



SECTION 1: HOW TO INSERT INTERACTION ELEMENTS INTO VIDEO MATERIALS

**Please read section 2 "Flowchart" below, to learn how Edpuzzle works in class*

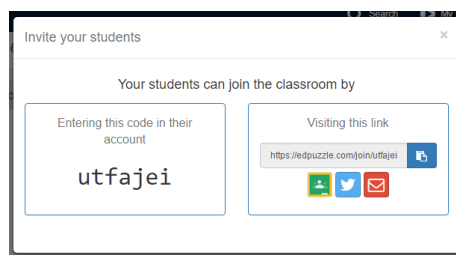
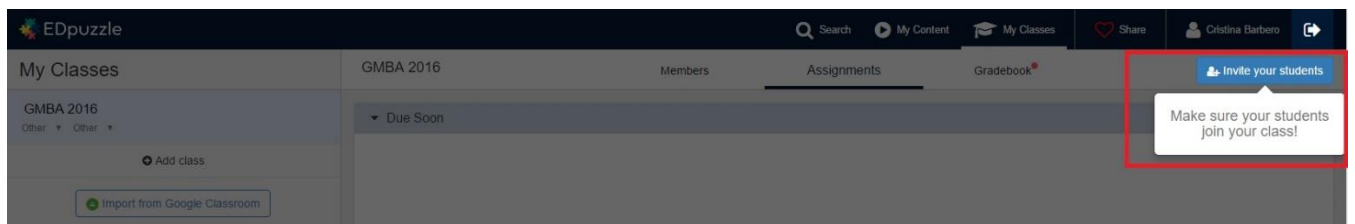
1.- SIGN UP

Only **Instructors** can upload and edit Video materials. Make sure you choose the right option when you sign up here <https://edpuzzle.com/>

2.- CREATE YOUR CLASS (Note that importing from Google Classroom is also possible).



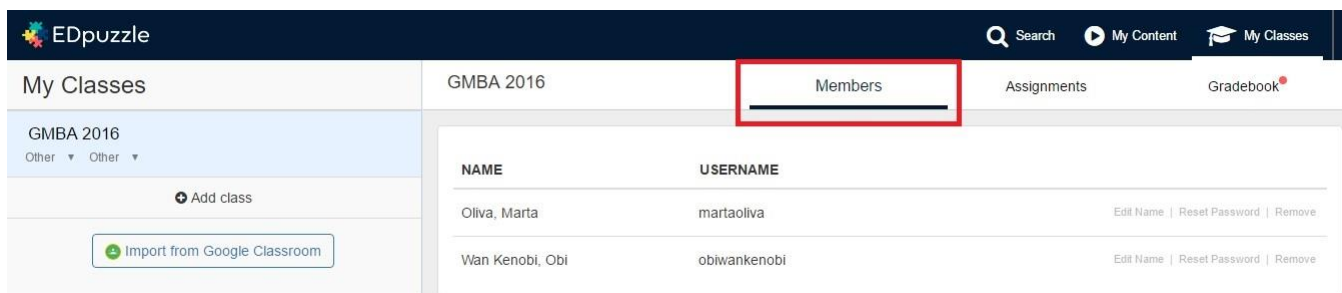
3.- INVITE YOUR STUDENTS join the Class by using the provided code or link. Students will need to sign up by entering their name and surname. No email or other personal info is required.



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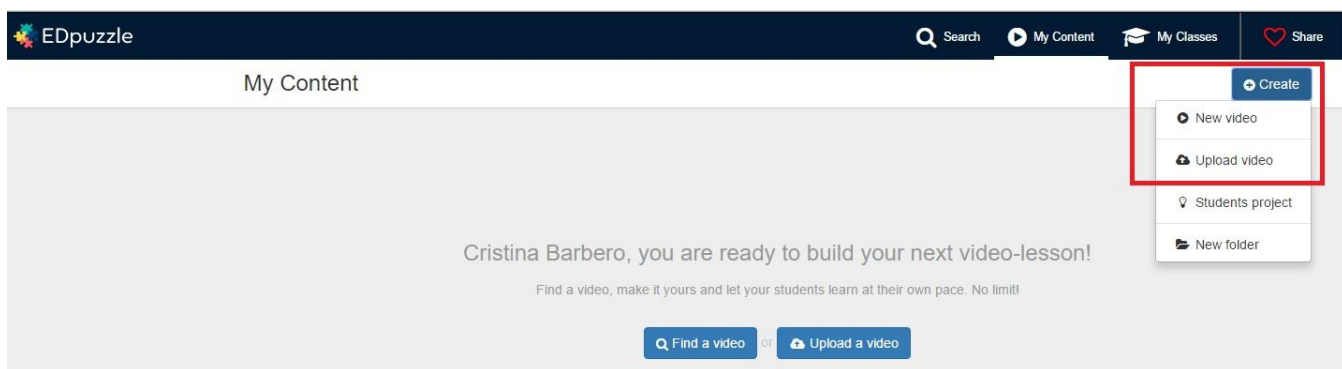


