



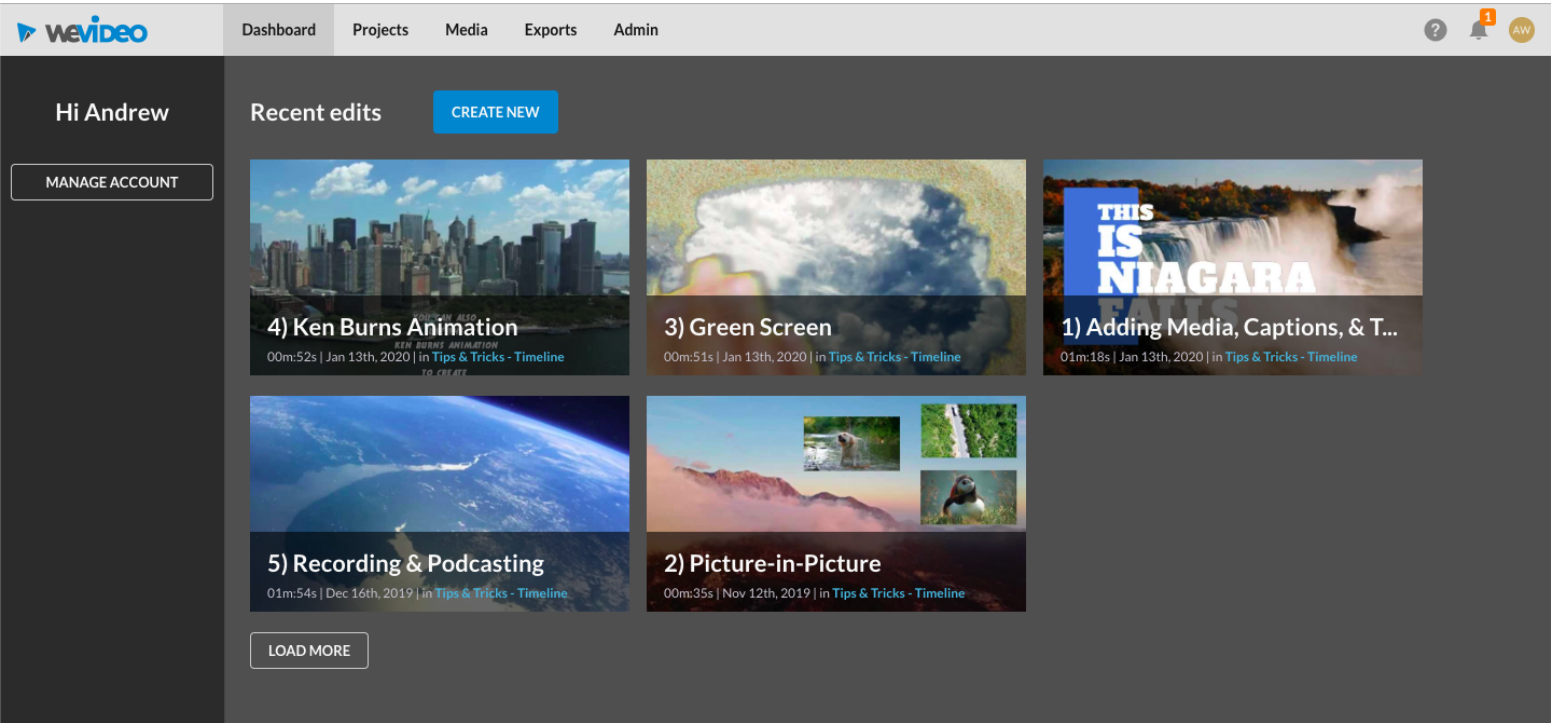
101

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Dashboard

- This is the homepage once you login to your account. Depending on your role, your tab options at the top may vary.
 - User / Student: Dashboard --- Projects --- Media --- Exports
 - Lead / Teacher: Dashboard --- Projects --- Media --- Exports --- Groups
 - Admin / Owner: Dashboard --- Projects --- Media --- Exports --- Admin
- “Recent edits” refers to content that you’re currently working on and recently opened.
- Each thumbnail shows the duration (00m:52s), creation date (Jan 13th, 2020), and project (Tips & Tricks - Timeline) information about that particular edit.



- **MANAGE ACCOUNT**

- *Privacy settings* is how you will manage email preferences and account analytics.
- *Plan and payment* is how you will find card information and downloadable invoice PDF files.
- *Connected apps* is how you will connect to external sources such as YouTube, Google Drive, etc.
- *Manage personal data* is how you can download an archive of your personal data, which can include copies of any videos you created. You can also select “cancel your plan” to deactivate your auto-renewal or “Permanently delete this account” to delete your account.

