

1. If you do not have a WeVu account you will have to sign up for one. Your Site Owner / Manager should have given you a link to follow to create an account.
2. When you use that link and reach the login screen, click [Sign Up](#) at the bottom. If you get Guest Sign Up, continue. (it depends on cookies!). You should get a screen like this.
3. Fill in all the required fields and click **REGISTER**.
4. You should see a success message after you have successfully registered for a WeVu account.
Click on **LOGIN** to enroll yourself into the WeVu course.

A screenshot of the WeVu registration form. The form is white with a dark blue header containing the WeVu logo. The form fields are: Email (required), Password (required), Re-type Password, Username (leave blank to use email), and Firstname, Lastname (required). There are red error messages below the Firstname and Lastname fields: "First: required" and "Last: required". A dark blue "Register" button is at the bottom right.

[Login](#) | [Recover Password](#)
[Resend Activation Email](#)

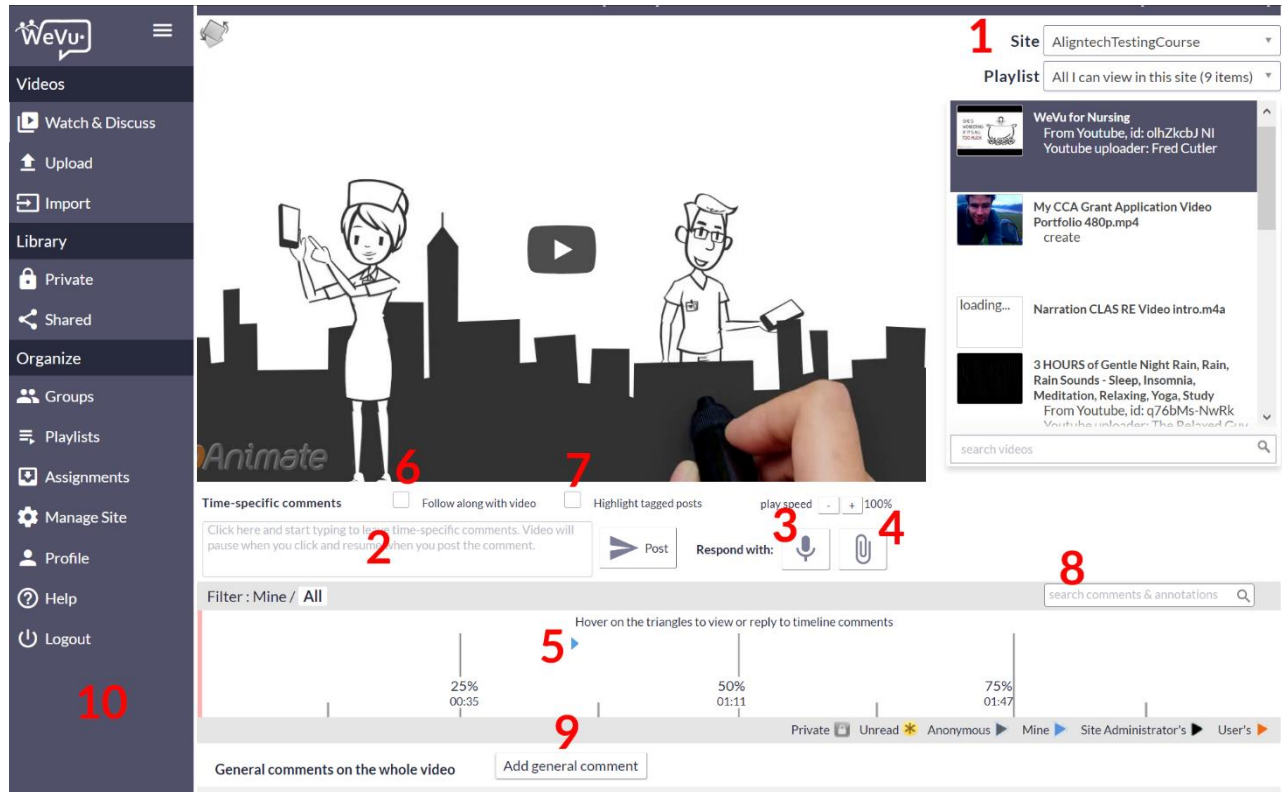
★ To access your WeVu site in the future, go to <http://app.wevu.video/>

Most users will be on <http://app.wevu.video/pilot> unless your organization has a dedicated multi-site/course instance.

GETTING STARTED WITH WEVU

When you log in, you'll land at the video **Watch & Discuss** page, which will look like this.

Your page may not show all of these features, depending on what your Site Owner has turned on for your site.