Check the list of enrolled students by clicking on “Members”



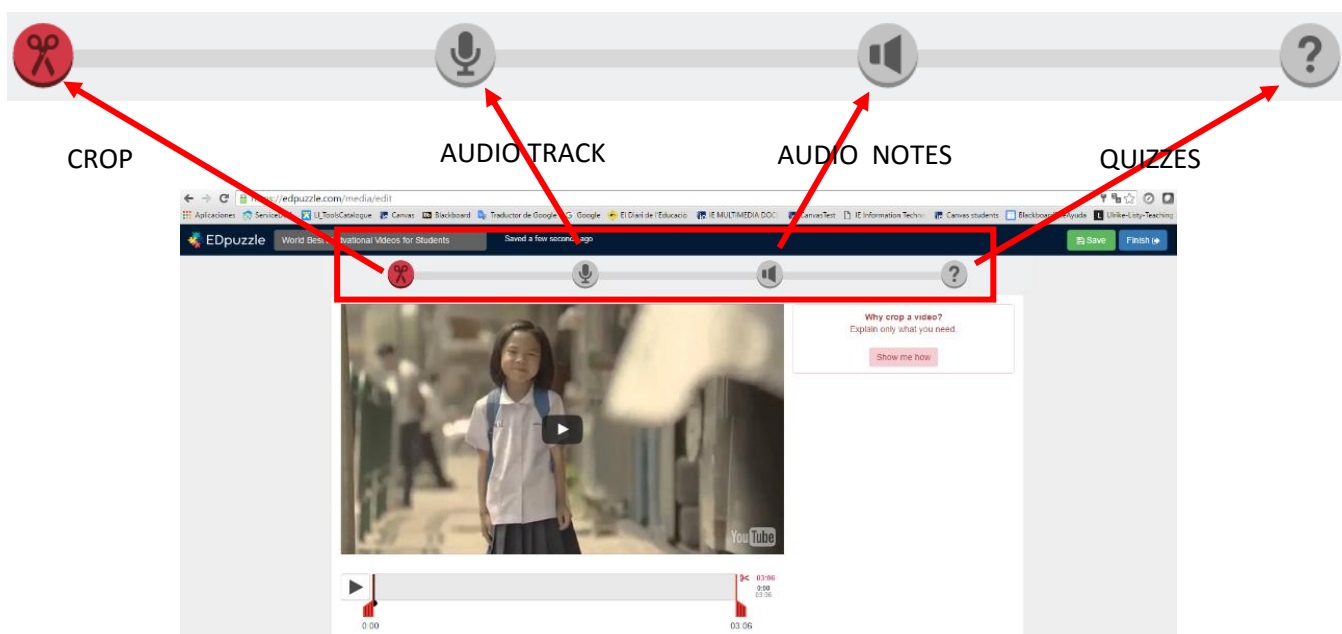
4.- UPLOAD A VIDEO

Click on “My Content”. Here you can “Upload video” from an external source. You can also choose a video from the EdPuzzle database by clicking on “New video”. Sources like Khan Academy, Youtube, TED Talks, etc, are available.



