

Echo Cloud: Adding Media to Echo

Although you probably use the Echo Cloud primarily to record class lectures, you might also want to use it to preserve and distribute other materials.

If you are an Academic Staff member, as the Instructor for a section you might want to:

- Upload a video that students should view before discussing it at a class meeting
- Upload materials that expand on a particular lecture
- Upload materials not linked to any specific section, but share them with students

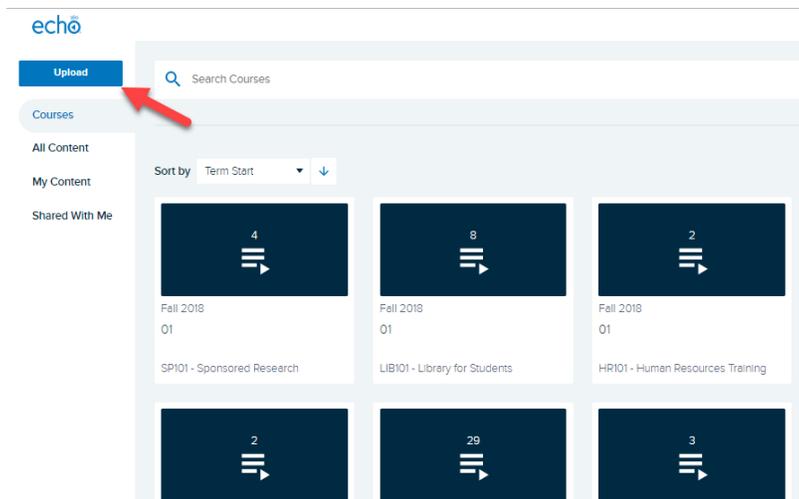
You can upload any of these materials to your library in the Echo Cloud, and then edit and manage them as you would an Echo.

Before you begin:

Recommendation: Please allow 1-2 business days for OIT and you to complete initial set-up.

- You must have an Echo 360 user account, and have a Course/Section in the desired term associated with your account. Contact the Helpdesk (elpdesk@clarkson.edu or x4357) if you need an account.
- Once your account / course / section has been added, instructors log into go.clarkson.edu/echo with Clarkson email profile & password.

Step-by-step guide:

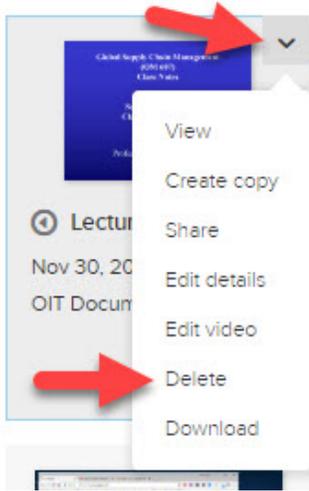


1. Log in to go.clarkson.edu/echo with Clarkson gmail and password.
2. Click Upload button.
3. Drag or Browse for file.
4. Allow time for file to process in Echo.
 - a. [Share](#)

WARNING: Only do this if you wish to permanently delete files from Echo:

Delete Captures from Library: Instructors now have the ability to delete captures from their Echo library. This option was activated 1/2019. From within the Echo library, users click on the menu in the upper right hand corner of video, select Delete. **WARNING: Only do this if you wish to permanently delete a video file:**

It will present a warning, click ok and recording will be permanently deleted.



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