To link your Echo 360 Lecture Recordings to your Bb Course, follow the directions below:

- Login to Canopy at: canopy.uc.edu

- Select your designated course.

- Under the Control Panel select Customization

- Under Customization select Tool Availability
Under **Tool Availability** check the box for **Echo 360** then scroll to the bottom of the page and click **submit**.

- Next, you must create an Echo 360 course menu tab for students to access the lecture recordings. To do so, hover over the plus sign icon on the top left hand portion of the screen. Choose the option **tool link**. Once selected, in the **Add Tool Link** box, enter the name you wish to call the course menu tab (i.e. Name: **Echo 360 Lecture Recordings**). Then select the **Tool Type** which is **Echo 360**. Check the **Available to Users** box, then click **Submit**.
- Echo 360 lecture capture recordings will automatically appear in this tab once they become available. (*Please note: You must complete the Echo 360 Opt-In form in order for this process to be initiated)