

Tools for Online Teaching

UNIVERSITY OF
WATERLOO



Version 3.0

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Legend: Asynchronous, Synchronous



Bongo - Synchronous (limit of 150 participants),

Asynchronous

Software Overview

Bongo is an online learning technology that provides video conferencing through Desire 2 Learn. Bongo's Virtual Classroom feature is accessible through Learn to create synchronous meetings with individuals or groups in course. Bongo allows the host to save and post recorded sessions. During a meeting, Bongo allows screen sharing, whiteboard annotations, file uploads and presentations. Additionally, Bongo has breakout rooms and poll functions, which are great for synchronous learning.

Bongo has many great features that make it a favorable learning technology. Firstly, Bongo is accessible through Learn and does not require an account creation, registration or any additional user information. Bongo is available for every course through Learn and keeps meetings for each course separate, which helps keep users organized. Additionally, Bongo is very flexible as it allows the host to invite external participants, who are not registered in the course, to the meeting. Further, Bongo makes recording meetings easy as it gives the host the ability to automatically record the meeting, as well as the ability to start and stop the recording throughout the meeting. All recordings are done internally through Bongo, and require no external technologies. Recorded meetings can be automatically published, which creates a URL for the host to share with participants, where the meeting recording is available as well as meeting slides, chats and files. Recorded meeting content can also be easily downloaded and uploaded to Learn, if the host has chosen not to publish the content. In addition to recorded meetings, Bongo has a breakout rooms function that allows the host to create separate spaces for group individuals, which promotes group activities that may have been done during in person lessons. Lastly, Bongo allows for meetings to be repeated weekly for upto 15 weeks, which makes scheduling easier and less time consuming.

Although Bongo is a great learning technology, it also has limitations, For example, Bongo meetings have a limit of 150 users in a meeting and a time limit of 240 minutes per meeting. Additionally, Bongo does not allow the host to enter the meeting before the meeting start time.

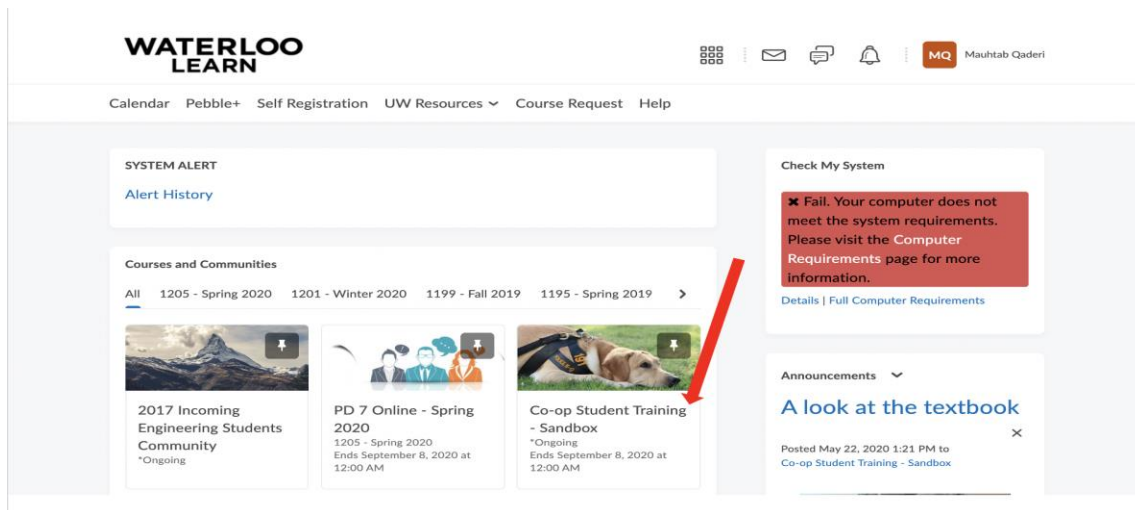


Access Bongo Through Learn

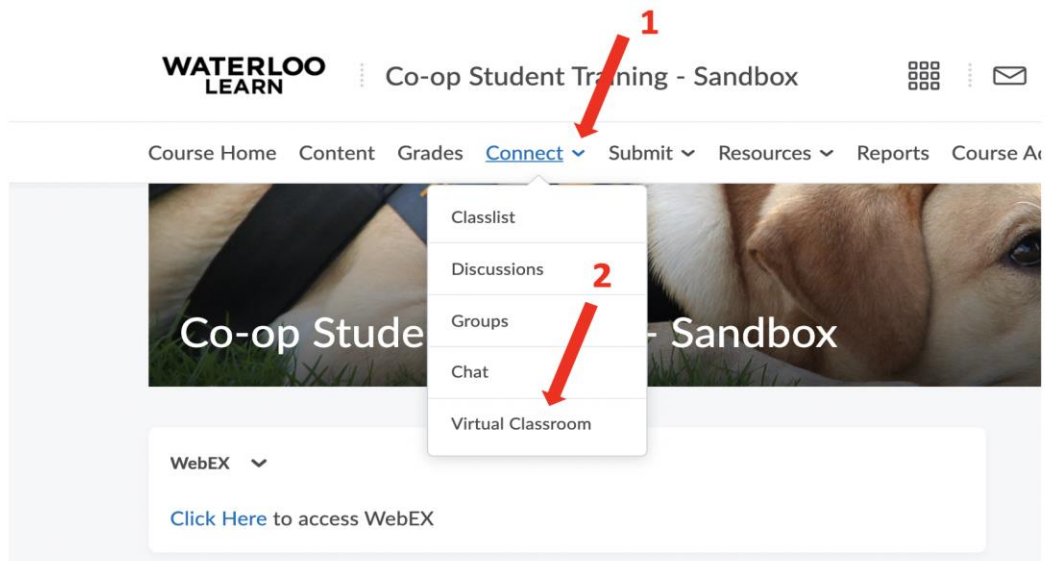
Tutorial Video: Click [here](#) to learn how to access Bongo through Learn.

Note: The supported browsers to access the full functions of Bongo are Chrome, Microsoft Edge (Chromium) and Firefox. Your Internet browser must be up-to-date (installed or updated within the last month).

1. Login to your Learn Account.
2. On the Learn homepage, click on the course you want to access Bongo for.









3. Once you have entered the course, click on the downwards arrow next to the “Connect” button.
4. A dropdown list will appear. Click on “Virtual Classroom”.



5. You are now in Bongo and you can view all your meetings.

WATERLOO
LEARN

Co-op Student Training - Sandbox

 Mauhtab Qaderi 

Course HomeContentGradesConnect ▼Submit ▼Resources ▼ReportsCourse AdminHelp

Meetings

Active Meetings
No active meetings yet

Recorded Meetings

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮



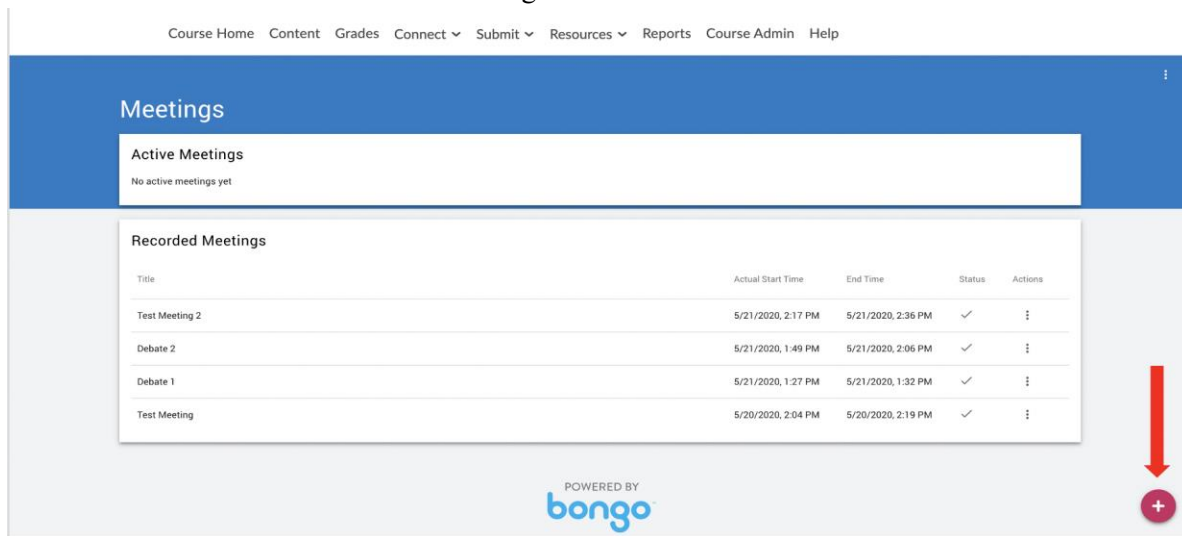
Schedule A Meeting in Bongo

Tutorial Video: Click [here](#) to learn how to schedule a meeting in Bongo.

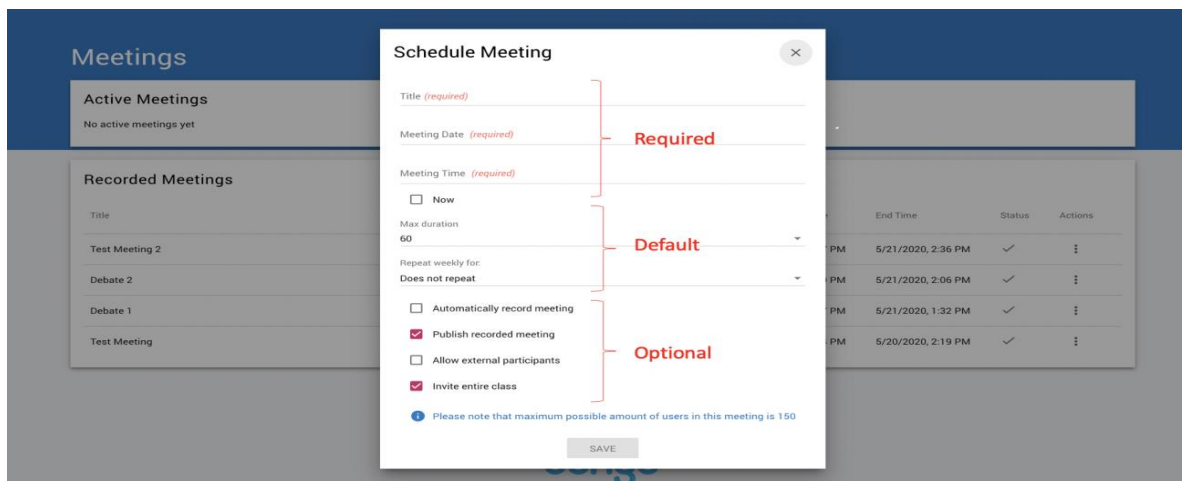
Note: Please note that the maximum possible number of users in a Bongo meeting is 150, so if your class size is greater than that you can explore the other synchronous learning technologies we have recommended.

1. Open Bongo for the course you want to schedule a meeting for. (See How To Access Bongo Through Learn).

2. Click on the red “+” icon in the bottom right hand corner.



3. A “Schedule Meeting” page will appear. Fill in the required information. For a more detailed explanation of each option listed on this page, watch the tutorial video [here](#).



4. Once the meeting details are correct, click “Save”.

Meetings

Active Meetings
No active meetings yet

Recorded Meetings

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

Schedule Meeting

Title (required)
Test Meeting 3

Meeting Date (required)
5/26/2020

Meeting Time (required)
12:00 AM

☐ Now

Max duration
60

Repeat weekly for:
Does not repeat

☐ Automatically record meeting

☒ Publish recorded meeting

☐ Allow external participants

☒ Invite entire class

Please note that maximum possible amount of users in this meeting is 150

SAVE

5. The meeting will appear under the “Active Meetings” title.

Course Home Content Grades Connect Submit Resources Reports Course Admin Help

Meetings

Active Meetings
No active meetings yet

Recorded Meetings

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

POWERED BY **bongo**

+

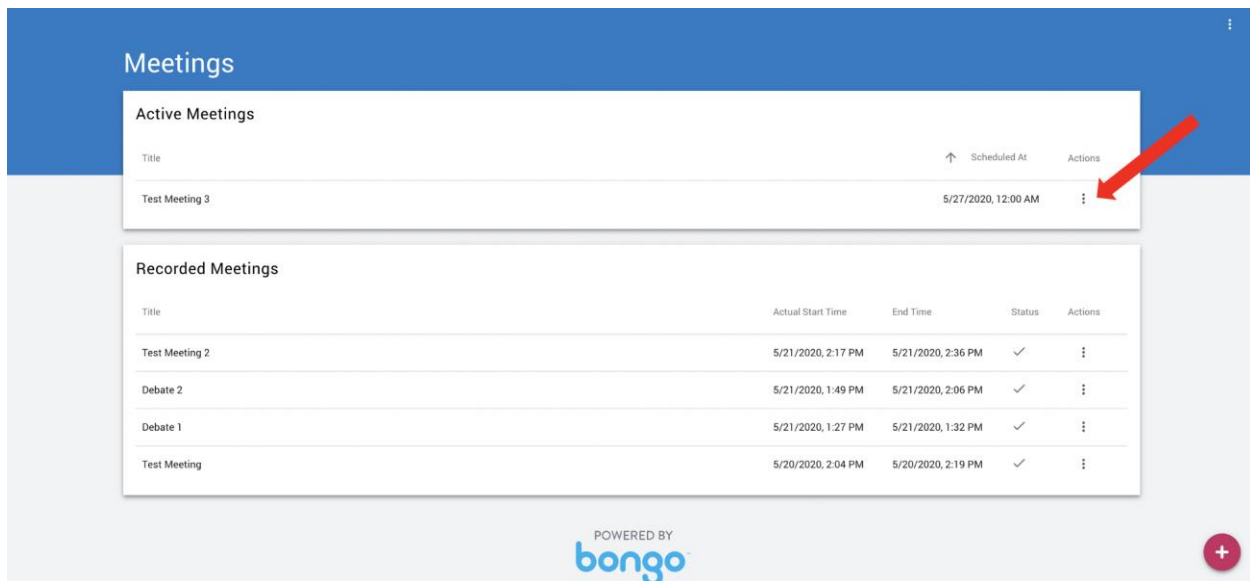


Edit a Meeting in Bongo

Tutorial Video: Click [here](#) to learn how to edit a meeting in Bongo.

Note: It is important to note that you cannot edit or delete any meetings for which the meeting start date and time has already passed even if you did not actually start the meeting or enter the meeting.

1. Open Bongo for the course you want to edit a meeting for. (See [Access Bongo Through Learn](#)).
2. Click on the three dots under the “Actions” column for the meeting that you wish to edit.



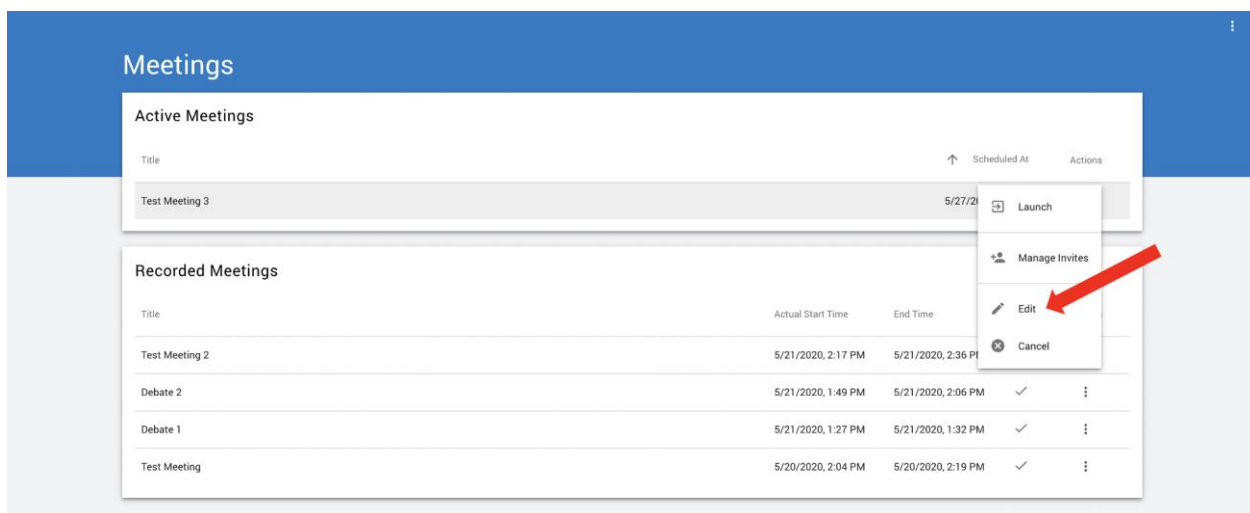
The screenshot shows the Bongo Meetings interface. At the top, there's a blue header with the word 'Meetings'. Below it, there are two main sections: 'Active Meetings' and 'Recorded Meetings'. The 'Active Meetings' section contains a table with columns: Title, Scheduled At, and Actions. The 'Recorded Meetings' section contains a table with columns: Title, Actual Start Time, End Time, Status, and Actions. A red arrow points to the three dots in the 'Actions' column for 'Test Meeting 3' in the 'Active Meetings' table.

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020, 12:00 AM	⋮

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

POWERED BY **bongo**

3. A drop down menu will appear. Click on the “Edit” option.



The screenshot shows the Bongo Meetings interface with the 'Active Meetings' table. A dropdown menu is open for 'Test Meeting 3', showing options: Launch, Manage Invites, Edit, and Cancel. A red arrow points to the 'Edit' option.

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020	⋮

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

4. The edit meeting page will appear. Edit any of the details of your meeting.

Meetings

Active Meetings

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020, 12:00 AM	

Recorded Meetings

Title	End Time	Status	Actions
Test Meeting 2	PM 5/21/2020, 2:36 PM	✓	
Debate 2	PM 5/21/2020, 2:06 PM	✓	
Debate 1	PM 5/21/2020, 1:32 PM	✓	
Test Meeting	PM 5/20/2020, 2:19 PM	✓	

Edit Meeting

Title (required)
Test Meeting 3

Meeting Date (required)
5/27/2020

Meeting Time (required)
12:00 AM

☐ Now

Max duration
60

☐ Automatically record meeting

☐ Publish recorded meeting

☐ Allow external participants

☐ Invite entire class

Please note that maximum possible amount of users in this meeting is 150

SAVE

bongo

5. Once all the edits are made, click “Save”.

Meetings

Active Meetings

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020, 12:00 AM	

Recorded Meetings

Title	End Time	Status	Actions
Test Meeting 2	PM 5/21/2020, 2:36 PM	✓	
Debate 2	PM 5/21/2020, 2:06 PM	✓	
Debate 1	PM 5/21/2020, 1:32 PM	✓	
Test Meeting	PM 5/20/2020, 2:19 PM	✓	

Edit Meeting

Title (required)
Test Meeting 3

Meeting Date (required)
5/27/2020

Meeting Time (required)
12:00 AM

☐ Now

Max duration
60

☐ Automatically record meeting

☐ Publish recorded meeting

☐ Allow external participants

☐ Invite entire class

Please note that maximum possible amount of users in this meeting is 150

SAVE

bongo

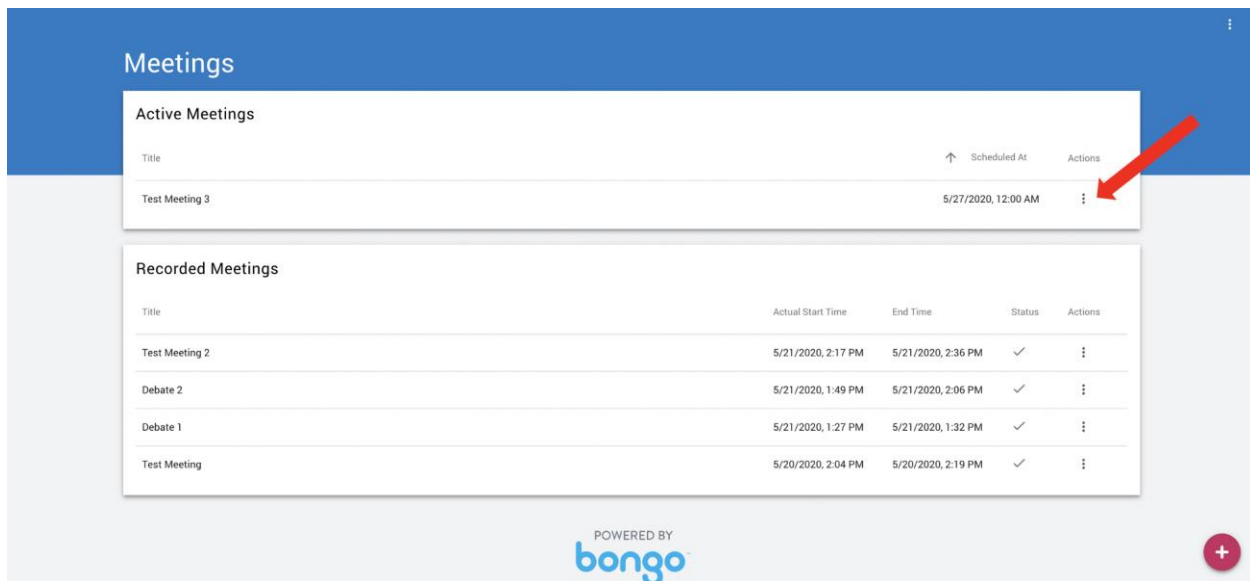


Delete a Meeting in Bongo

Tutorial Video: Click [here](#) to learn how to delete a meeting in Bongo.

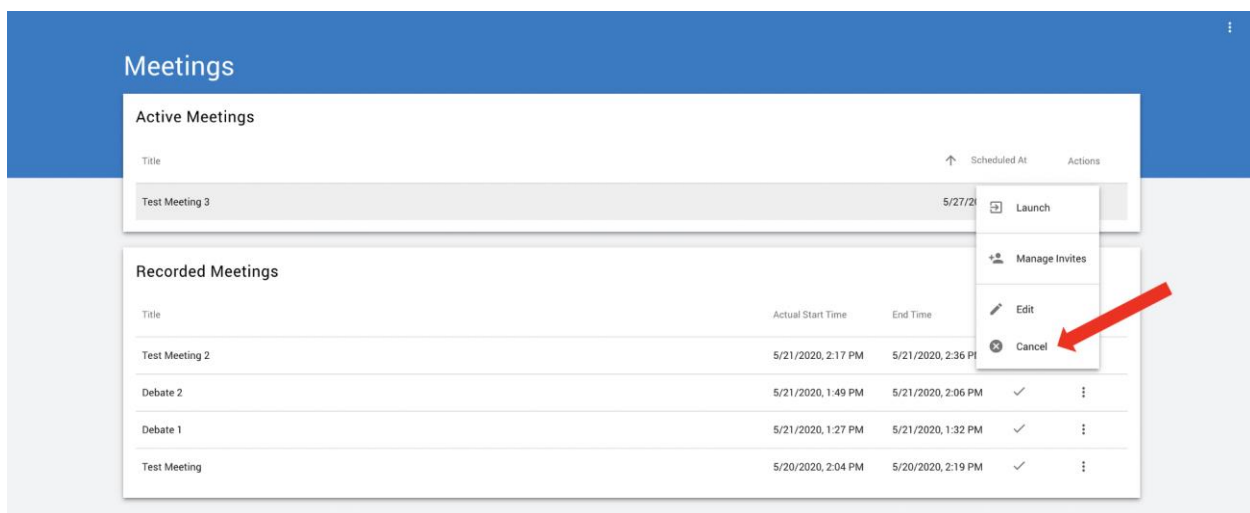
Note: It is important to note that you cannot edit or delete any meetings for which the meeting start date and time has already passed even if you did not actually start the meeting or enter the meeting.

1. Open Bongo for the course you want to edit a meeting for. (See [Access Bongo Through Learn](#)).
2. Click on the three dots under the “Actions” column for the meeting that you wish to delete.



The screenshot shows the Bongo Meetings interface. At the top, there's a blue header with the word 'Meetings'. Below it, there are two sections: 'Active Meetings' and 'Recorded Meetings'. In the 'Active Meetings' section, there is a table with columns: Title, Scheduled At, and Actions. The first row is 'Test Meeting 3' with a scheduled time of '5/27/2020, 12:00 AM'. A red arrow points to the three dots in the 'Actions' column for this meeting. Below the 'Active Meetings' section is the 'Recorded Meetings' section, which has a table with columns: Title, Actual Start Time, End Time, Status, and Actions. It lists four meetings: 'Test Meeting 2', 'Debate 2', 'Debate 1', and 'Test Meeting'. At the bottom of the interface, there is a 'POWERED BY bongo' logo and a red circular button with a white plus sign.

3. A drop-down menu will appear. Click on the “Cancel” option.



This screenshot shows the same Bongo Meetings interface as the previous one, but with a drop-down menu open for 'Test Meeting 3'. The menu contains four options: 'Launch', 'Manage Invites', 'Edit', and 'Cancel'. A red arrow points to the 'Cancel' option. The 'Recorded Meetings' section is visible below, showing the same four meetings as before.

4. A confirmation box will appear. Click “Yes, Cancel Meeting”.

The screenshot displays the Bongo Meetings web application. It features a dark blue header with the word "Meetings" and a vertical menu icon. The main content area is divided into two sections: "Active Meetings" and "Recorded Meetings".

Active Meetings: Contains a table with one row: "Test Meeting 3" scheduled for "5/27/2020, 12:00 AM".

Recorded Meetings: Contains a table with four rows of past meetings, each with a checkmark in the status column.

Confirm Meeting Cancel Dialog: A white modal box is centered over the interface. It asks "Are you sure you want to cancel this meeting?". It has a pink "NO" button and a blue "YES, CANCEL MEETING" button. A red arrow points from the "YES, CANCEL MEETING" button in the dialog to the "Test Meeting 3" entry in the "Active Meetings" table.

Footer: The bottom of the page says "POWERED BY bongo" with a logo and a red circular button with a white plus sign.

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020, 12:00 AM	⋮

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

Invite Participants to A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to invite participants to a Bongo meeting.

Option 1: While Scheduling A Meeting

1. When scheduling a meeting, on the “Schedule Meeting” page, you will see that you have two options in regard to the participants of your meeting, labelled as “Optional” in the image below. The first option is to allow external participants. This will generate an invitation link that you can provide to any participants who are not in your class, but you would like to have in your meeting. Your second option is to invite the entire class, which means all the class members will be invited to the meeting. It is important to note that if you choose to invite your entire class you will not be able to go back and edit the participants of the meeting. You can select one or both or none of these options.

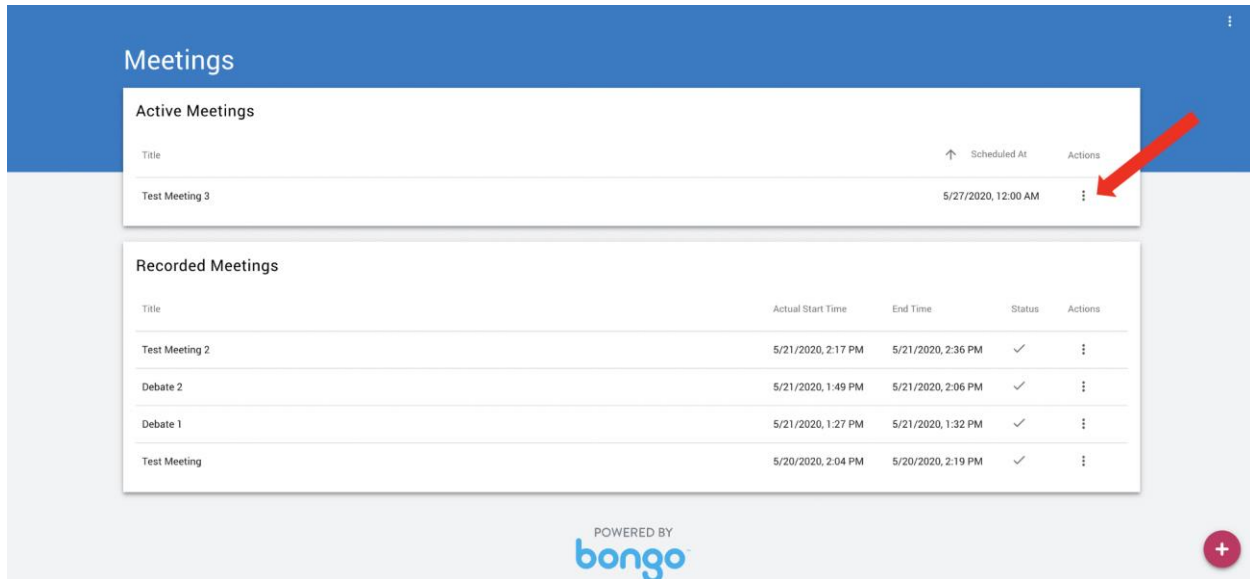
2. Click “Save”.



Option 2: After Scheduling A Meeting

A: Inviting External Participants

1. If you selected the allow external participants option when scheduling your meeting, you can share the external link to your meeting with these participants by clicking on the three dots under the actions column.

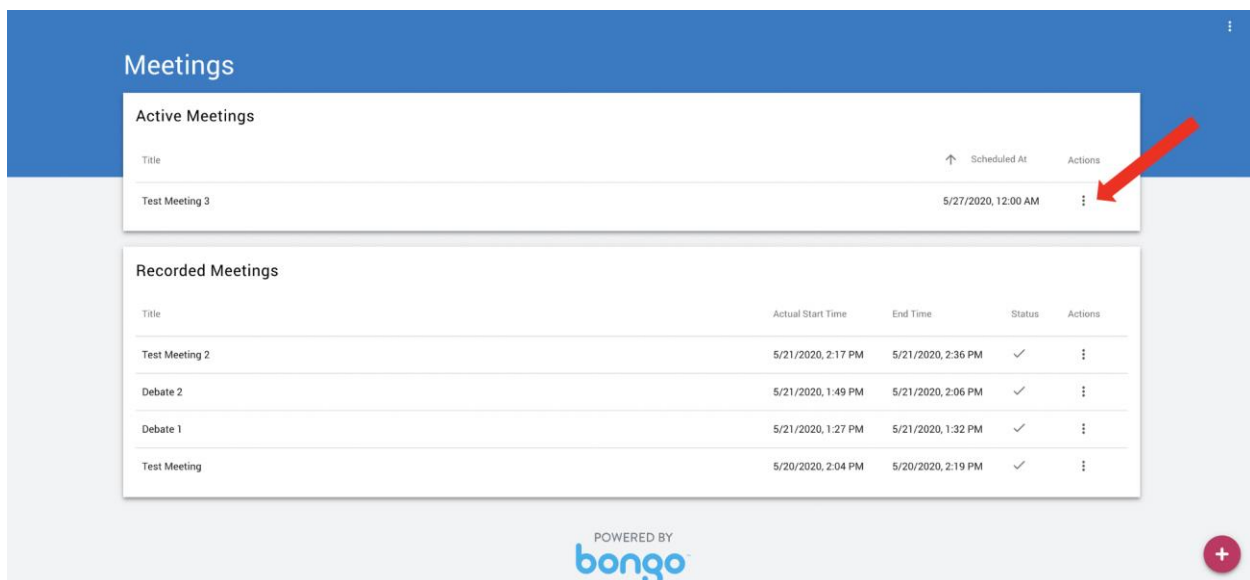


The screenshot shows the Bongo Meetings interface. At the top, there's a blue header with the word 'Meetings'. Below it, there's a white box titled 'Active Meetings'. Inside this box, there's a table with columns: Title, Scheduled At, and Actions. The table has one row: 'Test Meeting 3' with a scheduled time of '5/27/2020, 12:00 AM'. A red arrow points to the three dots in the 'Actions' column. Below the 'Active Meetings' box, there's another white box titled 'Recorded Meetings'. This box contains a table with columns: Title, Actual Start Time, End Time, Status, and Actions. It lists four meetings: 'Test Meeting 2', 'Debate 2', 'Debate 1', and 'Test Meeting', each with their respective start and end times and a status of '✓'. At the bottom of the interface, there's a 'bongo' logo and a red circular button with a white plus sign.

2. Click on the copy external link button. The link can now be pasted and shared to external participants.

B: Editing Participants

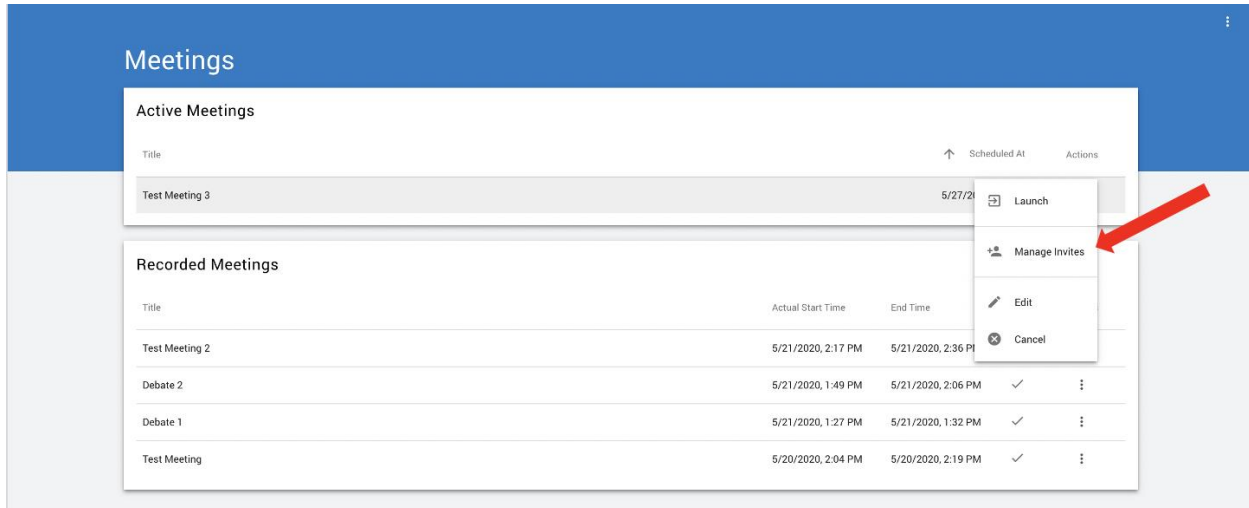
1. If you chose the entire class option, your entire class will automatically be invited to the meeting.
2. If you did not choose to invite your entire class to the meeting, you click on the three dots under the actions column.



This screenshot is identical to the one above, showing the Bongo Meetings interface. It highlights the 'Active Meetings' table and the 'Recorded Meetings' table. A red arrow points to the three dots in the 'Actions' column of the 'Active Meetings' table for 'Test Meeting 3'.



3. Click on the “Manage Invites” option.

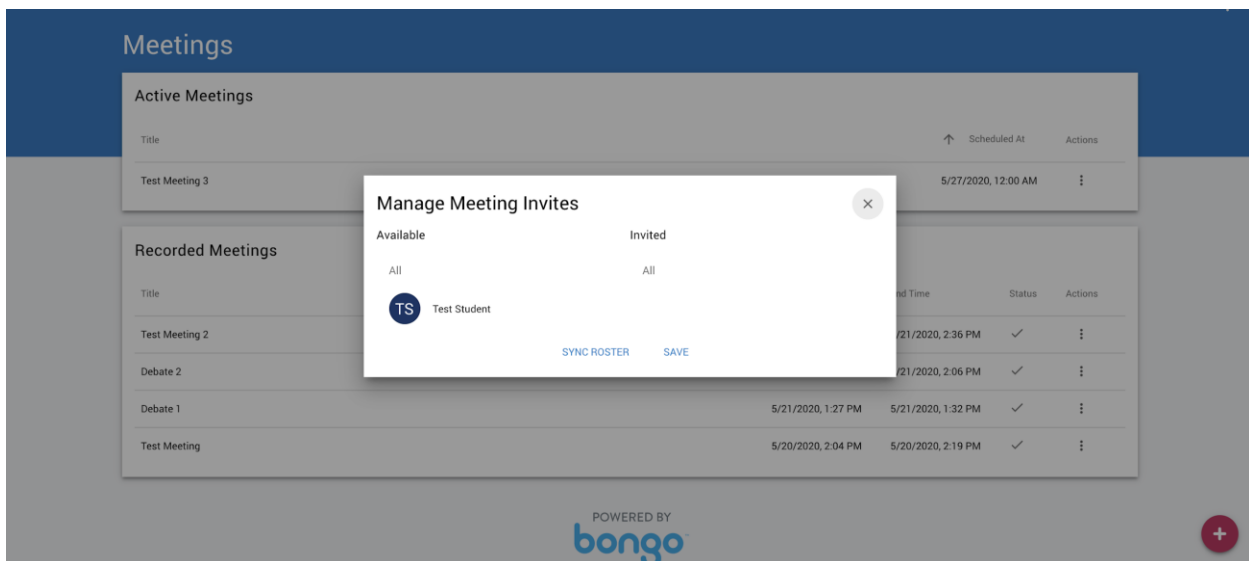


The screenshot shows the 'Meetings' interface with two sections: 'Active Meetings' and 'Recorded Meetings'. The 'Active Meetings' section has a table with one row: 'Test Meeting 3' scheduled for 5/27/2020. The 'Recorded Meetings' section has a table with four rows: 'Test Meeting 2', 'Debate 2', 'Debate 1', and 'Test Meeting'. A context menu is open over the 'Recorded Meetings' table, showing options: 'Launch', 'Manage Invites' (highlighted with a red arrow), 'Edit', and 'Cancel'.

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020	Launch, Manage Invites, Edit, Cancel

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM		
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

4. The manage participants page will appear. On the left-hand side you will see all of the participants available and on the right-hand side you will see all the participants invited. To move individuals from one column to the other all you need to do is click on their name.



The screenshot shows the 'Manage Meeting Invites' dialog box. It has two columns: 'Available' and 'Invited'. Under 'Available', there is a card for 'TS Test Student'. At the bottom, there are buttons for 'SYNC ROSTER' and 'SAVE'. The background shows the 'Meetings' interface with the 'Recorded Meetings' table visible.

Title	Actual Start Time	End Time	Status	Actions
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

5. Click “Save”.

The screenshot displays the Bongo Meetings application interface. A modal window titled "Manage Meeting Invites" is open, showing a list of invited participants. A red arrow points to the "SAVE" button at the bottom right of the modal. The background shows a list of meetings under the heading "Meetings".

Meetings

Active Meetings

Title	Scheduled At	Actions
Test Meeting 3	5/27/2020, 12:00 AM	

Recorded Meetings

Title	Recorded Time	Status	Actions
Test Meeting 2	5/21/2020, 2:36 PM	✓	
Debate 2	5/21/2020, 2:06 PM	✓	
Debate 1	5/21/2020, 1:27 PM	✓	
Test Meeting	5/20/2020, 2:04 PM	✓	

Manage Meeting Invites

Available: All, Invited: All

TS Test Student

[SYNC ROSTER](#) [SAVE](#)

POWERED BY **bongo**

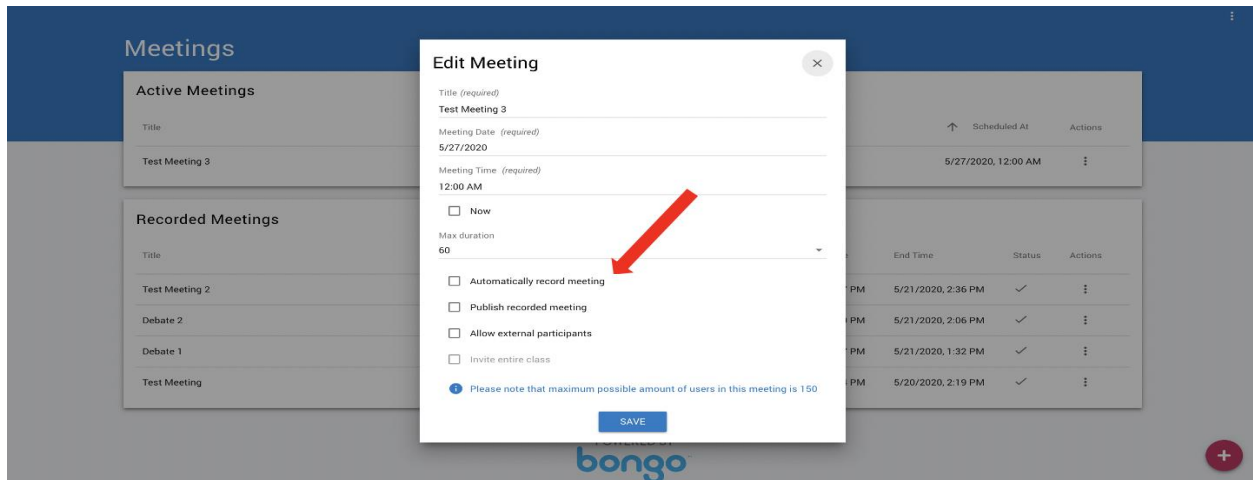


Screen Record Your Meeting

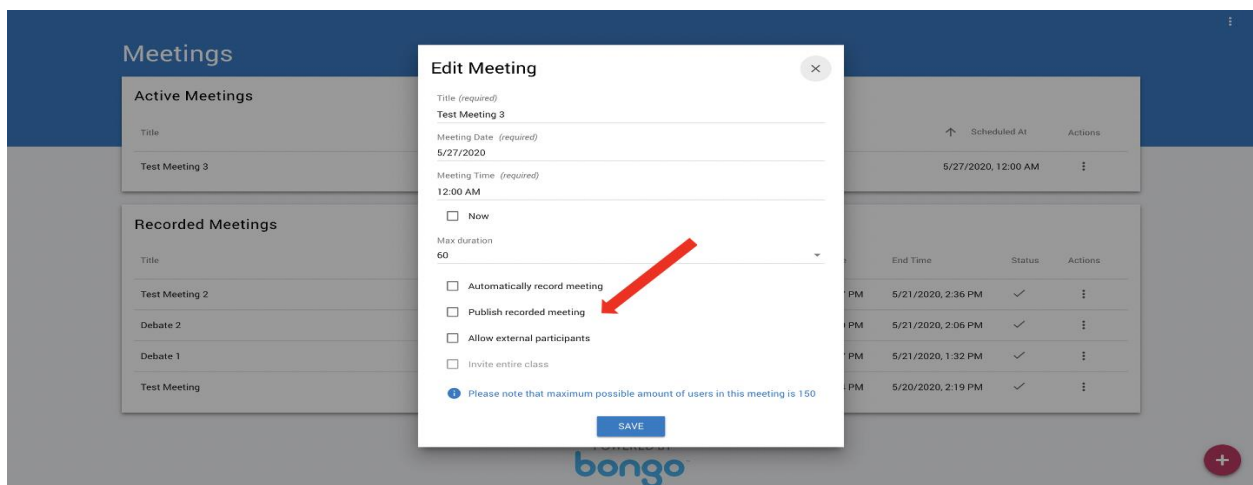
Tutorial Video: Click [here](#) to learn how to screen record your meeting in Bongo.

Option 1: While Scheduling A Meeting

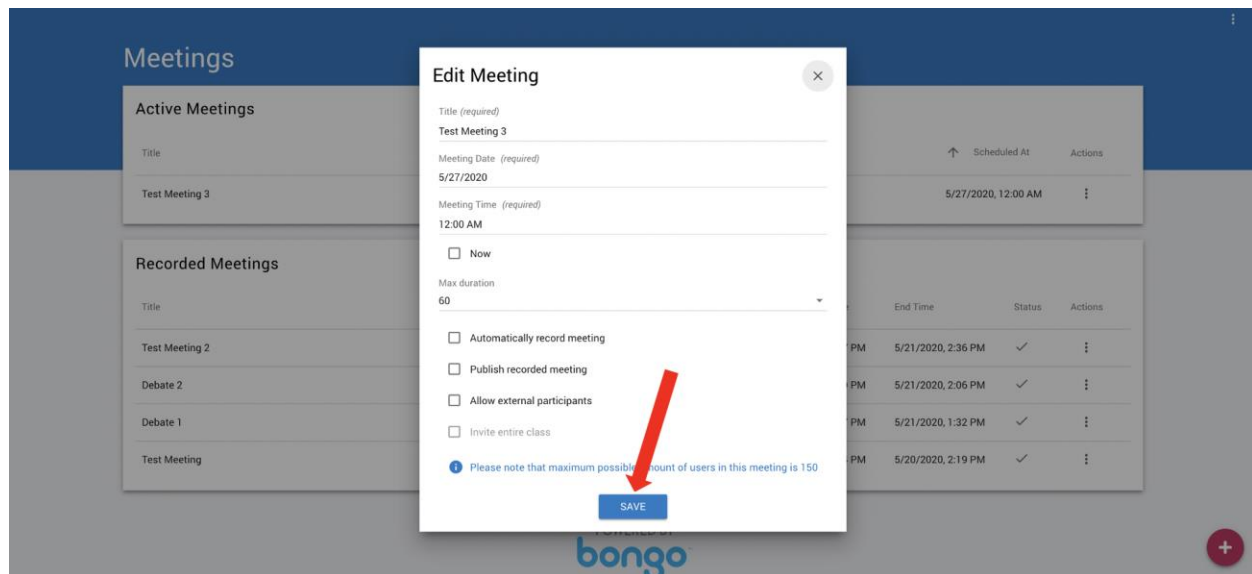
1. When you are scheduling a meeting, select the “Automatically Record Meeting” option to automatically begin recording the meeting when it starts. It is very useful to select this option if you have the tendency to forget to record your meetings. If you choose this option you will still be able to stop and restart your recording as you wish throughout the meeting.



2. Select the “Publish Recorded Meeting” option if you wish to generate a URL link that can be shared, to access the meeting content afterwards. If you do not select this option you will still have the ability to download your recorded meeting and then share and upload it as you wish. However if you do plan on sharing your recorded meeting, we recommend selecting this option because downloading and reuploading may cause you to run into issues later on.

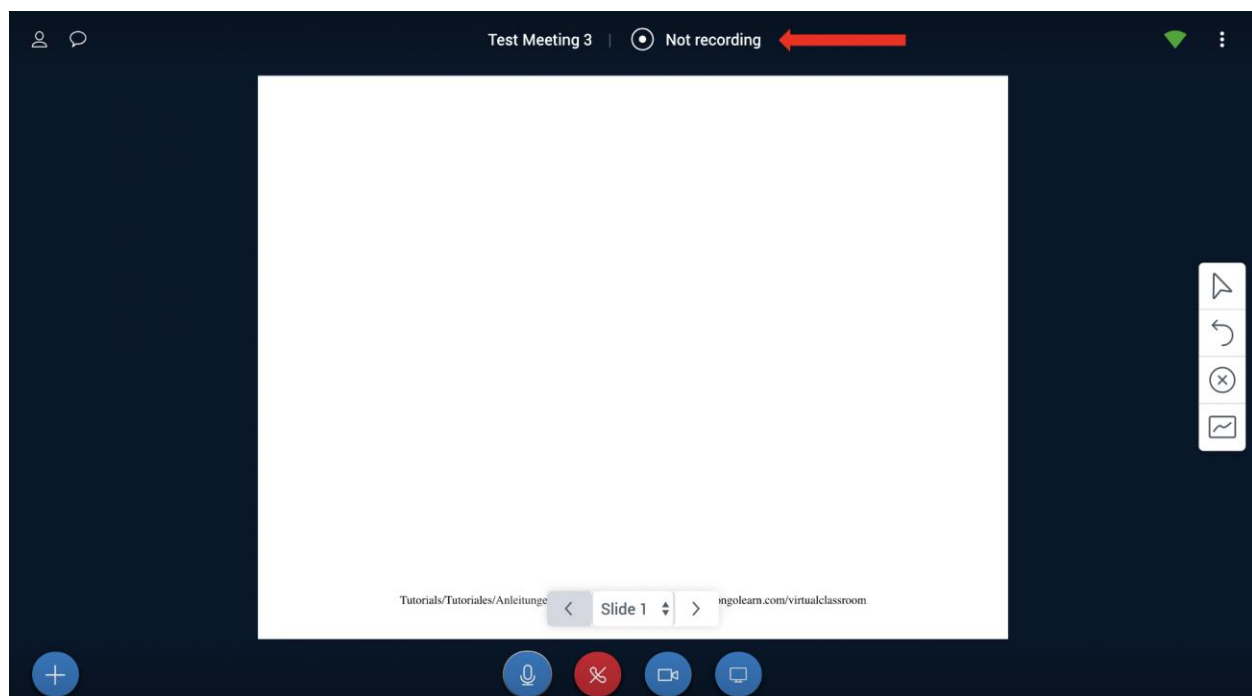


3. After you have selected which options you would like to go with, click “Save”. You will still have the ability to edit these settings after scheduling the meeting. See “How To Edit or Delete A Meeting in Bongo”.

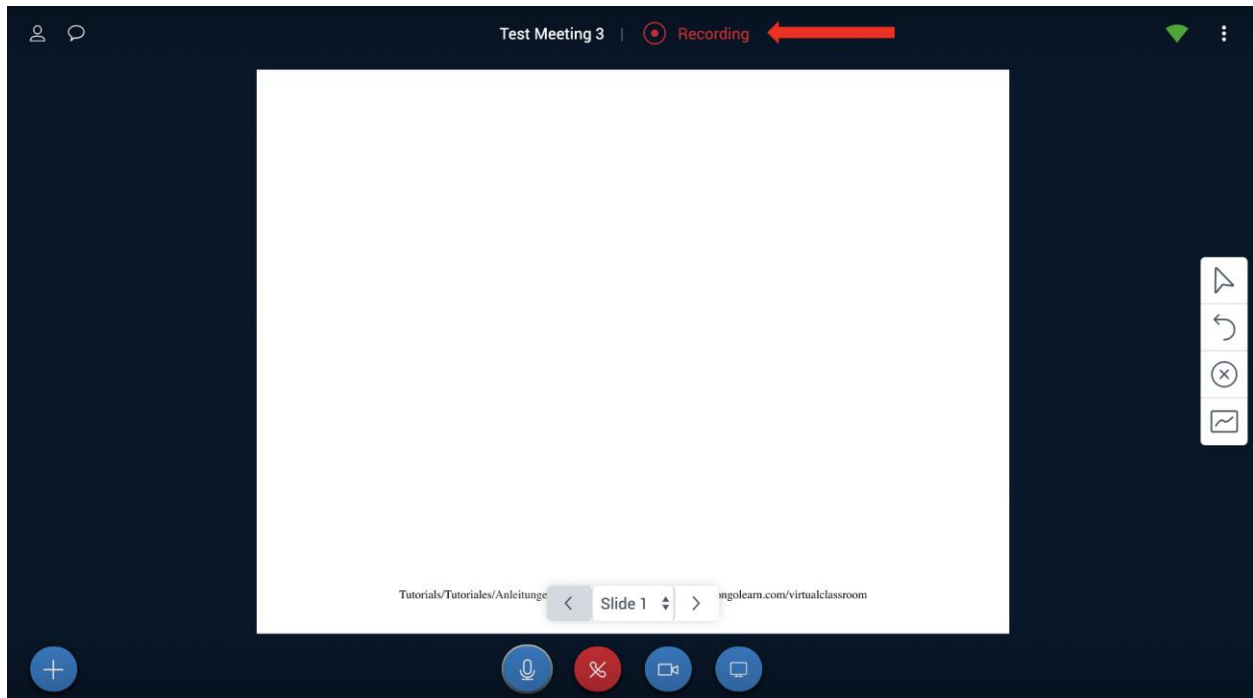


Option 2: During A Meeting

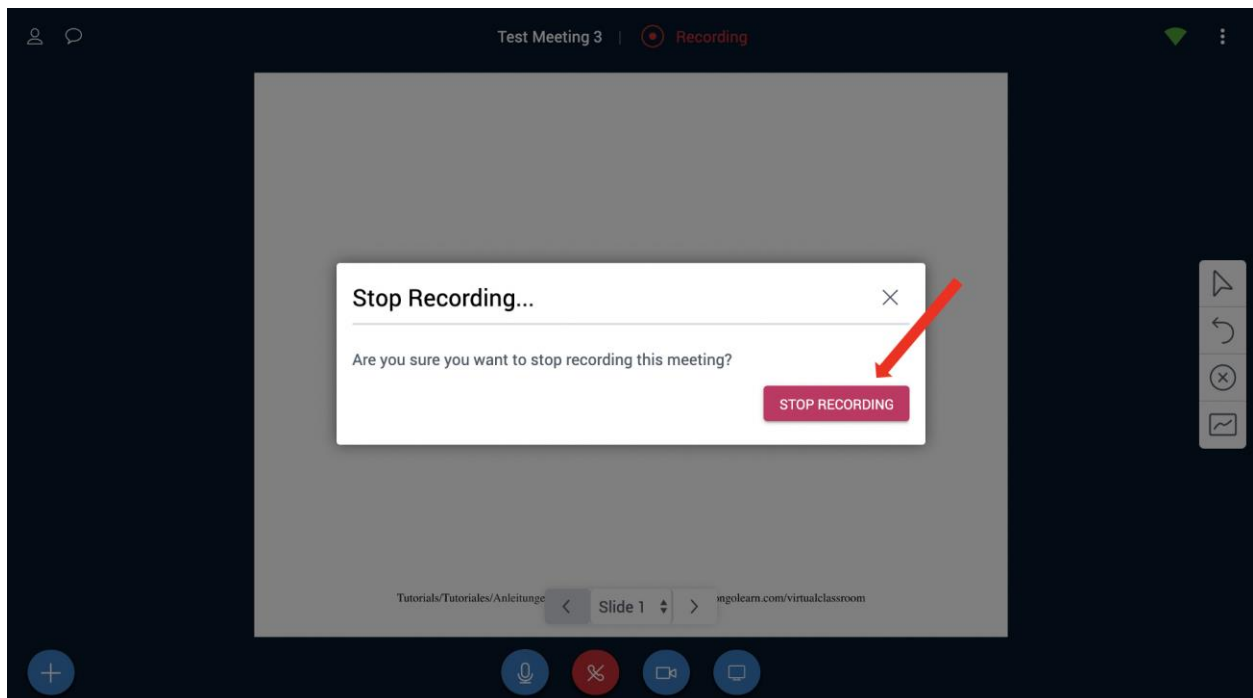
1. Click on the “Not Recording” button at the top of the meeting screen. The button will now say “Recording”.



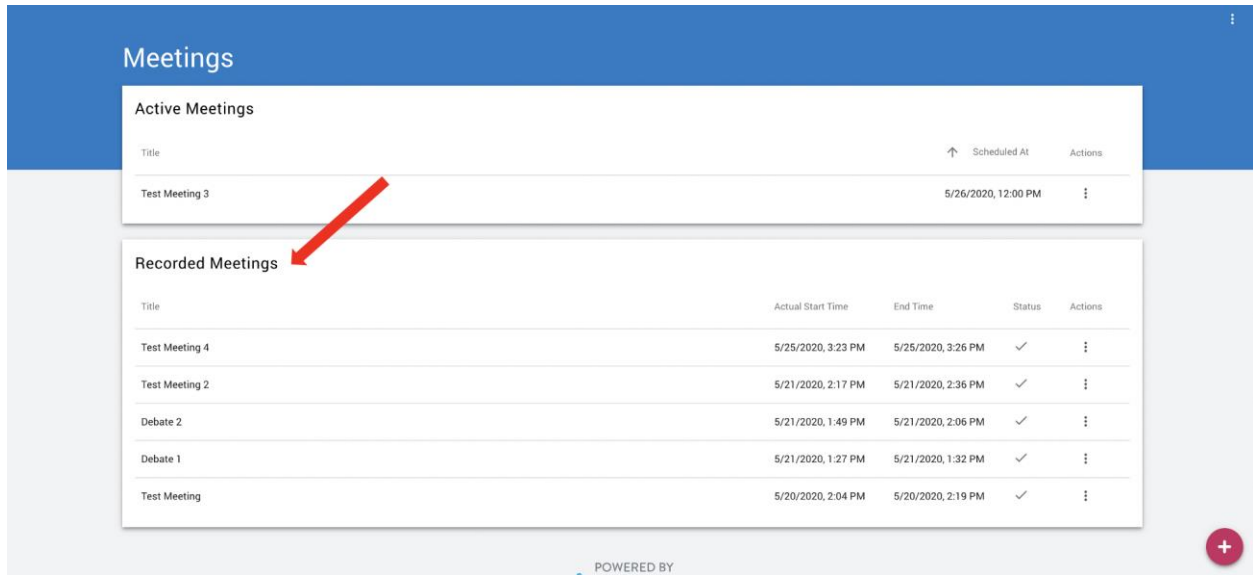
2. To stop recording, click on the “Recording” button.



3. A confirmation page will appear. Click “Stop Recording”.



4. Once you leave your meeting you will see that your recorded meeting has appeared under the Recorded Meetings title.



The screenshot displays a web interface for managing meetings. It features a blue header with the title "Meetings". Below the header, there are two main sections: "Active Meetings" and "Recorded Meetings".

Active Meetings

Title	Scheduled At	Actions
Test Meeting 3	5/26/2020, 12:00 PM	⋮

Recorded Meetings

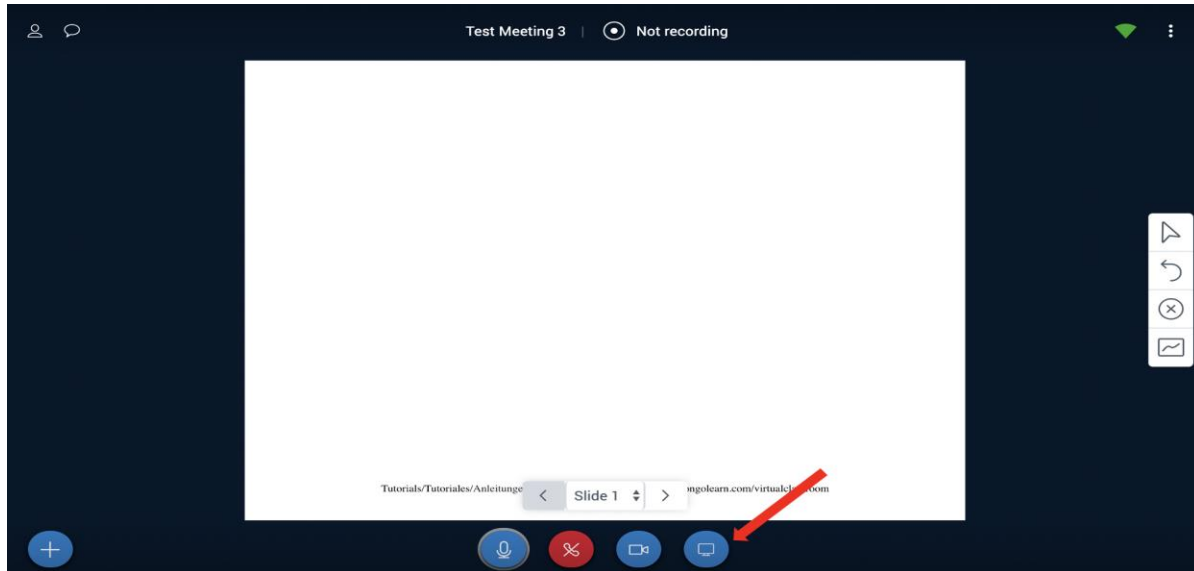
Title	Actual Start Time	End Time	Status	Actions
Test Meeting 4	5/25/2020, 3:23 PM	5/25/2020, 3:26 PM	✓	⋮
Test Meeting 2	5/21/2020, 2:17 PM	5/21/2020, 2:36 PM	✓	⋮
Debate 2	5/21/2020, 1:49 PM	5/21/2020, 2:06 PM	✓	⋮
Debate 1	5/21/2020, 1:27 PM	5/21/2020, 1:32 PM	✓	⋮
Test Meeting	5/20/2020, 2:04 PM	5/20/2020, 2:19 PM	✓	⋮

At the bottom of the interface, there is a "POWERED BY" logo and a red circular button with a white plus sign.

Screen Share in A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to screen share in a Bongo meeting.

1. Once in the meeting, click on the farthest right icon of the computer screen.

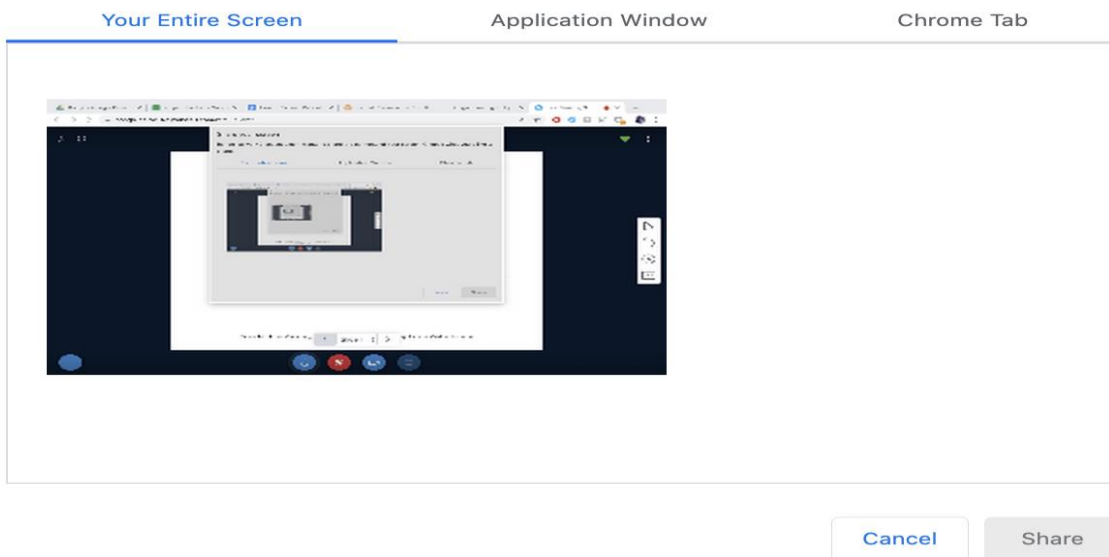


2. Select a screen sharing option.

a. Entire Screen: Shares the entire screen

Share your screen

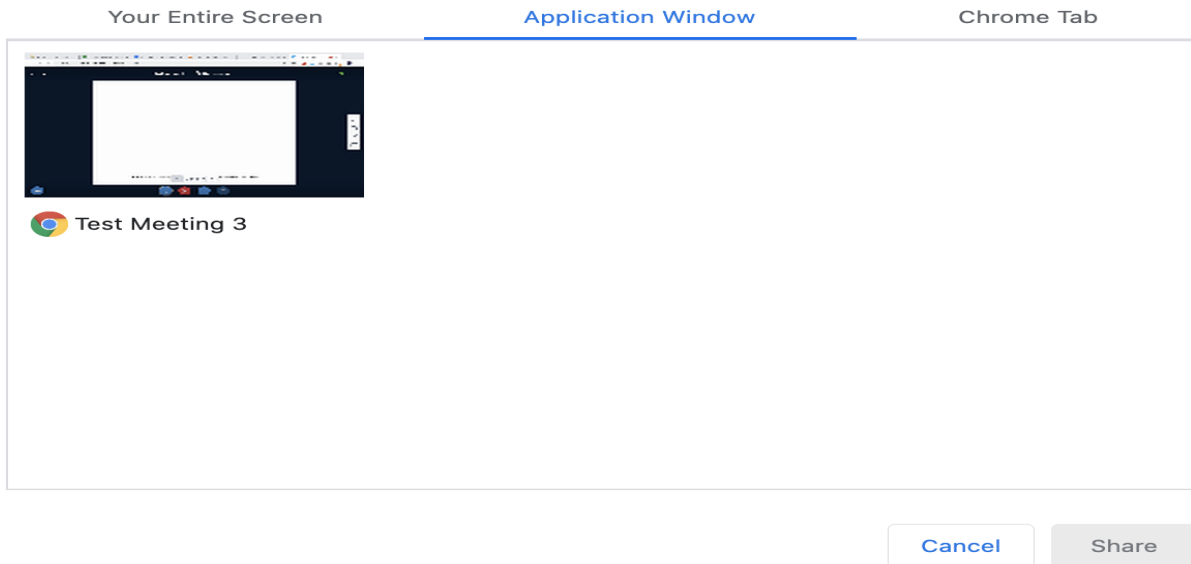
bongo-ca-vc-42.youseeu.com wants to share the contents of your screen. Choose what you'd like to share.



- b. Application Window: Only shares the chosen window

Share your screen

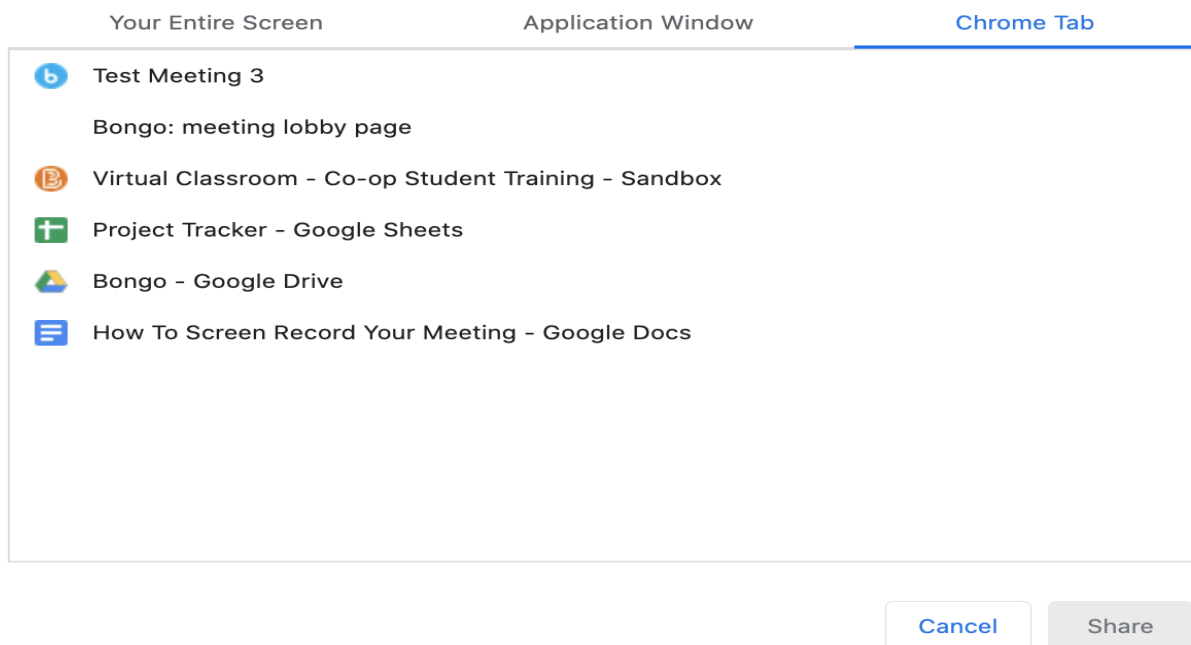
bongo-ca-vc-42.youseeu.com wants to share the contents of your screen. Choose what you'd like to share.



- c. Chrome Tab: Only shares the chosen tab

Share your screen

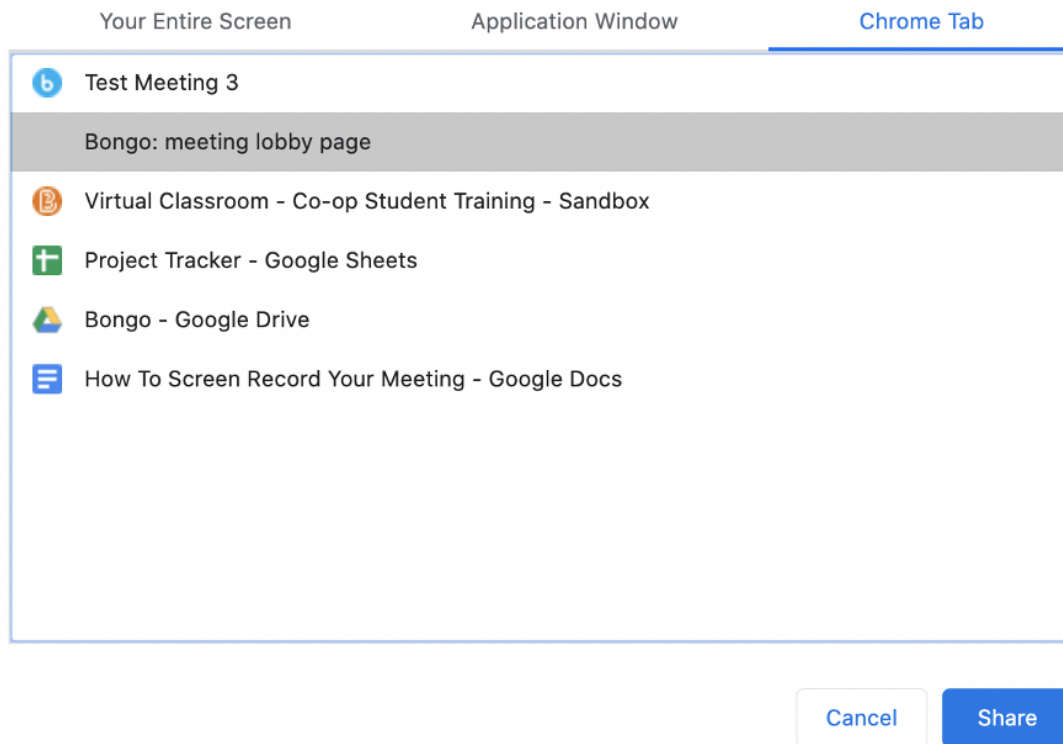
bongo-ca-vc-42.youseeu.com wants to share the contents of your screen. Choose what you'd like to share.



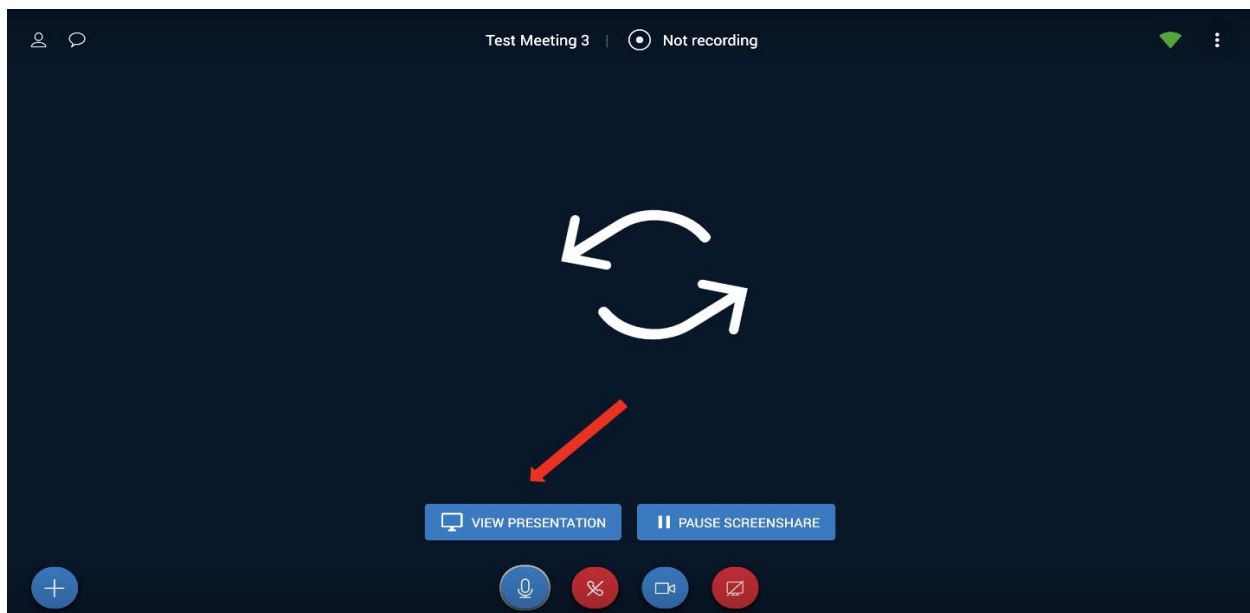
3. Click on “Share”. The screen sharing has now started.

