

# Getting started with WeVideo for Schools



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Are you an Account Administrator? Start with 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


If you have a <u>teacher trial</u> ...	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.
If you purchased a <u>classroom account</u> ...	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.
If you are on a <u>free account</u> or <u>paid individual account</u> (non-education)...	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.
If your school/district just purchased WeVideo...	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.

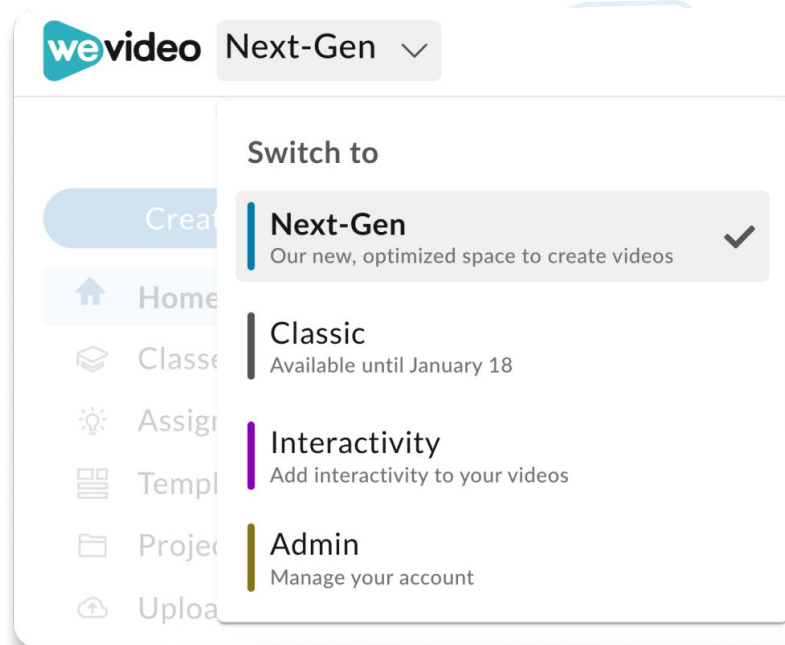
# Introducing: WeVideo Next-Gen

When we first introduced our collaboration-heavy “Classroom” experience, we left the option to toggle between this and our former “Classic” experience. Now, with WeVideo Next-Gen, all of the WeVideo features that educators love are available in a single, streamlined space.

As a new WeVideo educator, you are automatically dropped into the next-gen experience. We’re allowing educators to toggle between Next-Gen and Classic, but we *highly* recommend that you spend your time in the Next-Gen space (after all, it’s the best of both worlds!). You can also transfer the projects from Classic into Next-Gen by following the steps [here](#).

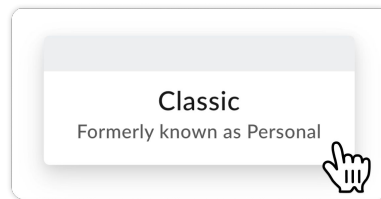
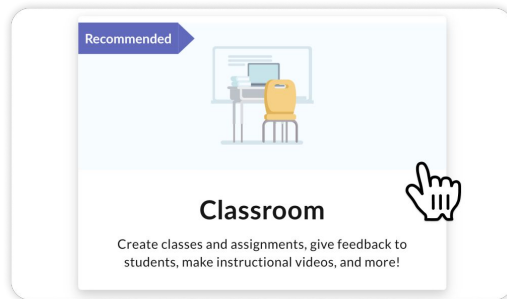
Everything that follows will show you how to make the most of this streamlined user experience.

 For more context on the changes, read our [Next-Gen blog article](#).



