How to Upload Existing Video into Echo360

Blackboard Quick Guide

Large video files don't belong in Blackboard, they will slow down your course and clog up the system. Instead, keep them in Echo360 for better speed and functionality.

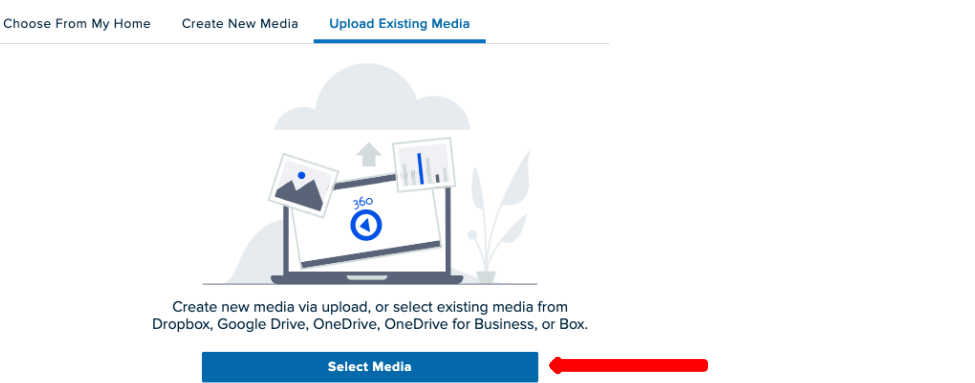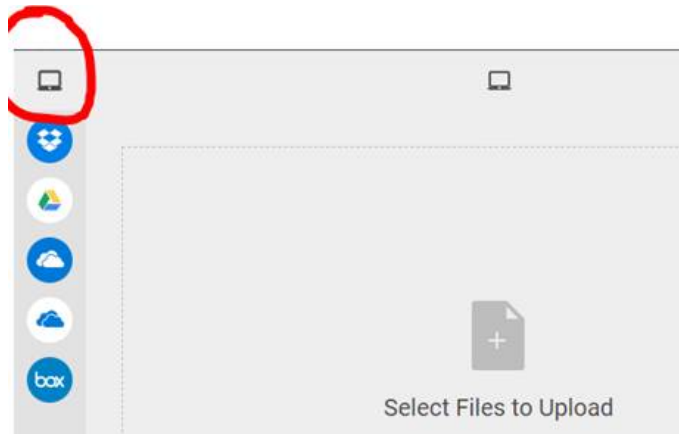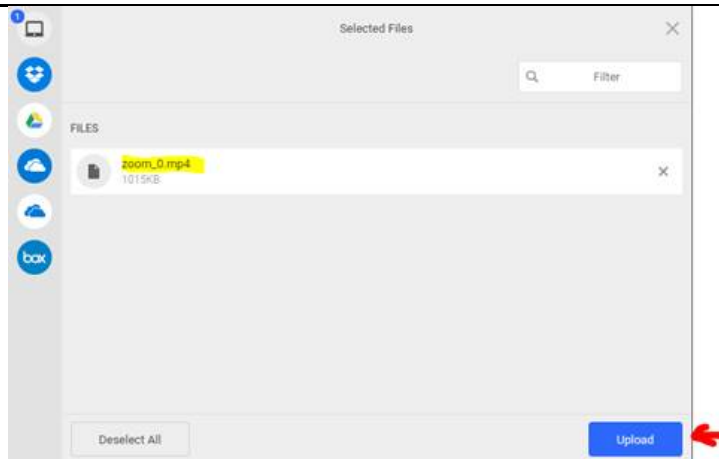This quick guide will take you through loading an existing video, like a Zoom recording, into Echo360 then embedding it into your course.

