Classrooms Closed? Follow the links to see how Echo360 can help!

- Use a previous lecture capture
- Use video you have in a folder outside of Echo360
- Record new content from your desktop and edit it
- Present LIVE from your desktop
- Upload presentation slides
- Add activity quizzes
- Creating Interactive media (embedded polling)
- Use the student assignment functionality
- Accessing student behavioural analytics
Use a previous lecture capture.

Follow these links to Echo360’s HELP document to find a previous capture.

- Click HERE for logging in
- Click HERE for searching
- Click HERE for content library

Click HERE to access ‘how to’ SHARE with students.

Click HERE to access ‘how to’ EDIT your capture.
Use video you have in a folder outside of Echo360
Record new video content from your desktop.

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.

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.

Adding Content 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.

Echo360 Quick Reference Card

Page 1

Back to menu
Live stream from your desktop

Click **HERE** to access ‘how to’ use personal capture for livestreaming.
Upload your presentation slides

Click HERE to access ‘how to’ UPLOAD your slides.

Click HERE to access ‘how to’ SHARE your slides with students.
Add quiz slides to a presentation

1. Wherever you are in the platform, click on the Echo360 logo to take you to your Homepage. Click on My Content from the left hand menu to see your presentations.
2. Select the presentation you wish to edit. NOTE: You can type the name of the presentation into the search bar if you cannot immediately see it.
3. Click on the 3 dots that appear and a dropdown list will appear with a selection of actions available.
4. Click Edit Media.
5. Your slides will appear.

7. Click ADD ACTIVITY for the 5 activity types to appear.

1. Select the Multiple choice icon.
2. Enter the question. You can enter up to 1000 characters.
3. If you wish to embed media, enable the checkbox to upload an image or enter a URL.
4. Add the answer options and designate the correct answer/s.
5. You can enable the Require justification tab so that students must elaborate on their answers.
6. You can click PREVIEW to see the students view of the activity.
7. Click DONE.

Click HERE to access 'how to' add quiz slides.
Creating interactive media (embedded polling)

Make embedded video interactive by embedding polls. This is only for video embedded in the ASI, not video shared to a discussion.

1. Navigate to the position on the video timeline that you want your poll.
2. Click Create A Poll.
3. The choice of polls will appear.

Click HERE to access ‘how to’ embed a poll in a video.
Have students submit secure video assignments.

Click HERE to access our documentation for secure student assignments through your LMS.
Click HERE to access ‘how to’ EXPORT student analytics.

Click HERE to access ‘how to’ REVIEW activity analytics.

Use the analytics to view student behaviour