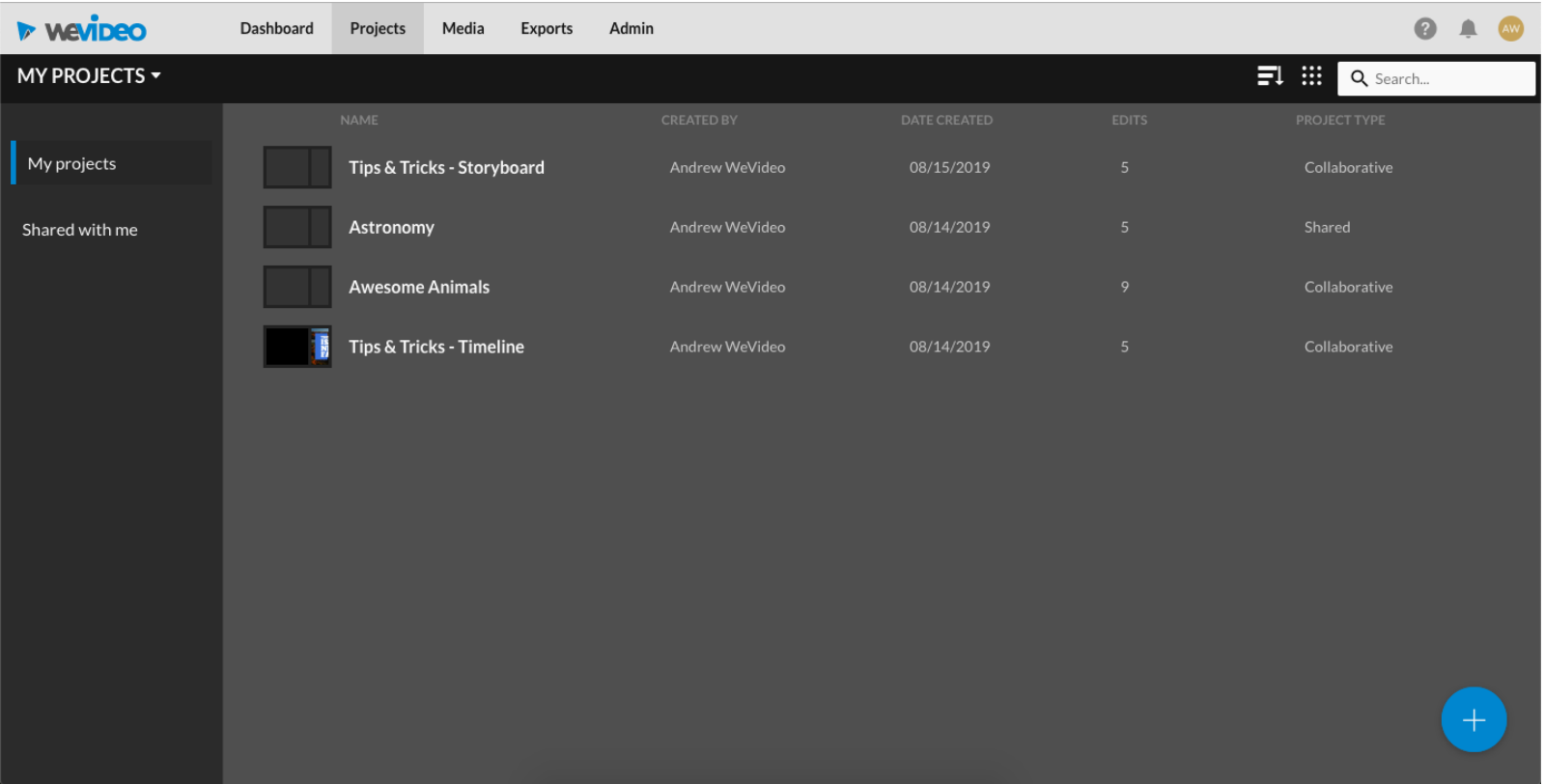
The screenshot shows the WeVideo account settings interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Media', 'Exports', and 'Admin'. The user's profile 'Andrew WeVideo' is shown on the left sidebar, along with storage and time usage statistics. The main content area displays account settings, including a plan expiration notice for July 25, 2022. The 'Manage personal data' section is expanded, showing options to download a personal data archive. A 'CREATE ARCHIVE' button is visible, with an estimated size of 5 MB. A blue pencil icon is located next to the user's profile picture in the sidebar.

- USED STORAGE on the left represents how much cloud storage is being utilized by your organization.
- USED TIME on the left represents how many export minutes have been used by your organization.
- The blue pencil icon at the top left of the account settings page allows you to update your account information.

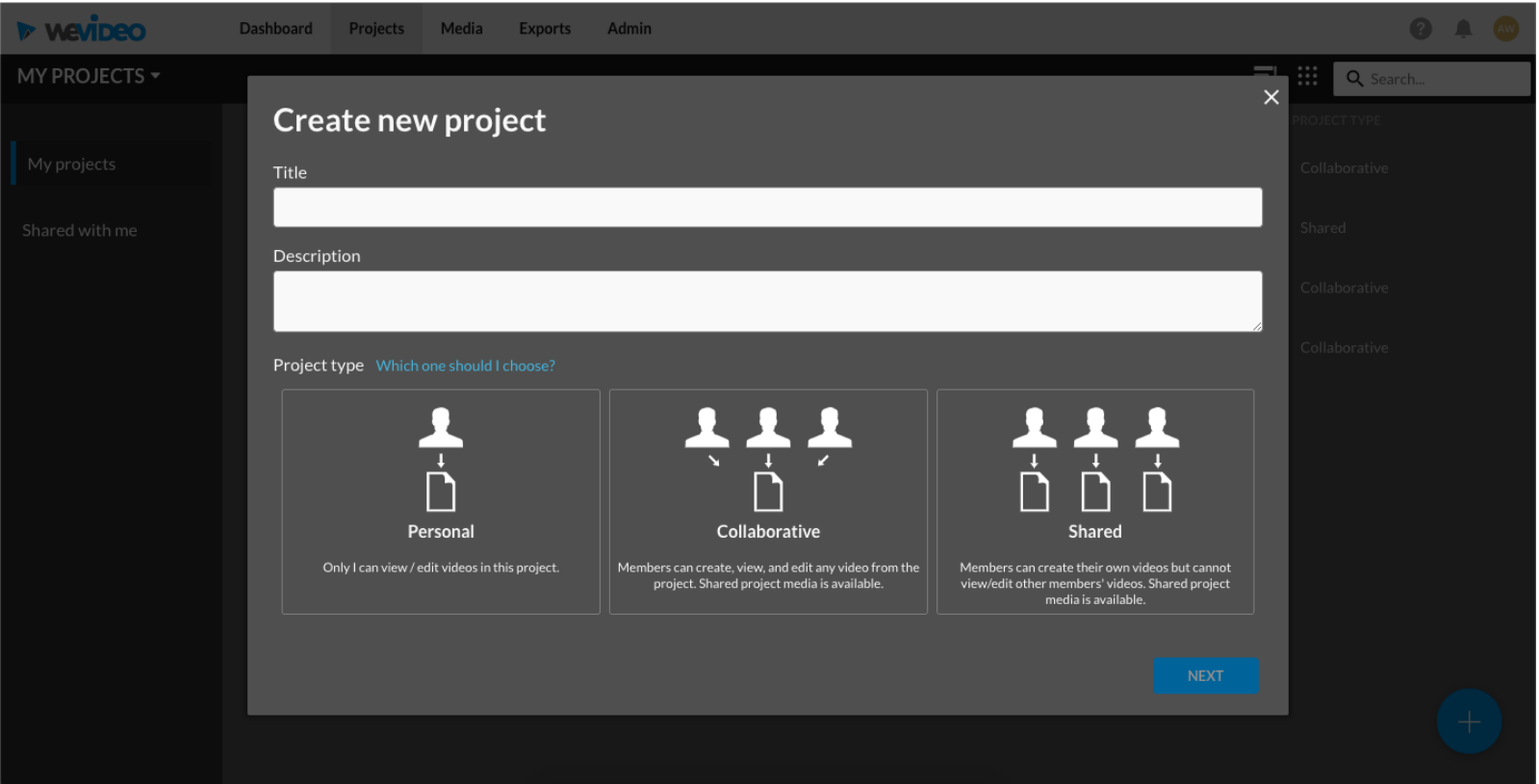
This screenshot shows the same WeVideo account settings page as before, but with the 'Edit my details' modal open. The modal contains fields for 'First Name' (Andrew), 'Last Name' (WeVideo), 'Username' (andrew_edu@wevideo.com), 'Email' (andrew_edu@wevideo.com), 'New password', and 'Confirm password'. There is also a 'Choose File' button and a 'No file chosen' message. The modal has 'CLOSE' and 'SAVE' buttons at the bottom. The background settings page is dimmed.