Share your screen

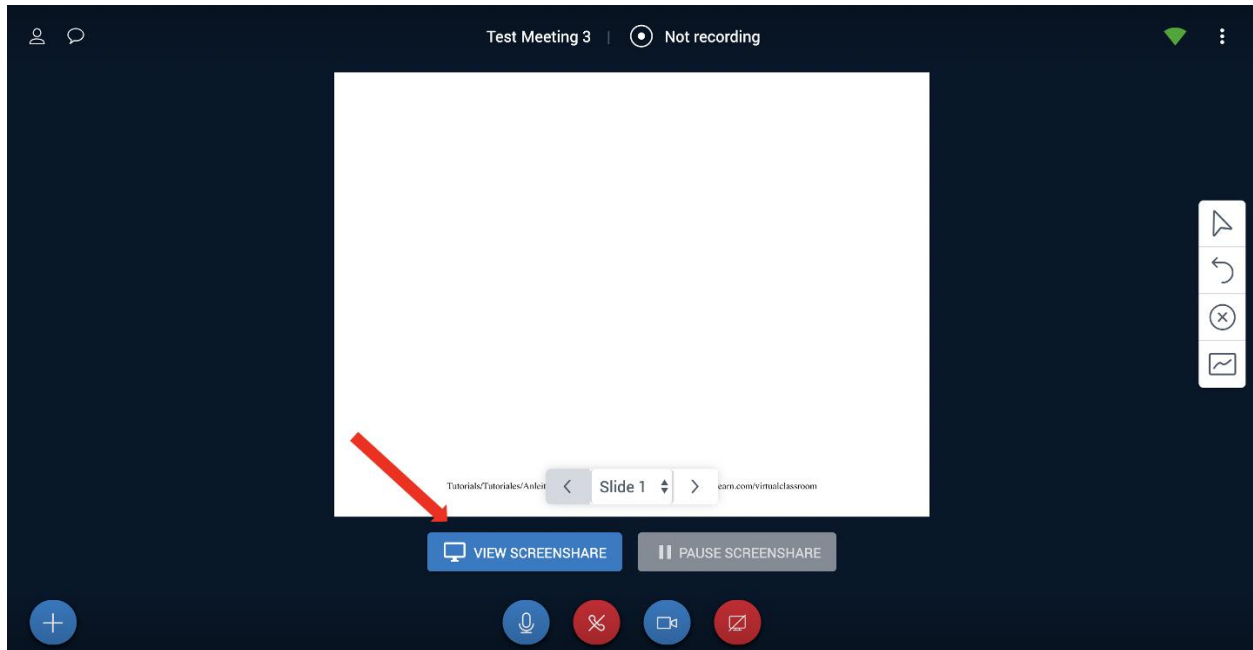
bongo-ca-vc-42.youseeu.com wants to share the contents of your screen. Choose what you'd like to share.



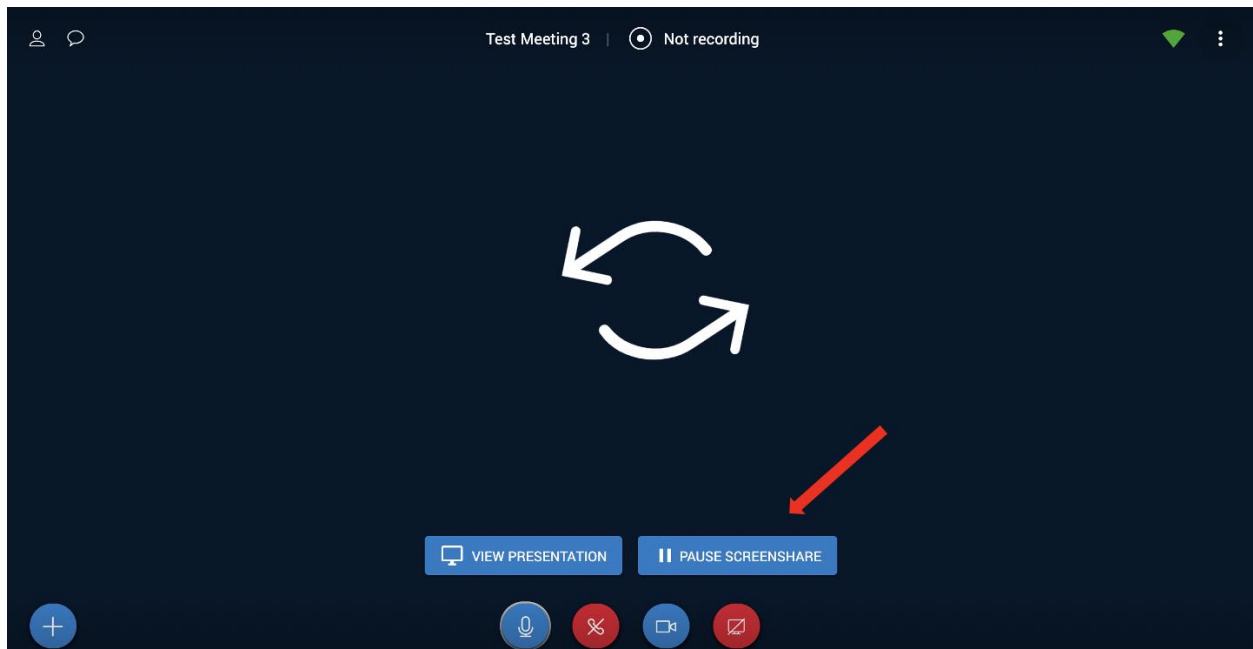
4. To view your presentation, while still screen sharing, click “View Presentation”.



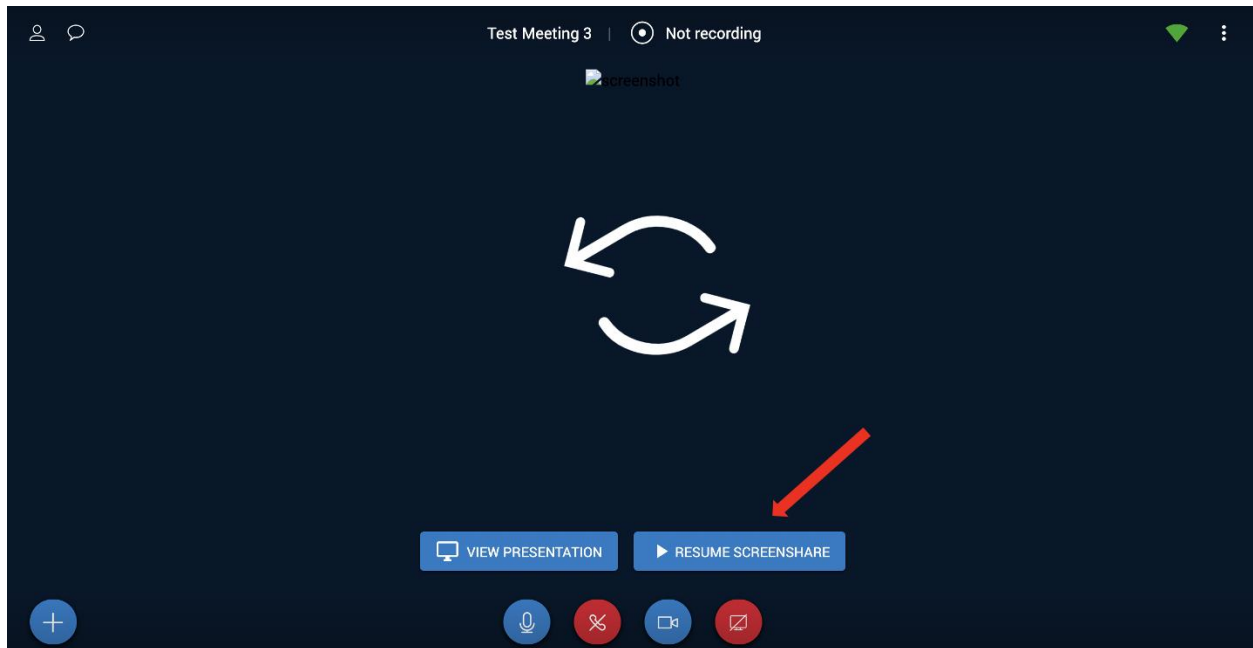
5. To return to the view of the screen share, click “View Screen Share”.



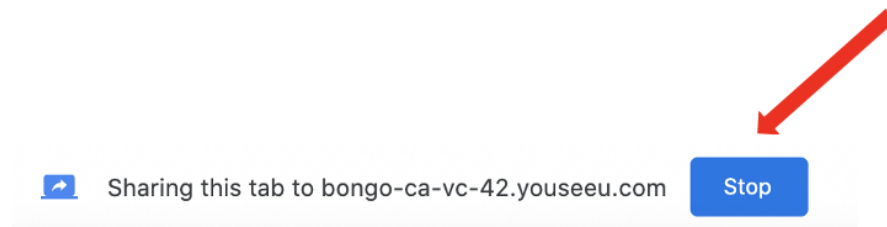
6. To pause the screen share, click “Pause Screen Share”.



7. To resume the screen share click “Resume Screen Share”.



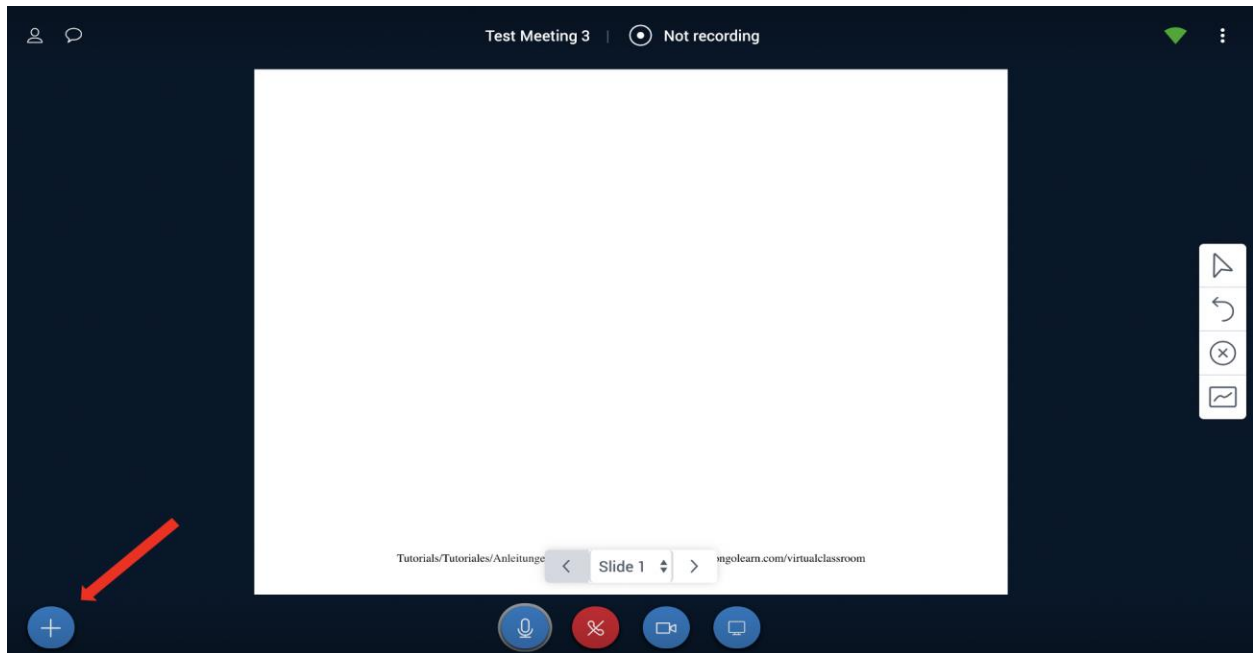
8. To stop the screen share click “Stop”.



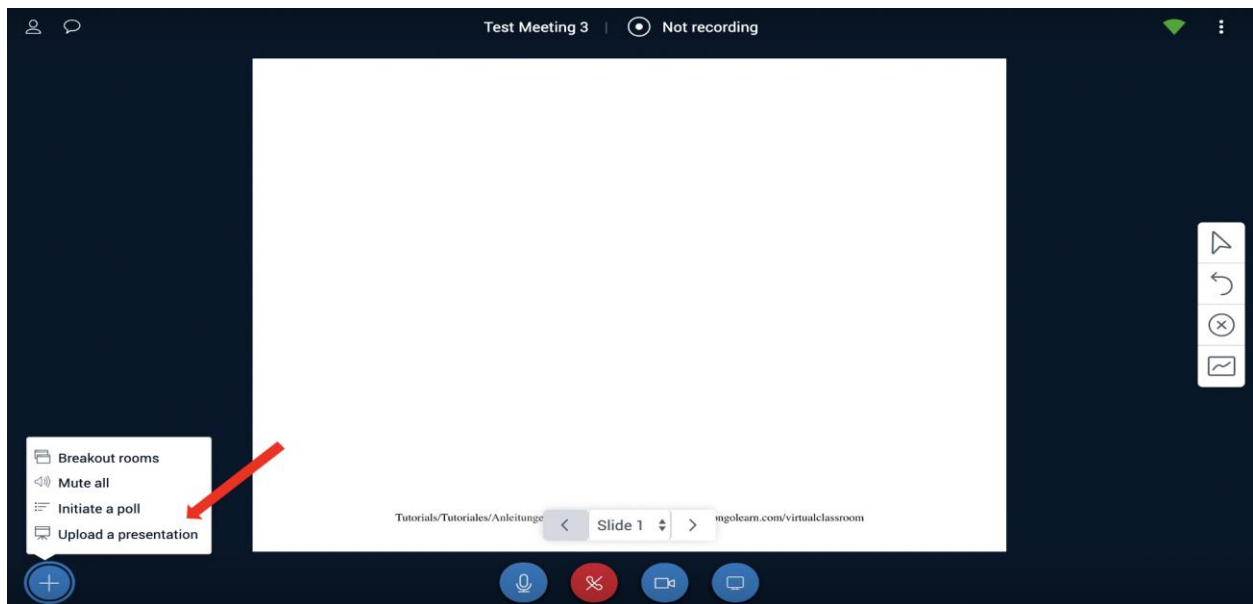
Upload A Presentation To A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to upload a presentation to a Bongo meeting.

1. Click on the plus icon in the bottom left hand corner of your screen.





2. Select the upload a presentation option.




3. Upload or drag the file from your computer.

PresentationCancelStart

As a presenter, you have the ability of uploading any office document or PDF file. We recommend for the best results, to please upload a PDF file.




 **CURRENT** default.pdf 




Drag files here to upload
[or browse for files](#)


4. Make sure the correct presentation is selected, and click “Start”.

PresentationCancelStart

As a presenter, you have the ability of uploading any office document or PDF file. We recommend for the best results, to please upload a PDF file.

 **Test Slides.pptx** To be uploaded...  

 **CURRENT** default.pdf 


Drag files here to upload
[or browse for files](#)

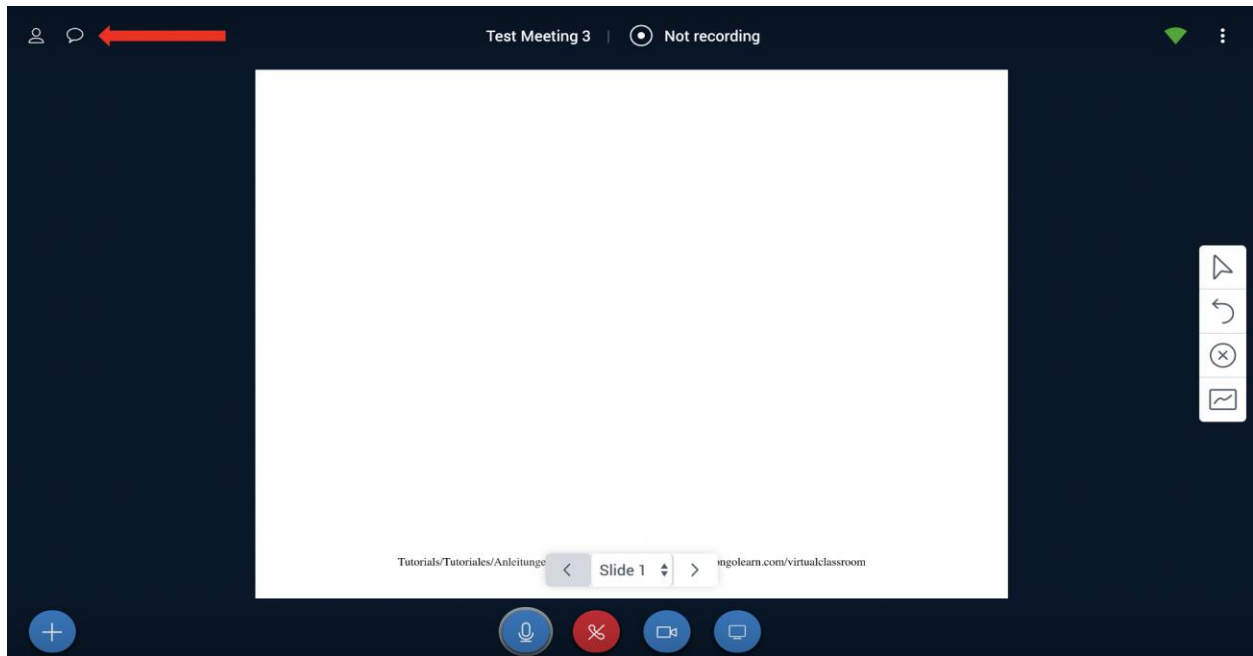


Use the Chat Feature During A Bongo Meeting

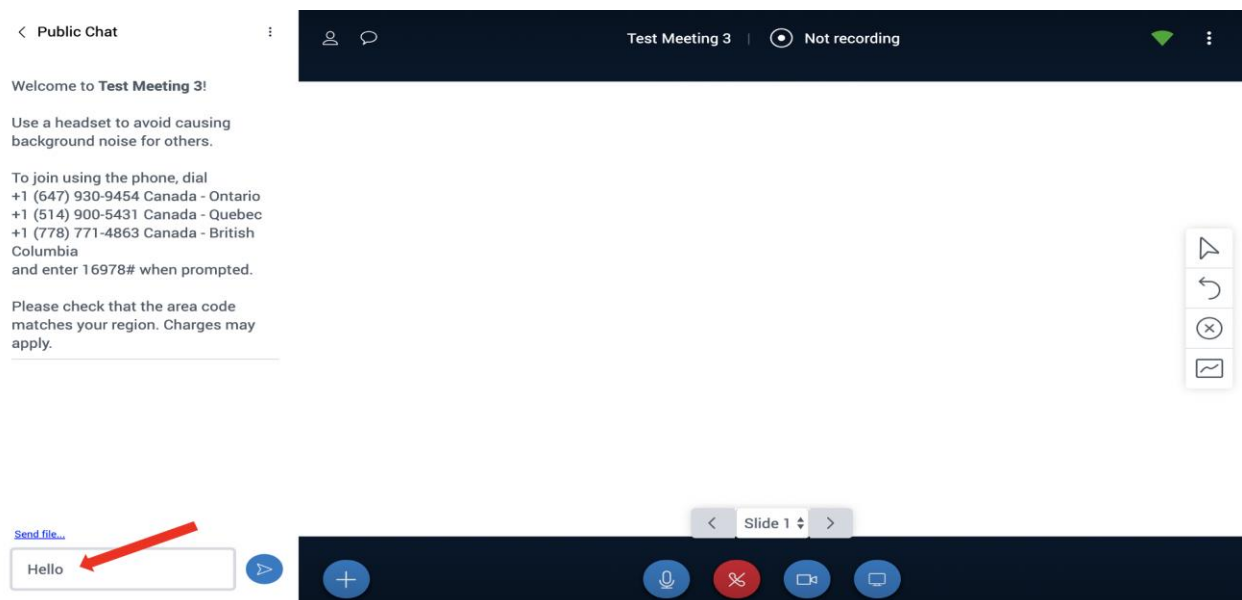
Tutorial Video: Click [here](#) to learn how to use the chat feature during a Bongo meeting.

Public Chat

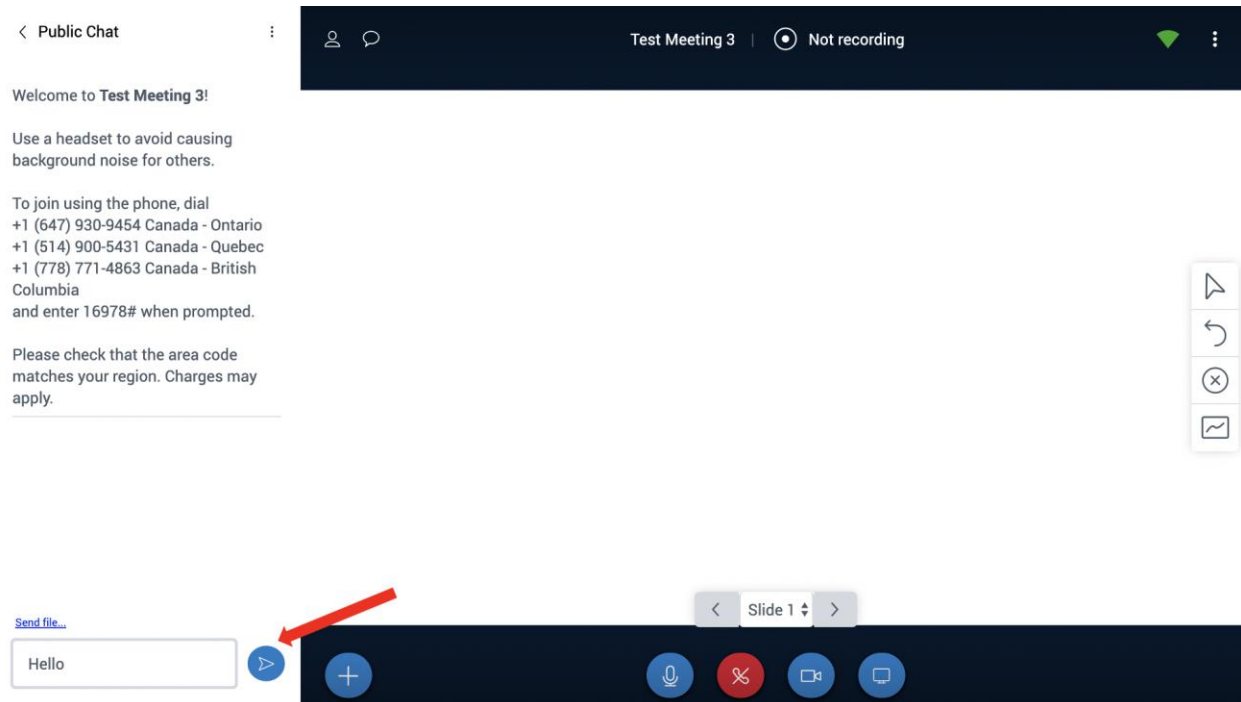
1. Click on the chat icon in the top left-hand corner of your screen.



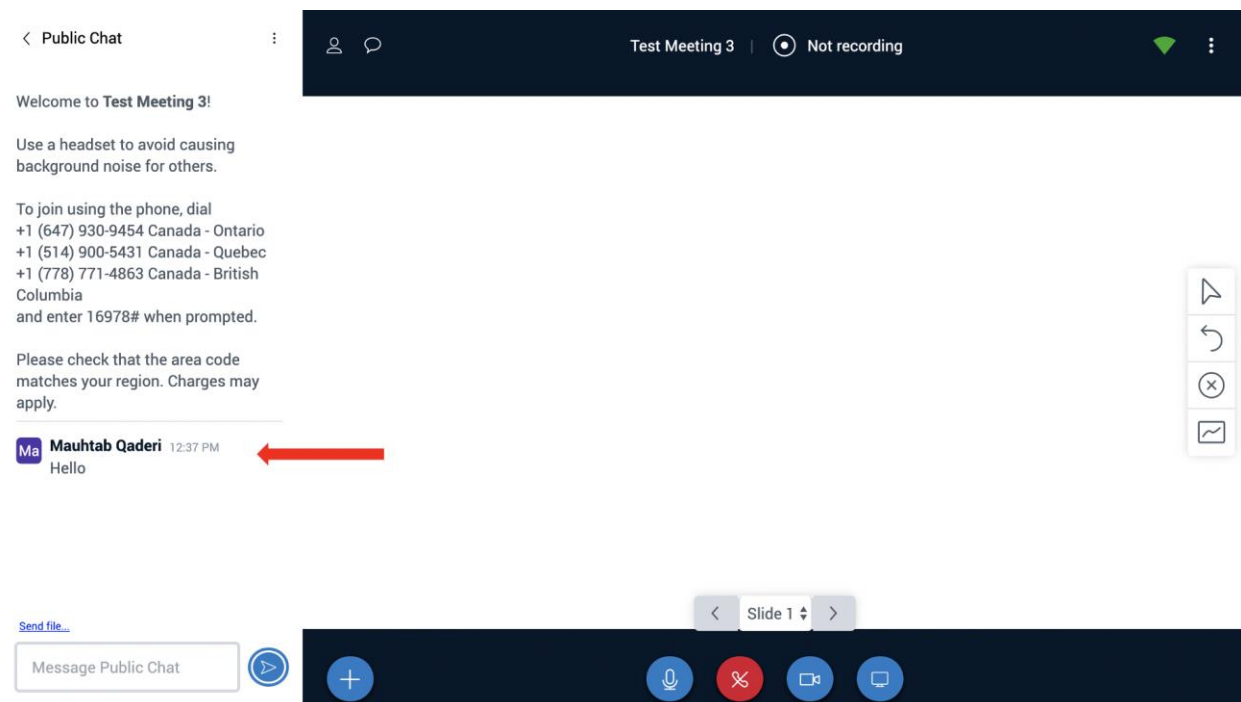
2. The chat window will open. Type out your message in the textbox.



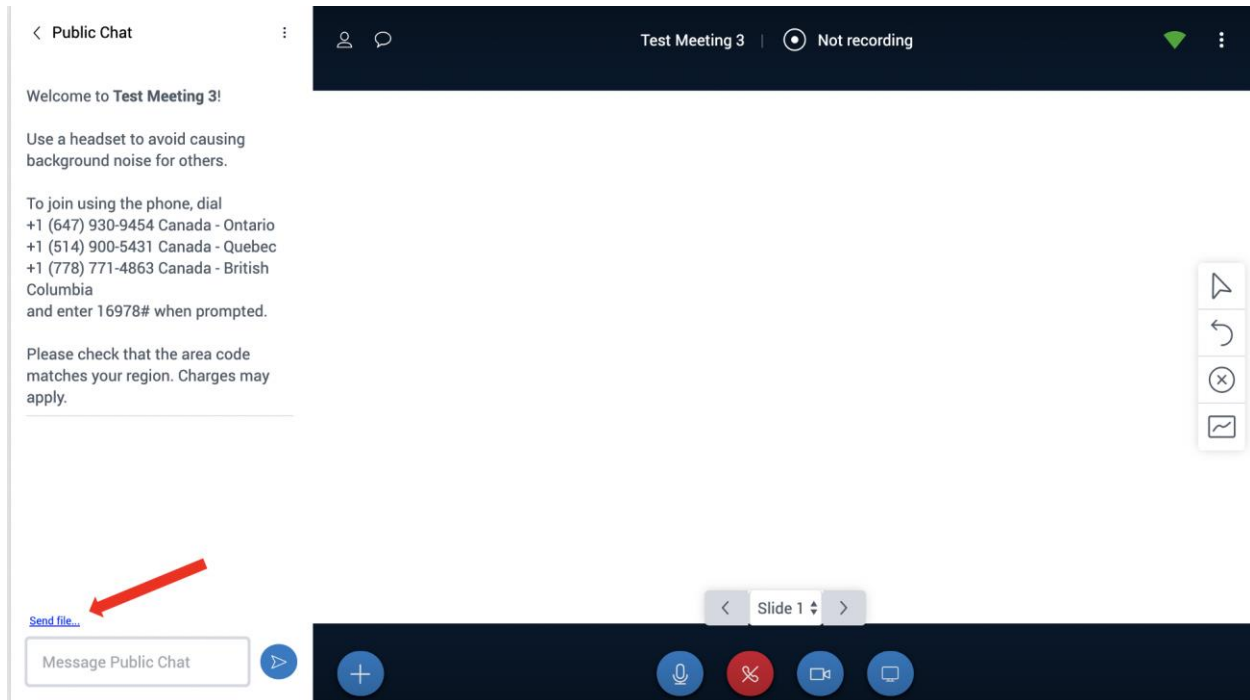
3. Click the send icon.



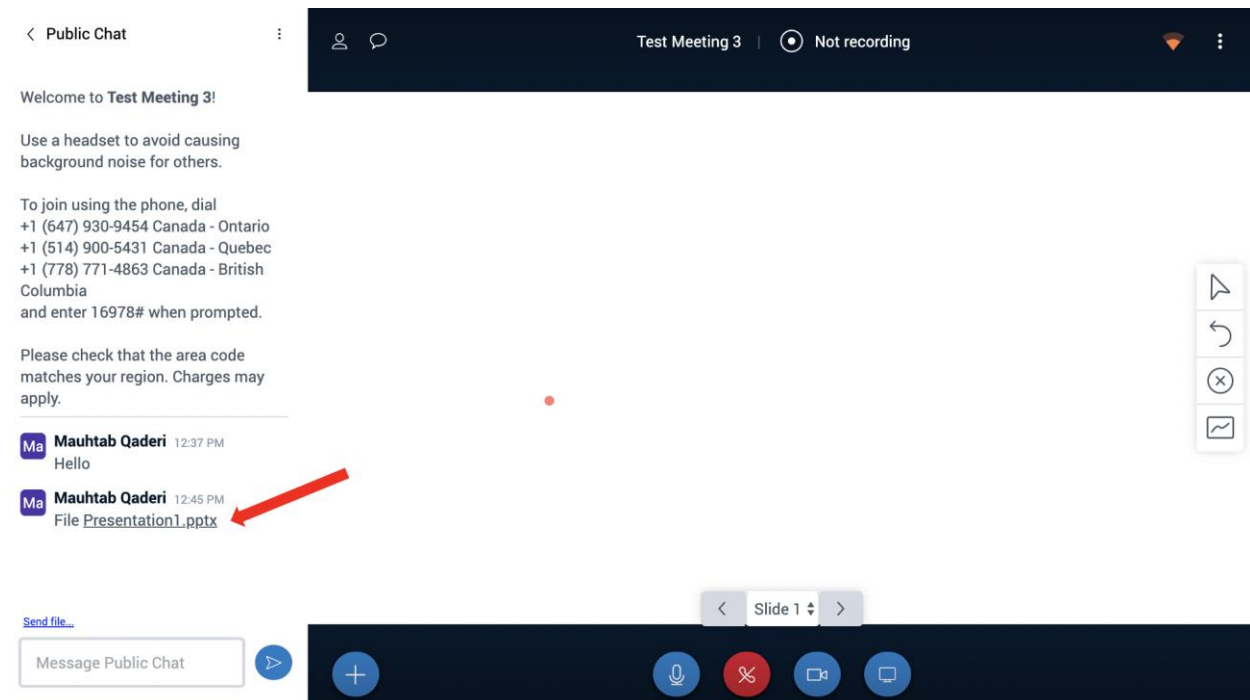
4. The message has been sent in the public chat.



5. To send a file, click “Send File”.

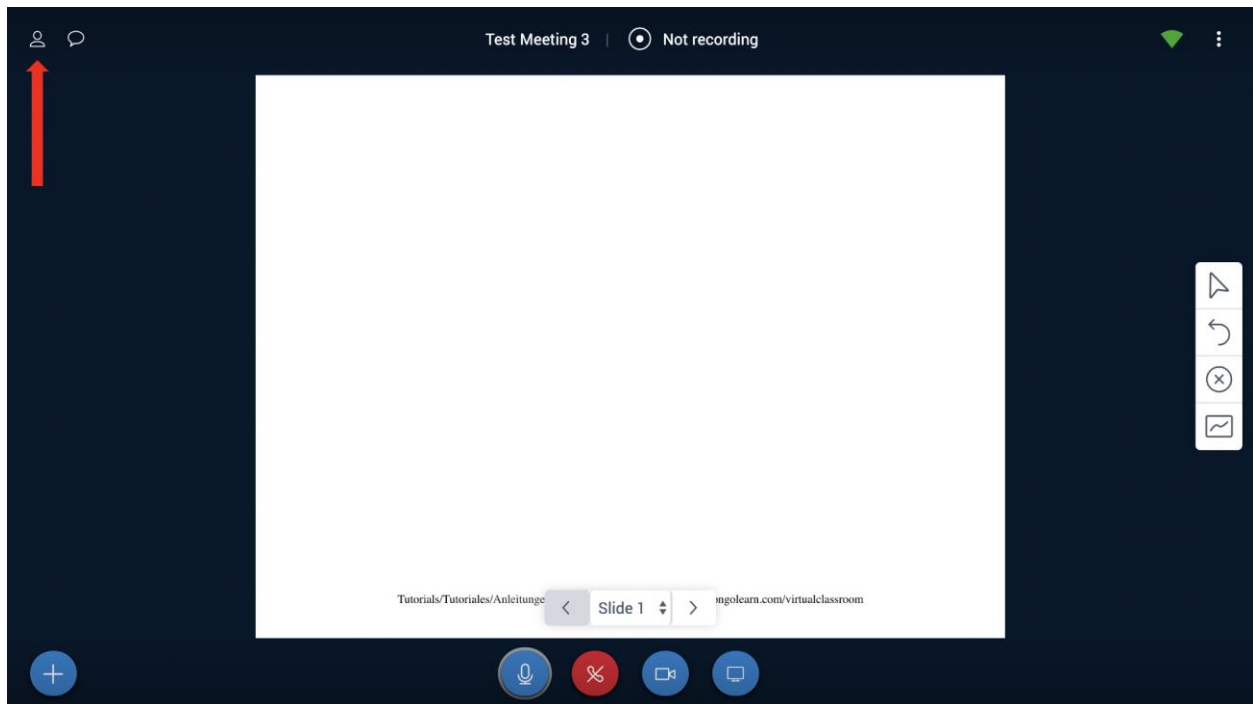


6. Select the file from your computer to share. The file will be shared in the public chat.

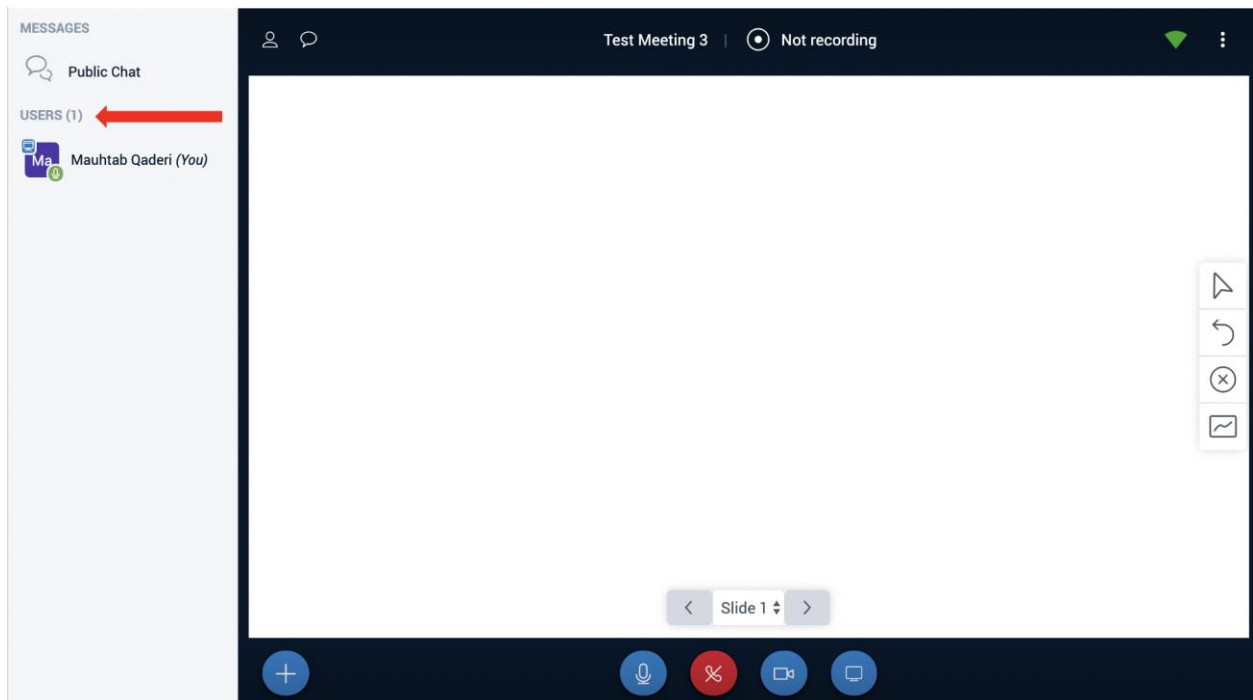


Private Chat

1. Click on the user list icon in the top left-hand corner of your screen.



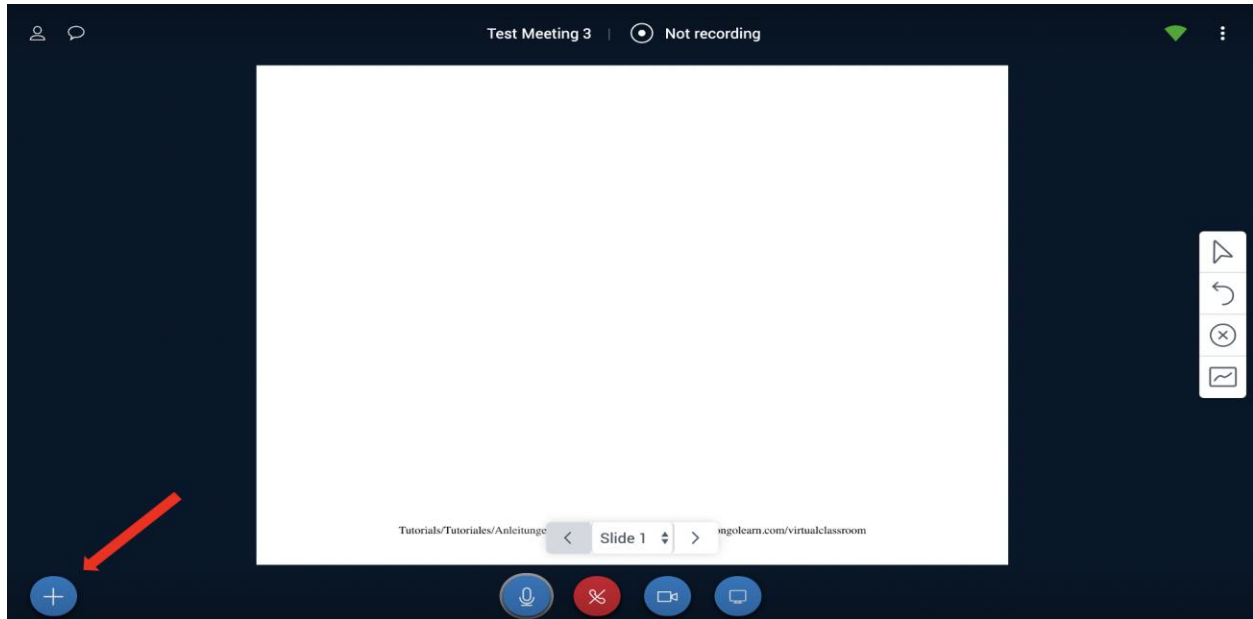
2. A list of participants will appear. Click on the participants name and click “Chat”.



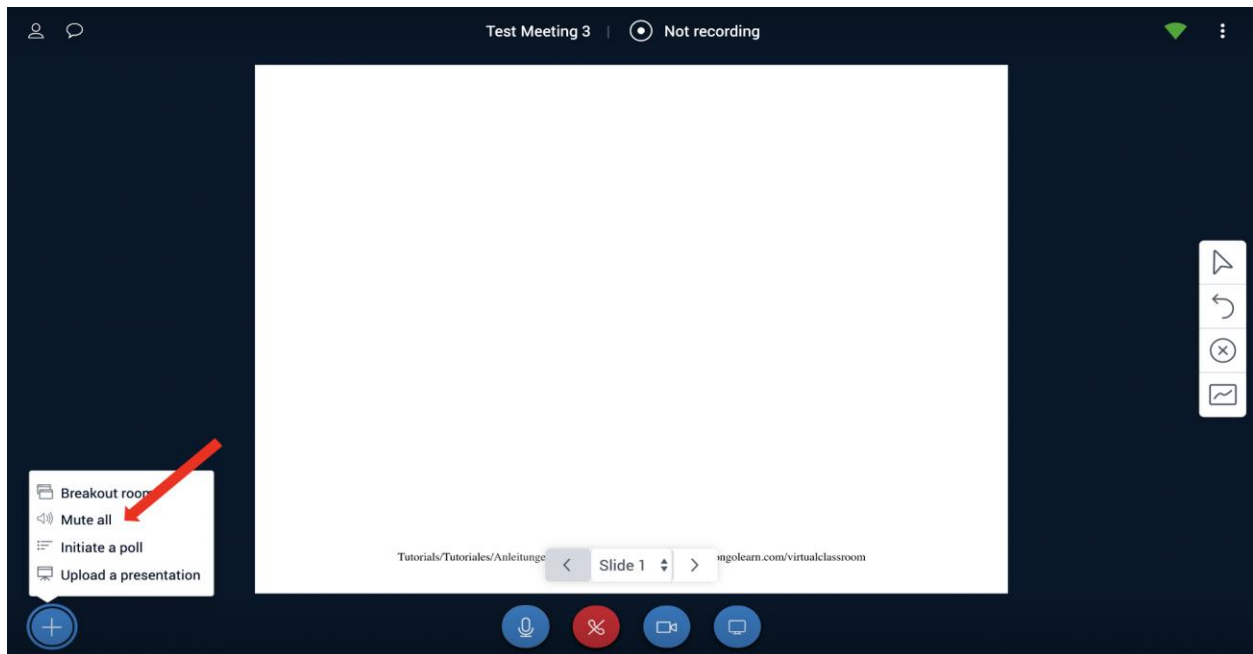
Mute Participants During A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to mute participants during a Bongo meeting.

1. Click on the plus icon in the bottom left hand corner of the screen.



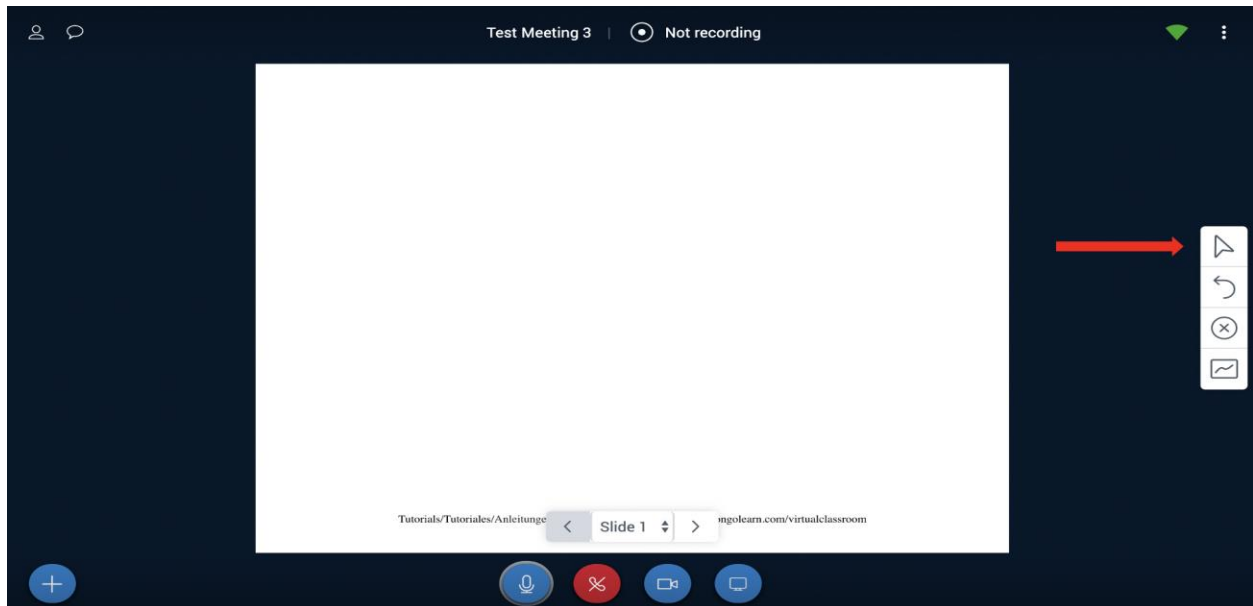
2. Select the “Mute All” option. To undo this action, click on the same plus icon and select “Unmute All”.



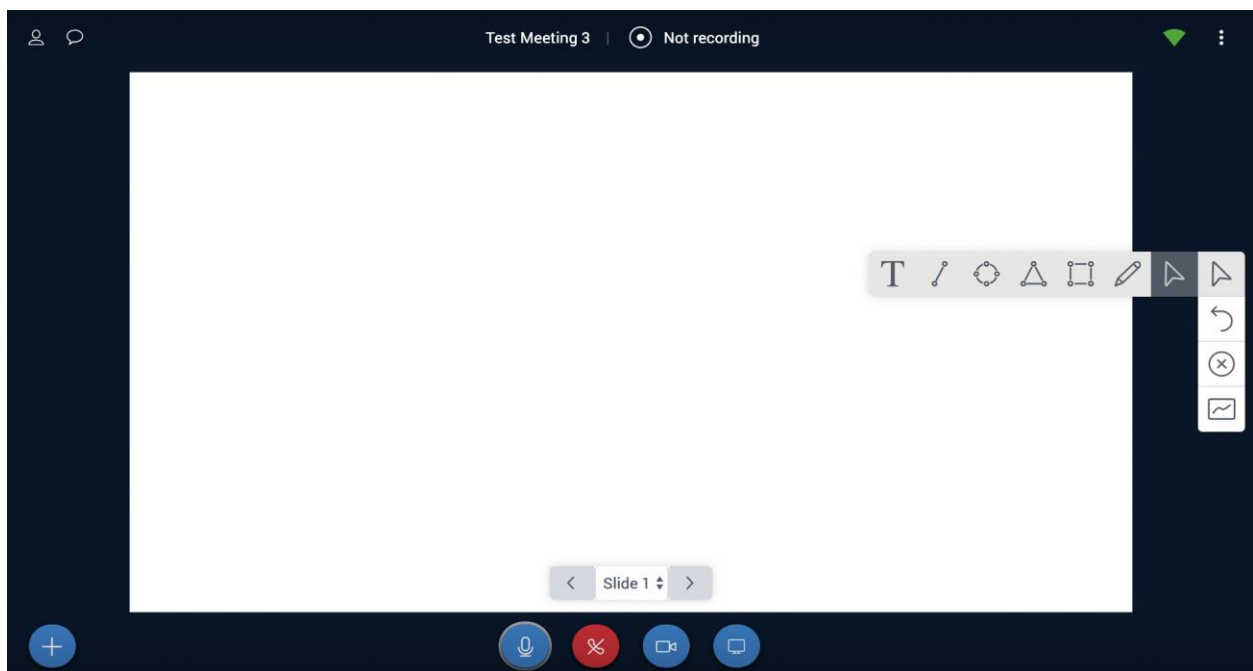
Draw/Annotate During A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to draw/annotate during a Bongo meeting.

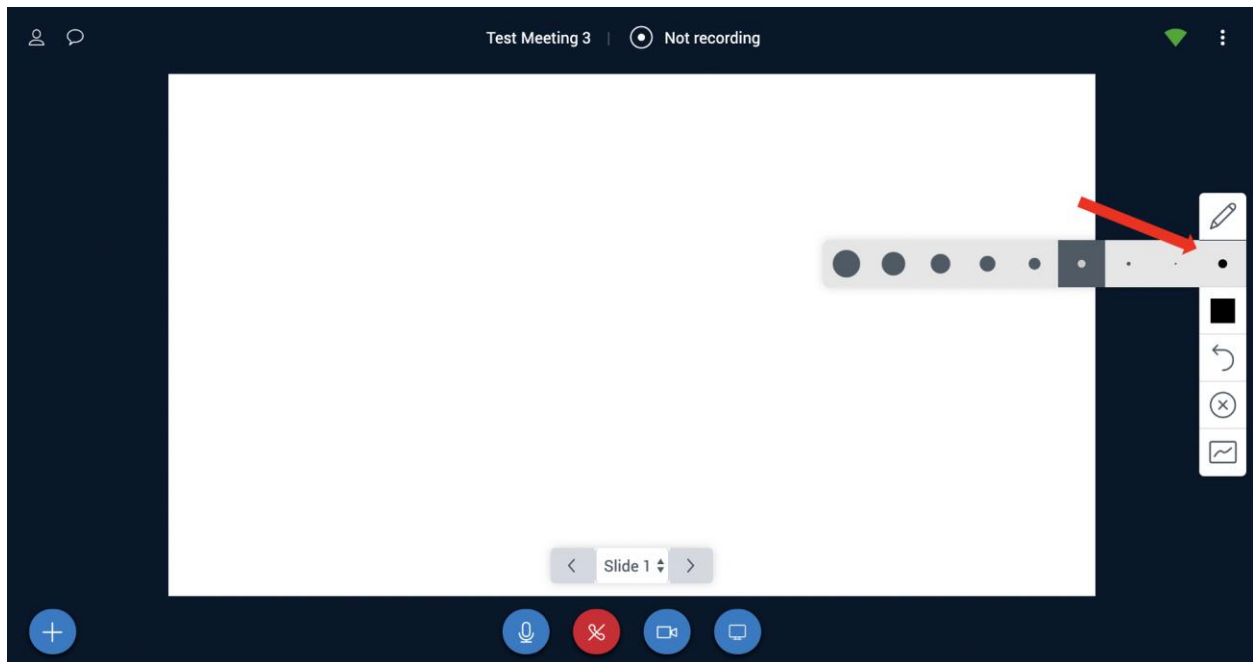
1. Click on the Tools icon.



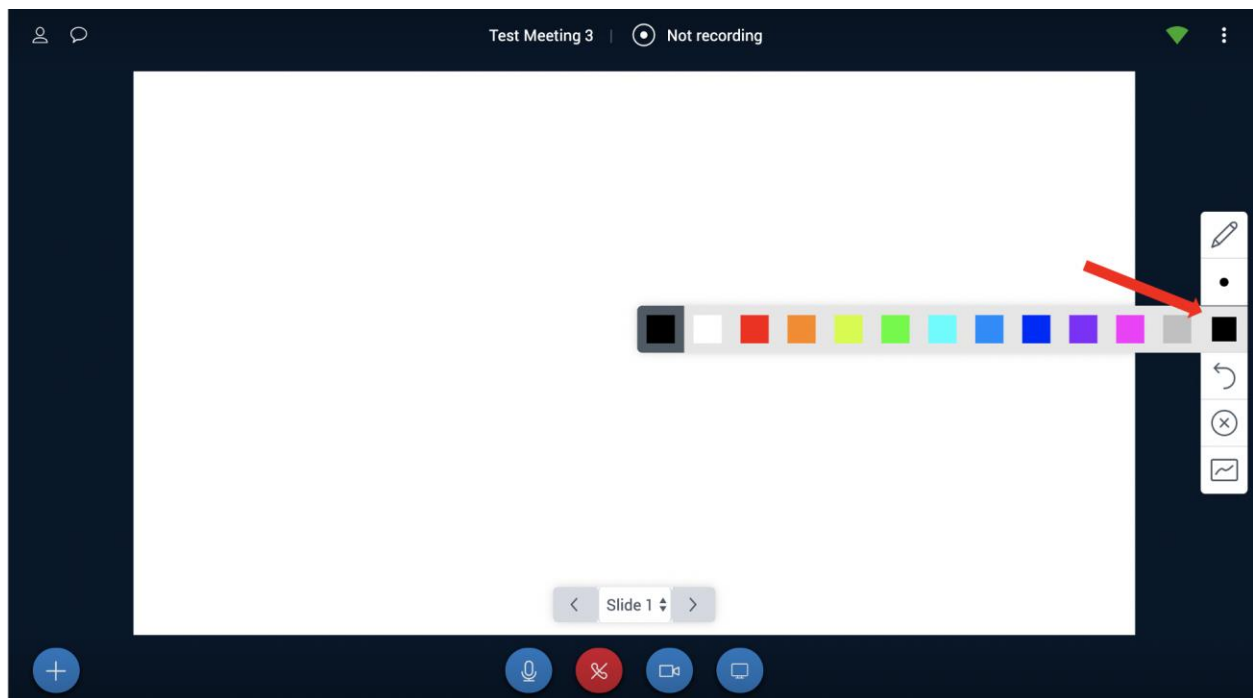
2. A toolbar with different icons will appear. Select which tool you wish to use.



3. When selecting the pencil tool, two new options will appear.
 - a. Select the thickness of the pencil.



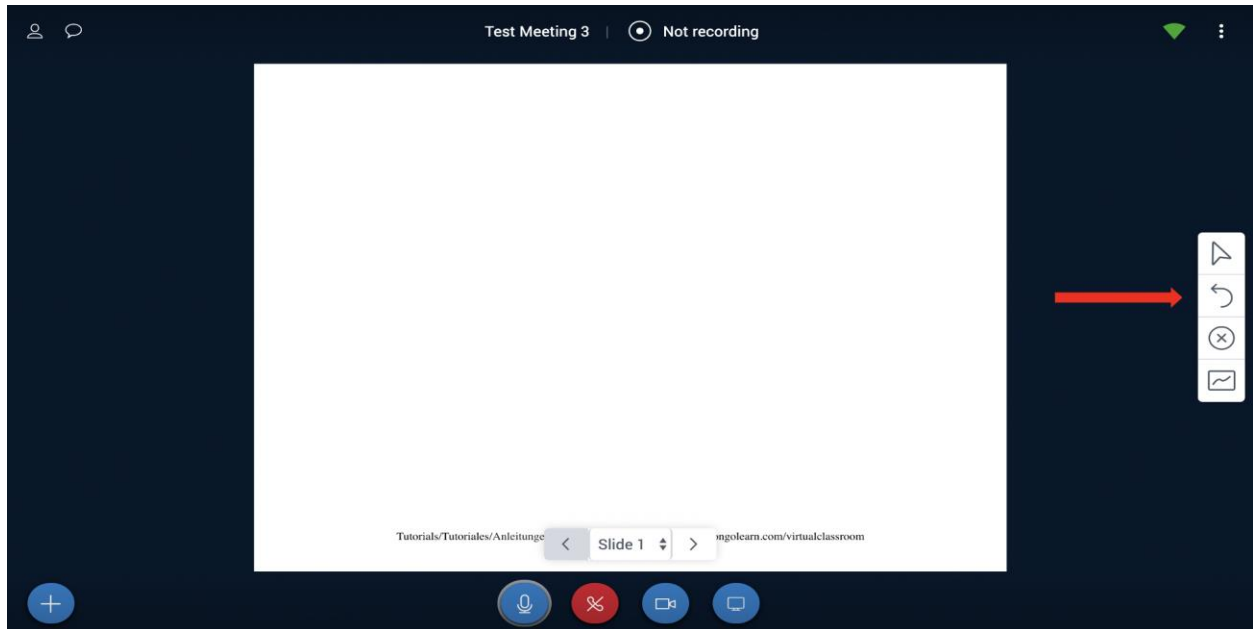
- b. Select the colour of the pencil.



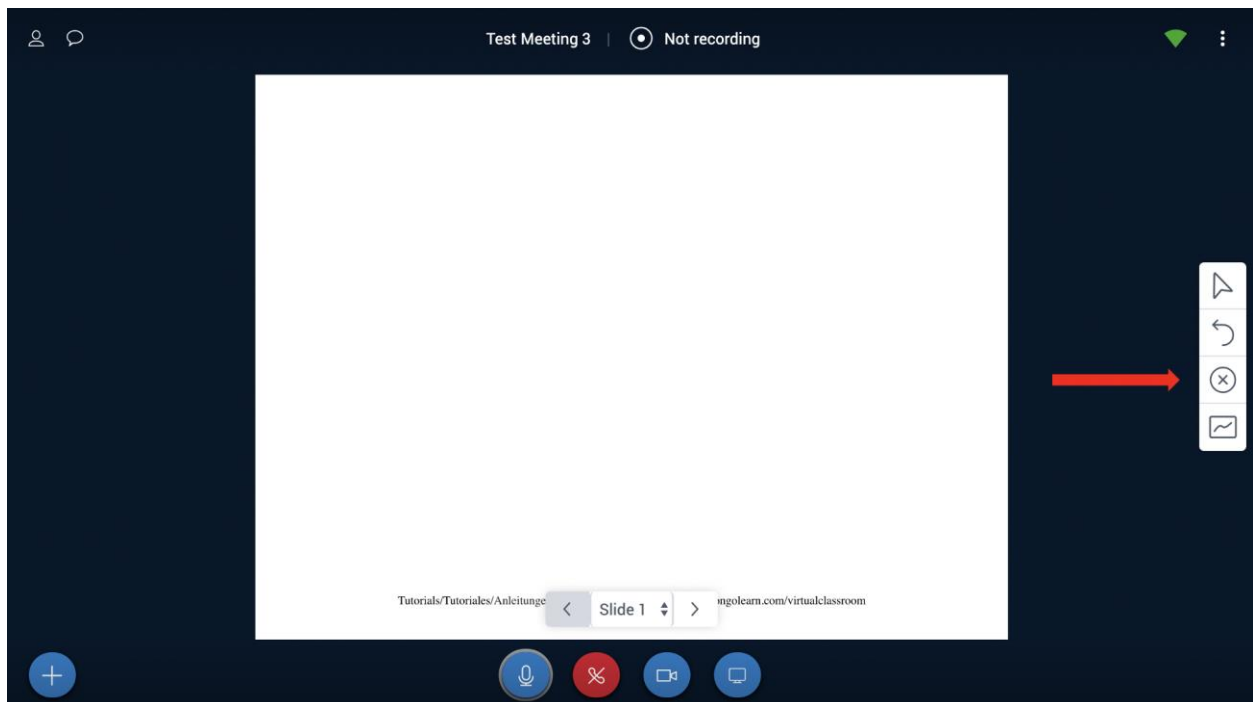
4. Move your cursor to the slides to start drawing/annotating.



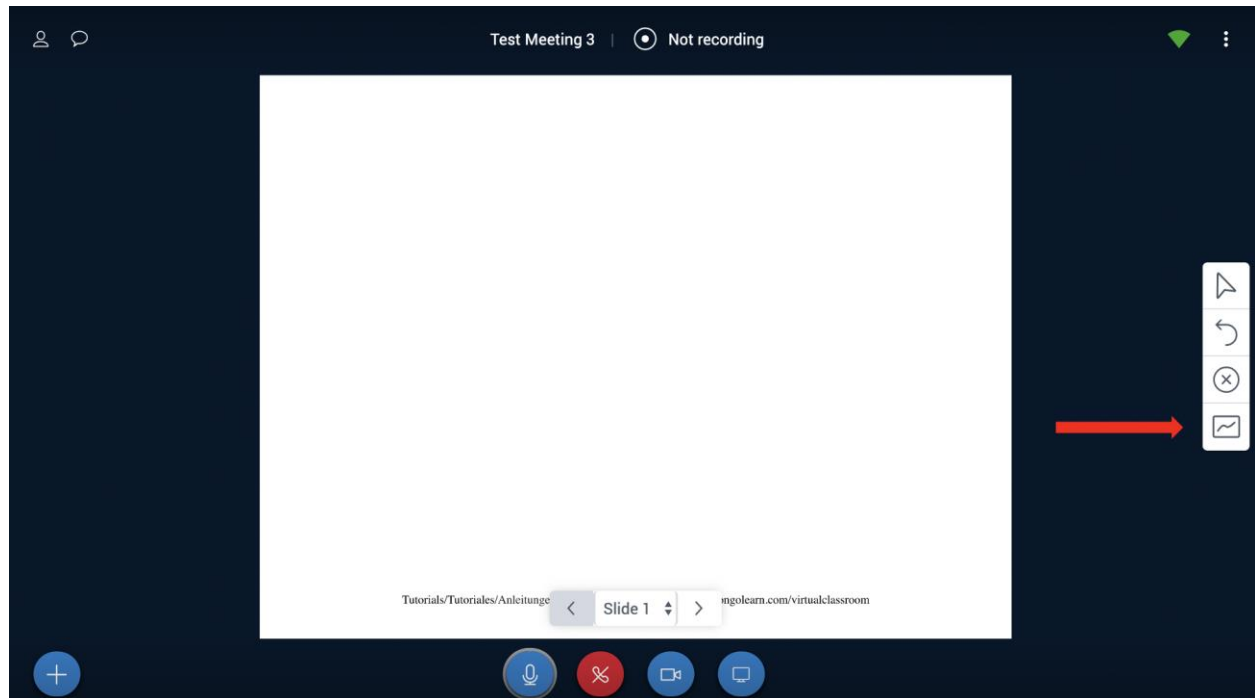
5. To undo a drawing/annotation, click the Undo button.



6. To clear all drawings/annotations, click the Clear All button.



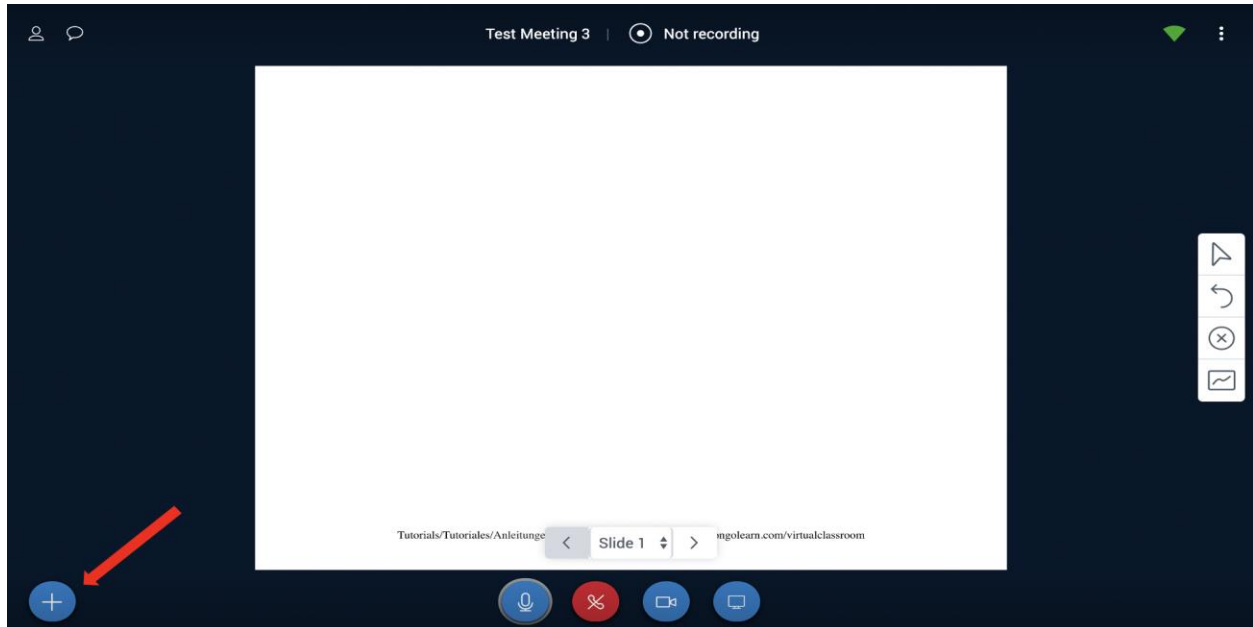
7. To allow participants to also draw/annotate, click the Multi User button.



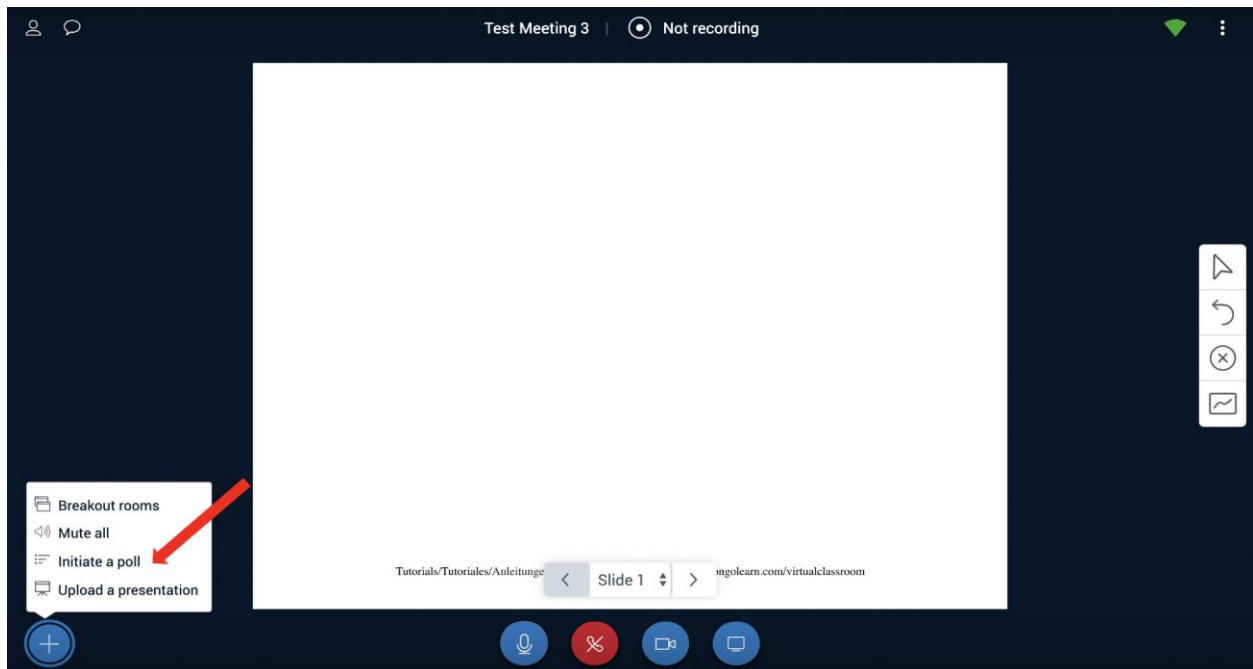
Use Polls in A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to use polls in a Bongo meeting.

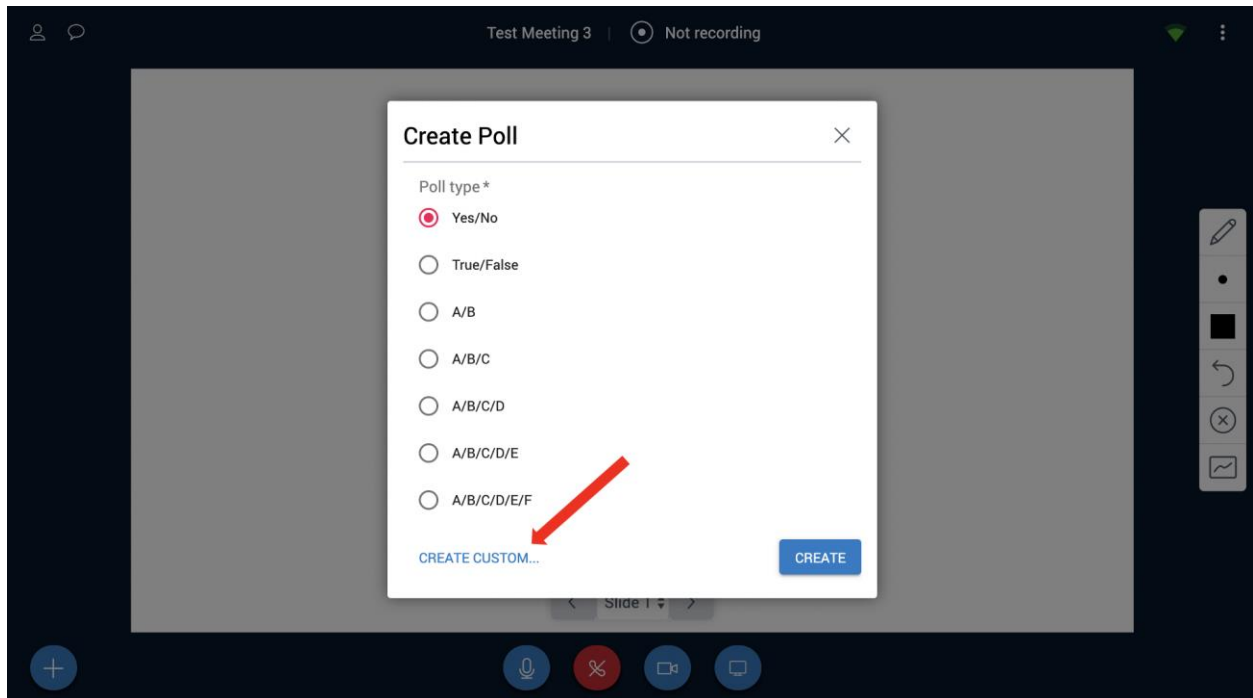
1. Click on the plus icon in the bottom left hand corner of the screen.



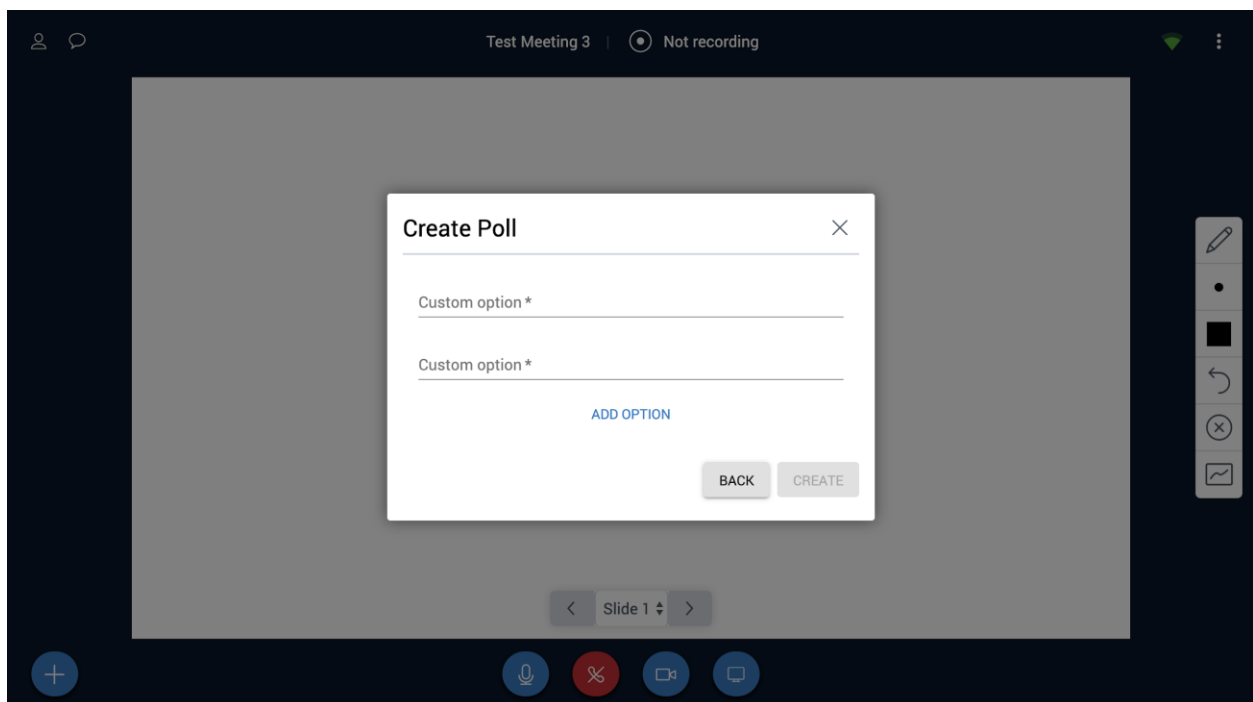
2. Select "Initiate A Poll".



