

My VR Spot – The Basics

Hays CISD has purchased My VR Spot for staff to use as a resource. MyVRSpot is a multimedia management tool for hosting, sharing, and creating media. With MyVRSpot, staff can easily upload, manage, share, live broadcast, and close caption videos and multimedia in the platform. Once in MyVRSpot, staff will be able to embed videos into Schoology courses or share videos with a Link.

The advantage of using MyVRSpot:

- Strips all ads and additional suggested videos from YouTube
- Allows you to trim videos that are uploaded
- Allows screen recording for up to 60 Mins
- Can create interactive lesson plans, newsletters, projects, and more

Login information

Site Link: <https://live.myvrspot.com/HaysCISD>

Username and password will be your network credentials

Want a quick overview, this site Will give you the Home screen overview:

<http://www.myvrspot.com/docs/article/home/>

NOTE: You can click the Help options from the top of the screen at any time. You can see training videos or go to the training hub for documents.



Topics covered in this document:

[Getting started](#)

[Uploading documents from a network drive or computer](#)

[Uploading documents from Google](#)

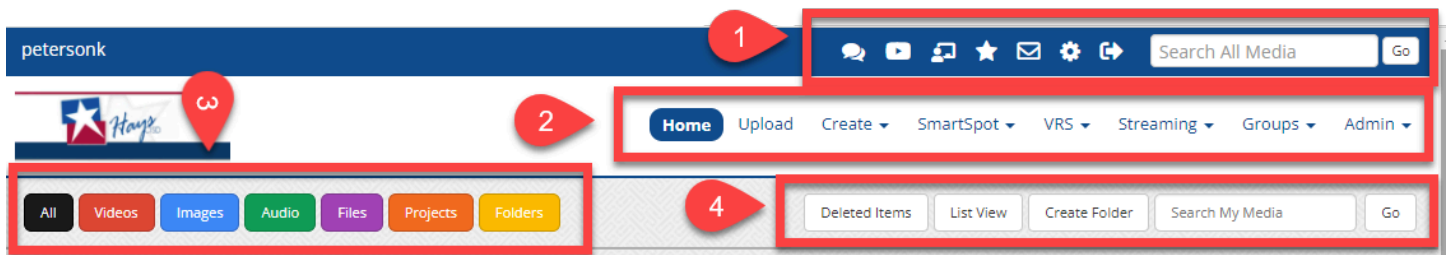
[Uploading Documents from YouTube or Vimeo](#)

Getting started

Knowing the screen

You have a number of menus in your gallery to help with navigation.

1. The topmost menu, the User Settings, links you to Get Help, Training Webinars, Training Hub, Favorites, Messages, Settings, Logout, and Search All Media.
2. The Main Menu Bar directs you to the Upload screen, Create Menu, SmartSpot, VRS (video response system), Streaming Channels, Groups, and Admin functions.
3. The Media Sorting Menu above your media allows you to sort your content by file type.
4. Media management allows you to create folders, delete items (move them to the trash but not deleted until the trash is emptied), and change views.



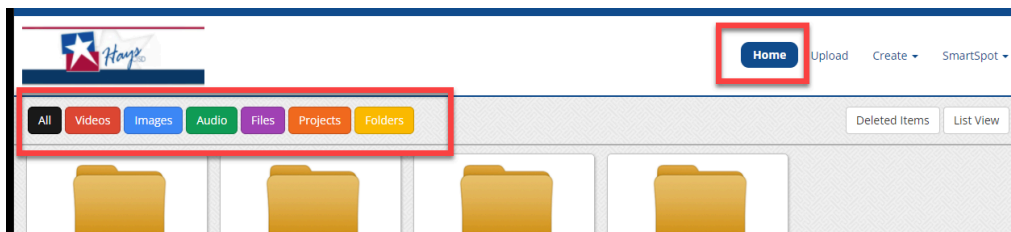
The Home View.

On the Home View, you see all files and folders uploaded into the gallery. Here, you can filter on items within the home screen, see your deleted items and create new folders to help keep files organized. It is also a gateway to all other features in the system. Clicking the Home button at the top of any page in MyVRSpot will always return you to the gallery.

Note: you can utilize the search feature from the top right corner of the screen to look for files that are within folders in your home view.



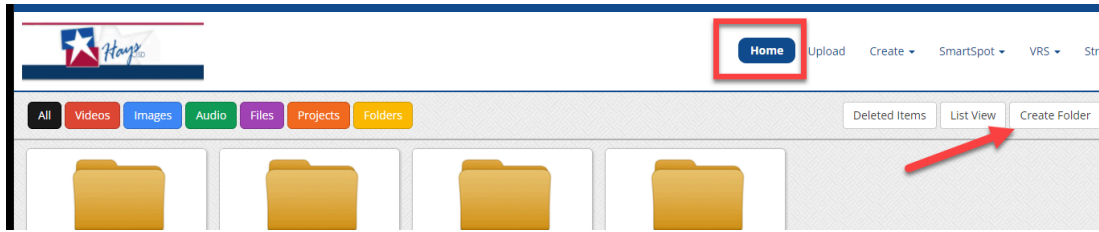
Media can be filtered by type: Videos, Images, Audio, Files, Projects, and Folders.



