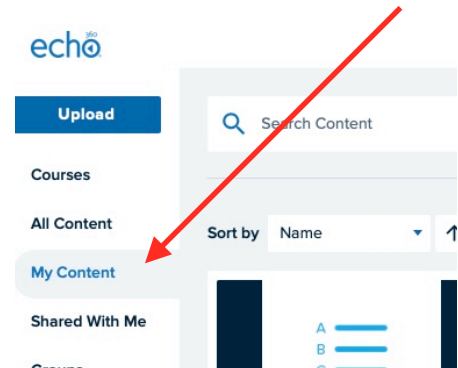


## Sharing a Video from My Content to a Course

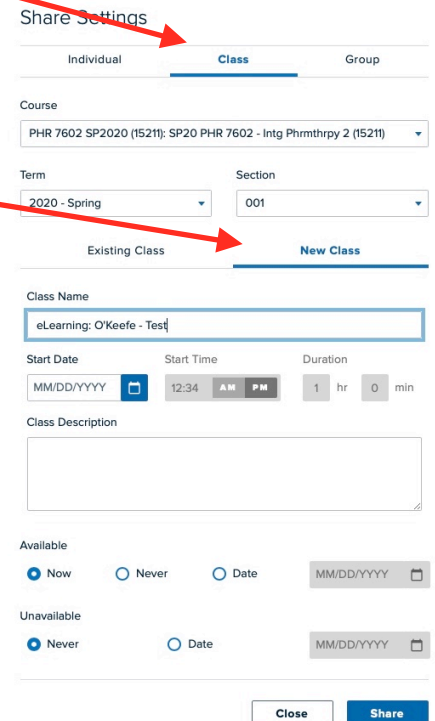
When you record to Echo360 without specifying a course, the video will save directly to your personal library. You can find it in the **My Content** tab in your Echo360 dashboard. If you want to share it with your students in the context of a course or eLearning, you will need to share it to a course. Sharing to a class also triggers the auto-transcription process, necessary for captioning. Here are the steps:

- Go to the **My Content** screen on Echo360
- Mouse over the thumbnail of the video and click on the three dots that appear in the lower right hand side of the thumbnail
- Choose **Share** from the dropdown menu



### Once in Share Settings:

- Click on the **Class** tab in the pop-up window
- Select the **Course** you want to share the video with & choose the **Term** and the section (typically there will only be one)
- Click on the **New Class** (in Echo360, **Class** refers to a session, not the whole course)



Share Settings

Individual **Class** Group

Course  
PHR 7602 SP2020 (I5211); SP20 PHR 7602 - Intg Phrmthrp 2 (I5211)

Term  
2020 - Spring

Section  
001

Existing Class **New Class**

Class Name  
eLearning: O'Keefe - Test

Start Date  
MM/DD/YYYY

Start Time  
12:34 AM PM

Duration  
1 hr 0 min

Class Description

Available  
 Now  Never  Date MM/DD/YYYY

Unavailable  
 Never  Date MM/DD/YYYY

Close Share

### After Selecting New Class:

1. Type in the class name
  - If the video **IS** for eLearning, I suggest you use “eLearning: Last Name — Title of Your Lecture”
  - If the video **IS NOT** for eLearning (Lecture Capture or something else), I suggest you use “Last Name — Title of Your Lecture”
2. Leave the **Start Date** and **Description** blank
3. Setting Availability
  - If you want to delay the availability or cut off availability to students, set your dates appropriately
  - If you want it available immediately, you can leave these alone
4. Click **Share**