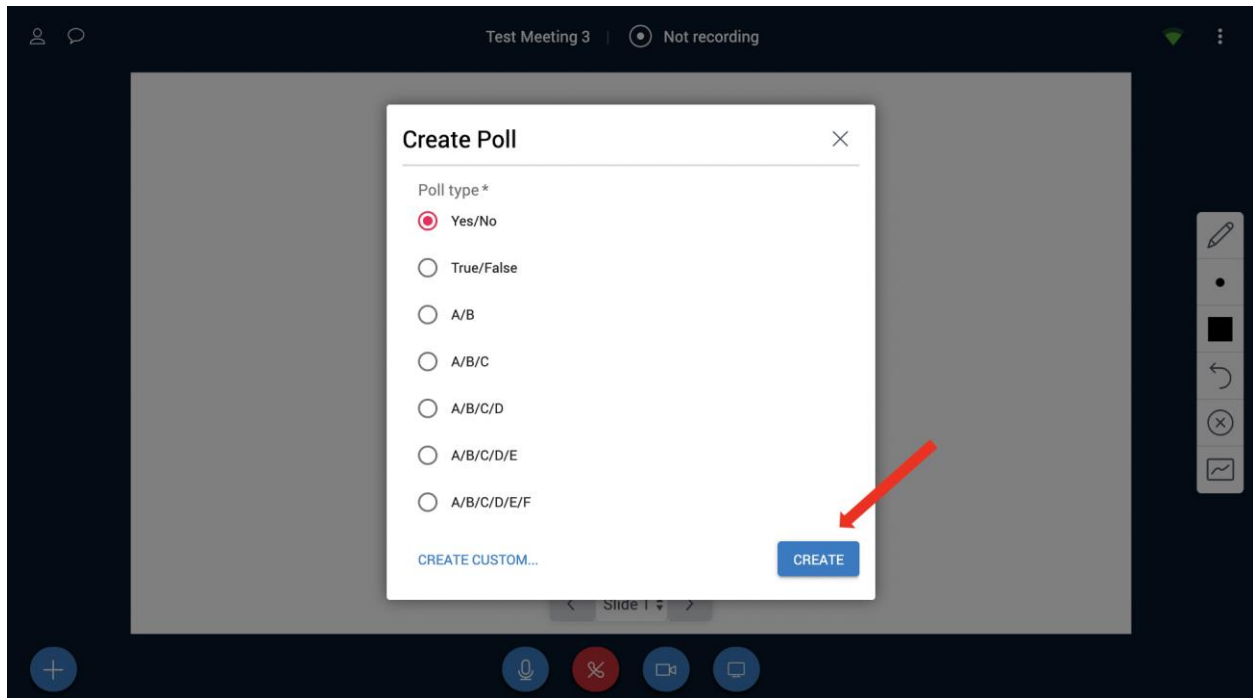
3. Choose a poll type from the provided list or create a custom poll.



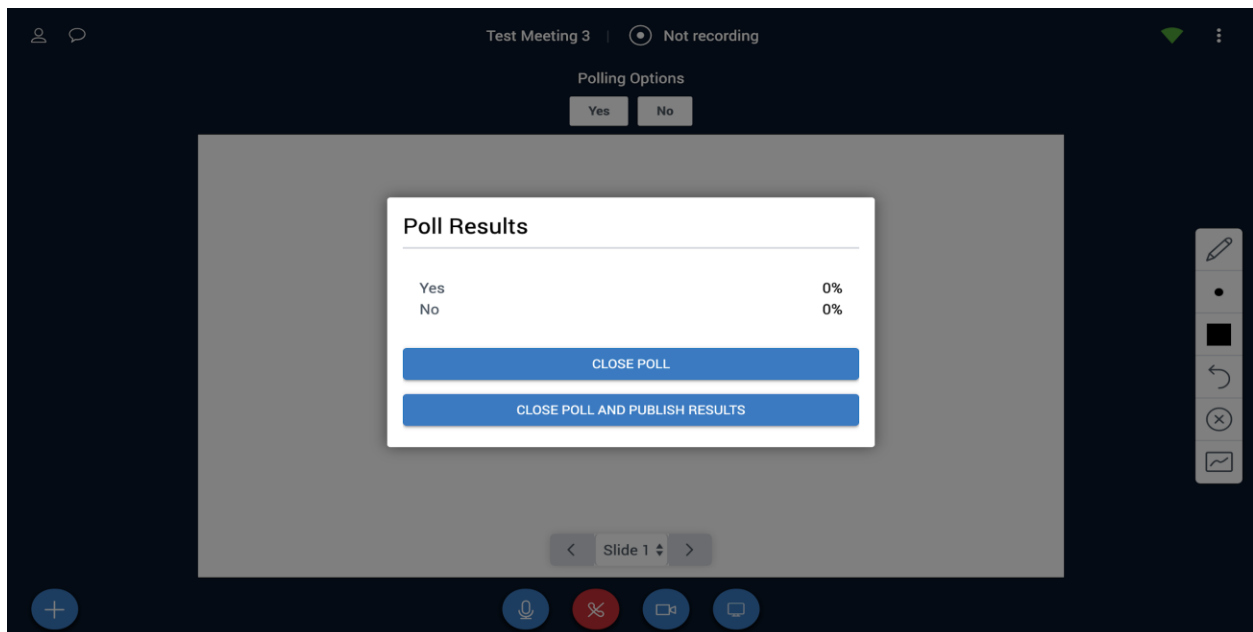
4. For a custom poll, fill in the custom options and click “Create”.



5. For a regular poll type, select the appropriate option and click “Create”.



6. The poll options are available for students and the poll is running. The results are displayed on your screen.

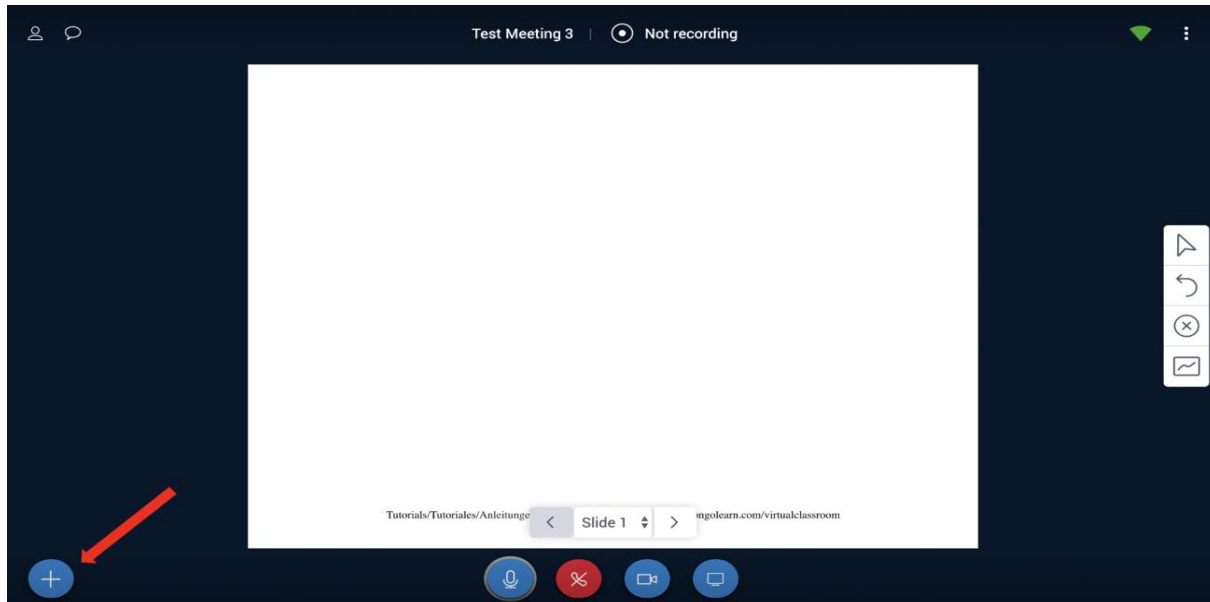


Once your poll is done, you have the option to close the poll or close the poll and publish the results, which will allow students to see how the class did overall.

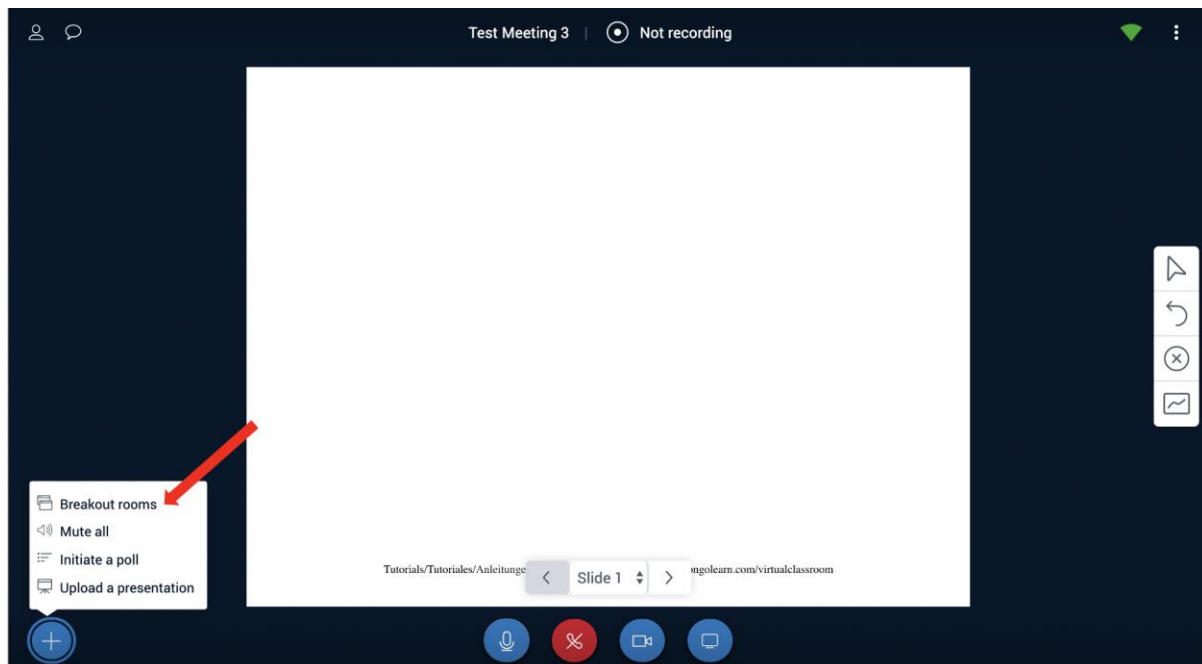
Use Breakout Rooms During A Bongo Meeting

Tutorial Video: Click [here](#) to learn how to use breakout rooms during a Bongo meeting.

1. Click on the plus icon in the bottom left-hand corner of the screen.



2. Select "Breakout Rooms".



3. Enter the number of desired breakout rooms. The minimum is 2 and the maximum is 6.

Breakout rooms creation

CloseCreate

Rooms

2

Time limit

15

(Room - 1)

(Room - 2)

Not assigned

4. Set a time limit for the length of the breakout session.

Breakout rooms creation

CloseCreate

Rooms

2

Time limit

15

(Room - 1)

(Room - 2)

Not assigned



5. Click and drag participants from the “Not Assigned” box to a room. Note that here no participant names are available, as there were no participants in the test meeting.

Breakout rooms creation

Close

Create

Rooms

2

Time limit

15

(Room - 1)

(Room - 2)

Not assigned

6. Click “Create”.

Breakout rooms creation

Close

Create

Rooms

2

Time limit

15

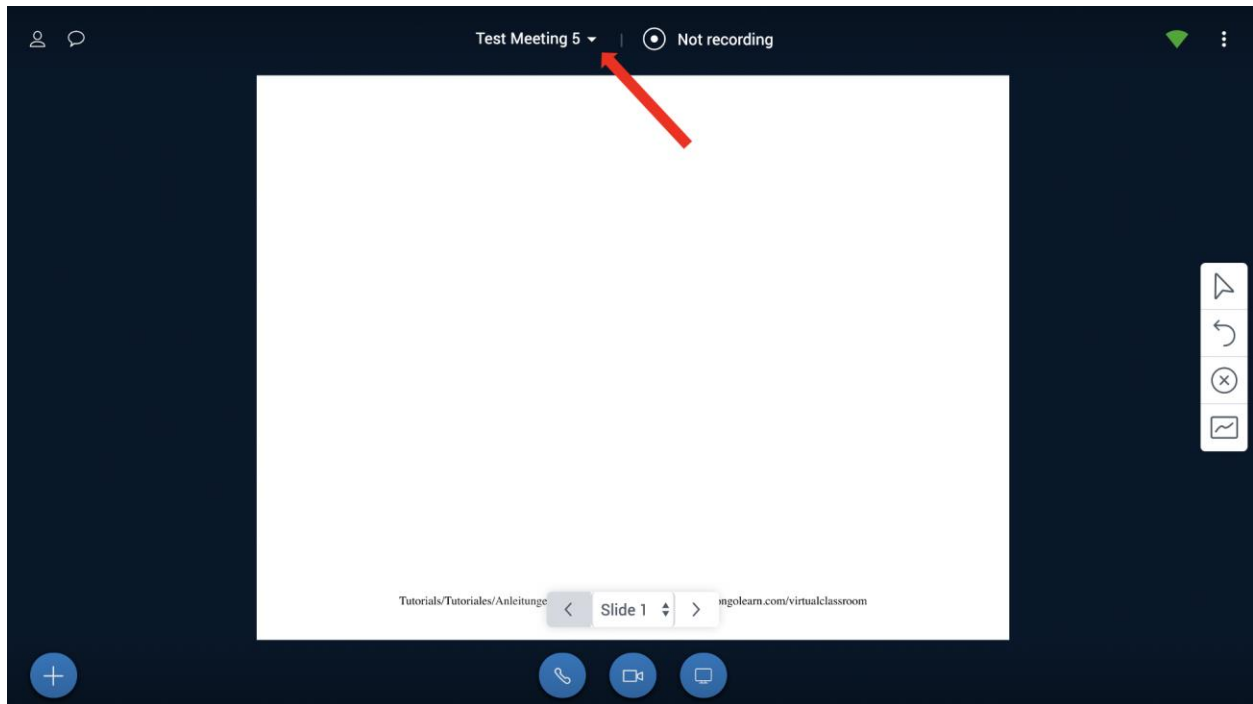
(Room - 1)

(Room - 2)

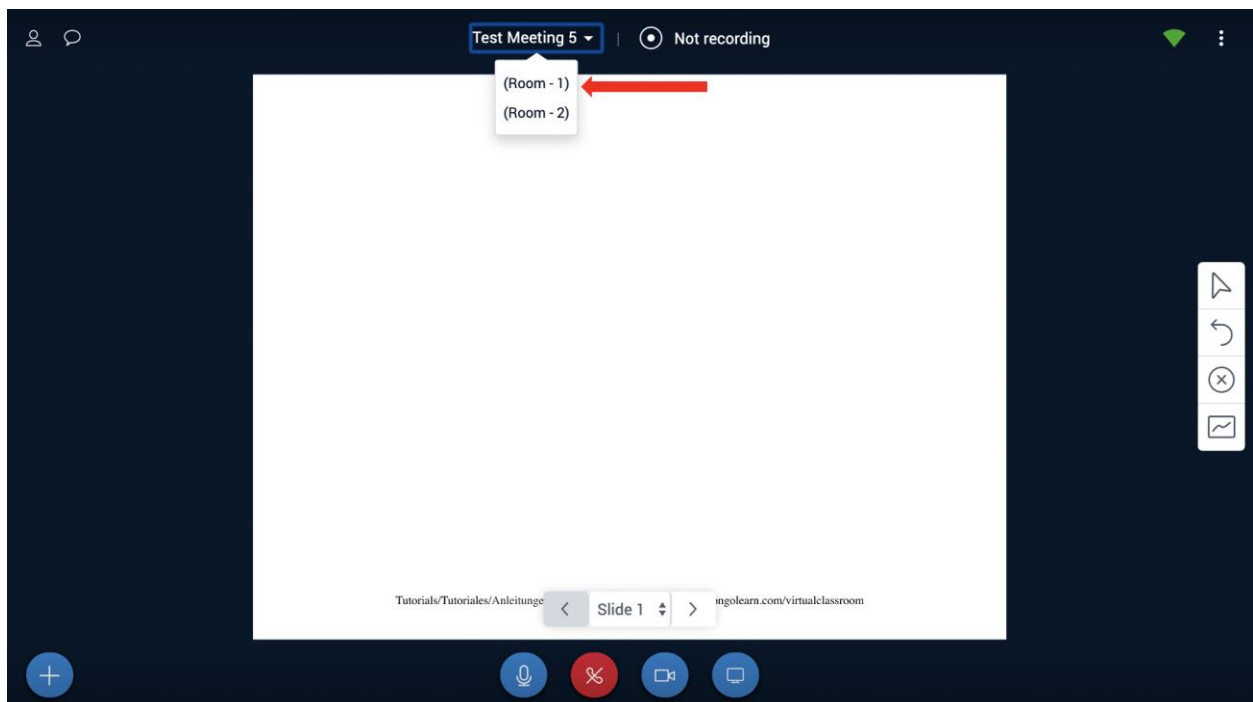
Not assigned



7. To switch between rooms, click the drop-down arrow next to the title of the meeting.



8. Click on the room that you wish to join.



9. Confirm by clicking “Join”.

Join Breakout Room

Cancel

Join

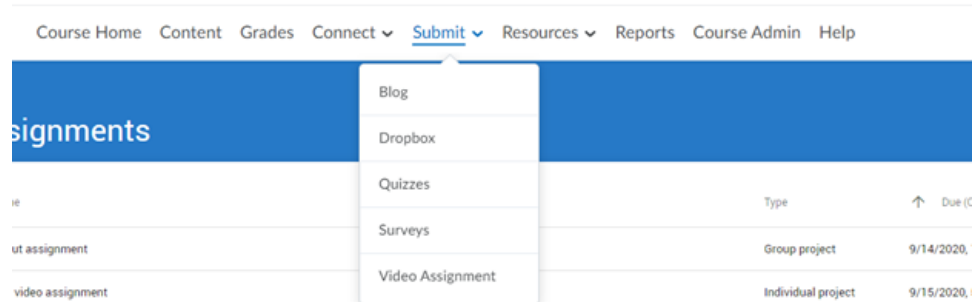
Do you want to join? (Room - 1)



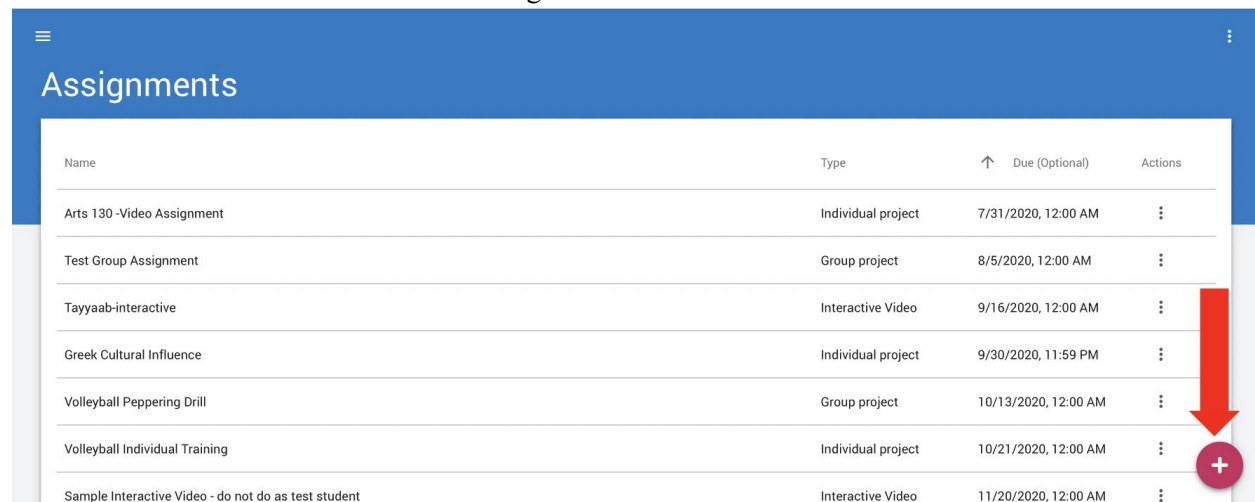
Create A Video Assignment

[Documentation](#)

1. Open Bongo for the course you want to create a video assignment for. (See How To Access Bongo Through Learn). In learn click “submit” then “video assignment”



2. Click on the red “+” icon in the bottom right hand corner.



3. Select the type of video assignment you want to create. Options are: Individual, Group, Question & Answer, and Interactive.



Assignments

Name	Type	↑ Due (Optional)	Actions
Arts 130 -Video Assignment	Individual project	7/31/2020, 12:00 AM	⋮
Test Group Assignment	Group project	8/5/2020, 12:00 AM	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
Tayyaab-interactive	Interactive Video	9/16/2020, 12:00 AM	
Greek Cultural Influence	Individual project	9/30/2020, 11:59 PM	
Volleyball Peppering Drill	Group project	10/13/2020, 12:00 AM	
Volleyball Individual Training	Individual project	10/21/2020, 12:00 AM	
Sample Interactive Video - do not do as test student	Interactive Video	11/20/2020, 12:00 AM	⋮
365 group project test	Group project	—	⋮

Create Individual Project

Learners record or upload a video of themselves presenting on a topic or demonstrating a specific skill.

Create Q&A

Learners are presented with prompts and given a set amount of time to respond.

Create Group Project

Learners work in groups toward an overall group deliverable.

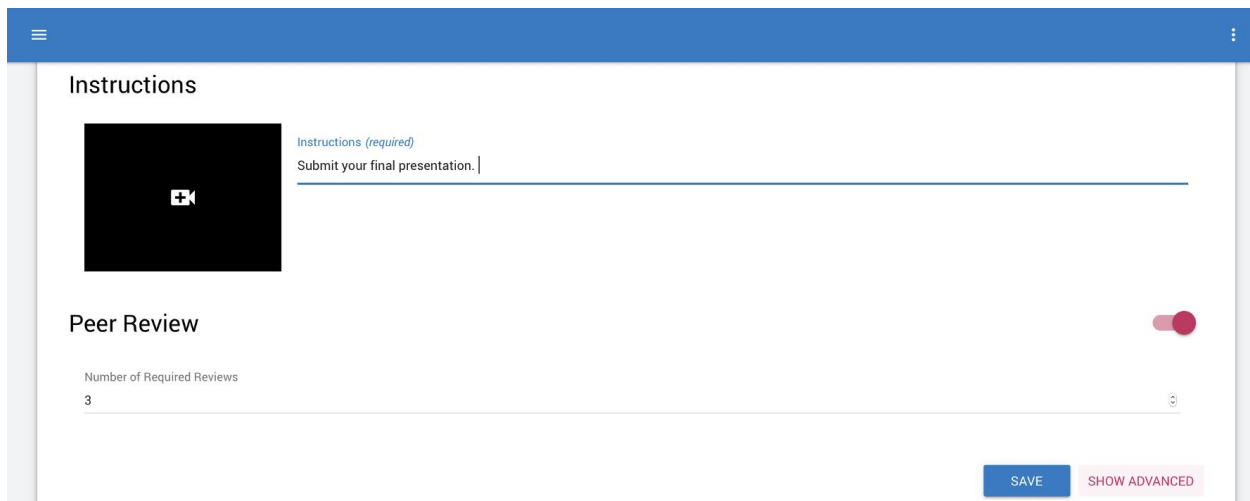
Create Interactive Video

Learners watch an instructor-provided video and respond to related prompts.

4. Fill out the name and the instructions for the assignment.

[Documentation for students](#) (link can be added to instructions so students know what to do)





Instructions

Instructions (required)
Submit your final presentation. |

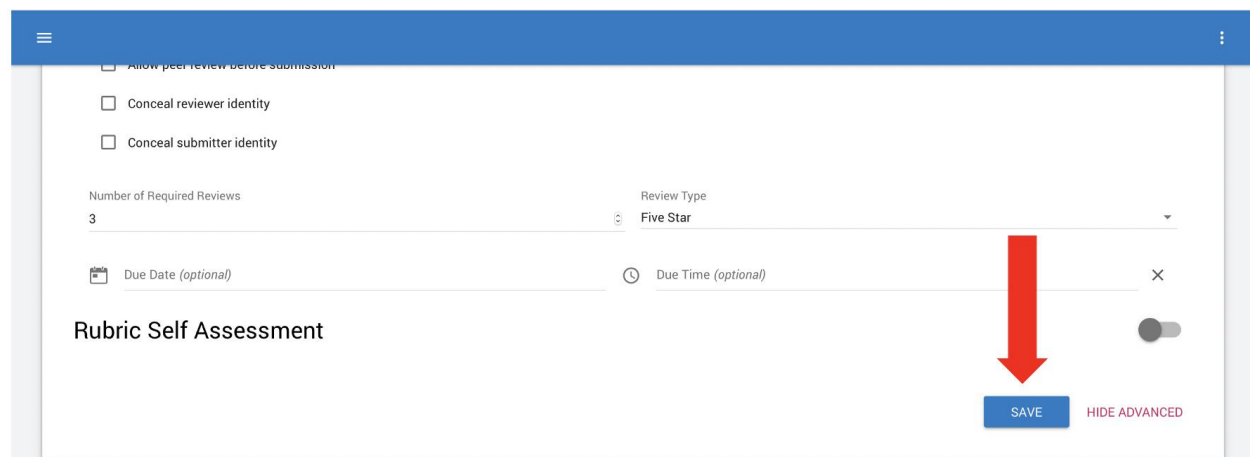
Peer Review

Number of Required Reviews
3

SAVE SHOW ADVANCED

5. Click “Show Advanced” for more options.

6. Once you are done, click “Save”.



☐ Allow peer review before submission

☐ Conceal reviewer identity

☐ Conceal submitter identity

Number of Required Reviews
3

Review Type
Five Star

☐ Due Date (optional)

☐ Due Time (optional)

Rubric Self Assessment

SAVE HIDE ADVANCED

7. You must add the Video assignment under a Module for it to be accessible by students. They will not see the assignment under “Submit” > “Video Assignment” until they click on the link in the module.



8. Go to the module you wish to add the Video Assignment.

Week 10 ▾

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create ▾

Existing Activities ▾

Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

9. Click “Existing Activities”.

Week 10 ▾

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create ▾

Existing Activities ▾

Bulk Edit

External Learning Tools

Mobius Quick Link

Online Rooms

Quizzes

Surveys

Video Assignment

Virtual Classroom

create and update topics

Add a sub-module...

10. Select the video assignment you wish to add.



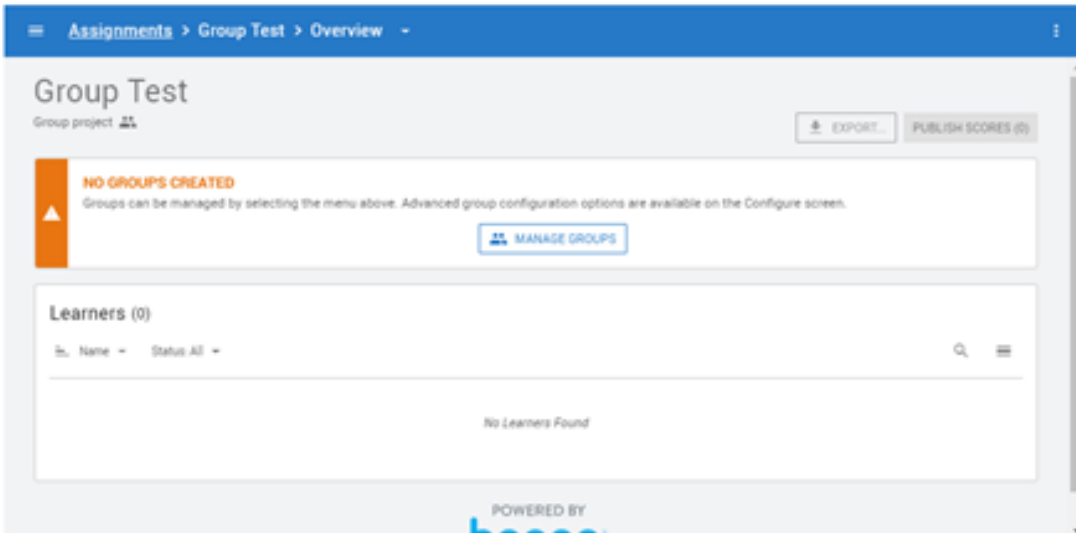
11. The video assignment will now be visible to students through the module. Students must first click this link to view this link to see the video assignment. Then after they click it they can see it under “Submit” > “video assignment”

[Example Group Assignment](#)
 External Learning Tool

Creating Groups for Group video assignment

1. Click on assignment from content menu
2. Click “Manage Groups”





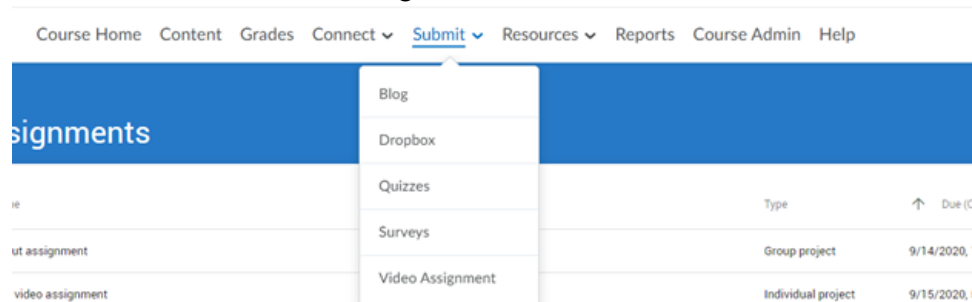
3. Click manual creation or copy groups from an existing assignment
4. Either click “create groups” to manually create each group or click “randomly distribution” to create number of groups with random students
5. Click save

Manage groups on group Video Assignment

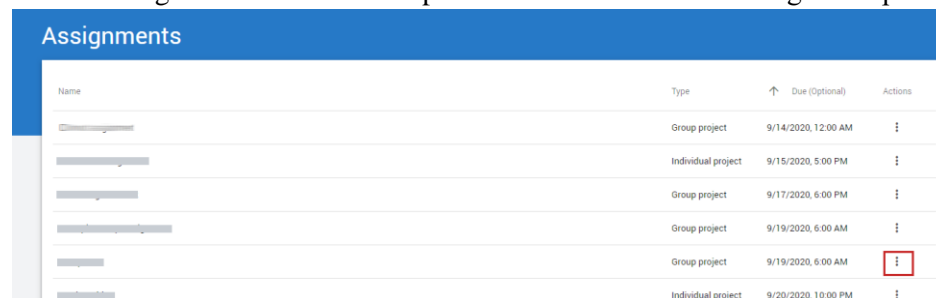
In order to reassign students to groups or create more do the following

Documents

1. Click “Submit” > “Video Assignment”



2. Find Assignment and click the options button and select “Manage Groups”



9/17/2020, 6:00 PM

- 9/19/20 Overview
- 9/19/20 Manage groups
- 9/20/20 Configure
- 9/25/20 Copy
- 9/25/20 Delete

Student Groups for activity "Example Group Assignment"

Manage groups

Create groups

Students without groups

Group 1

- Student Test
- Student2 Test

Group 2

- Guo Julia

Group 3

Save Synchronize roster

3.

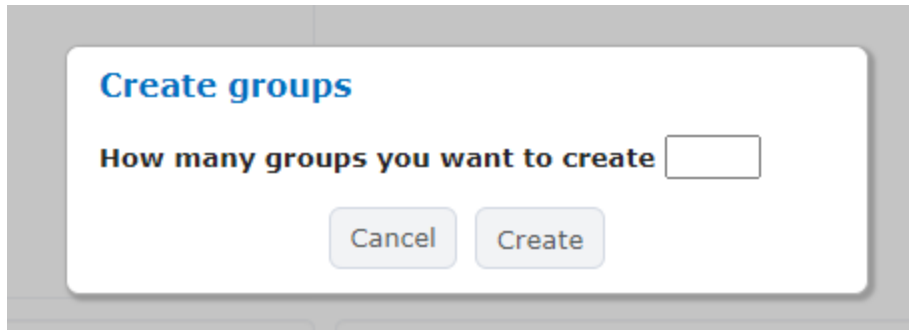
- To move students from group to group simply click on student you want to move and drag to their new group
- To add groups click “Create Groups” and enter the number of additional groups desired and click create. This will create that number of additional empty groups. This will not override previous groups that were created.
- To delete a group remove all students from the group and then click the trash icon

Students without groups

Student2 Test

Group 2





Create groups

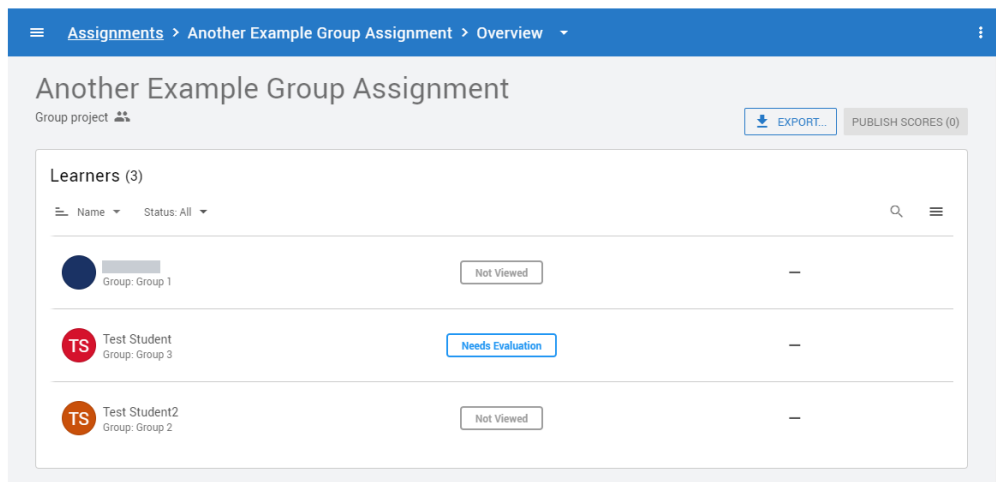
How many groups you want to create

Cancel Create

4. Once desired changes are made click “Save”

Resetting Students Submission

1. Navigate to assignment in module or “submit” > “video assignment”
2. Click on submission that you want to reset



Assignments > Another Example Group Assignment > Overview

Another Example Group Assignment

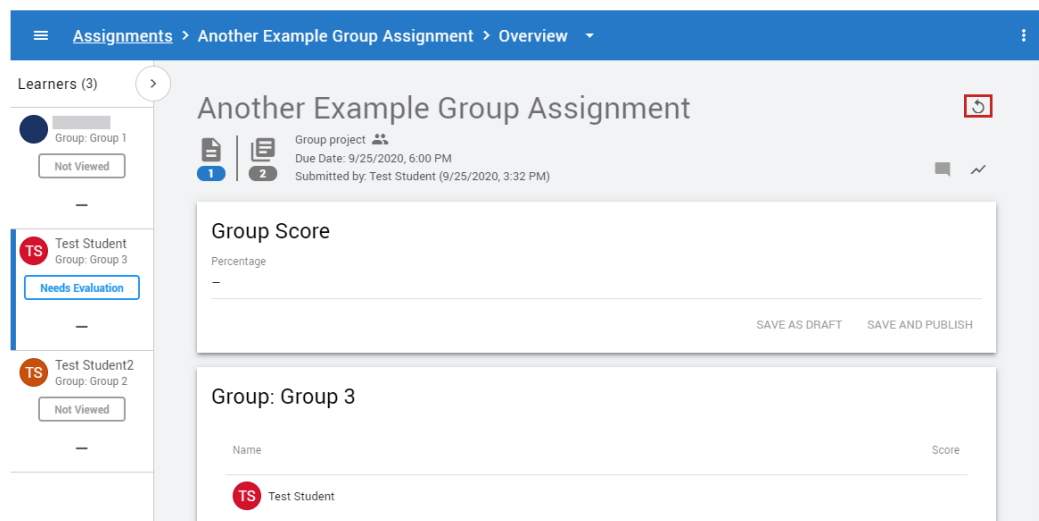
Group project

EXPORT... PUBLISH SCORES (0)

Learners (3)

Name	Status	Score
Group: Group 1	Not Viewed	—
Test Student Group: Group 3	Needs Evaluation	—
Test Student2 Group: Group 2	Not Viewed	—

3. Click on reset button



Assignments > Another Example Group Assignment > Overview

Another Example Group Assignment

Group project

Due Date: 9/25/2020, 6:00 PM
Submitted by: Test Student (9/25/2020, 3:32 PM)

Group Score

Percentage

—

SAVE AS DRAFT SAVE AND PUBLISH

Group: Group 3

Name	Score
Test Student	—



Create A Rubric for A Video Assignment

Tutorial Video & Step by Step Instructions: Click [here](#) to learn how to create a rubric for a video assignment in Bongo.



PowerPoint - Asynchronous

Software Overview

PowerPoint is a Microsoft Office application that all students and professors should have access to by downloading it through their Outlook account. PowerPoints are very effective for presenting lecture materials. They can be uploaded with just the slides or you can record a presentation to incorporate additional features such as: audio, video of yourself, annotations, etc.

Advantages of Powerpoint

- Most people are familiar with the product and know how to use it
- Allows you to export to Mp4 if necessary
- Allows you to easily create presentations without any additional applications
- Students and staff have access to PowerPoint
- Easy to navigate and reorganize
- Can add audio recordings slide by slide
- Allows you to easily add drawings and videos without editing software

Disadvantages of Powerpoint

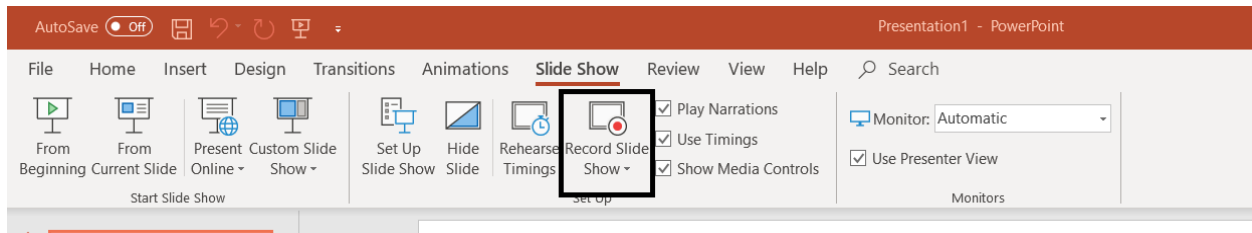
- Not all versions may be compatible with all the features
- Difficult to watch across various platforms (ex. mobile)
- Students must download PowerPoint from Learn to be able to watch the presentation and files can get quite large
- Downloading PowerPoint files can be time-consuming
- Difficult to rewatch the slides in separate sections



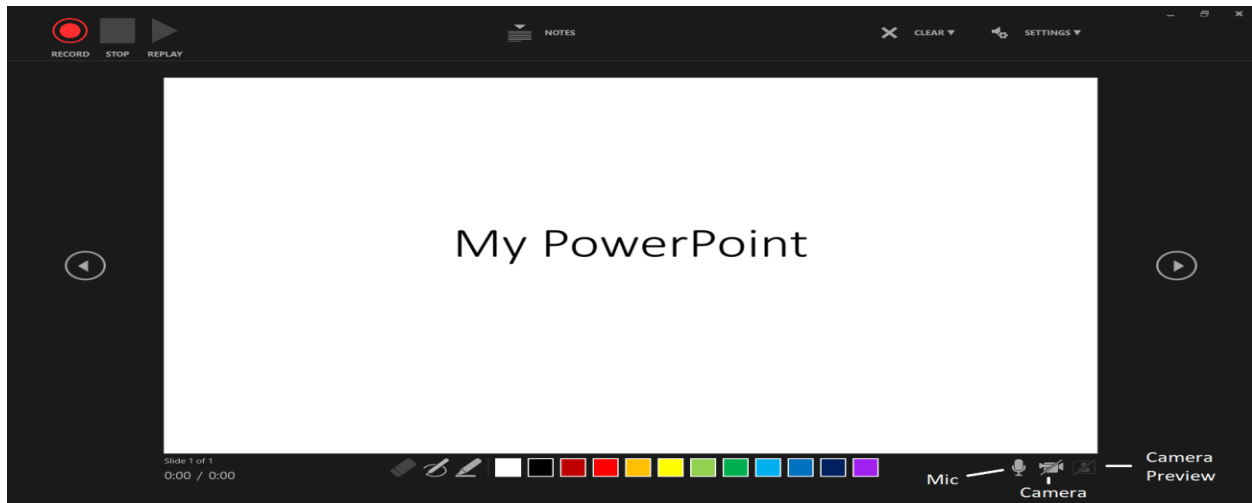
Recording a PowerPoint Presentation

Tutorial Video: Click [here](#) to learn how to record a Powerpoint presentation.

1. Open your premade PowerPoint and using the ribbon at the top, navigate to the 'Slide Show' tab and then click 'Record Slide Show'.



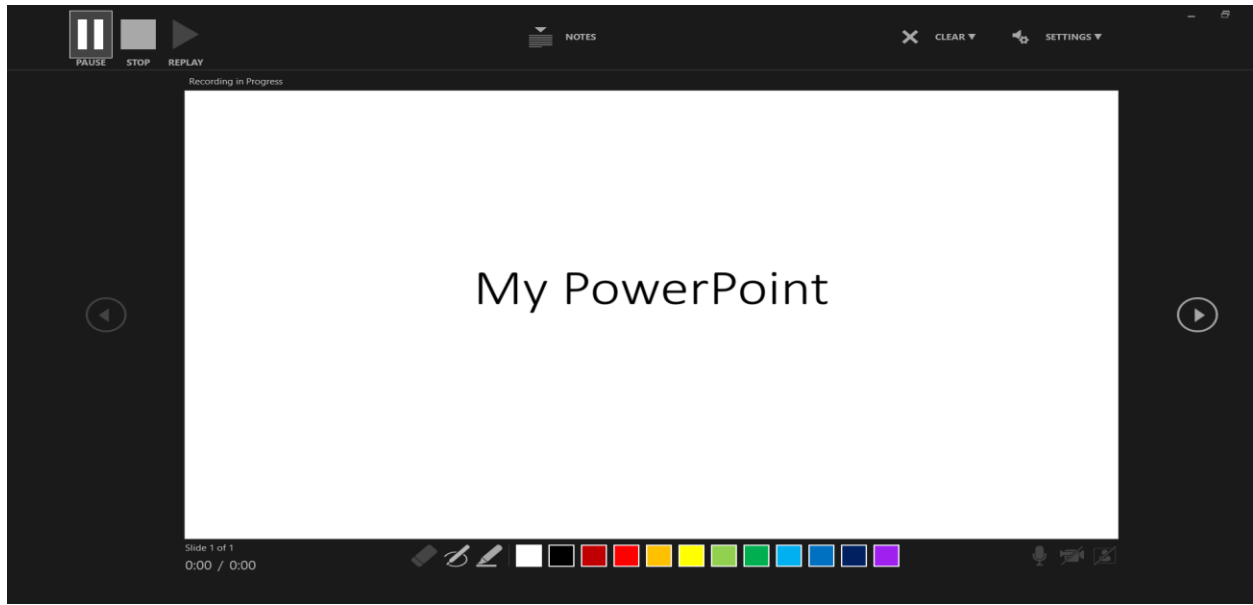
2. Once you are in the record section, make sure the mic button in the bottom right is enabled. If you want to turn on your camera so that a video of you talking is displayed while others watch the presentation you can click the camera icon beside the mic. You can also toggle the video preview with the camera preview button.



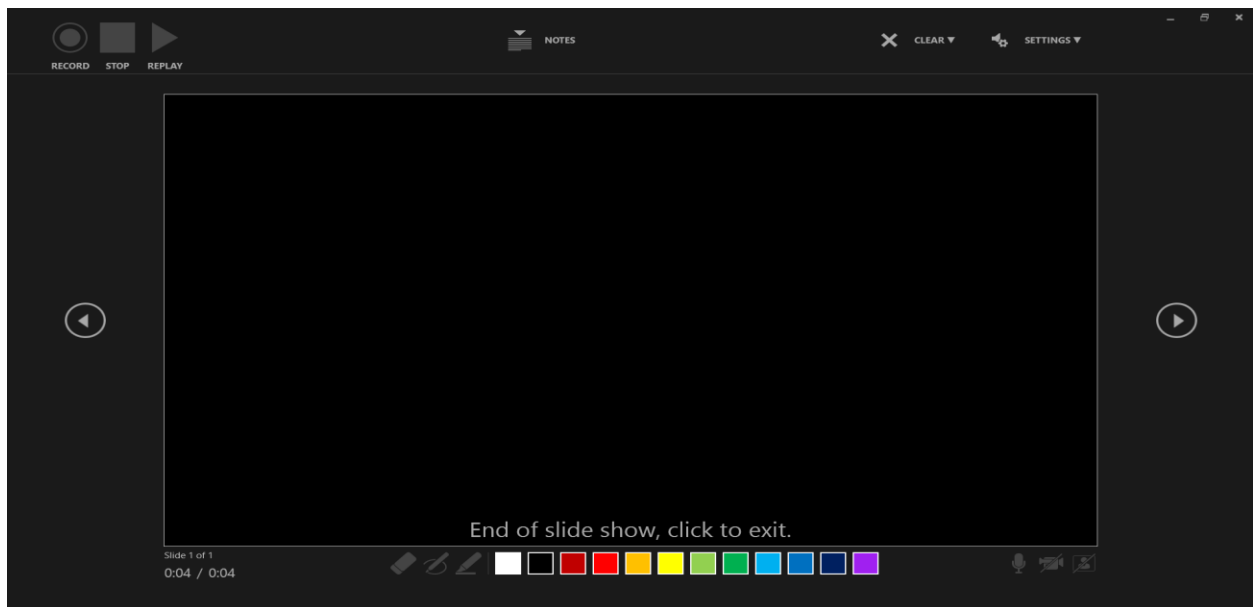
3. Once you start recording you can start presenting. Your voice recording and duration on each slide will be saved.

- To pause the recording at any time by clicking the button on the top left. To continue off where you left off just hit the record button again. This will allow you to be able to record one slide at a time
- To completely stop the recording click the square button in the top left.
- **Note: Camera feature may not be available for older versions of PowerPoint**





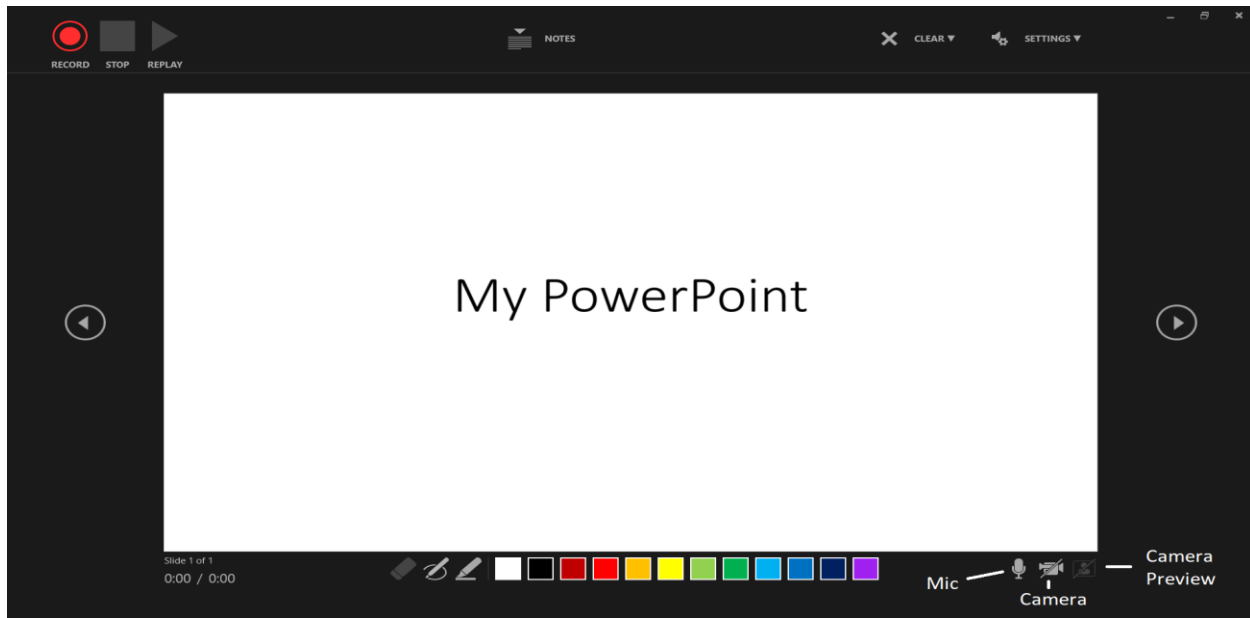
4. When you are finished recording you can either click the stop button in the top left corner or if you reach the end of your slide deck PowerPoint will automatically stop the recording.



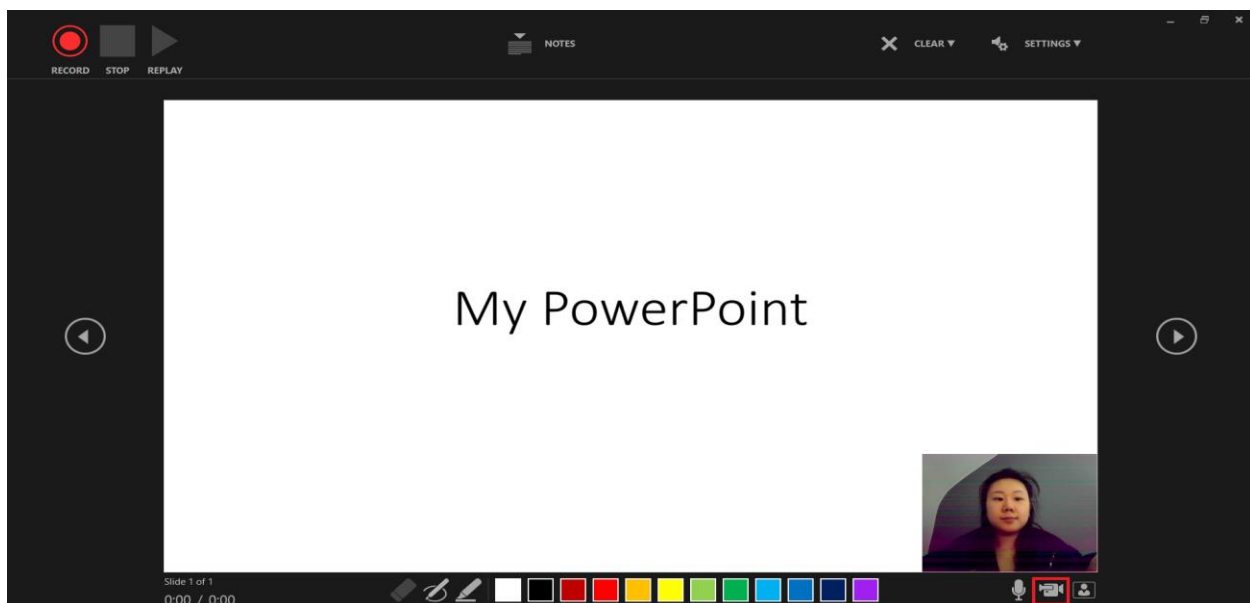
Adding a Video of Yourself into a Presentation

Tutorial Video: Click [here](#) to learn how to add a video of yourself into a Powerpoint presentation.

1. Navigate to the record presentation area.



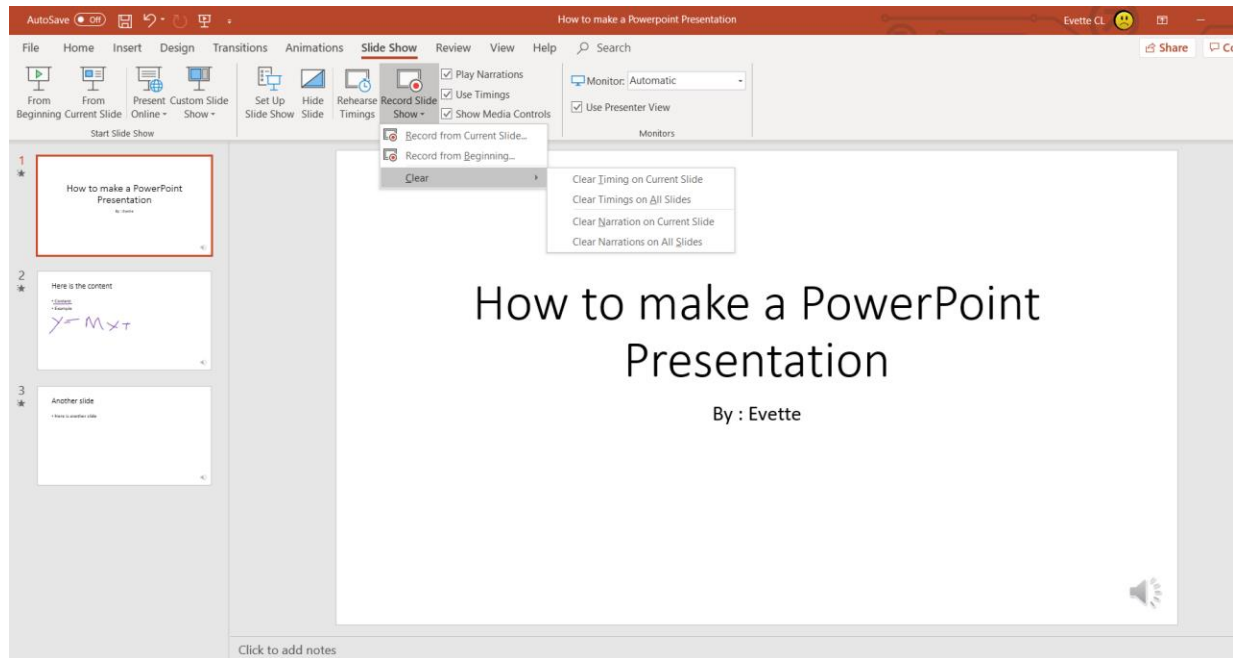
2. Click the camera button on the bottom right to enable the camera before recording. Turn on the preview button beside the camera and you should be able to see yourself.



Removing Previous Recordings

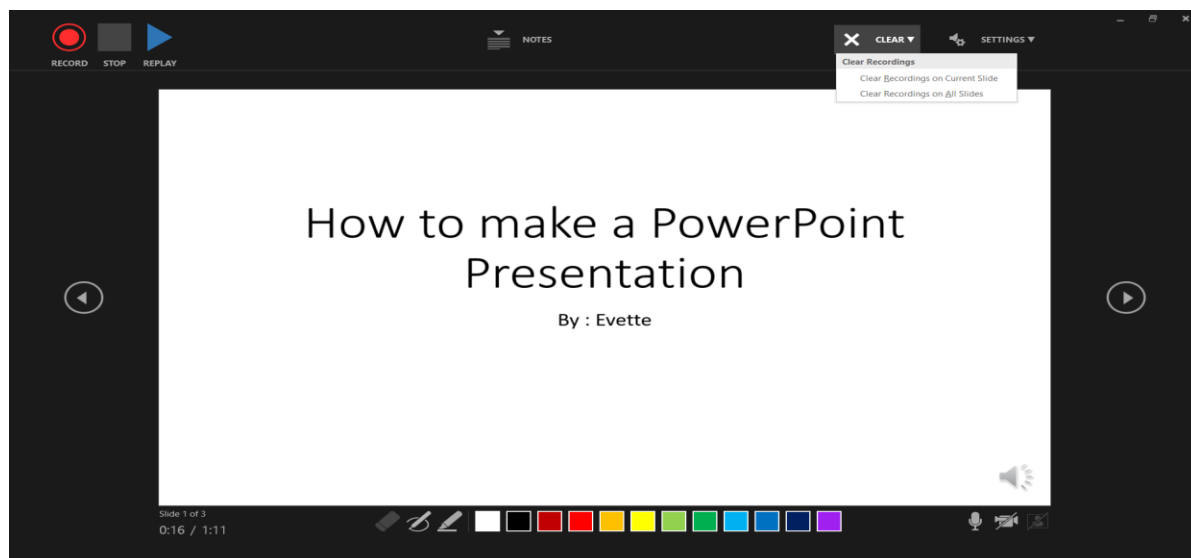


1. Navigate to the Slide Show tab.
2. Click the arrow at the bottom of the Record Slide Show button and clear timing and/or narrations.



OR

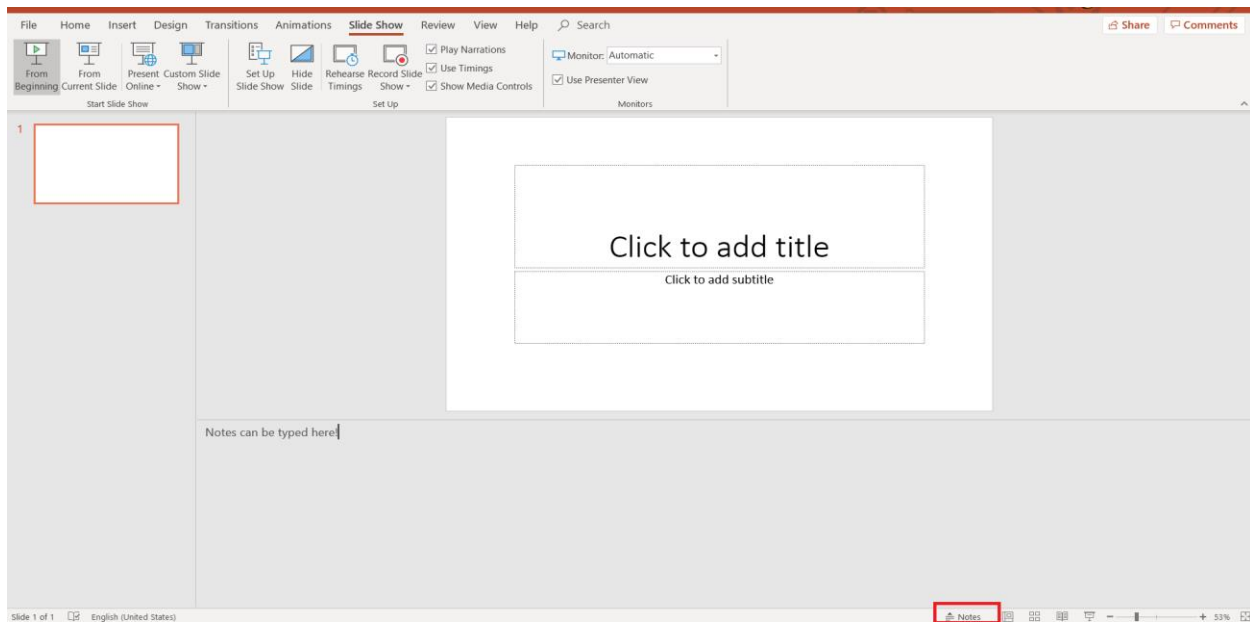
2. Click Record Slide Show and then Click the clear button



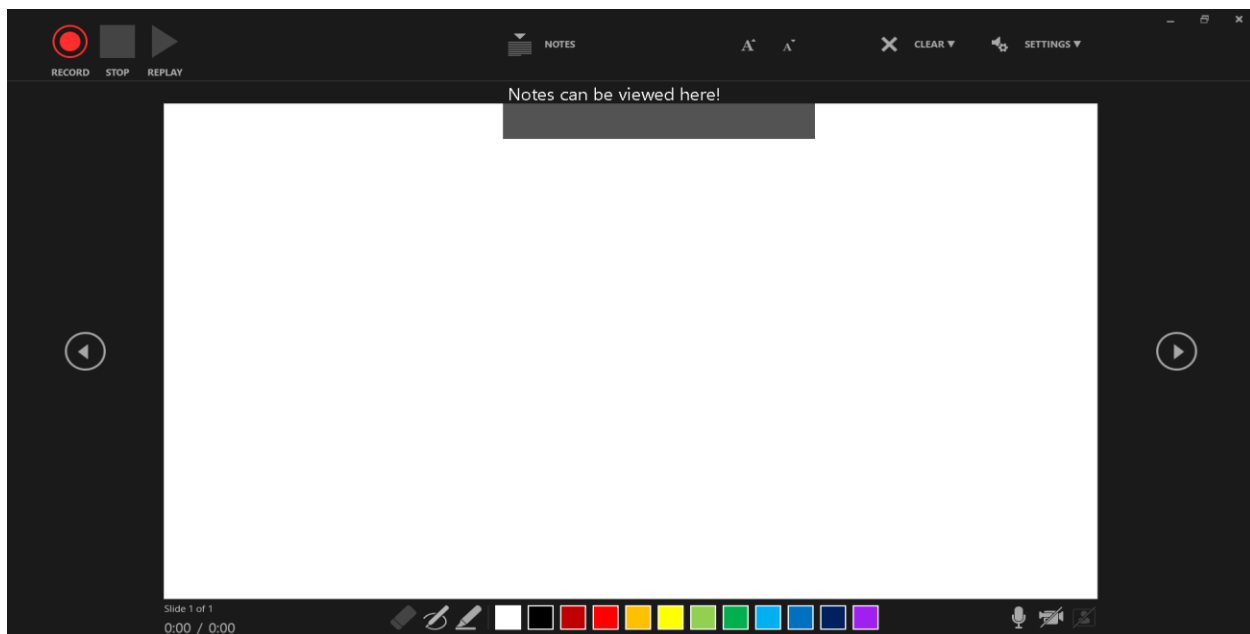
Adding Notes to a PowerPoint



1. Click the notes button at the bottom right outlined in red in the picture below. A section underneath the slide will appear and you may type your notes in the space provided.



2. The notes can be accessed from there or when you are recording your presentation and the font size can be changed using the A buttons on the left of the notes.

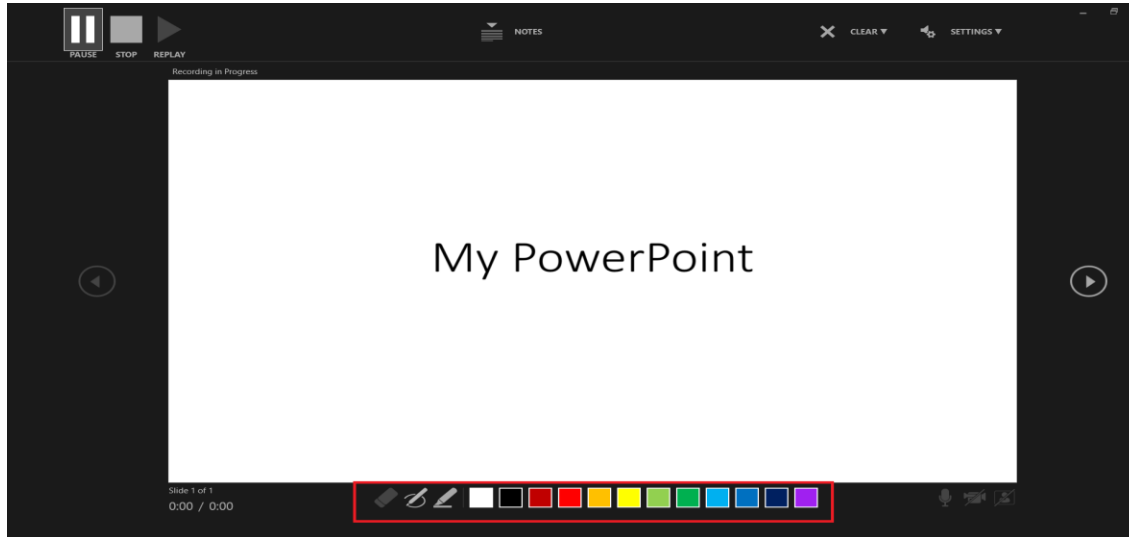


Drawing During Presentations

1. Navigate to the recording presentation area.

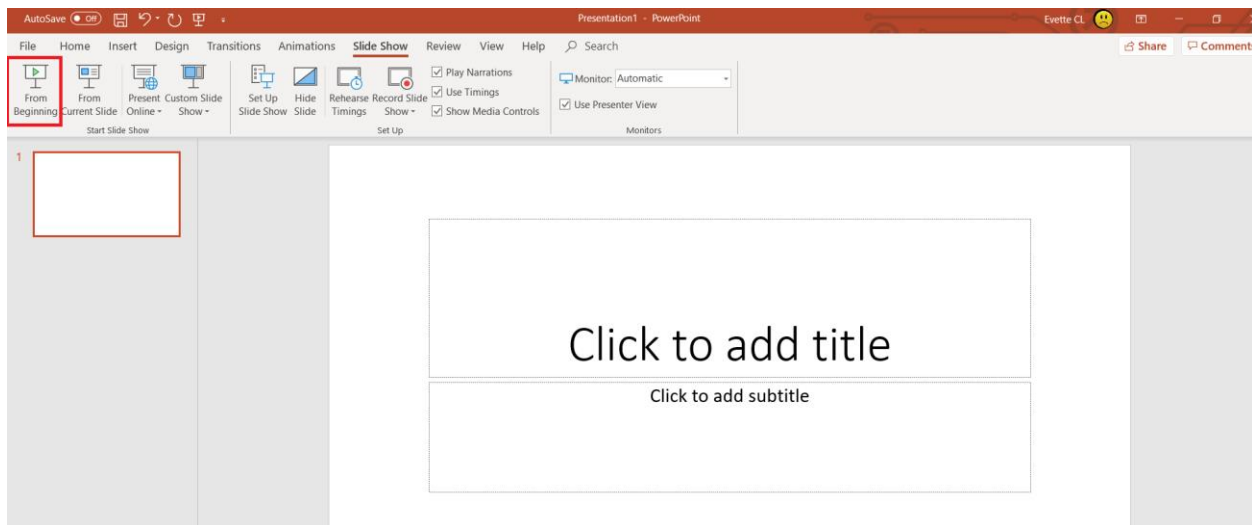


2. Start recording your presentation by clicking the record button on the top left.
3. Use the drawing tools in the red box shown to record yourself making annotations to the slides. There is an eraser, pen, and highlighter.



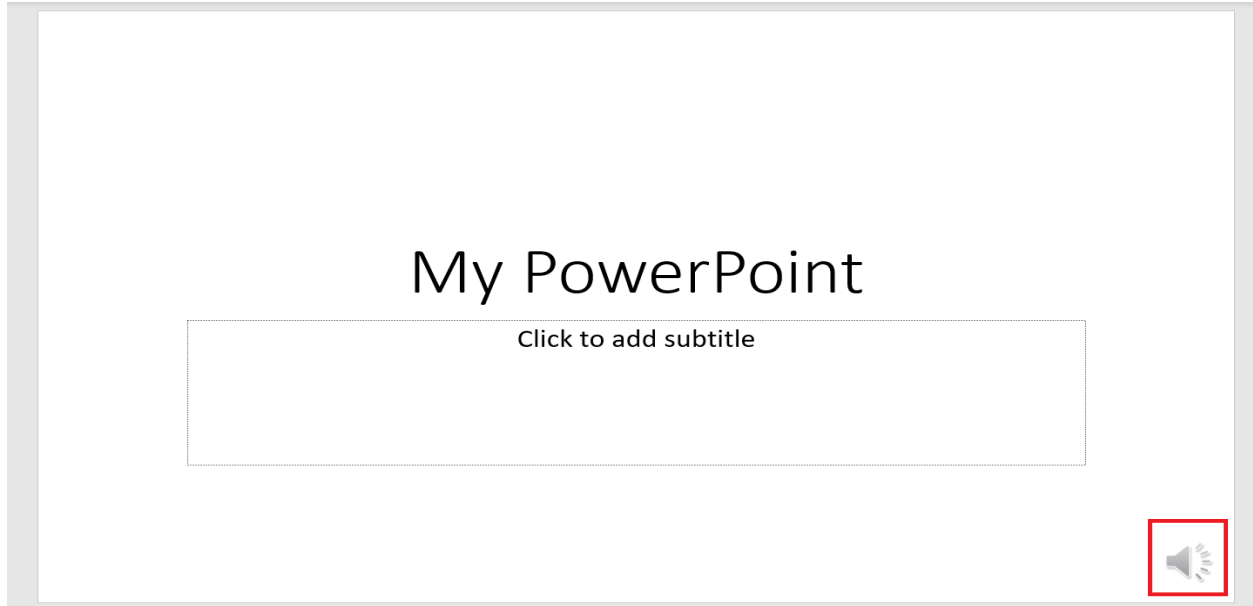
Watch Recorded Presentation

1. Navigate to the 'Slide Show' tab and click the 'From Beginning' button.

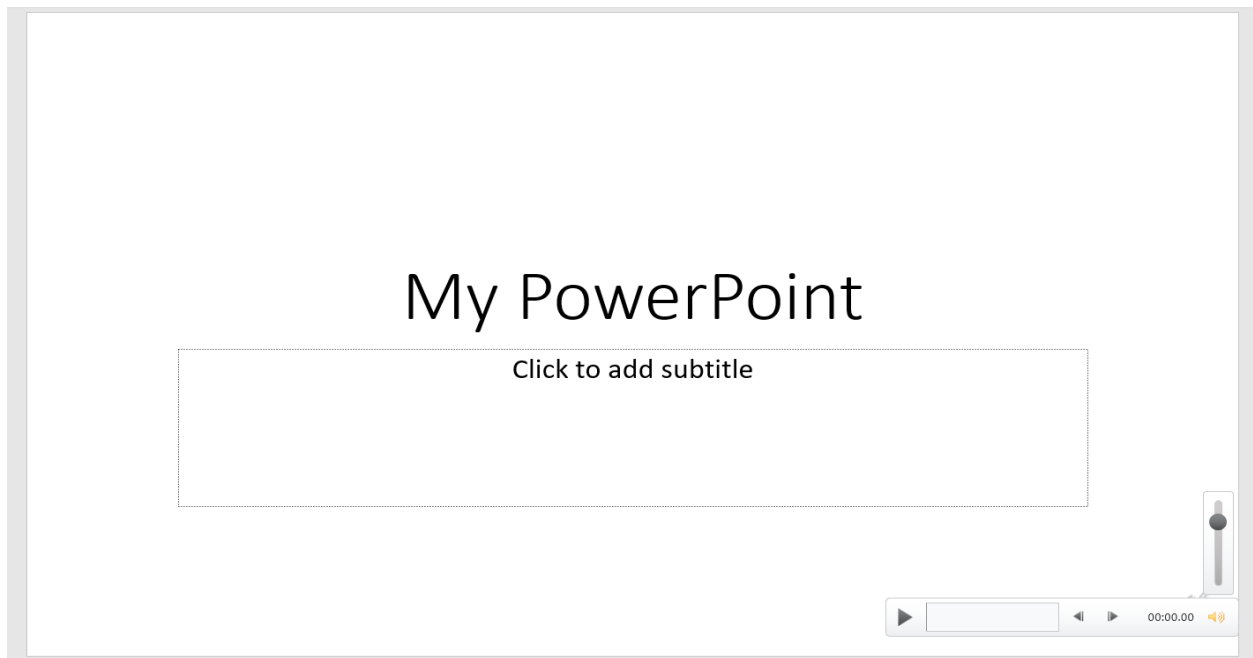


Listen to Recorded Audio One Slide at a Time

1. Have a recording created that includes audio recordings. When that is complete a volume icon should appear at the bottom right of the slides.



