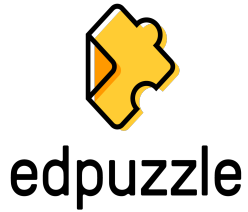
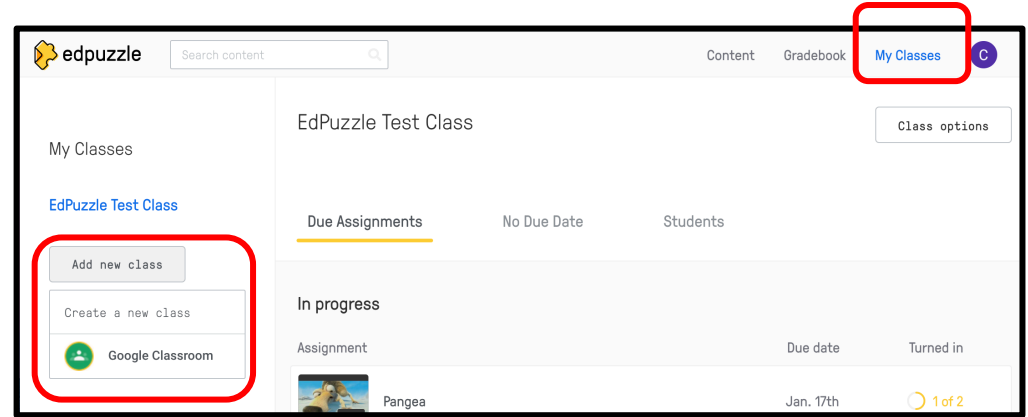


# Creating a Class



# Teacher Guide

1. Click on MY CLASSES



2. Click ADD NEW CLASSES

3. Create a class from scratch or import from Google Classroom.

- From scratch:

1. Fill in class information & select class type.
2. Invite students using class code.
3. Select class type: Classic or Open

<b>Classic</b>	<ul style="list-style-type: none"><li>▪ Student have individual accounts.</li><li>▪ Whole class progress in gradebook.</li></ul>
<b>Open</b>	<ul style="list-style-type: none"><li>▪ Students do not have accounts.</li><li>▪ Join class per video.</li><li>▪ Progress tracked per video.</li></ul>

A screenshot of the "Add a new class" form. The form has two tabs: "Add a new class" (active) and "Import class". Under "Details", there are input fields for "Name" (with placeholder "Enter class name") and "Description" (with placeholder "Add a description" and "optional" label). Under "Class Type", there are two radio buttons: "Classic" (selected) and "Open". Below the radio buttons is a note: "If you can't live without videos in your lessons, this class type is for you. When your students log in or sign up, you'll get the most analytics Edpuzzle has to offer. Store your students' progress across all your videos in one place!". At the bottom, there are "Cancel" and "Create class" buttons.

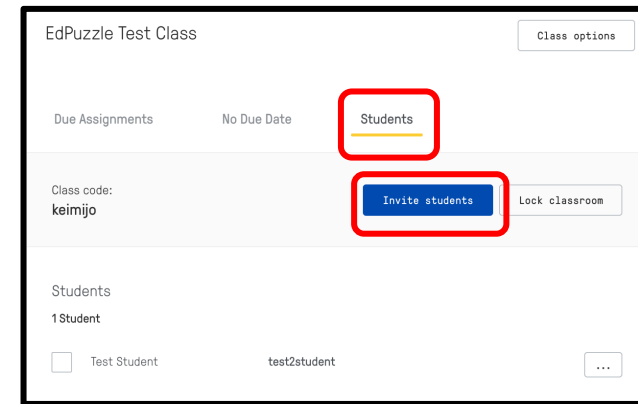


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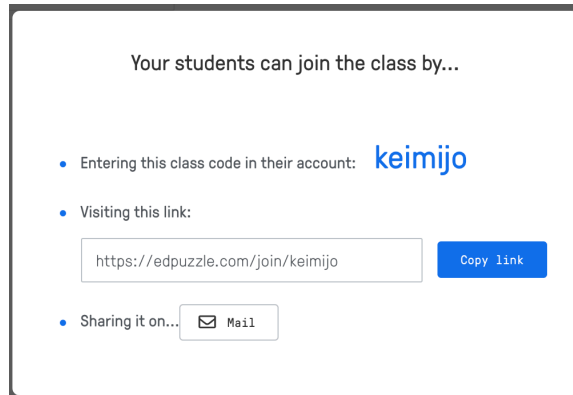
# Teacher Guide

