

ECHO360 INSTRUCTOR HELP GUIDE

3 Steps to Set Up Your Account

Step 1: Request an Echo360 account by emailing Jeff Garner (jgarner@siu.edu) and include the following information:

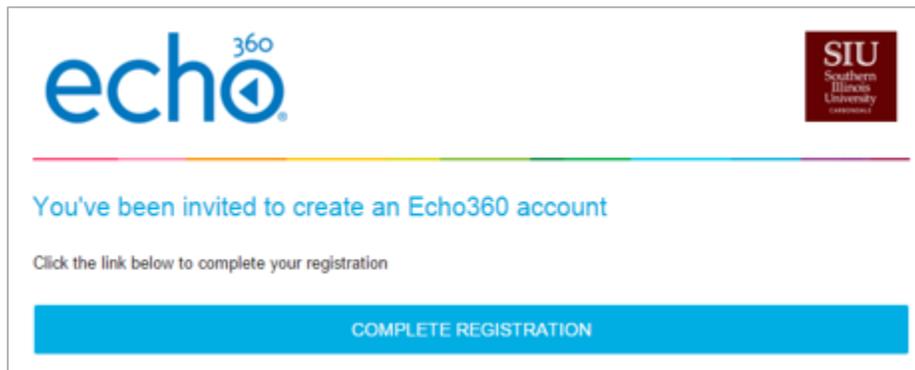
Echo360 Account Request

- Your First & Last Name
- Your Email Address
- *If you already know what course you would like set up in your Echo360 account (see Step 3), you may provide that information in this initial email.
- **Note:** If you only plan to use the lecture capture feature of Echo360, then you do not need to have a course set-up in the Echo360 system. You can create your recordings in Echo360, save them to your private Echo library and post the “Public Links” within your SIUonline (D2L) modules.

Step 2: Watch for this message in your email.



Open the message, click on the “COMPLETE REGISTRATION” button, & complete the form to create the account.



***Step 3:** Request your Echo 360 course(s) by emailing Jeff Garner (jgarner@siu.edu) with the following information:

Echo360 Course Request

- Your First & Last Name
- Your Email Address
- Course Name
- Course Number
- Section Number
- CRN Number

Note: After your Echo360 account is set up, continue to request future courses by contacting Jeff Garner.