2. Hover over the sound icon and set your volume and time.

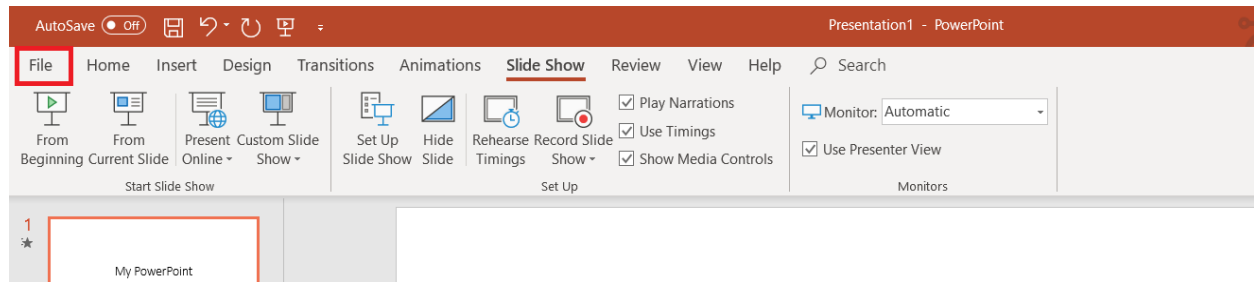


Convert PowerPoint to Mp4

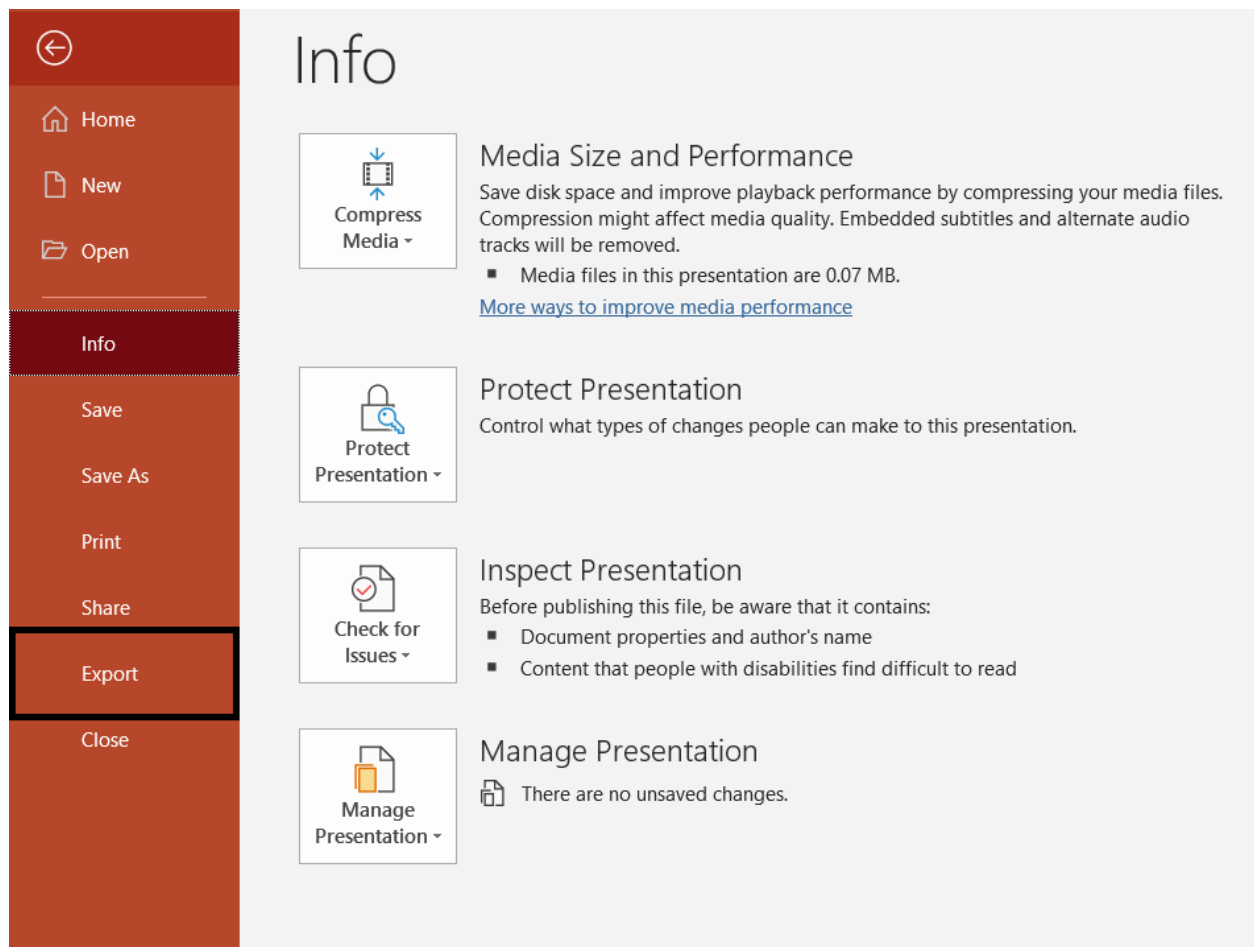


Tutorial Video: Click [here](#) to learn how to convert a Powerpoint presentation into an MP4 video.

1. Click the file button in the top left.

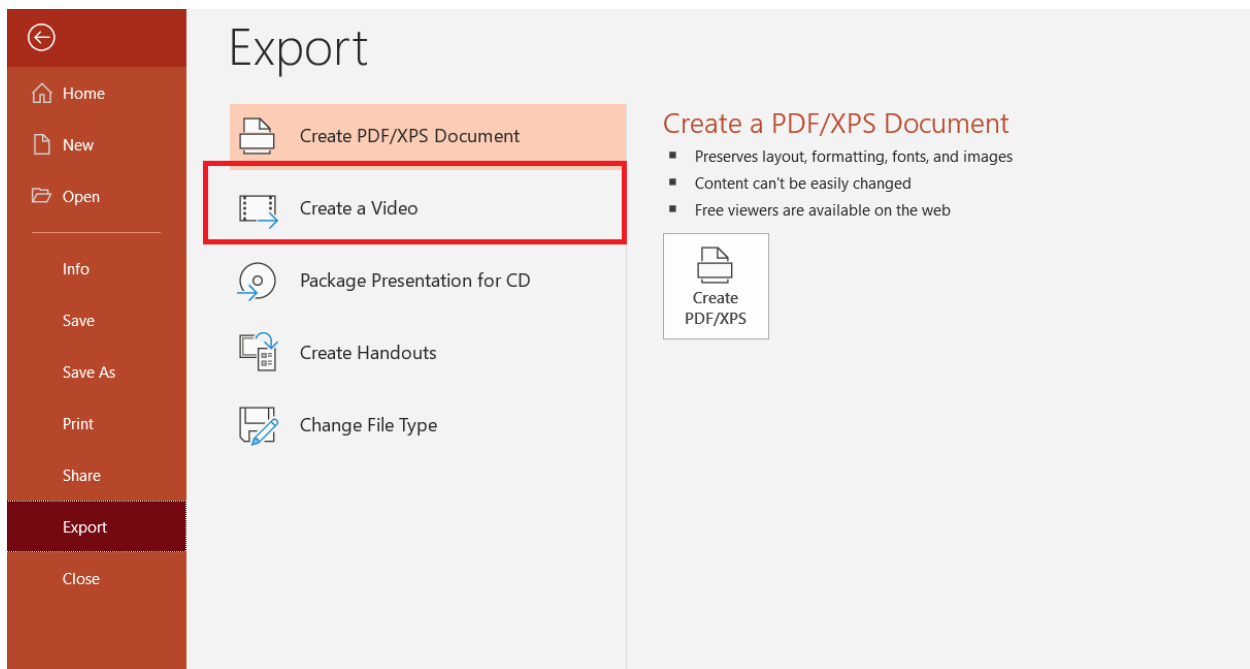


2. Click the Export button on the column to the left.

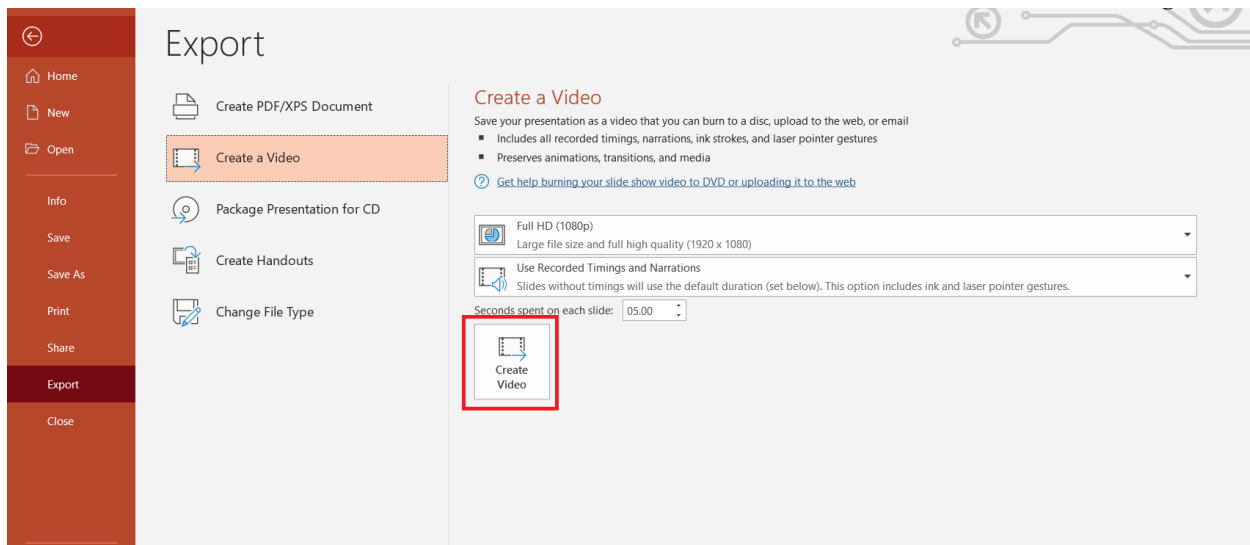


3. Click the 'Create a Video' button



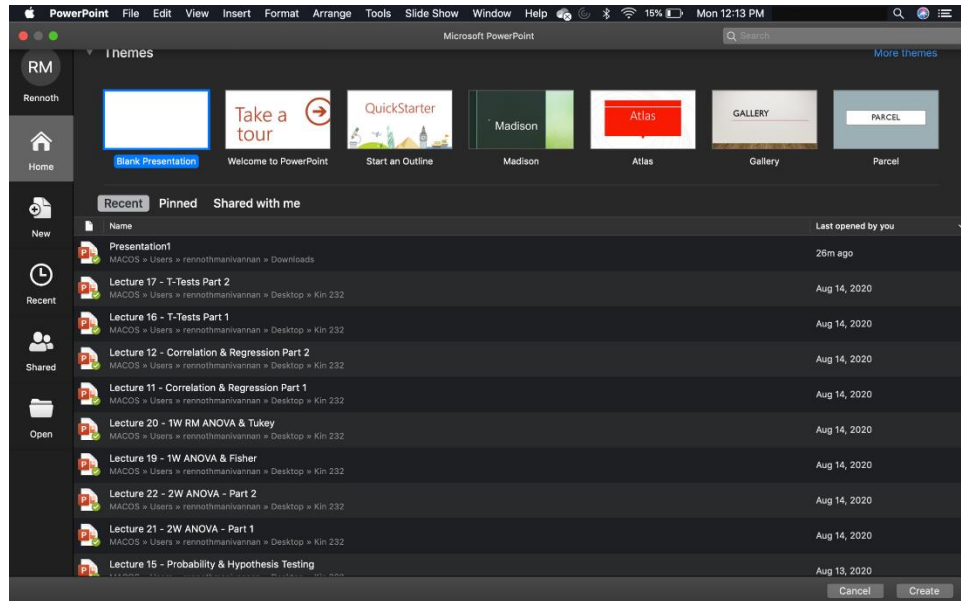


4. Choose your settings (default should be fine if you do not have any specific requirements) and click the 'Create a Video' button to save it to your computer.



Recording a PowerPoint Presentation (for MAC)

1. Unfortunately for MAC users, they do not have complete access to simultaneous screen and webcam recording in current updates. Thus, to get access to those features, our first step is to search for “Check for Updates” as show in the image below.



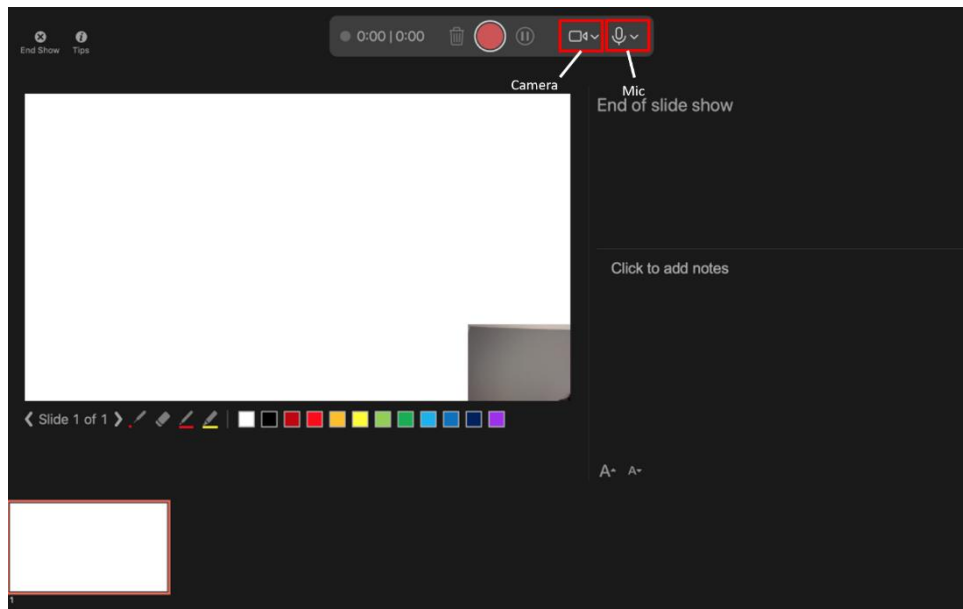
2. While in the Microsoft AutoUpdate menu, select “Advanced ...” as shown in the image below.



3. Select “Beta Channel” to finish the update selection. After the update is finished, you will now have the feature to simultaneously record your screen and webcam.

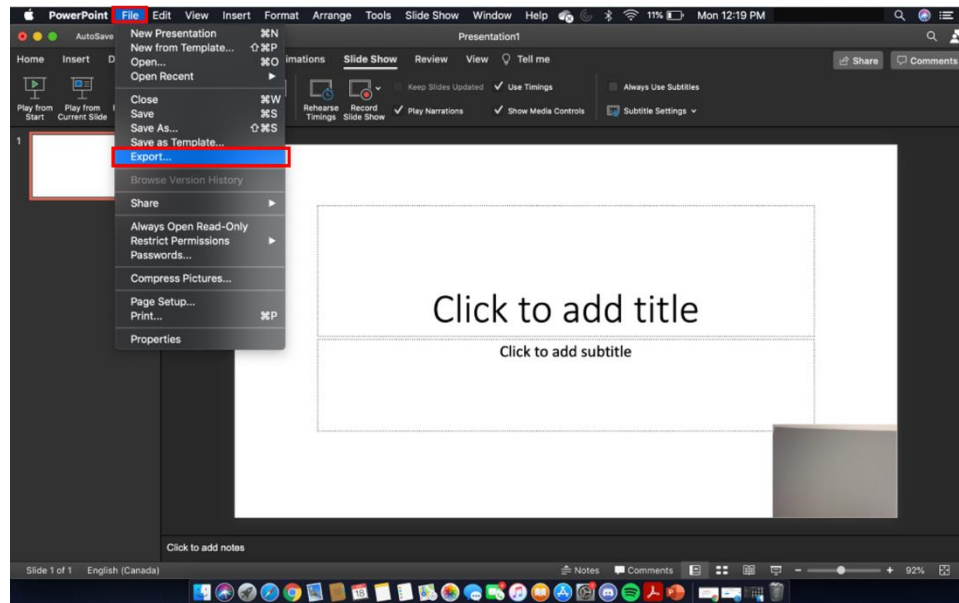


4. After you have switched your power point to the BETA version, the steps to record yourself and your screen are the same as the instructions mentioned previously . Note that the camera and the microphone button are located at the top of the screen for MAC.

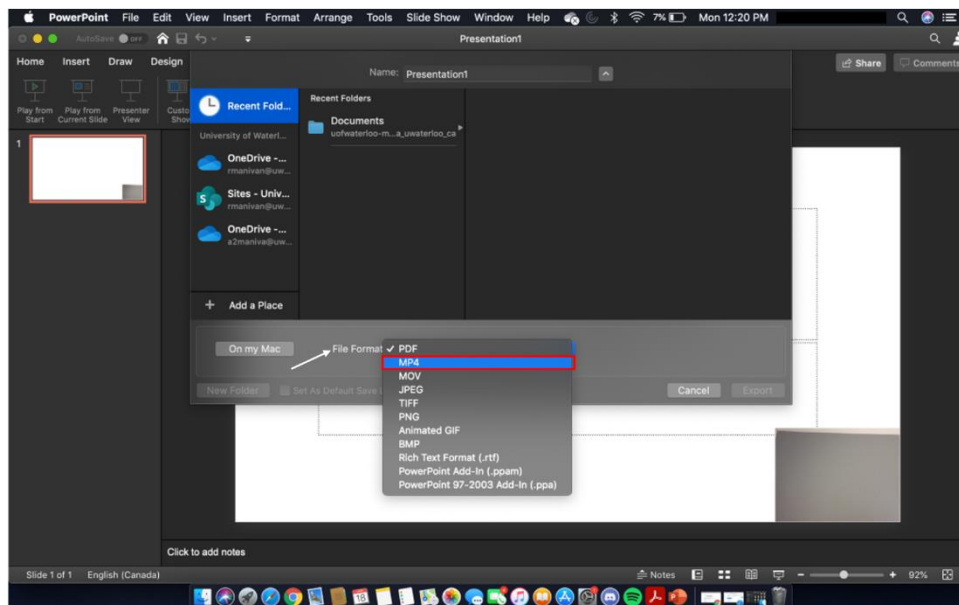


Converting Power Point to an Mp4 file (for MAC)

1. After you have finalized your audio and video recordings, you may export your presentation into a video file. Your first step is to click “file” and then “export” as shown below.



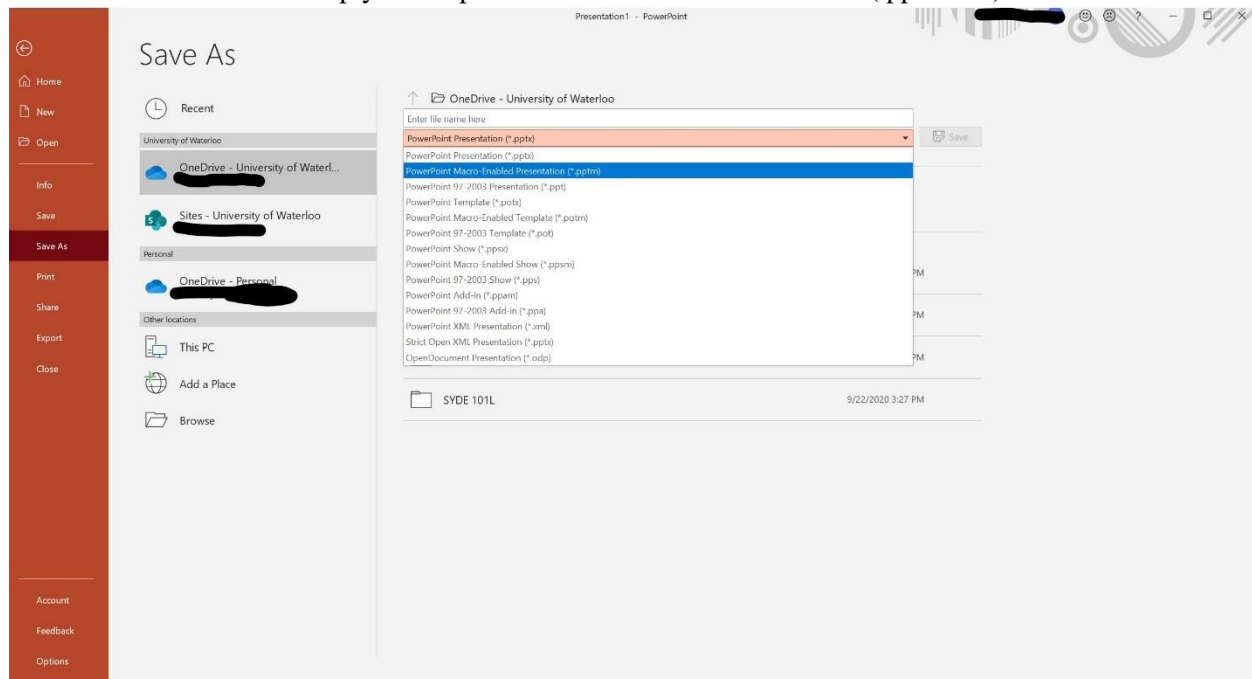
2. Afterward, you will be greeted to the following window where you can change the file format into an “Mp4” file.



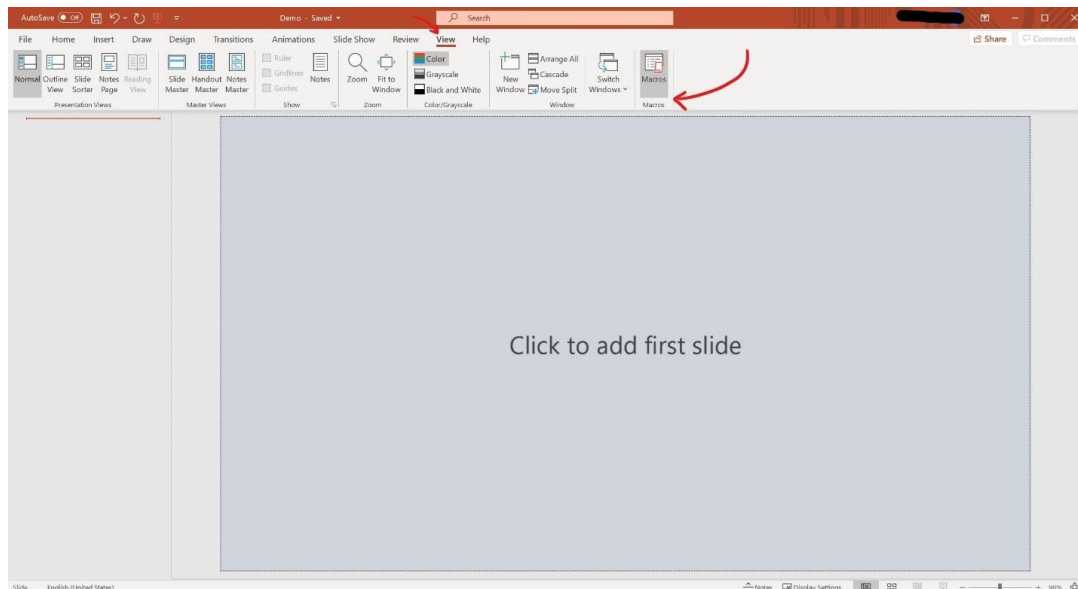
Inputting Custom Macros Into Power Point (Advanced)

Sometimes, PowerPoint doesn't have enough built-in features that will perform the tasks you desire, such as properly converting power point animations into a pdf file. Thus, knowing how to add Power Point macros can be a great tool to ask PowerPoint to perform more specific/advanced tasks.

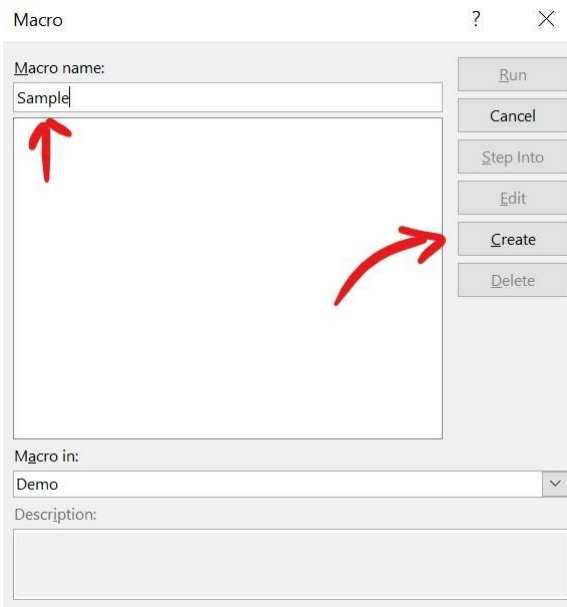
1. From MicroSoft PowerPoint, create a new blank presentation and delete the default empty slide. Save this as an empty Powerpoint Macro-Enabled Presentation (.pptm file).



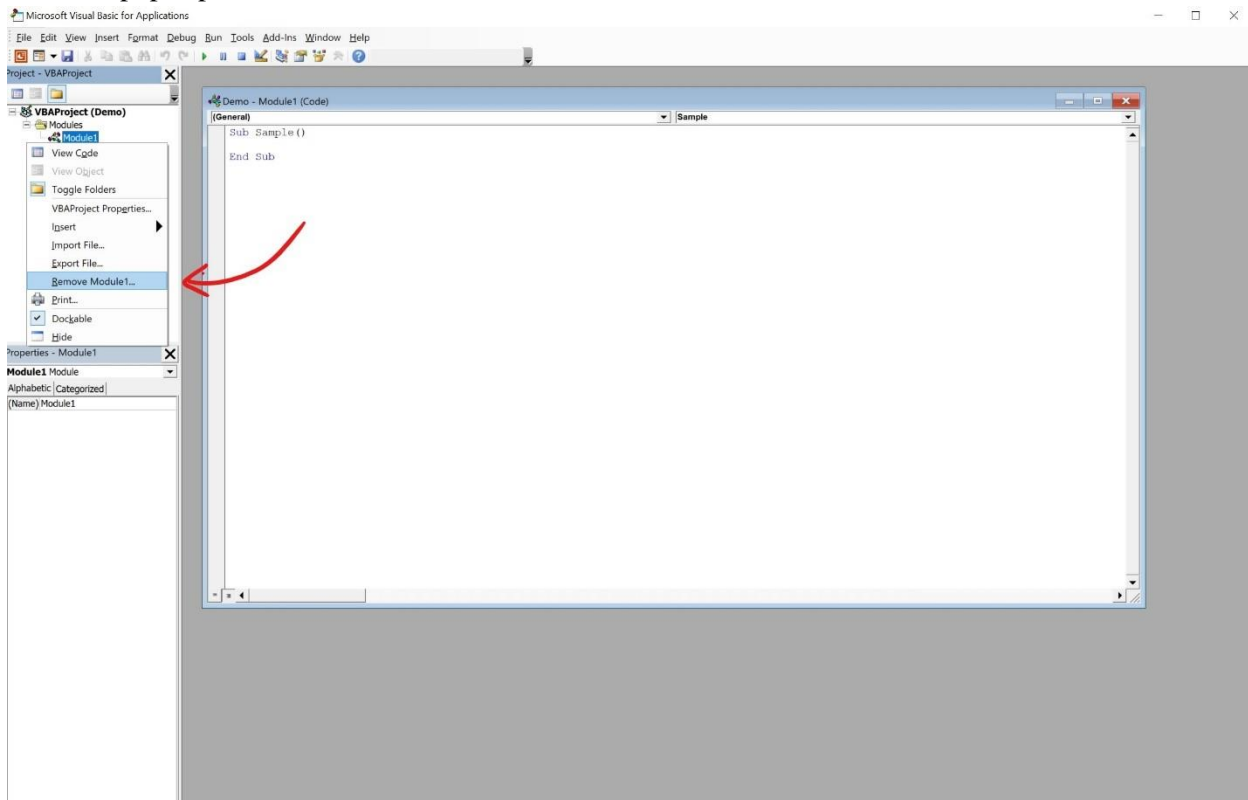
2. Go to View, click on Macros.



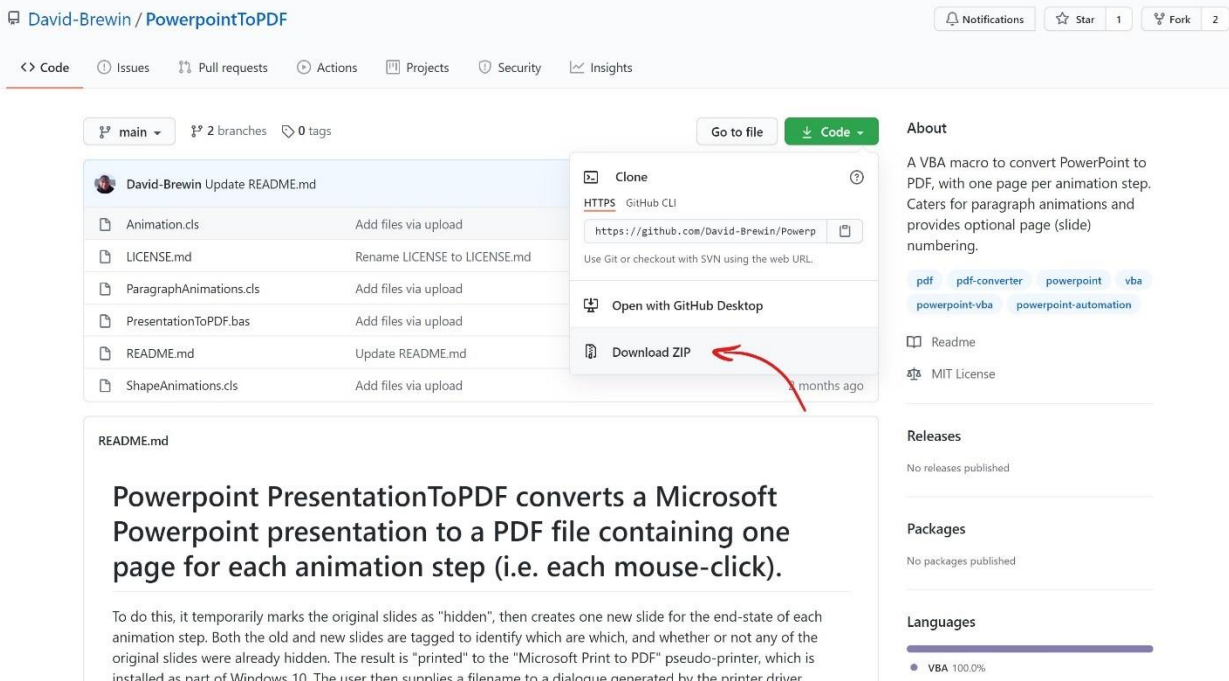
3. Enter some text in the Macro Name field. It does not matter what text is entered; this is done just to get into the VBA editor. Press Create.



4. Once in the editor, go to the Project Manager pane. (If you can't see this, click View, then Project Explorer). Right-click on Module1 and click Remove Module. If a file explorer window pops up, click Save.

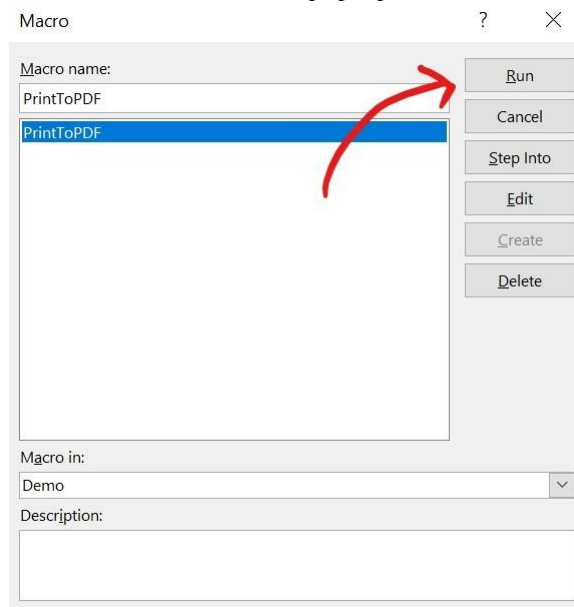


5. Go to <https://github.com/David-Brewin/PowerpointToPDF>, Click Code, then hit download ZIP. Extract the file.



6. Click File, then import the downloaded PresentationToPDF.bas and each of the .cls files.
7. Click File, then Close and Return to MicroSoft PowerPoint.
8. Save the PowerPoint. From here, you can continue to creating your PowerPoint presentation.

To use this Macro, click View, then Macro. On the pop-up screen, click PrintToPDF and hit run.



****To use this with an existing PowerPoint presentation, follow steps 2 to 7. Then instead of clicking save, click save as .pptm file. Finally, use the macro as stated above.**



Webex - Synchronous (limit of 1000 participants),

Asynchronous

Software Overview

Cisco Webex is an online conferencing software provided by the University to all staff and students. Members of the University can download the app and sign in using their uWaterloo email address. Webex provides integration with the Microsoft Office suite, and will automatically interface with a local instance of Outlook provided they each use the same email address.

Features include robust and intuitive conference hosting for all University members, mobile and desktop applications, and integration with the Office 365 suite provided by the University. In a conference, both the host and attendees can speak, share, chat, draw and take notes to provide a meeting room-like environment in a single window. Hosts can also save and export meeting notes, chats, as well as recordings.

Limitations include no integration with learning software, or education specific features. An enterprise app, Webex is designed for simple tasks of seeing, speaking and sharing content with colleagues, providing stripped down electronic versions of a physical meeting room's function. Functions such as note taking are very limited, polling is very difficult, and there are limited methods to collaborate within a meeting versus other educational tools.



Getting Started

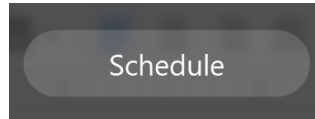
1. **Download Cisco Webex Meetings** client to your computer by visiting <https://www.webex.com/downloads.html>, or for a mobile device from the Google Play Store, or the (Apple) App store.
2. Follow installation prompts and **open Webex** upon completion.
3. Sign in using University of Waterloo email address, and use **uwaterloo.webex.com** to connect with the University Webex.



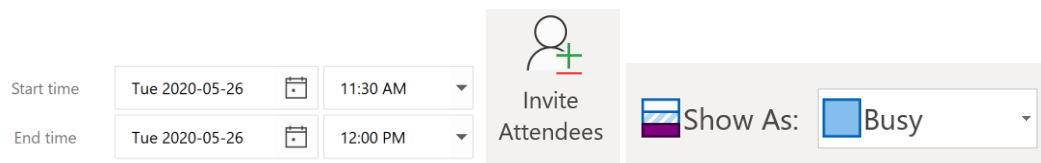
Schedule a Meeting

Tutorial Video: Click [here](#) to learn how to schedule your first Webex meeting.

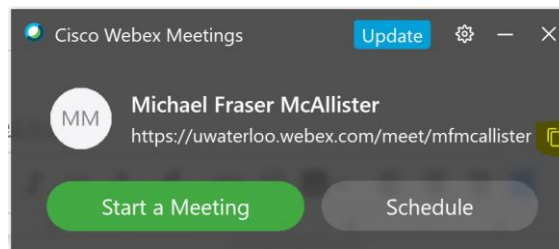
1. Select **Schedule** from the main dashboard, Webex is integrated with Office 365 provided by the University and will open a mail client.



2. In the mail client, pay special attention to **Time, Date, Attendees**, and any **Recurrence** when creating the meeting, also note if you wish for your status to appear as in office next to **Show As:**



3. Include the **link** to your Webex meeting room in the body of the invitation for Attendees, this can be found below your name on the main dashboard, and copied using the button highlighted here;



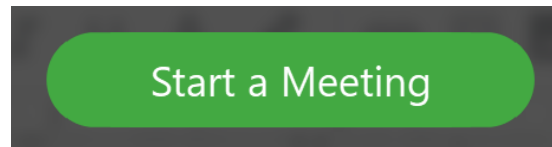
4. **Save and Close** the meeting, it will now appear in yours and all Attendees 365 calendars with any/all details you've included in the body.



Start a Meeting

Tutorial Video: Click [here](#) to learn how to start your first Webex meeting.

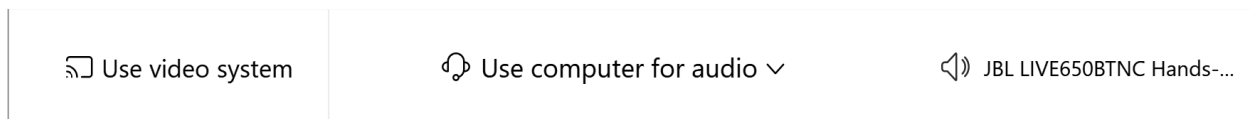
1. Select **Start Meeting** from the main dashboard, this will open your personal meeting room, but not allow attendees in yet.



2. In the meeting room, check **Mute**, and **Video** buttons to ensure you are audible and if desired, visible to attendees once the meeting starts.



3. Ensure bottom bar settings are correct, selecting **Use Computer for Audio** (VoIP vs. Phone) at the centre, your desired audio **Inputs and Outputs** at the right, and **not** selecting Use Video System on the left.



4. Select **Start Meeting** to “open the door” to your meeting room, attendees can now join from a pre-existing link.



5. Should it be necessary; you can **invite** more attendees and/or **remind** attendees with the link from within the room using the ... **More options** button on the dock.



Invite & Remind

Email

Phone

Remind

Invitees:

Separate addresses with commas or semicolons.

[Invite with your local email](#)

Send

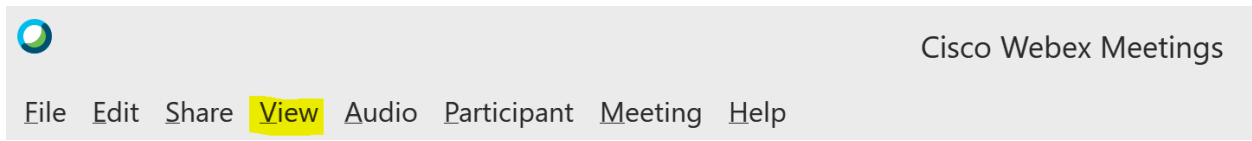
Meeting Settings

Tutorial Video: Click [here](#) to learn how to configure the settings for your Webex meeting room.

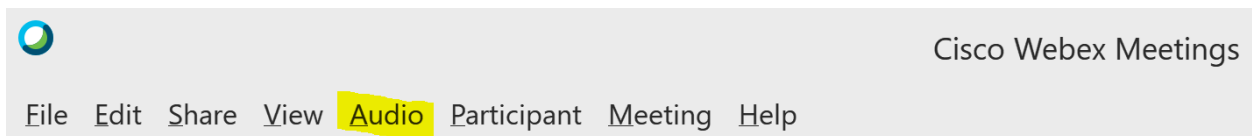
1. Start a meeting on your own to configure settings you will want once live.

Start Meeting

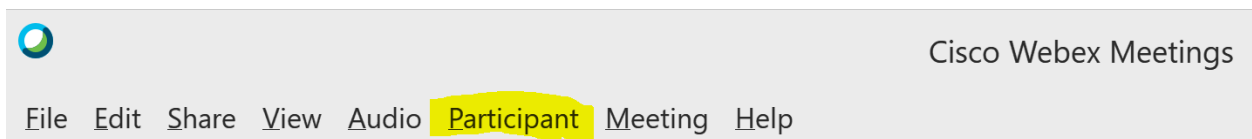
2. In the meeting room, check the **View** tab at the top of the screen for controls such as fitting your window to your screen and to show/hide attendee videos.



3. Check the **Audio** tab to change or troubleshoot the audio connections you set up before opening the room.



4. Check the **Participant** tab to manage settings regarding attendees, such as **Mute on Entry**, **Entry/Exit Tones**, and **Sharing Privileges**.

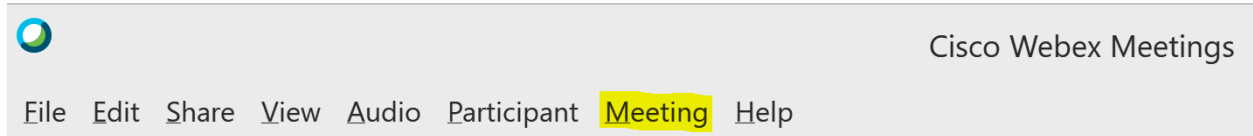


Note: Webex defaults in this tab in particular are not well suited to large/classroom environments, familiarize yourself with these options to best configure your meeting room for the type of meetings being held.

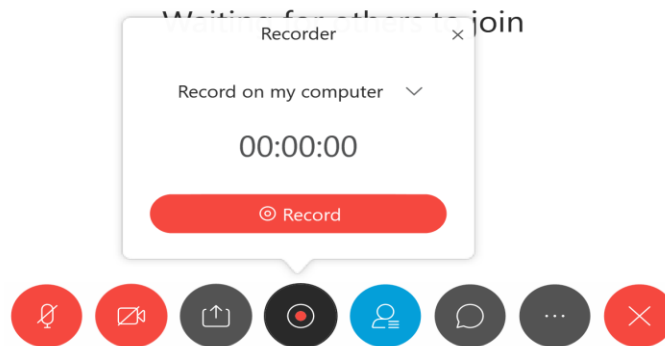
Recording a Meeting

Tutorial Video: Click [here](#) to learn how to record a Webex meeting.

1. Select either the record button (red dot) on the dock, or use the **Meeting** tab at the top to configure **Recording Settings**.



2. Select **Cloud** to save the recording on the University Webex server, this also allows you to auto-generate captioning or select **My Computer** to save the recording locally, this does not create captioning but can be faster to manipulate/upload after the meeting.



Note: Automatic captions are not perfect, depending on the speaker they may not be accurate to the material, and provide limited utility.

3. Once the desired location is selected choose **Record** to begin the capture of the meeting.



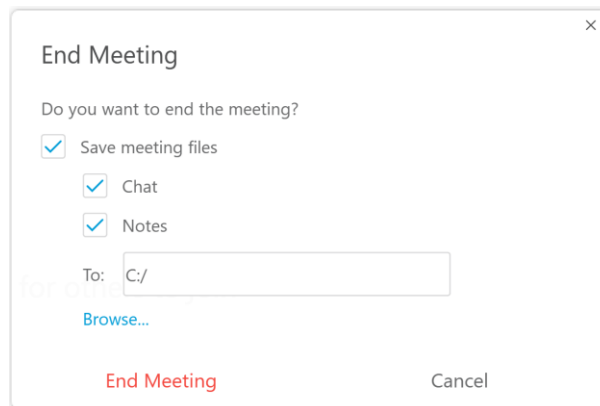
Chats and Notes

Tutorial Video: Click [here](#) to learn how to Chat, take Notes and save each as a file.

1. Open **Chat** using the chat bubble button on the dock at the bottom of the screen. Note the new window in the bottom right where you can compose a message, and select its target.



2. Open personal notes using the ... **More options** button on the dock and clicking the notes icon in the top left of the small window. Note a new window pinned to the right to keep notes for yourself in the Webex window.



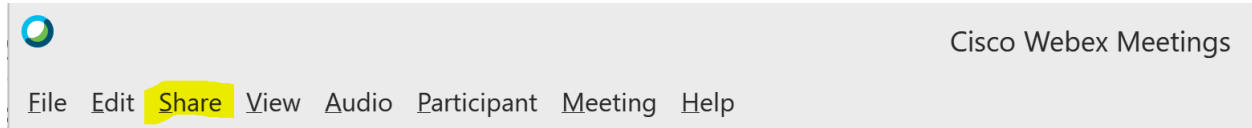
(Tip: Webex notes are a stripped down text processor like Notepad, for advanced functionality you may wish to have a full word processing app open alongside your Webex window)

3. To save Chats and Notes after a meeting check **Save Meeting Files** in the pop-up upon ending the meeting. Select which files you wish to keep, and a destination folder for each. These are exported as .txt files and can be opened with any text processor.

Sharing Content

Tutorial Video: Click [here](#) to learn how to Share Content in a Webex meeting

1. Open sharing using the **Share Content** button on the dock at the bottom of the screen, or the **Share Tab** at the top of the screen.



2. To share your entire screen, or one window in particular select from the open windows shown.



3. To open and share a new tab in your default web browser select **Share Web Browser** from the share tab.

Note: To share a web browser more effectively pre-load the desired webpage and share via Share Content not Share Web Browser.

4. To share multimedia within the meeting select **Share Multimedia** from the share tab and insert the link to the file or webpage containing the media.

Microsoft Teams - Synchronous (limit of 250 participants)

Software Overview

Microsoft Teams is an online collaborative software provided by the University to all staff and students. Members of the University can download the app and sign in using their uWaterloo email address. Teams provides integration with the Microsoft Office suite, and will automatically interface with a local instance of Outlook provided they each use the same email address.

Microsoft Teams allows users to create various teams and channels within those teams that allow for instant messaging chat, video conferencing, file sharing among other things. Users are able to create meetings and send out invitations to users in order to join the meeting. There is a calendar feature outlining any past or future meetings a user has created or has been invited to. Hosts can also save and export meeting notes, chats, as well as recordings.

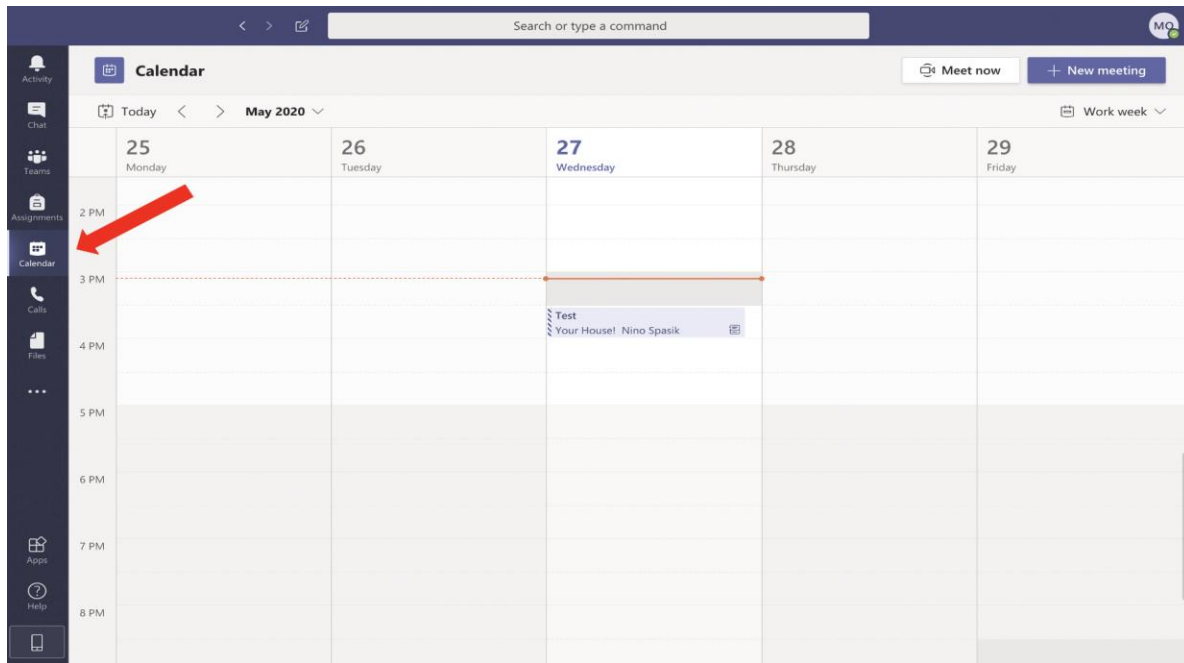
Teams is a useful tool for holding synchronous teachings sessions as meeting attendees are able to ask questions through voice conferencing, as well as instant messaging chat. The meeting host is able to share their desktop, draw on the screen and attach files as well.



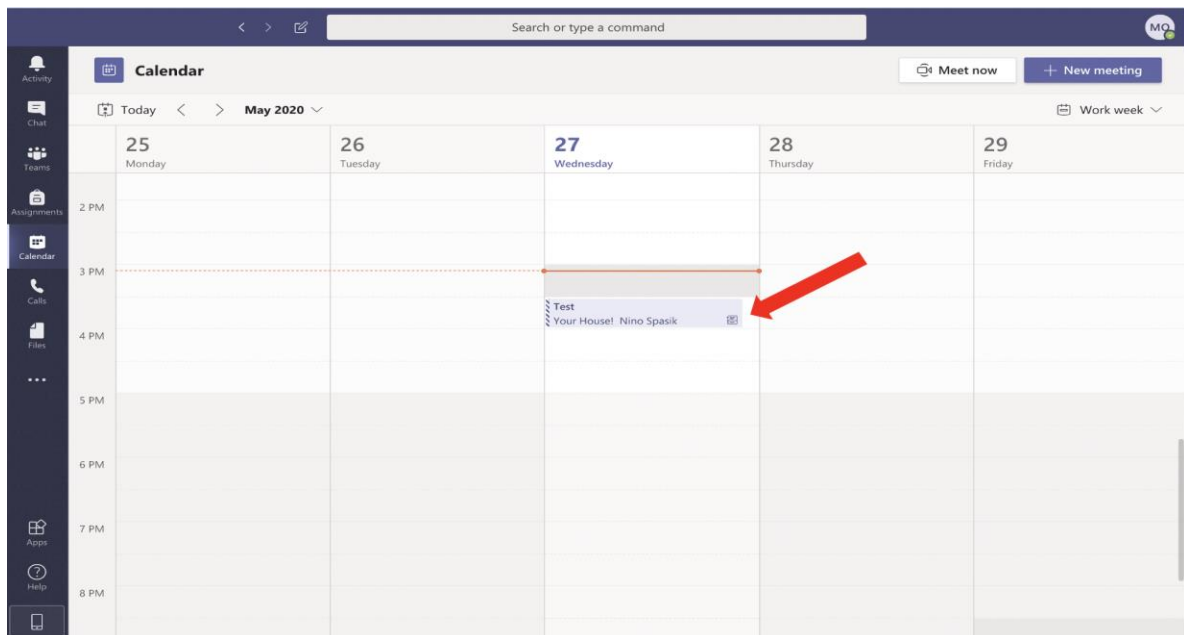
How To Launch a Teams Meeting

Tutorial Video: Click [here](#) to learn how to launch a Teams meeting.

1. Click on the Calendar icon on the left hand side toolbar.

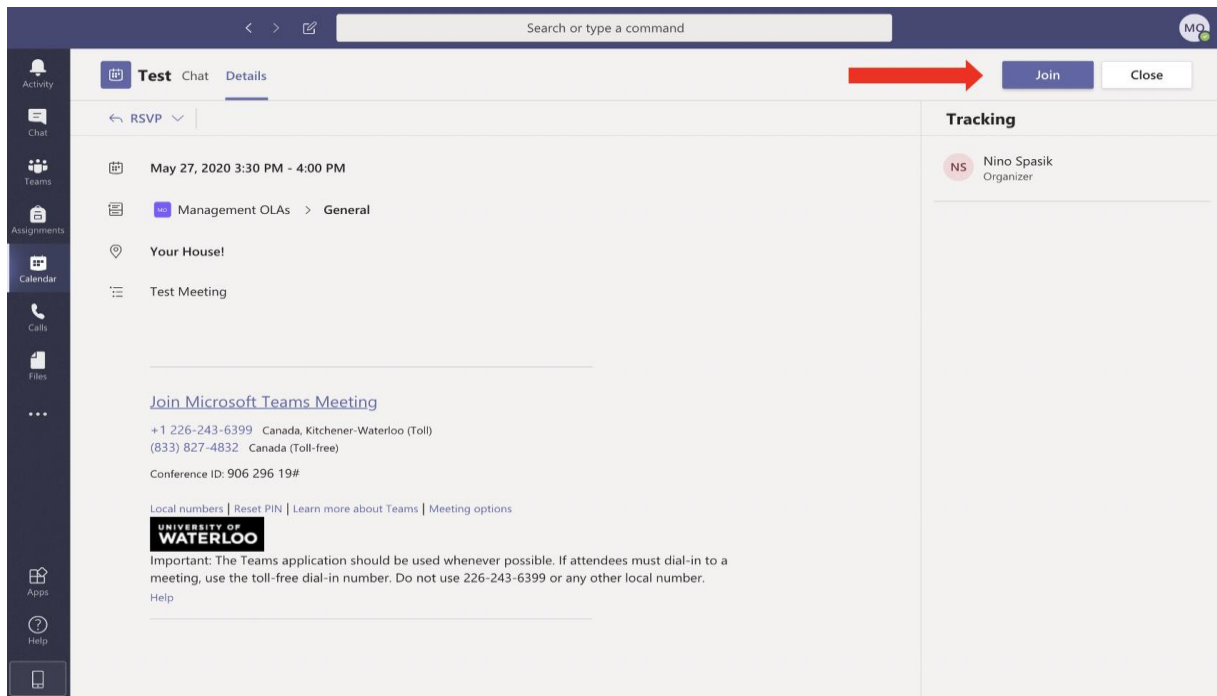


2. Click on the meeting you wish to start.

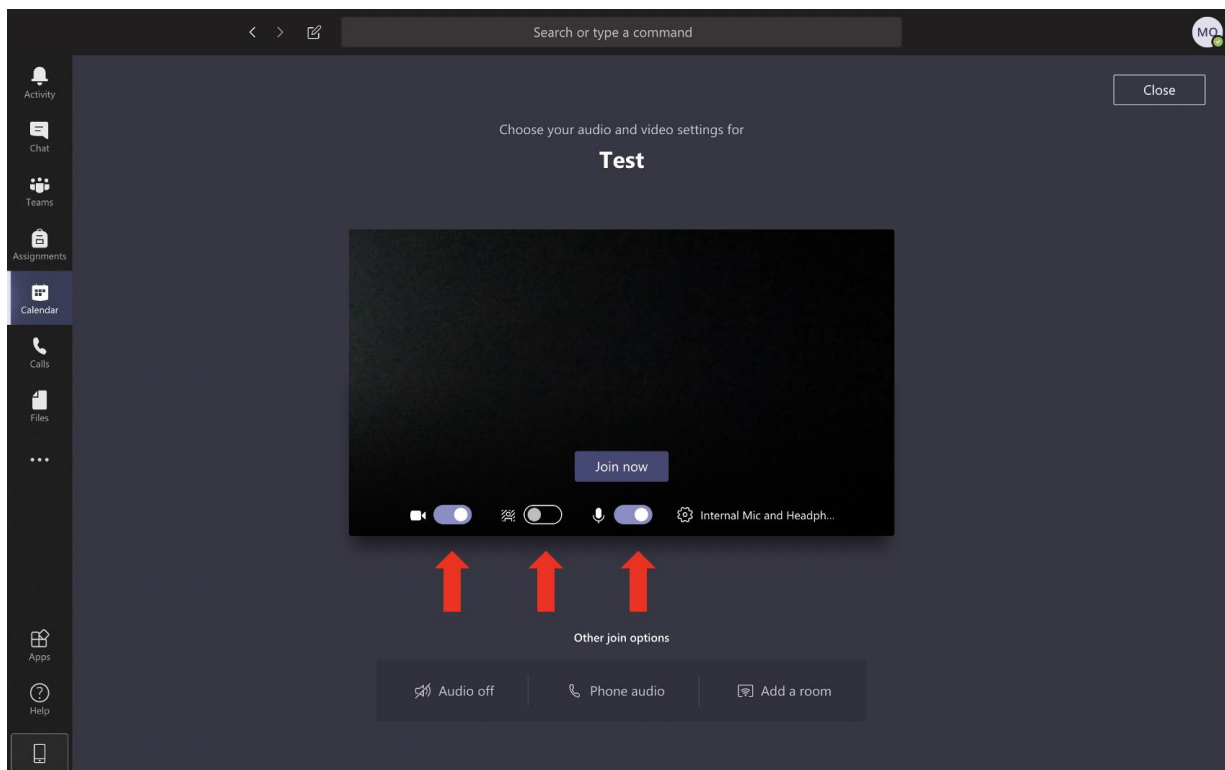


3. Click on “Join”.



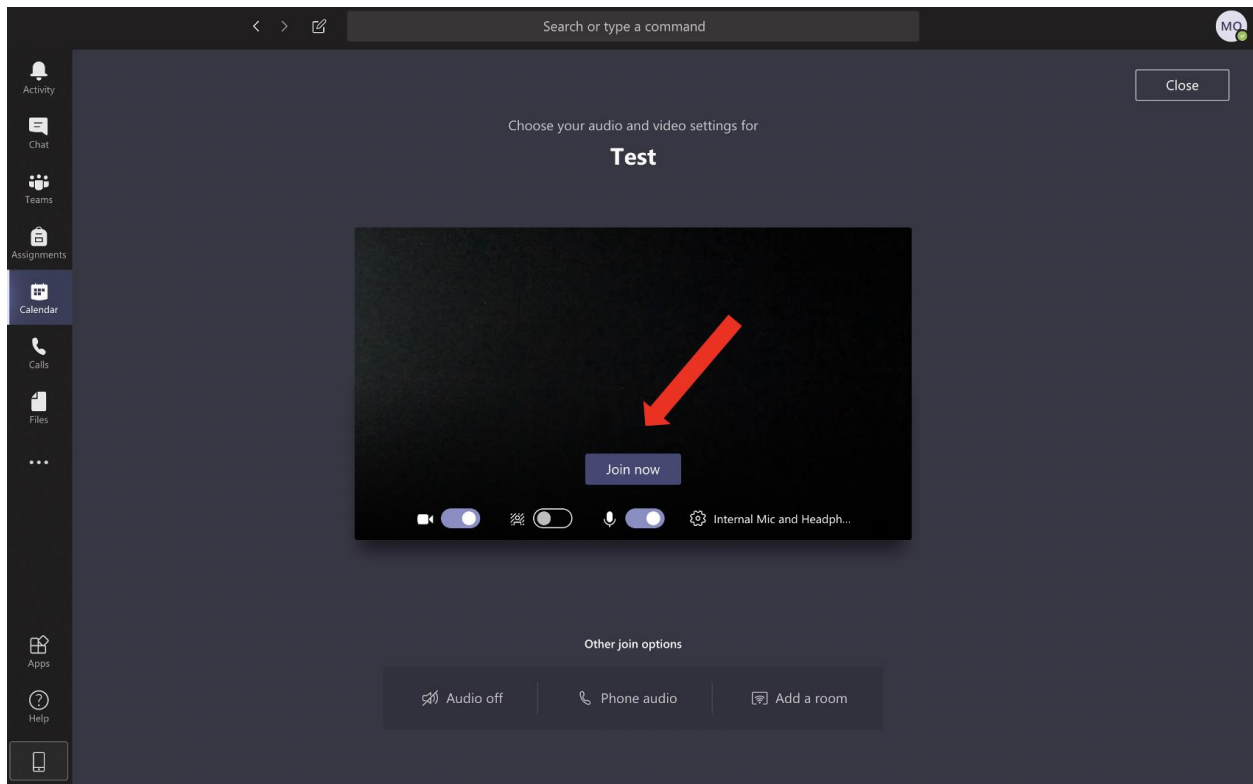


4. Adjust your camera and microphone settings in the waiting room.



5. Click “Join Now”.

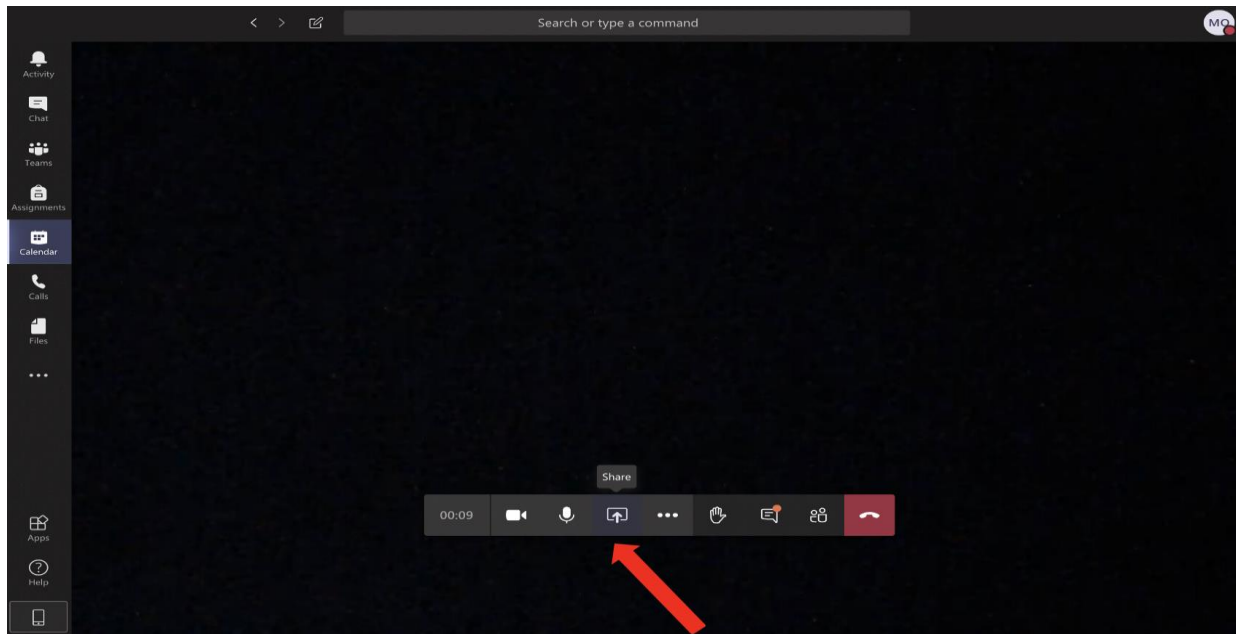




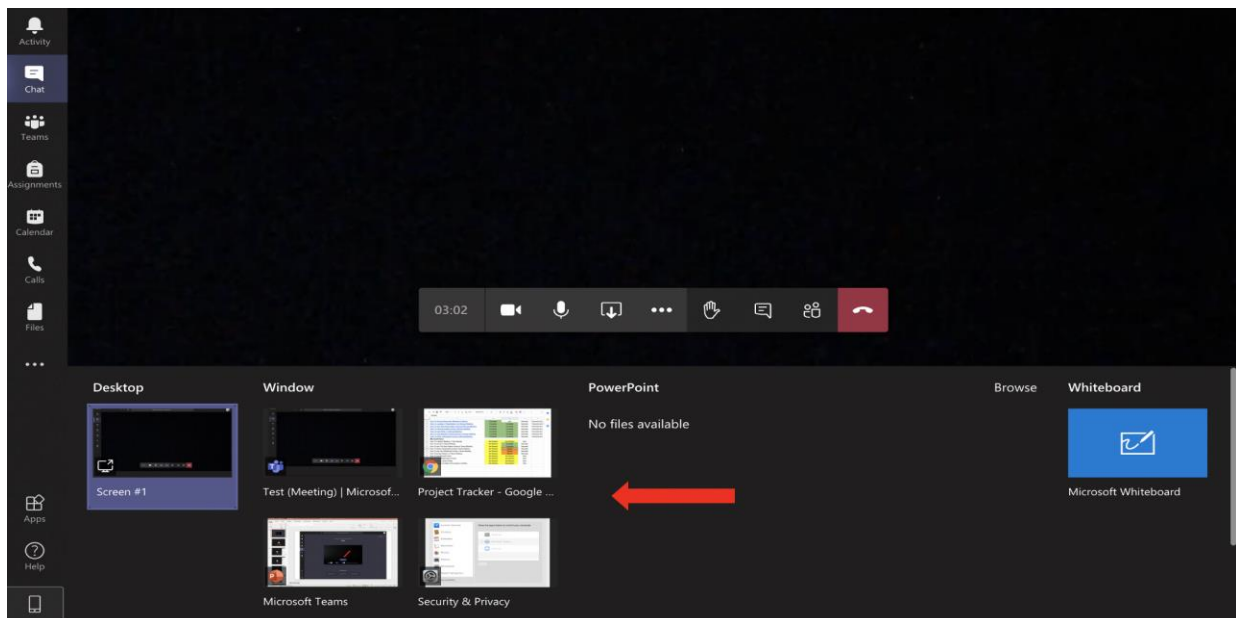
Screen Share in A Teams Meeting

Tutorial Video: Click [here](#) to learn how to screen share in a Teams meeting.

1. Click on the share icon on the bottom toolbar labelled “Share”.



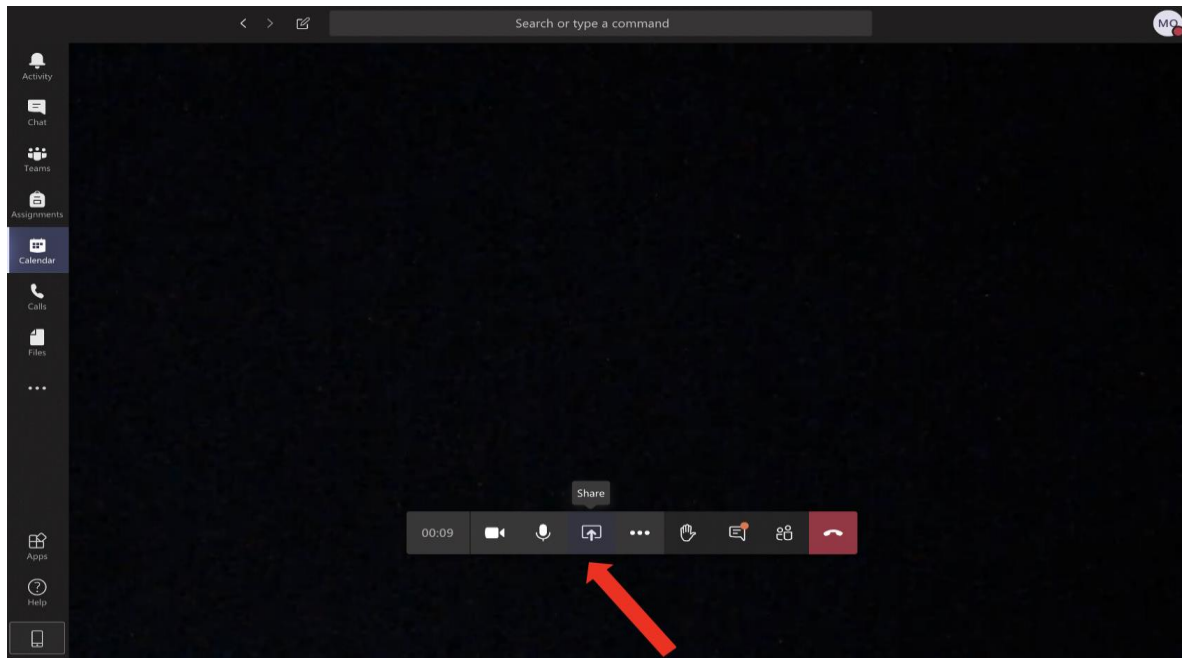
2. Select the desktop or the specific window to share on the whiteboard.



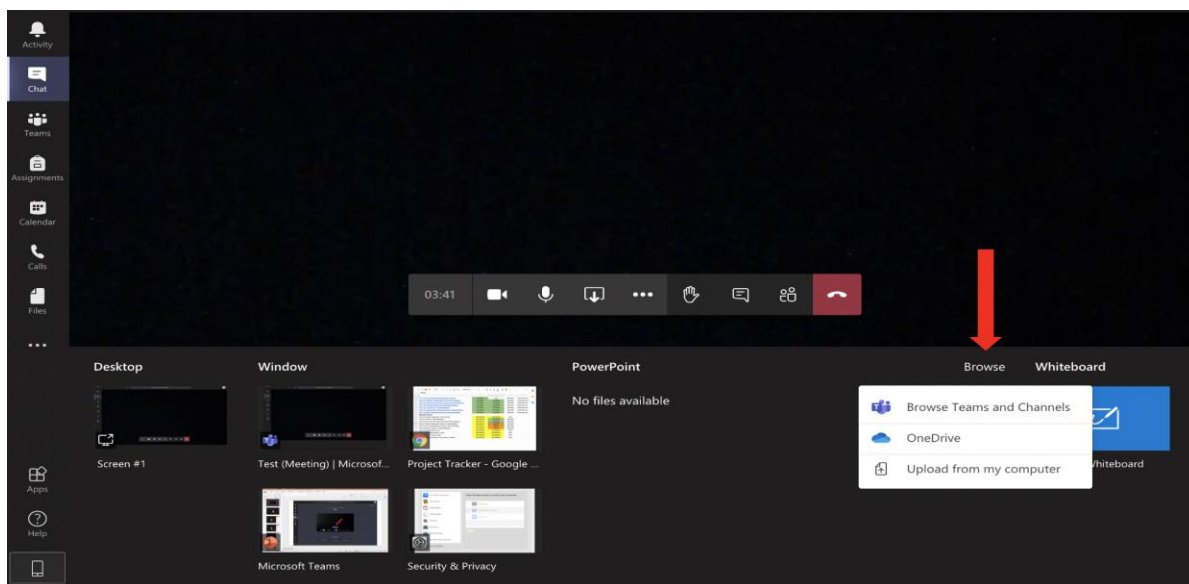
Share Powerpoints During A Teams Meeting

Tutorial Video: Click [here](#) to learn how to share powerpoints during a Teams meeting.