Projects

- This is where collaboration starts. Personal projects utilize no collaboration tools, but Shared and Collaborative projects have multiple edits made by various users. The # of edits contained and project type will be indicated for each project.



- Clicking on the + icon at the bottom right will allow you to create a new project.



- *Personal Projects* can only be accessed by the creator.
- *Collaborative Projects* allow members to access and modify any edits created in the project. Same point of view for the students and teachers.

- *Shared Projects* restrict access to edits only to users that create them.

■ Teacher's point of view

NAME	FORMAT	CREATED BY	LAST MODIFIED
Jupiter	Horizontal	Student 1 Account	08/14/2019
Asteroids	Horizontal	Student 1 Account	08/14/2019
Satellites	Horizontal	Student 2 Account	08/14/2019
Astronauts	Horizontal	Student 2 Account	08/14/2019
Black Holes	Horizontal	Andrew WeVideo	08/14/2019

■ Student's point of view

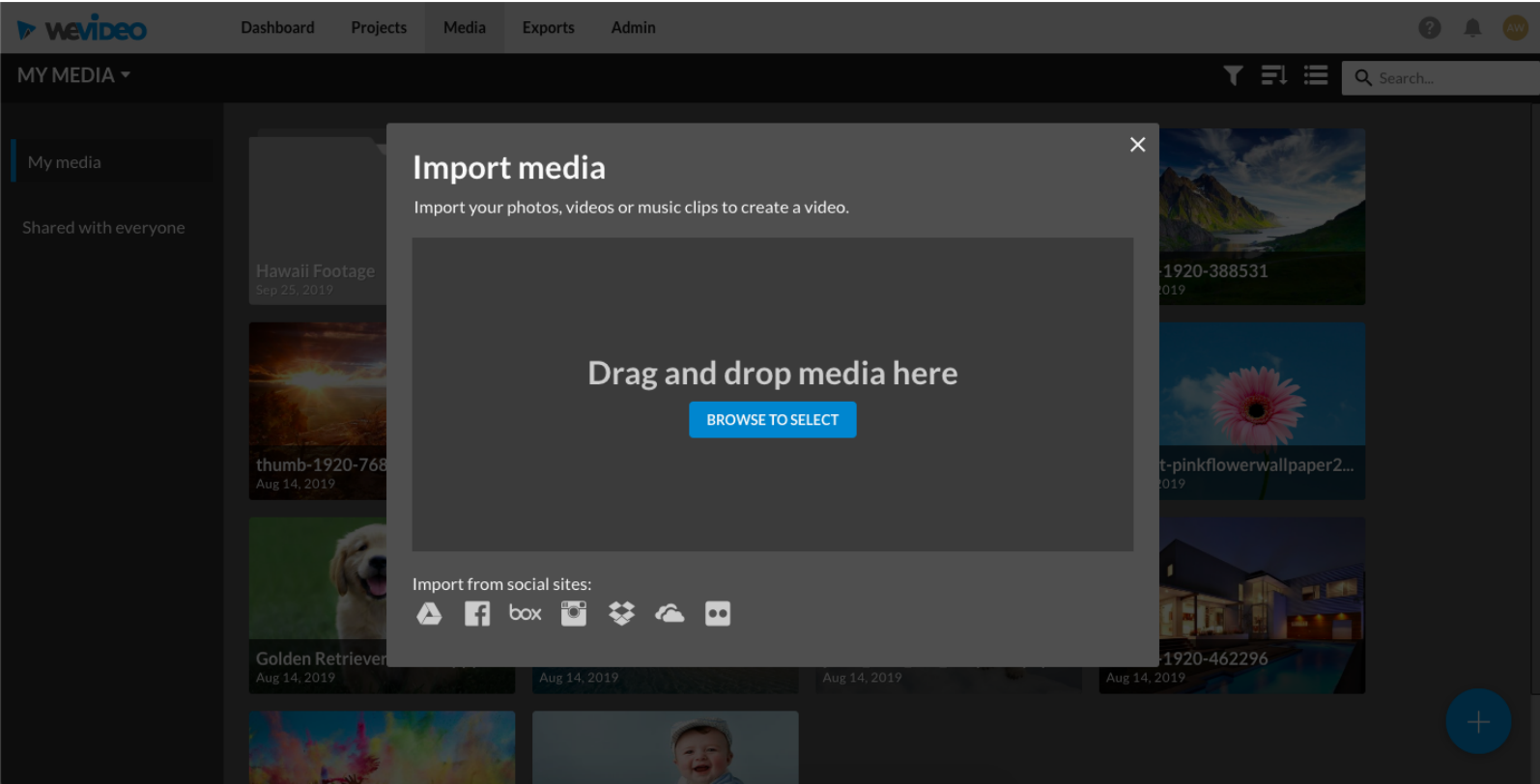
NAME	FORMAT	CREATED BY	LAST MODIFIED
Jupiter	Horizontal	Student 1 Account	08/14/2019
Asteroids	Horizontal	Student 1 Account	08/14/2019

