Tools for Online Teaching

Version 3.0

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Last Updated on: March 29, 2021
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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 up to 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Actual Start Time</th>
<th>End Time</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Meeting 2</td>
<td>5/21/2022, 2:17 PM</td>
<td>5/21/2022, 2:36 PM</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Debate 2</td>
<td>5/21/2022, 1:49 PM</td>
<td>5/21/2022, 2:06 PM</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Debate 1</td>
<td>5/21/2022, 1:27 PM</td>
<td>5/21/2022, 1:32 PM</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Test Meeting</td>
<td>5/20/2022, 2:04 PM</td>
<td>5/20/2022, 2:19 PM</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
**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”.

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

3. A drop down menu will appear. Click on the “Edit” option.
4. The edit meeting page will appear. Edit any of the details of your meeting.

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

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.

3. A drop-down menu will appear. Click on the “Cancel” option.
4. A confirmation box will appear. Click “Yes, Cancel Meeting”.
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”.

![Schedule Meeting](image-url)

![Schedule Meeting](image-url)
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.

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.
3. Click on the “Manage Invites” option.

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.
5. Click “Save”.
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”.

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

<table>
<thead>
<tr>
<th>Your Entire Screen</th>
<th>Application Window</th>
<th>Chrome Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image of screen share" /></td>
<td><img src="image2.png" alt="Image of screen share" /></td>
<td><img src="image3.png" alt="Image of screen share" /></td>
</tr>
</tbody>
</table>

Test Meeting 3

Bongo: meeting lobby page
Virtual Classroom - Co-op Student Training - Sandbox
Project Tracker - Google Sheets
Bongo - Google Drive
How To Screen Record Your Meeting - Google Docs

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.

<table>
<thead>
<tr>
<th>Your Entire Screen</th>
<th>Application Window</th>
<th>Chrome Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4.png" alt="Image of screen share" /></td>
<td><img src="image5.png" alt="Image of screen share" /></td>
<td><img src="image6.png" alt="Image of screen share" /></td>
</tr>
</tbody>
</table>

Test Meeting 3

Bongo: meeting lobby page
Virtual Classroom - Co-op Student Training - Sandbox
Project Tracker - Google Sheets
Bongo - Google Drive
How To Screen Record Your Meeting - Google Docs
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”.

![View Presentation](image)
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”.

---

**Sharing this tab to bongo-ca-vc-42.youseeu.com 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.

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

---

**Presentation**

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**
- **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”.

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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.

   ![Image showing pencil tool options]

   b. Select the colour of the pencil.

   ![Image showing colour selection]

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.

![Click on the plus icon](image1)

2. Select “Initiate A Poll”.

![Select “Initiate A Poll”](image2)
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”.

![Image of Bongo meeting interface with plus icon highlighted for step 1]

![Image of Bongo meeting interface with Breakout Rooms option highlighted for step 2]
3. Enter the number of desired breakout rooms. The minimum is 2 and the maximum is 6.

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

6. Click “Create”.

![Breakout rooms creation](image)
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

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.
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)
5. Click “Show Advanced” for more options.

6. Once you are done, click “Save”.

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.

9. Click “Existing Activities”.

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”

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:

1. Click “Submit” > “Video Assignment”

2. Find Assignment and click the options button and select “Manage Groups”
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.
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
3. Click on reset button
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.

![Image of notes button](image1.png)

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.

![Image of font size buttons](image2.png)

**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](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.
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 Button]

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.

![Click on the Calendar Icon](#)

2. Click on the meeting you wish to start.

![Click on the Meeting](#)

3. Click on “Join”.

![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](https://example.com) 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”.

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.
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.

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.
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”.
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”.

Welcome back, Nino

Minky

Watch now

Invite your coworkers to upload videos. Everyone in your company can contribute.
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](https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp) 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:

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”.

4. 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
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.

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).
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.