1. Click on the share icon on the bottom toolbar labelled “Share”.



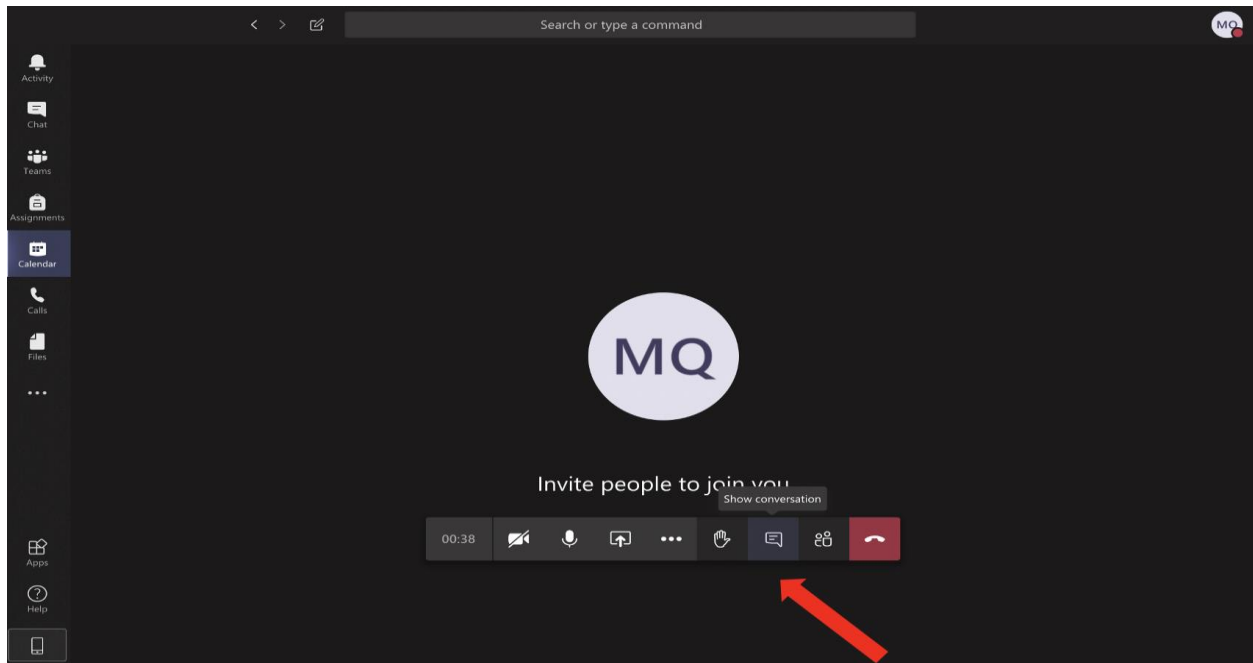
2. Select the powerpoint you wish to share. If you do not see any powerpoints available, click “Browse” and upload one from OneDrive or your local computer.



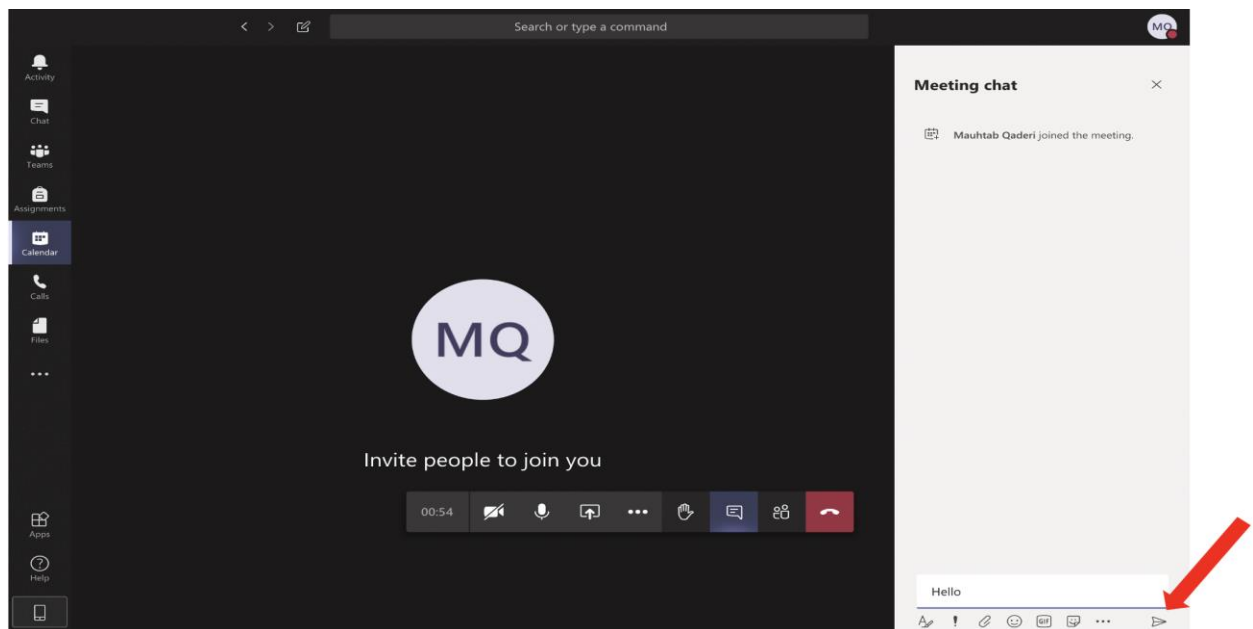
Use The Chat Feature During A Teams Meeting

Tutorial Video: Click [here](#) to learn how to use the chat feature during a Teams meeting.

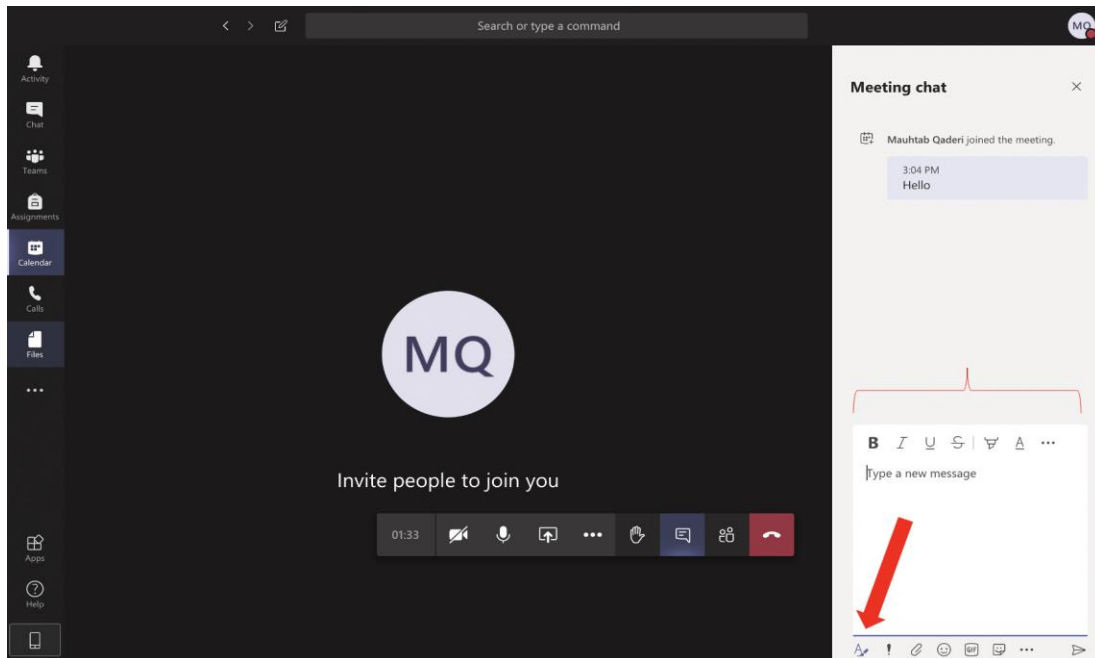
1. Click on the chat icon on the bottom toolbar labelled “Show Conversation”.



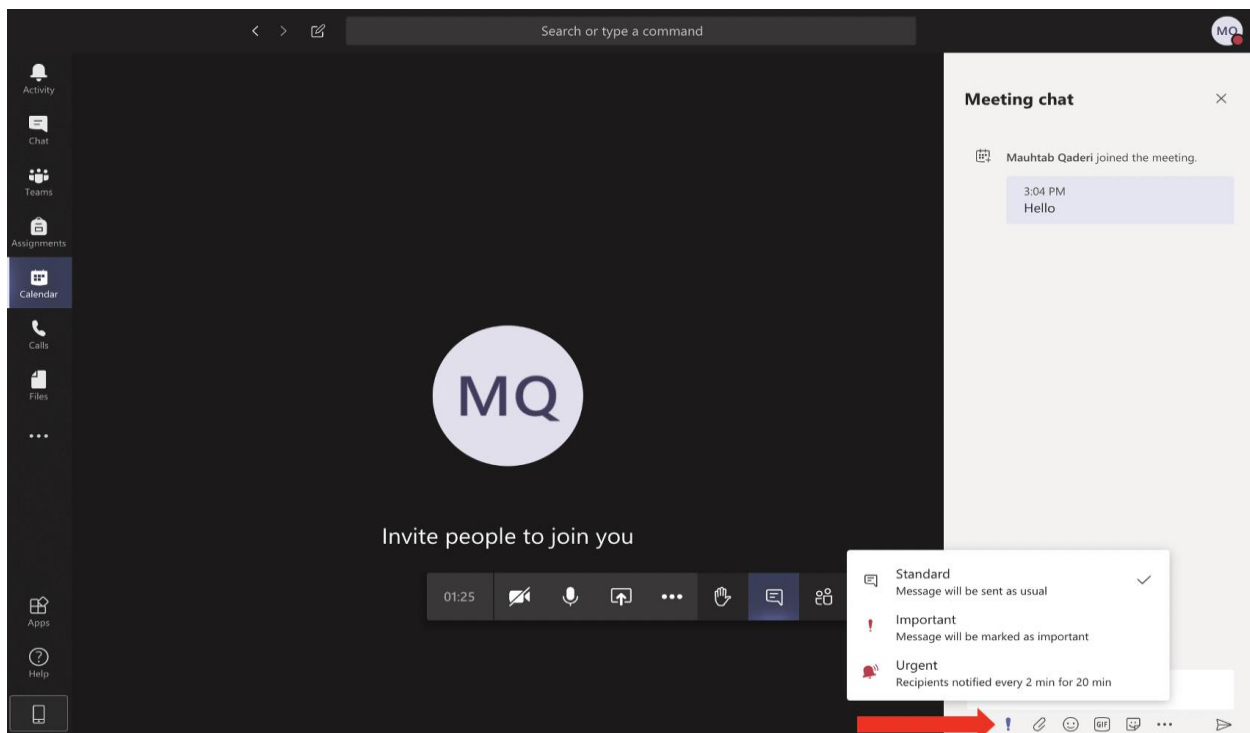
2. Type out a message and click on the send icon.



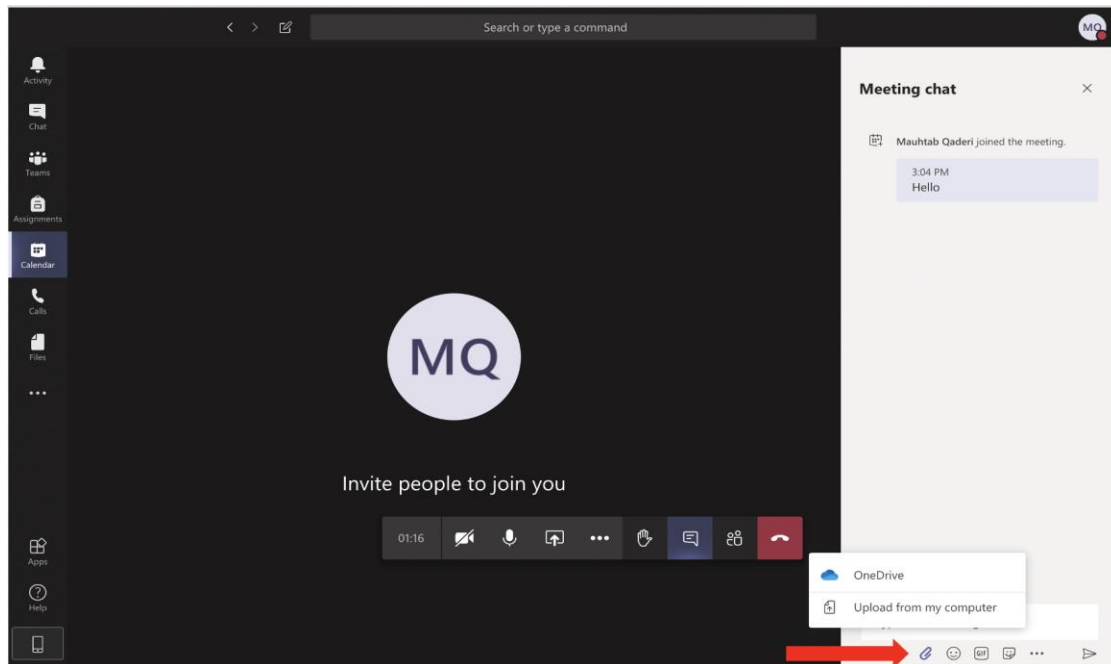
3. To edit the text, click the bottom left icon for the editing options to appear.



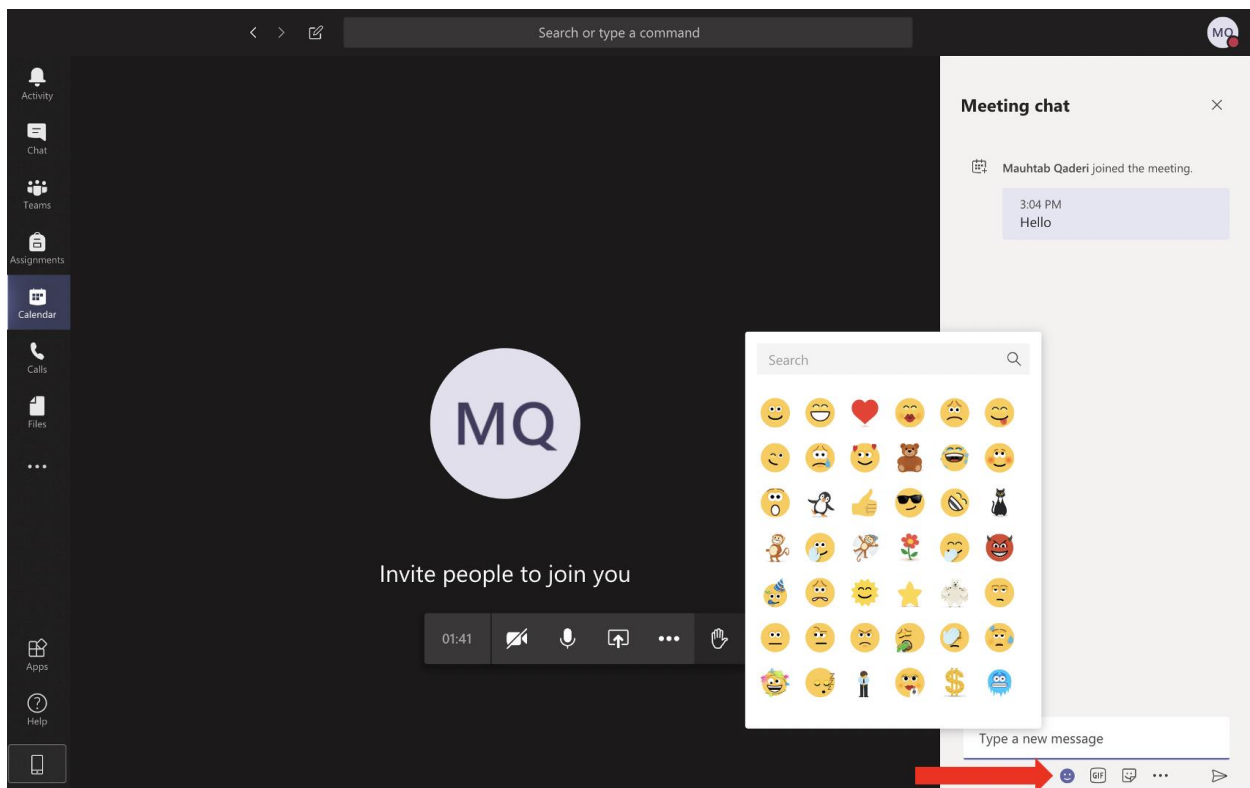
4. To send a message of importance or urgency, click the exclamation mark icon on the bottom toolbar of the chat. Select the type of message you are sending.



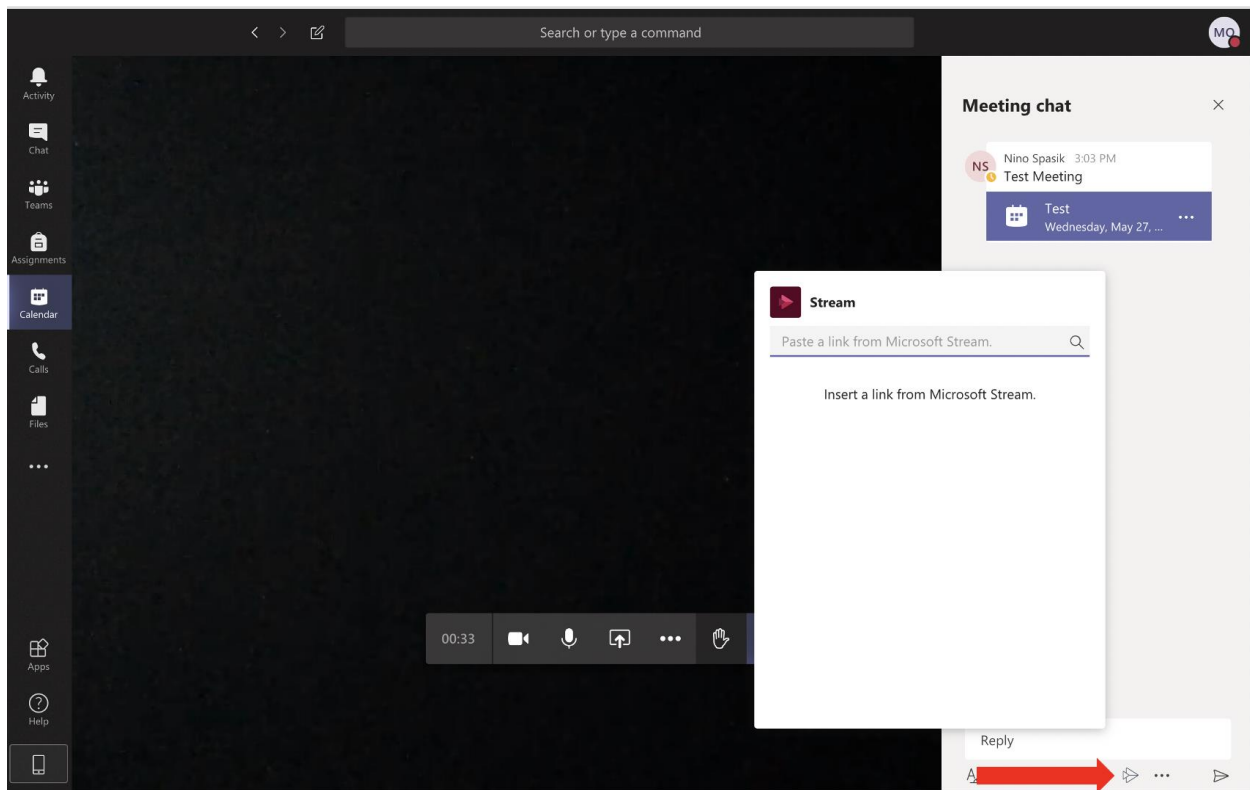
5. To send a file, click on the paperclip icon on the bottom toolbar of the chat. Select the file to send, and click the arrow icon.



6. To send an emoji, gif or sticker, click the next 3 icons on the bottom toolbar of the chat respectively.



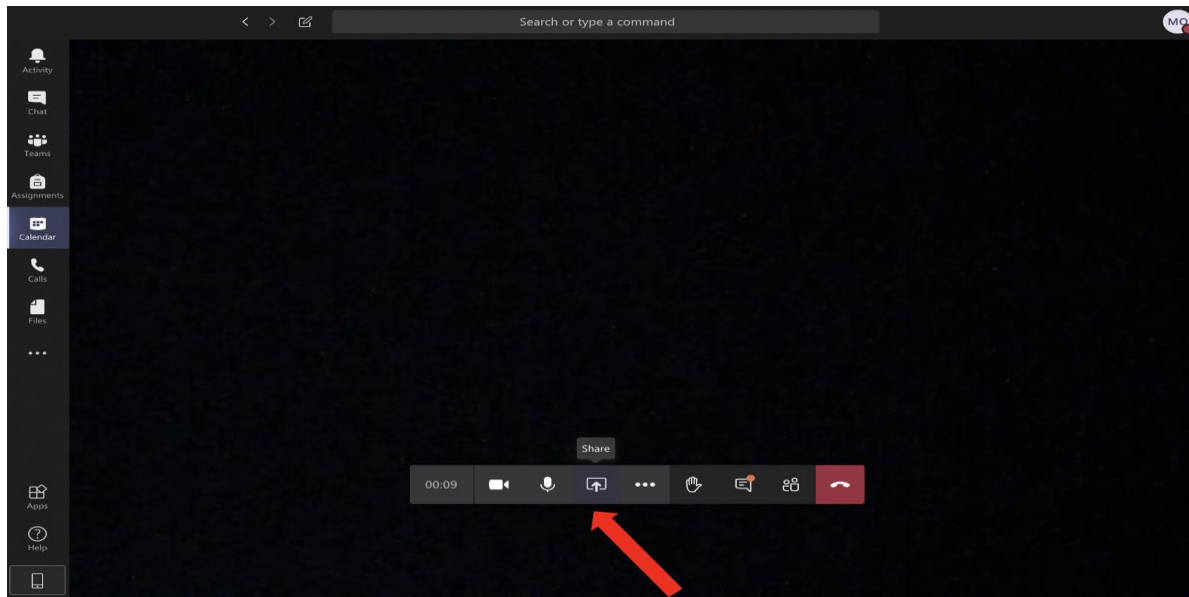
7. To send a Microsoft Stream link, click the last icon on the bottom toolbar of the chat.



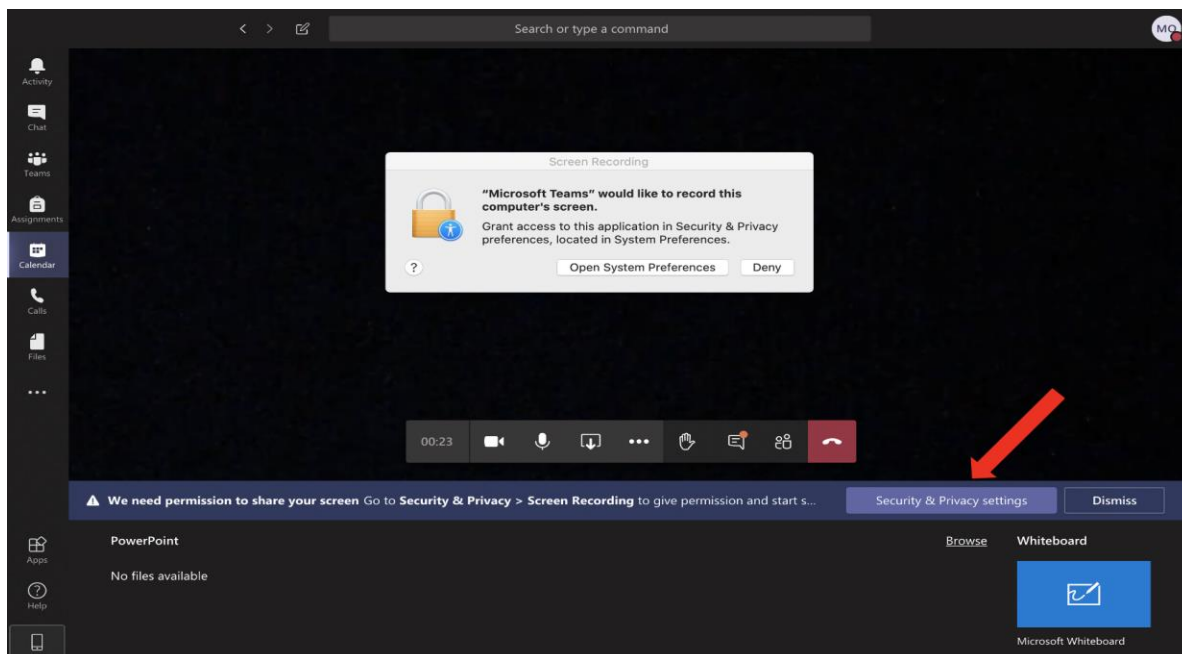
Use the Whiteboard During A Teams Meeting

Tutorial Video: Click [here](#) to learn how to use the whiteboard during a Teams meeting.

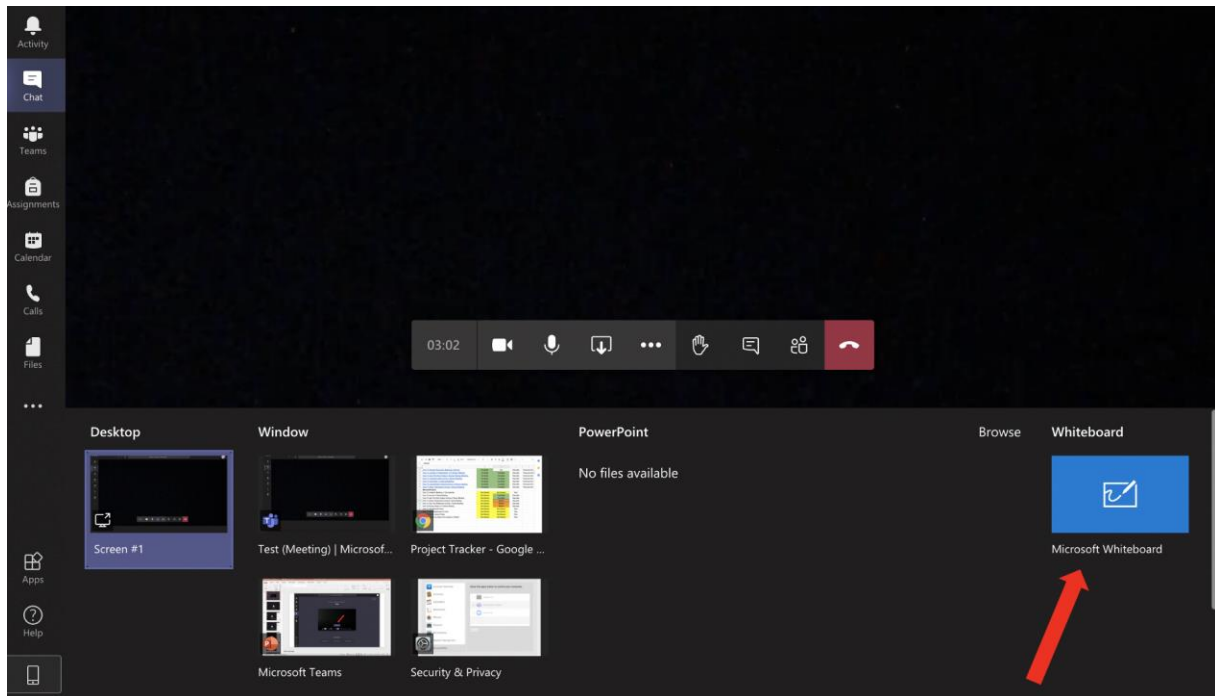
1. Click on the share icon on the bottom toolbar labelled “Share”.



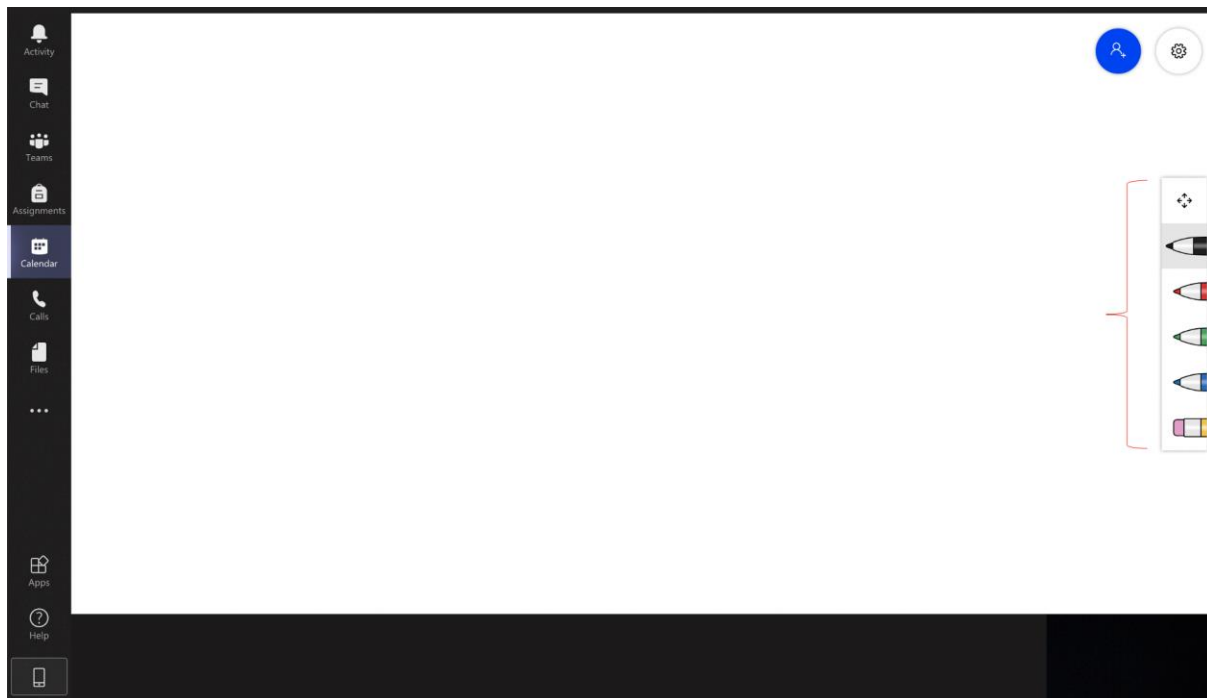
2. The first time sharing your screen, you may be asked to give Microsoft Teams permission to access your windows. Follow the prompts to grant permission.

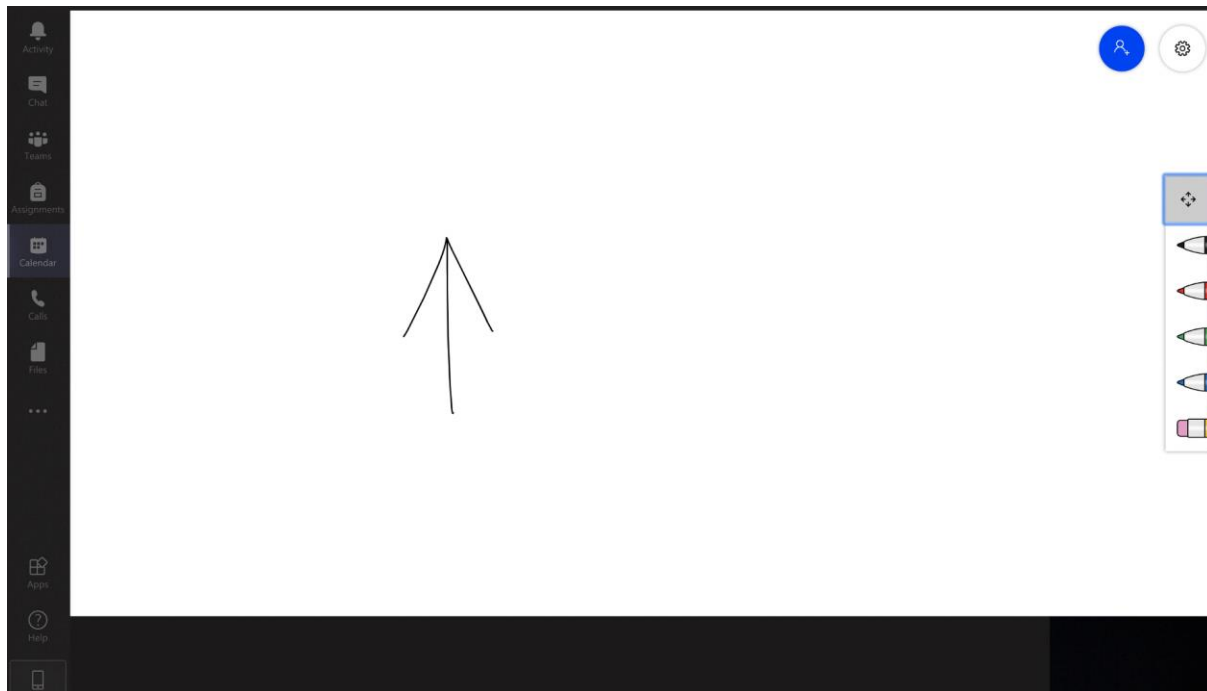


3. Click the whiteboard.



4. Select a pen and begin drawing.

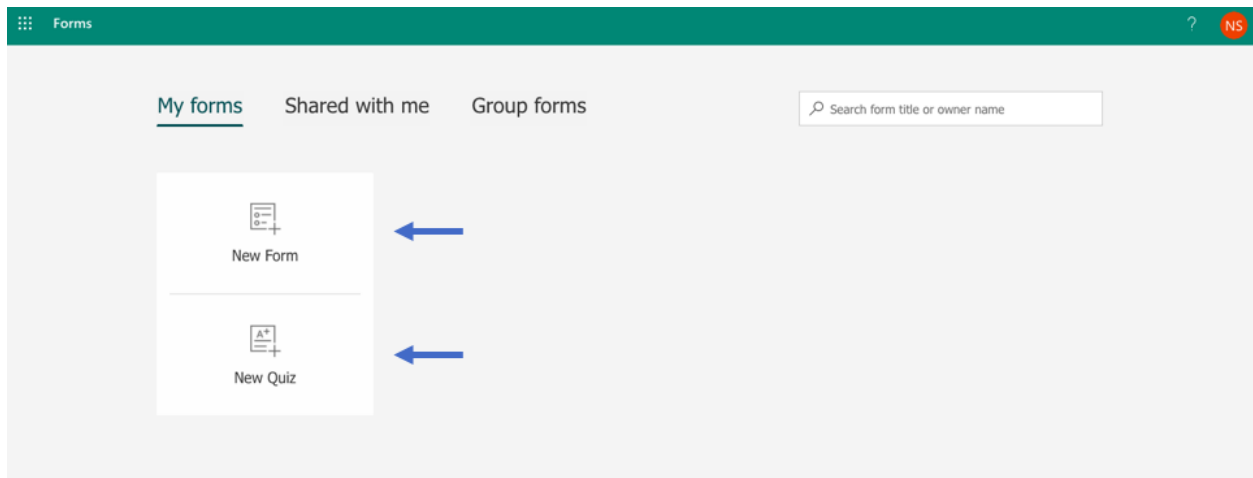




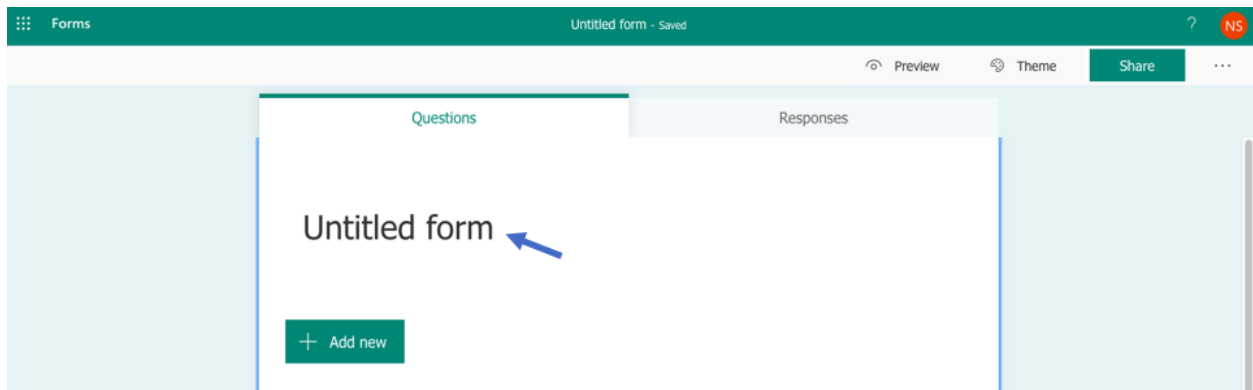
Using Microsoft Forms To Collect Feedback or Test Knowledge From Students

Tutorial Video: Click [here](#) to learn how to use Microsoft Forms To collect feedback or test knowledge from students.

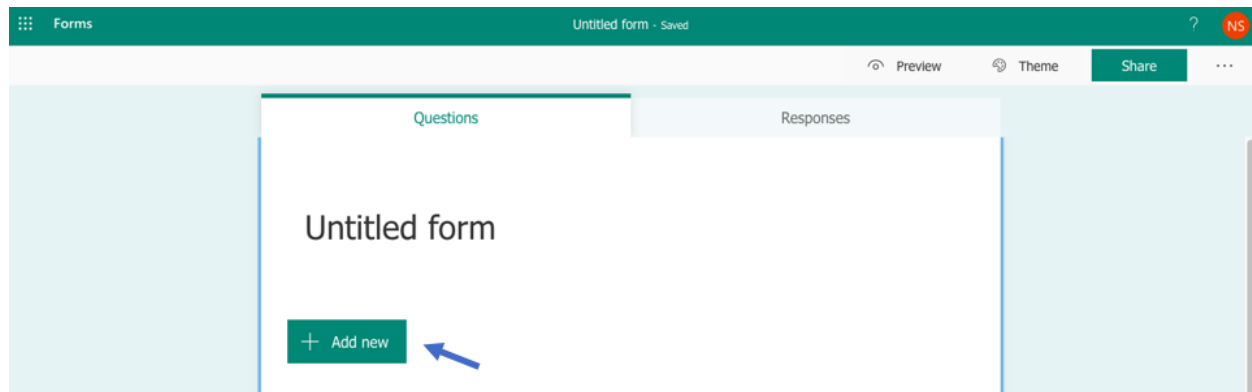
1. Go on <https://forms.office.com/> and login with your Office365 University credentials.
2. If you are seeking feedback, create a form by clicking “New Form”. If you are quizzing students, create a quiz by clicking “New Quiz”. Both features have the same function, the only difference is that a quiz has a correct answer.



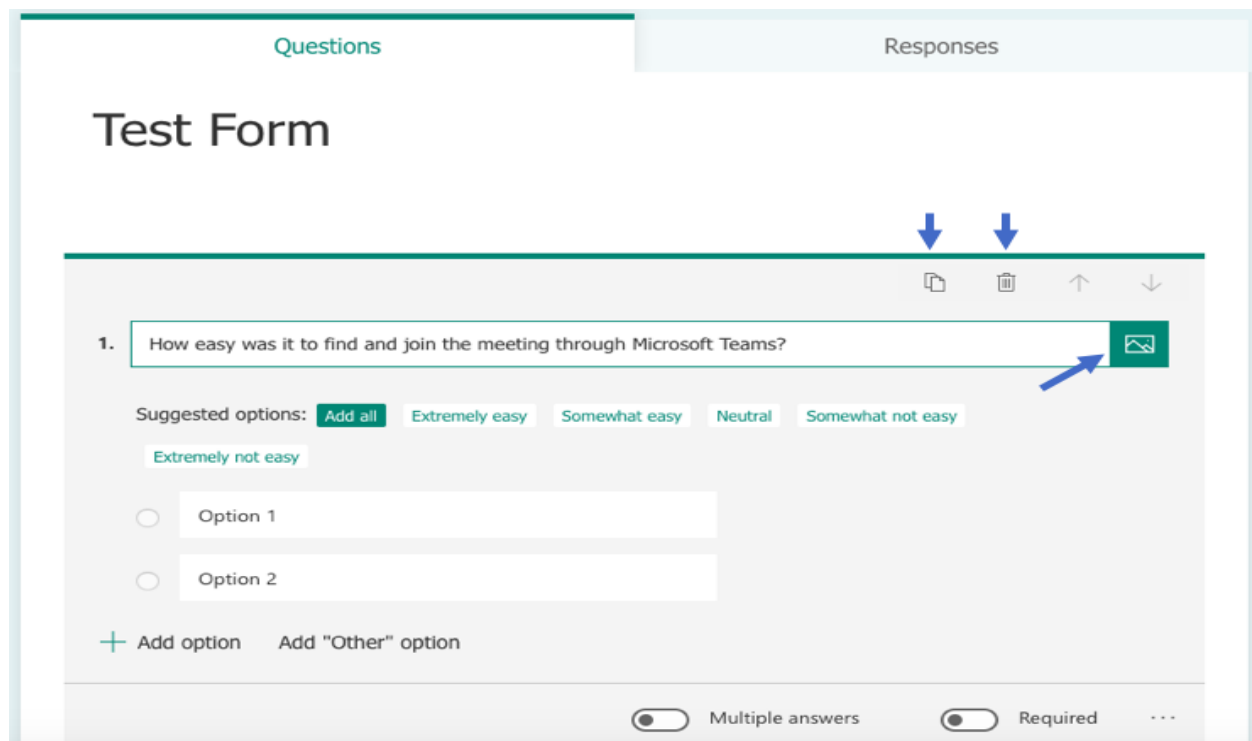
3. Title your form/quiz by double clicking on “Untitled Form”. Choose a clear title that briefly outlines what the form/quiz will be covering.



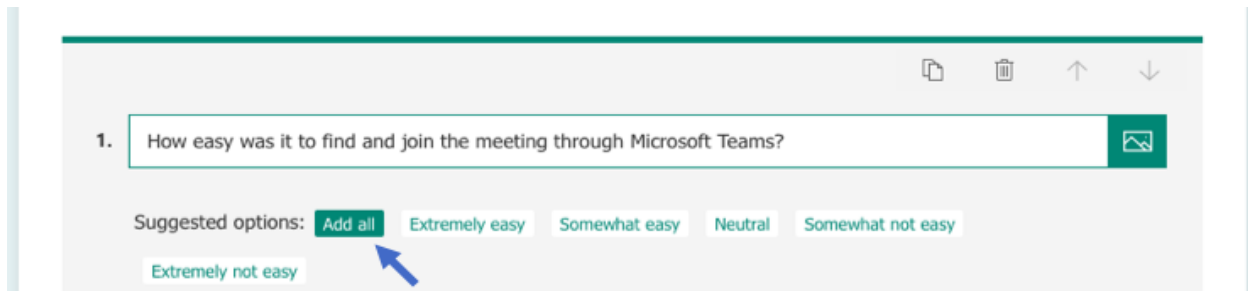
4. To start adding questions to the form/quiz, select “Add New”. Choose the type of question you want to ask. The most common type of quiz questions are multiple choice and text based questions. On the other hand, feedback type questions are rating, ranking, likert and Net Promoter Score rankings. In addition, you can select “File upload” to attach a file to a question, that way if more information is needed for a question, it can be provided from the file.



5. You can add an image to your question by selecting the “insert media” icon to the right of where the question is written. A question can be copied by selecting the “copy” icon above where the question is written, and the question can be deleted by selecting the “delete question” icon which is right next to the “copy” icon.

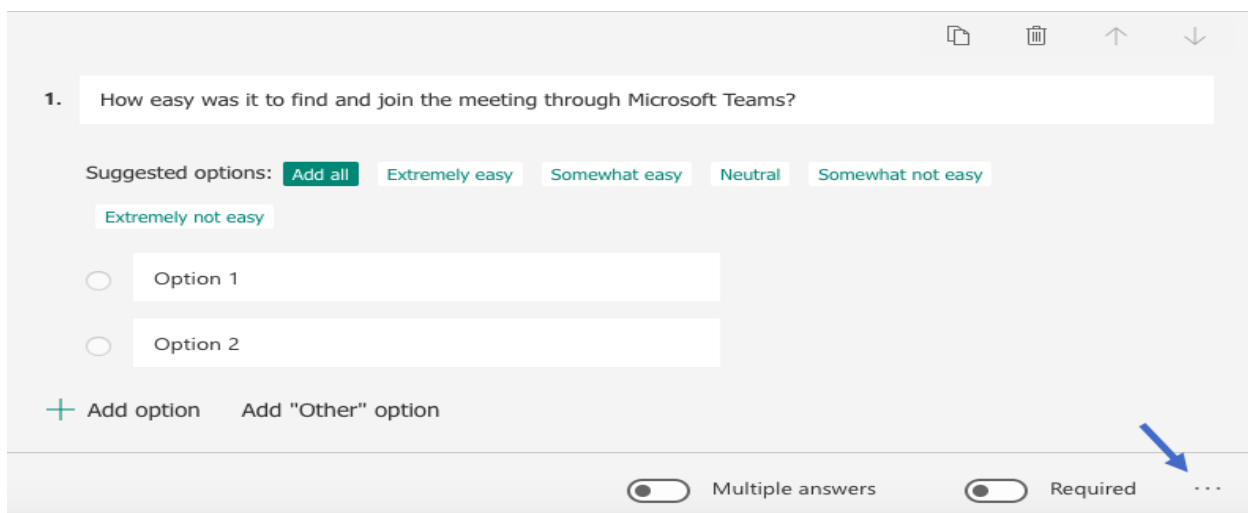


6. If you are writing a feedback multiple choice question, Microsoft forms will usually recognize that and will give you suggested options for the question. To add these options, select “Add all”.

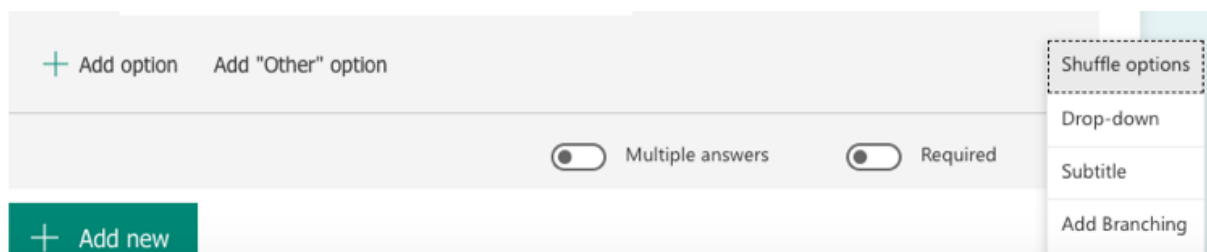


The screenshot shows a Microsoft Forms interface for creating a question. The question text is "1. How easy was it to find and join the meeting through Microsoft Teams?". Below the question, there are "Suggested options" which include "Add all", "Extremely easy", "Somewhat easy", "Neutral", "Somewhat not easy", and "Extremely not easy". A blue arrow points to the "Add all" button.

7. On the bottom of the question, there are different settings that you can adjust to your liking. You can allow the user to give multiple answers to the questions by toggling “Multiple answers”. You can also make the question mandatory to answer by toggling “Required”. In addition, select the three dot icon on the bottom right to look at more options for the questions. Each type of question will have a different array of settings for it.

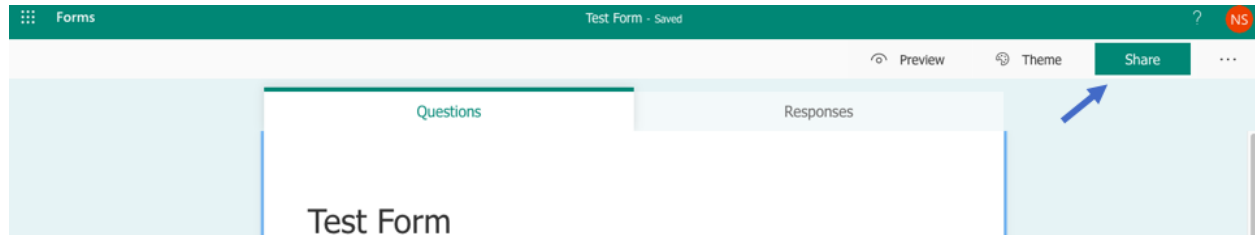


The screenshot shows the settings for the question "1. How easy was it to find and join the meeting through Microsoft Teams?". Below the suggested options, there are two empty option boxes labeled "Option 1" and "Option 2". At the bottom, there are two toggle switches: "Multiple answers" and "Required". A blue arrow points to the three-dot menu icon next to the "Required" toggle.

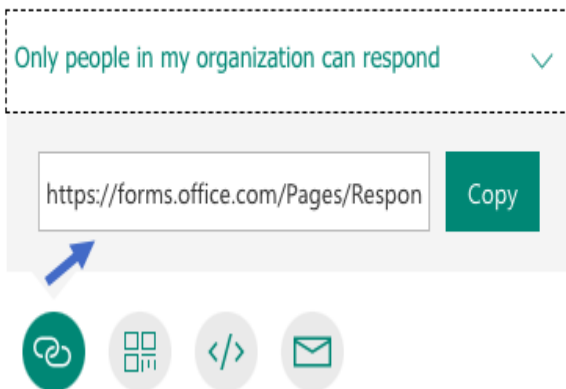


The screenshot shows the settings menu for the question. The menu is open, showing options: "Shuffle options", "Drop-down", "Subtitle", and "Add Branching". The "Multiple answers" and "Required" toggle switches are visible in the background.

8. Once you are finished with the form and are ready to share it with your group, select “Share” on the top right of the screen. The easiest way to share the form is to copy the link and share it with your group. There are a few other ways to share the form, such as a QR code, embed code for a website, and an email template.

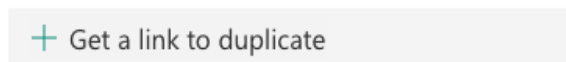


Send and collect responses

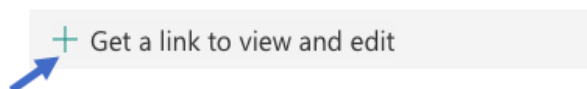


9. In addition, you can invite other users to edit the form with you by selecting “Get a link to collaborate” and sharing that link.

Share as a template

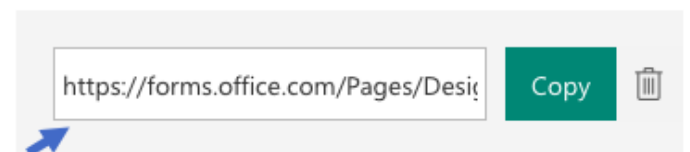


Share to collaborate



Share to collaborate

Users with an Office 365 work or school account ...



10. Once the link is shared and users start to complete the form. You are able to see the responses of each user by selecting the “Responses” tab. You can see how many users completed the form and the average time it took for someone to finish the form. In addition, you are able to see the results on an Excel spreadsheet by selecting “Open in Excel”.

The screenshot displays the Microsoft Forms interface for a form titled "Test Form". The top navigation bar includes "Forms", "Test Form - Saved", and a user profile icon. Below the bar, there are tabs for "Questions" and "Responses", with a blue arrow pointing to the "Responses" tab. The main content area shows the "Test Form" title and a summary card with the following data:

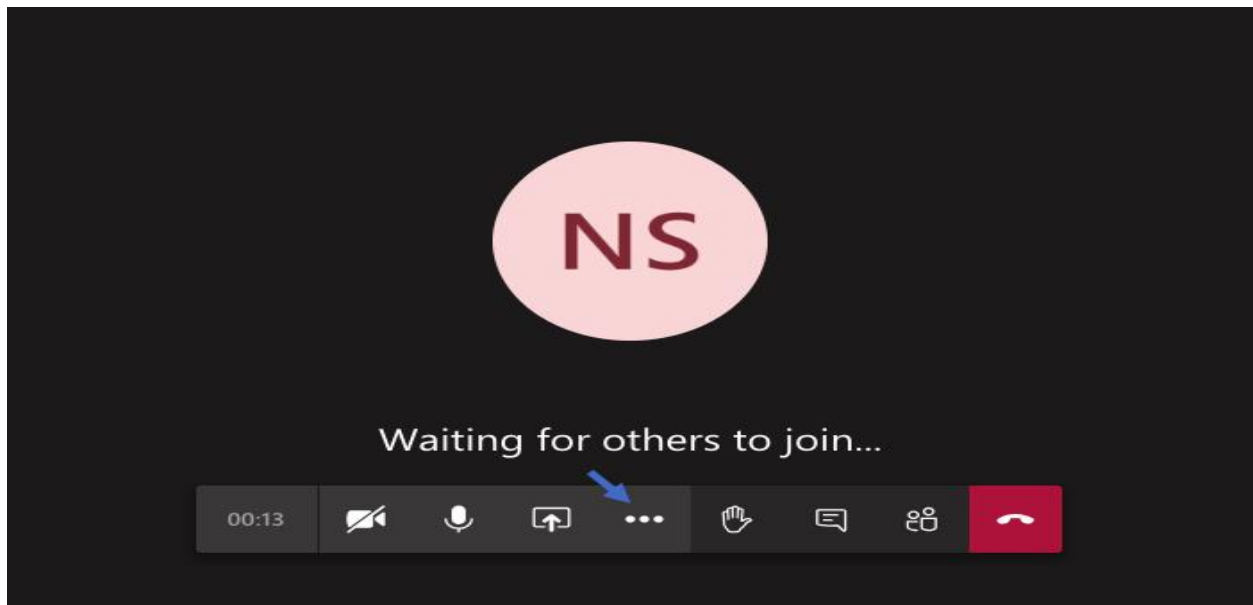
Responses	Average time to complete	Status
0	00:00	Active

Below the summary card, there is a "View results" button and an "Open in Excel" button with an Excel icon, indicated by a blue arrow.

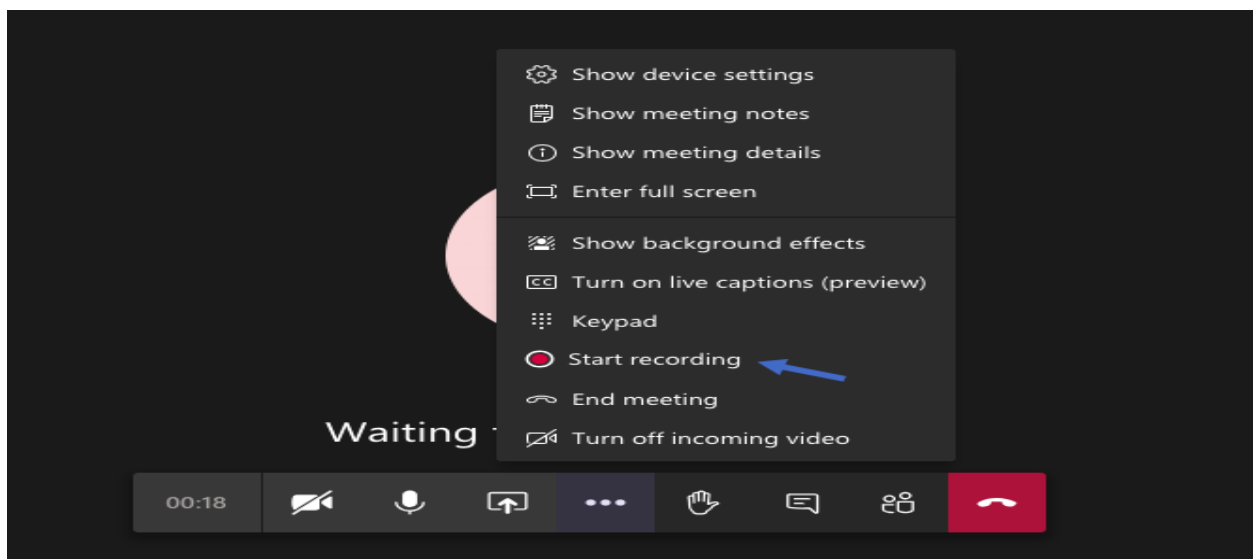
Capturing In-Meeting Chat and Meeting Recording on Teams

Tutorial Video: Click [here](#) to learn how to capture in-meeting chat and meeting recordings in Microsoft Teams.

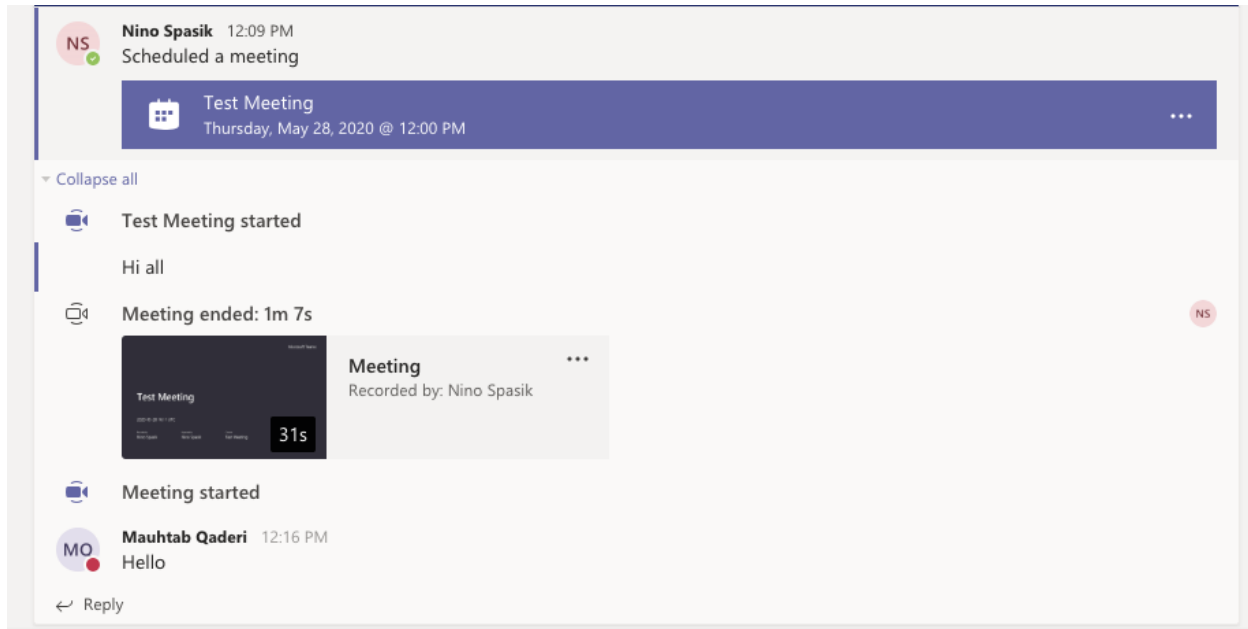
1. Once you have joined your meeting, click on the three dotted icon to pull up more options.



2. Select “Start recording”, the meeting will now be recorded until you either turn off the recording option or the meeting ends.

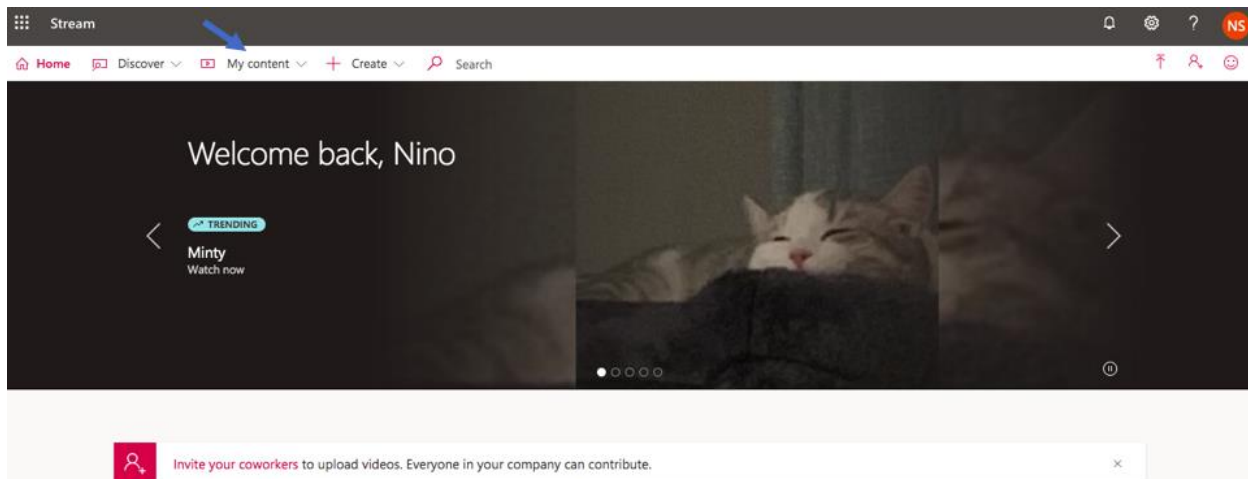


3. Once the meeting is finished and you wish to see all of the in-meeting chat from the meeting, go to the channel that the meeting was held in. You will be able to see all of the chat that occurred in the meeting, who it was sent by and at what time. This will remain in the channel until the channel is deleted. In addition, the thumbnail of the meeting recording will be shown.

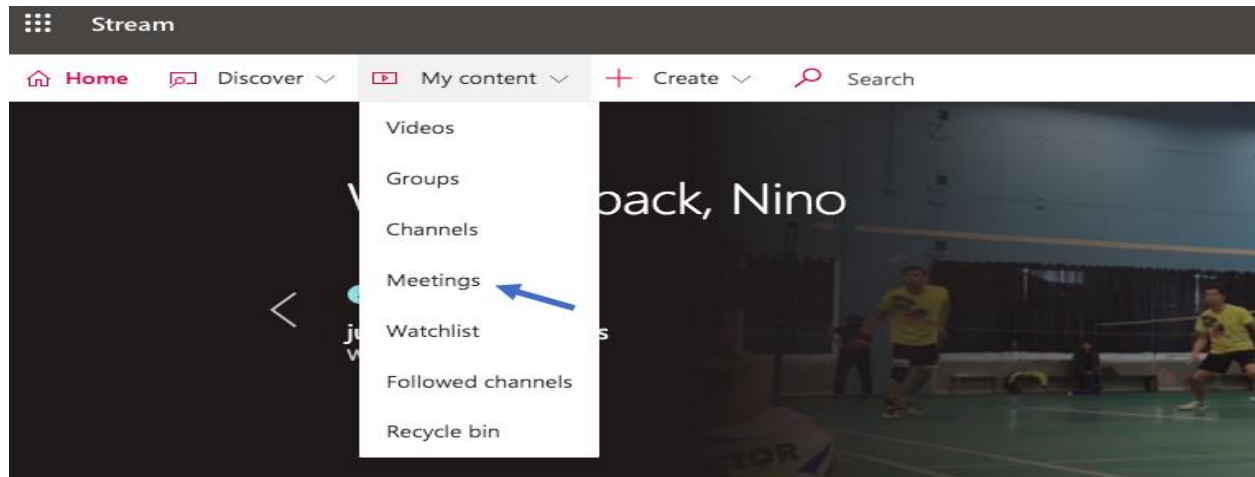


4. To access the recording of the meeting go to <https://web.microsoftstream.com/> and login with your Office365 University credentials.

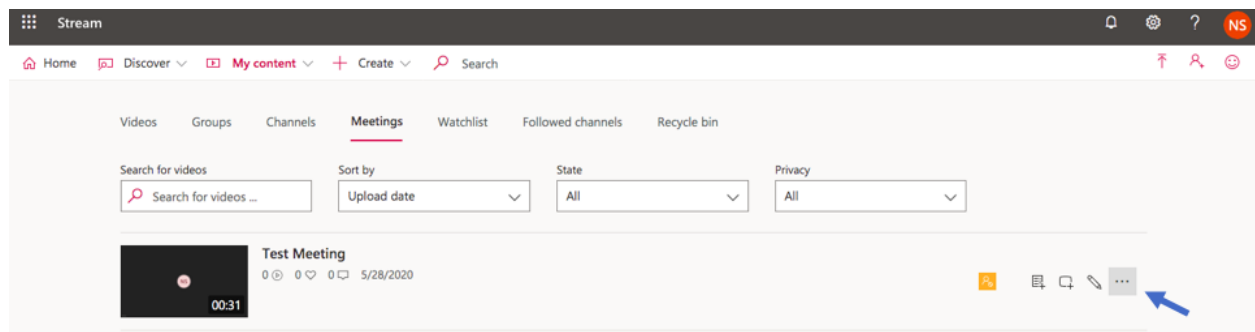
5. Select “My content”.



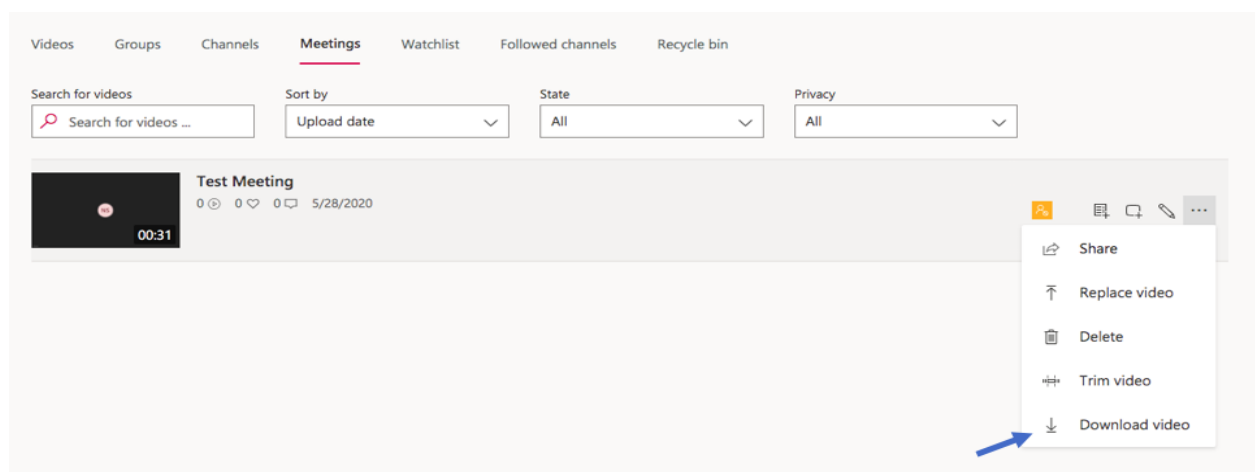
6. Select “Meetings”.



7. You will be able to see all past recordings of meetings that you have held. To download a meeting, select the three dot icon to the right of the meeting you want to download.



8. Select “Download Video”.



YouTube - Asynchronous

Software Overview

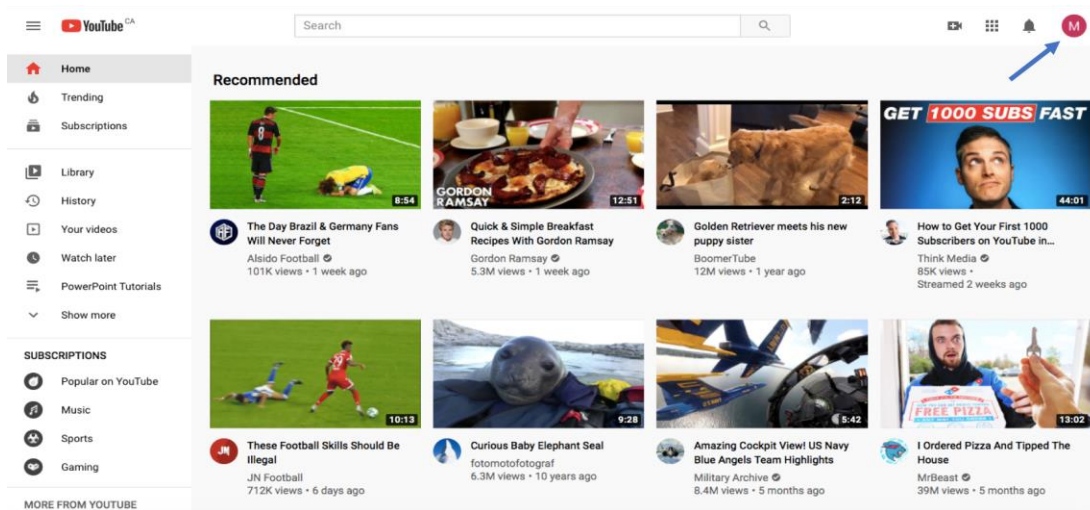
YouTube is a platform that most people are already familiar with. It allows users to stream large videos instead of having to download them onto their device. In addition, YouTube can be accessed through many different devices such as computer, phone and tablet, offering the user a wide range of flexibility. YouTube offers different privacy options on the videos being uploaded depending on what visibility you prefer on your uploads. Also an account is not required to stream videos on YouTube. Moreover, the instructor has freedom to embed their YouTube videos onto Learn to use for content. This software also has a built in basic video editing software.



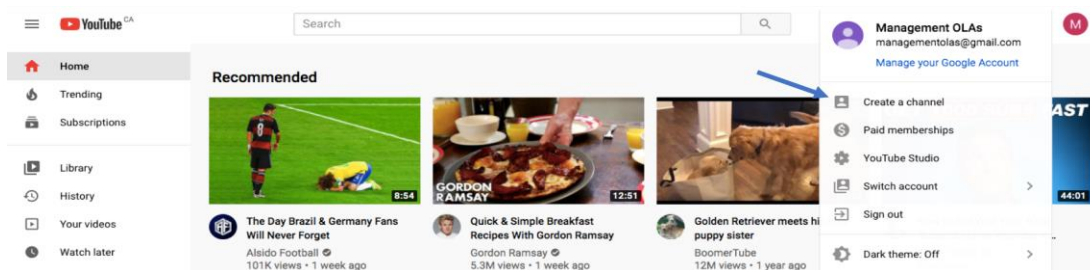
How to Create a YouTube Channel

Tutorial Video: Click [here](#) to learn how to create a YouTube channel.

1. If you do not have a google account, create one by going on the following link:
<https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>
2. Sign in to your Google account and go to YouTube.
3. Click on the profile icon on the top right of the screen interface.



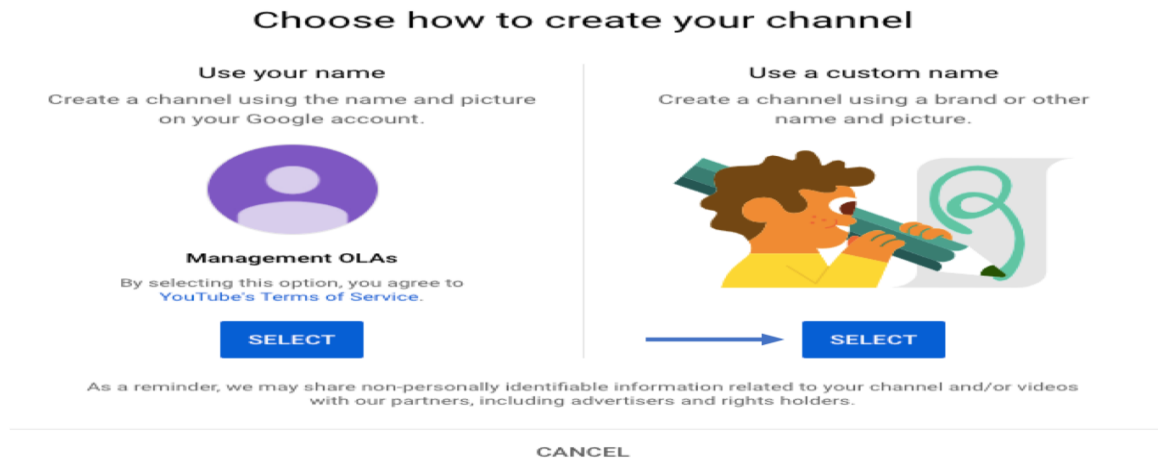
4. Click on “Create a Channel”.