# Classic vs Classroom spaces

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



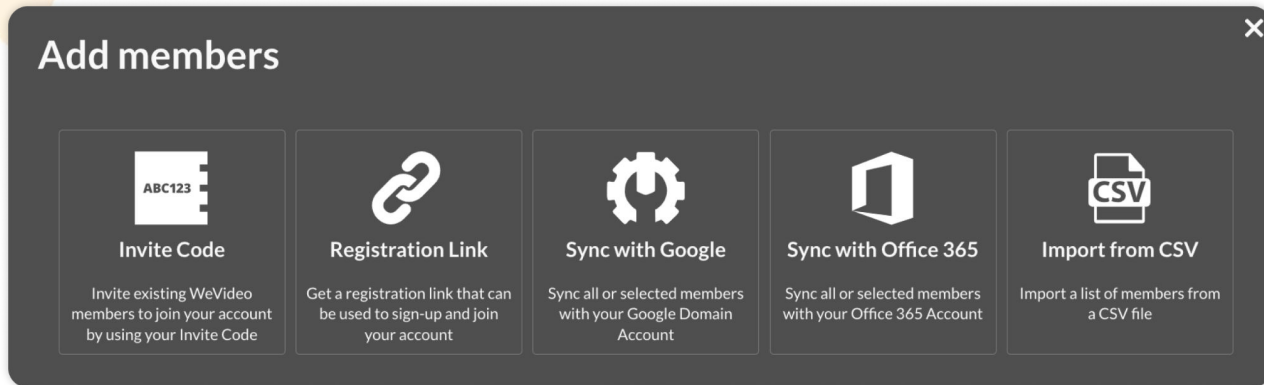
The <b>Classroom</b> space is recommended for...	The <b>Classic</b> space is recommended for...
<ol style="list-style-type: none"><li>1. Individual and team-based student projects</li><li>2. Leaving feedback for students and grading assignments</li><li>3. Personal video projects</li><li>4. Integrating with Google Classroom</li></ol>	<ol style="list-style-type: none"><li>1. Podcasting (currently, you cannot export audio-only files in Classroom)</li><li>2. School news and morning announcements</li><li>3. Integrating with Schoology or Canvas</li></ol>



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:

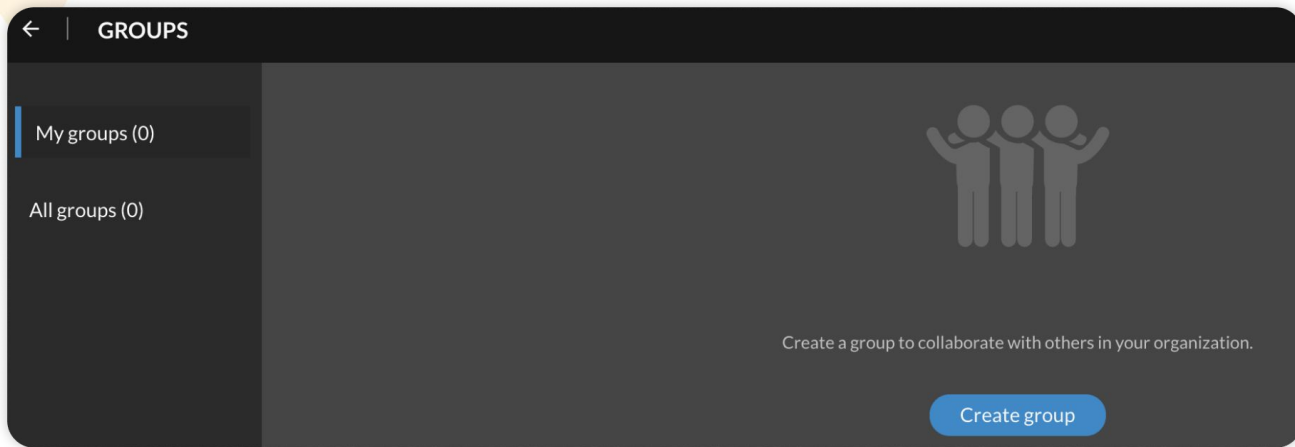
- Sync selected members from your Google or Office 365 domain
- Import a CSV file with member details
- Manually invite by sending them your unique account invite code or link (this is only used for users on free plans who need to be brought into an education account)



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.