## Inviting/Adding Students to a Class

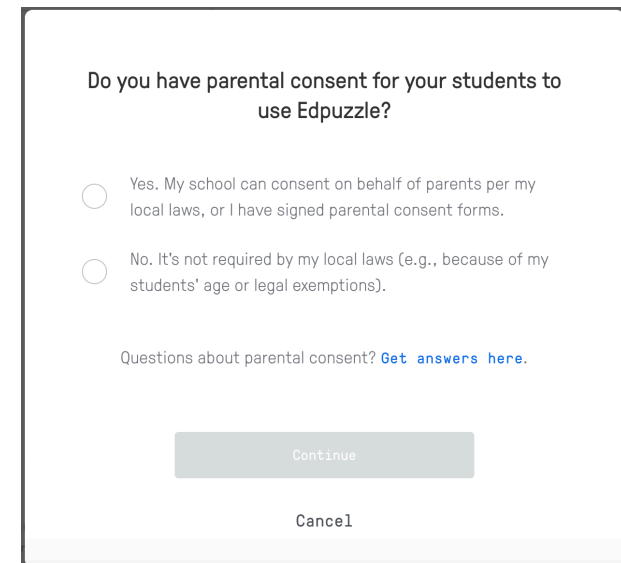
1. Select a class.
2. Click on STUDENTS tab.
3. Click on INVITE STUDENTS.

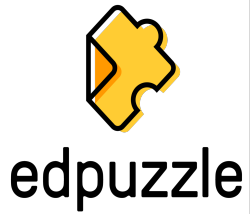


4. Share code/link with students.



\*\*\* Student Privacy Warning \*\*\*

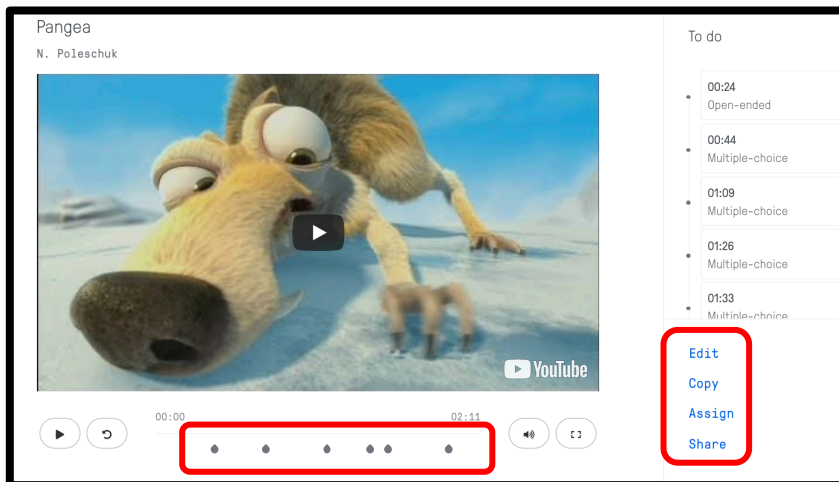
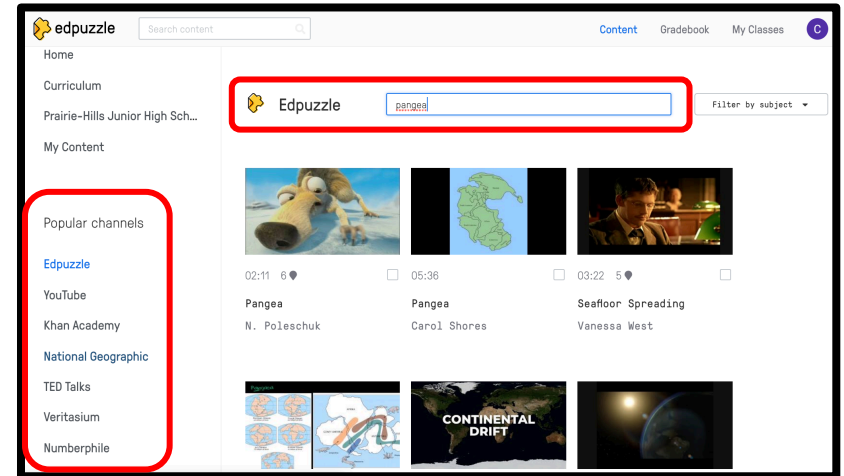