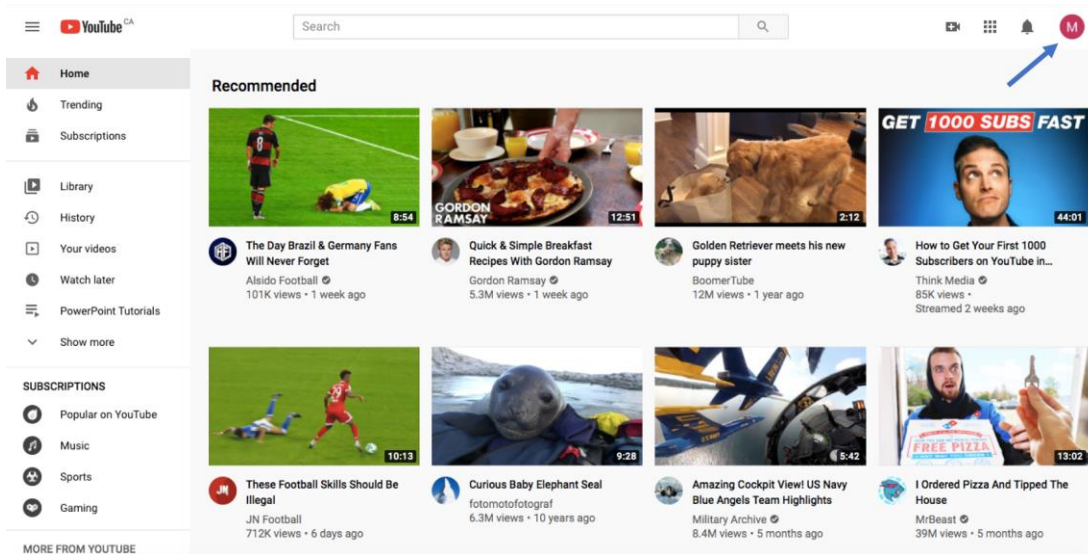
- 4¹. If you already have a pre-existing YouTube channel for the same Google account instead of clicking on “Create a Channel”, go to settings then click on “Add or manage your channels”, then select “add a channel”.

5. You will be asked if you want to use your Google Account name or create a custom name for your channel. Select “Use a custom name”.

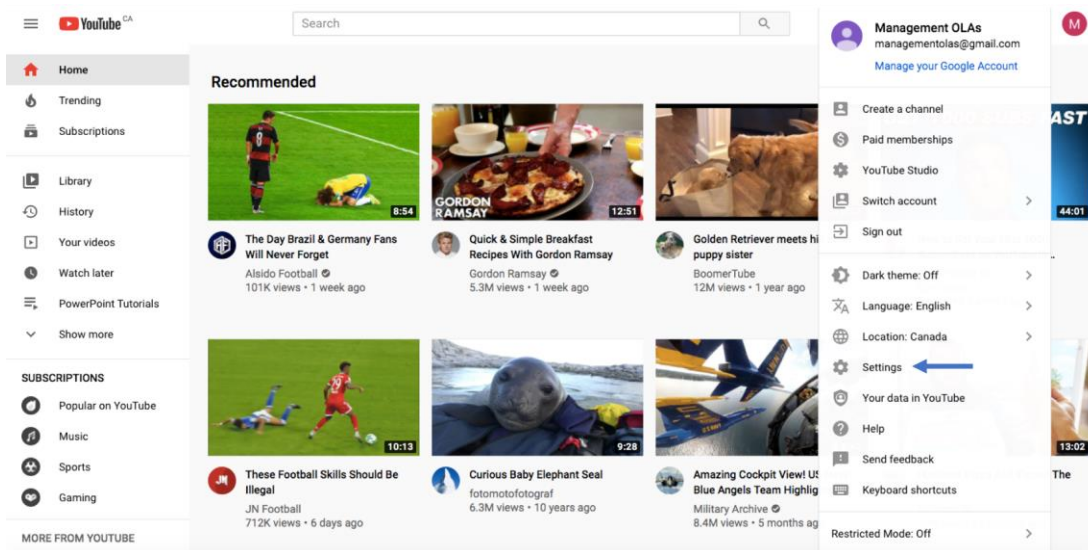




6. Give a name to the YouTube channel, toggle the Google account user agreement and click “Create”.
7. Now you will have the option to upload a profile picture for your YouTube channel and can write your description for your channel. Questions like "what type of content will this channel be posting?", "who will be posting on this channel?" and "who is this content intended for?" are some important questions to be answering in your channel description if it's going to be used for online learning.
8. In the “Add links to your sites” section, you can add various links to your channel such as contact information and various teaching references that relate to your content.
9. Once you are finished setting up the channel, click “Save and Continue” on the bottom of the page.
10. The channel is now created, but you should verify the channel in order to get access to all of YouTube’s features for video making. To do this, click on the profile icon on the top right of the screen interface.

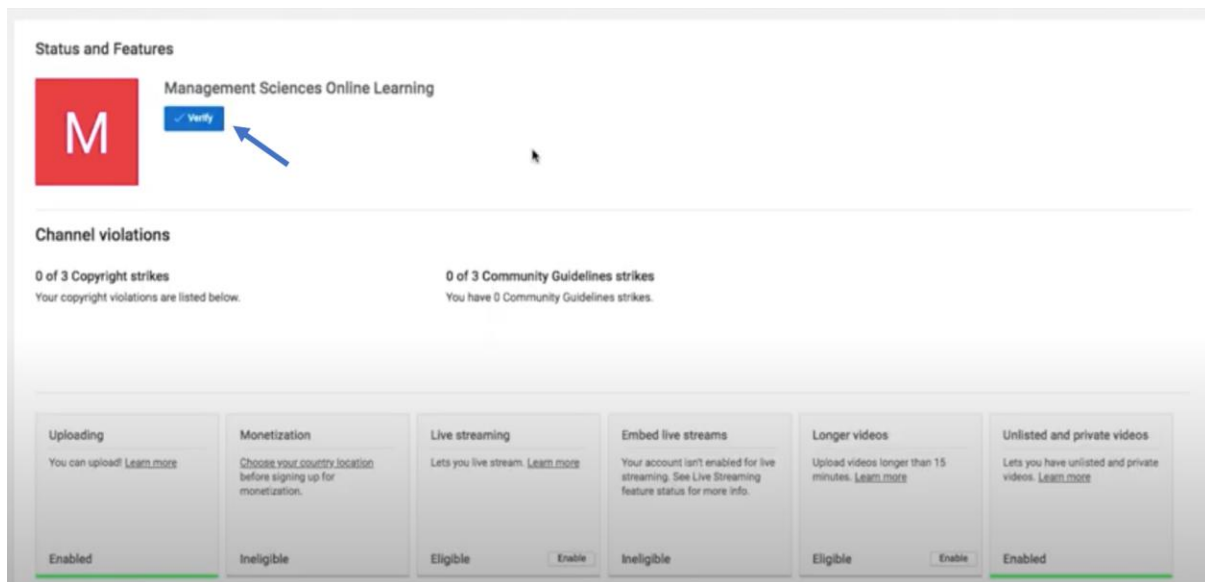
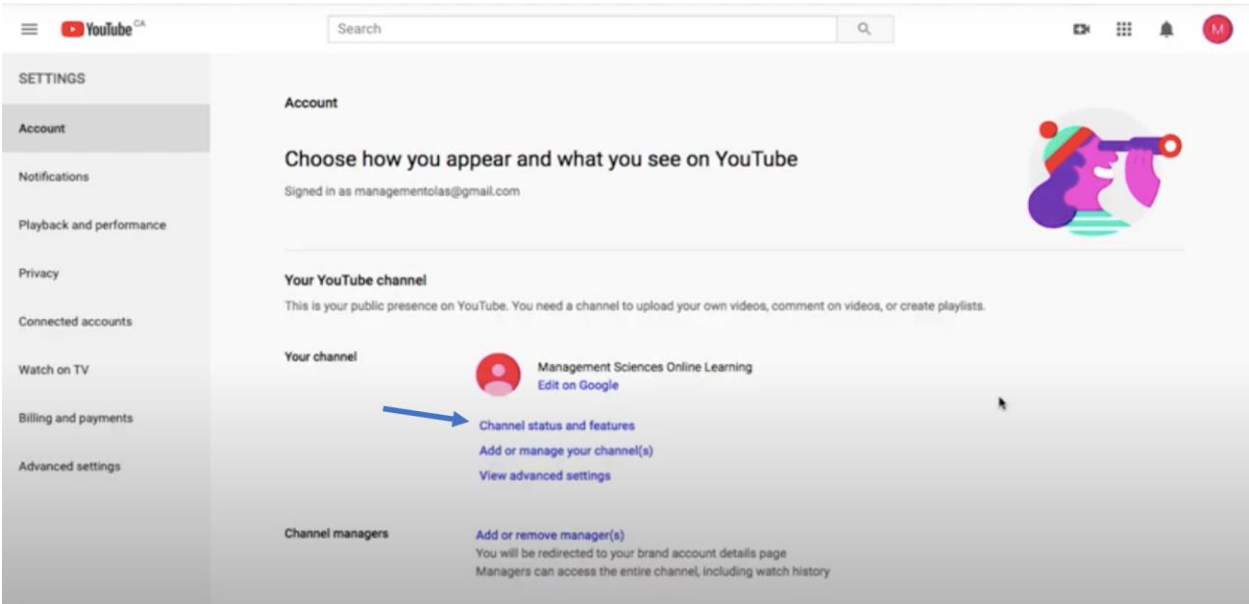


11. Click on “Settings”.



12. Click on “Channel status on features”.





13. Click on “Verify”.

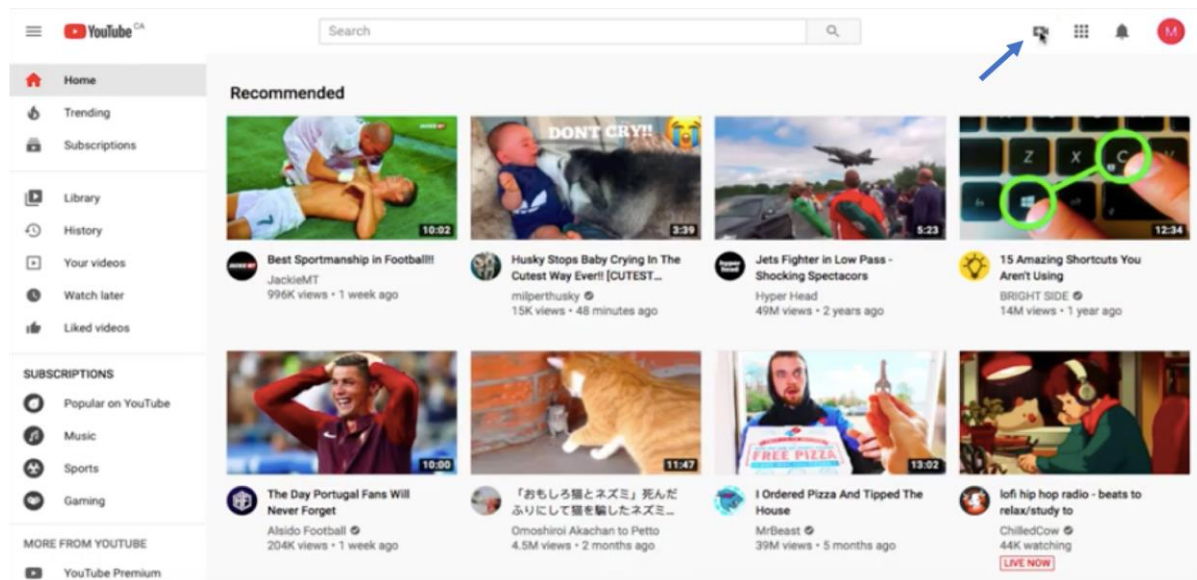
14. Follow and complete the verification process.

Uploading a Video to YouTube

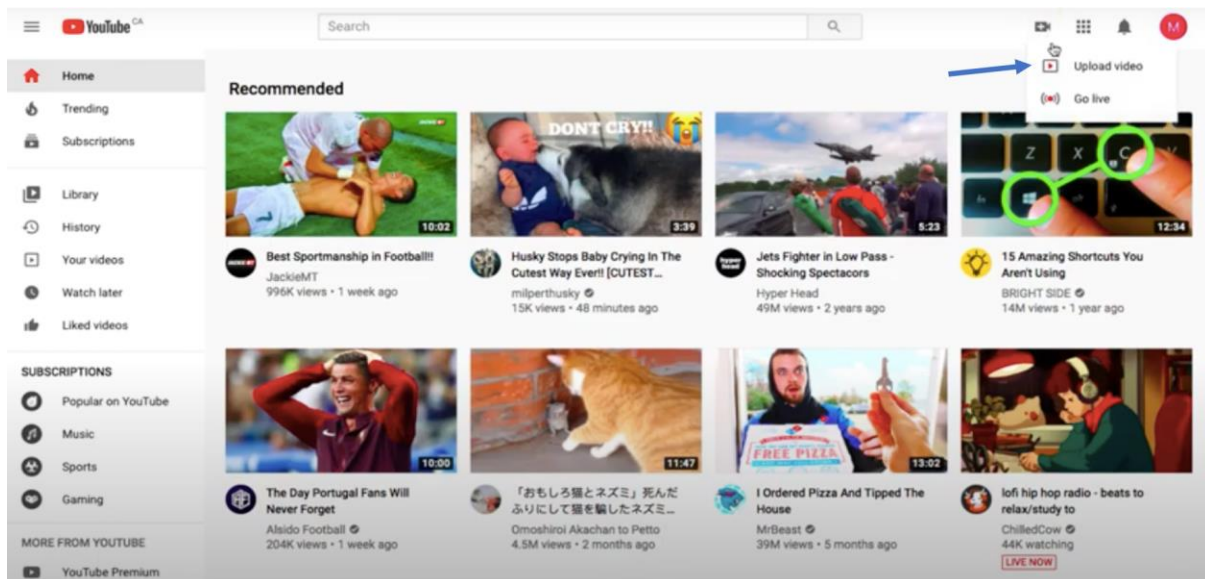


Tutorial Video: Click [here](#) to learn how to upload a YouTube Video.

1. Click the "create" button on the top right corner of the screen.

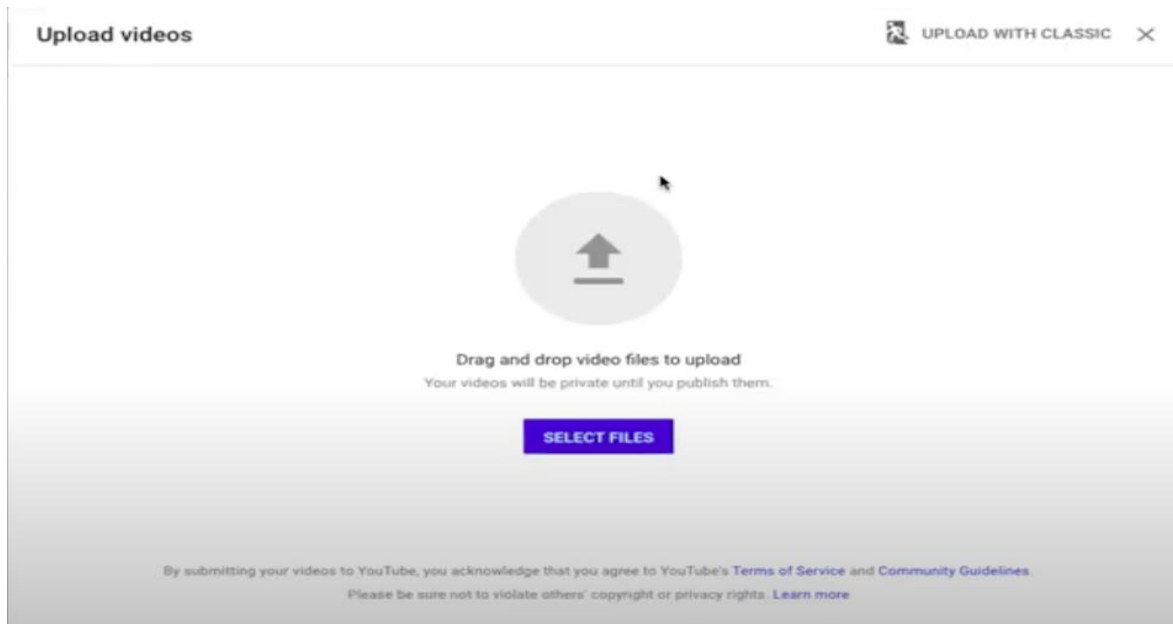


2. Click on "upload video".



3. Select the video(s) you want to upload by either dragging and dropping the video files onto the upload interface or by clicking "Select Files" and selecting video files from your computer files. **Note:** If multiple video files are selected to upload, they will upload sequentially.



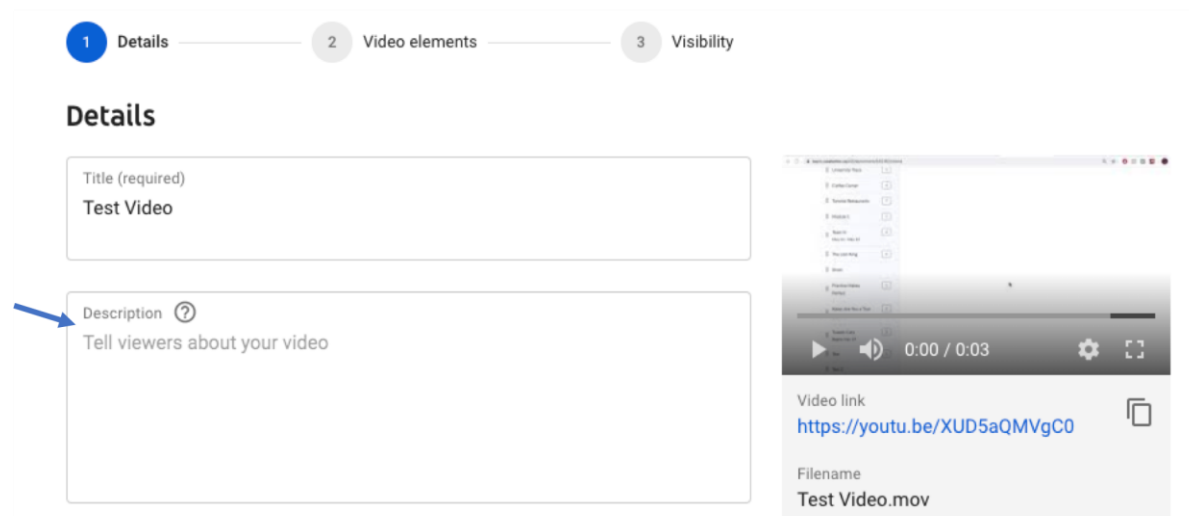


4. As the video(s) begin to upload. You can start to input the details of your video. The 4 main detail elements of a YouTube video are the title, description, thumbnail and playlist. First, decide on a clear title that specifically defines the content being taught in it.

Note: If you're posting a series of lecture videos make sure to have a consistent title format for each video for example you can have the course code - lecture number - the lecture topic - the date. For example, MSCI 252 - Lecture 09 - Binomial Distributions - 05/25/20

 The image shows the YouTube upload progress bar with three steps: 1 Details, 2 Video elements, and 3 Visibility. Below the progress bar is the 'Details' section. It contains two text input fields: 'Title (required)' with the placeholder text 'Test Video', and 'Description' with the placeholder text 'Tell viewers about your video'. To the right of the 'Details' section is a preview of the video player. The preview shows a video player with a progress bar at 0:00 / 0:03, a settings icon, and a full screen icon. Below the player, it shows the 'Video link' as 'https://youtu.be/XUD5aQMVgC0' and the 'Filename' as 'Test Video.mov'.

5. For the description of the video, briefly go over the topic of the video as well as include any necessary links to the content being taught, as well as any other information you feel is needed to be included in it.



1 Details 2 Video elements 3 Visibility

Details

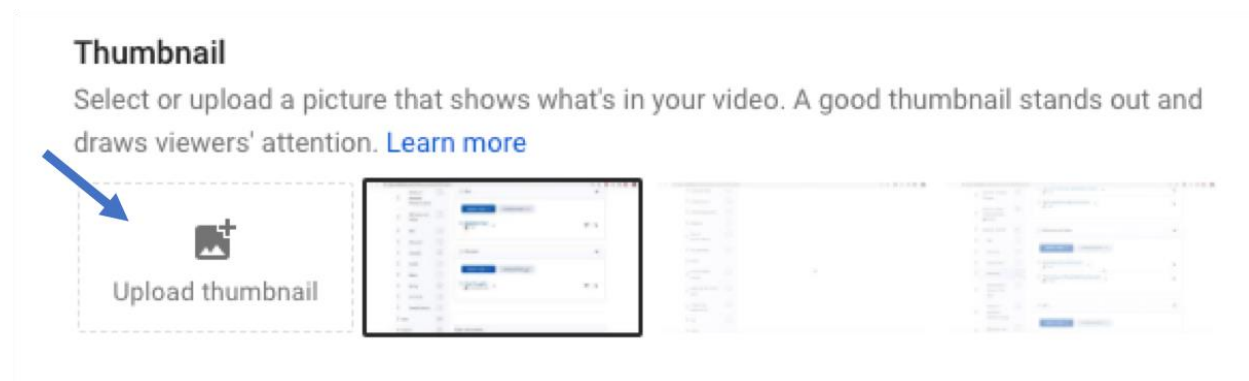
Title (required)
Test Video

Description ?
Tell viewers about your video

Video link
<https://youtu.be/XUD5aQMVgC0>

Filename
Test Video.mov

6. The video thumbnail is the reduced size cover image of the video. YouTube will automatically screen capture and generate three thumbnails for the video, or you can upload your own thumbnail for the video by selecting “Upload thumbnail” and selecting a picture from your computer. If you choose to create and upload your own thumbnail, it is recommended to create an image with either the title and lecture number of the lecture or tutorial, or an image related to the video's content. For example, a picture of a binomial distribution would be appropriate for a lecture covering binomial distributions. **Note:** The picture for the thumbnail should be 1280 x 720 in pixel size (16:9 ratio) and saved as a JPEG, PNG or GIF. (JPEG recommend).



Thumbnail

Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Upload thumbnail


7. In the playlist section, you have the option to include the video being uploaded into a pre-existing playlist on your channel. For example, if you already have a playlist for MSCI 252 Lectures and are currently uploading a MSCI 252 lecture, click on the down arrow in the playlist section and find the MSCI 252 Lectures playlist and select it.

Playlists

Add your video to one or more playlists. Playlists can help viewers discover your content faster. [Learn more](#)

Playlists

Select




8. Under the playlist section, YouTube will ask you if the video being uploaded is meant for kids. Select the “No it’s not made for kids” option.

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

 ☐ Yes, it's made for kids

☒ No, it's not made for kids

9. Once the video details are complete, click “Next” on the bottom right corner of the screen.

Test Video Saved as draft

1 Details 2 Video elements 3 Visibility

Playlists
Select

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

☐ Yes, it's made for kids

☒ No, it's not made for kids

▼ Age restriction (advanced)

MORE OPTIONS

Paid promotion, tags, subtitles, and more

Video link
<https://youtu.be/XUD5aQMVGc0>

Filename
Test Video.mov

NEXT

Test Video

Saved as draft

✓

Details

2

Video elements

3

Visibility

Video elements

Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)

Add an end screen

Promote related content at the end of your video

ADD

i

Add cards

Promote related content during your video

ADD

Finished processing

BACK

NEXT



11. For the visibility of your video you have three options. The first is making the video public, this means that anyone can see your video and your video can be searched up to find it. You can also choose to make it unlisted which means only people who have the link to your video can see it but the video will not come up in any search results. Finally you can choose to make the video private meaning that people you invite through email to your video can only see it but you can share the video with only up to 50 people, meaning that it is not ideal when instructing a larger class. **Note:** It is recommended that you make your video unlisted and share the link with your class.

Visibility

Choose when to publish and who can see your video

☒ **Save or publish**
Make your video **public**, **unlisted**, or **private**

☐ **Private**
Only you and people you choose can see your video

☒ **Unlisted**
Anyone with the video link can see your video

☐ **Public**
Everyone can see your video

☐ Set as instant Premiere ?

12. Once the privacy option is selected, click on “Save” at the bottom right of the screen to finish uploading the YouTube video.

Test Video

Saved as draft

1 Details 2 Video elements 3 **Visibility**

Visibility

Choose when to publish and who can see your video

☒ **Save or publish**
Make your video **public**, **unlisted**, or **private**

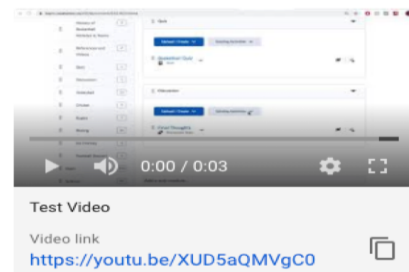
☐ **Private**
Only you and people you choose can see your video

☒ **Unlisted**
Anyone with the video link can see your video

☐ **Public**
Everyone can see your video

☐ Set as instant Premiere ?

☐ **Schedule**
Select a date to make your video **public**



SD Finished processing

BACK

SAVE

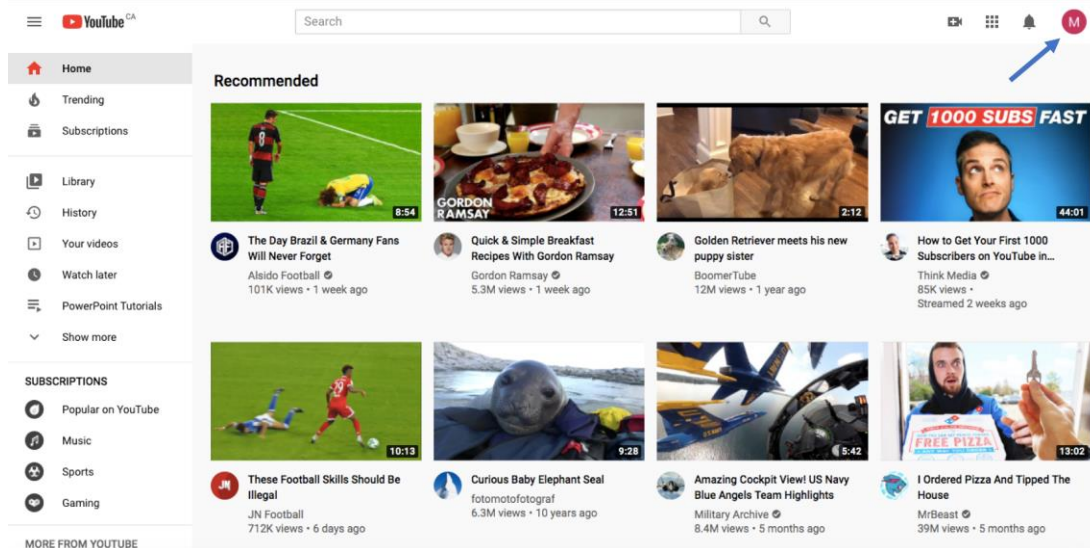


Creating a YouTube Playlist

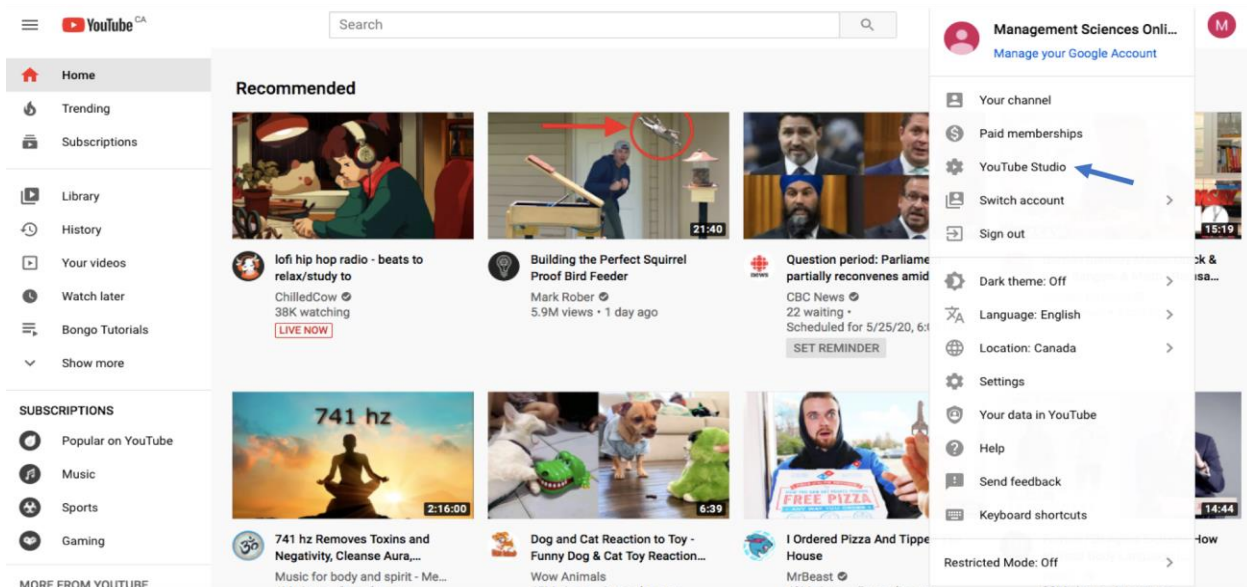
Tutorial Video: Click [here](#) to learn how to create and edit a YouTube playlist.

A playlist is a useful tool to group your videos together and allow users to watch videos in a sequential order. For instance a playlist of lecture videos for a given class can be created that lets students watch the lectures in order.

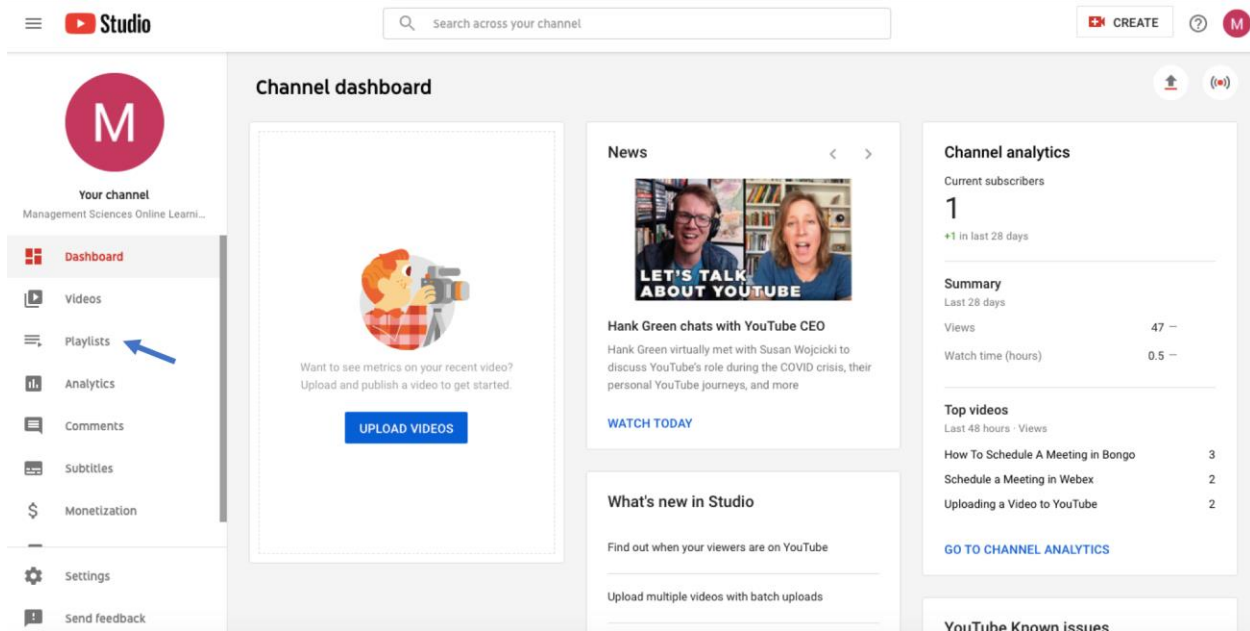
1. Click on the profile icon on the top right of the screen.



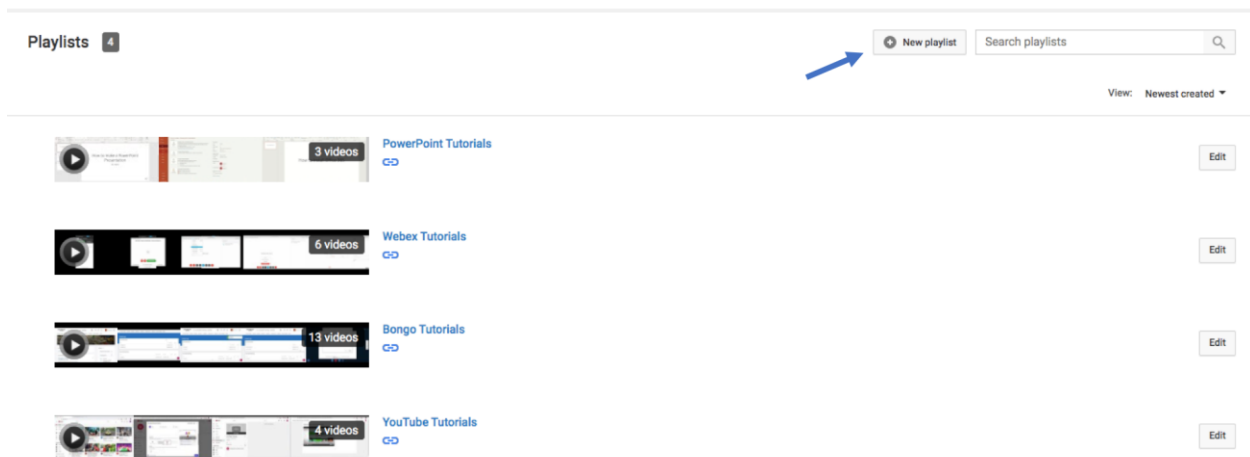
2. Click on “YouTube Studio”.



3. On the left sidebar, select “Playlists”.



4. Select “New playlist”.



5. Enter the title of the playlist and select your preferred privacy option. There are three different privacy options for your playlist. You can choose to make your playlist either public, unlisted or private. A public playlist can be viewed and searched by anyone. An unlisted playlist can only be shared to others through a link and it cannot be found when searched up. A Private playlist can only be seen by people who you have shared the playlist to via email. But you can only share the private playlist with up to only 50 people. **Note:** It is recommended that you make your playlist unlisted and share the link with your class. Once the privacy for the playlist is selected, click “Create”.

PLAYLIST TITLE

YouTube Tutorials

Public ▼

Cancel Create

6. You can add a description to the playlist by clicking on the lower pencil icon and you can also edit the title of the playlist by clicking the pencil icon above. Write a concise description of what type of videos will be contained within the playlist, are they lectures for a certain course? Tutorials? Extra help?

No videos in this playlist yet

Test

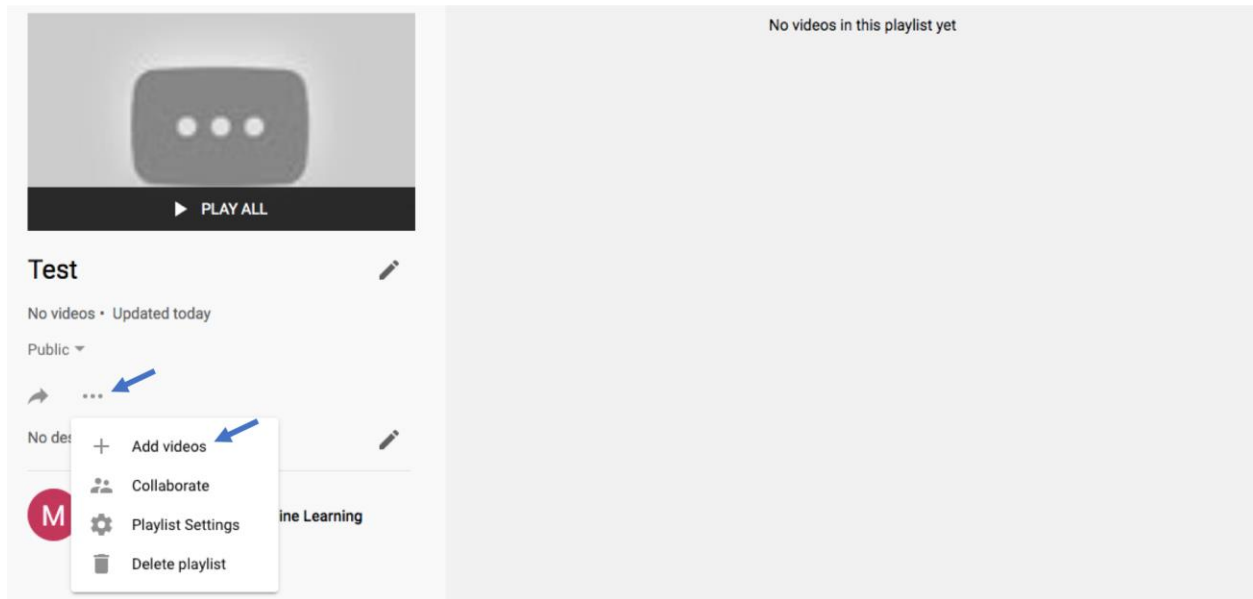
No videos • Updated today

Public ▼

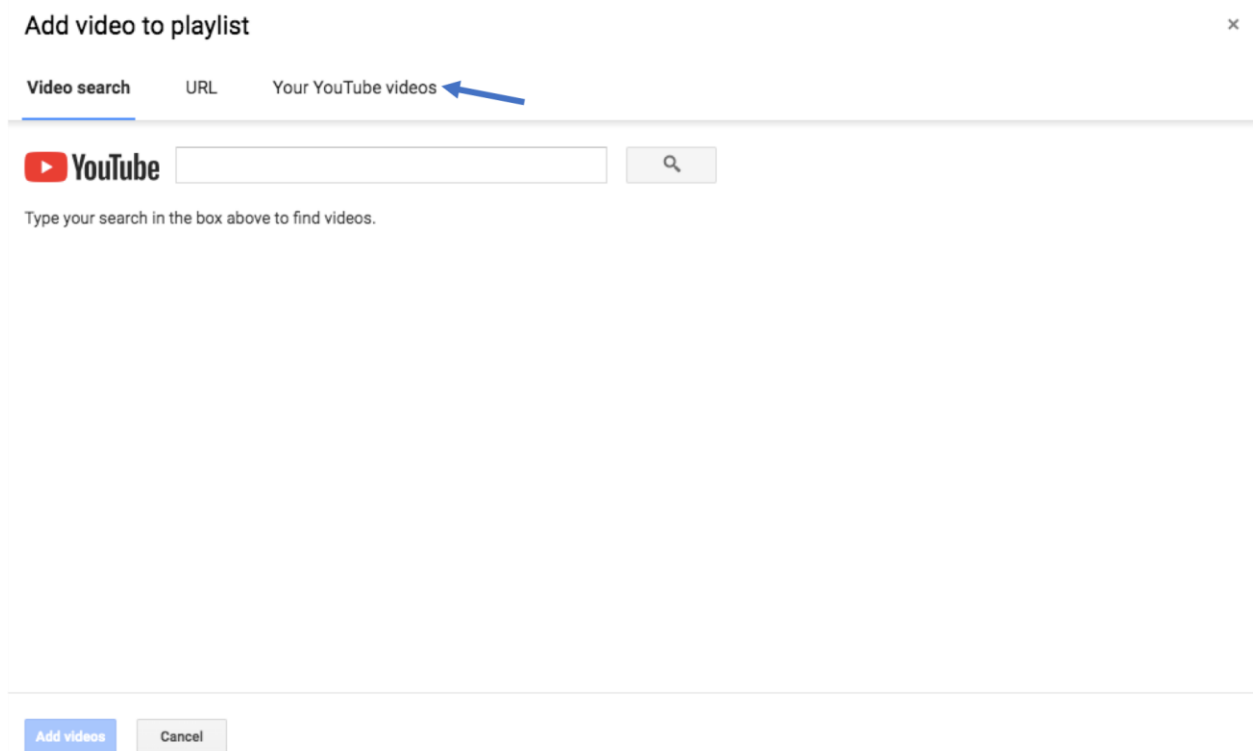
No description

Management Sciences Online Learning

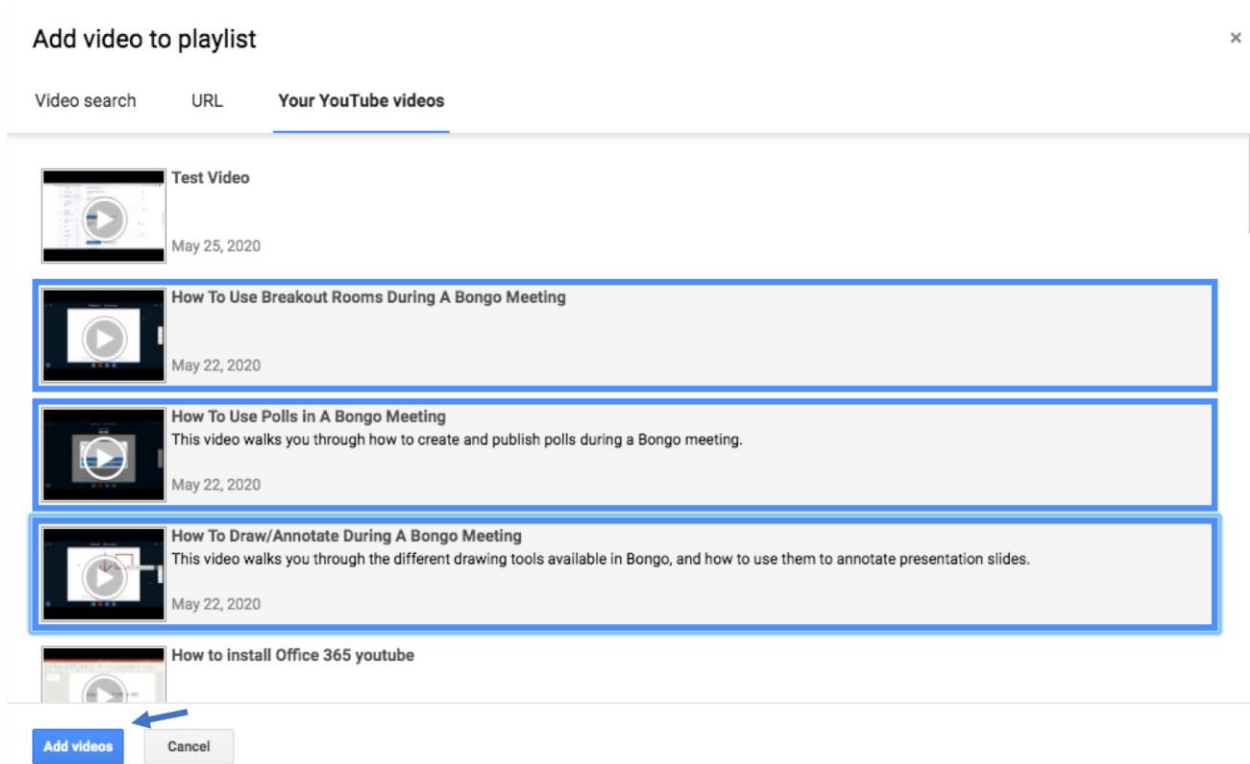
7. To add videos to the playlist, select the three dotted icon that can be found above the description. Then select, “Add videos”.



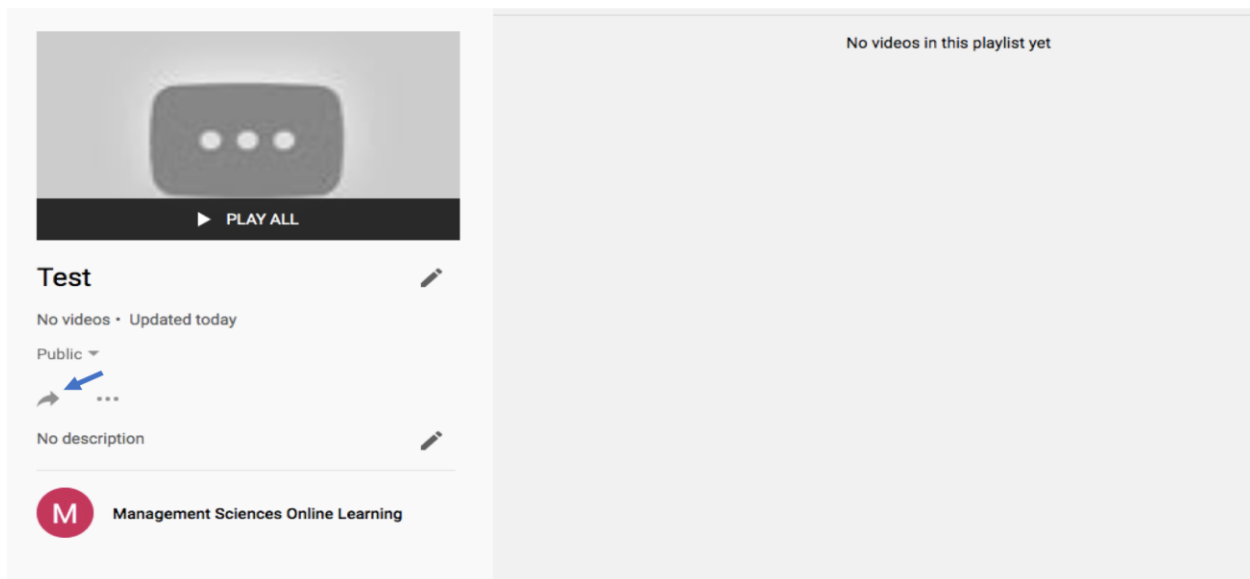
8. Select “Your YouTube videos” to add your videos into the playlist.



9. Click on all of your uploaded videos that you want to include in your playlist and then select “Add Videos”.



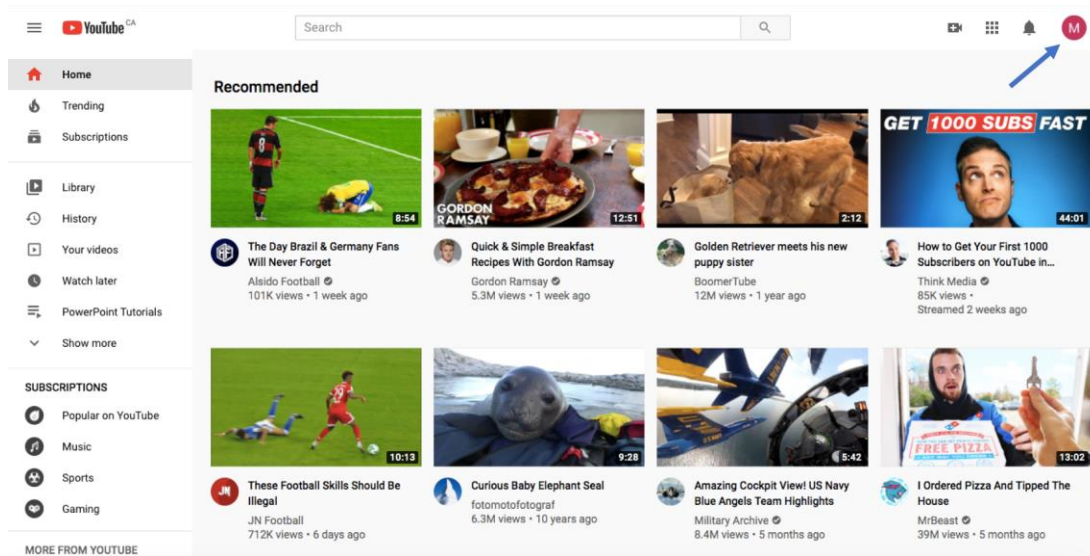
10. Once the playlist is populated with videos, click on the share icon to get the link to the playlist along with the embed code and other methods of sharing.



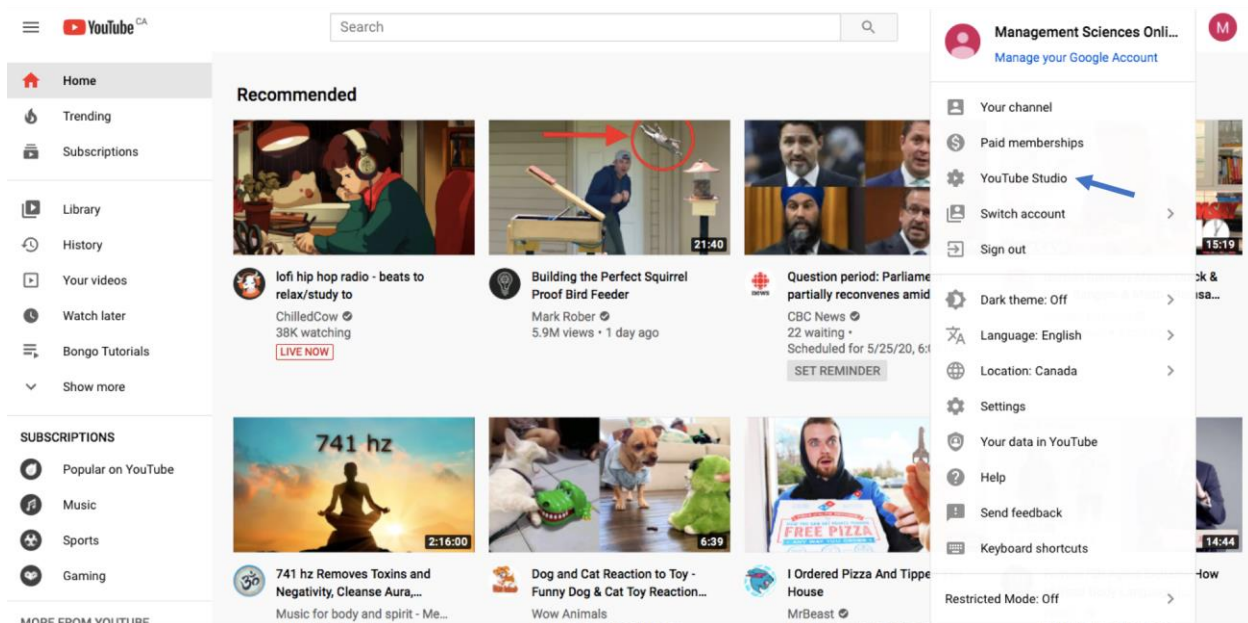
How to Create YouTube Subtitles

Tutorial Video: Click [here](#) to learn how to create and edit YouTube subtitles.

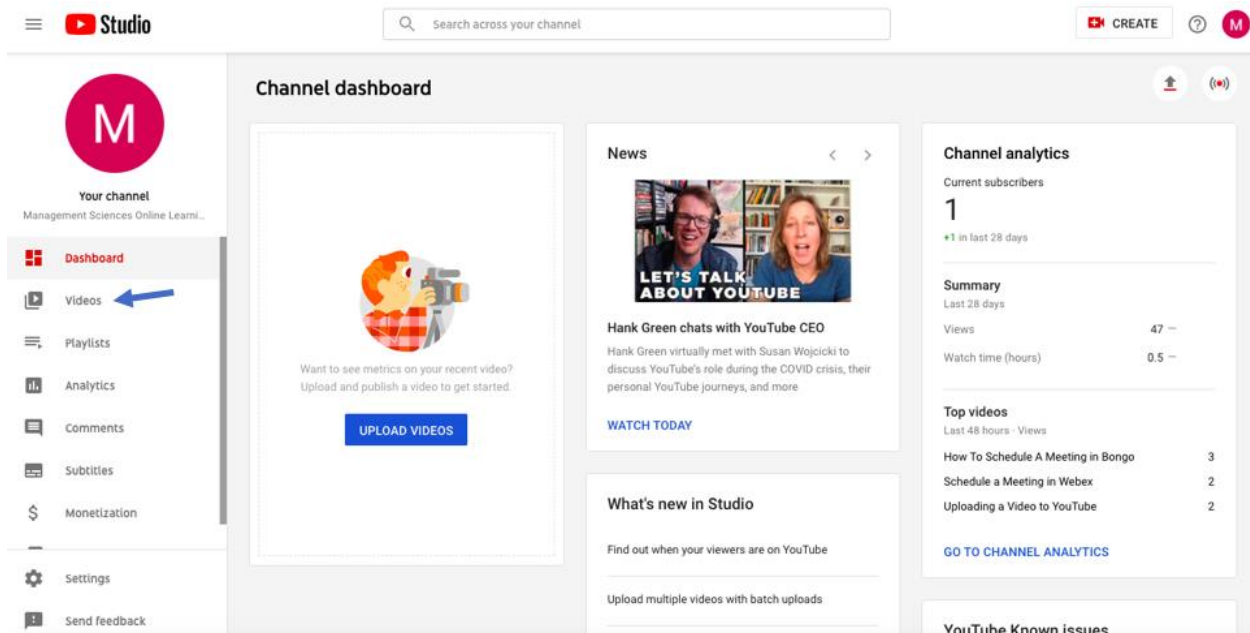
1. Click on the profile icon on the top right of the screen.



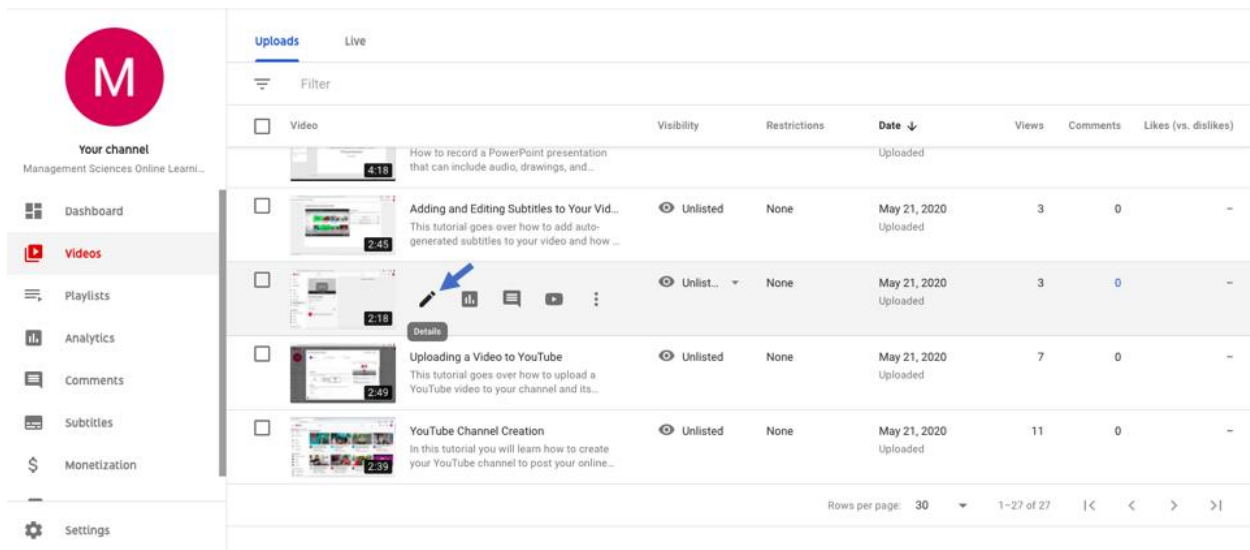
2. Click on “YouTube Studio”.



3. On the left sidebar, select “Videos”.



4. Hover over the video you want to add subtitles for with your mouse. Then click on the pencil icon to view video details.



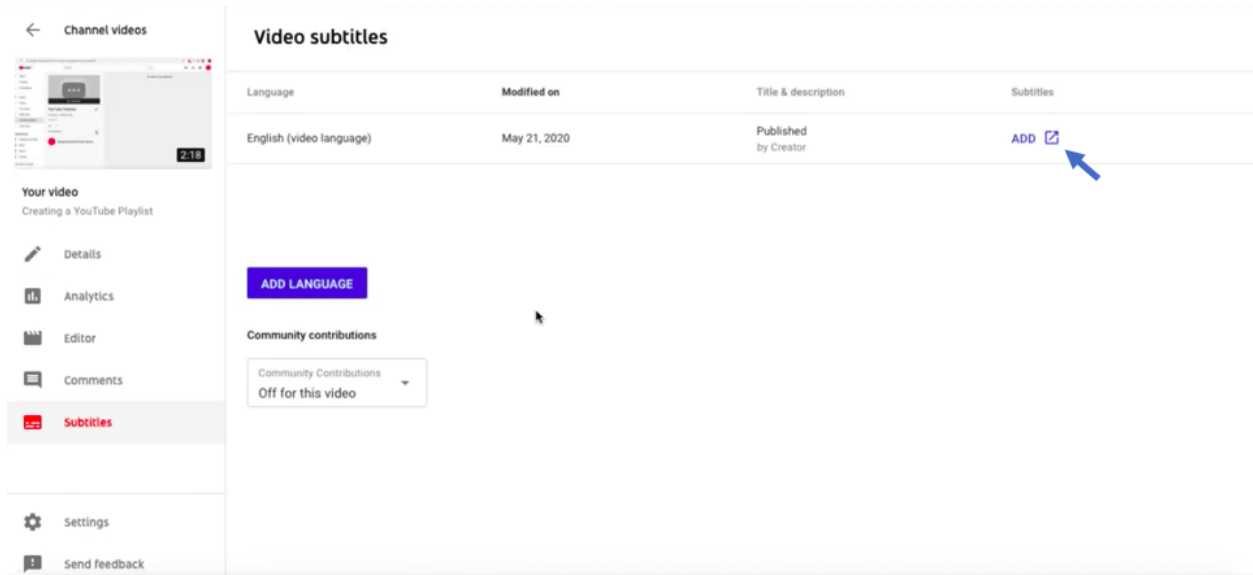
5. Select “More options”.

The screenshot shows the YouTube Video details page for a video titled "Creating a YouTube Playlist". The left sidebar contains navigation options: Channel videos, Your video (Creating a YouTube Playlist), Details (selected), Analytics, Editor, Comments, Subtitles, Settings, and Send feedback. The main content area is titled "Video details" and has two tabs: "Basic" (selected) and "More options" (indicated by a blue arrow). The "Basic" tab contains fields for Title (required), Description, and Thumbnail. The "More options" tab is visible on the right side of the page.

6. Under the “Original video language, subtitles and CC” section, click on the word subtitles (in blue) where it says “go to *subtitles*”.

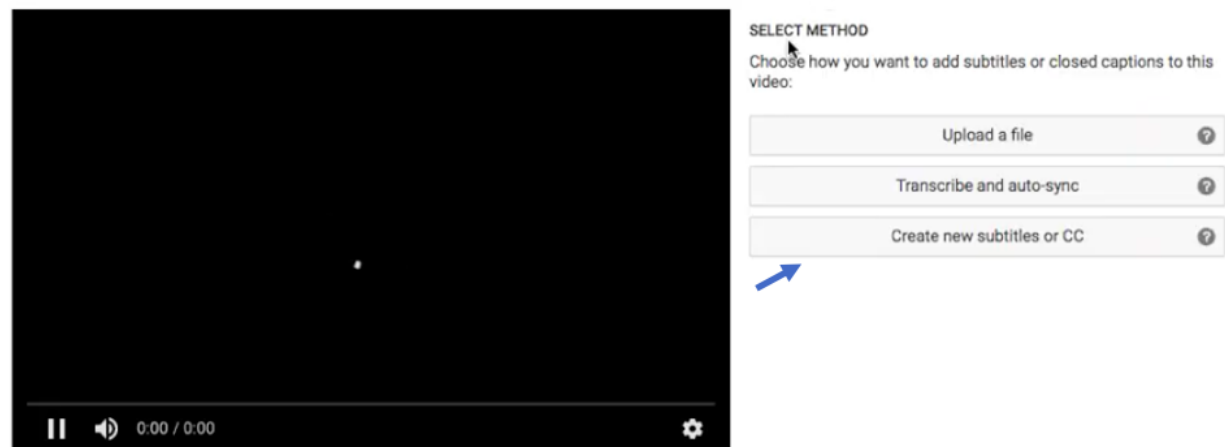
The screenshot shows the YouTube Video details page for the same video, but with the "More options" tab selected. The left sidebar is the same. The main content area is titled "Video details" and has two tabs: "Basic" and "More options" (selected). The "More options" tab contains several sections: Recording date, Video location, License, Distribution, Category, and Original video language, subtitles, and CC. The "Original video language, subtitles, and CC" section has a dropdown menu for Video language (set to English) and a link to "subtitles" (indicated by a blue arrow). Below this link is a button labeled "English by you".

7. Under Subtitles, select “Add”.



8. Select “Create new subtitles or CC”.

Manage subtitles and closed captions: English



9. You're now in the subtitle editor on YouTube and it's going to show you all the text that has been transcribed from the audio of the video into subtitles and it's going to show you the time stamp for each chunk of text. Select “Edit” and go through the text and look for any potential mistakes that YouTube has made when transcribing the audio of the video. To make an edit in the captions, double click on a text box that you want to edit and go ahead and make any changes.

View published subtitles and CC: English
Subtitles/CC source: Management Sciences Online Learning

Actions ▾

0:00.0	In this video we will go over how to create a video playlist on YouTube. A
0:03.6	
0:04.2	playlist is a useful tool to group your
0:09.8	videos together and allow users to watch videos in a sequential order.
0:10.3	For instance a playlist of lecture videos for a given class can be created that lets students watch the lectures in order.
0:16.8	
0:17.2	To create a playlist you want to go on the "profile" icon at the top right of the screen and
0:21.7	
0:23.1	then select YouTube studio.
0:25.1	
0:28.1	Now go to "playlists",
0:30.1	
0:31.6	and select "new playlist".
0:33.6	

Creating a YouTube Playlist

0:00 / 2:17

In this video we will go over how to create a video playlist on YouTube. A

playlist is a useful tool to group your videos together and allow users to watch videos in a sequential order.

For instance a playlist of lecture videos for a given class can be created that lets students watch the lectures in order.

To create a playlist you want to go on the "profile" icon at the top right of the screen and then select YouTube studio.

Now go to "playlists",

and select "new playlist".

Actions ▾

Edit **Unpublish**

10. You have the option to download the captions into a text file of your choosing. To do this select “Actions”, and choose which format you want the text file to be downloaded in. You can open the file with any Text application. For Mac users it would be TextEdit and for PC users it would be Notepad.

View published subtitles and CC: English
Subtitles/CC source: Management Sciences Online Learning

Actions ▾

0:00.0	In this video we will go over how to create a video playlist on YouTube. A
0:03.6	
0:04.2	playlist is a useful tool to group your
0:09.8	videos together and allow users to watch videos in a sequential order.
0:10.3	For instance a playlist of lecture videos for a given class can be created that lets
0:16.8	

Creating a YouTube Playlist

0:00 / 2:17

In this video we will go over how to create a video playlist on YouTube. A

playlist is a useful tool to group your videos together and allow users to watch videos in a sequential order.

For instance a playlist of lecture videos for a given class can be created that lets

Actions ▾

Edit **Unpublish**



Learn - Asynchronous

Announcements

Feature Overview

Announcements in LEARN are a great way to communicate with your entire class. Announcements can be similar to sending an email to your entire class, except they get posted to your course in LEARN so everyone has access to it. You are also able to edit, delete and reorder announcements.

Create a LEARN Announcement

Tutorial Video: Click [here](#) to learn how to create a LEARN announcement.

For step by step instructions on how to create a LEARN announcement, please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

LEARN Announcement Features

Tutorial Video: Click [here](#) to learn more about the LEARN announcement features that are available.

Manage LEARN Announcements

Tutorial Video: Click [here](#) to learn more about the LEARN announcement features that are available.

For step by step instructions on how to manage a LEARN announcement, please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.



Discussion Boards

Feature Overview

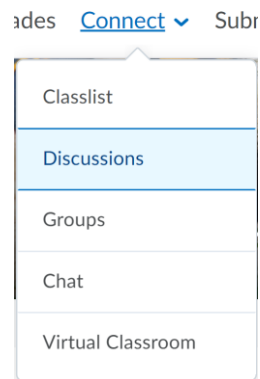
Discussion boards provide a collaborative space where students can post, reply to, or simply read threads nested within topics, nested within forums. This creates a moderated space to ask questions, share answers or files, and complete group work in a space visible to an instructor and teaching assistants.



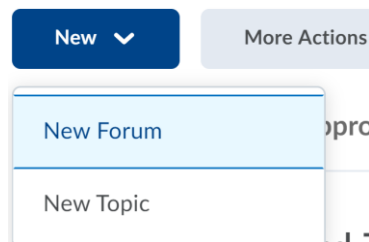
Create a Forum

Tutorial: Click [here](#) to learn how to create a discussion forum

1. Select **Connect** from the top bar of the desired course, from the drop down, select **Discussions**



2. From the **Discussions List** tab select the blue **New** dropdown button, and select **New Forum**



(Tip: Discussions follow a structure; Forums contain topics, topics contain threads, threads contain replies, deciding early on discussion architecture will provide the clearest format for all users)

3. Complete the **Title** and add an optional Topic of the same name, or a description for the forum.
4. Select from the given rules which you wish to enact, these will apply to all Topics within this forum.

Options

- ☐ Allow anonymous posts ?
- ☐ A moderator must approve individual posts before they display in the forum ?
- ☐ Users must start a thread before they can read and reply to other threads in each topic ?
- ☐ Display forum description in topics ?

(Tip: To move to the Restrictions tab a title must be entered, once this is done, selecting Restriction will create the forum, make sure the information entered is acceptable to be published before moving tabs)



5. In **Restrictions** add any date or release conditions desired for this forum. Restricting forums to groups is also done here.

Properties

Restrictions

6. Once Restrictions are complete **Save and Close** or to add a topic now, **Save and Add Topic**

Save and Close

Save and Add Topic

Save

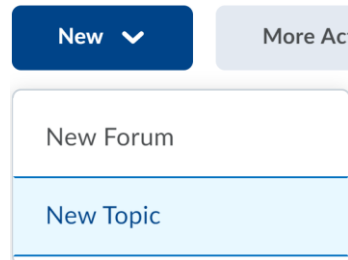
Cancel



Create a Topic

Tutorial: Click [here](#) to learn how to nest a topic in a forum

1. From the **Discussions List** tab select the blue **New** dropdown button, and select **New Topic**, or select the dropdown next to an existing forum and select **Add Topic**, or follow from the creation of a forum above



2. Select the forum for the topic if necessary, complete the **Title** and add an optional description for the topic, declare mandatory topic type using the radio buttons

Forum *

-- Choose a Forum --

[New Forum] ?

Topic Type

- ☒ Open topic, everyone can access this topic and its contents
- ☐ Group or section topic, everyone can access this topic but students only see threads from their own group or section

3. Select from the given rules which you wish to enact, these will apply to all Threads within this topic.

Options

- ☐ Allow anonymous posts ?
- ☐ A moderator must approve individual posts before they display in the topic ?
- ☐ Users must start a thread before they can read and reply to other threads ?

(Tip: To move to the Restrictions tab a title must be entered, once this is done, selecting Restriction will create the topic, make sure the information entered is acceptable to be published before moving tabs)

4. In **Restrictions** add any date or release conditions desired for this topic. Restricting topics to groups is also done here.

Properties

Restrictions

Assessment

Objectives

5. In **Assessment** add any grade items for this topic. Rubrics can also be added here, and grade calculation can be specified.

6. In **Objectives** you can specify any particular learning objectives for the topic.



Dropboxes

Feature Overview

LEARN provides an easy way to allow students to submit their work. The dropboxes allow users to upload files within the allowed timeframe. After they have submitted their work you can then view their submissions and provide evaluations and feedback.

For a step by step instruction on how to create, manage, and grade dropboxes on Learn click [here](#).

Create Dropbox

Tutorial Video: Click [here](#) to learn how to create a LEARN dropbox.

Manage Dropbox

Tutorial Video: Click [here](#) to learn how to manage a LEARN dropbox.

Enable Turnitin on Learn

Tutorial Video: Click [here](#) to learn about Turnitin on LEARN.

For more information on how Turnitin is integrated with Learn click [here](#).



Calendar

Feature Overview

LEARN provides an easy way to keep track of important dates. You can display due dates, set dates for modules, as well as keep track of tasks that you plan to do. You are able to import external calendars as well as view calendars from different courses.

For more information about calendars on Learn click [here](#).

Navigating Calendar

Tutorial Video: Click [here](#) to learn about navigating the calendar on LEARN.

Creating Events

Tutorial Video: Click [here](#) to learn how to create events on the calendar on LEARN.



Grades

Feature Overview

The grade feature in LEARN allows you to add, share, and maintain grades for students. The gradebook tool can be linked to Dropboxes, Quizzes, Discussions and other assessments. This tool will allow students to be able to look at their grades and track their progress throughout the course

For more documentation about Grades and step by step instructions click [here](#).

Setting Up Gradebook

Before you create any course assessments it is good practice to first create your gradebook. The gradebook will help define how you evaluate your students.

Tutorial Video: Click [here](#) to learn how to set up your gradebook on LEARN.

Managing Your Gradebook - Grade Categories and Items

Tutorial Video: Click [here](#) to learn how to manage different grade properties on LEARN.

Entering Grades

Tutorial Video: Click [here](#) to learn how to enter grades on LEARN.

Instructions for Uploading Grades to Quest

Instructions for uploading grades to Quest can be found [here](#).



Videos

Feature Overview

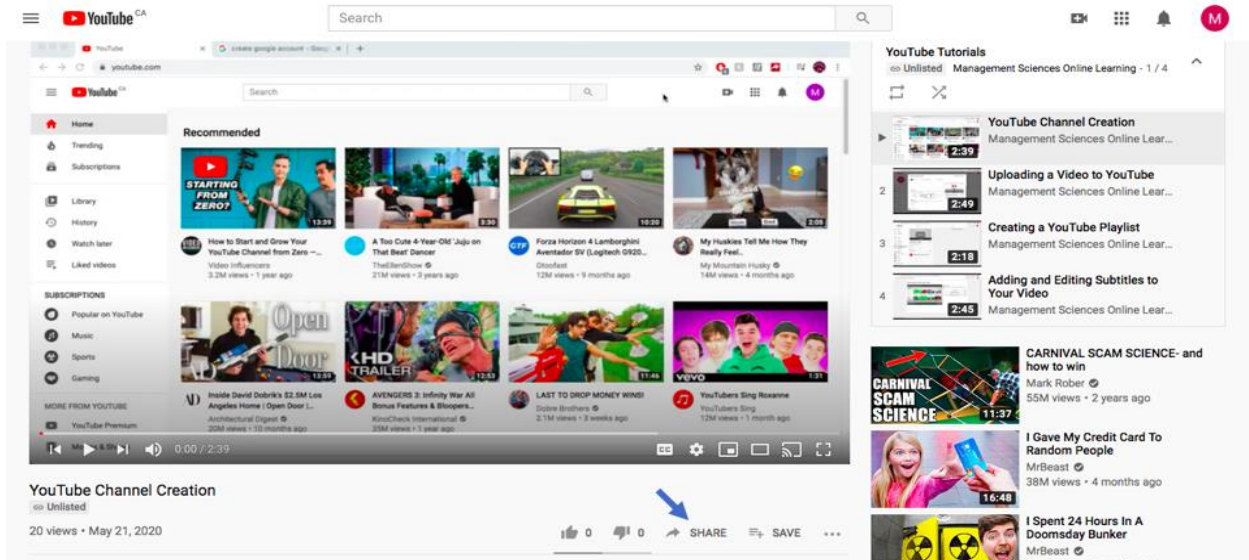
Videos are an excellent way to produce content for online learning, whether it is a lecture, tutorial or extra help video. Students have the benefit of being able to replay certain parts of a video in order to solidify their learning. LEARN enables you to post videos in various ways. You are able to either upload a video from your computer, or use a link in order to embed a video onto LEARN from a different website.



Linking a YouTube Video to LEARN

Tutorial Video: Click [here](#) to learn how to link a YouTube video to LEARN.

