

Getting started with WeVideo for Schools



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Are you an Account Administrator? Ask us about our **Admin Quick Start Guide**.

Helpful equipment

The basics:

- Something to capture video**
- A device for video editing**
- System requirements**

Nice-to-haves:

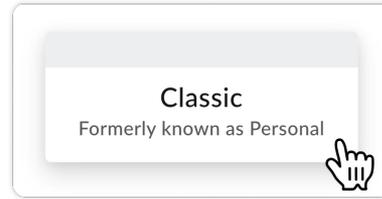
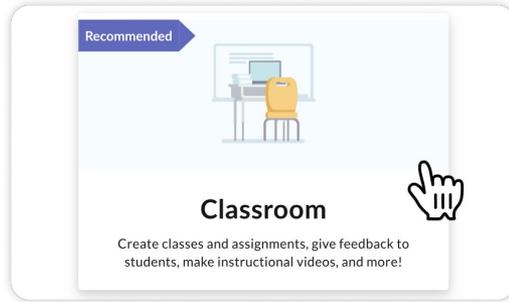
- Headphones**
- Tripod**
- Audio recording station**
Closet, secluded corner, cardboard box with egg crate soundproofing
- Green screen**
Pro tip: Add green paper or fabric to your Promethean board and voila! Green screen.
- Graphic organizers (for storyboarding)**

Understanding your account type

<p>If you have a <u>teacher trial</u>...</p>	<p>You have 30 days to try out all the features of a WeVideo for Schools account, including adding members (other teachers and students) to your account.</p>
<p>If you purchased a <u>classroom account</u>...</p>	<p>You will need to add students to your account. We recommend adding them with a CSV file. When you choose that option, you will see a template CSV file that you can download.</p>
<p>If you are on a <u>free account</u> or <u>paid individual account</u> (non-education)...</p>	<p>You have access to some or all editing features (depending on your plan type); however, these accounts do not have everything included in a WeVideo for Schools account.</p>
<p>If your school/district just purchased WeVideo...</p>	<p>The administrator of your account will have set up yours and your students' accounts through one of the following methods: Google or O365 sync, CSV file, LMS, or by sending you a link.</p>

Classic vs Classroom spaces

When you log in to WeVideo, you have the option to create in the **Classic** or **Classroom** space.



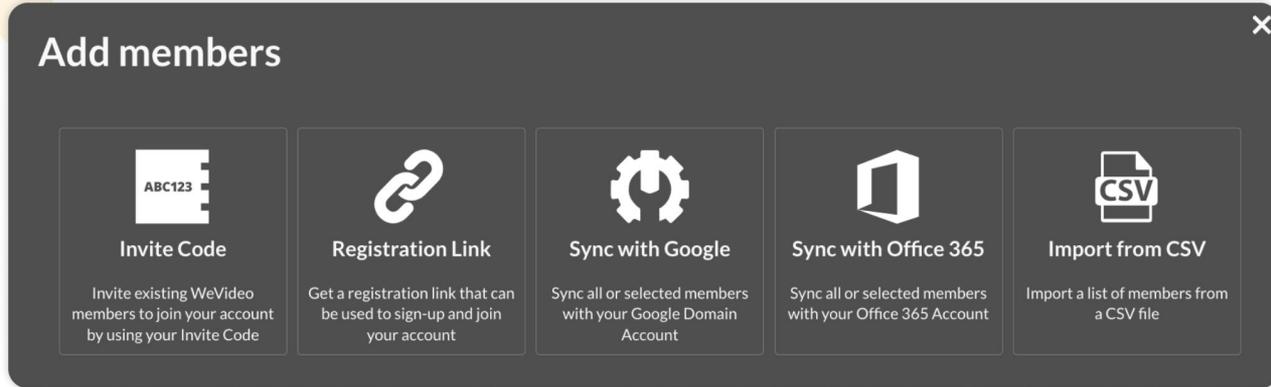
The Classroom space is recommended for...	The Classic space is recommended for...
<ol style="list-style-type: none">1. Individual and team-based student projects2. Leaving feedback for students and grading assignments3. Personal video projects4. Integrating with Google Classroom	<ol style="list-style-type: none">1. Podcasting (currently, you cannot export audio-only files in Classroom)2. School news and morning announcements3. Integrating with Schoology or Canvas



Check out the [Getting Started with WeVideo channel](#) in our Academy video library for quick how-tos on creating in **Classic**.