Media

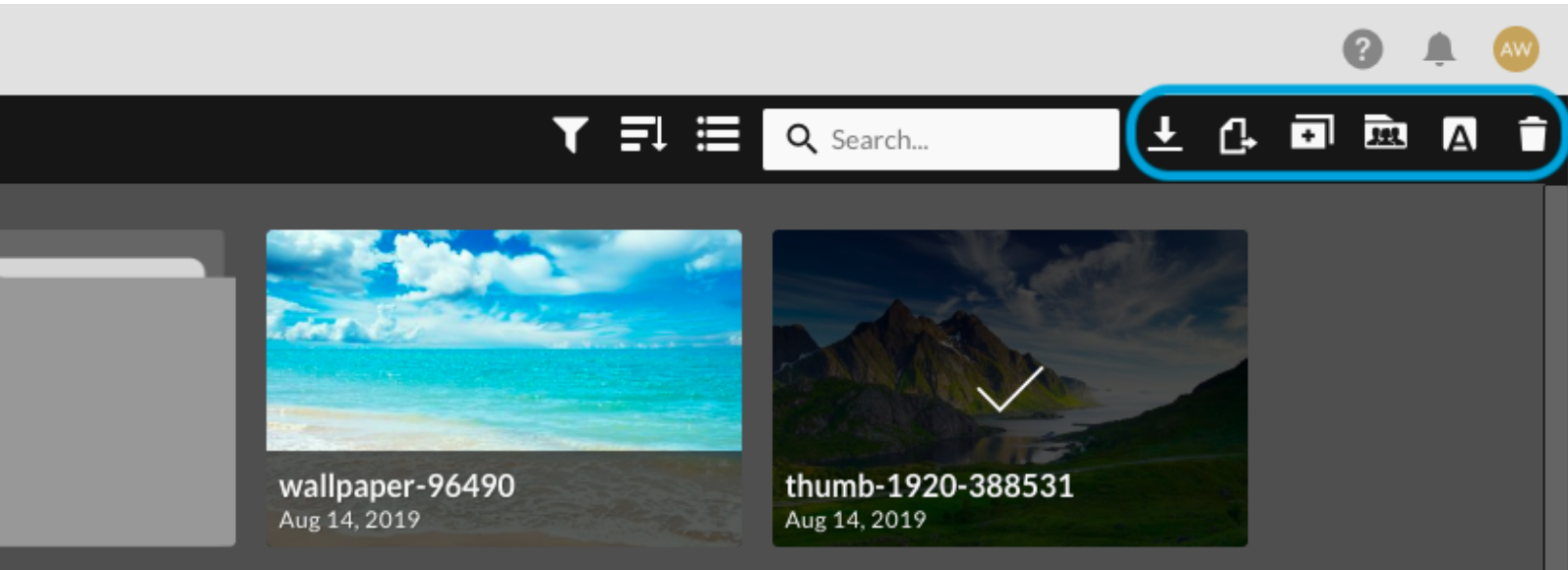
- This is where you will find any content that you import or capture.
- If you select the + icon at the bottom right, you will be able to import media from the local storage of your device, or you can sign into an external source and import media from Google Drive, Dropbox, OneDrive, etc.

Media thumbnails include:

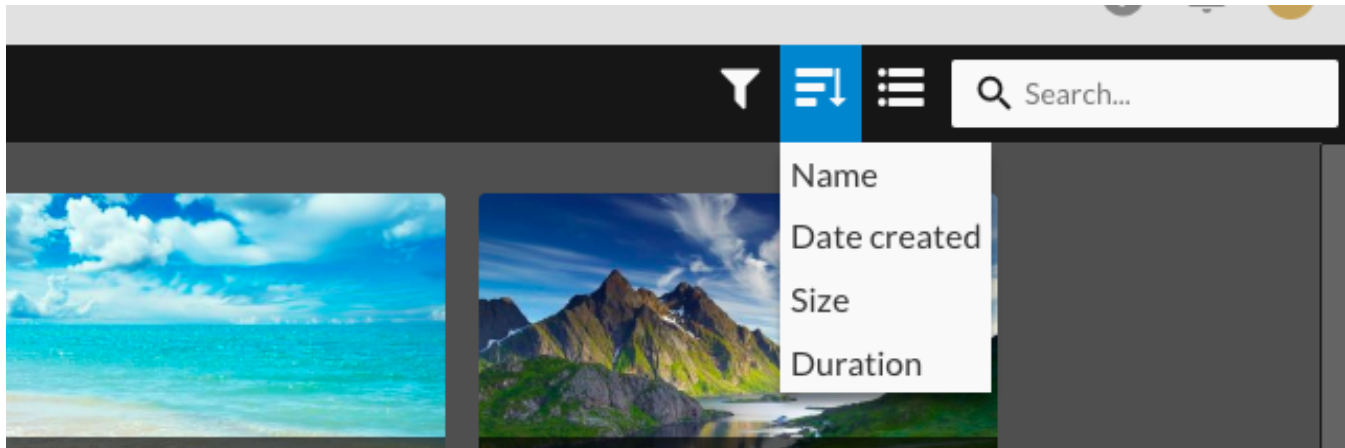
- Hawaii Footage (Sep 25, 2019)
- My exports (Aug 14, 2019)
- wallpaper-96490 (Aug 14, 2019)
- thumb-1920-388531 (Aug 14, 2019)
- thumb-1920-76833 (Aug 14, 2019)
- 12871 (Aug 14, 2019)
- 267310 (Aug 14, 2019)
- katenet-pinkflowerwallpaper2... (Aug 14, 2019)
- Golden Retriever Cute Puppy ... (Aug 14, 2019)
- 78866 (Aug 14, 2019)
- polar_bear_and_baby-wallpape... (Aug 14, 2019)
- thumb-1920-462296 (Aug 14, 2019)



- The “Shared with everyone” tab allows you to add content that is accessible to anyone in your organization.
- When you select a media file, modification icons such as moving, sharing, renaming, and deleting will pop up.