1. Go on the YouTube video that you want to link to LEARN. Make sure that the video is either public or unlisted. If it is private, the user will not be able to watch the video on LEARN.
2. Once you are on the YouTube video, select **Share**.



3. Copy the link provided by selecting **Copy**.



Share



<https://youtu.be/uxZ0MI7ZTEI>

COPY

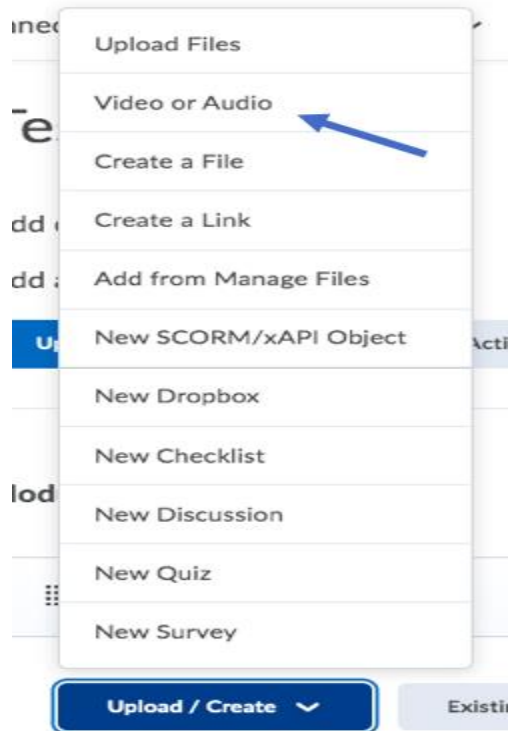
☐ Start at 0:00

4. Go to LEARN, access the module and sub-module that you want to link the YouTube video to. Select **Upload/Create**.

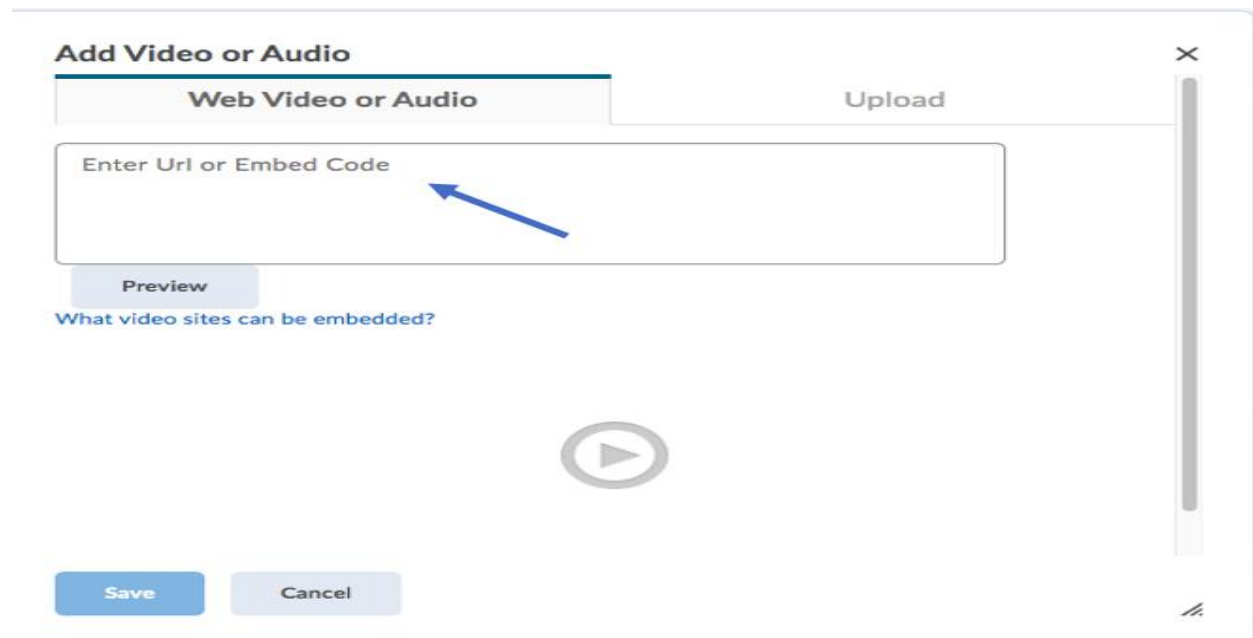
The screenshot shows the 'WATERLOO LEARN' interface for 'Co-op Student Training - Sandbox'. The top navigation bar includes links for Course Home, Content, Grades, Connect, Submit, Resources, Reports, Course Admin, and Help. A left sidebar contains a search bar and a list of topics: Overview, Bookmarks, Course Schedule (3), Table of Contents (652), SOLAs (14), Arts (88), Environment (53), and Applied Health Sciences (23). The main content area is titled 'Test Content' and includes fields for 'Add dates and restrictions...' and 'Add a description...'. Below these are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A 'Modules' section is visible, containing a 'Video Content' module with its own 'Upload / Create' and 'Existing Activities' buttons. A blue arrow points to the 'Upload / Create' button in the 'Video Content' module.

5. Select **Video or Audio**.





6. Paste the link copied earlier from YouTube in the ***Enter Url or Embed Code*** text box.



7. Give a title to the video being posted in the **Title** section. Keep a concise title that outlines the content in the video.



Add Video or Audio ✕


Web Video or Audio Upload

<https://youtu.be/uxZOMI7ZTEI>

Preview

What video sites can be embedded?

Title *



Save **Cancel**


8. Once the video has been titled, select **Save** to post the YouTube video to LEARN.

Add Video or Audio ✕

Preview

What video sites can be embedded?

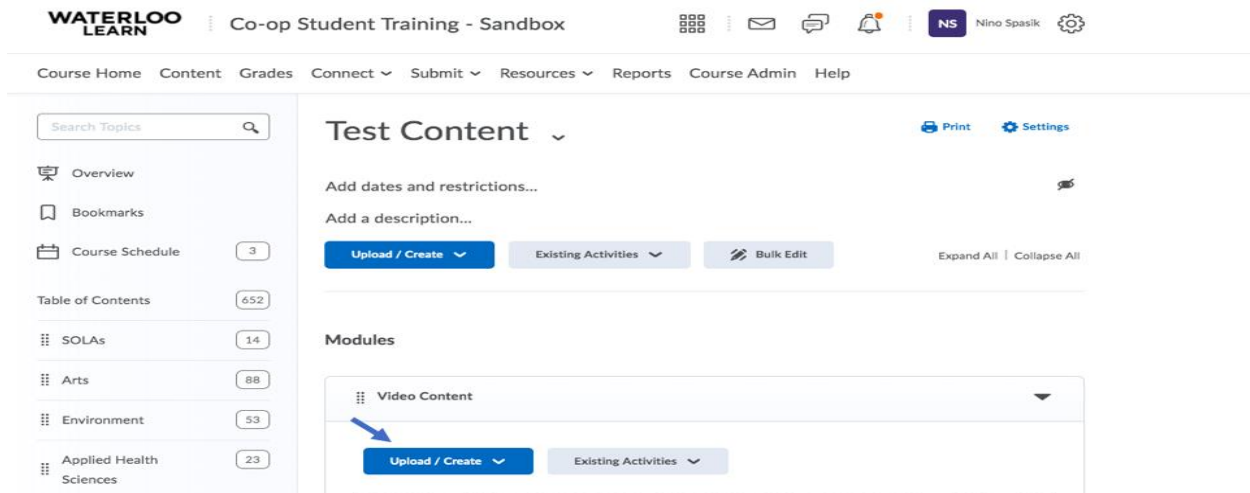
Title *



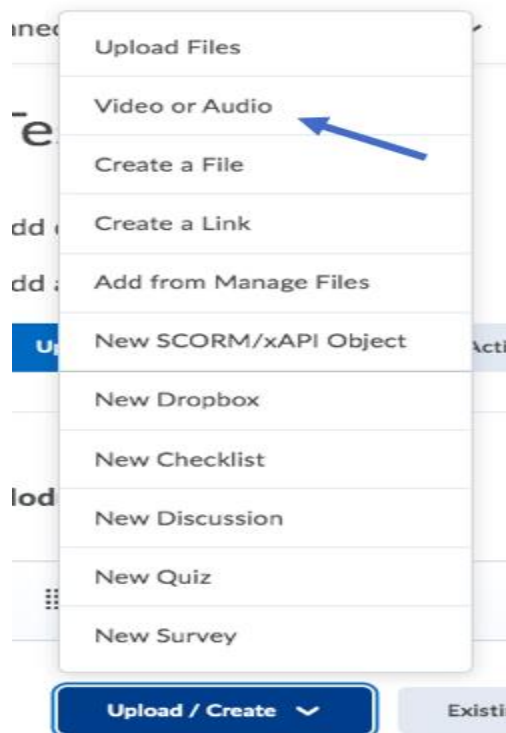
Save **Cancel**

Uploading a Video From Your Computer To LEARN

1. Go to LEARN, access the module and sub-module that you want to link the YouTube video to. Select **Upload/Create**.



2. Select **Video or Audio**.



3. Select **Upload**.



Add Video or Audio

Web Video or Audio Upload

Enter Url or Embed Code

Preview

[What video sites can be embedded?](#)

Save Cancel

4. Drag and drop the video you file you wish to upload or select **Browse** and select the video file you want to upload from your files.

Add Video or Audio

Web Video or Audio **Upload**

Drop your video or audio file here to upload

or

Browse...

You can upload files up to a maximum of 1 GB.

Save Cancel

Groups

Feature Overview

Groups within LEARN allow students to be teamed up with other students in order to get the opportunity to work together. LEARN gives many options in creating groups for a class such as how many students within a group, as well as if the groups are self-enrolled or auto enrolled. In addition, each group is able to have their own discussion forum and dropbox in order to hand in assigned work. Instructors have the option to either grade a group as a whole or grade each student within the group individually.

For information on how to set up and manage groups on Learn click [here](#).



Rubrics

Feature Overview

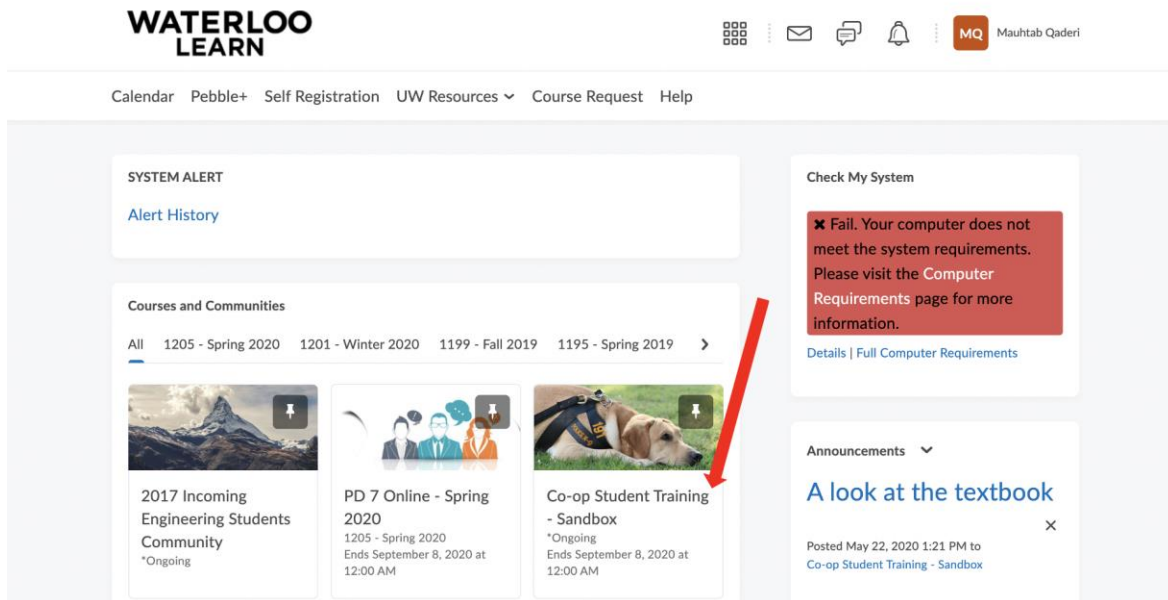
Rubrics in LEARN are an assessment tool used to evaluate submissions. Rubrics are great to use when multiple people will be marking assessments, in order to keep the grading consistent. Rubrics in LEARN can be linked to Dropbox folders, where they can be kept private so only instructors are able to see them or made available to students before or after grades are released.



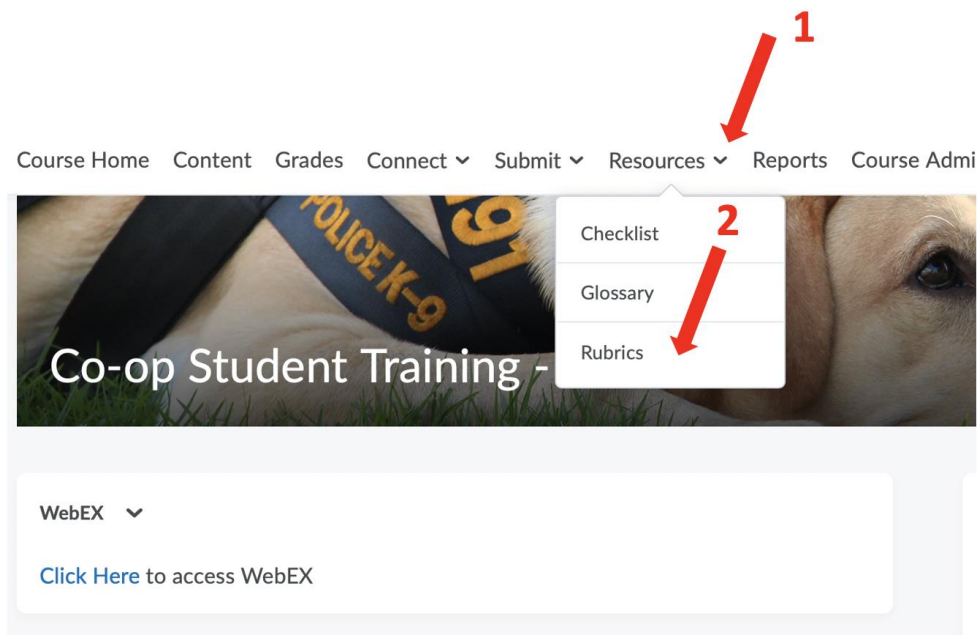
Create a Rubric

Tutorial Video: Click [here](#) to learn how to create a rubric for a course in LEARN.

1. Login to your Learn Account.
2. On the Learn homepage, click on the course you want to create a rubric for.



3. Once you have entered the course, click on the downwards arrow next to the “Resources” button.
4. A dropdown list will appear. Click on “Rubrics”.



5. Click on “New Rubric”.

Course Home Content Grades Connect ▾ Submit ▾ Resources ▾ Reports Course Admin Help

Rubrics Help

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	Test Rubric 1 ▾		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▾		Analytic	Points	Published
<input type="checkbox"/>	Untitled ▾		Analytic	Points	Published
<input type="checkbox"/>	Untitled ▾		Analytic	Points	Published

200 per page ▾

6. The rubric creation page will open. Fill in the rubric details. Note that the status on the rubric will automatically be “Published”. To change this, click on the drop down arrow beside the status and choose the new status.

Course Home Content Grades Connect ▾ Submit ▾ Resources ▾ Reports Course Admin Help

Edit Rubric ▾

✓ Saved Status: Published ▾

Name*
Untitled

Type: Holistic ▾ Scoring: Percentage ▾ [Reverse Level Order](#)

	Level 4	Level 3	Level 2	Level 1
	75 %	50 %	25 %	0 %

Options

Close



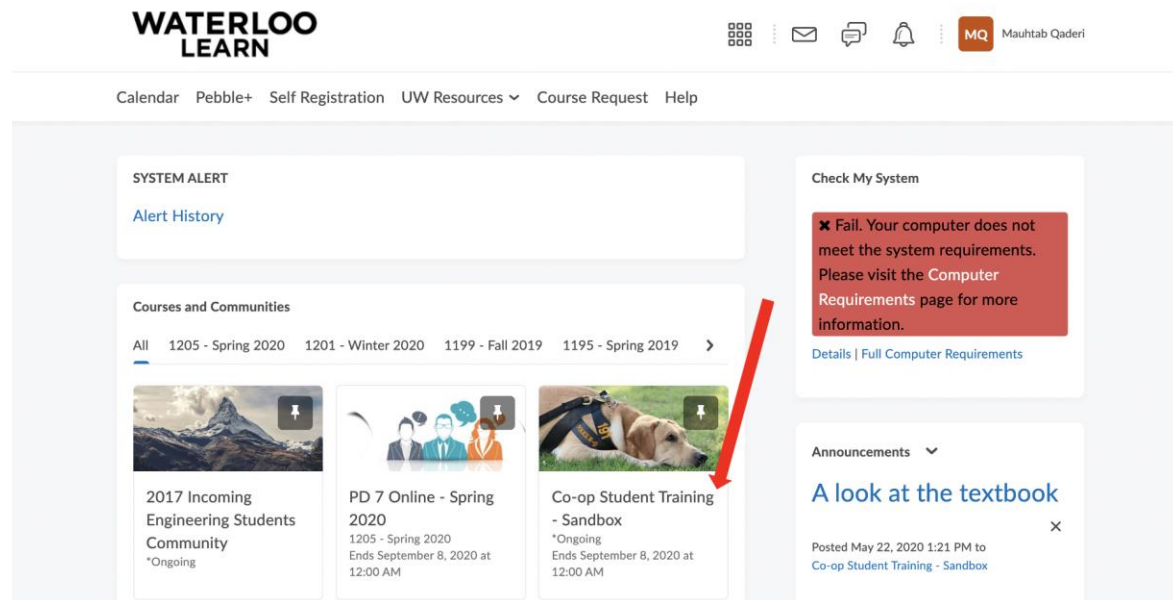
Manage LEARN Rubrics

Tutorial Video: Click [here](#) to learn more about the LEARN rubric management features that are available.

Edit a Rubric

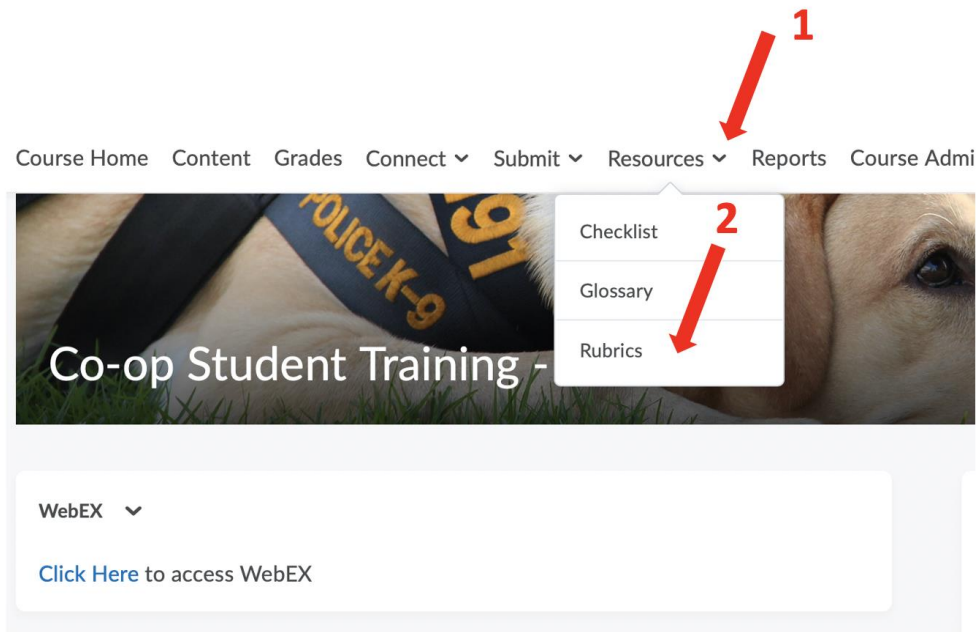
Tutorial Video: Click [here](#) to learn how to edit a rubric in LEARN.

1. Login to your Learn Account.
2. On the Learn homepage, click on the course you want to edit a rubric for.



3. Once you have entered the course, click on the downwards arrow next to the “Resources” button.
4. A dropdown list will appear. Click on “Rubrics”.





5. Once on the Rubrics page, click on the dropdown arrow beside the name of the rubric you want to edit.



Course Home Content Grades Connect Submit Resources Reports Course Admin Help

Rubrics Help

[New Rubric](#)

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For... [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	practice rubric ▼ 		Analytic	Custom Points	Published
<input type="checkbox"/>	Test Rubric 1 ▼ 		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▼		Analytic	Points	Published

200 per page ▼

6. From the dropdown list, click “Edit”.



Rubrics

[Help](#)

[New Rubric](#)

Rubrics available to this org:

[What is a rubric status?](#)

[Rubric Options](#)

	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	practice rubric		Analytic	Custom Points	Published
<input type="checkbox"/>	Test Rubric 1 ▾ 🔗		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▾		Analytic	Points	Published

200 per page ▾

7. The Edit Rubric page will open and changes can be made.

Edit Rubric ▾

Status: Published ▾

Name*

Test Rubric 1

Type: Analytic ▾ Scoring: Points ▾ [↔ Reverse Level Order](#)

Criteria	Level 4	Level 3	Level 2	Level 1	New Level	New
	4 pt 🗑	3 pt 🗑	2 pt 🗑	1 pt 🗑	0 pt 🗑	0
Criterion 1						
	Initial Feedback					

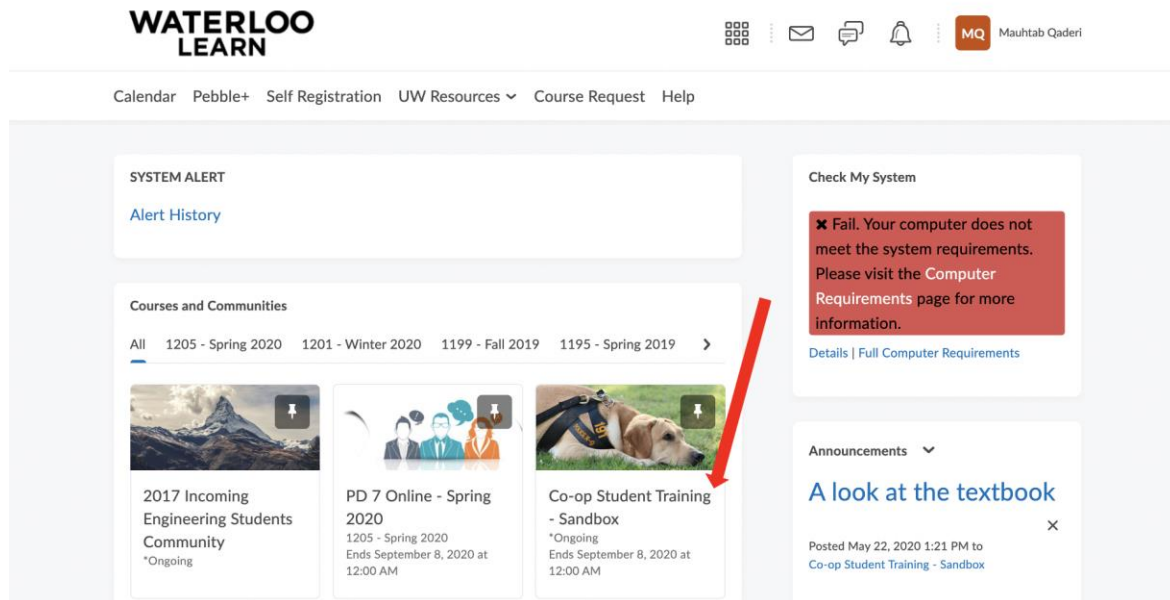
[+ Add Criterion](#)



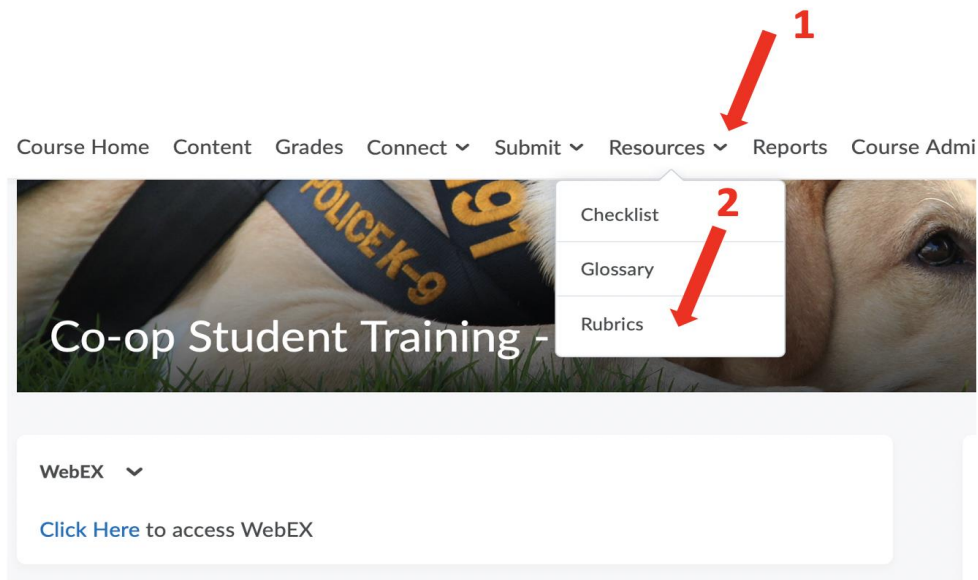
Delete a Rubric

Tutorial Video: Click [here](#) to learn how to delete a rubric in LEARN.

1. Login to your Learn Account.
2. On the Learn homepage, click on the course you want to delete a rubric from.



3. Once you have entered the course, click on the downwards arrow next to the “Resources” button.
4. A dropdown list will appear. Click on “Rubrics”.



5. Once on the Rubrics page, click on the dropdown arrow beside the name of the rubric you want to delete.



Rubrics

[Help](#)

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For...



[Show Search Options](#)



<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	practice rubric ▾		Analytic	Custom Points	Published
<input type="checkbox"/>	Test Rubric 1 ▾		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▾		Analytic	Points	Published

200 per page ▾

6. From the dropdown list, click “Delete”.

Rubrics

[Help](#)

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For...

Edit

Preview

Set Status >

View Statistics

Copy

Delete

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	practice rubric ▾		Analytic	Custom Points	Published
<input type="checkbox"/>	Test Rubric 1 ▾		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▾		Analytic	Points	Published

200 per page ▾

7. Confirm the deletion.



Confirmation

Are you sure you want to delete this rubric?

Delete

Cancel



8. Note that if you try to delete a Rubric that is linked to a dropbox (rubric appears with a link icon beside its name), you will not be able to do so until the rubric is unlinked from the dropbox.

[Course Home](#) [Content](#) [Grades](#) [Connect](#) [Submit](#) [Resources](#) [Reports](#) [Course Admin](#) [Help](#)

Rubrics

[Help](#)

New Rubric

Rubrics available to this org unit are listed below. The Status column indicates the status of each rubric and affects how it can be used. [What is a rubric status?](#)

Search For...



[Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method	Status
<input type="checkbox"/>	practice rubric ▼		Analytic	Custom Points	Published
<input type="checkbox"/>	Test Rubric 1 ▼		Analytic	Points	Published
<input type="checkbox"/>	Test Rubric 2 ▼		Analytic	Points	Published

200 per page ▼

Information: All selected rubrics are locked or belong to another org unit and cannot be deleted. No action will be taken.

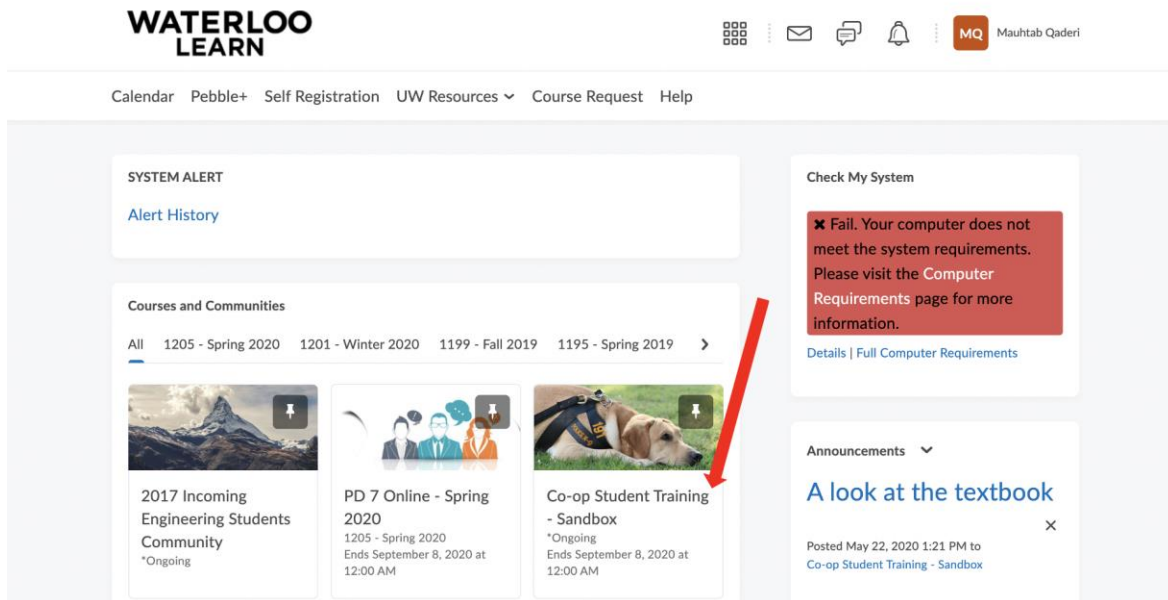
OK



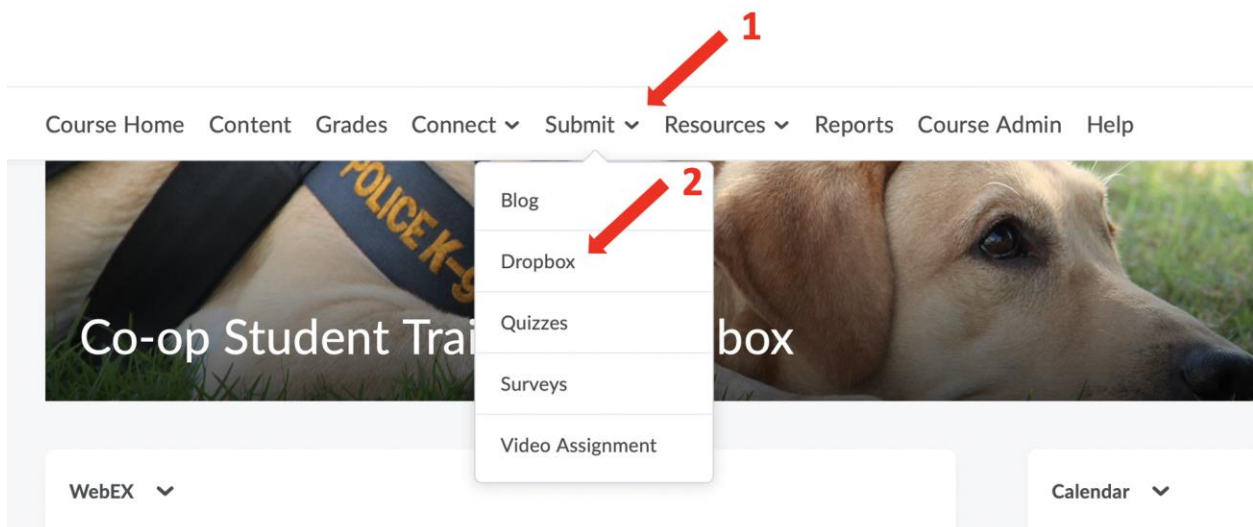
Link a Rubric to a Dropbox

Tutorial Video: Click [here](#) to learn how to link a rubric to a dropbox in LEARN.

1. Login to your Learn Account.
2. On the Learn homepage, click on the course you want to link a rubric for.



3. Once you have entered the course, click on the downwards arrow next to the “Submit” button.
4. A dropdown list will appear. Click on “Dropbox”.



5. On the Dropbox Folders page, click on the drop down arrow beside the name of the dropbox you want to link a rubric to.



Dropbox Folders

[Help](#)

New Dropbox

Edit Categories

More Actions ▾

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Dropbox 1 ▾ 🔑		0/1	0/1	0/1	Jun 19, 2020 1:41 PM
<input type="checkbox"/>	Test Dropbox 1 ▾ 🔑		0/1	0/1	0/1	Jun 5, 2020 4:00 PM

6. From the drop down list, click “Edit Folder”.

Dropbox Folders

[Help](#)

New Dropbox

Edit Categories

More Actions ▾

[Bulk Edit](#)

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
<input type="checkbox"/>	Dropbox 1 ▾ 🔑		0/1	0/1	0/1	Jun 19, 2020 1:41 PM
<input type="checkbox"/>	Test Dropbox 1 ▾ 🔑		0/1	0/1	0/1	Jun 5, 2020 4:00 PM



7. The edit dropdown folder page will appear. Scroll to the bottom to the “Rubrics” section. Click “Add Rubric”.

Course Home Content Grades Connect ▾ Submit ▾ Resources ▾ Reports Course Admin Help

Edit Folder - Test Dropbox 1 ▾

Properties Restrictions Objectives Turnitin®

Name *

Test Dropbox 1

Instructions

Paragraph ▾
B *I* U ▾

-
-
-

Font Family ▾ Font Size ▾

...

Rubrics

Add Rubric

Test Rubric 1

Test Rubric 2

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric

No default selected ▾

Blind Marking

Save and Close Save and New Save Cancel

8. Select the rubric(s) you want to link and click “Add Selected”.

Select Rubric ×

Search For... [Show Search Options](#)

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method
<input type="checkbox"/>	practice rubric		Custom Points	Analytic
<input type="checkbox"/>	Test Rubric 1		Points	Analytic
<input checked="" type="checkbox"/>	Test Rubric 2		Points	Analytic

20 per page ▾

Add Selected Cancel

9. You will be redirected to the Edit Folder page and the selected rubrics will now appear.



- a. To edit the rubric, click on the pencil icon.
- b. To unlink the rubric, click on the “X” button.
- c. To create a new rubric, click “[Create Rubric in New Window]”.

10. Once you are done, click “Save and Close”

Rubrics

Add Rubric

Test Rubric 1 ✎ ✕

Test Rubric 2 ✎ ✕

[Create Rubric in New Window]

Default Scoring Rubric

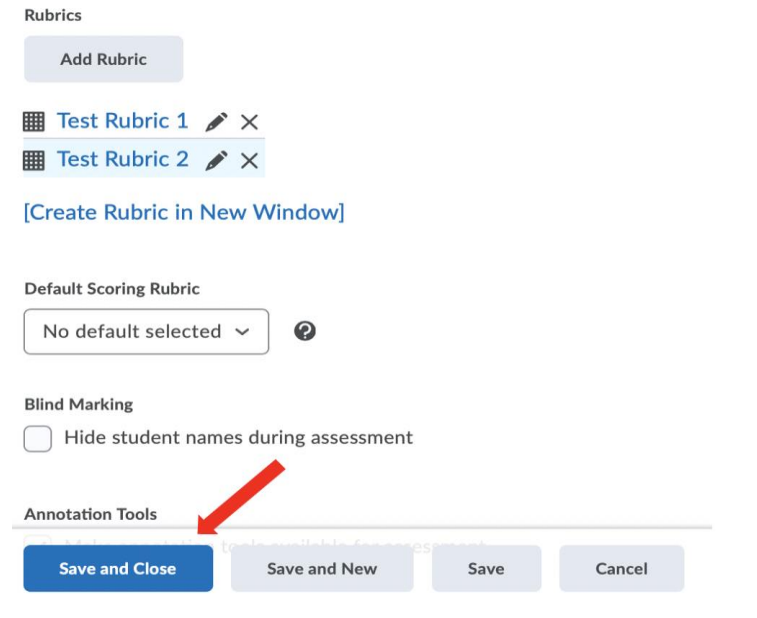
No default selected ▾ ?

Blind Marking

☐ Hide student names during assessment

Annotation Tools

Save and Close Save and New Save Cancel



Quizzes



Feature Overview

Quizzes in LEARN is a tool where course instructors are able to create online tests for students. The Quiz tool offers the user a wide range of types of questions to ask students. The user has the ability to create and edit questions for a quiz. The Quiz Library allows the user to store questions to future reference. For example, an instructor can store multiple choice questions of the same topic in the Quiz Library for future use. The Quiz tool allows for either automatic grading for a question, or manual grading. In addition, the tool is able to provide the instructor re-grading privileges for a quiz. Finally, the quiz tool provides the instructor various statistics of the quiz they have created/graded. Statistics such as user stats, question stats and question details can be provided to the instructor after the quiz has been released and completed by students.

Creating a Quiz

Tutorial Video: Click [here](#) to learn how to create a quiz on LEARN.

For step by step instructions on how to create a LEARN quiz, please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Tutorial Video: Click [here](#) to learn how to create Standard Quiz questions.

Standard question types include Multiple Choice, True or False, and Multi-select questions.

Tutorial Video: Click [here](#) to learn how to create Written Quiz questions.

Written question types include Written response, Short Answer, and Multi-Short Answer questions.

Tutorial Video: Click [here](#) to learn how to create Advanced Quiz questions.

Advanced question types include Matching, Fill in the Blanks, and Ordering questions.

Tutorial Video: Click [here](#) to learn how to create Mathematic Quiz questions.

Mathematic question types include Arithmetic, and Significant Figures questions.



Creating Sections and Questions in the Question Library

Tutorial Video: Click [here](#) to learn how to create sections and questions in the Question Library on LEARN.

For step by step instructions on how to create sections and questions in the Question Library please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Creating Random Question Pools in Quizzes

Tutorial Video: Click [here](#) to learn how to create random question pools in Quizzes on LEARN.

For step by step instructions on how to create random question pools in quizzes on LEARN please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Creating and Importing Questions into LEARN Using a CSV File in Quizzes

Tutorial Video: Click [here](#) to learn how to create and import questions using a CSV file on LEARN.

For step by step instructions on how to create and import questions using a CSV file on LEARN please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Accessing Quiz Statistics on LEARN

For step by step instructions on how to access quiz statistics on LEARN please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Impersonate a Test Student to Try Out Made Quiz

Tutorial Video: Click [here](#) to learn how to impersonate a test student in order to test a created quiz on LEARN.

For step by step instructions on how to impersonate a test student in LEARN please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.

Grading Quizzes on LEARN

Tutorial Video: Click [here](#) to learn how to grade quizzes on LEARN.

For step by step instructions on how to grade quizzes on LEARN please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.



Troubleshooting Quiz Submissions (Attempts in Progress)

For step by step instructions on how to troubleshoot quiz submissions please refer to [this guide](#) posted on the University of Waterloo's LEARN Help webpage.



Microsoft Stream - **Synchronous**, **Asynchronous**

Software Overview

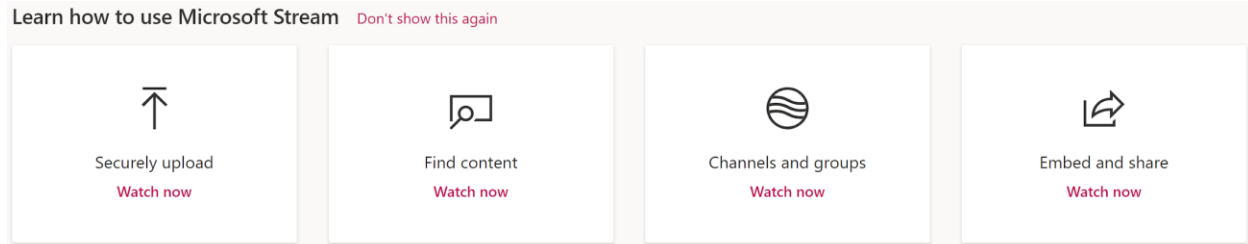
Microsoft Stream provides a way to deliver live, and post on-demand events within the Office 365 suite of products. Available with UWaterloo credentials, Stream can be accessed over the web, and integrates seamlessly with other Microsoft products such as Teams, and Outlook. Groups formed in software such as MS Teams

Use this app to create, live stream, save, and upload videos of lectures, Q/As, and other class materials, while having the security of a private upload, limiting visibility versus a public hosting software such as Youtube. Stream is available for download on mobile for both Apple and Android, with a limited set of functions.



Getting started on Microsoft Stream

1. Visit <https://web.microsoftstream.com/> and sign in with your uWaterloo credentials
2. On the first page that opens, browse the provided “how to” videos



Features

Channels and Groups

Create a channel for your course to create a one-stop shop for all course video content

Students can easily browse channel lists and follow their courses

One user can manage multiple channels under a single uWaterloo account

Groups can be formed amongst users to create and upload videos privately within a set of users

Screen Capture

Content can be created using screen capture feature within create content (15 minute limit)

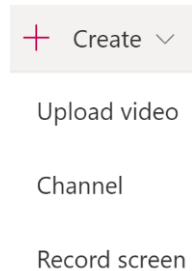
Meeting Recordings

Integration with Microsoft Teams seamlessly ports meeting recordings to Stream

Review meetings from groups you are a member of, or upload important sessions to public channels

Multi-platform

Available on the web for Mac and PC users, as well as an application for both Android and iOS devices



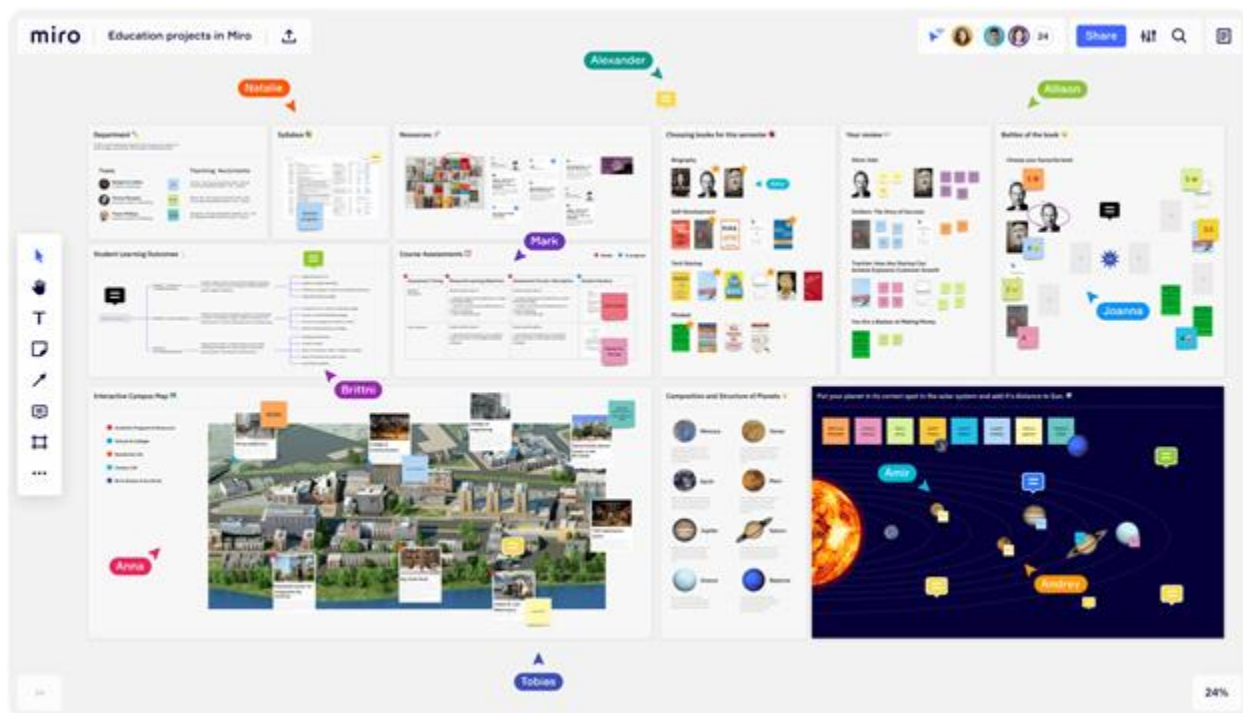
Miro - Synchronous, Asynchronous

Software Overview

Miro is an online whiteboard platform that provides a collaborative workspace for corporate and education purposes by facilitating synchronous teamwork in a creative environment.

Students and educators can apply for Miro accounts with comparable features to a paid account with proof of enrollment/employment. Learn about qualifications and the application process [here](#), note that applications may take up to 10 days to process.

Visit the features page [here](#) to see how you can run classes, collaborate outside the classroom, and engage students using online whiteboarding.



Getting started on Miro



1. Visit <https://miro.com/contact/education/> and apply for an education account with Miro
2. This page provides instructions on how to start a free account, one with fewer features, for testing functions in the meantime
3. Visit the “How to start” guide provided [here](#) begin collaborating

Guides

[Getting Started](#)

[Using Miro](#)

[Administration](#)

[Integration and Apps](#)

[Technical Questions](#)

Features

Integration

Built-in integration with video software

such as Zoom and MS Teams to run synchronous video and whiteboard sessions

Multi-platform

Available on the web for Mac and PC users,

accessible through mobile browser on iOS and Android Phones and Tablets

Compatible with all modern Web browsers (see Technical Questions for limitations with IE)

Unlimited Space

Every “whiteboard” expands endlessly in

each direction, and education accounts are entitled to unlimited whiteboards

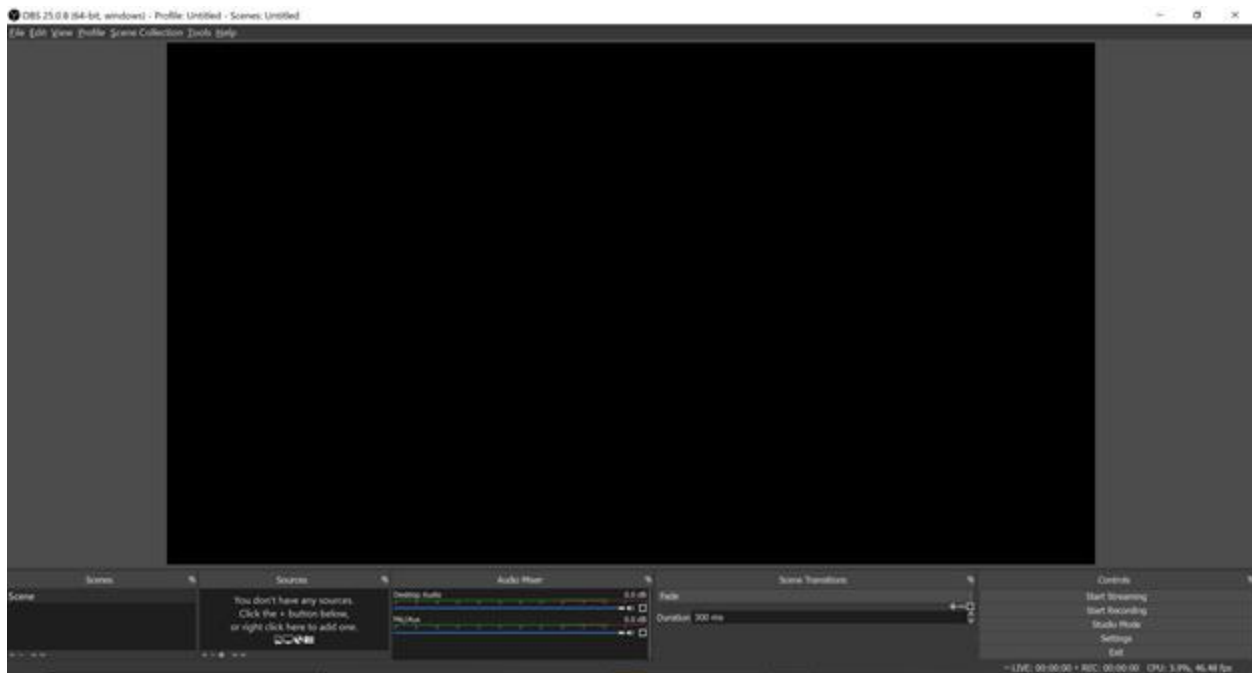


Open Broadcast Software (OBS) - **Synchronous**, **Asynchronous**

Software Overview

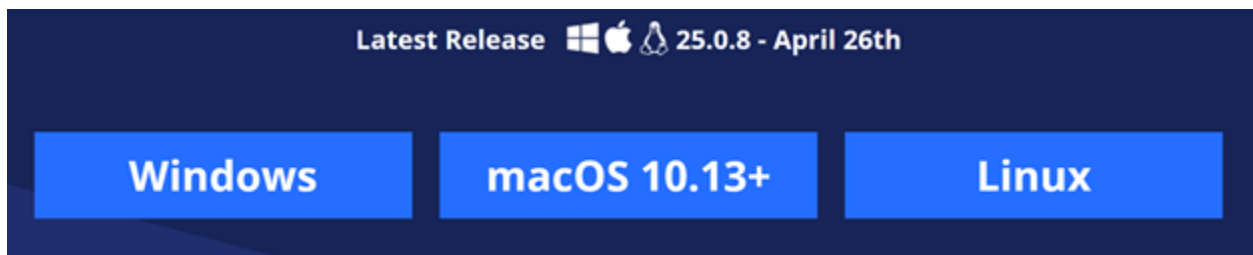
OBS is an open source streaming and recording software for media creation and broadcast that can be downloaded for free from the web. OBS has advanced capabilities and is a widely used tool in streaming as well as video creation such as making content for YouTube.

Use advanced controls to create scenes, mix audio, and build the perfect video lectures, Q/As, or Tutorial sessions. OBS controls range from simple screen and voice recording to complex editing tools, and is suited to experienced content-creators, or those willing to learn a more powerful tool. Streaming can also be done using OBS, however it is a more difficult strategy to master than recording, and would only be recommended to more advanced users, or those who are familiar with streaming. Read about getting started streaming with OBS [here](#).



Getting started with OBS

1. Download OBS for your operating system [here](#)
2. For a “Getting Started” level how-to, watch a Tutorial [here](#)
3. For advanced controls, and specific needs, check out the OBS Wiki [here](#)



Features

Real time video capture and audio mixing

Unlimited scene and transition count

Supported by all major video and streaming platforms

Modular UI to rearrange and simplify controls to your needs

Available for download and use on all major OS

Piazza - Asynchronous

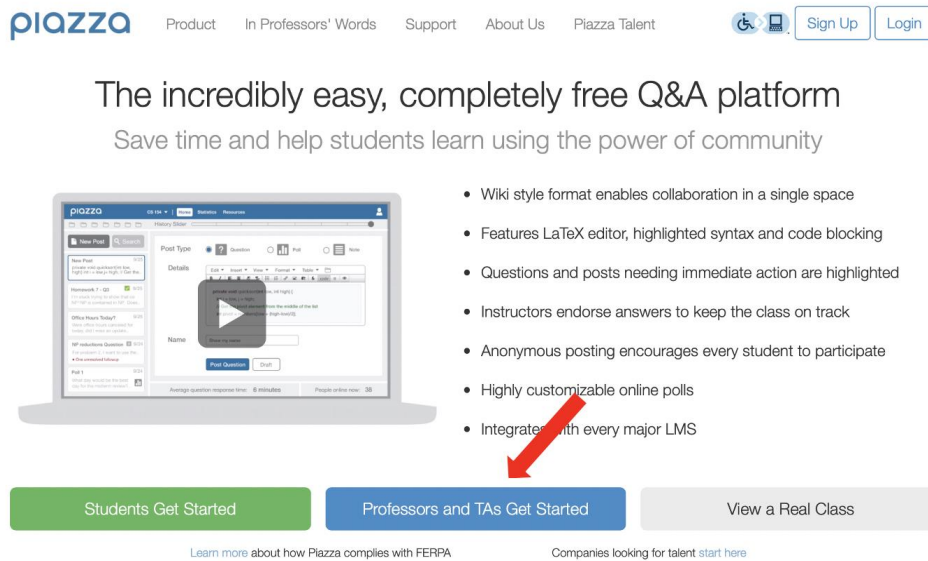
Software Overview

“Piazza is an online platform that facilitates interaction among students and instructors in an efficient and intuitive manner” ([Quick Start Guide](#)). Piazza is a great resource for facilitating class discussions and answering class questions asynchronously. Piazza allows for anonymity of students when asking questions and community editing so that everyone can get involved. Piazza is a great tool for instructors who want to separate questions, discussions and announcements as Piazza has a separate section for each. Piazza allows the entire class to see questions asked by peers which, alternatively, may have been a private email to the instructor.

The screenshot shows the Piazza web interface for a class named "OLA TEST CLASS". The interface includes a top navigation bar with links for "LIVE Q&A", "Drafts", and various homework folders (hw1 to hw10, project, exam, logistics, other). A left sidebar contains a "New Post" button, a search bar, and a list of pinned posts including "Search for Tammates!", "Introduce Piazza to your stu...", "Get familiar with Piazza", and "Tips & Tricks for a successfu...". The main content area features a yellow banner for new users, a "Class at a Glance" section with statistics (5 unread posts, 0 unanswered questions, 0 unresolved followups), a "Student Enrollment" bar showing 0 enrolled out of 100, and a "Share Your Class" section with a demo link. The bottom of the page includes a footer with the University of Waterloo logo and page information.

Getting started on Piazza

1. Visit <https://piazza.com> and click on “Professors and TAs Get Started”.



The screenshot shows the Piazza website homepage. At the top is the Piazza logo and navigation links: Product, In Professors' Words, Support, About Us, and Piazza Talent. On the right are 'Sign Up' and 'Login' buttons. The main heading reads 'The incredibly easy, completely free Q&A platform' with the subtext 'Save time and help students learn using the power of community'. Below this is a laptop displaying the Piazza interface. To the right of the laptop is a bulleted list of features. At the bottom are three buttons: 'Students Get Started' (green), 'Professors and TAs Get Started' (blue), and 'View a Real Class' (grey). A red arrow points from the 'Integrates with every major LMS' feature to the 'Professors and TAs Get Started' button. Below the buttons are two links: 'Learn more about how Piazza complies with FERPA' and 'Companies looking for talent start here'.

- Wiki style format enables collaboration in a single space
- Features LaTeX editor, highlighted syntax and code blocking
- Questions and posts needing immediate action are highlighted
- Instructors endorse answers to keep the class on track
- Anonymous posting encourages every student to participate
- Highly customizable online polls
- Integrates with every major LMS

[Students Get Started](#) [Professors and TAs Get Started](#) [View a Real Class](#)

[Learn more about how Piazza complies with FERPA](#) [Companies looking for talent start here](#)



2. Type “University of Waterloo” in the search bar and click on “University of Waterloo”.

piazza

Select Your School

You can create your school if it does not already exist.

Search Schools:

University of Waterloo

Searching for "University of Waterloo"

University of Waterloo (uwaterloo.ca)	323 Classes
Unofficial University of Waterloo	0 Classes

+ Add New School

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3. Choose the correct term and search for the course you are looking to join. If you want to create a new course click “Create a New Class”.

piazza

University of Waterloo

(change school)

Selected term: Fall 2020

Welcome to Piazza!

Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

Piazza is designed to simulate real class discussion. It aims to get high quality answers to difficult questions, fast!

The name Piazza comes from the Italian word for plaza--a common city square where people can come together to share knowledge and ideas. We strive to recreate that communal atmosphere among students and instructors.

Enter Class Name: MSCI

Searching for "MSCI"

+ Create a New Class

- MSCI 100: Management Engineering Concepts
- MSCI 121: Introduction to Computer Programming
- MSCI 121_M2HANCOC_1201: MSCI 121 - Winter 2020
- MSCI 131: MSCI 131: Work Design and Facilities Planning
- MSCI 211: Organizational Behaviour
- MSCI 240: Algorithms & Data Structures
- MSCI 245: Databases and Software Design
- MSCI 261: Engineering Economics: Financial Management for Engineers

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4. Choose the correct term and search for the course you are looking to join. If you want to create a new course click “Create a New Class”.

The screenshot shows the Piazza website for the University of Waterloo. On the left is a 'Welcome to Piazza!' sidebar. The main header includes the university name and a 'Selected term: Fall 2020' dropdown. A search bar contains 'MSCI', and a dropdown menu shows search results. A red arrow points to the '+ Create a New Class' button at the top of the search results.

Welcome to Piazza!

Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

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University of Waterloo
(change school)

Selected term: Fall 2020

Enter Class Name: MSCI

Searching for "MSCI"

+ Create a New Class

MSCI 100: Management Engineering Concepts

MSCI 121: Introduction to Computer Programming

MSCI 121_M2HANCOC_1201: MSCI 121 - Winter 2020

MSCI 131: MSCI 131: Work Design and Facilities Planning

MSCI 211: Organizational Behaviour

MSCI 240: Algorithms & Data Structures

MSCI 245: Databases and Software Design

MSCI 261: Engineering Economics: Financial Management for Engineers

5. Fill in the class name, class code, class enrolment, and class term. Click “Create Class”.

The screenshot shows the 'Create a New Class' form on the Piazza website. It includes fields for Class Name, Class Number, Estimated Class Enrollment, and Class Term. A checkbox for affiliation is checked. A red arrow points to the 'Create Class' button.

Welcome to Piazza!

Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

Piazza is designed to simulate real class discussion. It aims to get high quality answers to difficult questions, fast!

The name Piazza comes from the Italian word for plaza—a common city square where people can come together to share knowledge and ideas. We strive to recreate that communal atmosphere among students and instructors.

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University of Waterloo
(change school)

Selected term: Fall 2020

Create a New Class

Class Name: OLA Test Class

Class Number: OLA Test Class

Estimated Class Enrollment: 100

Class Term: Fall 2020

Wrong term? Select a new term at the top of this page.

☒ I am affiliated with University of Waterloo as per Piazza's [Terms and Conditions](#).

Create Class Cancel

Unable to add your class? Email us at team@piazza.com or call us at 1-800-818-4124, and we'll help you get started!



6. Enter your UWaterloo email and click “Enroll Me!”

The screenshot shows the Piazza website header with the 'piazza' logo. Below the header, the text 'University of Waterloo' is centered, with a '(change school)' link underneath. A 'Selected term:' dropdown menu is set to 'Fall 2020'. A link 'Add More Classes: Teaching more classes this term? Add them here' is visible. The main content area is titled 'Enroll in Your Class(es)' and contains instructions: 'Enter your email address ending with uwaterloo.ca to enroll. We will send an email to this address with a link to activate your account.' There are two input fields: 'Email' with placeholder text 'Enter your uwaterloo.ca email address...' and 'Confirm Email' with placeholder text 'Re-enter your uwaterloo.ca email address...'. Below these fields is an 'Enroll Me!' button. At the bottom of the form, a note states: 'Unable to sign up? Email us at team@piazza.com or call us at 1-800-818-4124, and we'll help you get started!'

7. If you are a new Piazza user, you will receive an email from Piazza with a link to activate your account and an registration code. You can click the link in the email to activate your account or you can enter the registration code on this page and then click “Submit”. You will be directed to setup your account by confirming your email and creating a password.

The screenshot shows the Piazza website header with the 'piazza' logo. The main content area is titled 'Activate Your Account'. A yellow banner at the top says: 'You're almost done! Check your inbox for the invitation email. Then you can log in to your classes and start asking questions!'. Below this, there are two columns. The left column is titled 'Enter registration code' and contains the text: 'We sent a registration email to m2qaderi@uwaterloo.ca. The email may take a couple minutes to arrive. Either enter the provided activation code, or click the activation link in the email to finish enrolling.' There is an input field for the registration code and a 'Submit' button. The right column is titled 'Not getting the email?' and contains the text: 'Please check your bulk mail or spam folder first. Click here to resend the activation code. It may take a few minutes to arrive. If it's still not there, please contact us for help!'. Below this text are icons for email (team@piazza.com) and phone (1-800-818-4124). At the bottom, there is a section titled 'Forgot a class?' with the text: 'If you forgot to add a class, just click the button to the right.' and a blue 'Add a Class' button.



piazza

Set Up Your Piazza account:

Account Information (required)

Is this your preferred email address: m2qaderi@uwaterloo.ca ☐ No, use another email

Full Name Choose Password Confirm Password

☐ I've read and accept the [Terms of Service](#) and [Privacy Policy](#)

[Continue](#)

[Learn more](#) about how Piazza complies with FERPA

Contact us at team@piazza.com with any questions.

- Piazza will log you in and take you to a class setup page where you can manage different features. Once you are done, click “Finish Setup”.

Features

Please refer to Piazza’s [Quick Start Guide](#) for more information about the following features.

Course Page

- Place to manage announcements, course information, course resources, the syllabus and more.
- By default, resources instructors upload are private. Can make them public from “Manage Class Page”.
- Instructors can post announcements to their class by posting a note (not a question).
- Instructors can post polls (does not require clickers). App available for free in app store.
- View and download detailed class participation information.

Q&As

- Students can ask questions then instructors and fellow classmates can answer. Instructors can give students the option to participate anonymously.
- Questions and answers are community edited - students and instructors can edit others’ questions and answers.
- Questions have a separate follow up discussion section that are more unstructured.
- Unanswered questions are easily distinguishable (highlighted in red).

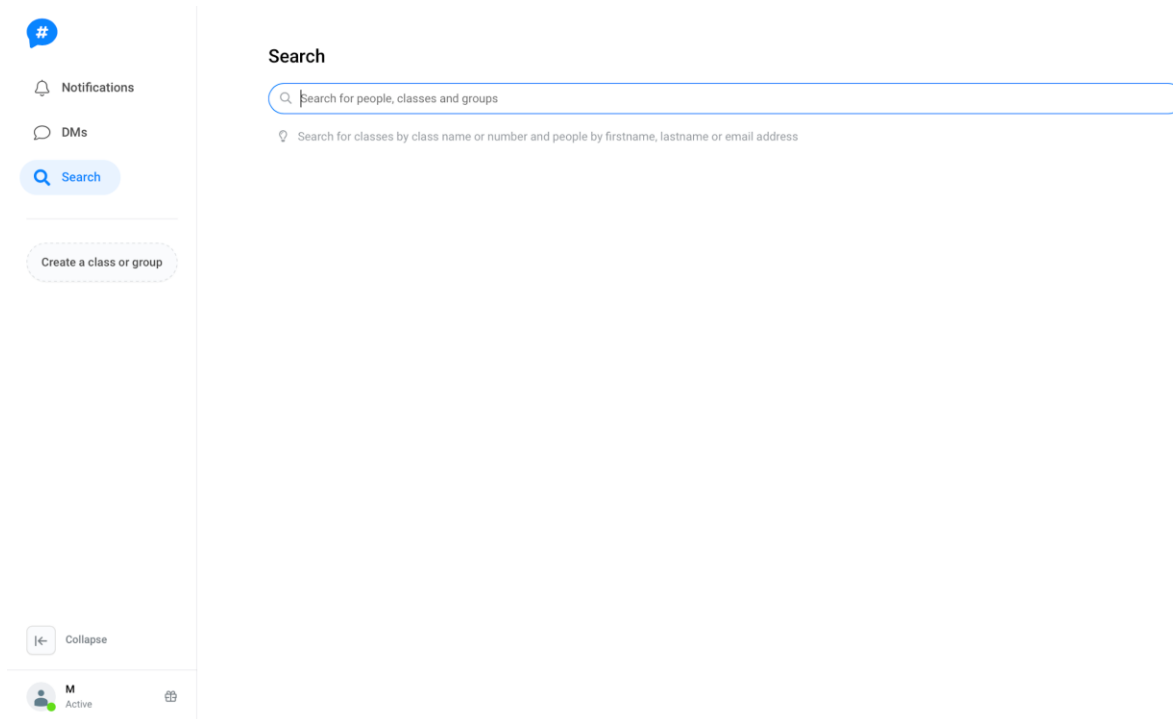
CampusWire - Synchronous, Asynchronous

Software Overview



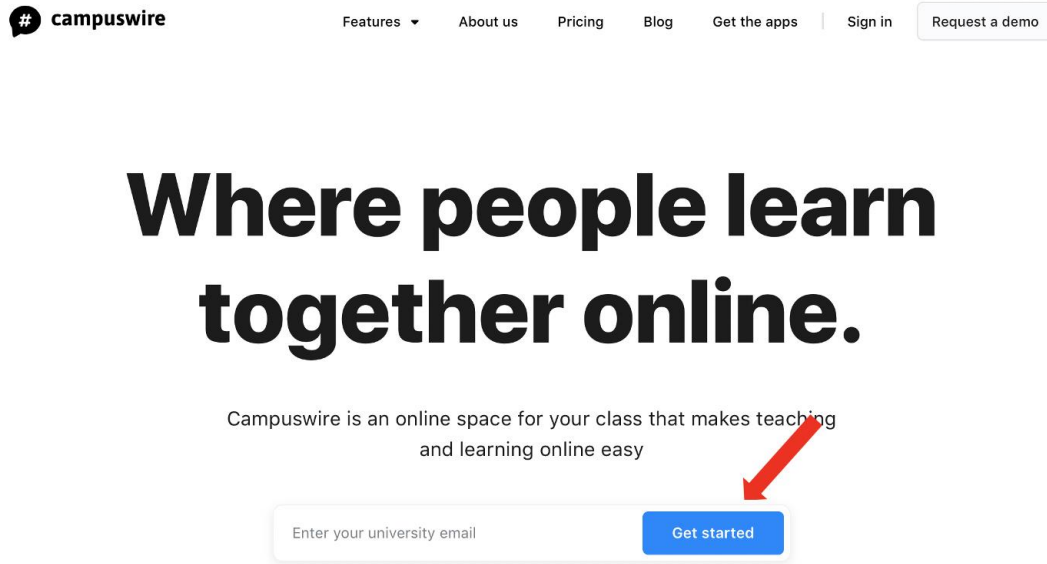
CampusWire is a great tool for answering class questions asynchronously, having live polls, posting announcements and sharing documents. Campus wire allows you to create different classes with various channels within the class to keep things organized. CampusWire also prevents duplicate questions and has direct messaging. Further, CampusWire has “Rooms”, which can be used to host virtual office hours, coordinate with TAs or host class discussions.

CampusWire provides thorough tutorial videos on their [YouTube channel](#) to walk through how to use the different features they offer.

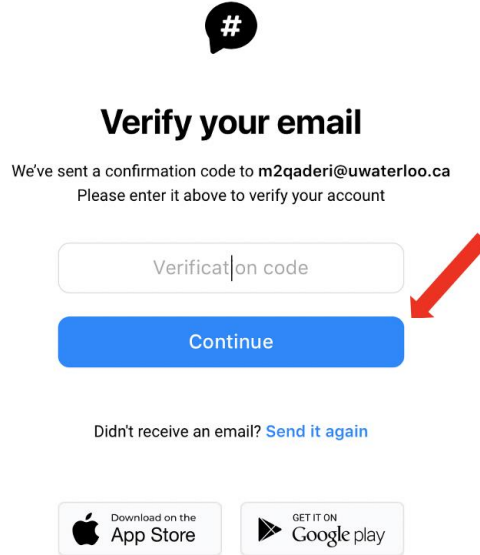


Getting started on CampusWire

1. Visit <https://campuswire.com> and enter your UWaterloo email. Click “Get Started”.

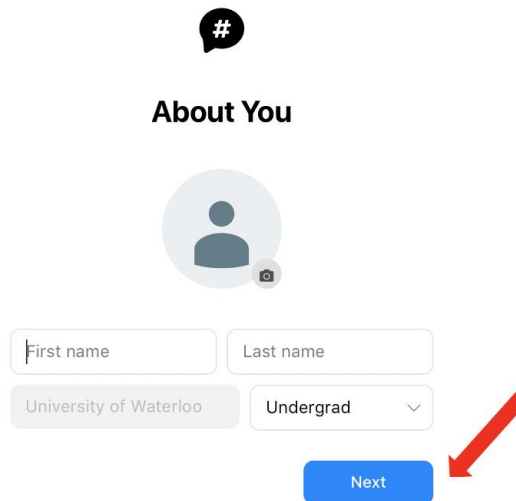


2. You will receive an email with a verification code. Enter the code and click “Continue”.



The screen features a black speech bubble icon with a white hash symbol (#) at the top. Below it is the heading "Verify your email". A message states: "We've sent a confirmation code to m2qaderi@uwaterloo.ca. Please enter it above to verify your account". There is a text input field labeled "Verification code" and a blue "Continue" button. A red arrow points to the "Continue" button. Below the button is a link: "Didn't receive an email? [Send it again](#)". At the bottom are two buttons: "Download on the App Store" and "GET IT ON Google play".

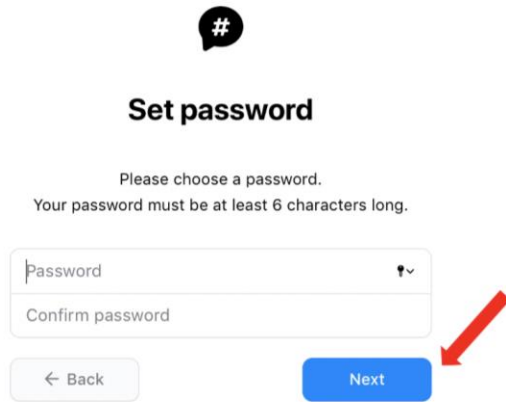
3. Enter your first name, last name and select youtube appropriate association to UWaterloo. Click “Next”.



The screen features a black speech bubble icon with a white hash symbol (#) at the top. Below it is the heading "About You". There is a circular profile picture placeholder with a camera icon. Below the placeholder are four input fields: "First name", "Last name", "University of Waterloo" (a dropdown menu), and "Undergrad" (a dropdown menu). A blue "Next" button is at the bottom right, with a red arrow pointing to it.



4. Create a password and click “Next”.

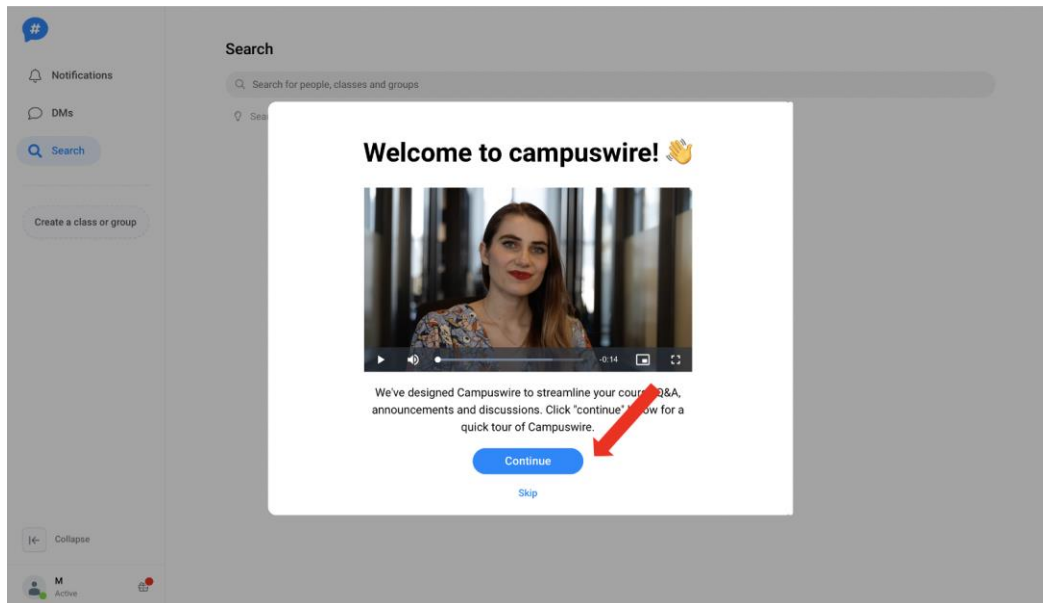


A screenshot of the CampusWire password setup screen. At the top is a black speech bubble icon with a white hash symbol (#). Below it is the heading "Set password". Underneath, it says "Please choose a password. Your password must be at least 6 characters long." There are two input fields: "Password" and "Confirm password". Below the fields are two buttons: "Back" with a left arrow and "Next". A red arrow points to the "Next" button.

