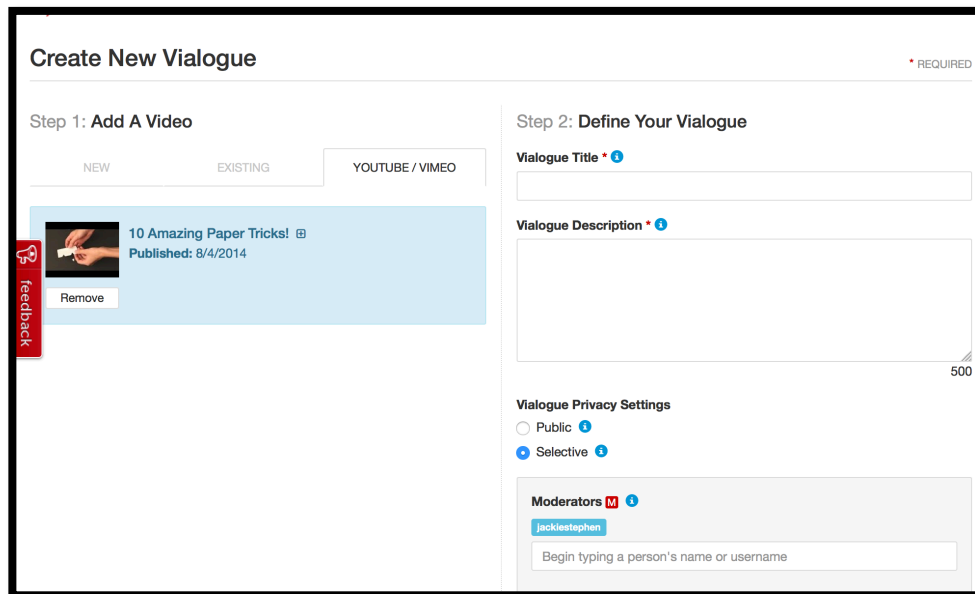**Vialogues Quickstart**

1. Go to www.vialogues.com and click **Create an EdLab Account**.
2. Once you are logged in to your account, click on **Create**, located at the top of your screen.
3. You can **add a video** from your computer, **use an existing video** from the Vialogues archive, or **use a video from YouTube/Vimeo**.

4. In Step 1, click on the tab titled **YouTube/Video** to choose a video from YouTube.
   a. Search for the video that you wish to use on www.youtube.com. You can even select one of your own videos that you previously uploaded to your YouTube account (if applicable).
   b. Copy the URL link for the YouTube video and paste that link into the field provided in Vialogues.
   c. Click **Attach** to complete the process.
5. In Step 2, enter a title and a description for your Vialogue. Choose the privacy settings.
   a. If you choose to make it public, then the vialogue becomes accessible to all users of the site.

b. If you choose to make it selective, you can either enter the person's names or usernames under Participants **OR** you can copy and paste the URL provided under **Secure Link** (you must click on **Selective** to display this option) and provide it to your students. This link works as an invitation, once the student clicks on this link, they will be prompted to create an EdLab account to access your vialogue.

c. You also have the option at this point to assign a co-moderator.

6. Click **Create Vialogue**.
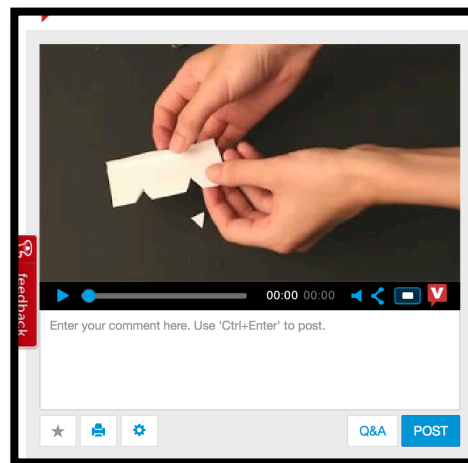
7. To add elements to your vialogue:
   a. You can click in the **Comments** box below the video to enter comments/instructions at the start of the video (you can also insert comments and use this feature throughout the video).
   b. Use the video controls to play/pause the video.
   c. Pause the video to add a question (click on Q&A) or a comment at certain time intervals. (Question formats include multiple choice or multiple answer, these questions work best for polling participants.)
   d. Click on **Post** once your vialogue is ready.

8. To view/edit your vialogue or to access the polls (responses to multiple choice/multiple response) and statistics, click on your name at the top right corner of your screen.
   a. You can view all of the vialogues that you are moderating.
   b. Click on the vialogue that you wish to access.
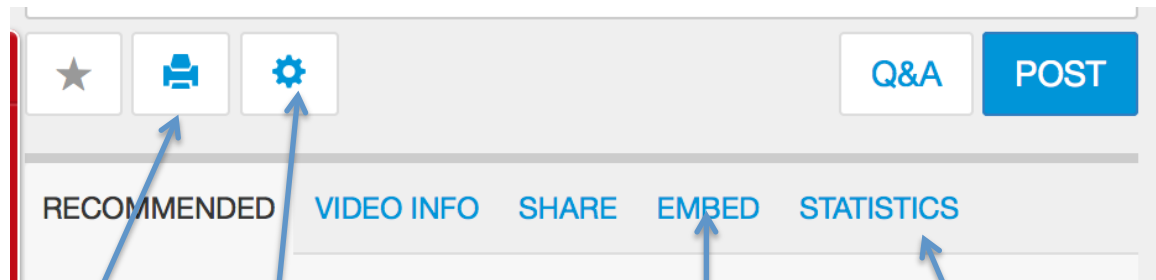
Print the Q/A and comments.

Edit title, description, privacy settings, delete the vialogue, and view results of polls (multiple choice questions).

Provides an embed code.

Displays the number of comments made at a particular point in a video.