

WeVu Quick Start Guide for Instructors (10 minutes)

Thanks for signing up for a WeVu site. You'll need to

1. Create your account (2 minutes)
2. Create a course site (2 minutes)
3. Choose some settings (3 minutes)
4. Share the site with students (3 minutes)
5. Upload a media file (video/audio/image/PDF) or set an Assignment (a few minutes)
6. Let students know how to hand in assignments (1 minute)

That's it. You should be able to do all that in around 10 minutes.

Note that this guide uses our general language. If you are on an education-specific instance, Sites are called Courses, Owners are called Instructors, and Users are called Students.

1. Create your account

Click on the link in the first email we sent. It gets you to a login screen and you should use the link at the bottom that says: "Don't have an account? Sign up".

Once you've done that, you can log in immediately. If you don't get a screen inviting you to login, just use the link from the email again and then login.

2. Create a course site

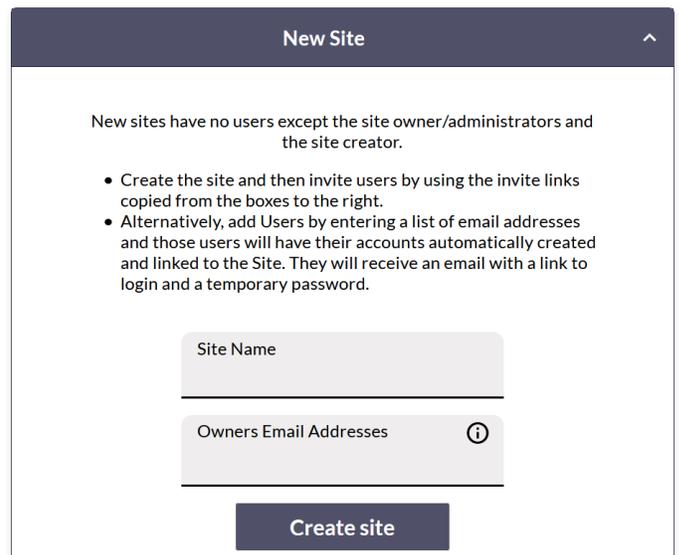
You'll land on the main Watch & Discuss screen. That's where most of the action happens, but to create a course site (or more) you click on the left menu's "Manage" link.

At the top of the Manage screen, click to unfold the New Site (video collection) section.

Name the Site. We recommend the official course code with a hyphen and then instructor's name (e.g. POLI380 - Cutler). The year will automatically be appended to the name.

If you want to share the site with other instructors or TAs, enter their email addresses in the boxes below. You can add them later or do so with a link if you wish.

Click the Create site button and click through the confirmation.



3. Choose site settings

Once you've created the site, you're back on the Manage screen and you can choose your Site Settings. (These can be changed any time). Open the Site Settings area and make sure your new site is selected in the dropdown at the top.

The first four settings are site templates that govern multiple settings. Many instructors use the Assignment Submission Portal.

Below this you can choose whether students (called "site users") can upload media and share only to instructors/TAs or to everyone in the course - i.e. all student users. MOST sites are set up with the first of those boxes checked, which allows users (students) to upload, but only share their media files to the site owner (teacher, professor, coach).

There are other settings here to disable timeline or general comments, to hide students' comments from their peers (if they are all commenting on the same media files), to hide instructors' comments from students until grading is finished, and to make the site public. Other settings are available.

If you need help setting up your course site, please email us at support@wevu.video.

Once you have chosen the settings, click the Create site button and then click through the confirmation screens.

4. Share the site with students

This part is easy. Stay on the Manage screen and use the Invite Users area on the right side of the window.

Make sure your intended course is in the Select Site box at the top of this section. Then just click the button on the that says "Copy Link for Users". The link gets copied to your clipboard, so just paste it in an email message or on a course materials site. Keep it somewhere; we guarantee some student will ask for it!

The other "Copy Link for Owners" button generates a separate link that can be used by your co-instructors or co-coaches to run the site and give feedback on student users' assignments.

You may wish to include this link to our User Getting Started Guide: <https://wevu.video/support/quick-start-guide/> (That's not this guide; it's one intended for students and other users)

5. Upload a File or Define an Assignment

To Upload

- a. Go to the Upload screen, chose a site and a source and a sharing status.
- b. Choose the file from your computer and click Upload. Leave the browser tab open while it uploads. You can go to another tab or to another program on your computer and work on something else. When it's done, check that it's visible in the Watch & Discuss screen. A fuller guide, including how to upload from mobile, is [here](#).

To Define an Assignment

- a. Go to Assignments, give it a name and click Create Assignment. Now when students go to Upload, they can choose the Assignment to which they want to hand in their media file.

- b. You can view the submissions to that Assignment on the Watch & Discuss screen from the Playlists - Groups - Assignments dropdown which is found top-centre of the screen.

6. Letting students know how to hand in assignments

Handing in videos and other media to WeVu is explained in [this article](#). Direct students to: <https://wevu.video/support/handing-in-submitting-videos-and-other-media-to-assignments/>. Or just send them to WeVu support and they can find it by searching for Handing In.