

# Echo360: Getting Started (Faculty)

Echo360 (sometimes also referred to as EchoVideo) is UHCL's supported tool for creating, storing, and sharing video content. In this tutorial for UHCL faculty/staff users, we'll cover the following basic processes to make Echo360 available for student use in Canvas:

- Adding an Echo360 Menu Link
- Creating Assignments that Allow Echo360 Video Submissions

Subsequent tutorials will explain how to access and grade assignments that have Echo360 video submissions.

## Adding an Echo360 Menu Link

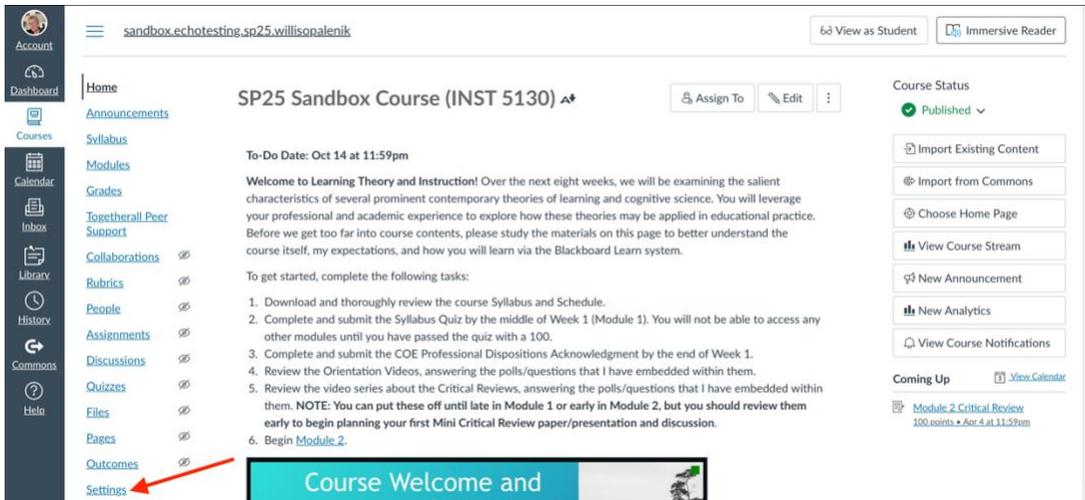
Adding a link to Echo360 in your Canvas course menu makes it easy for students to activate their Echo360 account and create video presentations using Echo360 Universal Capture: Personal.

There are Echo360 link options available to add:

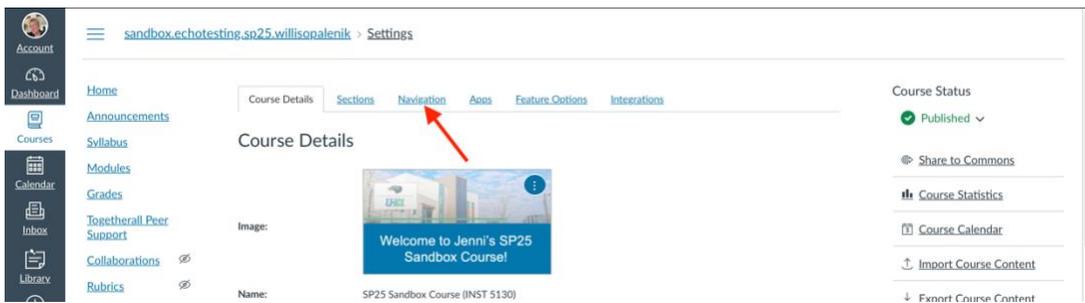
- "Echo30" link – We recommend using this link if you also intend to make your own course videos available to students from a corresponding "Course" page in Echo360. If you are making videos available individually throughout your course as embedded content or hyperlinks, we recommend using the option below.
- "My Echo360 Library" link – We recommend using this link if you only need students to use the link to activate their Echo360 accounts and access their own Echo360 video libraries of their own content.