Getting started in the Classic space

Adding members



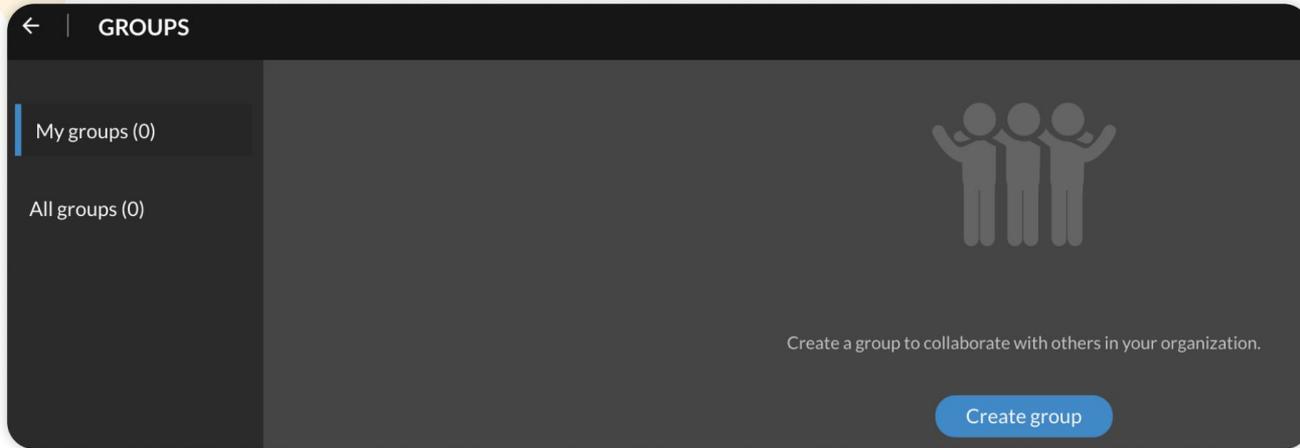
There are a number of ways to invite members to your multi-user account:

- Sync selected members from your Google or Office 365 domain
- Import a CSV file with member details
- Manually invite by sending them your unique account invite code or link (this is only used for users on free plans who need to be brought into an education account)



We recommend importing from CSV (admin-level required). If you're not an account admin, ask your designated admin to add your students (or to change your account role).

Setting up groups

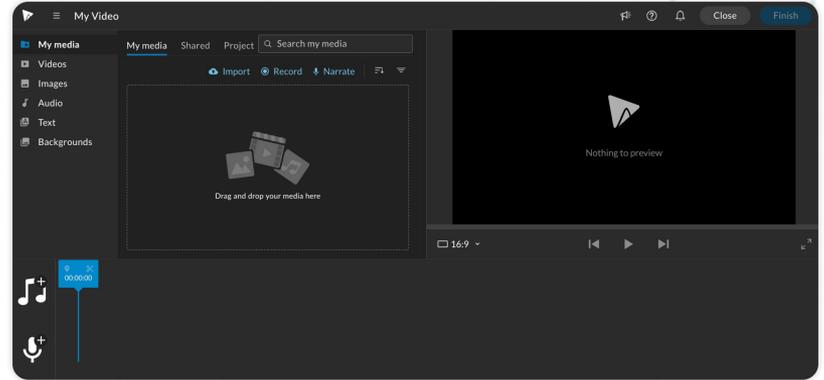
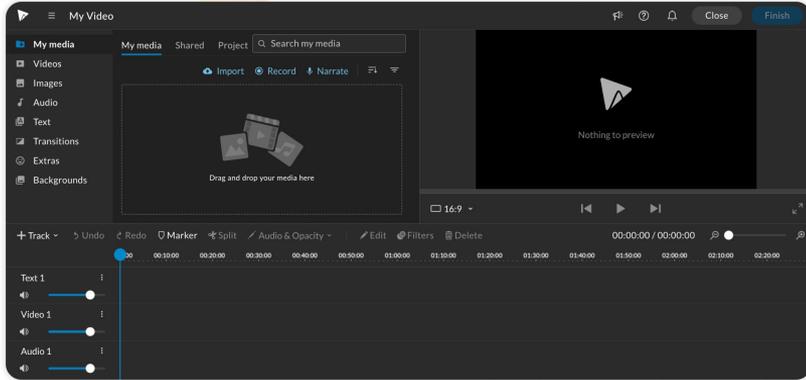


Groups allow students to collaborate and access shared media, while providing teachers with visibility on all student projects. Account admins can use the **Admin** tab to create groups for each class that's using WeVideo.