5. Click “Next” to be brought to your CampusWire homepage.



6. Click “Continue” to take a virtual tour of CampusWire.



Features

- A modern Q&A forum
- Chatrooms for group discussion
- A video office hours feature
- A clicker tool for in-class active learning and attendance

Please refer to CampusWire's [YouTube channel](#) for video tutorials on commons "How Tos".

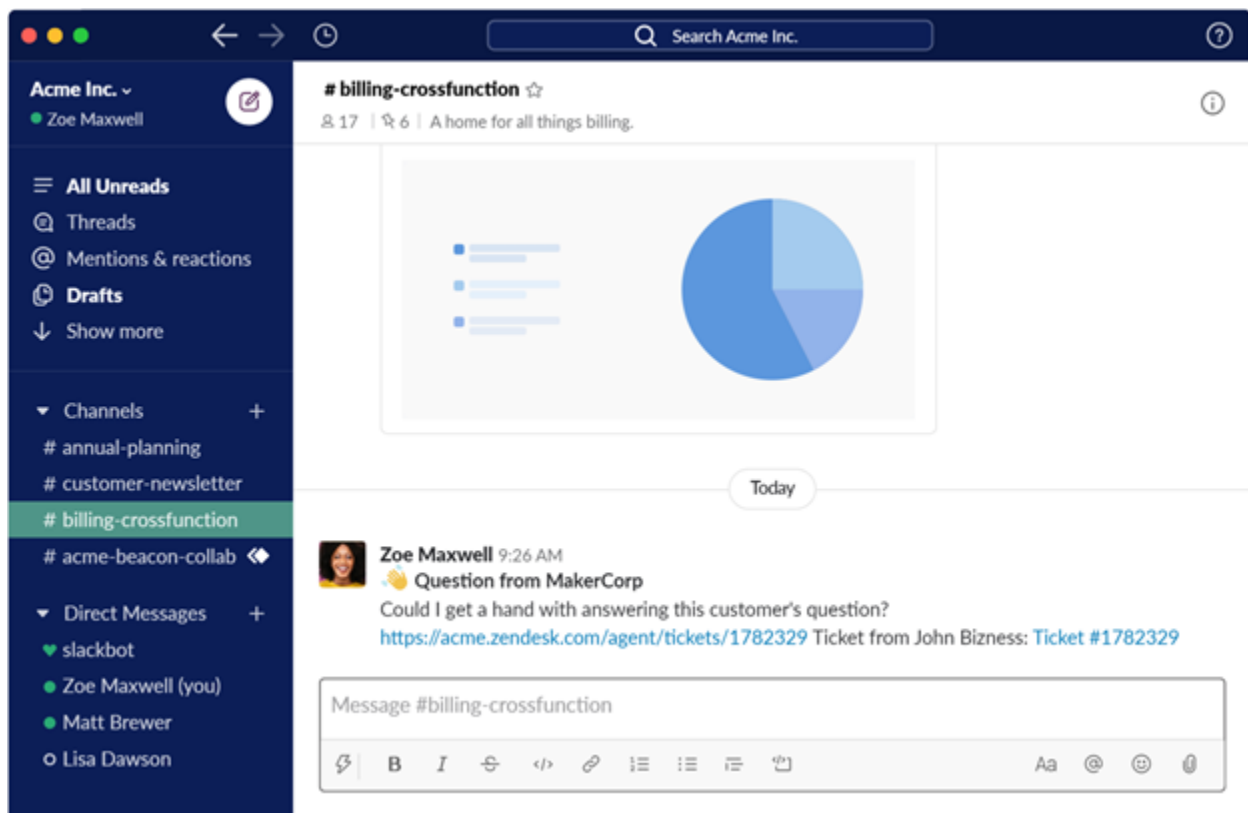


Slack - Synchronous, Asynchronous

Software Overview

Slack is a messaging server host where organizations can create groups, channels, and direct messages to contact each other without the need for email, speeding up and organizing communications. This includes sending attachments, integration and plug-ins with other software, and video calling capabilities.

Slack has a free version for small organizations, with a limited set of features, and several paid versions with increasingly sturdy integration, and security features. Educational institutes and individuals are eligible for a discount with these packages. See pricing details [here](#), and Slack's education page [here](#).



Getting started with Slack

1. Try a demo of Slack [here](#), or read “Why Slack” [here](#), to decide if it is the right tool for your communication needs
2. Get started with a free version by signing up with your uWaterloo email [here](#)
3. Check out Slack 101 to “learn the ropes” of Slack [here](#)
4. Learn advanced features and uses from the Slack Basics guide [here](#)



Share files

Keep files and the messages about them together in channels.



Connect on a call

If working face to face is easier, go from channel to voice or video call in a click.



Collaborate with partners

Work faster with external clients, vendors and more by working in a channel.

Features

Integration

Built-in integration with Office 365, Google

Drive and Dropbox for seamless file sharing

Email capabilities plug-in through Outlook and Gmail within the app

Organization

Sort classes, group or projects into

channels to compartmentalize people and processes

Review history of chats, channels and group with a scroll and not a massive email chain

Instant Communication

Engage in live discussion or video,

reducing the wait times and out-of-sync issues of email

Robust Free Version

Common integration including 365 and the Google Suite available free

Save up to 10,000 most recent messages in free version

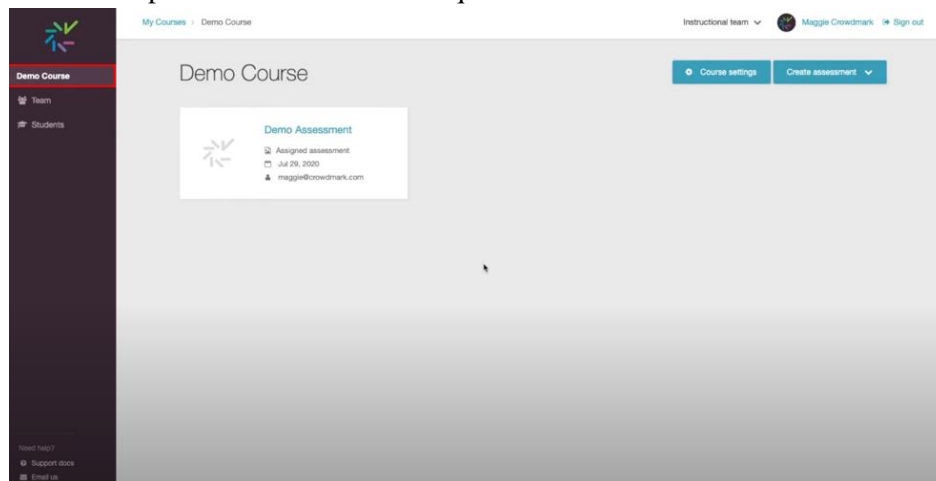
Video calling available, but limited to 1:1 conference



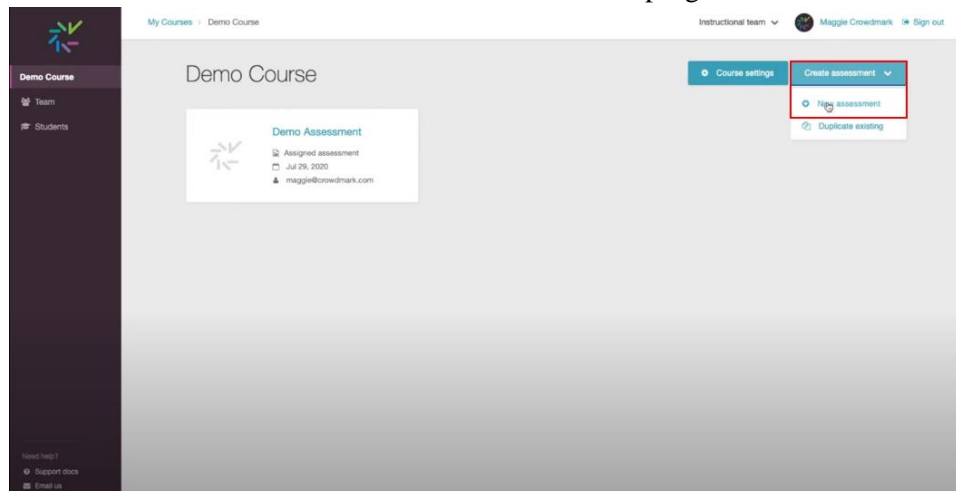
Crowdmark **Synchronous**, **Asynchronous**

Creating a remote exam in Crowdmark:

1. For a video tutorial on creating a remote exam, refer to the link below:
<https://crowdmark.com/help/creating-a-remote-exam/#:~:text=Start%20by%20clicking%20Create%20Assessment,a%20due%20date%20and%20time>
2. Click on the left panel to the course that requires an exam



3. Click on Create Assessment -> New Assessment on the top right button of the screen



4. Insert the assessment name, students who will receive the exam and any relevant faculty members who need to be aware of this assessment

The screenshot shows a 'Create an assessment' dialog box overlaid on a 'Demo Course' page. The dialog box has three input fields, each highlighted with a red rectangle and a red arrow pointing to it:

- Assessment name:** The text 'Remote Exam' is entered.
- Students (11 included):** The dropdown menu is set to 'All enrolled students'.
- Instructional team (1 instructor included):** The dropdown menu is set to 'All team members'.

At the bottom of the dialog box are 'Cancel' and 'Save' buttons. The background shows the course interface with a sidebar on the left and a top navigation bar.

5. Select the “Assigned” Option

The screenshot shows the 'Remote Exam' page with a 'Type' selection step. The page has a breadcrumb trail: 'My Courses > Demo Course > Remote Exam'. The 'Type' step is highlighted with a red circle and a red arrow. Below the step indicator, the question 'Which **type** of assessment would you like to create?' is displayed. There are two options:

- Administered:** Described as an assessment monitored by the instructor in person. It is not selected.
- Assigned:** Described as an assessment completed independently by the student, who is emailed the assessment and must scan and upload their completed assessment. This option is selected, indicated by a red rectangle and a red arrow pointing to the checkbox.

At the bottom of the selection area are links for 'Learn more about assessment types' and 'Delete assessment', and a 'Next' button.

6. Select the due date and time that the exam will **end**. Include a lateness penalty where concerned.
 - a. A timed assessment can be used so students may start the exam any time during the day and have a precise amount of time to complete it. In this case, the due date will need to be adjusted so it will end on the following day.

My Courses > Demo Course > Remote Exam

Instructional team Maggie Crowmark Sign out

Remote Exam

1 Type 2 Details 3 Questions

Enter the details of your assessment

Due date: August 14, 2020 05:00 pm (Ea)

Lateness penalty: 0% Per day late

Assessment options

Timed assessment ☒ Group assessment ☐

How much time will students have to complete the assessment?

Hours Minutes

7. In the questions tab, type the assignment description, and question content. You may also attach a pdf of instructions as highlighted below.

My Courses > Demo Course > Remote Exam

Instructional team Maggie Crowmark Sign out

Remote Exam

1 Type 2 Details 3 Questions

Add questions

Students can upload any number of pages in response to each question.
The **Question content** field supports [markdown formatting](#).

Assignment description (optional) Edit Preview

These are your instructions for your Remote Exam

Attach files formatting tips Click outside the field to save.

Q1

Label Q1

Max. points 10

Question content Edit Preview



8. Type out the question or attach a pdf detailing the question as shown below. Additionally, add in the label and maximum points that can be attained from the question.

The screenshot shows the 'Question content' field highlighted with a red box. The field contains the LaTeX formula
$$\zeta(s) = \sum_{n=1}^{\infty} \frac{1}{n^s}$$
. The interface includes a sidebar with 'Courses', 'Manage', and 'Coordinate' options. The main area has an 'Assignment description (optional)' field, a 'Q1' question, and a 'Q2' question. The 'Q2' question has a 'Label' field with 'Q2', a 'Max. points' field with '10', and a 'Bonus' checkbox. The 'Question content' field is highlighted with a red box. Below the field are buttons for 'Add another question', 'Preview assessment', and 'Save and go to Dashboard!'. There is also a 'Delete assessment' button.

9. Preview the assessment using the button to see the perspective of the students

The screenshot shows the 'Preview assessment' button highlighted with a red box. The interface is identical to the previous one, but the 'Question content' field is no longer highlighted. The 'Preview assessment' button is located below the 'Add another question' button. The 'Save and go to Dashboard!' button is at the bottom right.

10. The student's perspective of the exam is now shown. Ensure that the due date, time, and questions are laid out as required



Remote Exam

Due: Friday August 14, 2020 5:00 PM (Eastern Daylight Time)

Assignment description

These are your instructions for your Remote Exam [Math Remote Exam.pdf](#)

Submit your assignment Help

After you have completed the assignment, please save, scan, or take photos of your work and upload your files to the questions below. Crowdmark accepts PDF, JPG, and PNG file formats.

Q1 (10 points)

$$\zeta(x) = \sum_{n=1}^{\infty} \frac{1}{n^x}$$

+ Drag and drop your files or click to browse...

Q2 (10 points)

$$\zeta(x) = \sum_{n=1}^{\infty} \frac{1}{n^x}$$

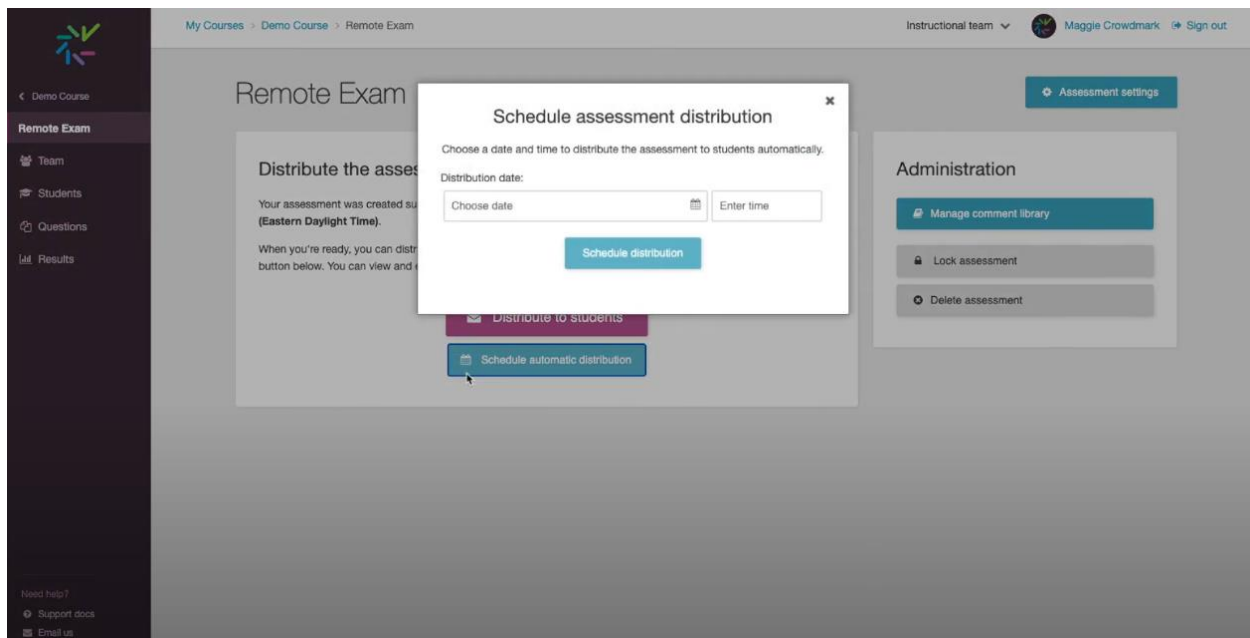
+ Drag and drop your files or click to browse...

11. When the assessment is complete, click “Save and go to Dashboard”.
 - b. On the dashboard, the assessment settings can be changed manually, and a schedule can be set for automatic distribution.

The screenshot shows the 'Remote Exam' dashboard. On the left is a sidebar with navigation links: Demo Course, Remote Exam, Team, Students, Questions, and Results. The main content area has a header with 'My Courses > Demo Course > Remote Exam' and user information 'Instructional team', 'Maggie Crowmark', and 'Sign out'. The main heading is 'Remote Exam'. Below it, a box titled 'Distribute the assessment' contains a success message and two buttons: 'Distribute to students' and 'Schedule automatic distribution' (highlighted with a red box). To the right, an 'Administration' panel includes 'Assessment settings' (highlighted with a red box), 'Manage comment library', 'Lock assessment', and 'Delete assessment'.

12. Either schedule automatic distribution or distribute the assessment to the students at the required start time



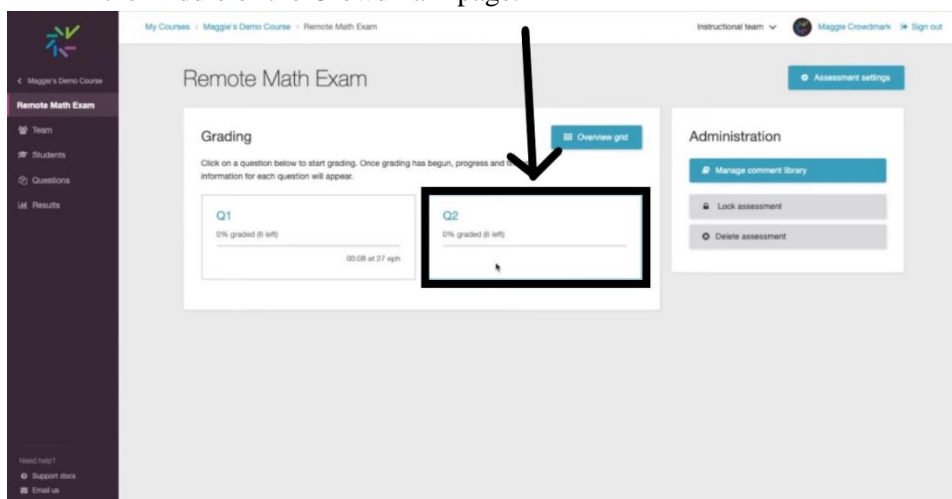


Marking an exam in Crowdmark

Please note that all screen shots were taken from the video in the link below, and are not original content. It has been summarized for your convenience.

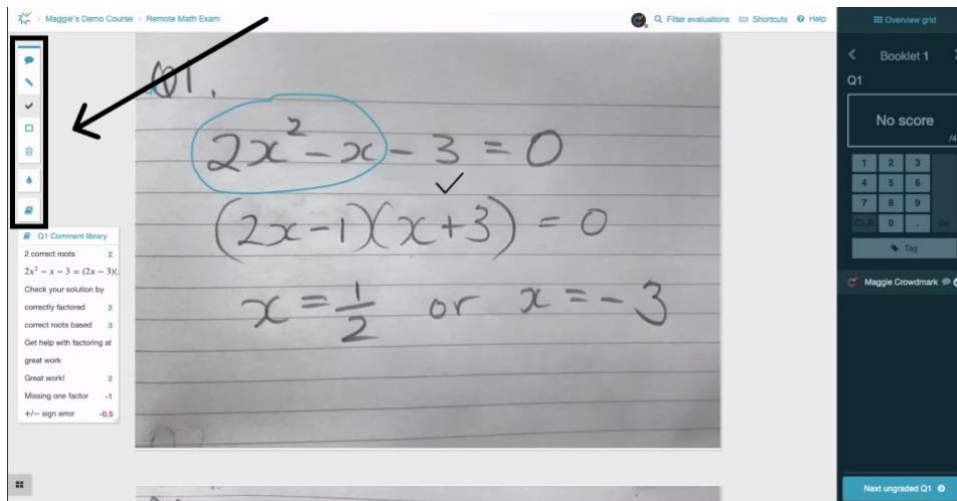
https://crowdmark.com/help/grading-a-remote-exam/?fbclid=IwAR3AJUBV01R4rNQvUEZZ9gpOttNmRq-sMPVmPJ_BRQtMDq--VsHtoJfCfI8

1. The above link contains a video that provides a complete breakdown on how to mark exams, and it is heavily suggested that all exam markers view it.
2. Within an Individual submission within a course, select a question that needs to be marked from the middle of the Crowdmark page.

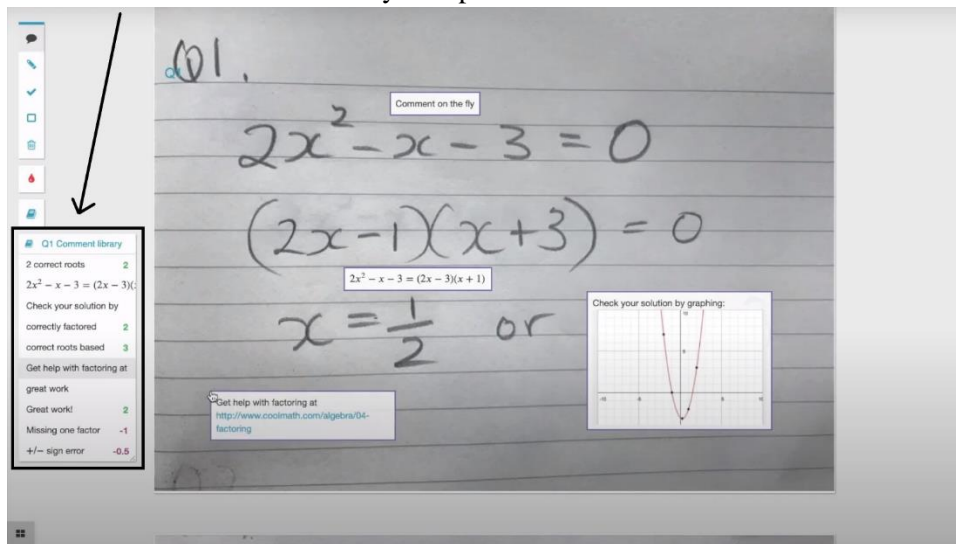


3. Once the Question has been opened, a variety of markup tools can be accessed from the toolbar on the left side of the Crowdmark page,

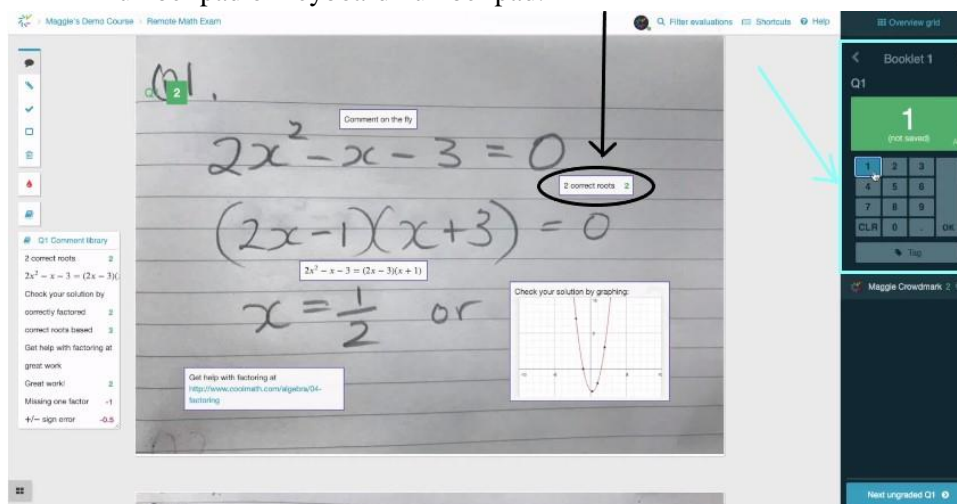




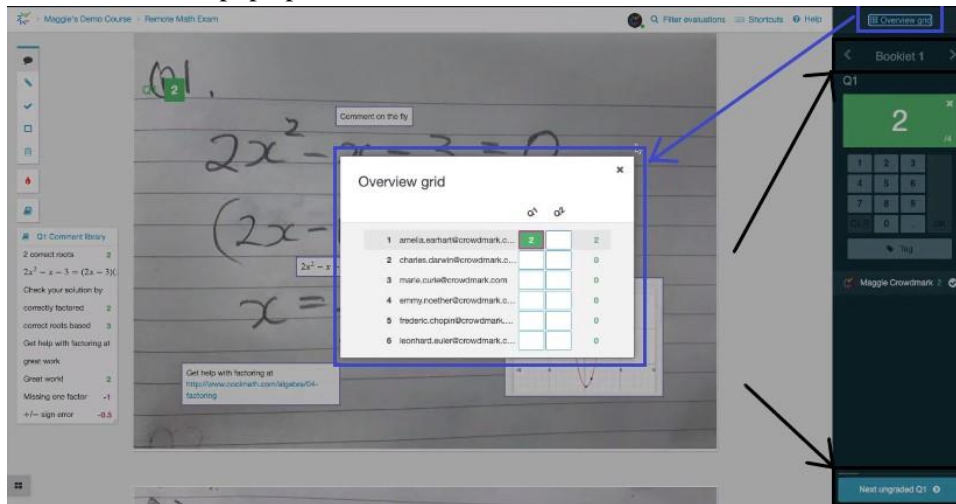
4. Use the comment history side panel to reuse comments to increase efficiency.



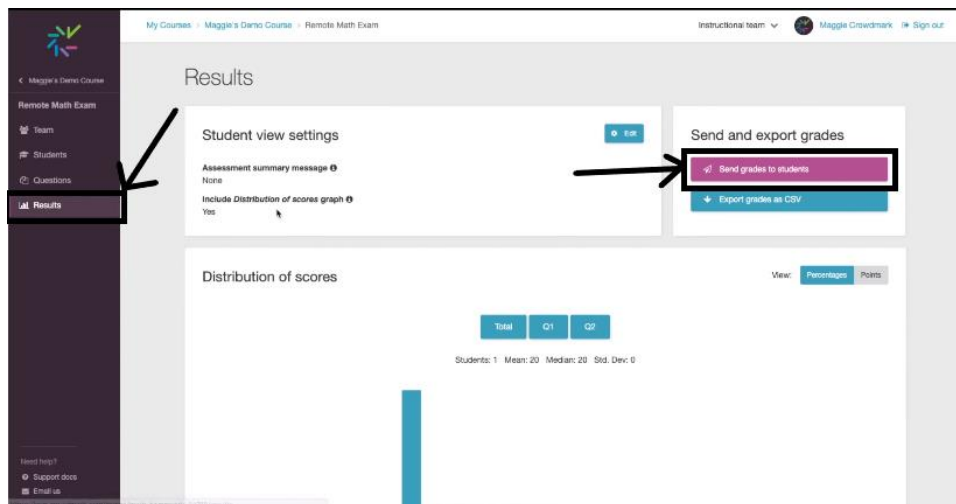
5. All comments with associated point values will automatically increase the grade shown on the right side of the crowd mark page. This value can be manually adjusted using the integrated number pad or keyboard number pad.



- Navigation options include going to the next question by clicking “Next Ungraded Question” on the bottom right, changing booklet by clicking on the arrows next to the current booklet on the top right, and using the “Overview Grid” by clicking on it in the top right corner to create an overview pop up.



- After all marking is finished, navigate to the results page by clicking on “Results” on the left side of the screen, and press “Send Grades to Students” on the right side of the results page to release the marks to the students.



- There are many useful keyboard shortcuts listed below to increase efficiency.

Keyboard shortcuts

Navigating

- enter** – Next ungraded
- l** or **shift** + **→** – Next booklet
- h** or **shift** + **←** – Previous booklet
- j** or **shift** + **↓** – Next question in booklet
- k** or **shift** + **↑** – Previous question in booklet

Evaluations

- e** – Next evaluation
- n** – New evaluation
- shift** + **c** – Clone evaluation
- p** – Make primary

Scoring

- 0-9**, **.**, **-** – Assign grade
- enter** – Save grade
- t** – Add a tag

Annotating

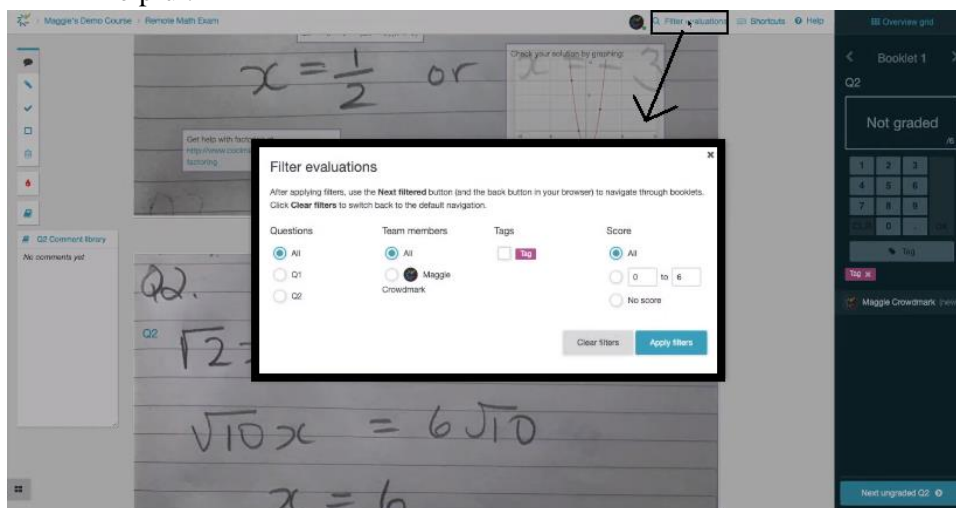
- z** – Annotation mode
- c** – Checkmark mode
- x** – X mode
- q** – ? mode
- s** – Highlight box mode
- d** – Delete mode

Commenting

- v** – Comment mode
- shift** + **enter** – Save comment
- esc** – Cancel

Comments support emoji 🤔, Markdown, and LaTeX for math and chemical equations.

- One tip is that filtering evaluations through the “Filter Evaluations” option on the top right can be helpful.



Linking Learn to Crowdmark Assessments

- The below link contains step by step instructions on how to proceed with first time login into Crowdmark in order to ensure that the new account is linked to learn and Crowdmark.
<https://wiki.uwaterloo.ca/display/ISTKB/Signing+into+Crowdmark+through+LEARN>
- This next link contains step by step instructions on how to import a course from LEARN. Note: This requires step 1 to be completed successfully.
<https://wiki.uwaterloo.ca/display/ISTKB/Importing+a+course+from+LEARN>



3. Instead of manually enrolling students, it is best to enroll all students via syncing the students with Learn. The following link contains step by step instructions on this topic.
<https://wiki.uwaterloo.ca/display/ISTKB/Enrolling+students+from+LEARN>
4. If the course roster on Learn changes, it is important to update the course roster on Crowdmark.

The following link contains information on how to go about this.

<https://wiki.uwaterloo.ca/display/ISTKB/Updating+your+course+roster>

For all other Crowdmark related topics please visit the below link”

<https://wiki.uwaterloo.ca/display/ISTKB/Crowdmark>

Manually entering grades into Crowdmark

In the case that learn and Crowdmark are unable to be linked, the steps outlined in the links below should be followed to manually input grades into learn:

<https://uwaterloo.ca/learn-help/grades>

<https://uwaterloo.ca/learn-help/instructors/dropboxes>



DaVinci Resolve 17 - Video Editing Software

Software Overview

DaVinci Resolve 17 is a video editing software. The free version provides trimming and merging for video and audio, special effects, colouring, and much more. The software supports Mac OS, Windows, and Linux.

System Requirements

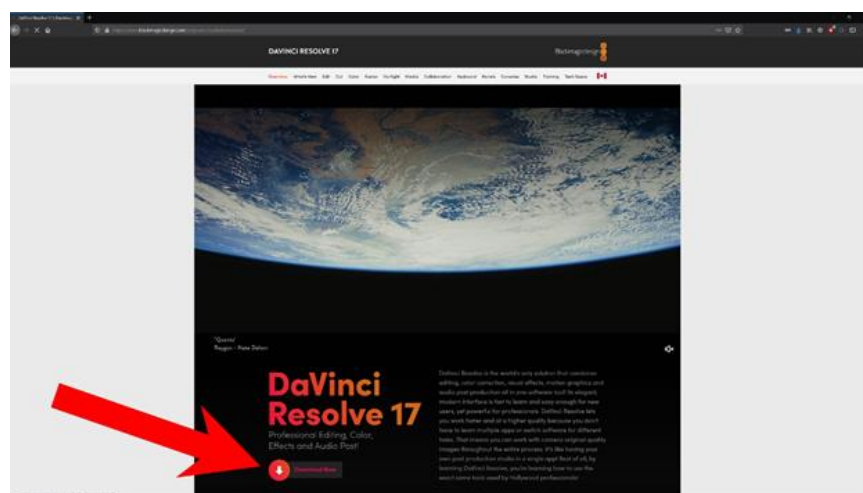
There are recommended minimum and optimal system requirements for DaVinci Resolve 17 concerning CPU, GPU, RAM, and media storage type. These requirements are shown in the table below.

	Recommended Minimum	Optimal
CPU	Intel Core i7	Intel Core i9
GPU	4 GB VRAM	8 GB VRAM minimum
RAM	16 GB	32 GB minimum
Media Storage Type	SSD or RAID	SSD, Directly Attached RAID, NAS RAID

Note: The software may be able to run on computers that have components below the recommended minimum requirements.

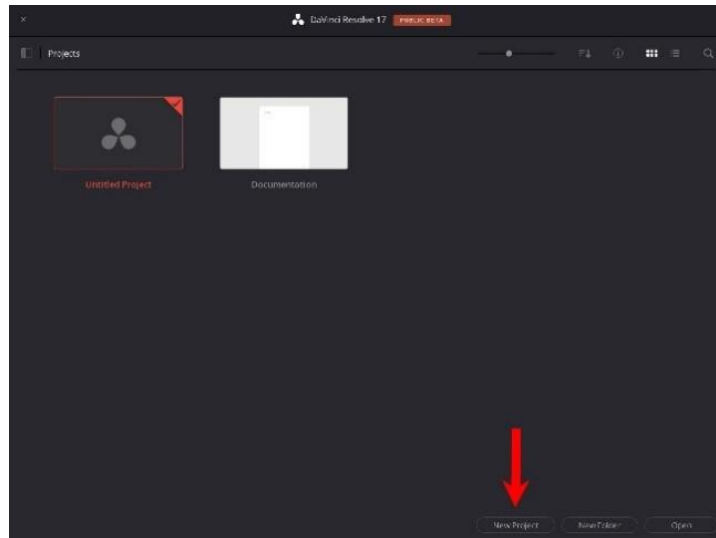
Installing Davinci Resolve 17

1. Go to <https://www.blackmagicdesign.com/ca/products/davinciresolve/> and click download
2. Follow the instructions on the screen to extract the zip file
3. The installer will open automatically, leave the items to be installed to be default, and click install



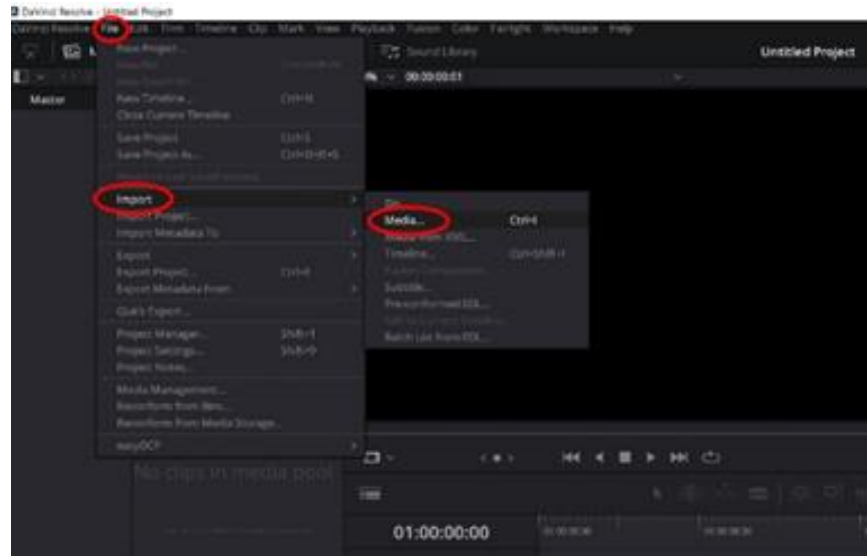
Starting a New Project – Reference video “[Introduction to Editing](#)” (00:28)

1. Create a folder to save your project
2. Open DaVinci Resolve
3. Press New Project
4. Name the project
5. Press “Create”



Importing Files - Reference video “[Introduction to Editing](#)” (00:39)

1. Go to File → Import → Media, then navigate through the directory to find the media you want to import.
2. You can also hit Ctrl + I as a shortcut
3. Alternatively drag and drop media files from the desktop



Trimming Video and Audio - Reference video “[Introduction to Editing](#)” (03:14)

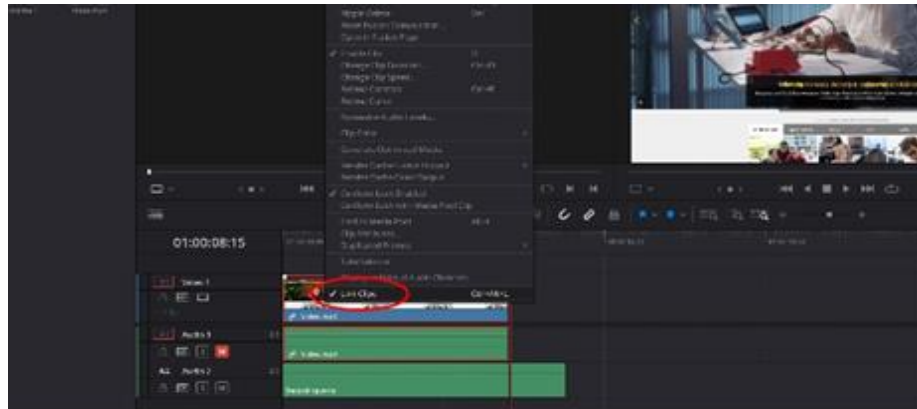
2. Go to the edit tab
 3. Drag the media you want to edit into the timeline
 4. There can be multiple layers. Whatever media is on top will be on top in the final video
 5. To move through the timeline, use Ctrl + Scroll
 6. To enlarge or reduce the size of the timeline use Alt + Scroll
 7. To cut clips press the blade tool button or its shortcut B (This cuts the clip into two parts)
 8. Reference video “Introduction to Editing” (12:00)
 9. Then Select the section you want removed and press the delete key
 10. To move clips, press the selection tool button or press A
- NOTE: Clips bordered in red are currently selected



Merging Video and Audio Tracks Together – Reference video: “[Link Clips](#)”



1. To unlink audio and video, right click the video and press Link clips or Ctrl + Alt + L
2. To Link audio and video, press shift, then the video and audio to be linked and press link clips or Ctrl + Alt + L

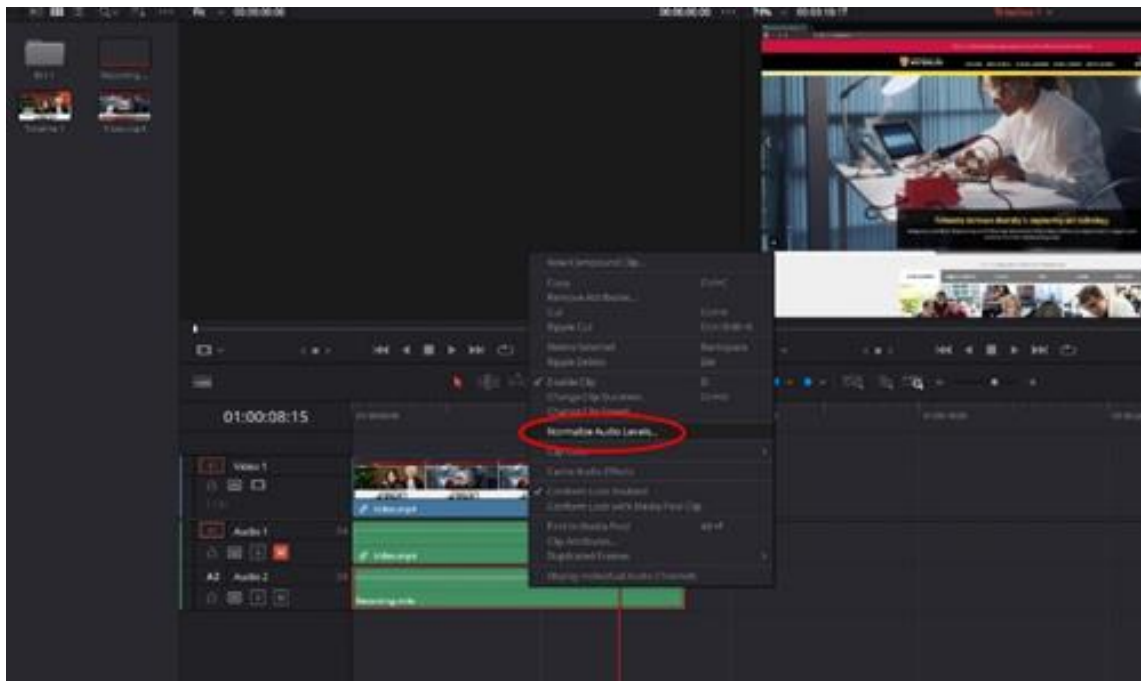


Audio Fixes

- a) Normalize Audio: - Reference clip [“Normalization Basics”](#)

To adjust audio volume to an appropriate level:

1. Right click audio track
2. Press Normalize Audio (Leave default settings)

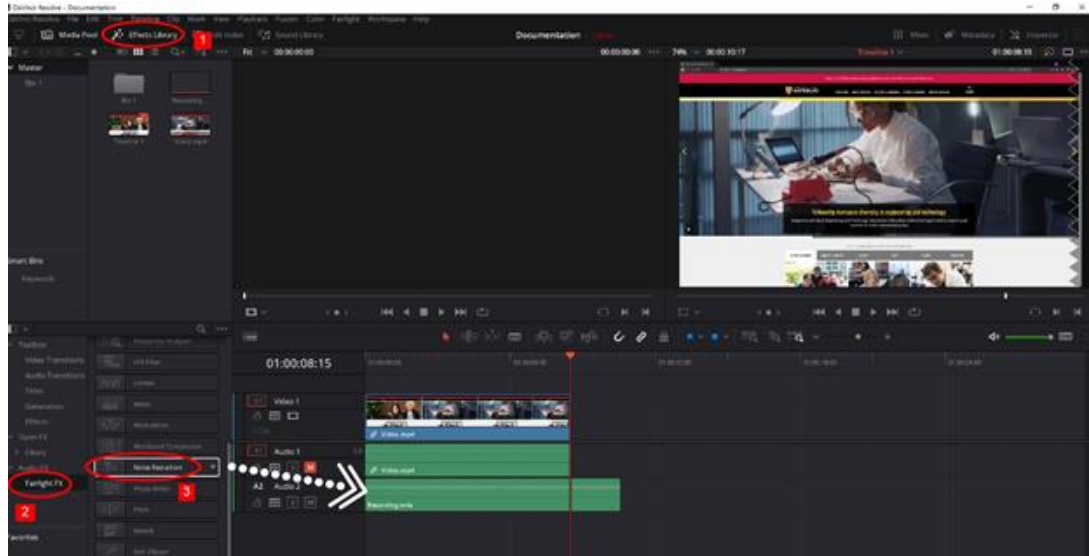


- b) Noise Reduction – Reference video [“Audio noise reduction”](#)

Noise reduction can help unwanted noises like static or other background noises. To remove unwanted noise, go to:

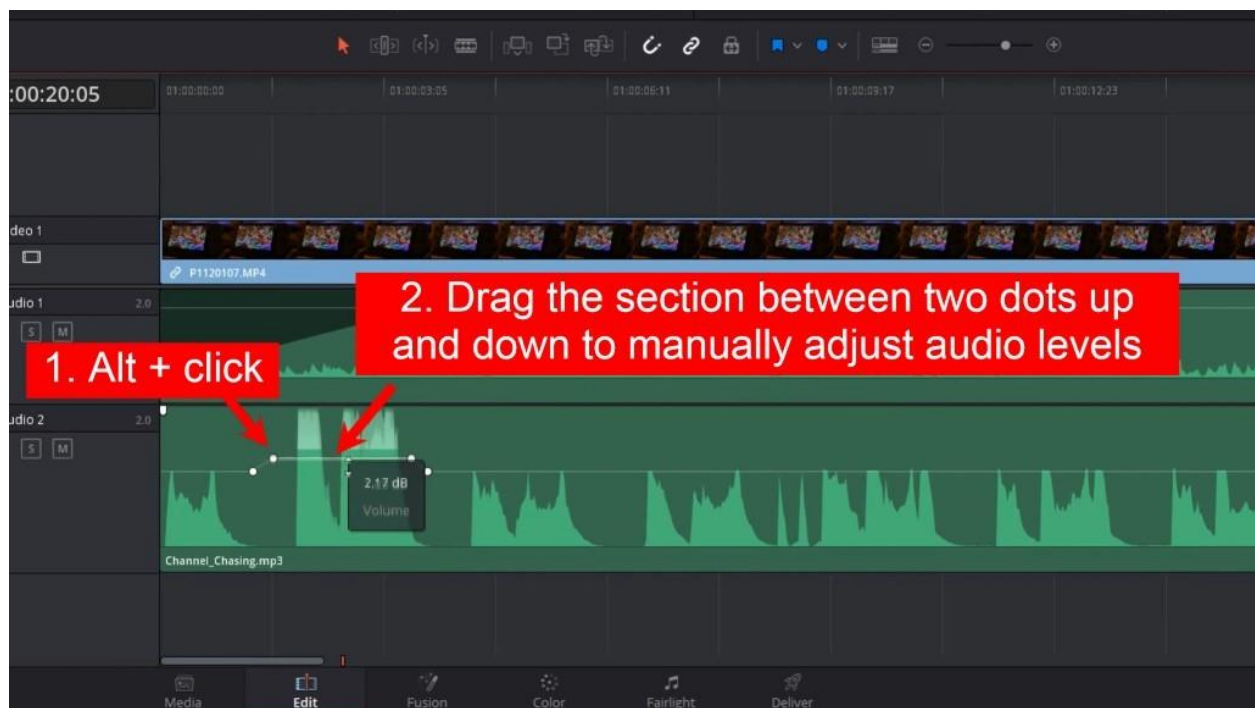


1. Effects Library → 2.Fairlight FX → 3.Noise Reduction → 4.Drag onto audio clip



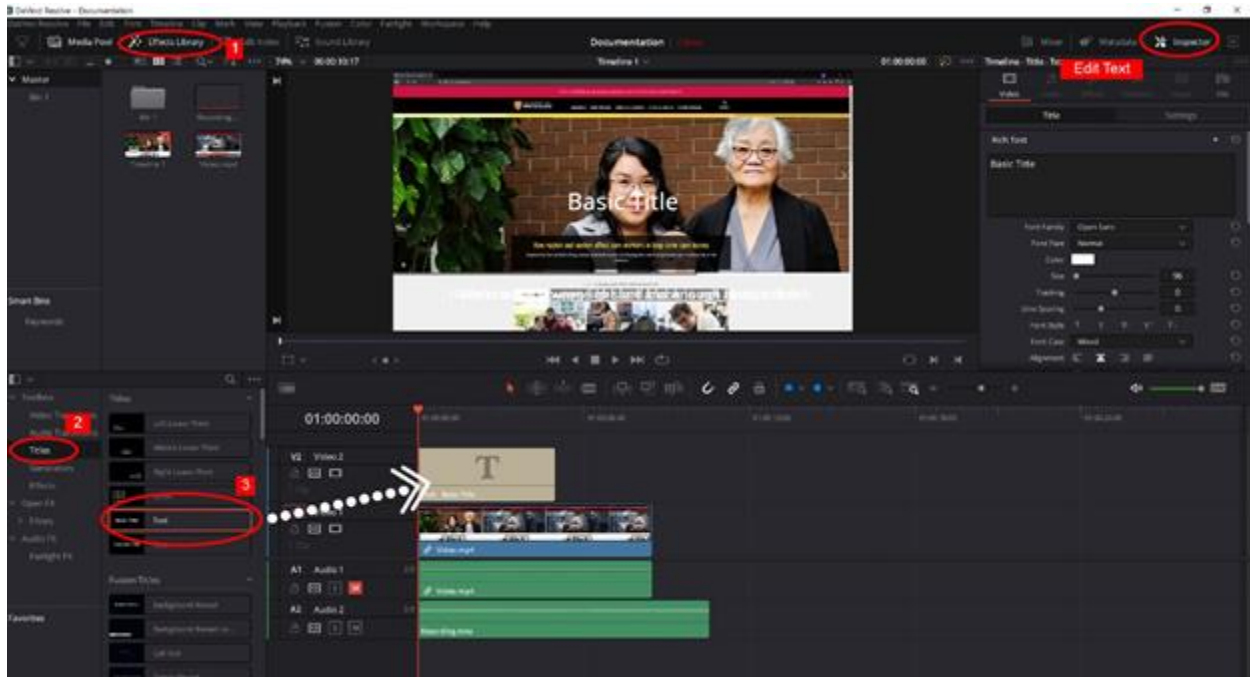
c) Manual Audio Adjustment – Reference clip “[How to Edit Audio](#)”

1. Place 2 key frames on the audio track while holding Alt before and after the section of audio you want adjusted .
2. Pull the bar in-between the 2 innermost key frames up to increase volume and down to decrease volume.



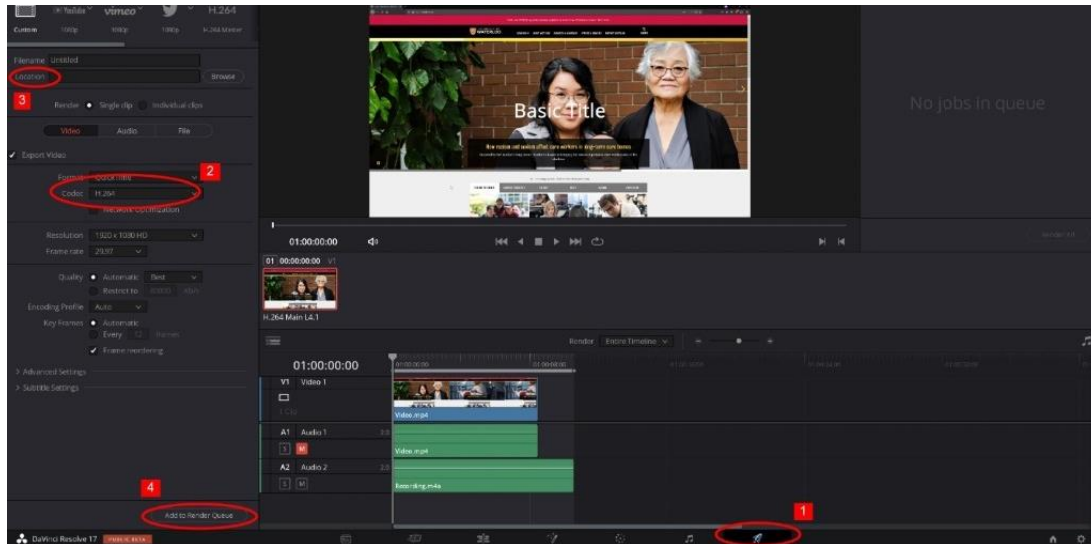
Adding Text - Reference video “[Introduction to Editing](#)” (42:20)

1. Go to Effects Library
2. Click Toolbox
3. Select Titles
4. Drag “Text” onto the timeline above the video
5. Select the text block on the timeline using the selection tool
6. Click inspect to edit text
- 7.



Exporting Files – Reference video “[Delivering Content](#)” (04:36)

1. Go to the deliver tab
2. Select H.264 master, leave default settings
3. Select where final video is exported to with the browse button
4. Set In and Outs with I and O. The section in-between the In and Out will be rendered



Shortcuts

- CTRL + Scroll: moves through the timeline
- Alt + Scroll: Enlarge or Reduce timeline
- B: Enter clipping mode
- A: Enter Selection Mode

Sources/Works Cited

<https://dc.wondershare.com/video-editor/davinci-resolve-17-free-download.html>
<https://www.blackmagicdesign.com/ca/products/davinciresolve/>
<https://www.blackmagicdesign.com/ca/products/davinciresolve/training>
<https://www.youtube.com/watch?v=lzyH3z1AWco>
<https://www.youtube.com/watch?v=mr4IMsyNDxo>
<https://www.youtube.com/watch?v=YbeoIHFKEPNE>
[DaVinci Resolve 15 Tutorial - How to Edit Audio - YouTube](#)



HandBrake – Compressing video

Software Overview

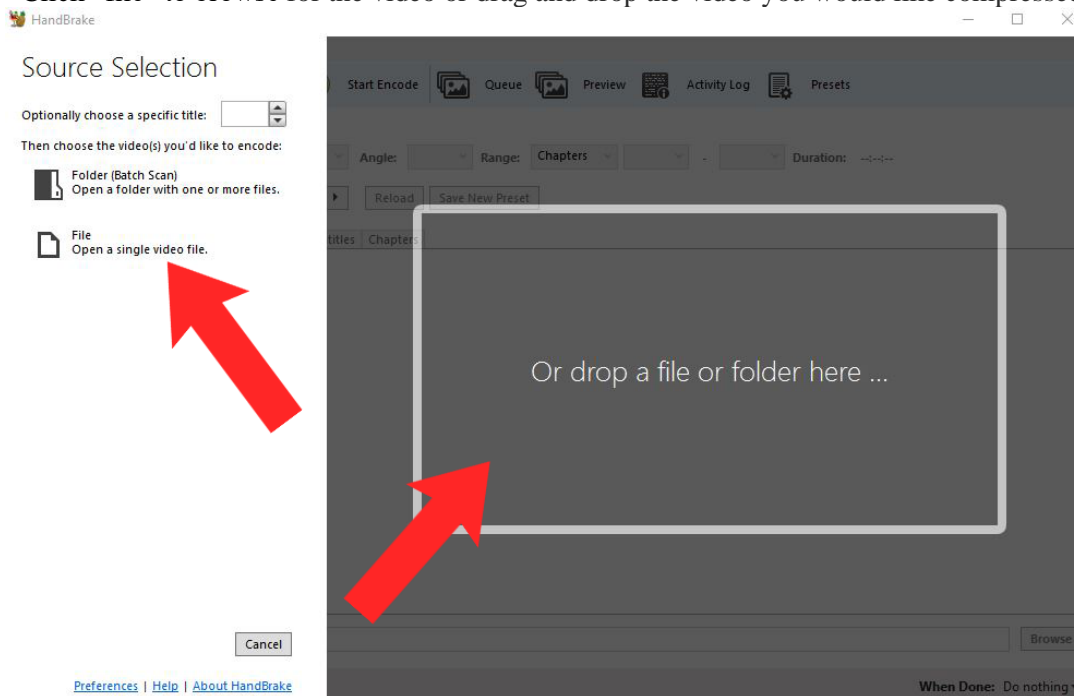
HandBrake is a tool for converting video from any format to a selection of modern, widely supported codecs. Handbrake keeps the same video quality, length and output, while still compressing the size of the video file. Handbrake also makes it easier to share videos online as it compresses large video files down to a smaller compact size.

Downloading and Installing HandBrake

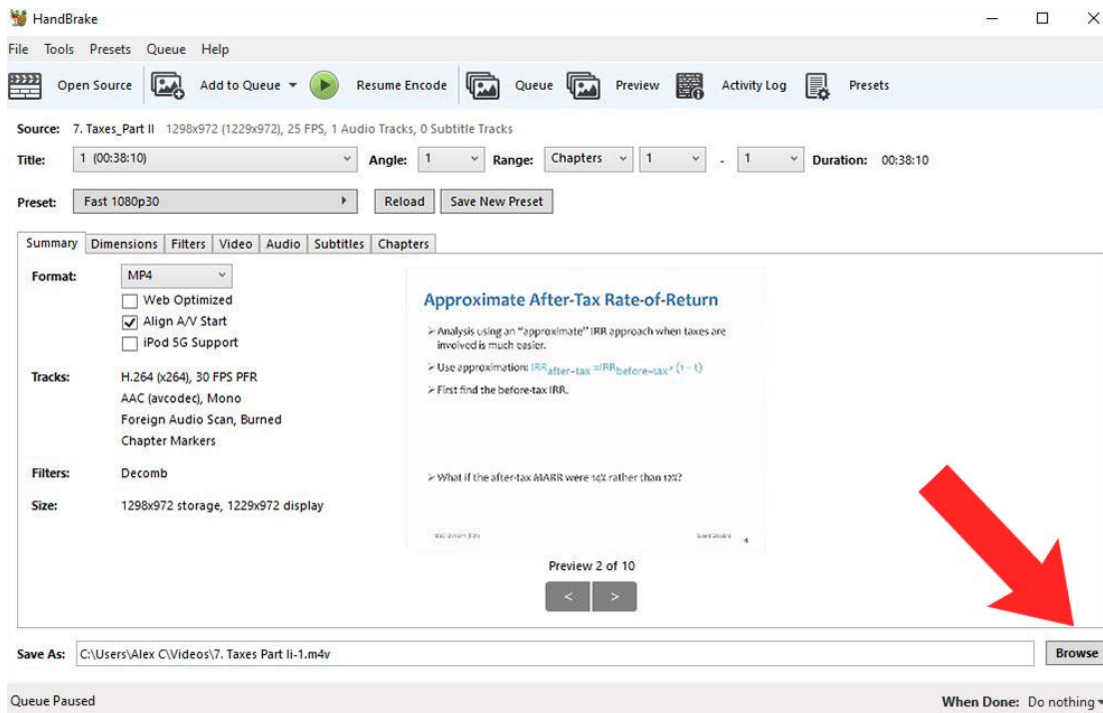
1. Download HandBrake for your operating system [here](#).
2. Go to your PC downloads folder to follow the setup wizard to install HandBrake.

Using HandBrake to Compress 1 Video File

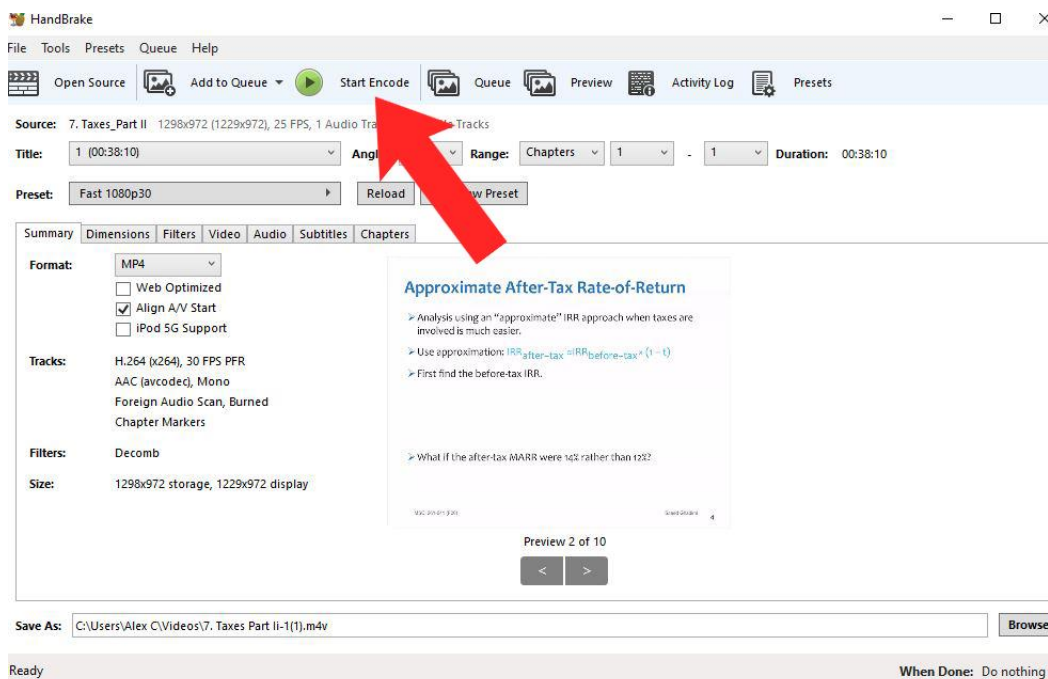
1. Open HandBrake.
2. Click “file” to browse for the video or drag and drop the video you would like compressed.



3. Hit browse to select where you would like your file to be saved to and what it should be called. A convenient location would be your desktop.

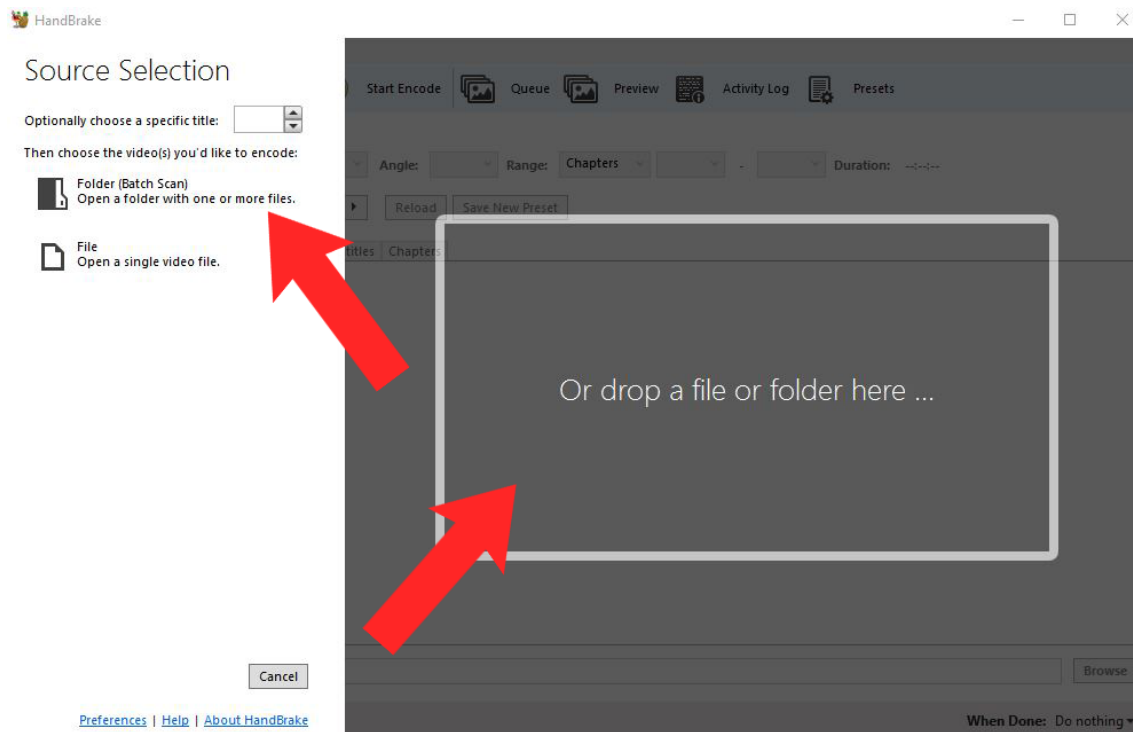


4. Hit Start Encode

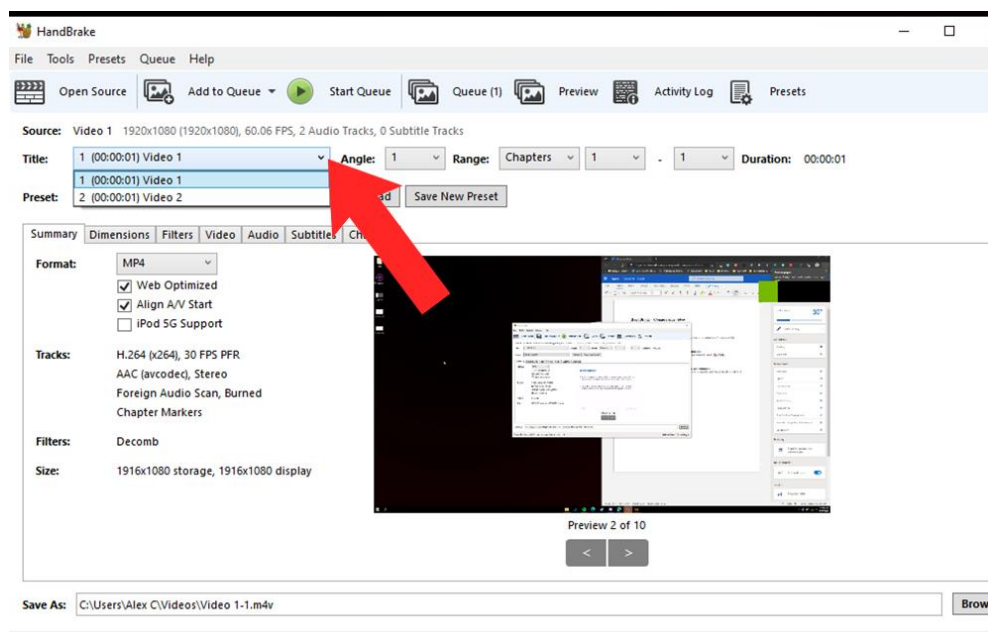


Using HandBrake to Compress more than 1 Video File

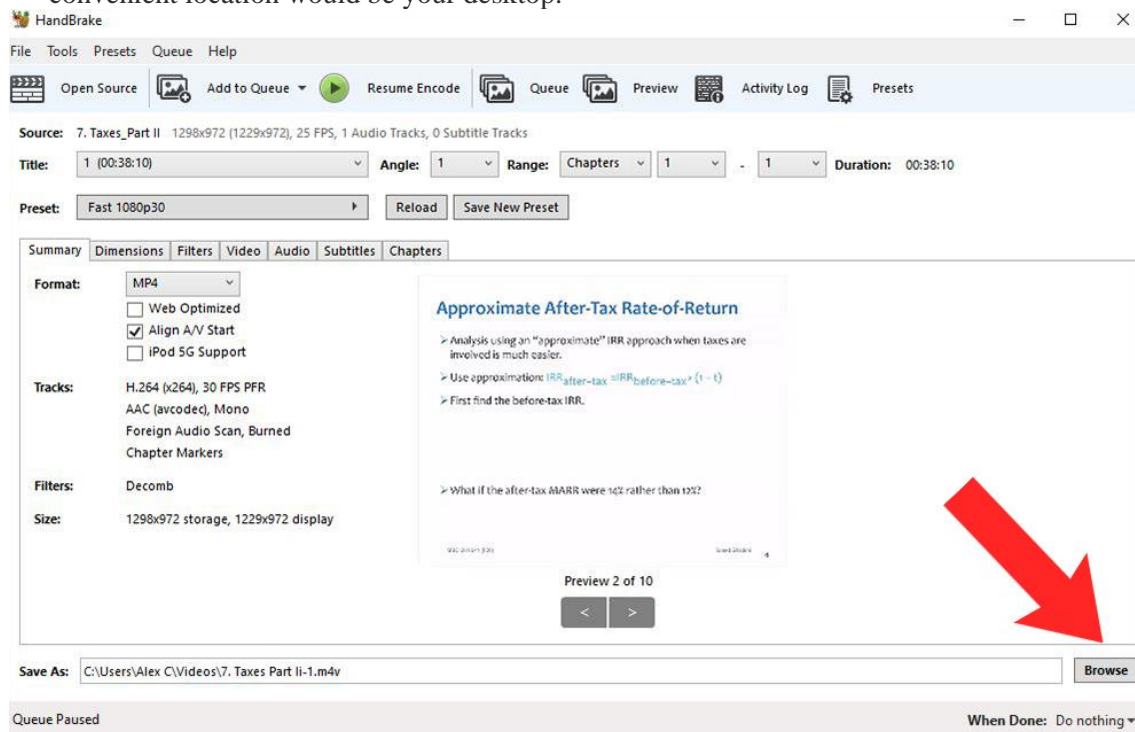
1. Create a folder with all the video files you want compressed.
2. Open Handbrake
3. Choose folder to browse for the videos or drag and drop the several videos you would like compressed.



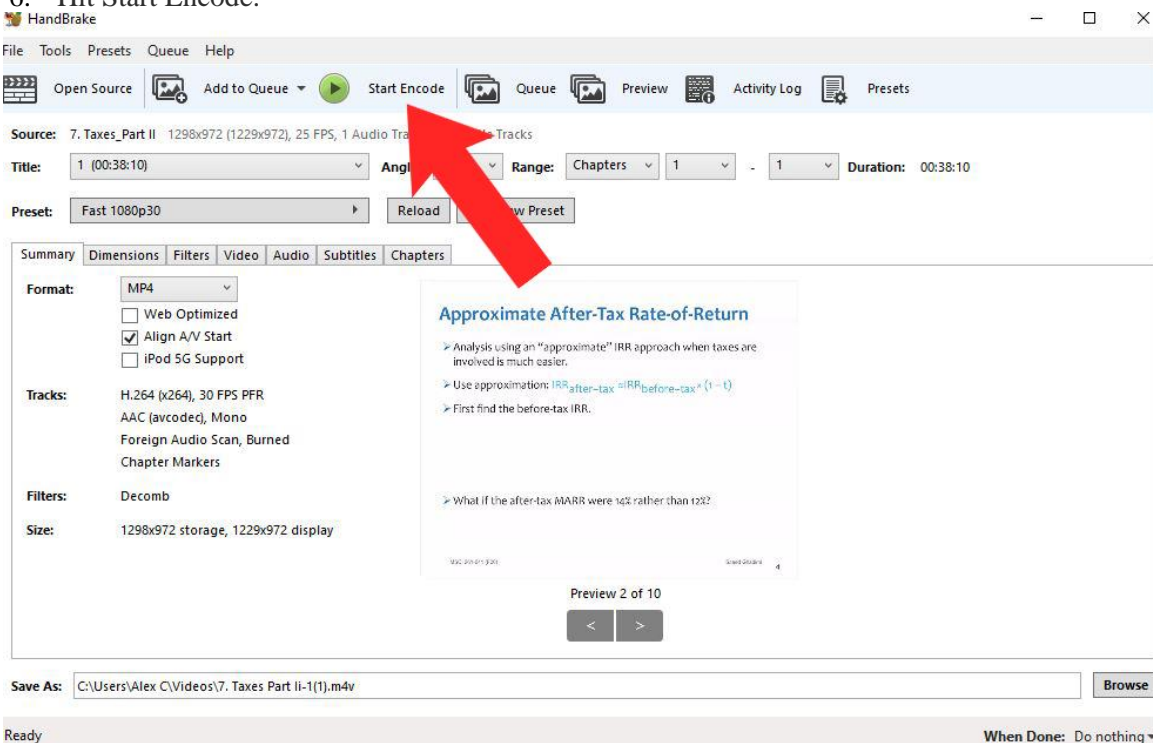
4. Hit title to select which video is being compressed.



5. Hit browse to select where you would like your file to be saved to and what it should be called. A convenient location would be your desktop.



6. Hit Start Encode.



7. Repeat from step 3 until all videos are compressed.

