

Echo360: How to Share a Capture Video with Another Course

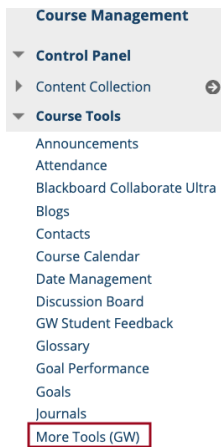
Sharing recordings can be an effective way to reuse or re-purpose your material from previous semesters or other courses. This guide will demonstrate how to share an Echo360 capture video with another course.

1. **Login to Blackboard** and open the course you want to share your capture video with.

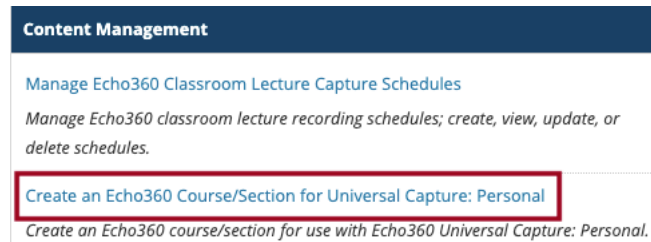
If you are already using Echo360 in this course, skip to Step 5

If you are NOT using Echo360 in this course yet, continue to Step 2

2. Go to the **Control Panel**, click **Course Tools**, and select **More Tools (GW)**.



3. Under *Content Management*, click **Create an Echo360 Course/Section for Universal Capture: Personal**, review the information on the resulting page, and click **Submit** to finish.

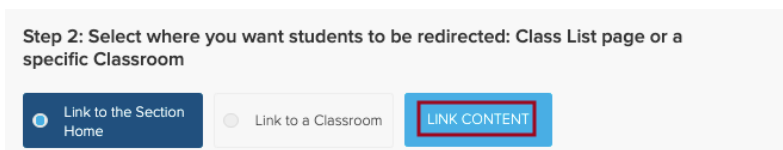


4. On the Course Menu, click the down-arrow next to the **GWU Lecture Capture** link and choose **Show Link** to make it available to students.

5. Click on the **GWU Lecture Capture** link on the Course Menu.



6. If prompted, select **Link to the Section Home** and click **Link Content**.



7. In the Echo360 section, click **New Class**.



8. In the popup window, enter a **Name** for the lecture and click **OK**.

New class

Name

Lecture 1

Options

Start Date: Date

Start time: 01:00 pm

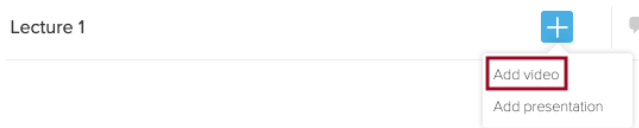
Duration: 1 hours

0 minut...

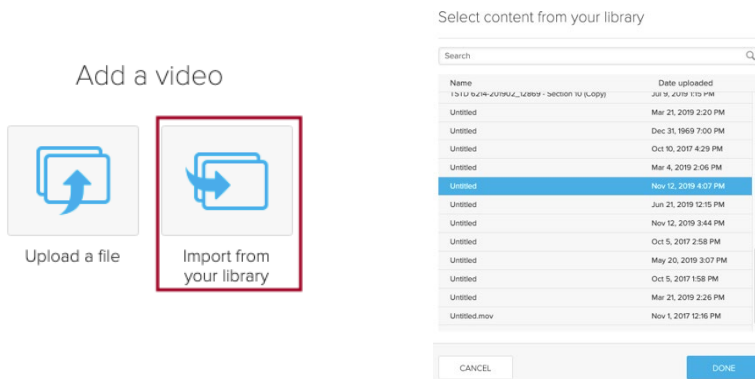
Description

CANCEL OK

9. Click the **Add Content icon** and choose **Add Video**.



10. Click **Import from Library**, select the video you would like to share, and click **DONE**.



11. The video icon turns green when the video is ready for student viewing.

Lecture 1