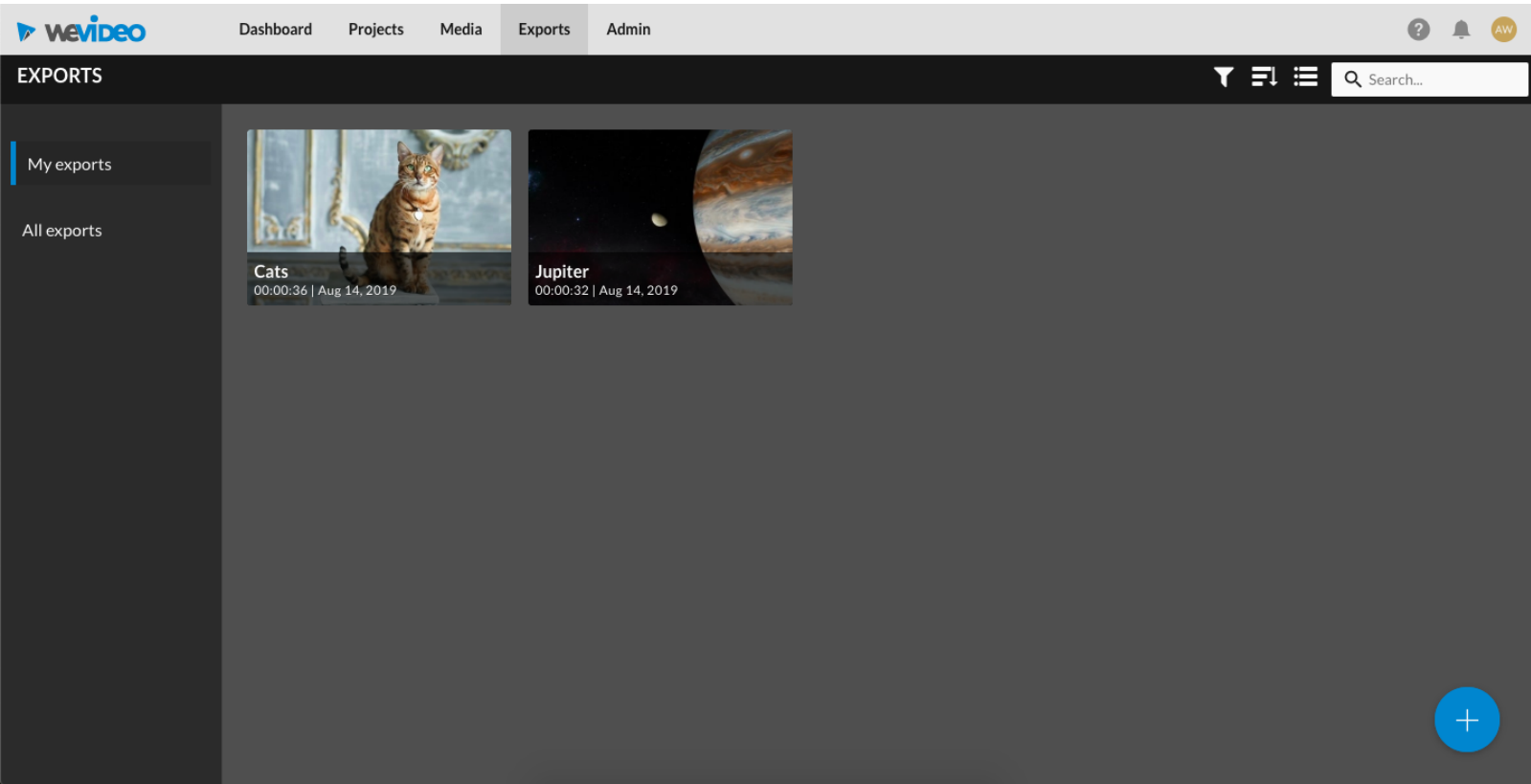


- You can also filter your media files based on Name, Date created, Size, and Duration.