5.- INSERT INTERACTION ELEMENTS

Once you have your video, a toolbar with the 4 available actions will automatically appear:



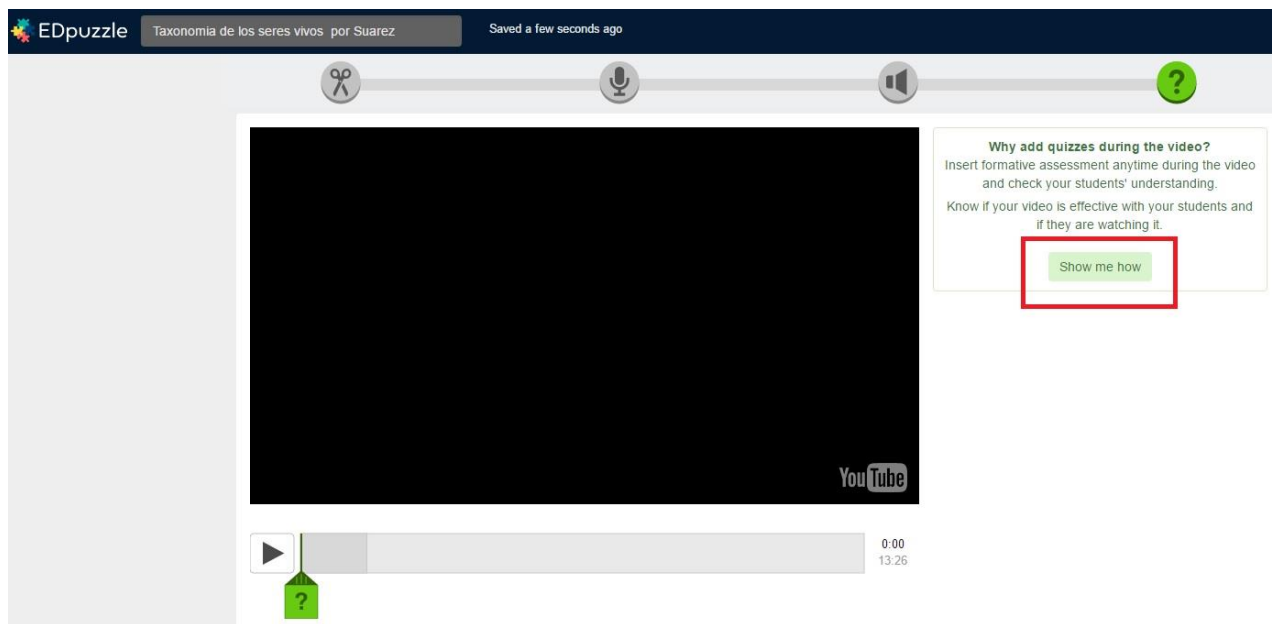
Use **CROP** to “cut” the video into pieces by dragging the two red axis in the progress bar.

Use **AUDIO TRACK** to explain the video with your own teaching approach and in your language. Note that you have to record the audio of the whole video to be able to save it.

Use **AUDIO NOTES** to insert an introductory comment, a conclusion, a remark... you name it.

Use **QUIZZES** to insert formative assessment anytime during the video and check your students' understanding. Know if your video is effective with your students and if they are watching it.

***Video Tutorials** on each of these features can be found by clicking on “**Show me how**”:

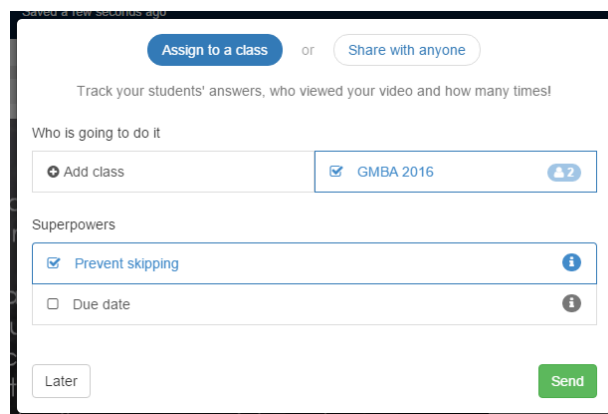


6.- ASSIGN THE VIDEO TO A CLASS

Once you have saved the video with Interaction elements, you will click on “**finish**” and will need to assign it to a Class. You can also make it public by sharing with anyone.

In this screen you have to decide whether you want your students to be able to skip the video or not, by ticking the “**Prevent skipping**” box.

Also choose a Due date if you wish.



The video will be automatically added to your class and will appear on the Dashboard of every student who has joined that class. They only need to click on “start” to watch the video. Interaction elements will automatically appear.

