, you can just Email the Echo360 team at Echo360help@colostate.edu   to request the recording schedule. Include specific details.