

# How to implement WeVu for Nursing Simulation

This is a specific guide for site administrators or course instructors that supplements our more general WeVu Instructor / Administrator User Guide available at <http://wevu.video/support>.

1. Request a WeVu pilot course site or multi-course instance for your program, with names and email addresses for the people who need administrative access. Admin access lets those users create courses, change permissions on videos, download analytics, and so on. Get our Instructor guide from <http://wevu.video/support>.
2. Once the Admin users have access, they can create one or more 'sandbox' course/collections for testing video recording and uploading. After logging in, (course) sites are created on the [Manage Course](#) page from the first section called 'Create a new course (video collection)'. Call it something that makes it obvious it is a testing 'sandbox' course. We recommend that for the first sandbox site, you use the default settings, with none of the course options checked. You can then familiarize yourself with these options and use them in other sandbox and live course sites as appropriate.
3. Recording and Uploading your first videos:

The videos must be recorded on a phone, tablet, or computer webcam (or moved from a camera to one of those devices). Users need to be able to locate their recording files on their device.

In-room cameras are usually 'IP cameras' that can send their recordings to a network drive. If that network drive is accessible from a computer with a browser, the administrator or instructor can just log in to [app.wevu.video](http://app.wevu.video), upload the files in bulk, and walk away from the computer until they're done.

- a. From the device that holds the recording, you simply log in to your program's WeVu instance (e.g. [app.wevu.video/\[yourschool name\]](http://app.wevu.video/[yourschool name])) using your Admin or Instructor account and go to the [Upload](#) tab. It's worth checking the box on the right that specifies where your recordings will go by default. Sometimes, you'll want them to go directly to a course, shared to everyone, and other times you'll want them private and then share them to different groups or playlists.

- b. Good campus WiFi or even a wired connection are best. See below for Best Practices for recording. Go ahead and try it from a few devices – smartphone, webcam, video camera, or any other device that creates a video file – so you see how uploading works on each device.
- c. Once the videos are uploaded, familiarize yourself with how the permissions work in the [Private](#) and [Shared Videos](#) tabs. Each video can be private, shared only to Instructors, Administrators or Teaching Assistants in a course, shared only with a group that has been defined by the instructor or support staff, or fully shared to all people in the course site. Click in the 'Shared To' box in the middle of each row to see the options available for a given video.

If the videos have been uploaded in bulk from a network drive, the slightly more time-consuming step will be to assign those videos to individual students. But if all videos are to be shared to the whole class, that can be done in one quick step by multiply-selecting the videos and using the share button that then appears on the right side of the screen.

- d. The alternative to uploading to WeVu is for users to host videos on their YouTube account, make them visible to people with the link, and then use the “import” function in WeVu to include those videos in a site. Those embedded videos can be shared just like an uploaded video and get all the capabilities of WeVu, except that commenting cannot be done in full-screen viewing.

#### 4. Decide whether you will organize your use of WeVu:

by *course site*, with instructors and students in that course, or  
by *activity*, where all students across multiple courses do a learning activity and multiple instructors assess and give feedback on any of the simulation videos.

- a. If you organize it by course and want to have multiple activities within the course, those activities will have to be created individually within the course as separate [Assignments](#) (in WeVu these are actually 'groups' that function to separate [Assignments](#) into buckets of video submissions). In WeVu, groups and playlists and assignments are technically interchangeable, so they're on the same page together as separate tabs. Playlists are defined as the set of videos that have been shared to a particular group. Separate assignment activities or separate playlists (e.g. chapters or modules) can be defined by creating groups with different names (e.g. assignment 1, assignment 2 or module 1, module 2...) and then adding the whole class, or selected students, to that 'group'. Students can hand in to each of these separate boxes, and instructors can see a playlist of students' videos for one assignment at a time if they wish.
- b. We recommend that if you think you need to set it up by activity, contact us at [support@wevu.video](mailto:support@wevu.video) and we can discuss how best to do this.

5. If you have set it up to use WeVu by *course*, go to the [Manage Course](#) page from the menu and create the course Sites one by one (see above in #2). Each time, use the 'Invite users' section to grab the second link (orange background) inviting the instructor that will give him/her **Instructor access** to the course. Email that link to the appropriate person(s).
  - a. If the instructors you want to invite already exist in the system and you have the email they have used as their login to WeVu, you can use the Add Students section and put those users' emails in the appropriate box to add them in that role. They will get an email with a link to login or create an account if they don't have one already.
  - b. If you are managing multiple courses, it is probably helpful to create a spreadsheet with the WeVu course name, the instructor and student invite links, and the email addresses of the instructors in the course. Then when you want to invite more instructors or students, you can just grab the appropriate link from the spreadsheet.
  
6. Enroll students in those courses by grabbing the "site attendees" invite link from the same 'Invite Users' area (the link in the area with the yellow background) and email this link to students. Tell them that if they don't yet have a WeVu account, when they use the link they should use the Sign Up link below the login boxes. Once they do the sign up they'll be able to log straight into the course. If you then send them another course link, they can just login and they'll get enrolled in that course too.
  
7. Once you have real students or test students accounts enrolled and you've shared a video to the whole class, you can test that this is all working by 'spoofing' as one of those students. To Spoof (admin users only): At the bottom of the [Manage Course](#) page, you click 'View as another user' and then choose the user you want to impersonate (spoofer) then click the Spoof button. You will be logged in as that user, you can check to see that it looks right, and then when you're done click the Cancel spoofing button in the red section at the top, you'll end up back at the [Manage Course](#) page, where you use the Unspoofer button at the bottom.