Creating Folders

Step 1 – Set up some folders to help keep your VR Spot drive organized

Once logged in, make sure you are on the Home view. You will see Create Folder in the menu choices below.



Fill out the Create Folder screen. You must give the folder a name and select where you want to folder to reside, which is the “Parent Folder” selection. If “Home” is selected, the folder will show in the main view when you are on the Home View in MyVrSpot.

Once you get Folders create, this will become a drop-down, and you will be able to put folders within folders.

Click Create when you have this screen completed.

A screenshot of the 'Create Folder' form in the Hays VR Spot interface. The breadcrumb trail at the top reads 'Home / Folders / Create Folder'. The form has several sections: 'Name' with a text input field; 'Parent Folder' with a dropdown menu showing 'Home'; a yellow 'CAUTION' banner; a 'Share Folder with Link' checkbox; a 'Thumbnail' section with an 'Upload Thumbnail' button and a 'Choose File' button; and a 'Folder Permission' dropdown menu showing 'All Users'. At the bottom is a green 'Create' button. Red arrows and a red-bordered box highlight key elements: an arrow points to the 'Name' field; an arrow points to the 'Home' selection in the 'Parent Folder' dropdown; a box around 'Home' contains the text 'Home would be the top level'; and an arrow points to the 'Create' button.

Uploading items

- Upload your saved videos, document, and images
- Upload Google files
- Upload YouTube video links – **NOTE: When using a link to a YouTube video from MyVRSpot, all ads, comments, and side suggested videos will be REMOVED!**

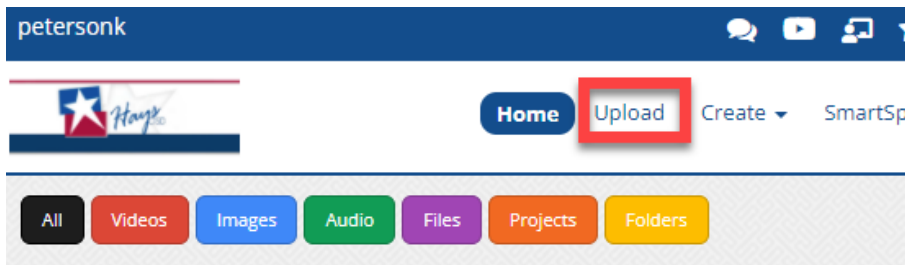
Uploading Media How-To video:

<http://www.myvrspot.com/docs/article/uploading-a-file/>

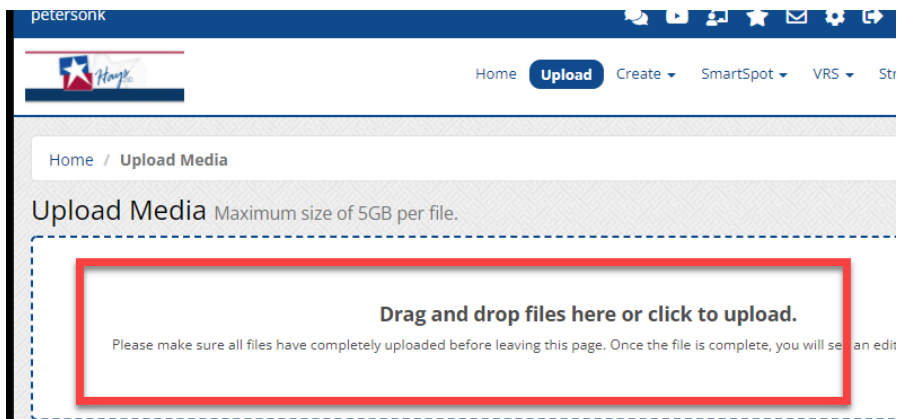
Uploading Quick Guide

Uploading Media from your computer

Click the Upload option from the top menu choice



Drag the file(s) or click in the box and navigate to the files to upload.



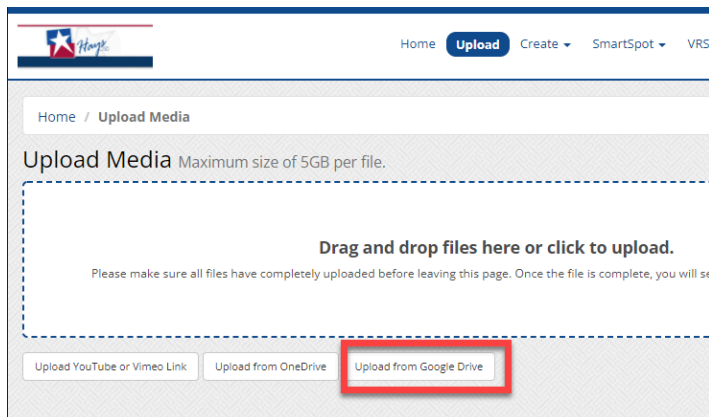
IMPORTANT- Do not leave this screen until all files have completed uploading. Wait until you see edit under the item before you leave this page.