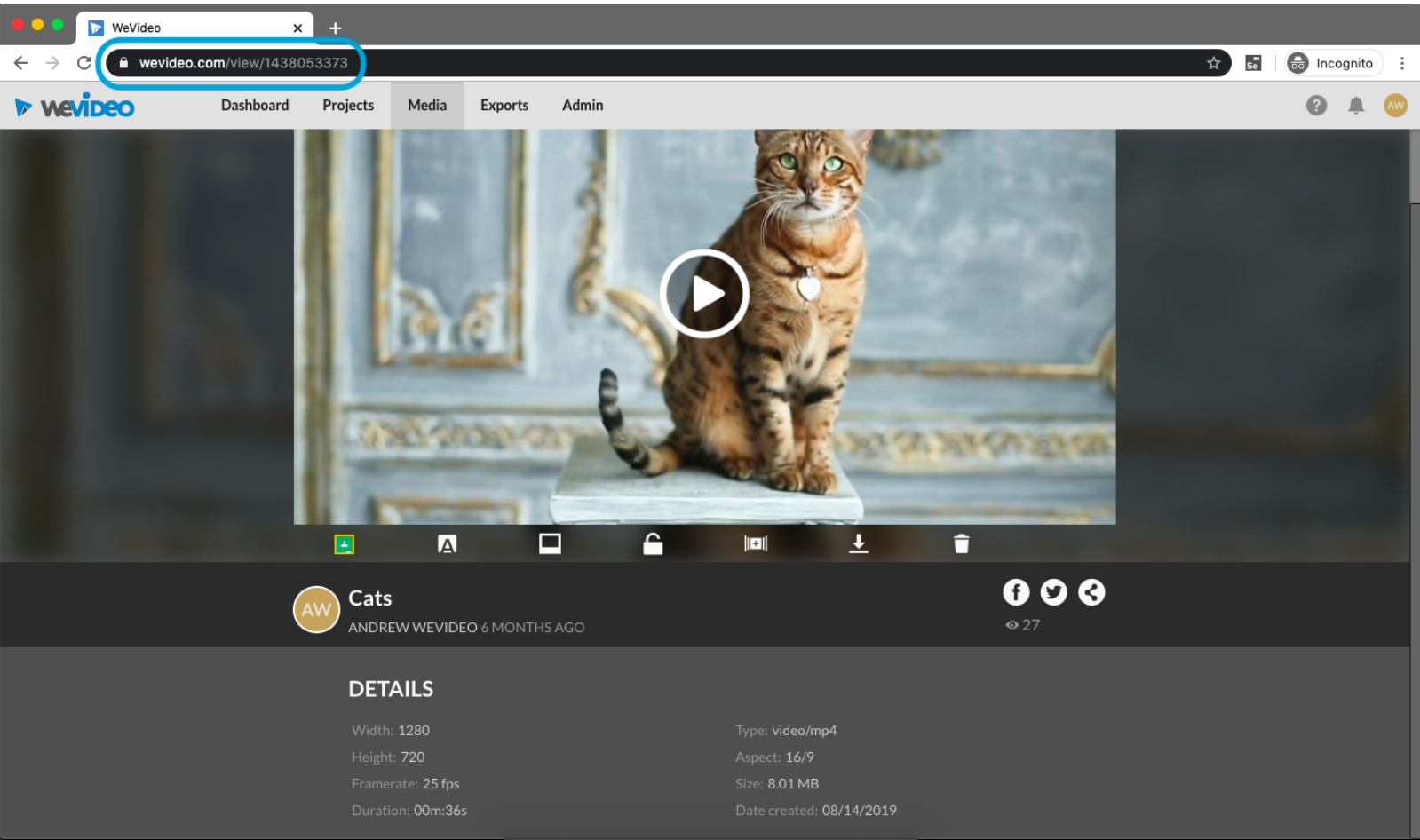


Exports

- This is where all of your finalized videos can be found.

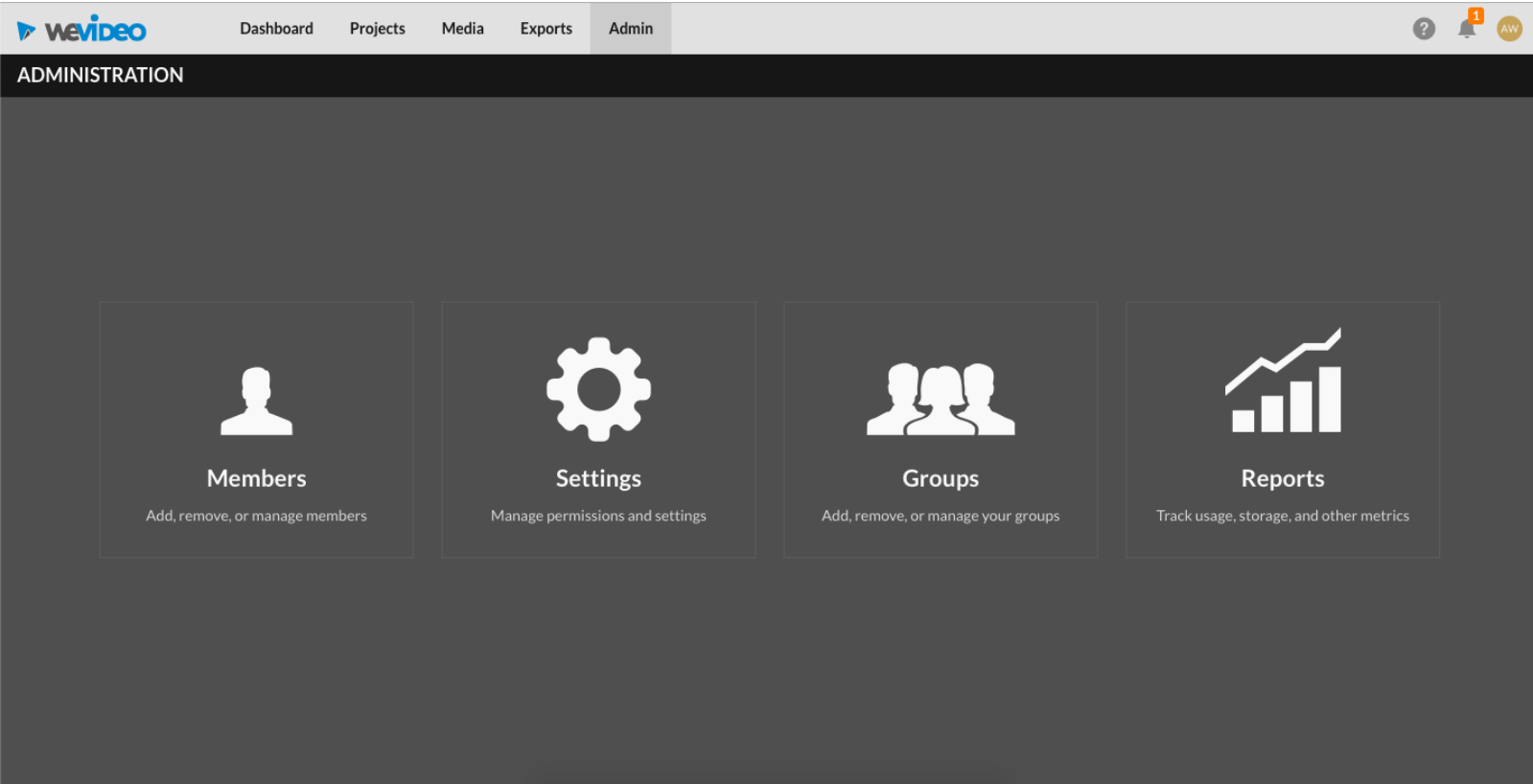


- Each export will have its own unique URL and details at the bottom.

