# Adding Echo360 to a Course/Activating Your Echo360 Account

To create/activate your Echo360 account, you need to begin by adding a link to Echo360 to one or more of your existing Blackboard shells. This handout will outline the process for completing the necessary steps and then verifying the creation of your Echo360 account.

Adding an Echo360 Link to a Blackboard Course - Course Menu Item Option

NOTE: You can deploy a link to Echo360 either on the Course Menu or within a Content Page or Content Folder. In this tutorial, we'll demonstrate how to add the link to your Course Menu.

1. Log into Blackboard and navigate to a course in which you intend to use Echo360.
2. Scroll to the Add Menu Item icon (+ sign), located at the top of the Course Menu, and select Tool Link from the drop-down menu.
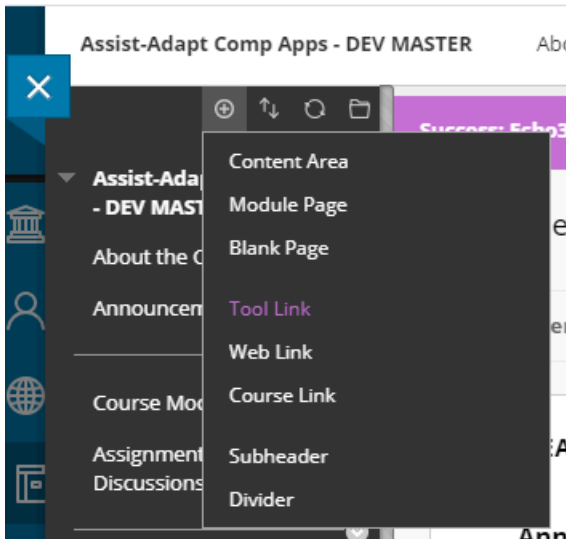

3. In the Add Tool Link box, type in a name for the new link, select Echo360 from the Type menu, and decide whether or not to make the link visible to your students.
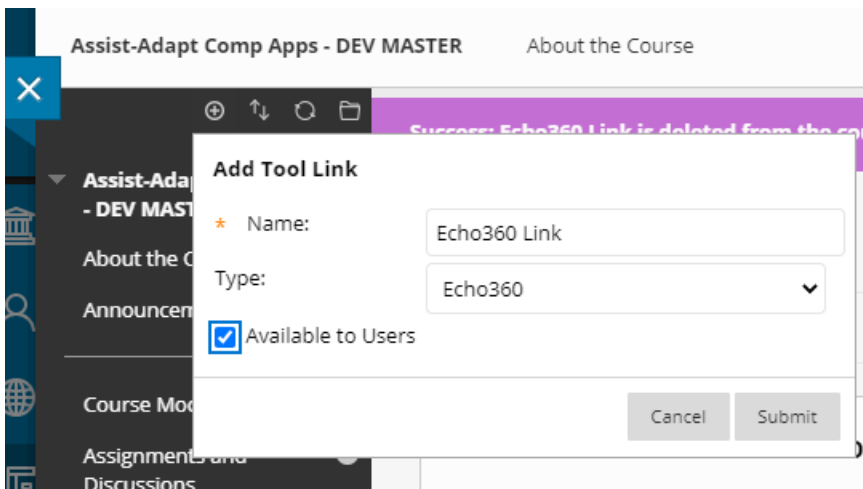
4. Use drag-and-drop or the Keyboard Accessible Reordering icon to move the new link to its desired location on your Course Menu.