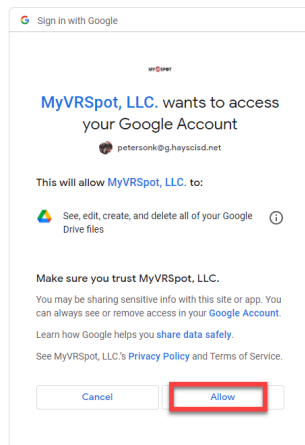
Uploading Files from Google Drive

Click the Upload option from the top menu choice at the top.

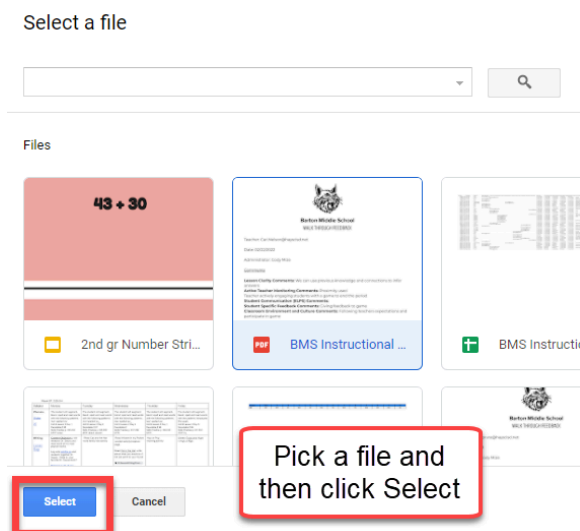
Pick Upload from Google Drive below the upload box.



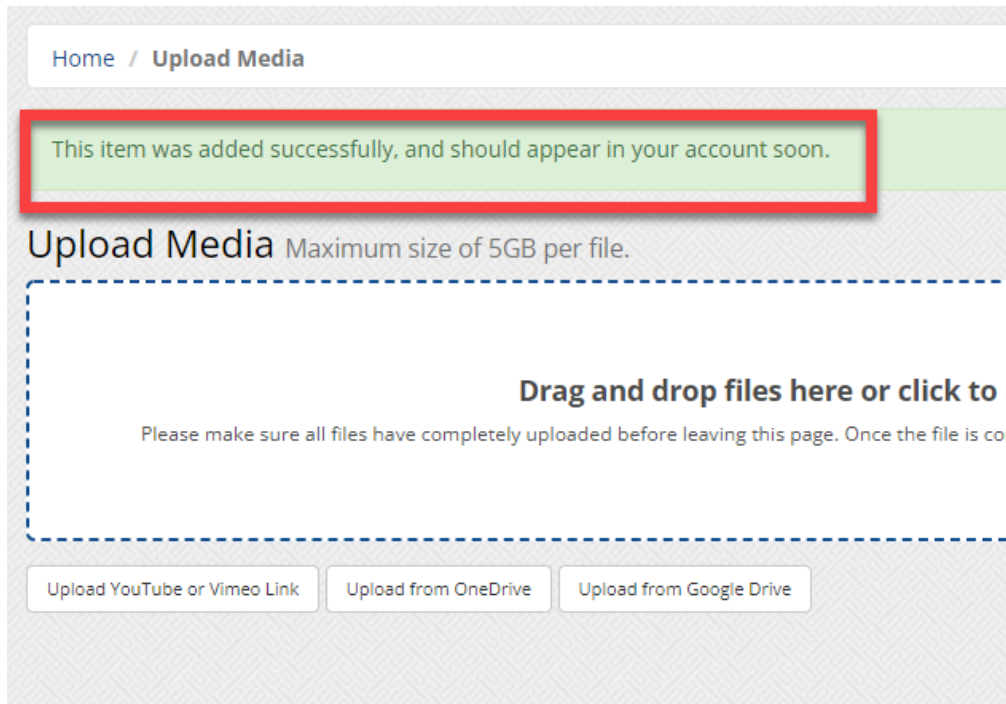
Log into your Google drive and Allow MyVRSpot access to your drive.



You should see the files and folders in your Drive. Click on the folder you want to access.



This will bring you back to the upload screen. You'll notice that the upload box is blank, but you should see a green note at the top that says the item was added, and it should appear in your account soon.



Click Home from the top of the window to get back to your gallery. When you Select **All file types** from the list of options, you should be able to see the items you uploaded.

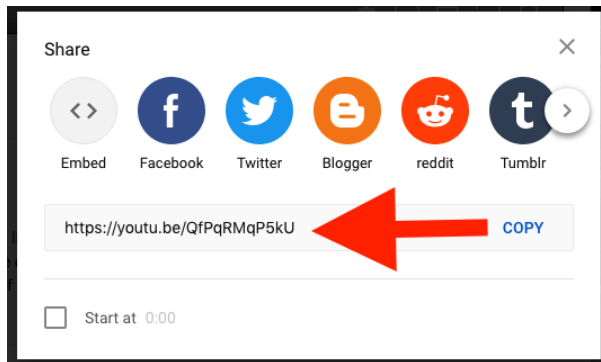
Uploading YouTube/Vimeo Videos

Login to your MyVRSpot account.