Regardless of which link you elect to use, the following procedure outlines how to add it to your Canvas course menu.

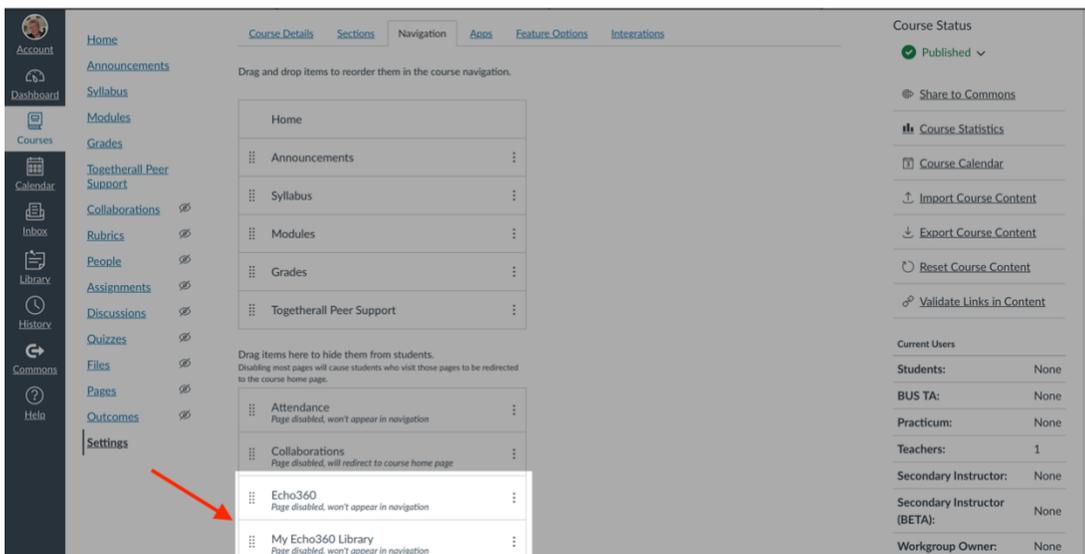
1. Open your Canvas course and click the Settings link at the bottom of your course menu.



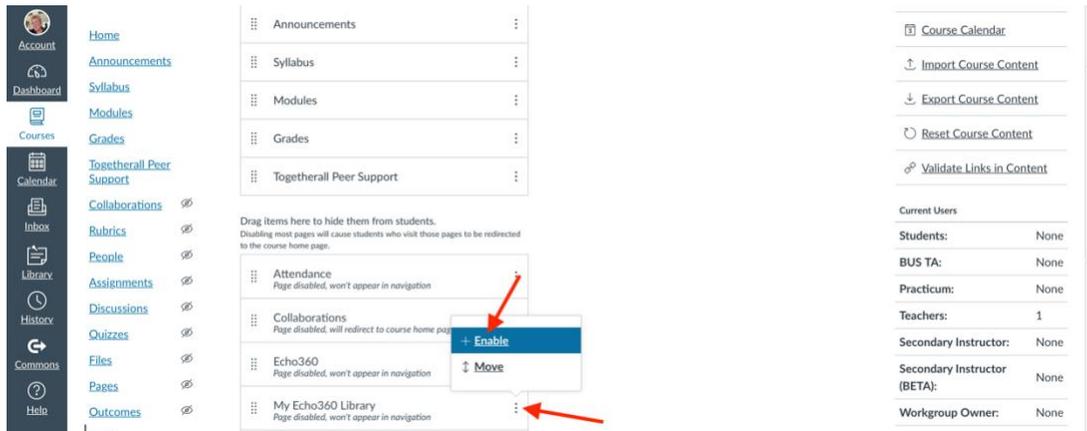
2. At the Course Settings screen, click the navigation tab.