You can create as many groups as you want, including groups within a class (if, for example, you'd like to complete a group project with 5 separate groups).

Timeline vs. Simplified mode



Timeline mode provides more editing options and control, including custom text layouts and font styles, multi-track video to overlay text or picture-in-picture, track volume controls, multi-select, and more.

Simplified mode is great for beginners or individuals who want to create a video in just a few minutes. You can arrange clips in any order, trim each clip, add text (title, captions, and tags or lower-thirds), plus add a soundtrack.



You can **switch between modes** at any time during the creation process.

Creating a project

Setting up a project is like setting up a folder for your video edits, with the additional ability to control how group members work with one another within the projects. There are 3 types:

1. **Individual:** Ideal for people that want to start and finish a project by themselves. No collaboration.
2. **Collaborative (group):** Ideal for videos that involve multiple creators. Teammates can work on one video at separate points, and iterate until it is complete. They can create their video with personal media or media they share with each other.
3. **Shared:** Ideal for working on multiple videos that share a common topic but will not involve multiple creators per video. Media can be shared between members to create the project but the videos they create are only visible to them and the project creator.

Create new project

Title
New Project

Description
The project is about...

Project type Which one should I choose?

Personal	Collaborative	Shared
Only I can make edits in this project.	Members can work together on the same edit, and they see updated in real time.	Project members work separately on edits but have access to shared media.

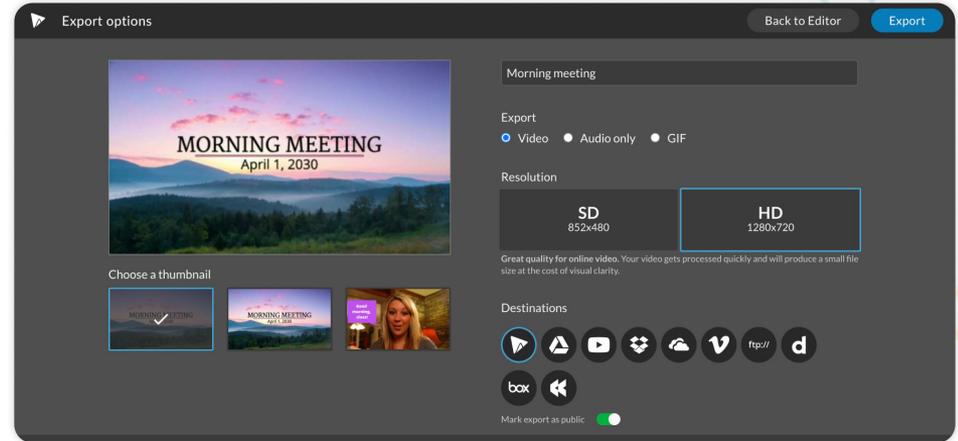


Use the **Classroom** space for **real-time collaboration** between students and teachers.

Finishing projects

When you are finished with an edit, publish your video to a destination of your choice. Finishing your video will also create a shareable link. To finish:

- Give your video a title
- Choose a video thumbnail
- Select the quality of the video
- (Optional) Select a destination for the file (ie. Google Drive, YouTube, Dropbox)
- Click the blue **Finish** button



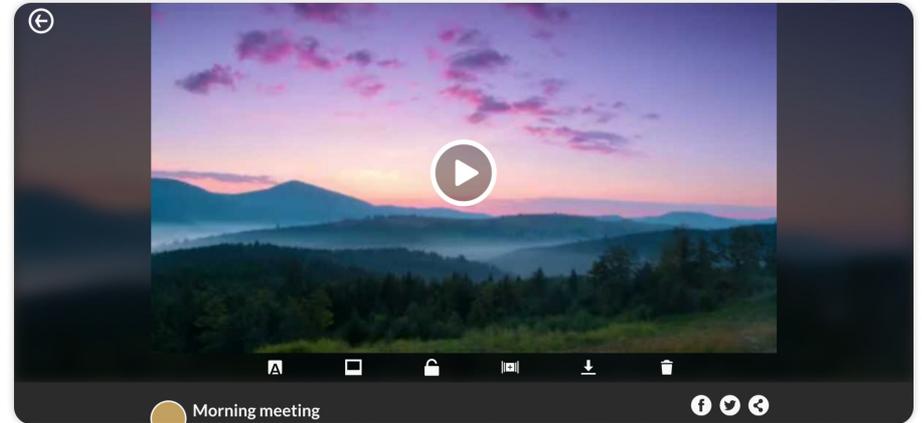
Admin-level accounts can control permission settings for finished student videos (check out our [privacy policy here](#)). Videos autosave in our cloud storage if students ever need to re-edit a project.

