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**Getting Started**
YouSeeU® is a video software integrated within Western Online which allows an instructor to communicate via a Virtual Classroom or a Video Assignment.

YouSeeU is an easy way to record video or audio for your student assignments, which will then allow the students to also record video or audio for their assignment submission. The Virtual Classroom allows the instructor to setup a meeting space within Western Online and have a real-time meeting with video, chat, presentation slides and drawing features.

**Add Navbar Links**
To access the Video Assignment and Virtual Classroom tools, they need to be added to the course navigation.

**Add Video Assignment and Virtual Classroom**
- Click **Course Admin** in the navbar.
- Click **Navigation & Themes**.
- Click the drop down menu to the right of the default navbar and choose **Copy**.
- Click the copy to edit it.
- Change the title in the **Name** text box to something recognizable.
- Click the **Add Links** button.
- Place a check next to **Video Assignment** and **Virtual Classroom**.
- Click **Add**.
- Click and drag to rearrange the links.
- Click **Save and Close**.

**Activate Nav Bar**
You now have to make the new navbar active. Do the following:
- From the Navbar page, click the **Active Navbar** drop down and choose the new one you just created.
- Click the **Apply** button.
- Notice to the right that the nav bar is marked as Active.
Video Assignment Tool

Create a Video Assignment
Creating a Video Assignment allows the instructor to create an assignment where a student has to record themselves via computer audio, or camera and audio. Create the Video Assignment by following these steps:

- Click the Video Assignment link in the nav bar.
- Click the plus icon in a red circle on the lower right.
- Click the Create individual assignment icon.
- Type in the assignment name.
- Select the optional due date and time.
- You have two options for putting in the assignment instructions; text or video.
- For text, simply click and type where it says Instructions.
- To record a video, click the video icon with the plus sign. You will get a pop up window.
- Choose Record video, Upload Video, or Select From Resources.
• Record Video will use your webcam and microphone to record a video with audio. Use the drop down at the bottom of the record window to choose the webcam and microphone you want to use. **Note: There is a 20 GB limit, with should be plenty.**

• Click the toggle to turn on **Peer Review** if you want students to be able to leave a star rating and comments on other student submissions. You can also enter in a **Number of Required Reviews** each student is to make.

• Click **Save** to save the assignment.

**Note: The advance options are not available in our system.**

**Add Video Assignment to a Content Module**

• Click **Resources** in the nav bar and choose **Content**.

• Click the module on the left that you want to add the video assignment to.

• Click **Existing Activities** and choose **Video Assignments**.

• In the window that pops up, click the video assignment you want to add.

• A link to the video assignment is added to the module.
**Grading a Video Assignment**

Video Assignments do not integrate directly with the grade book in Western Online. Instead, there is a designated area in the Video Assignments tool to enter a grade. To enter a grade in the grade book you will need to create a grade item manually in the grade book and type the grade in from there.

To enter a grade in the video assignment do the following:

- From in the Video Assignments tool, click the three dotted icon on the right of the assignment and choose **Gradebook**.

- As students submit video assignments, you will see them in a list. Click the **Grade Student Submission** link.

- From here you can watch the video and enter in the grade percentage in the space provided.
**Virtual Classroom Tool**

The Virtual Classroom tool allows you to conference or “meet” with your students in real-time over video either individually or as a whole. To create a meeting or Virtual Classroom time you must schedule it at least 6 minutes in advance.

**Create a Virtual Classroom**

- Click the **Virtual Classroom** link in the nav bar.
- Click the plus icon in a red circle on the lower right.
- In the Schedule Meeting window enter the meeting details including **Title, Meeting Date, Meeting Time, and Max Duration**. (Note: you must schedule it at least 6 minutes in advance).
- Under the Max Duration, select the setting you want to use:
  - Start record automatically
  - Automatic link to recording
  - Allow external participants
  - Whole class
- Click **Save**.
Add Virtual Classroom to a Content Module

- Click **Resources** in the nav bar and choose **Content**.
- Click the module on the left that you want to add the video assignment to.
- Click **Existing Activities** and choose **Virtual Classroom**.

• In the window that pops up, click the virtual meeting you want to add.
• A link to the virtual meeting is added to the module.
Launch a Virtual Classroom

- Once in the Virtual Classroom tool, click the **Actions** icon on the right and choose **Launch** for the meeting you want to start.

A new tab will open with the meeting details. Click the **Enter Meeting Room** button.
• In the window that pops up choose **Audio**.
• Click **Allow** and choose your audio microphone and speaker source. Your default audio and speaker source will work fine.

A window will appear with some pop-up bubbles explaining the features of the meeting. Just click to remove the bubbles.
• The following options will appear along the bottom of the window.
  - **Actions** - Use this to mute all participants audio, upload a ppt, or initiate a poll.
  - **Mute** - Mutes your audio.
  - **Leave audio** - Turns your audio off all together.
  - **Share webcam** - This will activate your webcam so students can see you.
  - **Share desktop** - Allows you to share your computer screen. Note: A browser extension may be required.
  - **Enable drawing** - enables drawing tools that appear on the right side of the screen.
  - **Status** - This is more useful for students to use. They can change their icon to raise their hand, applaud, things up, thumbs down, etc.

• These options appear on the upper left of the screen. They work as a toggle. Click once to see it, click again to hide it. When they are visible they appear on the left side.
  - **Participants** - Shows anyone who is logged into the meeting room.
  - **Public Chat** - Allows you to chat with all students.
  - **Shared videos** - Allows you to see any students who have activated their webcam.
Exit Meeting
To exit a meeting click the three dot icon on the upper right and choose **Logout** then click **Leave**.