WeVu•

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 in your browser!). 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 that you were given the link for.

⭐ To access your WeVu site in the future, go to http://app.wevu.video/[your organization name goes here]

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.
The screenshot here shows a video file. Features are different if you view a pdf or image or audio file.

1. **SITE –** Choose the WeVu site you want to use. If you have multiple classes, they'll be separate sites.
2. **PLAYLIST – GROUP - ASSIGNMENT** – Choose the set of media items (video, audio, pdf, image) you want to see.
3. **MEDIA –** Choose the file you want to see or hear. If there are many in the list, you can search.
4. **COMMENT ENTRY BOX** – Click in here and then type to leave a comment at that point. If it's a video, it'll stop when you click in the box and then resume when you click the post triangle or use shift-enter to post the comment.
5. **COMMENT PANE HEADER** – You can toggle the visibility of your own comments (Mine), the instructor's comments, and other people's comments. Click the search icon to search all comments for words or names or tags.
6. **COMMENT DISPLAY –** Displays comments chronologically along the video from top (start of video) to the bottom). Scroll in this area with your trackpad or mouse wheel. The colours along the right edge indicate your own comments (Blue), Instructors' comments (Black), and Other People's comments (Orange).
7. **COMMENT MAP –** Shows where along the video there are comments. If you click the little down arrow the map opens to show individal triangles that can be clicked on to highlight that comment on the right.
8. **ADD GENERAL COMMENTS –** Add a general comment on the video, without a time-stamp (Like YouTube Comments).
9. **PRIVATE POST, AUDIO OR VIDEO COMMENT –** The 'eye' icon posts the comment privately (your eyes only), the microphone and file paperclip let you record or attach an audio or video comment.
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.

At the top right: move to previous or next media, download media, share media, and export usage data and comments.

For additional WeVu resources go to wevu.video/support. If you have questions, please email us at support@wevu.video.

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 share it as you want to. 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. **Do not to close the browser or press the back button. 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.** Once the video is finished uploading, it will appear in the list of videos, but as it is being processed, it will not be viewable for a minute or two.

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.
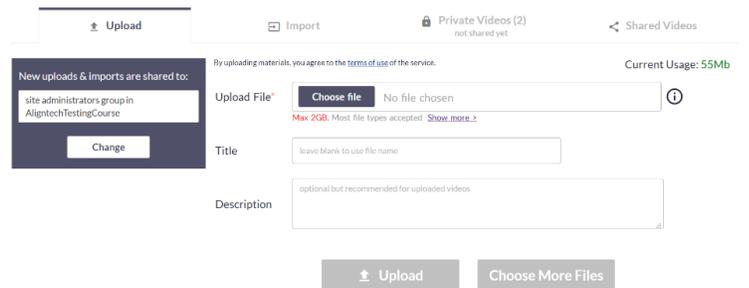
STEP 2: MANAGE/ASSIGN VIDEOS

Once the video is uploaded, you will see it in your "**Private Videos**" tab. By default, the video(s) you upload will only be visible to yourself until you assign it to a course, group, or user. To share it, 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. If you want to share it to everyone in the site choose the "Everyone in [site name]" group (playlist).
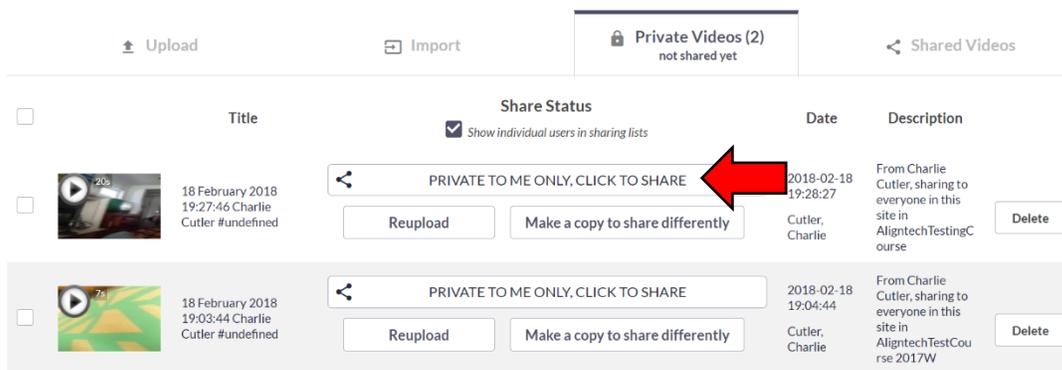
(This can be changed by you at any time later).

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 – Group – Assignment. If not, go back to Shared videos and change the sharing setting.

For additional WeVu resources go to wevu.video/support. If you have questions, please email us at support@wevu.video.

MANAGING AND INVITING USERS TO YOUR SITE

With the Manage Site (or Manage Course) screen you can create a new site, set site options, manage users, and share your 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)	⌄

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**

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 adminstrators 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.

* Tech-savvy users can try Open Camera (Free, for Android) or FiLMiC Pro (paid app for iOS) if they want to try different recording settings. Most phones are set to record at an unnecessarily high bitrate, so adjusting this down to 2-3mbps gets you much smaller video files with only a very slight loss in smoothness. It's hard to tell, unless you're recording fast-moving action.