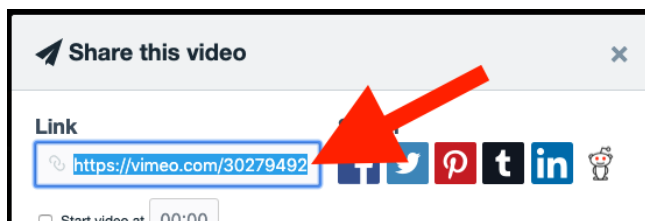
Find either a YouTube or a Vimeo video in a new internet window.

Once you find the video you want to use, click on the **Share** button under the video player. Copy the URL that appears.

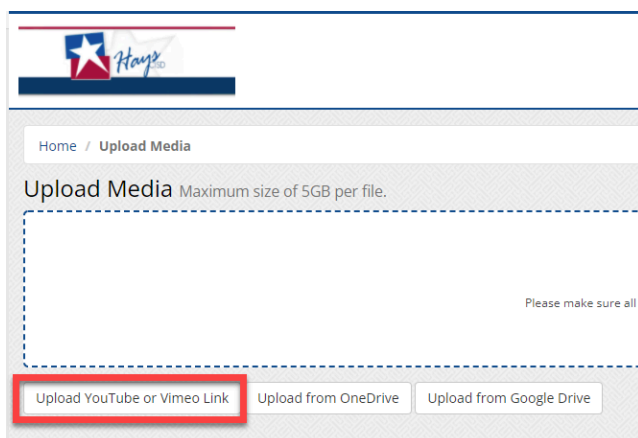
This is what you should copy for YouTube:



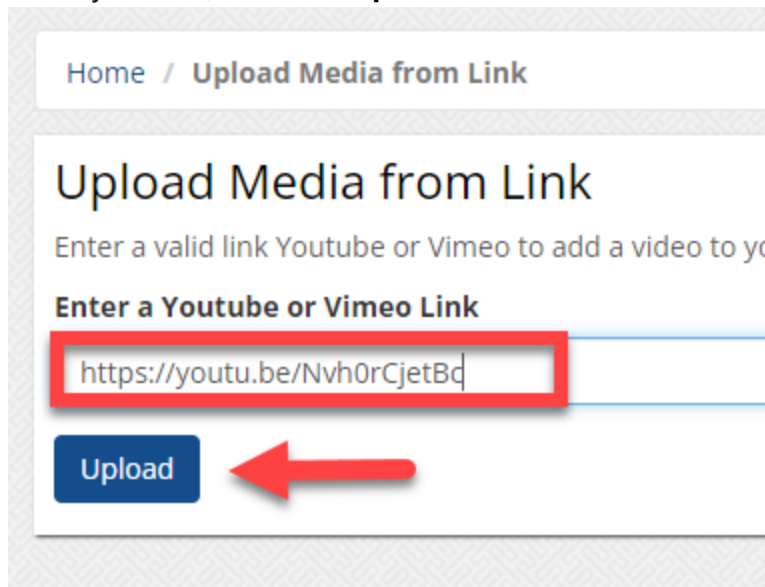
This is what you should copy for Vimeo:



Go back to your MyVRSpot account, click **Upload** in the main menu, and click **Upload YouTube or Vimeo Link**.



Paste your link, and click **Upload**.



Home / Upload Media from Link

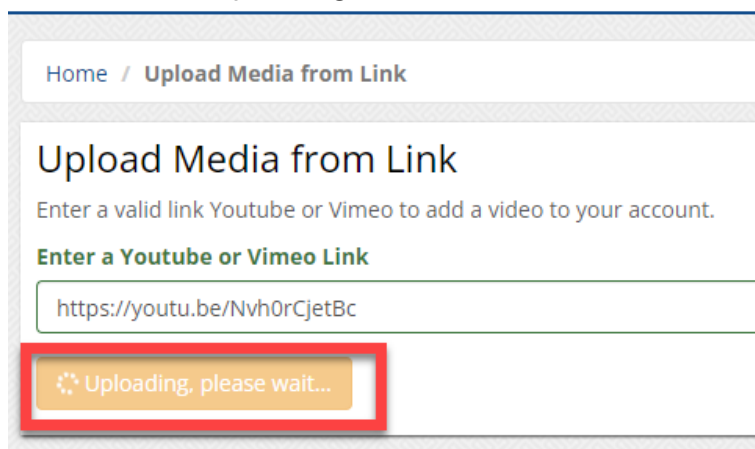
Upload Media from Link

Enter a valid link Youtube or Vimeo to add a video to your account.

Enter a Youtube or Vimeo Link

Upload

You will see an uploading notification.



Home / Upload Media from Link

Upload Media from Link

Enter a valid link Youtube or Vimeo to add a video to your account.

Enter a Youtube or Vimeo Link

⌛ Uploading, please wait...

**When the video is uploaded, you will be able to update the media.
Here are the options:**

- Setting the Start and End Time of a Video
- Changing a Thumbnail
- Media Permission
- Max Viewers

Setting the Start and End Time of a video.

