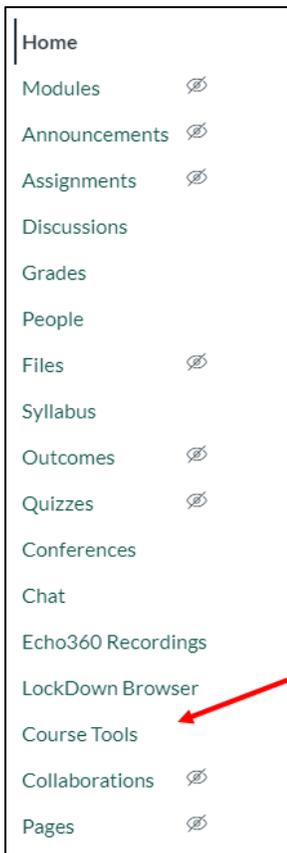
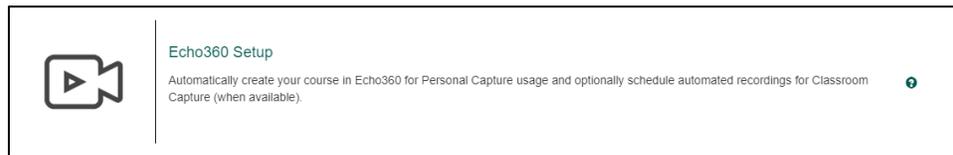


If you do not already have an Echo360 section created for your current course, you must submit a request:



1. Log in to **Canvas** (canvas.wayne.edu) and enter the course for which you would like to create an Echo360 section.
2. Click **“Course Tools”** in the course navigation menu.
3. Click **“Echo360 Setup”**.



4. Under “Schedule Type”, select **“I want to record content on my computer to share with my students”**.
5. Check the box to agree to the terms and conditions authorizing Wayne State to record and store your lectures.
6. Click **“Submit Request”**.

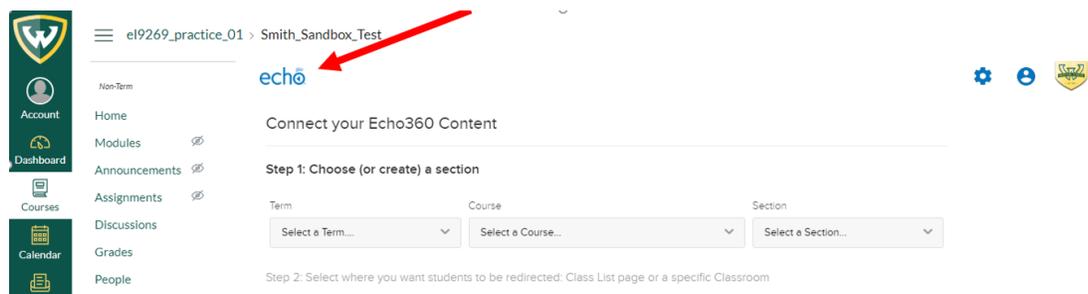
The section will now be linked to your course via the **“Echo360 Recordings”**

link in the course navigation menu.

To link a recording from your Echo360 library (including from a previous course/semester) to your current course:

1. Access Echo360 using either of the following methods:

- a. Log in to Canvas (canvas.wayne.edu), enter your course, click “Echo360 Recordings” in the course navigation menu, and click on the blue Echo360 logo at the top of the page:

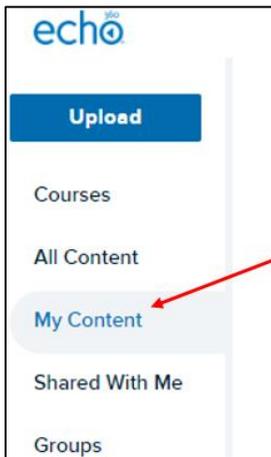


- b. Go to Echo360.org and log in using your AccessID email address (e.g., *xy1234@wayne.edu*).

**Note:** do not use your WSU email alias (e.g., *first.lastname@wayne.edu*)

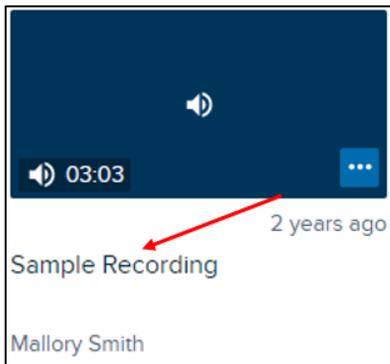
- i. Select “Wayne State University – MI” if prompted.
- ii. You may be redirected to an “External System Login” page that looks like the Academica login page. Enter your AccessID and WSU password on this authentication page and click “Login”.

2. Within Echo360, click **My Content** in the menu on the left side of the page.

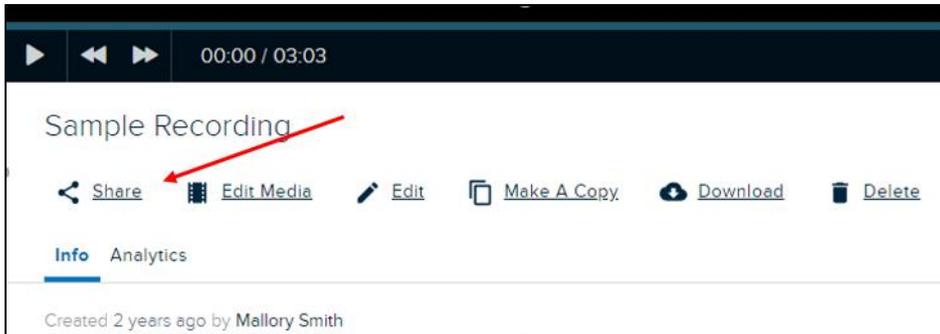


3. Locate the recording you would like to share using one of the following methods:
  - a. Use the Search bar at the top of the page to search by recording name.
  - b. Use the "Sort by" filter to arrange your library contents by Name, Course Name, Date Created, Owner, or Type.

4. When you have located your recording, click the title.



5. Check the information on the next page to verify that you have selected the correct recording. Then click the “Share” link underneath the recording title:



6. In the “Share Settings” dialog that appears, click the “Class” tab across the top:

7. Select the **Course**, **Term**, and **Section** that correspond with your current course that you would like to share this recording to.
8. **Click the “New Class” tab** directly below the section drop-down menu.

**Note:** If you select “Existing Class”, Echo360 will think you want to replace a recording in the selected course/section. You must select “New Class” to share a previous recording to another section.

- 9.** Give the recording a title in the “Class Name” field.
- 10.** You do not need to specify a Start Date, Start Time, or Duration.
- 11.** Add a “Class Description” if desired.
- 12.** Set the “Available”/“Unavailable” settings, if desired, or leave them with their default settings.
- 13.** Click “Share”.