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

10. The video elements section can be skipped as that can be saved for a more in-depth tutorial for YouTube videos. An end screen or cards in the video are not a necessity. Click “Next” on the bottom right of the screen.
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](image)

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

[Image of YouTube interface]

- Your channel
- Paid memberships
- YouTube Studio
- Switch account
- Sign out
- Dark theme: Off
- Language: English
- Location: Canada
- Settings
- Your data in YouTube
- Help
- Send feedback
- Keyboard shortcuts

Restricted Mode: Off
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”.

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?
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”.

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[Image of YouTube interface with recommended videos and YouTube Studio highlighted]
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”.

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

Department of Management Sciences - Faculty of Engineering
7. Under Subtitles, select “Add”.

8. Select “Create new subtitles or CC”.

![YouTube Video Subtitles](image-url)
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.

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.
11. Once you are finished with the changes, select “Save changes” and publish the edited captions for your video.
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.

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

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

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

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

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

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.
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”.

![Create a Rubric](image-url)
5. Click on “New Rubric”.

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.
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.

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

---

Department of Management Sciences - Faculty of Engineering
7. The Edit Rubric page will open and changes can be made.
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.
6. From the dropdown list, click “Delete”.

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

```markdown
<table>
<thead>
<tr>
<th>Folder</th>
<th>New Submissions</th>
<th>Completed</th>
<th>Evaluated</th>
<th>Feedback Published</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Category</td>
<td>0/1</td>
<td>0/1</td>
<td>0/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dropbox 1</td>
<td>0/1</td>
<td>0/1</td>
<td>0/1</td>
<td></td>
<td>Jun 19, 2020 1:41 PM</td>
</tr>
<tr>
<td>Test Dropbox 1</td>
<td>0/1</td>
<td>0/1</td>
<td>0/1</td>
<td></td>
<td>Jun 5, 2020 4:00 PM</td>
</tr>
</tbody>
</table>
```
7. The edit dropbox folder page will appear. Scroll to the bottom to the “Rubrics” section. Click “Add Rubric”.

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

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”
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/](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.
Getting started on Piazza

1. Visit [https://piazza.com](https://piazza.com) and click on “Professors and TAs Get Started”.

![Piazza platform image]
2. Type “University of Waterloo” in the search bar and click on “University of Waterloo”.

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”.

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 those questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.
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.
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”.

5. Fill in the class name, class code, class enrolment, and class term. Click “Create Class”.
6. Enter your UWaterloo email and click “Enroll Me!”

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.
8. 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”.

Where people learn together online.

Campuswire is an online space for your class that makes teaching and learning online easy

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

3. Enter your first name, last name and select youtube appropriate association to UWaterloo. Click “Next”.
4. Create a password and click “Next”.

![Set password]

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

![Welcome to Campuswire!]

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](#).

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**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 Synchronus, Asynchronus**

**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](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.

5. Select the “Assigned” Option.
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.

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

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

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

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--VsHtoJfCgf8

1. The above link contains a video that provides a complete breakdown on how to mark exams, and it is highly 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.
6. 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.

7. 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.

8. There are many useful keyboard shortcuts listed below to increase efficiency.
9. One tip is that filtering evaluations through the “Filter Evaluations” option on the top right can be helpful.

**Linking Learn to Crowdmark Assessments**

1. 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](https://wiki.uwaterloo.ca/display/ISTKB/Signing+into+Crowdmark+through+LEARN)

2. This next link contains step by step instructions on how to import a course from Lear
   
   [https://wiki.uwaterloo.ca/display/ISTKB/Importing+a+course+from+LEARN](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.

<table>
<thead>
<tr>
<th></th>
<th>Recommended Minimum</th>
<th>Optimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel Core i7</td>
<td>Intel Core i9</td>
</tr>
<tr>
<td>GPU</td>
<td>4 GB VRAM</td>
<td>8 GB VRAM minimum</td>
</tr>
<tr>
<td>RAM</td>
<td>16 GB</td>
<td>32 GB minimum</td>
</tr>
<tr>
<td>Media Storage Type</td>
<td>SSD or RAID</td>
<td>SSD, Directly Attached RAID, NAS RAID</td>
</tr>
</tbody>
</table>

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:

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

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=YbeoIHFKPNE
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.