Viewing and sharing projects

Once your video is finished, you'll receive a shareable link. You can also add the video to Google Classroom, change its name, description, thumbnail, and/or privacy settings, download the video, or receive an embed code.

Share methods integrated with WeVideo:

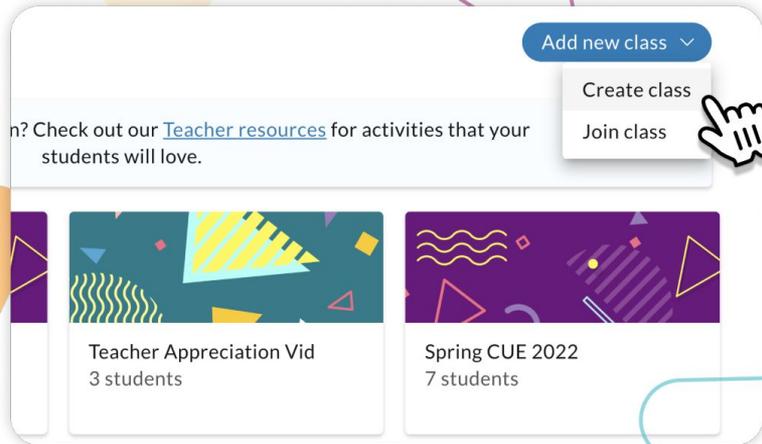
- [Google Classroom](#)
- [Schoology](#) or [Canvas](#)
- YouTube (export to YouTube and create a project playlist for your class)



External sharing methods that many educators also use: Flipgrid, Seesaw, Padlet, Book Creator, and various Google apps.

Getting started in the Classroom space

Creating classes



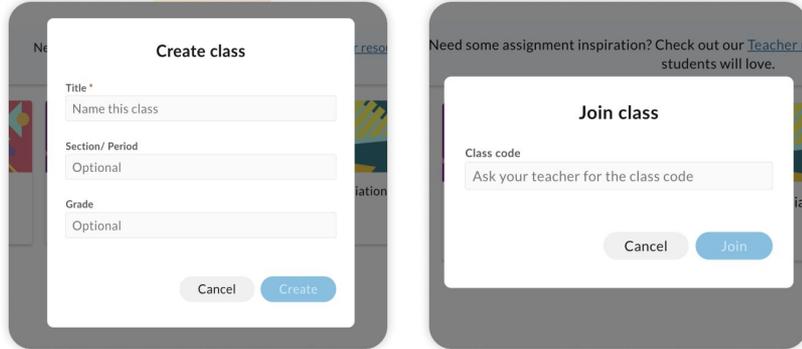
1. Log in to WeVideo and click on the **Classroom** space.
2. Select the **Create class** button to make your first class. You'll be prompted to enter a class name, as well as other details.

WATCH:



You've created your classes - now what? Here are [10 ways to make the most of video learning.](#)

Adding students



The image shows two mobile app screens. The left screen is titled 'Create class' and has a 'Title *' field with the placeholder 'Name this class', a 'Section/ Period' field with the placeholder 'Optional', and a 'Grade' field with the placeholder 'Optional'. At the bottom are 'Cancel' and 'Create' buttons. The right screen is titled 'Join class' and has a 'Class code' field with the placeholder 'Ask your teacher for the class code'. At the bottom are 'Cancel' and 'Join' buttons.

WATCH:



Depending on your **Admin** settings, you can either:

- Add students by invite code only
- Add students by invite code or link, as well as import Google Classroom rosters

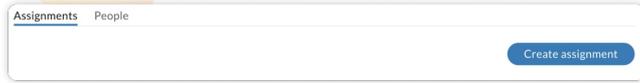
Note: In order to use an invite code, students must already be added to your organization. Contact your account administrator for troubleshooting.



