

Adding Content to a Class

Publish a capture or video to a class from your content library and/or add a presentation to that existing class.



Selecting content

1. Login with your **instructor credentials** or access the platform via your Learning Management System (**LMS**)
2. If you are not on the Homepage, navigate there by clicking on the **Echo360 logo** at the top left-hand side.
3. Click on **All Content**, this is where you will see any **captures** that have occurred of your classes or **videos** and **slides** you have uploaded. This will also show any content shared with you by another user.
4. Icons on the thumbnails will assist you to select between **video** and **presentation**

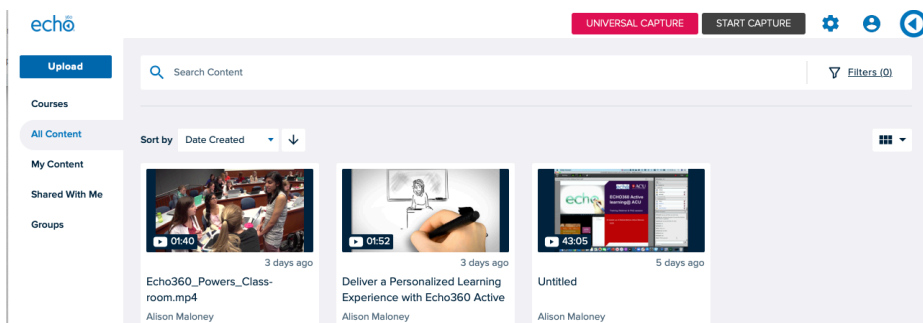


Video/Capture



Presentation

NOTE: Use search and filter options at the top of your library to easily locate content



5. Hover over the capture, video or presentation you wish to use, and **3 dots** will appear in the bottom right hand corner.

Publish to a class

1. Click on the dots that appear and choose share from the menu.
2. The locations that your institution allows you to share content will appear. Choose class.
3. Share settings pop up will appear with class highlighted.
4. Choose the details of course, term and section from the dropdown menus.
5. Choose an existing class from the dropdown menu OR select new class and complete the title details
6. Complete the availability settings as to when, and for how long, you will allow students to access this content.
7. Click Share