Please contact [support@wevu.video](mailto:support@wevu.video) if you get into any difficulty at any time. We'll try to get back to you in a few hours. If you have a WeVu emergency, please call 604-441-3641 for support.

## Procedures for instructor or staff recording

See the guidelines below for phone recordings.

For webcam and other devices ensure you test the process from recording to dumping onto a device that can upload and then to the uploading itself. WeVu supports almost every video format, but there are a few cameras that record in strange formats we do not support. Please ask if you're uncertain.

If you are recording centrally, we find the best way to quickly identify student videos and assign access to videos is to get students' or group names on the first few seconds of the video so you can see whose video it is right on the video thumbnail image in the WeVu Upload & Manage Videos page. Clever, right? 😊

We suggest:

1. Students bring an index card or sheet with their name or their group name written or printed in big bold letters; or,
2. You have a whiteboard in the simulation room where students can write their name or their group name.

Then, when the recording is about to be started, someone should hold the card or whiteboard up in front of the camera for 5 seconds when the recording begins. Then the activity can begin.

Once an instructor or administrator has uploaded multiple videos, you may wish to assign ownership to the students involved. If you want to share to one student only, this is done with the standard sharing procedure on the [Private or Shared Videos](#) tabs. If you want to share to multiple students in a group, you will need to creating groups of students in the [Groups](#) tab and then proceed to assign the videos to the appropriate groups.

# Suggestions for phone or webcam recording & uploading

Smartphones are an excellent recording device.

The following are practices that will make recording and uploading more successful.

Audio quality is as important, or more important, than video quality.  
Most phones record audio well only within 3 metres.

1. Lower the video resolution to 720p.
    - a. iPhone: go into **Settings, Photos & Camera**, scroll down to **Record Video** and set this to 720p HD at 30fps
    - b. Android: in the native camera app use the settings button next to the shutter/record button and then where it shows 1080p or 4K or 720p, just tap until it shows **720p**.
  2. Turn off the ringer and other notification sounds so the recording doesn't hear these sounds. Ensure that the camera has sufficient battery – if not, plug it in.
  3. If you have multiple users involved, appoint a videographer in the group to monitor the camera, hit record and stop when appropriate, and do the testing.
  4. Steady the camera. Unless you have a very good reason to do it in portrait mode, it should be in landscape mode. Ensure your subject occupies most of the frame.
    - a. If the subject being recorded is moving, the camera can be held and moved so that the subject is in the frame.
    - b. If the subject is static, it is better to place the camera on a phone tripod. Search for “phone tripod” in Amazon. We have had decent success with all of these products; they're not the highest quality but they do the job (we like the Arkon products).  
At the very least, prop the phone up on some books or other solid objects. (We don't want you to break your phone!)
  5. Test a video for a few seconds. Play it back on the device to make sure the field of view and the lighting **and audio** are adequate. Adjust as necessary.  
If you are not getting adequate audio, you may have to consider getting a lavalier microphone.
  6. Do the recording of the activity. The recording will go into the Videos file directory (or library) on your phone or computer.
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7. To upload to WeVu: Anytime later, you log into WeVu on the device with the video. If this is on a phone or tablet, the default WeVu screen after login is the upload/record screen. Make sure the course selected is the one you intend to upload to. And you can also choose who you share the video to, if at all, on this screen.  
If you are on a computer, choose **Upload** from the left menu.
  8. On mobile, the user taps the red button and will be prompted to choose whether to record live from the camera or to get a file from the phone. Normally, the user will choose to get the video

from the files or Photo Gallery on the phone: Find the video there and click the file (you may have to hit Choose (iOS)).

9. The video uploads. It takes a bit of time. The faster your connection – campus or business is usually much faster than home – the quicker it will be, so consider waiting until you are in a place with fast internet and good wifi before doing the upload. We expect a 10 minute 720p video to take 1 minute at a business or university workplace, and about 4 minutes for the average home WiFi connection.

Important: Leave the Upload page/tab up in the browser while the yellow Uploading notification is there. You may do other things on your phone but not in that browser tab, nor use WeVu in another tab while the video uploads. Once the video is uploaded successfully, there will be a green notification on the Upload page.

10. Once the video is uploaded, if the user wishes to change the sharing/access, he/she will need to do so from a computer. The [Private Videos](#) and [Shared Videos](#) tabs are not currently available on mobile devices.

## Using WeVu for Practice-outside-class Assignments

WeVu lets you and your students record learning activities in the simulation lab and activities and practice outside the lab, all on the same platform. Simply give students an assignment to practice a skill alone, in pairs, or in groups. They can do it anywhere. They'll self-record on their phones and then upload and submit to a WeVu assignment hand-in box that you've defined.

To set this up, notify students how to do it, and give feedback, follow these steps:

1. Go to Assignments on the left menu.
2. Make sure the Course is the one you want.
3. Give the Assignment a name in the text box on the "New Assignment name:" line.
4. Click the [Create Assignment](#) button.
5. Tell your students to upload their videos and when the video is uploaded find it and share it to the assignment hand-in box. To do this, they click on the Shared To box for that video, type in the first part of the assignment name (e.g. Assignment 1 or Mental Health assessment) and choose that one. They should then see that the video is shared to that assignment hand-in box. Only the student and any administrators, TAs, or instructors can now see that video.
6. When you're ready to give feedback, go to the main video view and in the Playlists dropdown (top-right), find the assignment 'group', click it, and you'll just see the videos in that assignment box. They will probably be listed with the most recent one on top. Go ahead and watch and give feedback as time-stamped comments.
7. When you're finished with the feedback, ask the students to go on and review it.
8. Let us know if you want to use the Usage Data (the pie chart icon below the playlist) to see if students watched their own video and read your feedback. We can help you do that.