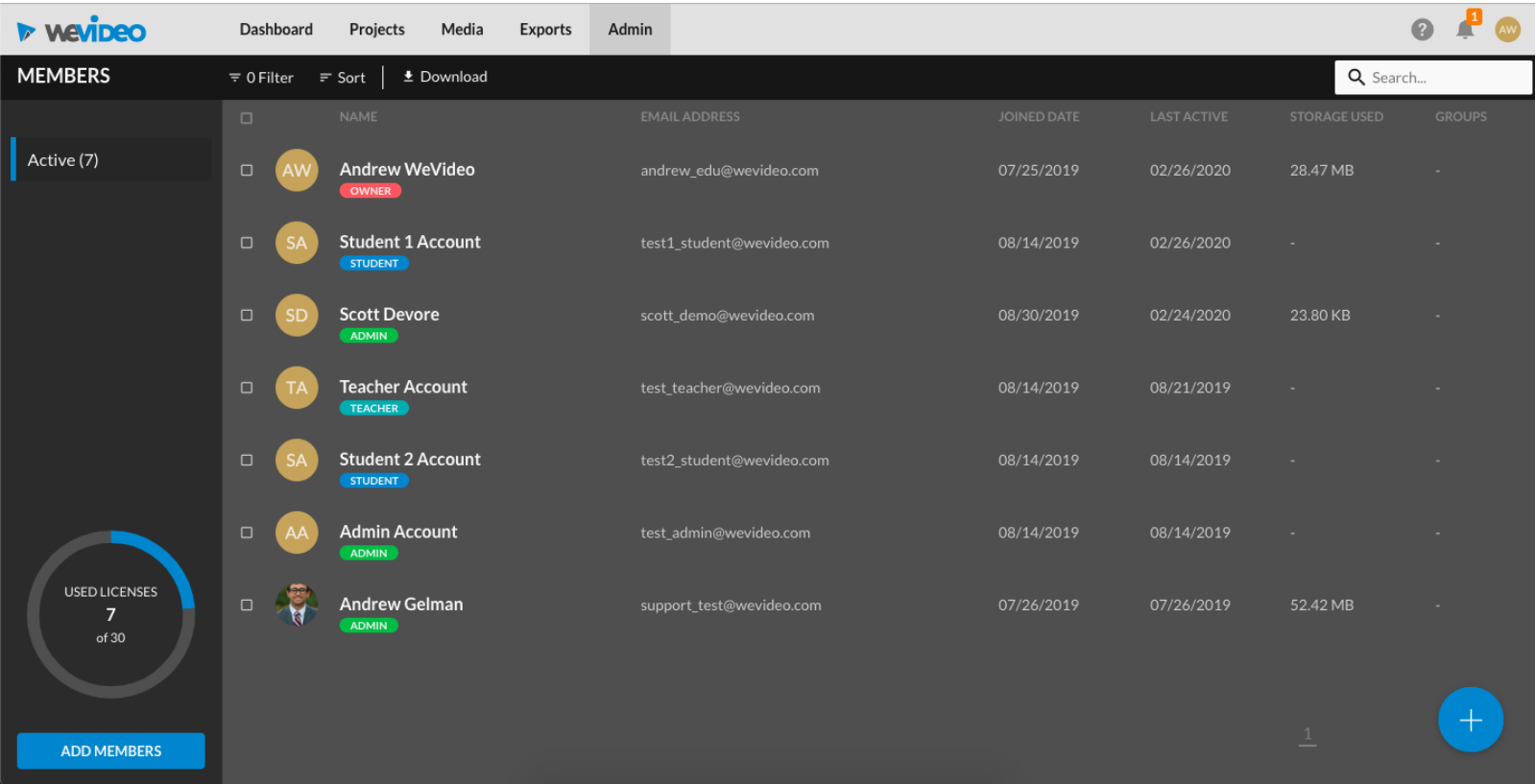


Admin

- The Admin tab is utilized for administrative settings including license management, role permissions, group activity, and usage reports.



- Admin → Members
 - This is the page for license management that displays information such as the number of used licenses and user information including name, email, joined date, last activity date, storage used, and groups.



- Selecting ADD MEMBERS prompts a popup that displays the five available methods of adding users into your organization.

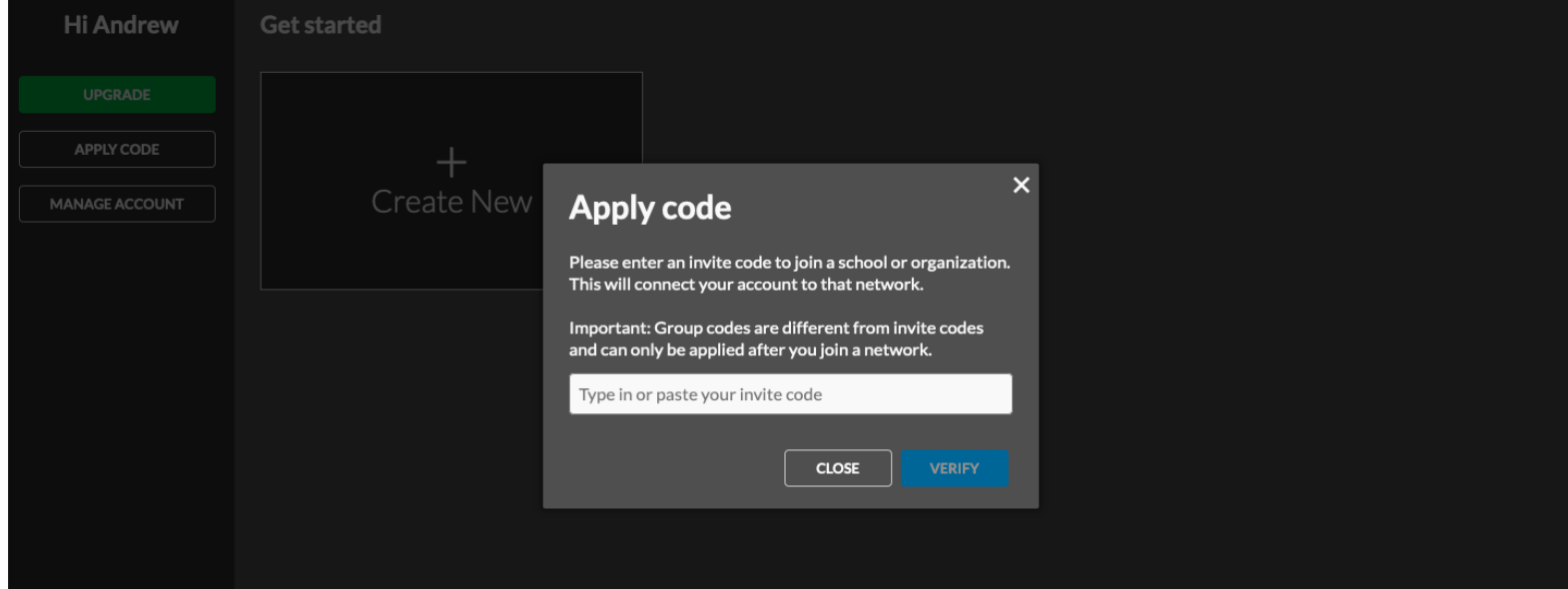
The screenshot shows the WeVideo Admin interface. At the top, there's a navigation bar with 'Dashboard', 'Projects', 'Media', 'Exports', and 'Admin'. Below this, a 'MEMBERS' section is visible with a search bar and filters. A table lists members with columns for NAME, EMAIL ADDRESS, JOINED DATE, LAST ACTIVE, STORAGE USED, and GROUPS. Two members are listed: Andrew WeVideo and Andrew Gelman. A blue arrow points to the 'ADD MEMBERS' button at the bottom left. A modal window titled 'Add members' is open, showing five options: Invite Code, Registration Link, Sync with Google, Sync with Office 365, and Import from CSV. Each option has a brief description. At the bottom of the modal are 'CANCEL' and 'NEXT' buttons. On the left side of the interface, there's a circular gauge showing 'USED LICENSES 7 of 30'.