# Teacher Guide

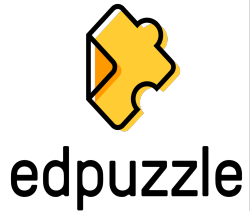
## Finding Content

1. Use search bar to look for videos on specific topics.
2. Click on different channels in left menu.



3. Click on thumbnails to preview clips and questions.
4. Select what action to take with the video.

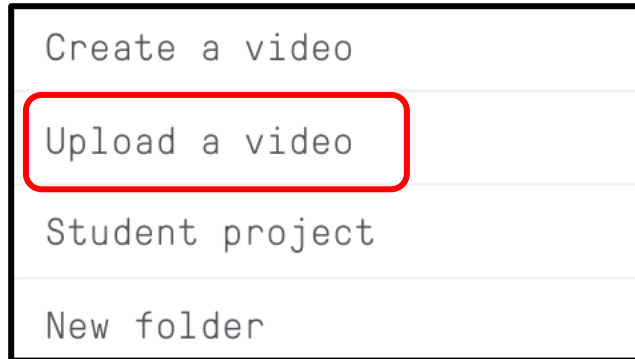
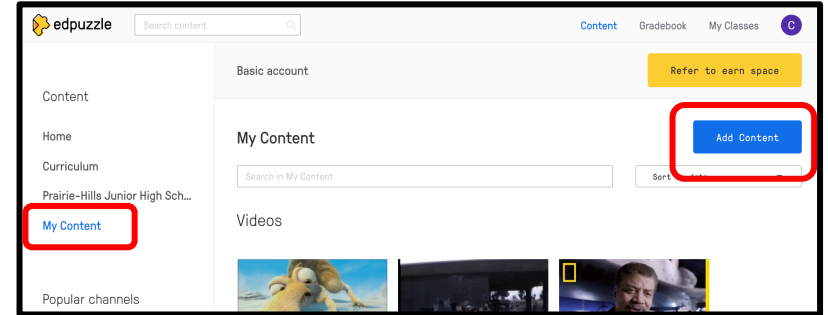
<b>Edit</b>	Crop video and add/change questions.
<b>Copy</b>	Copy existing video and questions to your library.
<b>Assign</b>	Assign video (as is) to a class.
<b>Share</b>	Share video so others can preview it.