In addition to students, you can [invite co-teachers to help manage your class\(es\)](#).

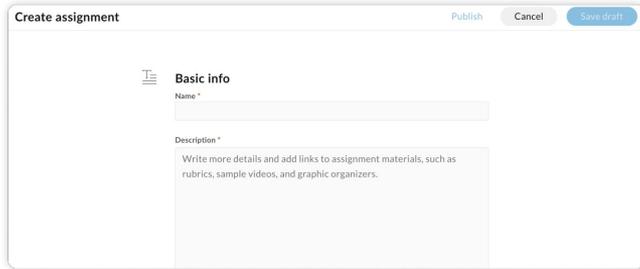
Creating assignments

1



The screenshot shows a web interface with two tabs: 'Assignments' (selected) and 'People'. Below the tabs is a large empty text area. In the top right corner of this area is a blue button labeled 'Create assignment'.

2



The screenshot shows the 'Create assignment' form. At the top right are buttons for 'Publish', 'Cancel', and 'Save draft'. The main section is titled 'Basic info' and contains two text input fields: 'Name *' and 'Description *'. Below the 'Description *' field is a small text prompt: 'Write more details and add links to assignment materials, such as rubrics, sample videos, and graphic organizers.'

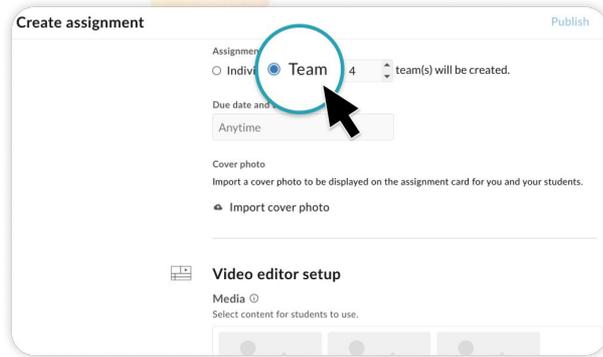
1. Use the **Assignments** tab to create and assign projects to your students.
2. Add rich text to assignment descriptions, supplemental hyperlinks, and pre-select media for students to use (if desired).

WATCH:



 Assignments left in *DRAFT* will only be visible to you. *PUBLISHED* assignments are made available to all students in a designated class, including those who join after the publishing date.

Team assignments



Create assignment Publish

Assignment

Individual **Team** 4 team(s) will be created.

Due date and time

Anytime

Cover photo

Import a cover photo to be displayed on the assignment card for you and your students.

Import cover photo

Video editor setup

Media

Select content for students to use.

When creating assignments, you can choose to have students work individually or as a team.

- Use the **Progress** tab to review students' work mid-assignment
- Use the **Teams** tab to move students to new teams

WATCH:

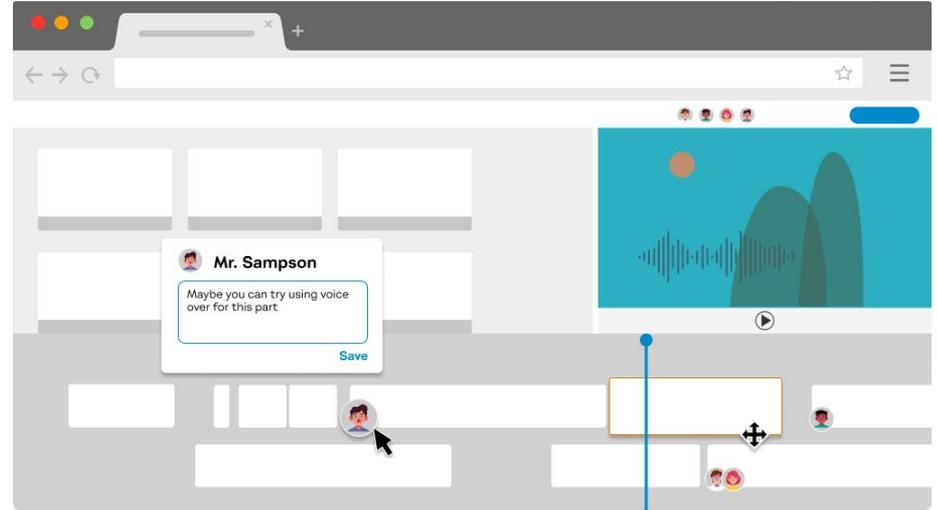


You can [check students' progress](#) throughout the duration of a video project.