1. **VIDEO PLAYLIST** – i) Select and play a video to view and annotate it.
2. **TIME SPECIFIC COMMENTS** – Click and the video will stop so you can enter a comment at that time of the video.
3. **RECORD AUDIO or VIDEO COMMENT** at that point on the video.
4. **USE EXISTING AUDIO/VIDEO** – Post an audio/video comment by uploading a file from your computer.
5. **COMMENT INDICATOR TRIANGLE** – Indicates a comment at that time of the video. Hover over to read it.
6. **FOLLOW ALONG WITH VIDEO** – Display the comments as you pass each one. Most recent comment stays up.
7. **HIGHLIGHT TAGGED POSTS** – Highlight the posts that are tagged.
8. **SEARCH** – Search key words, tags, names in the text of the comment.
9. **ADD GENERAL COMMENTS** – Add a general comment on the video, without a time-stamp (Like YouTube Comments).
10. **MENU** – Visible on every page to get you to video sharing, group creation, and site management. Site members may not see certain elements of this menu, depending on their role.

On the right edge of the screen you may see other options including:

- **SAVE VIDEO** – Download video onto your computer
- **EMBED CODE** – Generate html code to share the video directly or embed the video in a different website
- **SAVE POSTS** – Download comments along with author information
- **USAGE DATA** – Site owners can download viewing and commenting logs as a .csv file

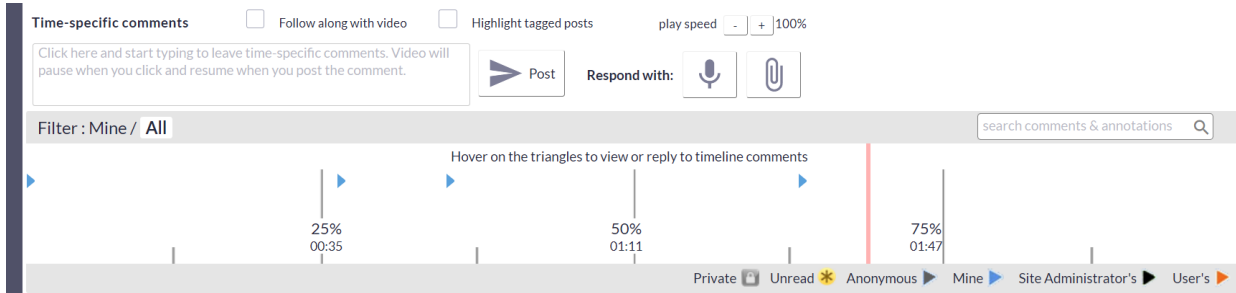
For additional WeVu resources go to wevu.video/support for an 'Instructor' user guide. If you have questions, please email us at support@wevu.video.

COMMENTING ON VIDEOS

While watching the video, you can make text or video comments linked to specific points in time. When you click the cursor into the comment box, the video stops. The video resumes when you click Post to post your comment. The comments are time-stamped so users can easily play back from the point where a comment is made. You can adjust the time to which the comment applies by editing the comment (see below).

MAKING A TEXT COMMENT

1. Type your text in the box beneath **Time-Specific Comments**
2. Click **POST**
3. Your comment will appear in the timeline, represented by a blue triangle (other users' comments will appear as other colors depending on their role)



VIEWING AND REPLYING TO COMMENTS

To read comments you can check the Follow along with the video box just above the comments area. That will display the most recent comment as the video plays. This is fine for videos with fairly sparse commenting, but not so good when there are more.

You can mouse (hover) over any comment triangle to read it. From there you can play the video from that point in the preview player, reply to the comment for the whole class or privately to the first comment author, or edit/delete the comment if it is yours. To hover over other comments it may be necessary to click the **X** so you can see the comments beneath the current one.

WeVu is working on a comment display as a scrolling window on the right of the video. This feature will be released in 2018.



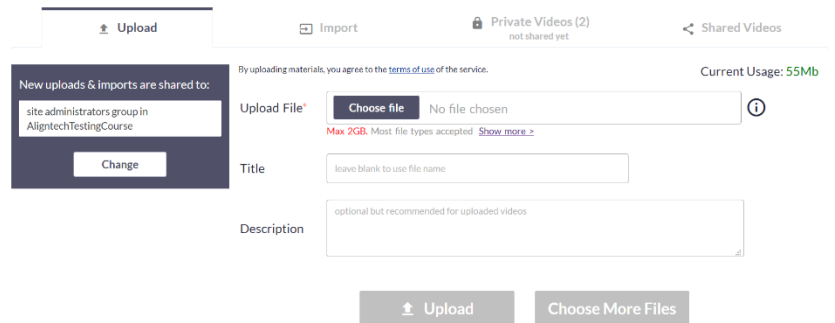
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UPLOAD, IMPORT, AND SHARE VIDEOS

To share a video with other site members, a group, and assignment, or the site owner, you need to record it on your phone, camera, or computer webcam (note our “Suggestions...” at the end of this guide). Alternatively, you can Import a video from YouTube or from a site like Dropbox (if it is an .mp4 file, link shared). Once you have the file on any device, you can login to WeVu on that device to upload the video. Then you can share it to t. Follow these steps.