# Teacher Guide

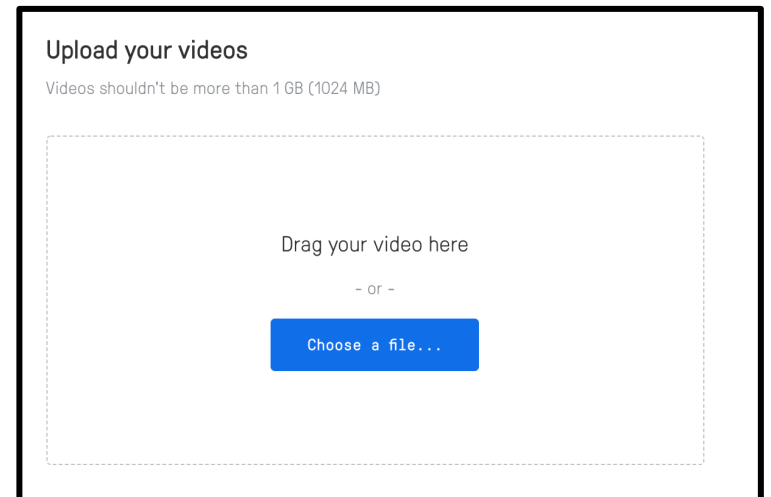
## Adding/Uploading Videos

1. Click on the MY CONTENT tab.
2. Select ADD Content.



3. Select UPLOAD A VIDEO

4. Select the MP4 to upload from your computer.



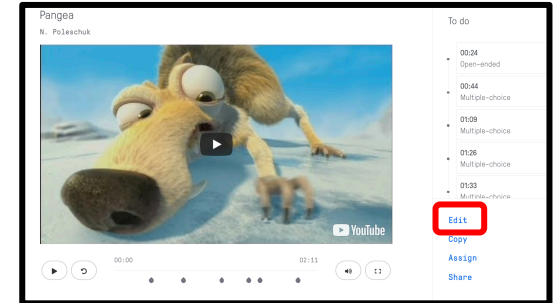


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# Teacher Guide

## Editing Videos

1. Click on EDIT in the video preview window.



2. In the edit pane, use the options to make changes to your video.

<b>Crop</b>	<ol style="list-style-type: none"><li>1. Click on CROP</li><li>2. Use red toggles to crop video at the beginning/end.</li></ol>
<b>Voice Over</b>	<ol style="list-style-type: none"><li>1. Click on VOICE OVER.</li><li>2. Click on microphone to record audio over ENTIRE video.</li></ol>
<b>Audio Notes</b>	<ol style="list-style-type: none"><li>1. Click on AUDIO NOTES.</li><li>2. Click on microphone to add individual note.</li><li>3. Drag note to appropriate location on video timeline.</li></ol>
<b>Quizzes</b>	<ol style="list-style-type: none"><li>1. Click on QUIZZES.</li><li>2. Click on question tab.</li><li>3. Select OPEN-ENDED, MULTIPLE CHOICE, or COMMENT.</li><li>4. Drag question to appropriate location on video timeline.</li></ol>

# Crop Window

The screenshot shows the edpuzzle interface for the 'Crop Window' feature. At the top, the video title is 'All Summer in a Day (All Summer in a Day)' and it was saved 'a day ago'. The 'Crop Video' tab is selected. A video player is shown with a play button in the center. To the right of the video player, a text box explains: 'Why crop a video? Save time for you and your students - crop a video down to just the important stuff.' Below the video player, a timeline shows the video duration from 00:00 to 27:21. A blue playhead is positioned at the beginning of the video, and a red vertical line marks the end of the selected crop at 27:21. Several green question mark icons are visible along the timeline, indicating where quizzes can be placed.

# Voice Over Window

The screenshot shows the edpuzzle interface for the 'Voice Over Window' feature. The 'Voiceover' tab is selected. A video player is shown with a play button in the center. To the right of the video player, two text boxes provide instructions: 'Why record voiceover? Explain a concept the way you would in class - in your own style or maybe in another language.' and 'You must record audio over the whole video in order to save it.' Below the video player, a timeline shows the video duration from 00:00 to 27:21. A blue playhead is positioned at the beginning of the video, and a microphone icon is visible on the left side of the timeline.

# Audio Notes Window

The screenshot shows the edpuzzle interface for the 'Audio Notes Window' feature. The 'Audio Notes' tab is selected. A video player is shown with a play button in the center. To the right of the video player, a text box explains: 'Why record audio notes? Get your students' attention - pause the video for an introductory comment, to explain a concept in more detail, or just to make sure they're not sleeping.' Below the video player, a timeline shows the video duration from 00:00 to 27:21. A yellow microphone icon is positioned at the beginning of the video, and a blue playhead is positioned at the beginning of the video.

# Quizzes Window

The screenshot shows the edpuzzle interface for the 'Quizzes Window' feature. The 'Quizzes' tab is selected. A video player is shown with a play button in the center. To the right of the video player, a text box contains a question: 'Type your open-ended question here'. Below the text box, there is a 'Feedback' button. Below the video player, a timeline shows the video duration from 25:37 to 27:21. A blue playhead is positioned at the beginning of the video, and a green question mark icon is visible on the timeline.