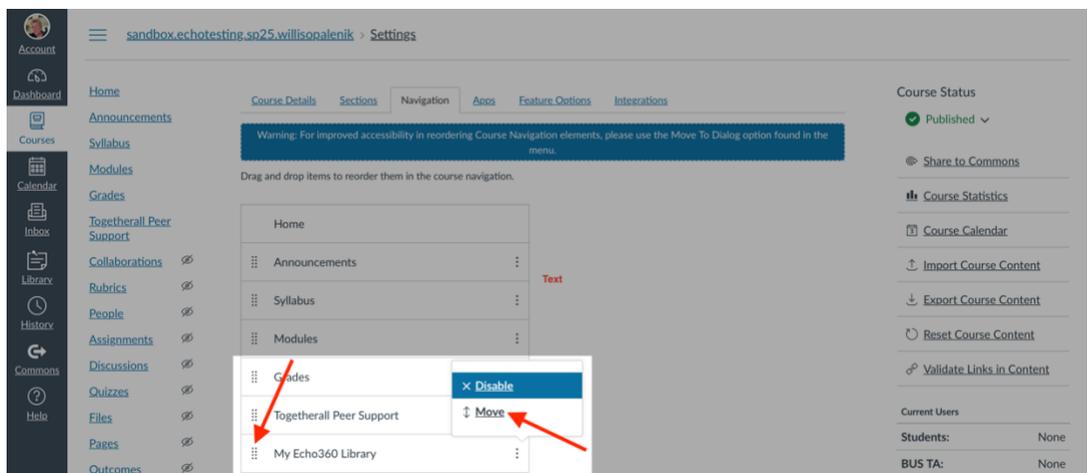
3. On the resulting Navigation screen, scroll down until you see the Echo360 link that you want to make available to students (either “Echo360” or “My Echo360 Library”). **NOTE:** These links may be in a different section of your list and may not appear next to each other.



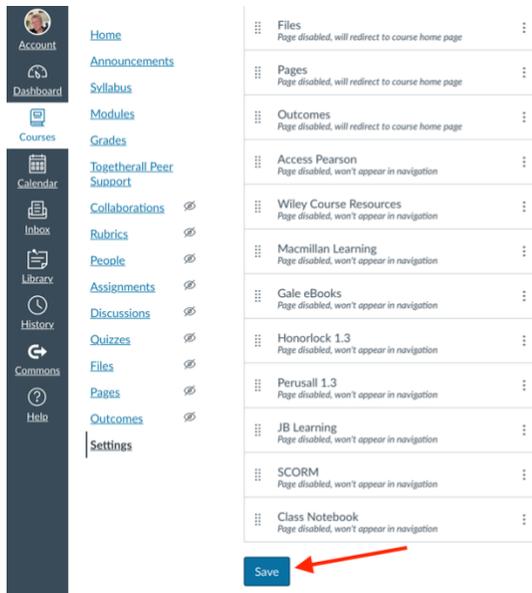
- Click the Edit Course Navigation icon (three vertical dots) to the right of the desired link's name and select the "Enable" option from the resulting menu.



- The selected menu option will move to the upper list on the Navigation screen. Use either the drag-and-drop icon or the Edit Course Navigation icon (three vertical dots) to move the new link to your preferred location on the course menu.



- IMPORTANT!** Once you have added and positioned your desired Echo360 course menu link, **scroll to the bottom of the page and click the "Save" button** to complete your work.