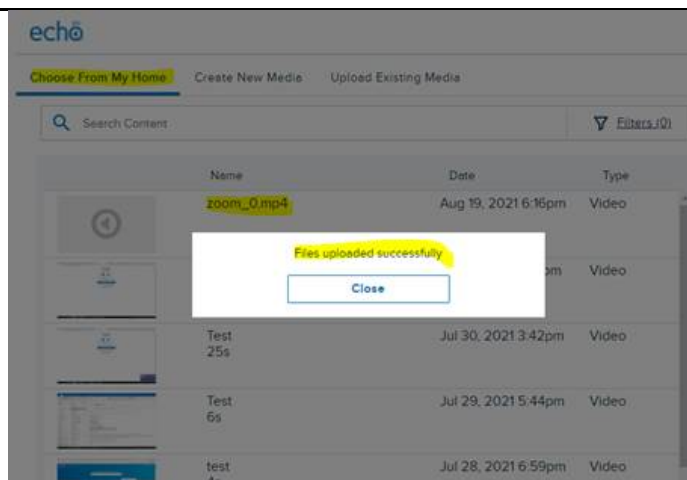|	
1. Click on **Build Content → Item** 2. Add a Name for the item 3. On the Text editor tool bar click on ⊕. If you don't see this icon, click on **...** on the end of the tool bar to expand it.	
4. Add content window will pop open. Click on **Echo360 Video Library** option (not Echo360-Course-Link)	
5. On the Echo360 Video Library, Click on **Upload Existing Media** tab and then click on **Select Media**	

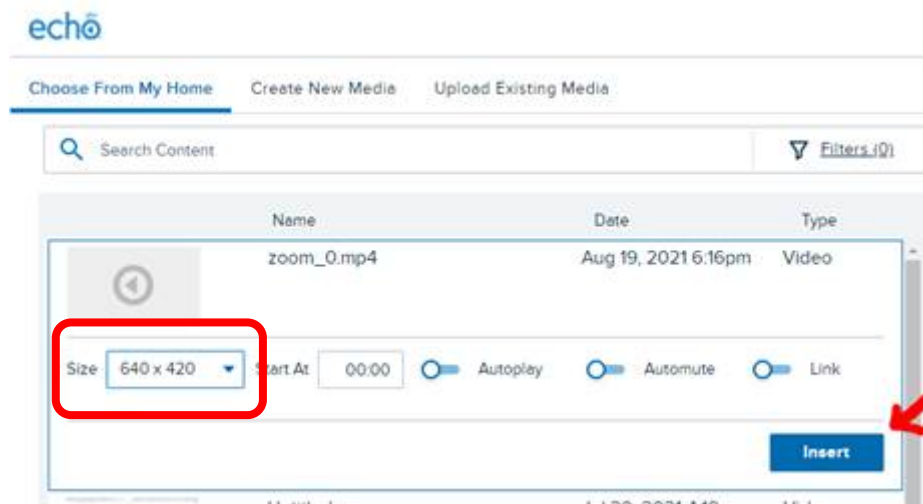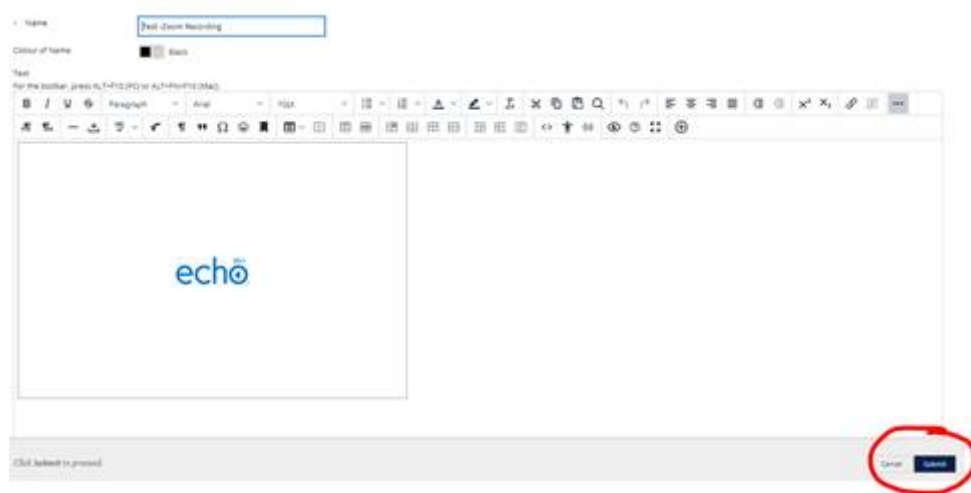|	
6. Clicking on Select files to open will open up the Window explorer and you can select the Zoom recording you have downloaded to your computer.	Select Files to Upload
7. Click Upload	
8. Once the file uploads, you will see it listed under '**Choose From My Home**'	

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9. You can now click on the video, adjust the size if you'd like (there are three options) and then click **Insert.**	
10. The video will now appear on the text editor as seen on the adjacent picture. Click **Submit.**	
11. Your Zoom recording will now be embedded and appear as seen here. It may take a little while to process, depending on the size of the file.	

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