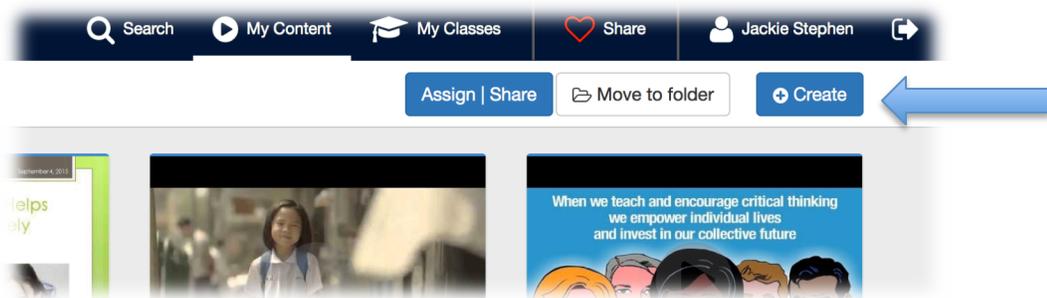


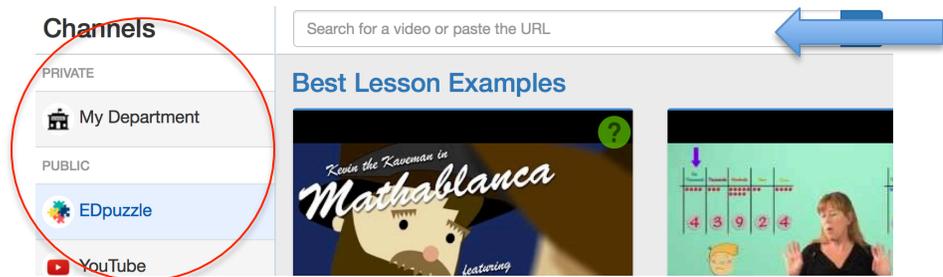
EDPuzzle Quickstart

1. Go to www.edpuzzle.com and click **Sign Up**.
2. You will be prompted to select an account type: Student or Teacher. Create a **Teacher** account.
3. Complete the online form to create an account or if you have a Google or Edmodo account, you can use your login details to access EDPuzzle.
4. To create a new video or to upload a video, click on **Create** and make your selection.



a. To create a new video:

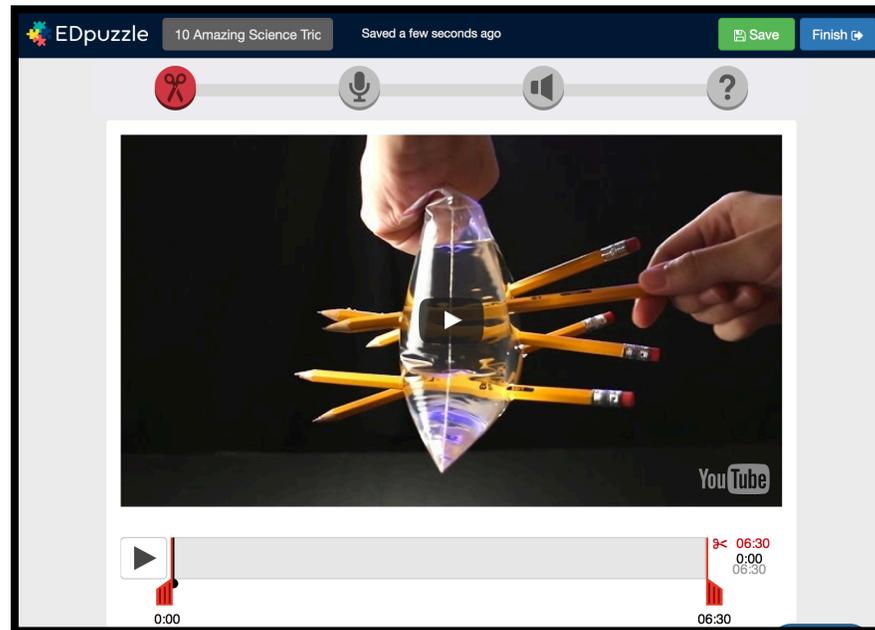
- i. Click on **Create > New Video**
- ii. Search for an existing video by choosing any of the sources provided (EDPuzzle archive, YouTube, Khan Academy, LearnZillion, etc.). You can also paste a video URL in the field provided at the top of the screen.



- iii. Once you select a video, you will have the option to Copy or Use. Copying it simply adds it to your account under My Content, as is. Let's select **Use It** to add elements to it.

b. Adding Elements to a Video

- i. Once you click on Use It, the following screen will display:



- ii. Click on the **scissors icon** to trim the video. You can trim a video at the beginning or the end. You cannot cut from the middle. Use the timeline to help you determine where you want to cut.
- iii. Click on the **microphone icon** to insert an audio track. This will enable you to record audio for the video. You will have to record the audio of the whole video to be able to save it. (This is recommended if you want to add full narration to a video that does not contain any audio, for example, a slide presentation.)
- iv. Click on the **speaker icon** to insert audio notes throughout the video. For example, maybe add an introduction or a summary or stop the video to add your own audio notes to clarify or provide examples for students.
- v. Click on the **question mark icon** to insert short answer question, a multiple choice question, and/or a comment into the video.

- vi. Once you have finished adding elements to your video, click on **Finish** at the top corner of your screen.
- vii. Next, you will assign this video to your class. Before you do that, you need to create a class. Click on **Add Class**. Enter a name for the class and click on the checkmark next to the name in order to save it.
 - 1. You can choose to **Prevent Skipping**, which means that students cannot fast forward when watching the video.
 - 2. You can also designate a due date for the students to watch the video and/or complete the interactive elements.
- viii. Click **Send**.

c. Invite Students

- i. Click on the **My Classes** tab at the top of your screen.
- ii. Click on the title of the course you wish to assign this video.
- iii. Click on **Invite Students** in the top right corner of your screen.
 - 1. Share the code and link with students.
 - 2. Students can access the video by creating a Student account in the same way that you created your Teacher account. Once they enter the link provided, they will be prompted to enter a code to access the video.

d. Check Student Progress

- i. Log in to your EDPuzzle account.
- ii. Click on the MyClasses tab at the top of your screen.
- iii. Click on the course that you wish to view (to your left of the screen).
- iv. All videos that you have assigned to your class will display. Click on the **Progress** button next to the video assignment that you created.