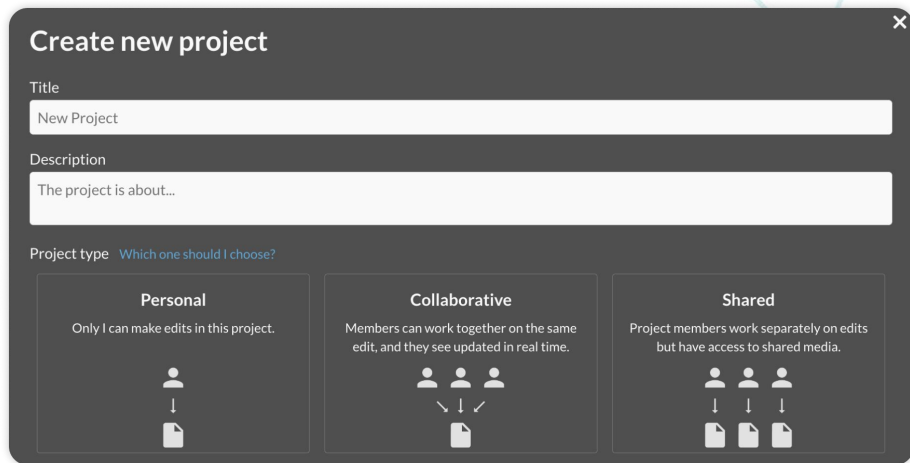


You can create as many groups as you want, including groups within a class (if, for example, you'd like to complete a group project with 5 separate groups).

# 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.



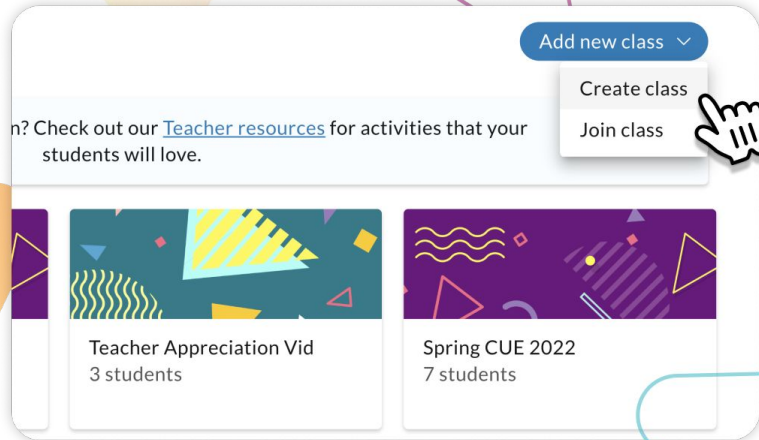
The screenshot shows a dark-themed 'Create new project' dialog box. It has a title field with 'New Project' entered, a description field with 'The project is about...', and a 'Project type' section with three options: 'Personal' (described as 'Only I can make edits in this project.'), 'Collaborative' (described as 'Members can work together on the same edit, and they see updated in real time.'), and 'Shared' (described as 'Project members work separately on edits but have access to shared media.'). Each option has an icon representing the collaboration model: a single person for Personal, three people for Collaborative, and three people with arrows pointing to a shared media icon for Shared.



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

# Getting started in the Classroom space

# Creating classes



1. Log in to WeVideo and click on the **Next-Gen** space.
2. Select **Classes** from the sidebar, and click **Create Class**.

**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 side-by-side. The left screen is titled 'Create class' and has three input fields: 'Title \*' with the placeholder 'Name this class', 'Section/ Period' with the placeholder 'Optional', and 'Grade' with the placeholder 'Optional'. At the bottom are 'Cancel' and 'Create' buttons. The right screen is titled 'Join class' and has one input field: 'Class code' 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

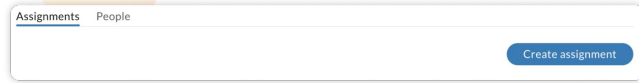
**Note:** In order to use an invite code, students must already be added to your organization. Contact your account administrator for troubleshooting.