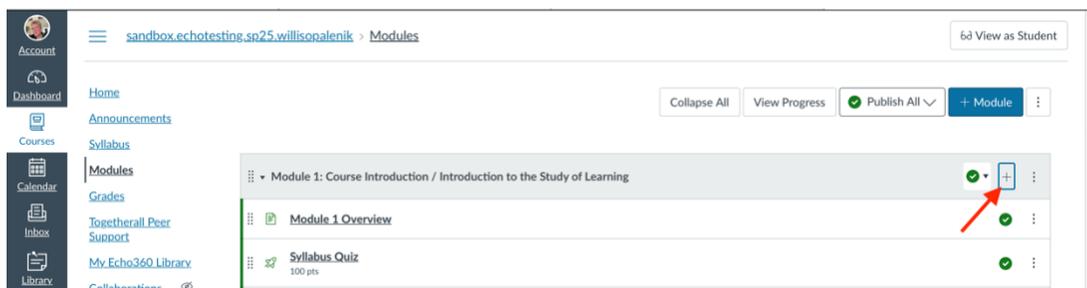


7. Click the new link on your Course Menu to confirm it's working as intended.

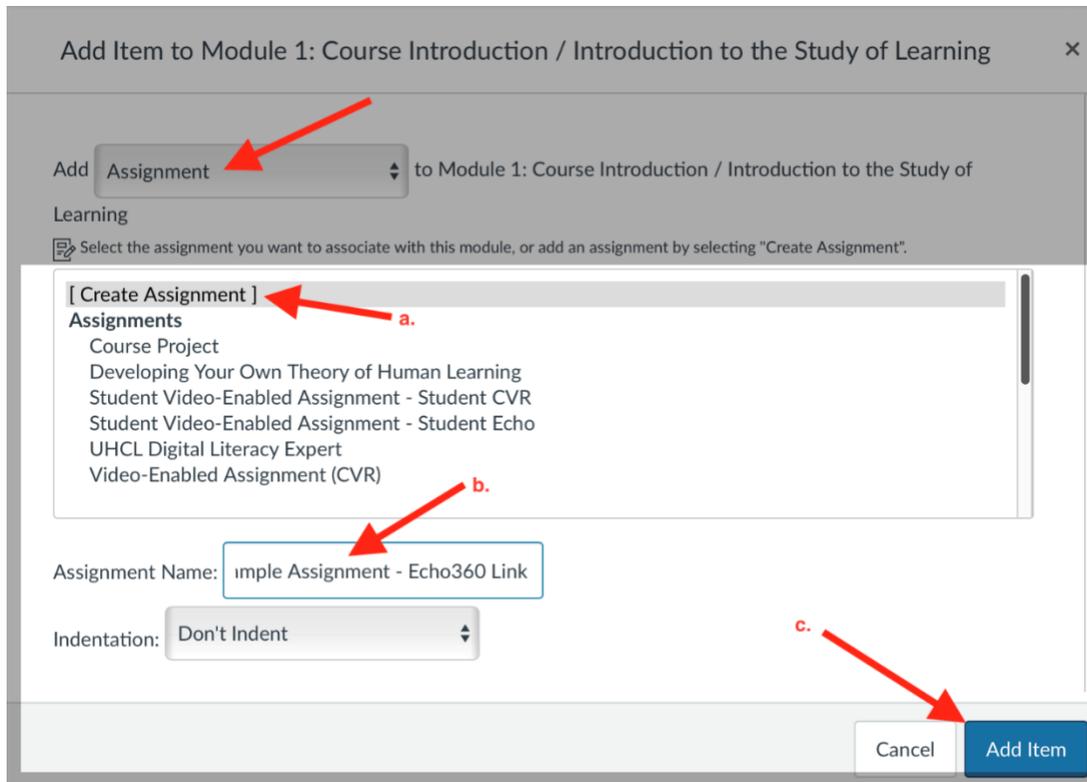
## Creating an Echo360-Enabled Canvas Assignment

Let's now turn our attention to how you set up a Canvas assignment (sometimes also referred to as a Canvas "drop box") so that it accepts student video submissions from your students' Echo360 Video libraries.

