

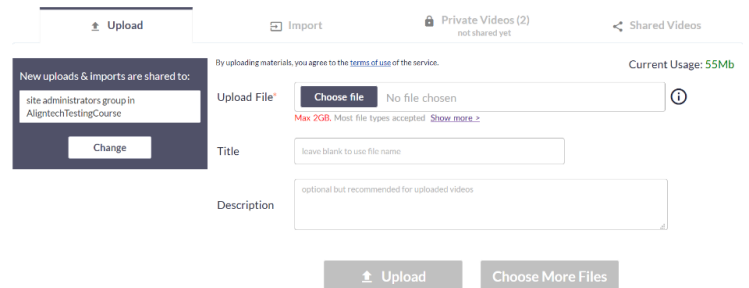
QUICK GUIDE: HOW TO HAND-IN VIDEO ASSIGNMENTS

You start by recording the video on your phone, camera, or computer webcam (note our “Suggestions...” at the end of this guide). Once you have the file on your computer, tablet, or phone, you can login to WeVu on a browser to upload the video. Then you hand it in by sharing it to the Assignment your instructor has specified.

DESKTOP / LAPTOP INTERFACE (for phone, see next page)

STEP 1: UPLOAD A VIDEO TO WEVU

1. Click on **UPLOAD** from the left menu bar.
2. Click the **CHOOSE FILE** button and browse for the file in your computer or device.
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 your list of videos, but as it is being processed, it will not be viewable for a minute or two.

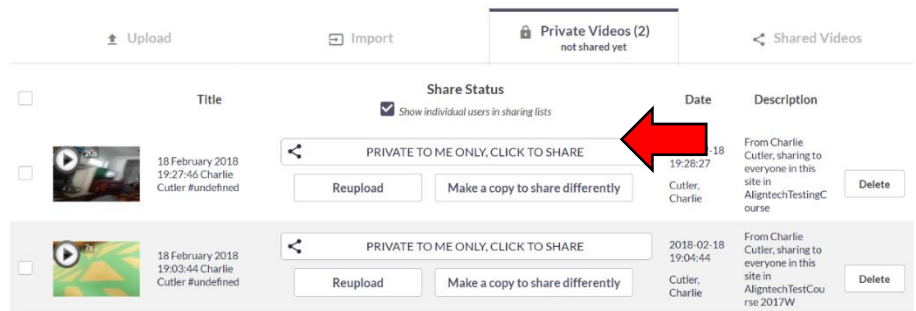


4. Once the upload is complete, you should get a message with a green bar. You will automatically be taken to the **Private Videos** tab and the video you just uploaded will be at the top of that list.

STEP 2: SHARE IT TO THE APPROPRIATE ASSIGNMENT

You will now see it in your “**Private Videos**” tab. By default, the video(s) you upload will only be visible to you until you assign it to a Site (Course), Group, user, or hand it in to an Assignment.

1. To hand it in to an Assignment, click on the “**PRIVATE TO ME ONLY, CLICK TO SHARE**” box and select the appropriate Assignment from the list. (See the red arrow here.)

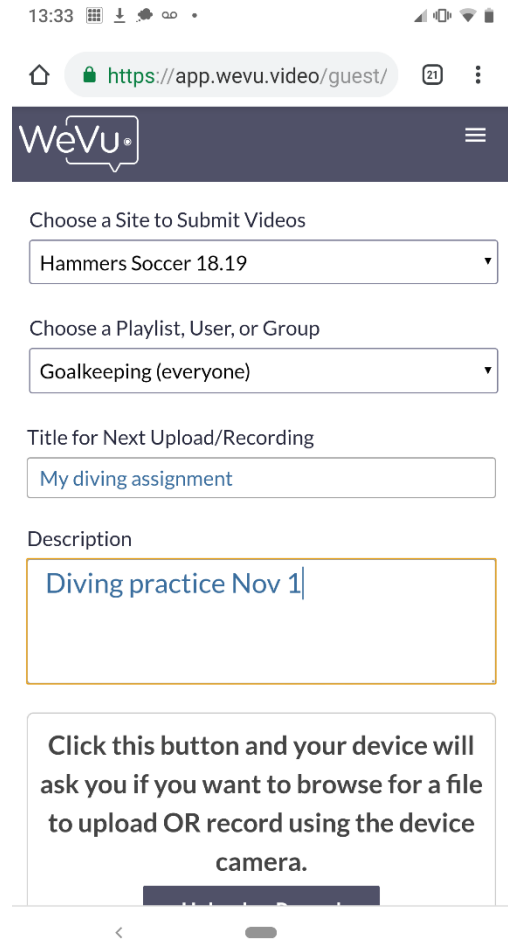


Check to ensure your video is uploaded and shared properly. Click on Watch & Discuss from the menu. See that the video appears in the correct Assignment. If not, go back to Shared Videos and change the sharing setting.

PHONE / MOBILE INTERFACE

ALL IN ONE STEP

1. First, ensure you are on WiFi, not mobile data. If the video is large, you will want to be on a very solid, fast network connection.
2. Click on the mobile menu at top right. Choose the second option, with the plus sign in a video camera as the icon.
3. Go from top to bottom. First, you may be a member of multiple sites or courses, so make sure you're submitting to the right one by choosing in the top box.
4. The second box is where you specify which assignment you're submitting to. Check carefully.
5. Give the submission a title. Many instructors want you to put your Last name then First name then assignment name.
6. You may or may not want to replace the default description.
7. Then click the button that says **UPLOAD** or **RECORD**
8. Your device will probably give you options to go to the camera to record or into your files to find the file. You'll almost always want to choose files. Then you'll have to find the video however your phone organizes files. You may be able to click on videos and sort by most recent.
9. Once you click on the file, the upload starts.
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 to do other things while this is uploading, as long as your device doesn't go to sleep.
10. Once the video is finished uploading you will get a success notification, but as it is being processed, it will not be viewable for a minute or two.
11. You're done. You can go to the main screen (use the top right hamburger menu to get there) and check that that video is in the right Assignment. (Look in the Playlist area).



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 5m (15 feet).

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.