Real-time collaboration

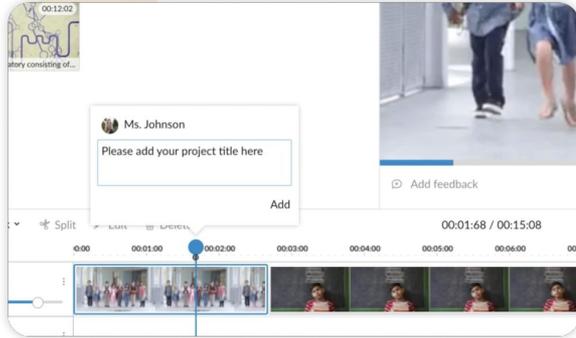
Real-time collaboration enables students and teachers to edit videos together in real-time, regardless of location. This is particularly useful for:

- Team assignments, where changes are immediately reflected to all members of a team
- Reviewing and commenting on student work
- Collaborating **with a co-teacher**



Real-time collaboration is the dream come true for hybrid learning environments. Check out these **tips** **for engaging students in online learning**, no matter where they are!

Commenting on student work



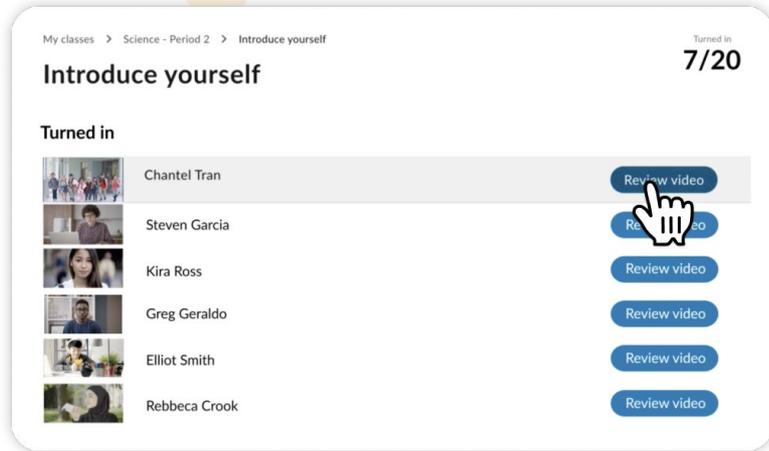
1. Open up a student's assignment and click on the **comment bubble** icon at the timestamp where you'd like to comment.
2. Type your feedback. You can also edit and delete comments, if needed.

WATCH:



 Check out [this video](#) to learn more about how students can view teacher feedback.

Reviewing student work



My classes > Science - Period 2 > Introduce yourself Turned in 7/20

Introduce yourself

Turned in

	Chantel Tran	Review video
	Steven Garcia	Review video
	Kira Ross	Review video
	Greg Geraldo	Review video
	Elliot Smith	Review video
	Rebecca Crook	Review video

WATCH:



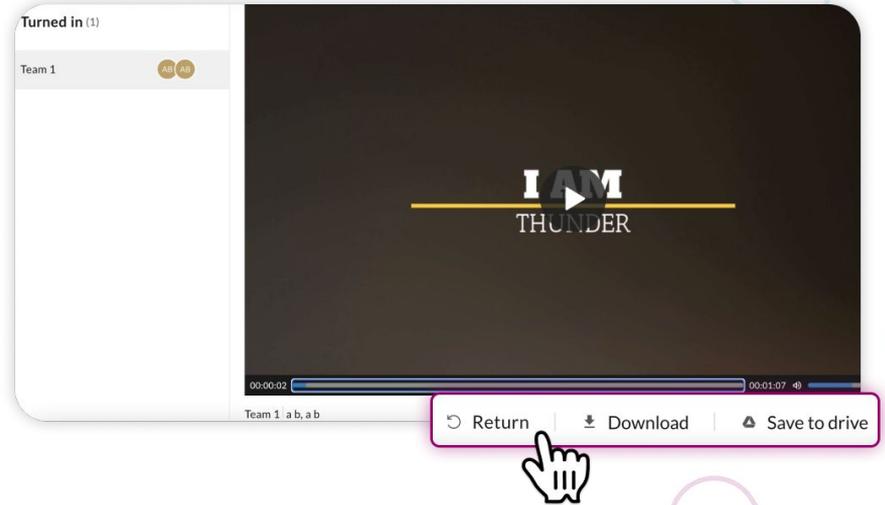
1. Click into an assignment and select the **Review** button to see in-progress and submitted assignments.