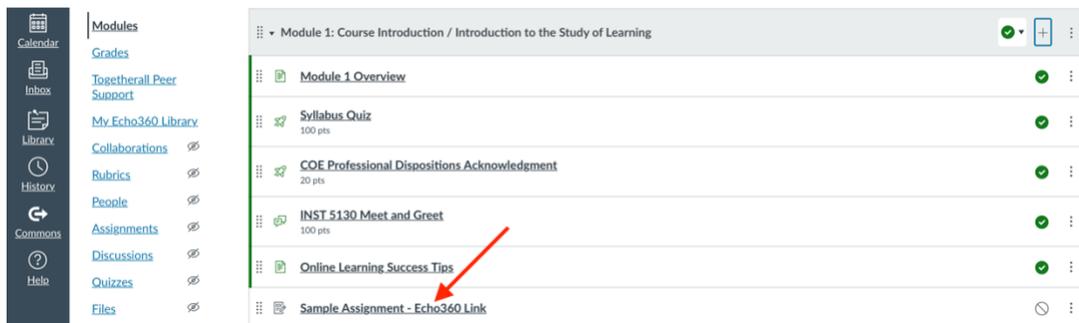
1. Navigate to the module where the new Assignment should reside for students.  
**NOTE:** You can also create the Assignment from the Assignments course menu link and later add it to a module.
2. Click the + sign in the module header.



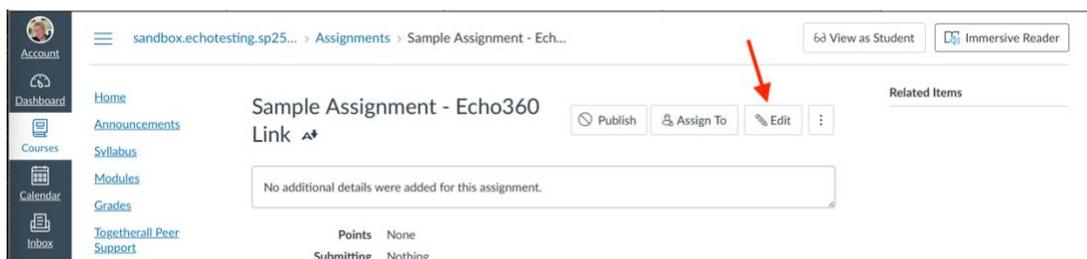
3. At the resulting screen, ensure that the Add **Assignment** option is selected. Then complete the following steps on the screen:
  - a. Click the [Create Assignment] option.
  - b. Type in the "Assignment Name."
  - c. Click the Add Item button.