## Creating/Activating Your Echo360 Account

1. Click the Echo360 link that you just created on the Course Menu.
2. If prompted to do so, read the Echo360 Privacy Statement and click the Close button to continue.
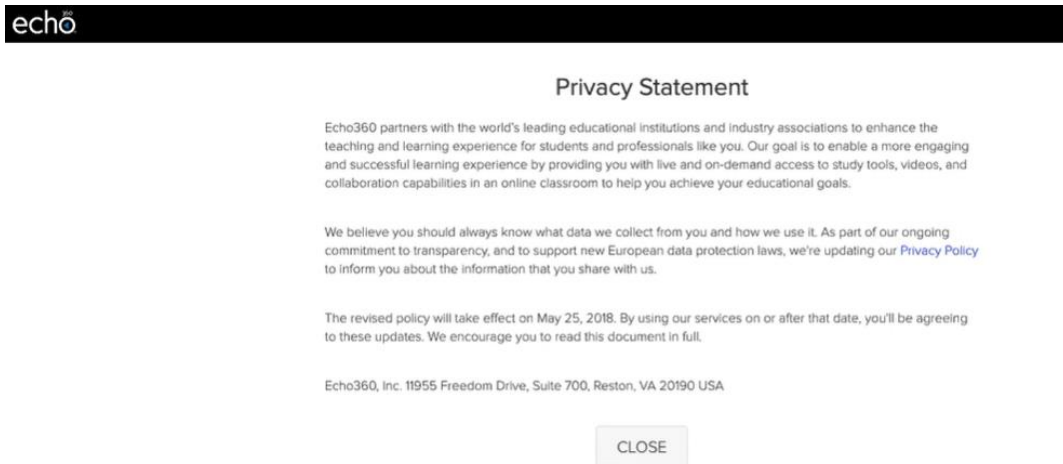
3. You should see your Echo360 Library, which should be empty, as shown in the following example.
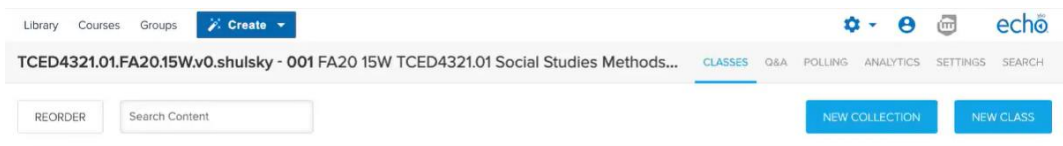
4. Click the X on your open browser tab to leave Echo360 and return to your Blackboard course.
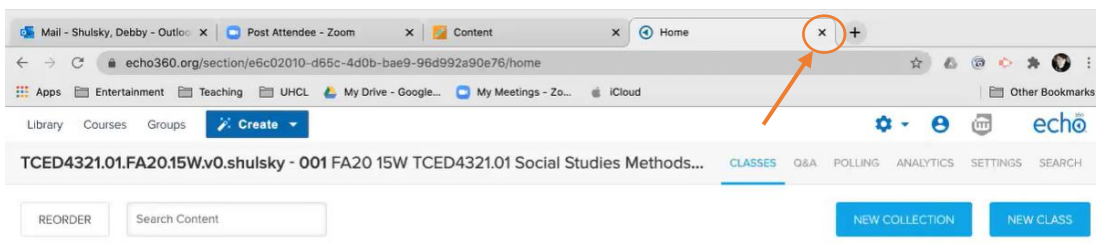
5. Exit your Blackboard course.

NOTE: You may receive an email like that shown below, indicating that you have connected Echo360 to your Blackboard course. You do not need to take any action regarding this notification.

From: Echo360 <donotreply@echo360.org>
Sent: Sunday, August 9, 2020 10:03 PM
To: ███████████████ @uhcl.edu>
Subject: You've been added to a new section

Verifying Your Echo360 Account

You can always access your Echo360 account and library by using a link placed into your Blackboard shell(s). However, to verify that your account has been generated and is working, you should also try logging into Echo360 from outside of Blackboard.

Depending on your SPAM filter settings, you may receive an email from Echo360 titled, "You've been invited to create an Echo360 account" (see screen capture below). If so, you can use the "COMPLETE REGISTRATION" link in that email to complete your registration and skip this section on verifying your Echo360 account.

From: Echo360 <donotreply@echo360.org>
Sent: Sunday, August 9, 2020 10:00 PM
To: ███████████████ @uhcl.edu>
Subject: You've been invited to create an Echo360 account

If you do not receive the "You've been invited to create an Echo360 account" email, or if you want to double-check that your account is set up and ready to use, follow these steps.

1. Navigate to the Echo360 web site in the browser of your choice (Chrome is recommended) and click the Login link, located in the upper right corner.
2. At the resulting screen, enter your UHCL faculty/staff email address and click the Submit button.

echo³⁶⁰

Enter email

Enter your LMS/VLE email or Echo360 login email if you have one.

Email

willisopalenik@uhcl.edu

SUBMIT

3. At the resulting UHCL login screen, select or enter your UHCL faculty/staff account password and click the Sign in button.

UHCL

← willisopalenik@uhcl.edu

Enter password

●●●●●●●●●●●●●

Forgot my password

Sign in

Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu

4. You should then see your Echo360 Library, indicating that your account is active and available in Echo360.