STEP 1: UPLOAD A VIDEO TO WEVU

1. Click on **UPLOAD** from the left menu bar.
2. Click on **CHOOSE FILE** and browse for the file in your computer.
3. Click **UPLOAD**

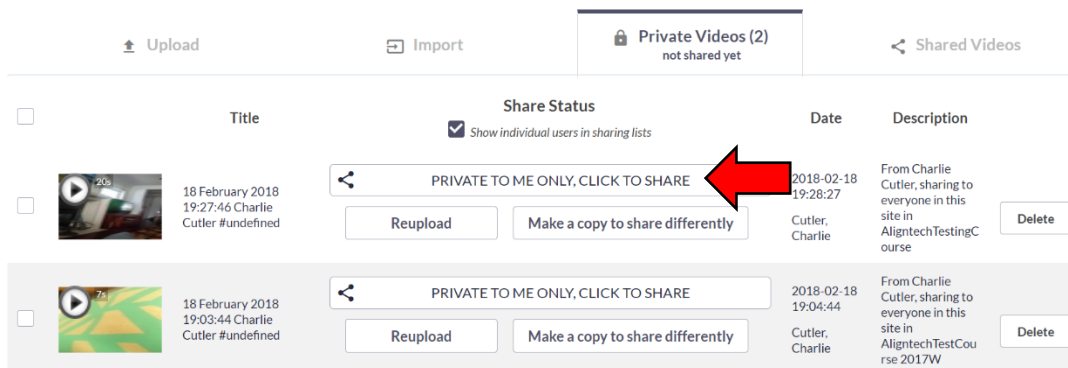


A spinning wheel and a yellow bar will appear indicating that the video is uploading. **Remember not to close the browser or press the back button at this point. You may use another browser window or go to another application in another window to do other things while this is uploading, as long as your computer doesn't go to sleep.** After the video is finished uploading, it will appear in the list of videos, though it will still be doing some conversion in the background and may not be viewable for a few minutes.

4. Once the upload is complete, you should get a message with a green bar and see your recorded video listed in the **Private Videos** tab.

STEP 2: MANAGE/ASSIGN VIDEOS

Once the video is uploaded, you will see it under “**Private Videos**”. By default, the video(s) you upload will only be visible to yourself until you assign it to a course, group, or user. Click on the “**PRIVATE TO ME ONLY, CLICK TO SHARE**” box and select a site and a group, playlist, assignment, or user from the list to share it the way you wish to share it. (This can be changed by you at any time later).



Check to ensure your video is uploaded and shared properly. Click on Watch & Discuss from the menu. See that the video appears in the correct Playlist (which can be a group, playlist, or assignment, in fact). If not, go back to Shared videos and change the sharing setting.

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MANAGING AND SHARING YOUR SITE

With the Manage Site screen you can create a new site, set site options, manage users, and share your site.

To **Create** a new site, unfold that section by clicking on it.

- **Name the site** and add owners or administrators with their email addresses. They will receive an email to access the course (and create an account if they don't have one). If you think the user already has a WeVu account but don't know what email they use to login, it's best to send them an Invite link instead (see below).
- **Set site options.** The first section in the long list of options consists of site 'templates' which change options to tailor WeVu for different use cases. Below that templates section the rest of the options can be toggled on or off now or at any time (if later, you use **Customize**). The most important options are "Members' upload and sharing options" which determine what site members (students) can do with their videos.
- **Click Create Site**

Create a new site (video collection)	▼
Customize this site	▼
Invite users to a site via self-enrollment codes	▼
Add users to a site by email	▼
Site life cycle maintenance (Eg. New term or year)	▼

Customize a site gives you the same options, but for a site that is already created. Select the site and make any changes.

You can **Invite users** by sending a link or **Add them by email address** directly:

- Using the **Invite** section, you grab the first link to send to site *users* (not administrators or instructors). This will allow them to register and access the site in the *user* (student) role. The second link (in orange) is to use to send to people who will be site administrators or other instructors/administrators/coaches. You simply click on either link on this page (yellow or orange background) and it is automatically added to your clipboard for pasting into an email or other communication.
- Using the **Add users** section you can add users by putting in their email address. When you add them they will receive an email with a link to join the course. You may add multiple users at a time separated by commas or on new lines; for example, a class list copied from a learning management system or a spreadsheet.
Note: If you don't know what email address they will want to use in WeVu, it's best to send them a link from the **Invite** section instead.

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 4 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 Site (or 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.