4. Click the new Assignment name/link in the module.

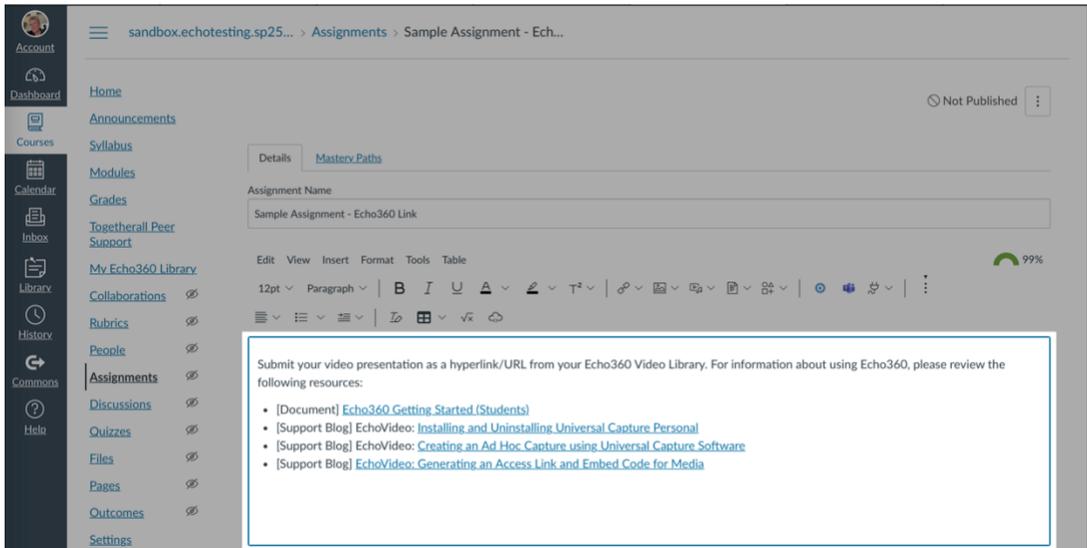


5. Locate and click the Edit button for the new Assignment.

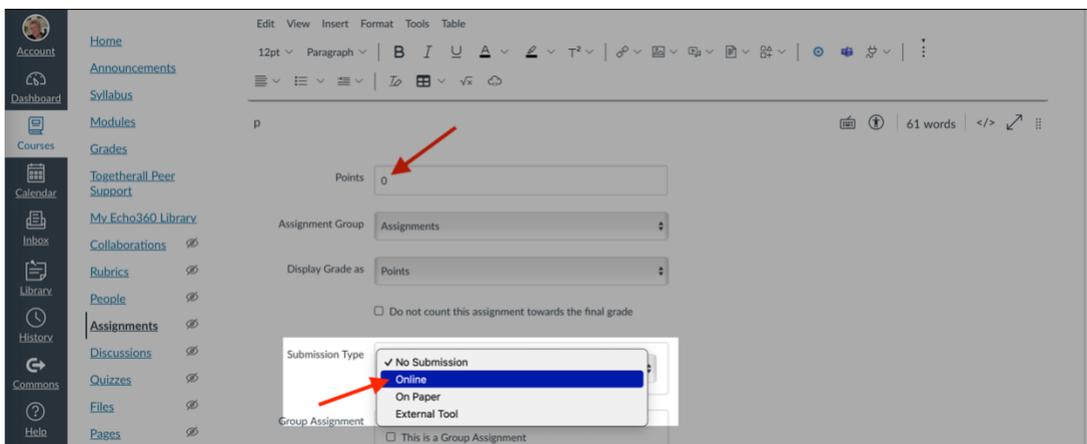


6. On the Assignment screen, begin by adding any instructions for students in the text area provided. **NOTE:** This is an excellent location at which to add any of the following related student support resource links:

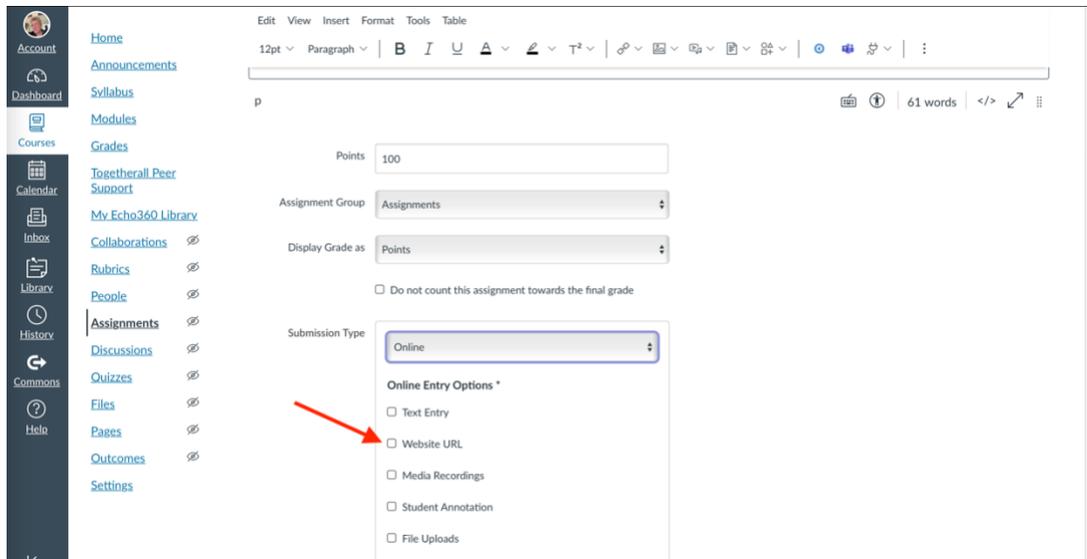
- [Document] [Echo360: Getting Started \(Students\)](#)
- [Document] [Echo360: Next Steps \(Students\)](#)
- [Support Blog] EchoVideo: [Installing and Uninstalling Universal Capture Personal](#)
- [Support Blog] EchoVideo: [Creating an Ad Hoc Capture using Universal Capture Software](#)
- [Support Blog] [EchoVideo: Generating an Access Link and Embed Code for Media](#)