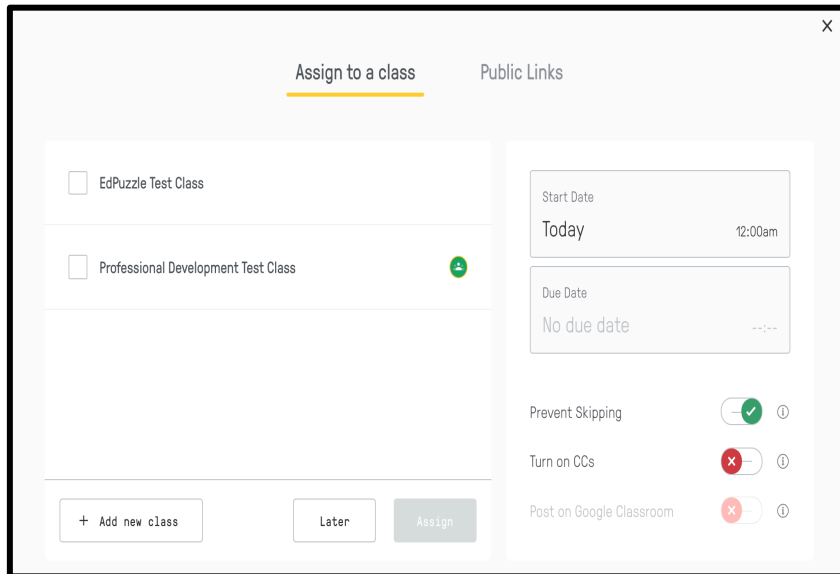
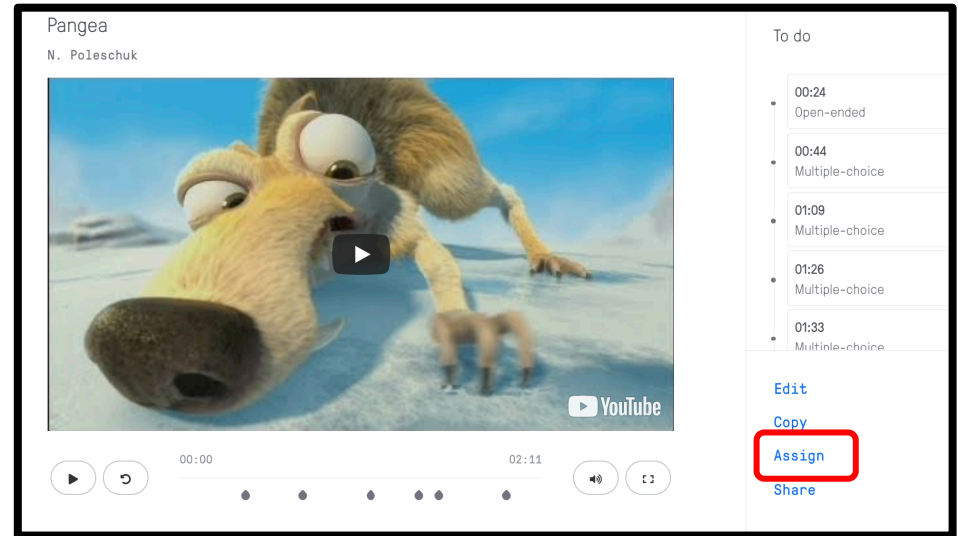


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# Teacher Guide

## Assigning Content to Classes

1. Click on ASSIGN in the preview window.



2. Select class(es).

3. Set posting & due dates.

4. Select if you want to add close captions or allow skipping.

5. Click ASSIGN



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# Teacher Guide

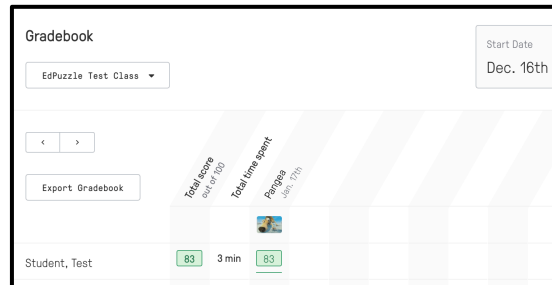
## Gradebook

1. Click on GRADEBOOK on the home screen.

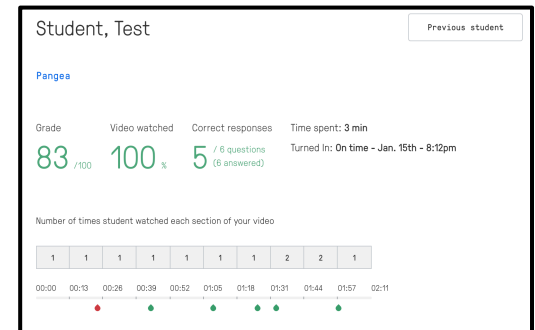


2. Select to view by whole class, individual student, or individual video.

Whole Class



Individual Student



Individual Video