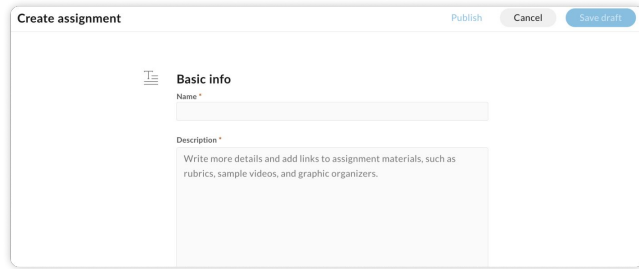
In addition to students, you can [invite co-teachers to help manage your class\(es\)](#).

# Creating assignments

1



2



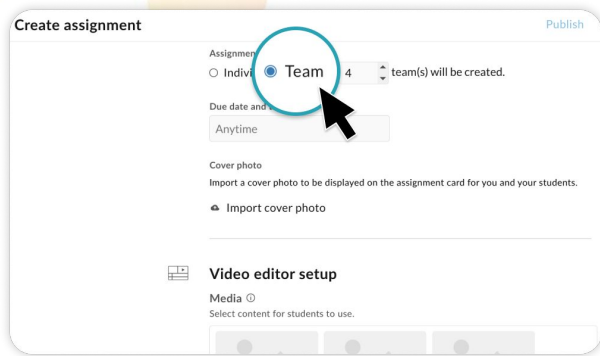
1. Use the **Assignments** tab to create and assign projects to your students.
2. Add rich text to assignment descriptions, supplemental hyperlinks, and pre-select media as starting blocks for students to use (if desired).

WATCH:



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

# Team assignments



The screenshot shows the 'Create assignment' interface. Under the 'Assignment' section, the 'Team' radio button is selected and circled in blue, with a black arrow pointing to it. The text '4 team(s) will be created.' is visible next to the selection. Other options include 'Individual' and 'Due date and time' set to 'Anytime'. Below this is a 'Cover photo' section with an 'Import cover photo' button. At the bottom is a 'Video editor setup' section with a 'Media' dropdown and a note to '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:**

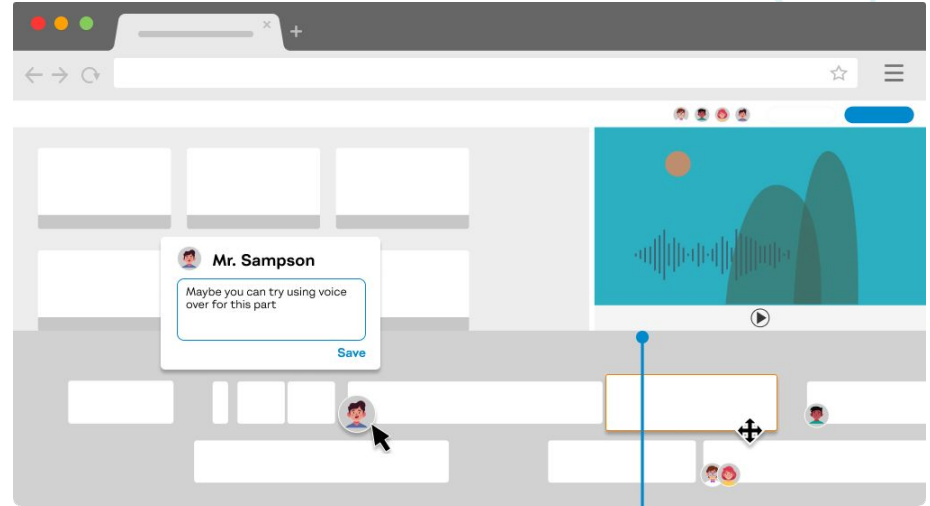


You can [check students' progress](#) throughout the duration of a video project.