7. Scroll down the page and specify the assignment’s maximum point value. Then, in the Submission Type field, click on the default “No Submission” item to see the available options, and select “Online.”

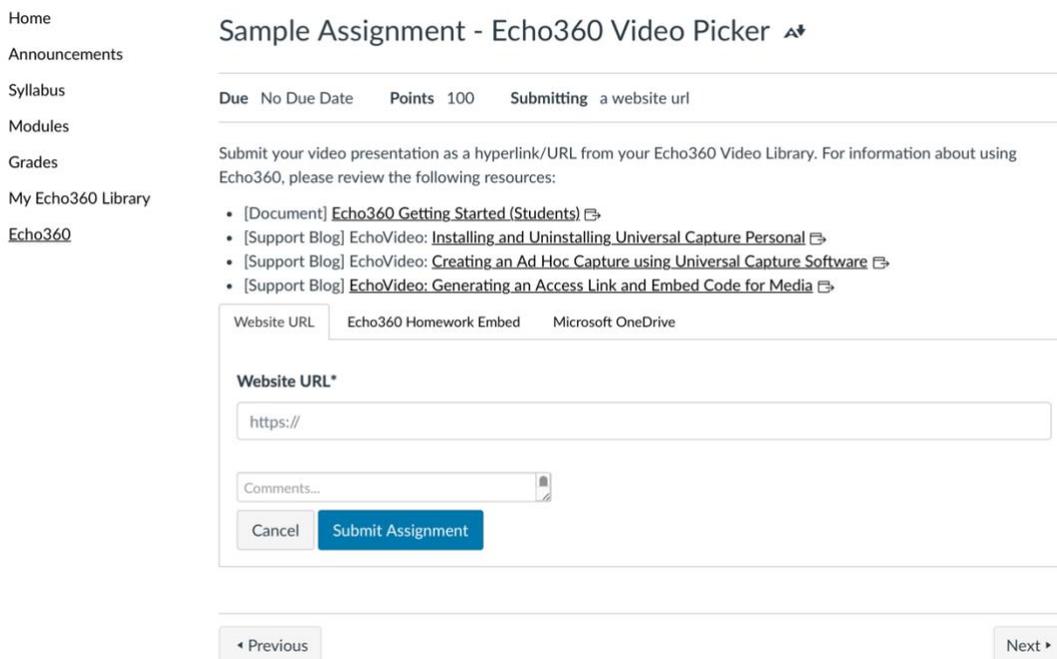


8. When the Submission Type field expands, check the box for “Website URL.”



9. Scroll down again to the bottom of the screen. Apply any due date and availability date information you want to specify. Finally, click “Save” or “Save and Publish” to finish your work. **NOTE:** Typically, you will use “Save and Publish.” However, if you need to return to the assignment to add instructions or finalize any settings later, use “Save.”

Using this method will result in the following Student view of the assignment, including the option to submit an Echo360 video either via a hyperlink/URL to their video or by selecting and embedding a video from their EchoVideo Library.



## Need Help?

If you encounter any problems with or have questions about the information presented in this tutorial, please contact OIT's Support Center to have a help ticket created and assigned to the Instructional Design and Technology (IDT) team.