If you don't want viewers to see your entire video, there is a tool to help trim your video's start and end time. This tool is excellent for when you might want to cut just the first few seconds or last few seconds of a video, or maybe you only want someone to be able to watch that five-minute section right in the middle.

To change the start and stop times of your video, follow these steps:

If you have just uploaded a video, you will be in the Edit Attributes area for that video. On the Home screen, click the video and click the pencil icon or the Edit Attributes button.




Scroll down the page to find the **Playback Options** section

Click the video play button to start your video. Click on the thumbnail to pause your video where you want the playback to begin.

To set the desired playback start time, click the **Use Current Playhead Time** to the right of the “When should the playback start?” field. This will insert the time value from when you paused the video. You have the option to type this in manually as well.

Playback Options Use this to restrict playback of this media item.



Cats

When should the playback start? Value in Seconds Use Current Playhead Time Clear Start Time

5

When should the playback end? Value in Seconds Use Current Playhead Time Clear End Time

88

Continue watching your video, or you can skip ahead to the end, and again, click to pause the video where you want the playback to end.

Click the **Use Current Playhead Time** to the right of the “When should the playback end?” field. This will insert the time value from when you paused the video. You have the option to type this in manually as well.

Use the video player to the left of the input boxes to watch your video as a reference for these values.

Move to the bottom of the screen and click the **Update** button. This will save your changes and bring you back to your Media Player page where you can watch your trimmed video.

If you are not happy with your changes, click the **Edit Attributes** button again and repeat the above steps.

Changing a Thumbnail

When a video is uploaded into the system, MyVRSpot automatically assigns a thumbnail. This thumbnail is the 60th frame of the video – at the 2-second mark.

To change the thumbnail.


If you have just uploaded a video, you will be in the Edit Attributes area for that video. On the Home screen, click the video and click the pencil icon or the Edit Attributes button.



Scroll to the Update Thumbnail section

Click the **Choose File** button in the Thumbnail section on the Edit Attributes page. Navigate to the file for the new thumbnail and then click **Open**. Any .jpg or .png file can be used for a video thumbnail.

Update Thumbnail Make sure to hit the update button at the bottom of the page after selecting an image.



Choose File from My Computer

Choose File from My Account

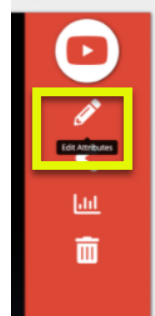
Media Permissions

Media Permissions allow you to control who can see the file (video, image, etc.) that has been uploaded. To change the media permissions for a specific file, follow these steps:

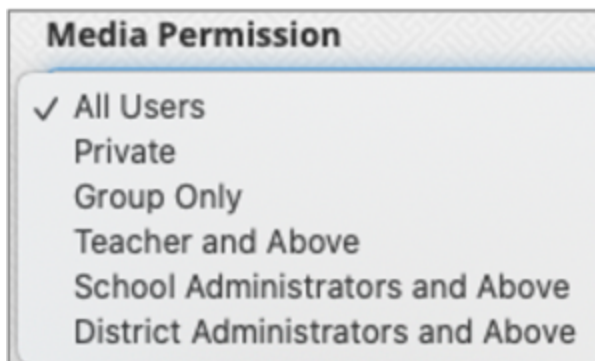
To set the Media Permissions.

If you have just uploaded a video, you will be in the Edit Attributes area for that video. On the Home screen, click the video and click the pencil icon or the Edit Attributes button.

Scroll down to the Media Permissions section, select the drop-down menu and choose whether you want your content to be:



- All Users – viewable by all users within your school or district.
- Private – only viewable by you or users with a higher access level.
- Teachers and Above – only viewable by those with an access level of Teacher or above.
- School Administrator and Above – only viewable by those with an access level of School Administrator or above.
- District Administrator and Above – only viewable by those with an access level of District Administrator or above.



Click **Update** when you are finished.