# 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:

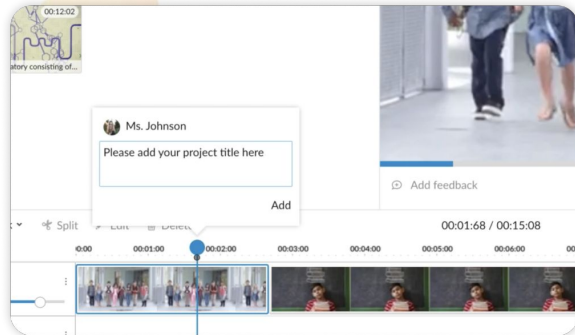
- Team assignments, where changes are immediately reflected to all members of a team
- Reviewing and commenting on student work
- Collaborating with a co-teacher



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



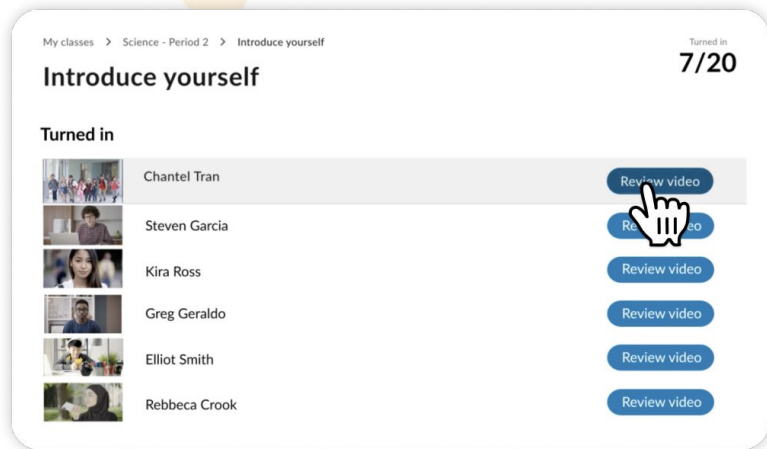
1. Open up a student's assignment and click on the **comment bubble** icon at the timestamp where you'd like to comment.
2. Type your feedback. You can also edit and delete comments, if needed.

WATCH:



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

# Reviewing student work



WATCH:



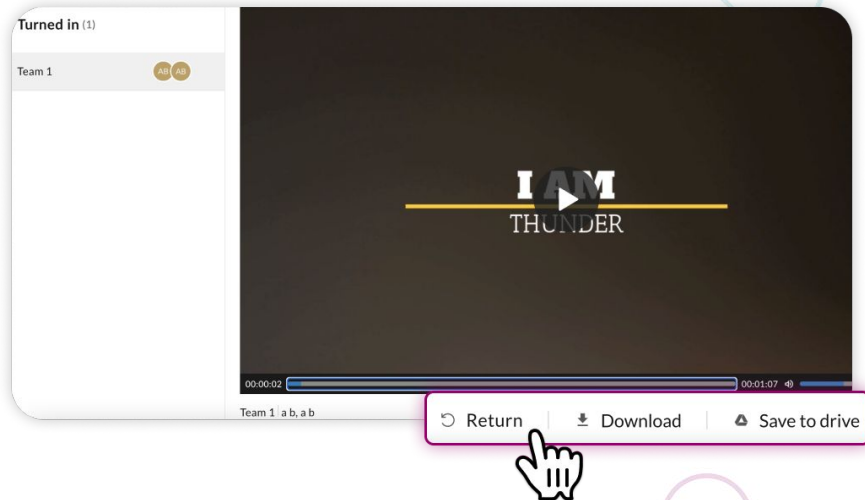
1. Click into an assignment and select the **Review** button to see in-progress and submitted assignments.



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

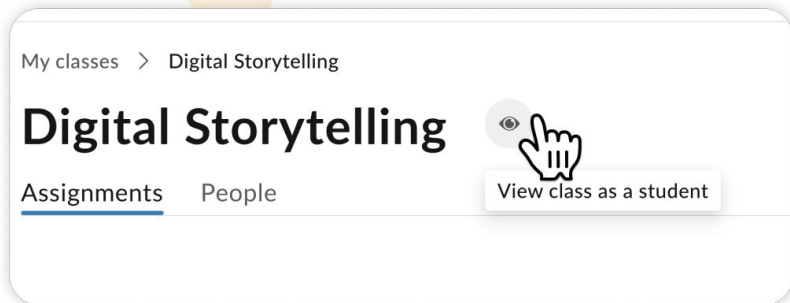
# Returning student work

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



## WATCH:



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)



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.