7.- ANALYTICS

Your Dashboard will show the Progress as well as the % of students in your class who have already watched the video:

The screenshot shows the EDpuzzle interface for a class named 'GMBA 2016'. Under the 'Due Soon' section, an assignment titled 'Taxonomia de los seres vivos por Suarez' is listed. To the right of the assignment, there is a 'Completed' section with a circular progress indicator showing 30%. A red box highlights the 'Completed' section and the 'Progress' button, which is also highlighted with a red box.

If you click on “Progress”, you will access detailed analytics and sort them by “students” or by “questions”. Both reports can be downloaded in a CSV file, easily importable to Excel.

Sorting by “Students”, you will access the list of attendees in your class and information on who and when has watched the video, and the correspondent Grades.

The screenshot shows the analytics page for the assignment 'Taxonomia de los seres vivos por Suarez'. The 'Students' tab is selected and highlighted with a red box. The page displays a table with the following data:

STUDENT NAME	WATCHED	GRADE	LAST SEEN	TURNUED IN	RESET
Oliva, Marta	✗	0 /100	-	-	
Wan Kenobi, Obi	✓	0 /100	3 minutes ago	4 minutes ago	🔄

If you click on the name of a student who has watched the video, the following information will appear:

The screenshot shows the EDpuzzle interface for a student named 'Wan Kenobi, Obi'. The top navigation bar includes 'EDpuzzle', 'Search', 'My Content', 'My Classes', and 'Share'. Below the navigation, there are buttons for 'Back', 'Wan Kenobi, Obi - Progress', '< Previous Student', '2/2', and 'Next Student >'. The main content area is divided into three sections:

- Video Views:** A section with a red border showing the number of times a student watched a video portion. It includes a legend for 'Number of times a student watched a video portion' with categories x0, x1, x2, x3, and x4. Below is a 'Video progress bar (time)' with segments labeled with the number of views (x4, x1, x2, x1, x1, x1, x1, x1, x1, x1) and time markers from 0:00 to 1:07.
- Summary Table:** A table with a green border showing performance metrics:

Video Watched	Correct responses	Grade
100%	0 /1	0 /100

 Below the table, it says 'submitted responses: 1/1'.
- Quiz #1:** A section with a blue border showing a question: 'Question #1 Who was the creator of the first classification of living things?'. The options are:
 - Galileo Galilei
 - Platón
 - Aristóteles
 There is a '0 comments' button on the right.

- **In Red:** The number of times the student watched a certain portion of the video.
- **In Green:** If he watched the entire video or only a portion, how many correct answers he provided, and based on this, you can also see his Grade.
- **In Blue:** The question itself and the answer provided by the student. You can leave a comment that the student will see in his dashboard.

If you sort by “**Questions**” you will see how many students answered correctly to a certain question, very useful for understanding when a certain topic has not been understood by the majority of the class and needs clarification.

The screenshot shows the EDpuzzle interface for a student named 'Taxonomia de los seres vivos por Suarez'. The top navigation bar includes 'EDpuzzle' and 'Search'. Below the navigation, there are buttons for 'Back', 'Taxonomia de los seres vivos por Suarez', and 'Search'. The main content area is divided into two sections:

- Navigation:** Two buttons, 'Students' and 'Questions', with 'Questions' highlighted in a red box.
- Question View:** A section with a red border showing a question: 'Who was the creator of the first classification of living things?'. It is a 'Multiple choice at 0:07' question. Below the question, it says 'successful students: 0 /2'.



SECTION 2: FLOWCHART INTERACTION WITH STUDENTS

**Before using this Tool in your class, please read section 1 above “How to insert Interaction Elements into video materials”.*

INSTRUCTOR

1.- Has already prepared and uploaded the videos for students to watch.

5.- Enters each Assignment to check students Progress. EdPuzzle generates a CSV Report for each video that can be downloaded and exported to an Excel File.

Professor can check student’s answers here, and mark them as “right” or “wrong”. The system will grade the student automatically and according to this input.

STUDENTS

2.- Enter <https://edpuzzle.com/> and log in. They will need to provide their name as well as creating a password. No other information is required.

3.- Enter his class and click on “Start” next to the video to watch.

4.- Interaction elements previously introduced by Professor will appear (Quizzes, Audionotes, Audiotracks) and will have to be answered by the Student.

6.- Results are dumped to each “Assignment”, where students can check their grade as well as see the feedback provided by Professor.