Max Viewers

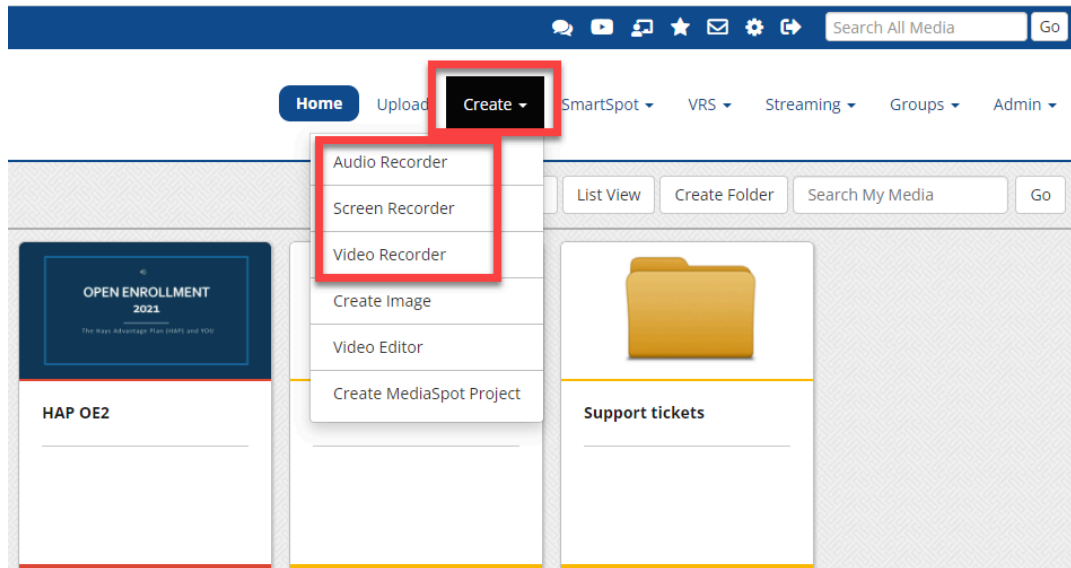
Several third-party vendors license media content to school districts. This media often has specific restrictions based on the number of people who can view the media at any one time. This feature can be considered like a “check out” system, as it restricts how many users can click to access the piece of media simultaneously.

For example, if a license only allows five people to view a piece of media item at a time, enter the number 5 in the Max Viewers field. If five people are watching the video, and a sixth person tries to access it, a response of “Media is not currently available, please try back later” will be displayed.

Recording through My VRSpot

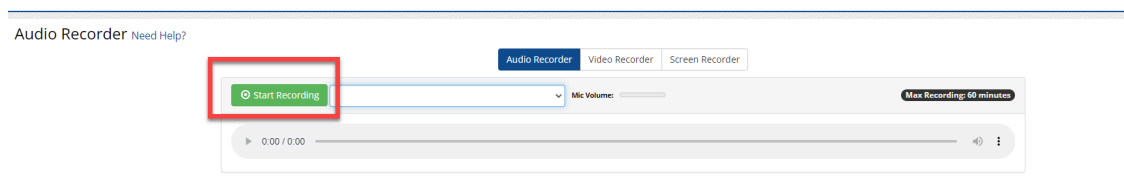
You can record audio clips or videos through My VRSpot. You can use the mic on your device to record an audio clip; you can do screen recording with (or without) the mic to record instructional videos or use the camera and mic to record a video. The max limit for any recording is 60 minutes.

To start a recording, pick Create from the top menu choices and then select your recording option (Audio, Screen, or Video)



Audio Recording:

Make sure your mic is working on your device. From the top menu choice, pick Create--Audio Recording.



When ready, click Start Recording, and click the Stop Recording button when you are finished.

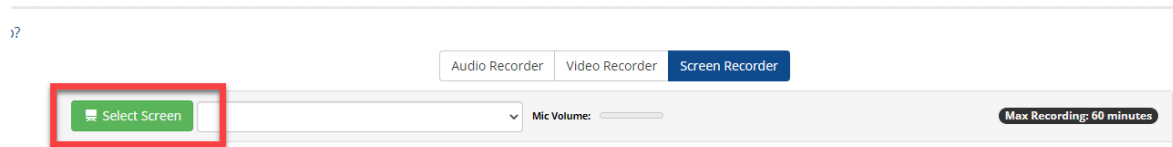
You will then choose from the following three options: Delete Recording, Download Recording, or Save Recording to My Account.

- Delete the Recording: This button will delete the audio file you just recorded and reset the screen for a new recording.
- Download the Recording: This button will download a copy of the audio file to your local computer.
- Save the Recording to My Account: This button will save the recording into your MyVRSpot account. Once you select this option, you will be redirected to the Media Attributes page, where you can enter a title for your file, description, etc.

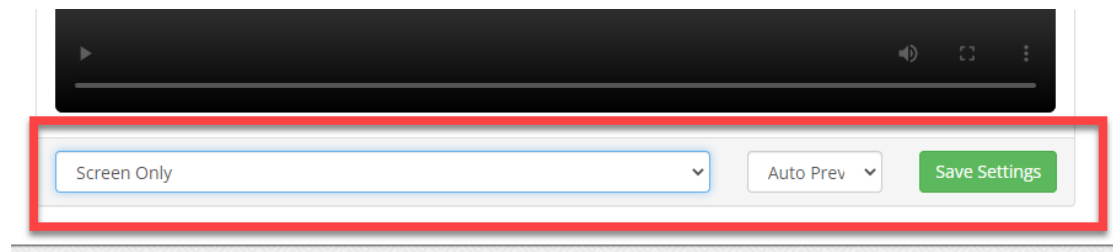
Screen Recording

From the top menu choice, pick Create--Screen Recording

From the top of the recording screen, you will need to select the screen/window/tab that you want to include in your recording. Click the green Select Screen button to see the options for your device. Once you have your screen selected, click Share.