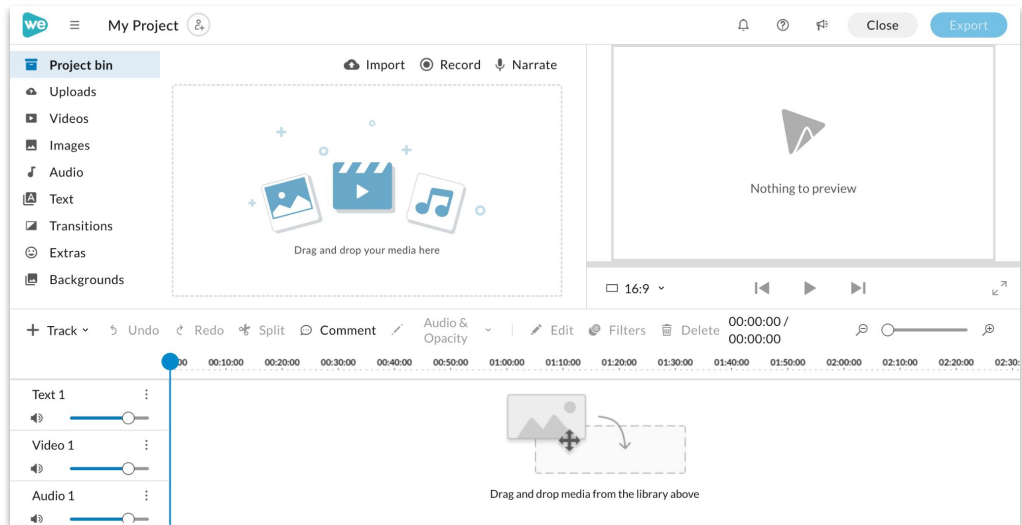
# The Projects tab

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!*).

# Editing a project



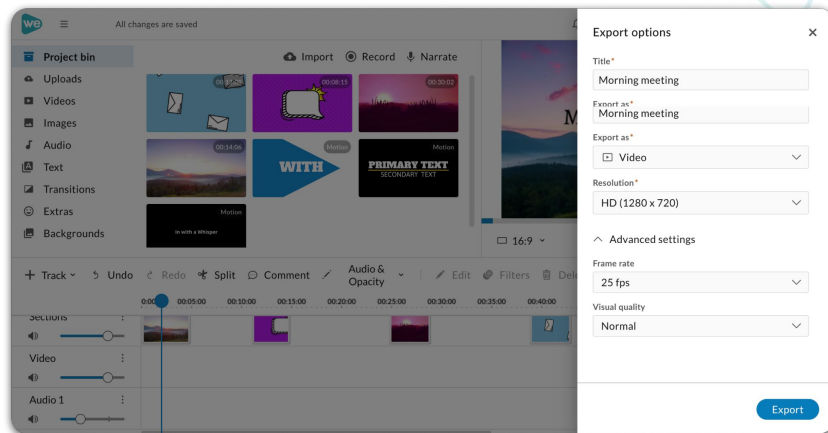
In the editor, you'll have access to a full suite of editing tools, plus advanced features like custom text layouts and font styles, multi-track video to overlay text or picture-in-picture, track volume controls, multi-select, and more.

 You can [toggle between light/dark mode](#) while editing.

# 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



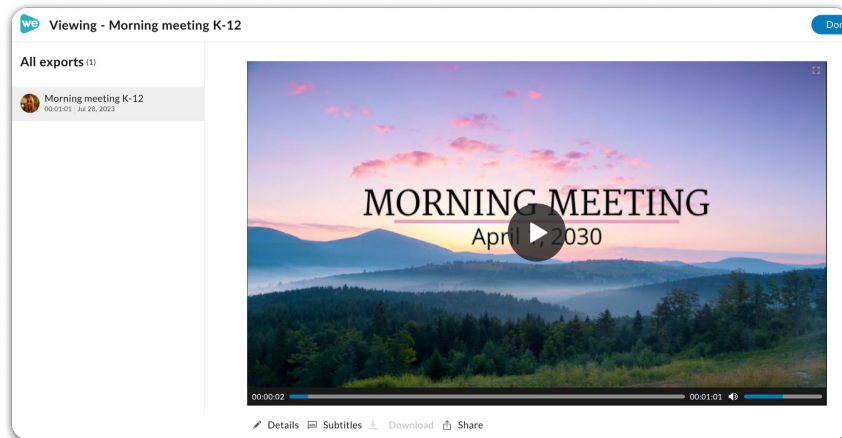
Admin-level accounts can control permission settings for finished student videos (check out our privacy policy [here](#)). Videos autosave in our cloud storage if students ever need to re-edit a project.

