

Understanding the Instructor's Library Page

Echo360's Library Tab

The LIBRARY page is the repository for all of your content, whether or not it is currently published to a class or is available to students. This topic provides an overview of this page. For more details, see [Working with Library Content](#).

How does it get there?

There are four ways content gets added to an instructor's Library page:

- You are the primary instructor for a class and are identified as the instructor for the capture. *Captures created for the class automatically appear in your library. Furthermore, they remain there, even if removed from the class.*
- You upload content to your library.
- You create or upload a presentation or video directly to a class.

If a secondary instructor adds content to a class, it appears in their library but not in the primary instructor's library. If you are a primary instructor and want this content in your library, request the other instructor share it with you, or you can [download it from the Class list](#) page and then upload it to your library.

- Someone shares content with you. These appear in the **Shared with me** section of the Library page.

The screenshot shows the Echo360 Library page. At the top, there is a navigation bar with 'echo' logo, 'DASHBOARD', 'LIBRARY' (selected), 'COURSES', and a user profile 'Bernard Koloski' with a settings gear icon. Below the navigation bar, the 'Library' section is active, featuring an 'UPLOAD CONTENT' button. A search bar and several filter dropdowns (Winter 20..., All Courses, All Statuses, All Types) are present, along with a 'Clear All' link and a list icon. The main content area displays a grid of 20 items. The first row includes items like 'AniMuppets' (May 25, 2016 4:00 PM), 'AniMuppets' (May 12, 2016 4:00 PM), 'new Video Feeds' (Apr 25, 2016 6:50 PM), 'Testing Audio Again' (Apr 21, 2016 1:30 PM), and 'Testing new hookup.' (Apr 21, 2016 1:10 PM). The second row includes 'Scheduled Classes' (Mar 21, 2016 3:00 PM), 'Scheduled Classes' (Mar 20, 2016 3:00 PM), 'Scheduled Classes' (Mar 19, 2016 3:00 PM), 'Scheduled Classes' (Mar 18, 2016 3:00 PM), and 'Get Monitoring' (Mar 18, 2016 9:35 AM). Each item tile has a thumbnail image, a title, a timestamp, and a '1 More' link with a person icon.

Hovering over an item in the Library page exposes a menu arrow (also called a "chevron") in the top right corner of the tile, or on the right side of a row if viewing the page in List view.

Click the chevron to see a menu of options, which differ slightly, depending on the type of content selected.

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Video content menu

Presentation content menu