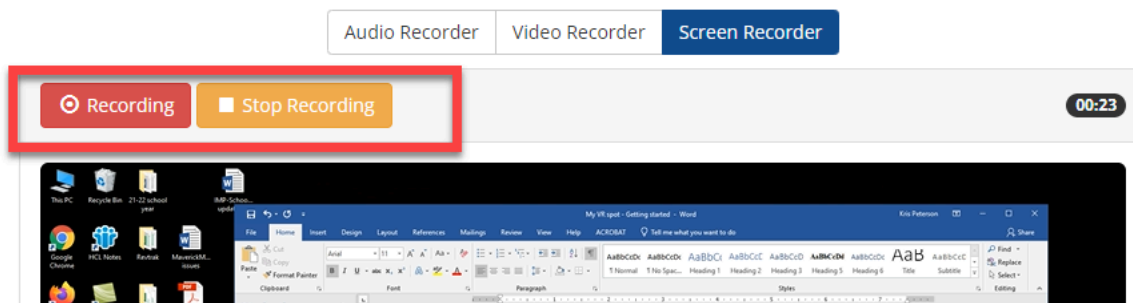
From the bottom of the screen, you will need to set your screen and preview options.



- Screen Option: The recording will be the screen by default. If you want to record the screen with audio, you can select that option here.
- Preview Setting: By default, once you finish your recording, it will automatically start playing your recording back to you within the preview window. If you want to disable this feature, click the down arrow and select the Disable Auto Preview option.

When you are ready, you can click the start recording now option or choose to start the recording in 3 seconds options.

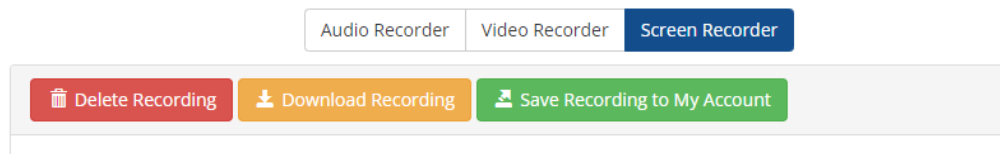
You will see the red Recording button in the upper left corner of the window. When you are done with the recording, click the Stop Recording button.



If you have the auto preview selected, you will see the video playing. If you don't have the auto preview chosen, you will need to click the play to see your video.

After you press the Stop Recording button, you will see three options: Delete Recording, Download Recording, Save Recording to My Account. Remember, if you have the playback setting to Automatically playback the video you just recorded, it will start to play. If you have this item turned OFF, you can click the play button on the bottom left of the player page to preview your recording.

[ed Help?](#)



- **Delete Recording:** This will erase the recording you just created and bring you back to the screen to record a new video.
- **Download Recording:** This option will download the newly created video file (.webm format) to your computer. This tool is particularly useful if you get a message that you cannot upload right now when trying Saving to your Account. This gives you the chance to save your work to your computer hard drive and then try to upload it again later.

Note: A .webm video format is designed to play via the web. If you try to play this file from your computer, it most likely will play the audio with a black screen. Do not worry; it will play as expected once you upload the video to your MyVRSpot.

- **Save Recording to My Account:** This will save your newly created video to your MyVRSpot account. If you do not have enough bandwidth to handle the upload at that time, you will get this message:

Unable to upload file. Please try again or download the recording to your device and try to upload it again later.

This message simply means that at that moment, you do not have enough upload bandwidth to successfully upload the video to your account. As a best practice, click the Download option and upload the video later to your account through the Upload main menu.

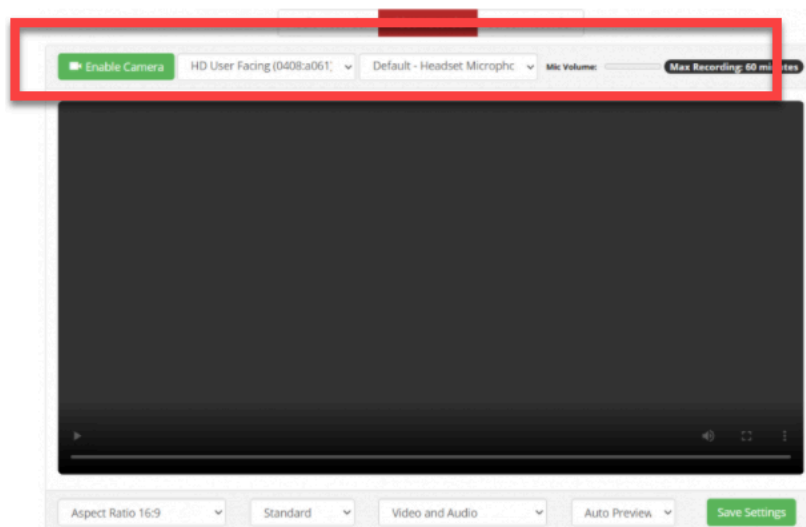
Once you click the Save to My Account button, you will be taken to the video's attributes page, where you can then give the video a proper name, add a description, etc.

