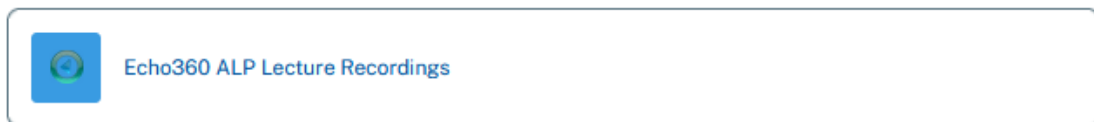


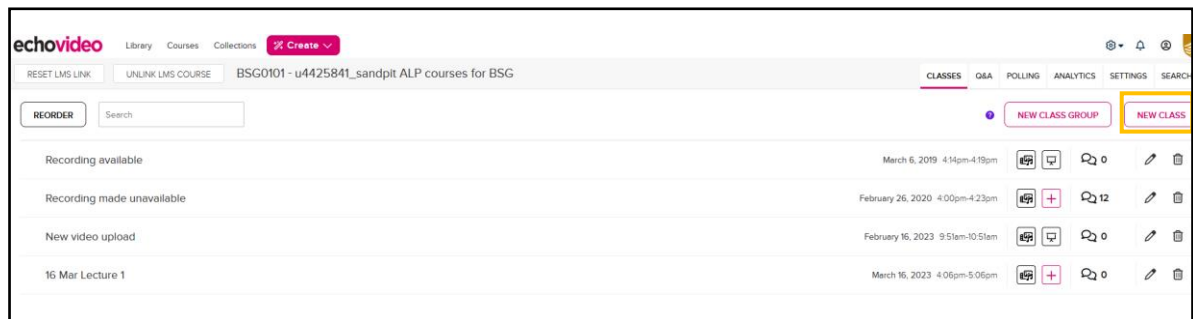


This is a user guide for users of the EchoVideo (formerly known as Echo360) on how to upload a recording from other sources.

1. Access your Wattle course, and click on the EchoVideo link



2. In the EchoVideo account, click on NEW CLASS.



3. A new window will appear. Fill In the "Name" of the recording. You can also choose to complete the "Start Date", "Duration", and "Description". Then click on "OK".

New class

Name

Options

Start Date	Start time	Duration	
<input type="text" value="Date"/>	<input type="text" value="04:02 pm"/>	<input type="text" value="1 hours"/>	<input type="text" value="0 minutes"/>

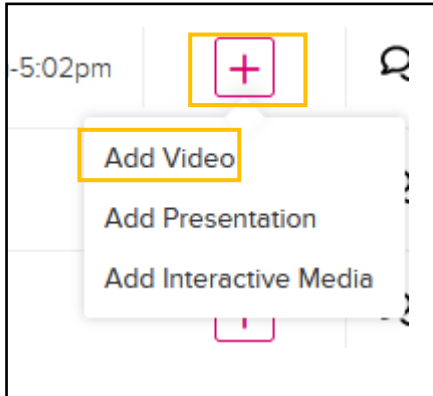
Description

4. A new class is now in the list of the recordings.

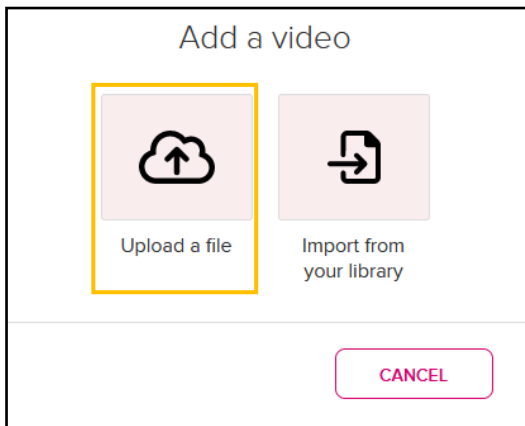
New Lecture

August 31, 2023 4:02pm-5:02pm

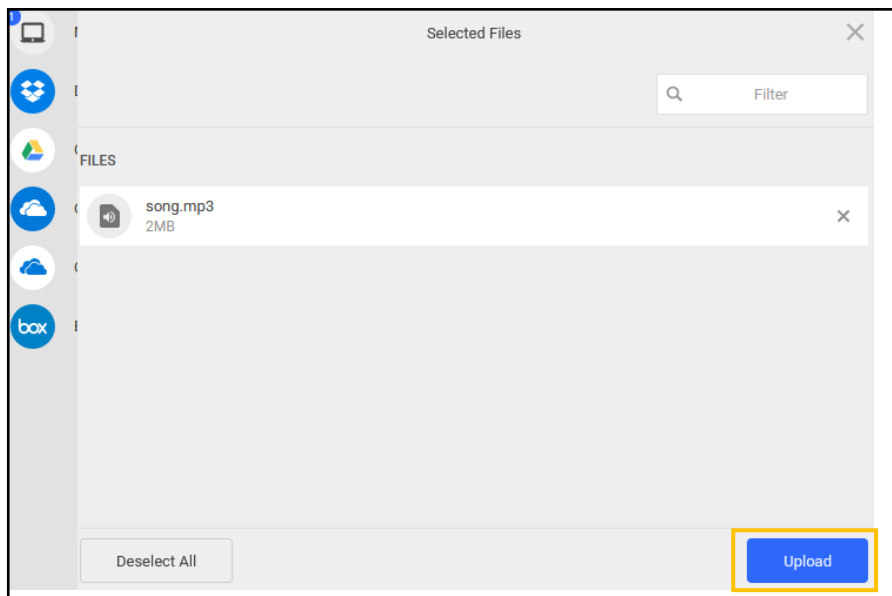
5. To upload a recording, click on the "+" icon on the newly created class. You will see a drop down menu, then click on "Add Video"



6. You can add the video either by uploading a file or import from your library. to upload a file, click on the "Upload a file" icon.



7. You can now choose from where to upload the new file. Once the file is added to the window, click on "Upload"



8. The file will be uploaded and with media icon shaded. Once the media icon become unshaded, the video is ready for students to view.