Our [teacher resource library](#) is full of engaging video projects to try with your students.

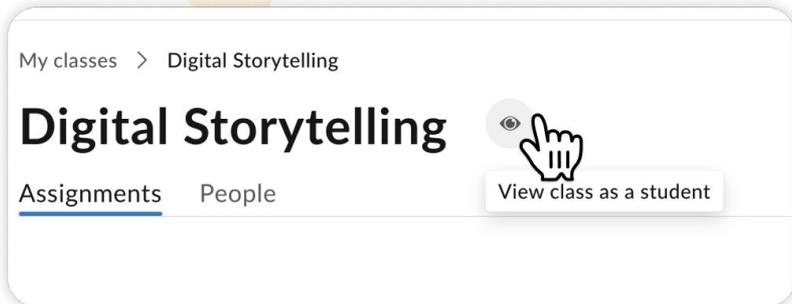
Returning student work

1. Click **Return** on a turned in assignment to deliver it back to a student for further work.
2. Click **Download** to export student work (video or audio file).
3. Click **Save to drive** to add student work to a personal or shared Google drive.



If you don't see **Download** or **Save to drive**, it means your account administrator has turned off this functionality. Contact them for more information.

Viewing a Class as a student



When viewing a Class, you can click the **eye** icon to view as a student. This is ideal for:

- Noting how an assignment page looks for students
- Jumping into an assignment and testing out the editor (any changes you make will *not* be saved)

WATCH:



Don't worry - we got your students covered too! They can start with [this video](#) and work through a small collection of how-tos, perfect for first-time WeVideo users.

The Projects tab

Teachers *and* students can use the **Projects** tab to work on videos and podcasts that are not tied to an assignment. To start, just click **Create project**, and the editor will open.



Like assignments, your individual projects allow for real-time collaboration. Select the **Invite collaborators** button on the top toolbar to [add other account members](#) (*perfect for educator collaboration!*).

Be sure to check out our latest features!



PlayPosit integration

Seamlessly send projects from WeVideo to PlayPosit and add interactive elements like multiple choice questions, open responses, polls, and more.

[Learn more](#)



Media uploader

Transfer content captured on a mobile device directly from the WeVideo app to the Classroom editor.

[Learn more](#)



Subtitle generator

Make your video content more accessible with auto-generated subtitles.

[Learn more](#)

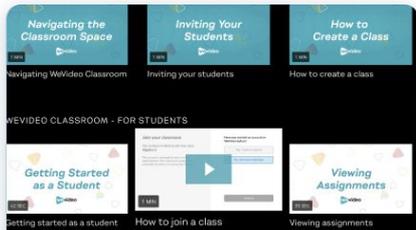


Google Classroom add-on

Add WeVideo to your Google Classroom account and make it even easier for students to start creating.

[Learn more](#)

Helpful resources



WeVideo Academy

Watch helpful how-to videos for all things WeVideo.

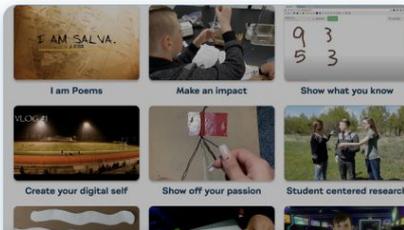
[Explore Academy](#)



Weekly webinars

Hear from other educators and thought leaders on how they use multimedia in the classroom.

[Watch a webinar](#)



Video projects

Make the most out of WeVideo with engaging project ideas and teacher-submitted lessons.

[Choose a project](#)



What's new in WeVideo for Schools

Stay updated on new feature releases and improvements in the Classroom space.

[See what's new](#)



Need a hand?

Send us a note to support@wevideo.com!



Your feedback helps us continue to evolve a product that millions of teachers and students use. You can provide feedback by clicking on the **megaphone** icon in the top toolbar of the Classic and Classroom spaces.