# 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)



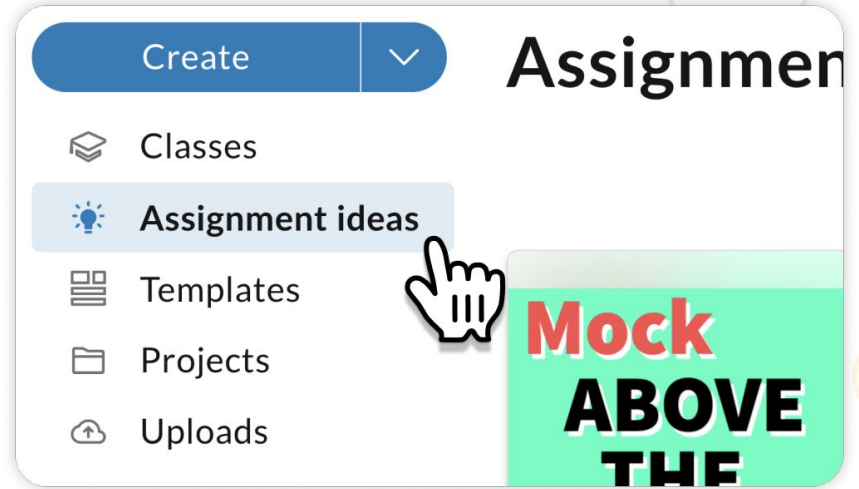
External sharing methods that many educators also use: Flipgrid, Seesaw, Padlet, Book Creator, and various Google apps.



# Using the Assignment Ideas Library

The Assignment Ideas Library is your ticket to standards-aligned, ready-to-go projects that you can assign to students in just a few clicks.

1. Click **Assignment ideas** on the left tab column.
2. Click **Save to class as draft** in the top right corner of the assignment and select your class.
3. Navigate to your class and click **Edit assignment** to customize the project however you want.
4. When you're all set, click **Publish** to assign the project to your students!



All projects in the Assignment Ideas Library are aligned to ISTE standards. Check out our eBook, [\*\*100+ Ways to Meet ISTE Standards with WeVideo\*\*](#), for TONS of multimedia project inspo!

# Adding interactivity to your videos

With WeVideo's new interactivity tools, educators can add interactive elements to *any* video, whether it's been created in WeVideo or not!

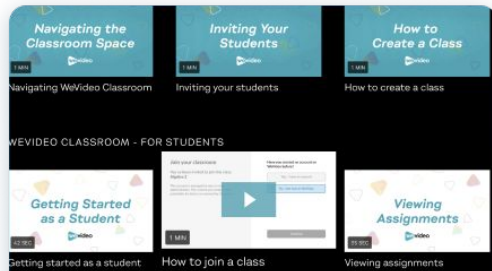
1. Log into WeVideo and toggle to the [Interactivity space](#).
2. Click **Add a new Bulb** and [import any WeVideo project](#). (Or grab any video on the internet!)
3. [Insert questions, pauses, and other interactive elements](#) anywhere on the video timeline.
4. [Publish](#) your interactive video, then [assign](#) it to a class or share it via link.
5. [View the learner analytics](#) from your Interactivity dashboard at any time.

## WATCH:



Note: WeVideo interactivity is available at an additional cost to our multimedia creation tools. If you don't see interactivity in your account, your account admin must [contact us first](#).

# 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](#)



## 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](mailto: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.