Video Recording

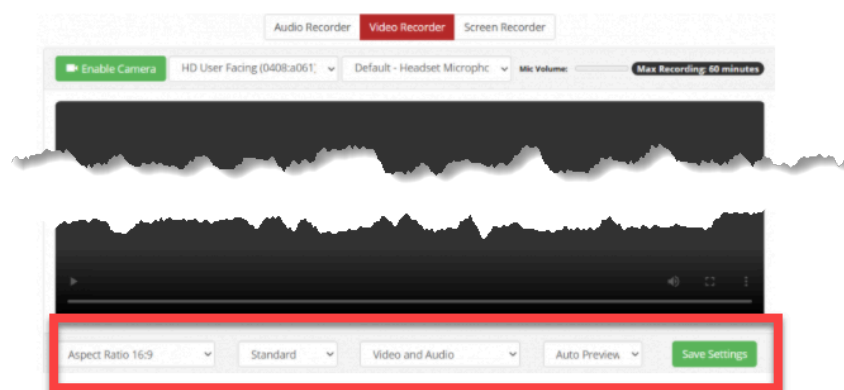
Make sure your camera (A built-in camera or USB-connected camera) and mic work on your device. From the top menu choice, pick Create--Video Recording.

Start by selecting and saving your preferred settings:

Make sure the camera and mic settings are set from the top of the screen.

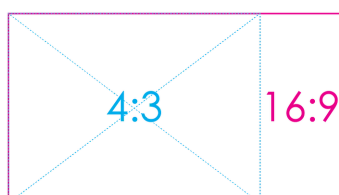


From the bottom, you have several items to set:



- **Aspect Ratio:** By default, this value is set to 16:9, which is the best setting for viewing most computers and devices. If you wanted a much smaller footprint for some reason, you could choose the 4:3 option.

Here is a visual example to show the difference:



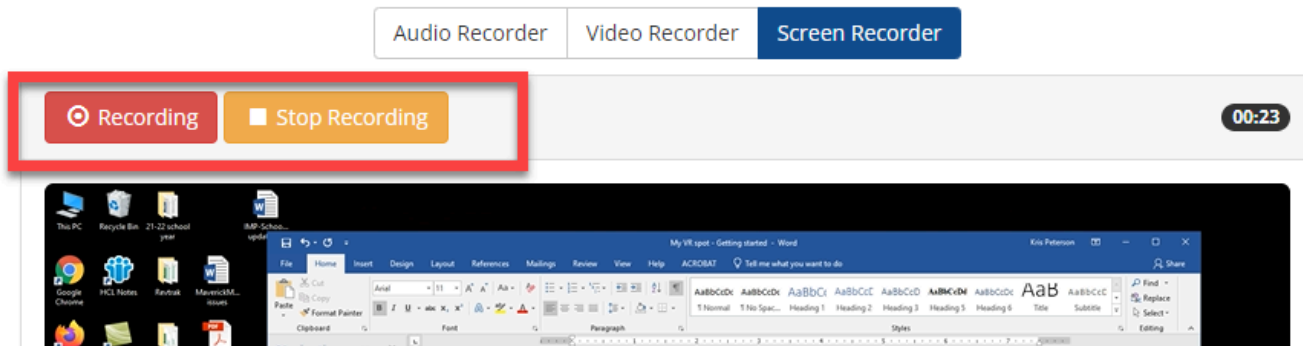
- **Resolution:** By default, your video will be recorded in Standard Definition (SD) 480P, which is appropriate for most web applications. If a higher quality video is desired, click the drop-down and select High, which will record in High Definition (HD) in 720P. Remember, HD videos will be much larger in file sizes and take longer to process.
- **Record Option:** We will record both the video and audio by default. If you want to record the video with no audio, you can select that option here. **Note:** if you're going to record audio with no video, you can view the user guide article on using the Audio Recorder.
- **Preview Setting:** By default, once you finish your recording, it will automatically start playing your recording back to you within the preview window. If you want to disable this feature, click the down arrow and select the Disable Auto Preview option.
- **Save Settings:** Once you are done with your settings, click the Save Settings button.

Recording a video:

When you are ready to record your video, click the green Enable your Camera button. You will probably have to give My VRspot permission (Allow) to access your camera. Once you do that, the camera will turn on and give you a preview of what will be recorded.

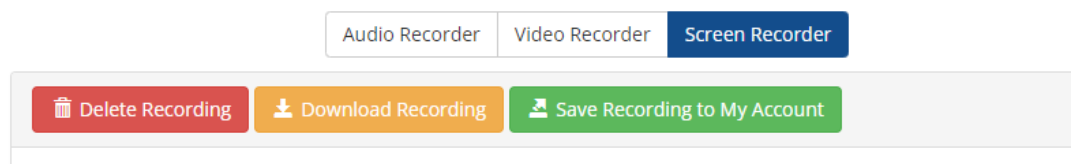
When you are ready, you can click the start recording now option or choose to start the recording in 3 seconds options.

While recording, you will see a red recording button in the top left corner of the screen. When you are finished with your recording, click the Stop Recording button.



After you press the Stop Recording button, you will see three options: Delete Recording, Download Recording, Save Recording to My Account. Remember, if you have the playback setting to Automatically playback the video you just recorded, it will start to play. If you have this item turned OFF, you can click the play button on the bottom left of the player page to preview your recording.

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