- Invite Code
 - This method is commonly used for adding users with existing personal free accounts into your organization.

The 'Invite Code' modal window is shown. It has a title 'Invite Code' and a close button. The text inside says: 'If you are inviting someone that already has a WeVideo free account, then provide them with the code below. To join they must enter this code in their account settings page.' Below this, there's a text input field containing '7SWGTD4IYPN' and a checkbox labeled 'Automatically accept members'. At the bottom right, there are 'BACK' and 'CLOSE' buttons.

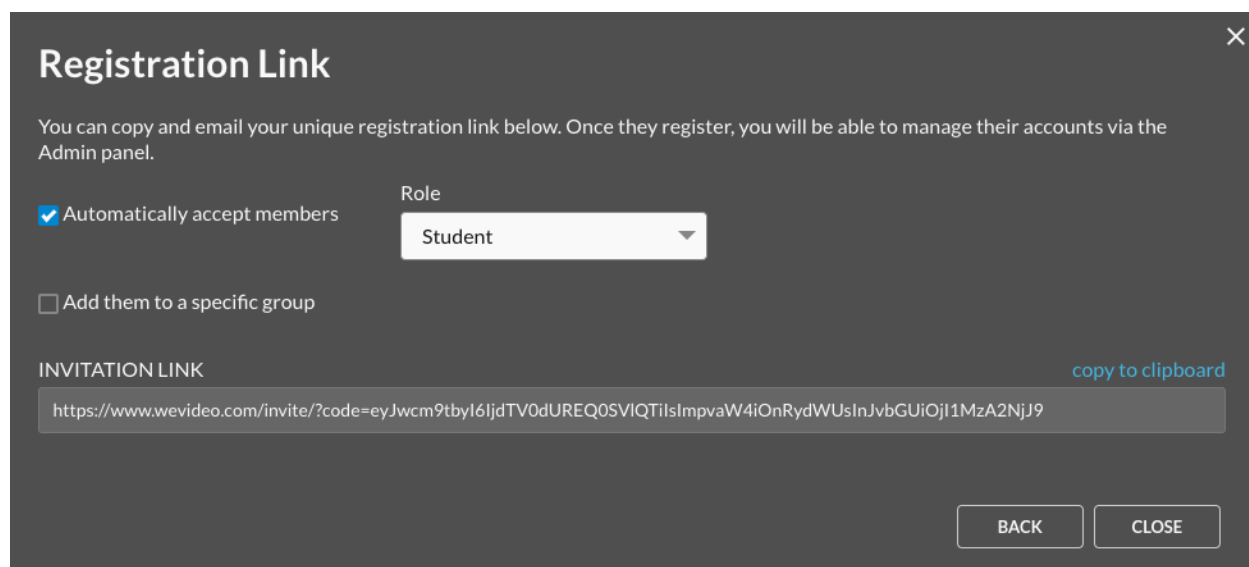
- Users on personal free accounts can select APPLY CODE to input the Invite Code and join your organization.

The screenshot shows the WeVideo user dashboard for Andrew. The top navigation bar includes 'Dashboard', 'Media', and 'Exports'. The main content area is divided into two sections. The left section, titled 'Hi Andrew', contains three buttons: 'UPGRADE' (green), 'APPLY CODE' (highlighted with a blue circle), and 'MANAGE ACCOUNT'. The right section, titled 'Get started', contains a large box with a plus sign and the text 'Create New'.



○ Registration Link

- This method is used for creating new users and adding users with existing personal free accounts into your organization.
- With “Automatically accept members” not checked, you will need to approve each user before they can join your organization.
- With “Add them to a specific group” checked, you can simultaneously add a user into your organization and into a specific group.
- You can modify the role they are assigned upon joining your organization. Changing the role or checking the box for the available options will modify the invitation link.



○ Sync with Google

- This method is used for configuring a connection between an organization's G-Suite OU's and their WeVideo account. Upon selecting the “Log in with Google” SSO option, a user will be added into their organization automatically without needing to do any account setup.
- Please refer to [this page](#) for information about configuring Google Sync.

Sync from Google

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Configure your Google Account:
You need to configure your Google account to allow WeVideo access. For instructions on how to do it please click [here](#)

Client name:

508383816258-jnfqitanf8eid2urdbuknn7tk0aoqpf3.apps.googleusercontent.com

copy to clipboard

API Scope:

https://www.googleapis.com/auth/admin.directory.user.readonly,https://www.googleapis.com/auth/admin.directory.orgunit.readonly,https://www.googleapis.com/auth/admin.directory.group.member.readonly

copy to clipboard

2

Verify your Google Account:
Provide your Google admin email:

BACK

CLOSE

VERIFY EMAIL

- Sync with Office 365
 - This is a similar functionality to Google Sync, except there are no automatic updates and it connects to Microsoft Azure groups. Please refer to [this page](#) for more information.

Connect to Office 365

To sync and upload members from your Office 365 account you must connect to your account.

CONNECT

BACK

CLOSE

- Import from CSV
 - This method is utilized for bulk-creating new accounts by importing a CSV file. There is a template provided that the user can download to properly format their file.
 - Only new accounts can be created with this method, existing personal free accounts in WeVideo cannot be added this way.

Import from CSV

Add new users to your account by uploading a CSV with the necessary user data. You have **23 available** license(s).

Choose File

No file chosen

GUIDELINES: The first line of the CSV file serves as a header and contains the fields used in the CSV. The order of supported fields is:

firstname | lastname | email | password | group | role

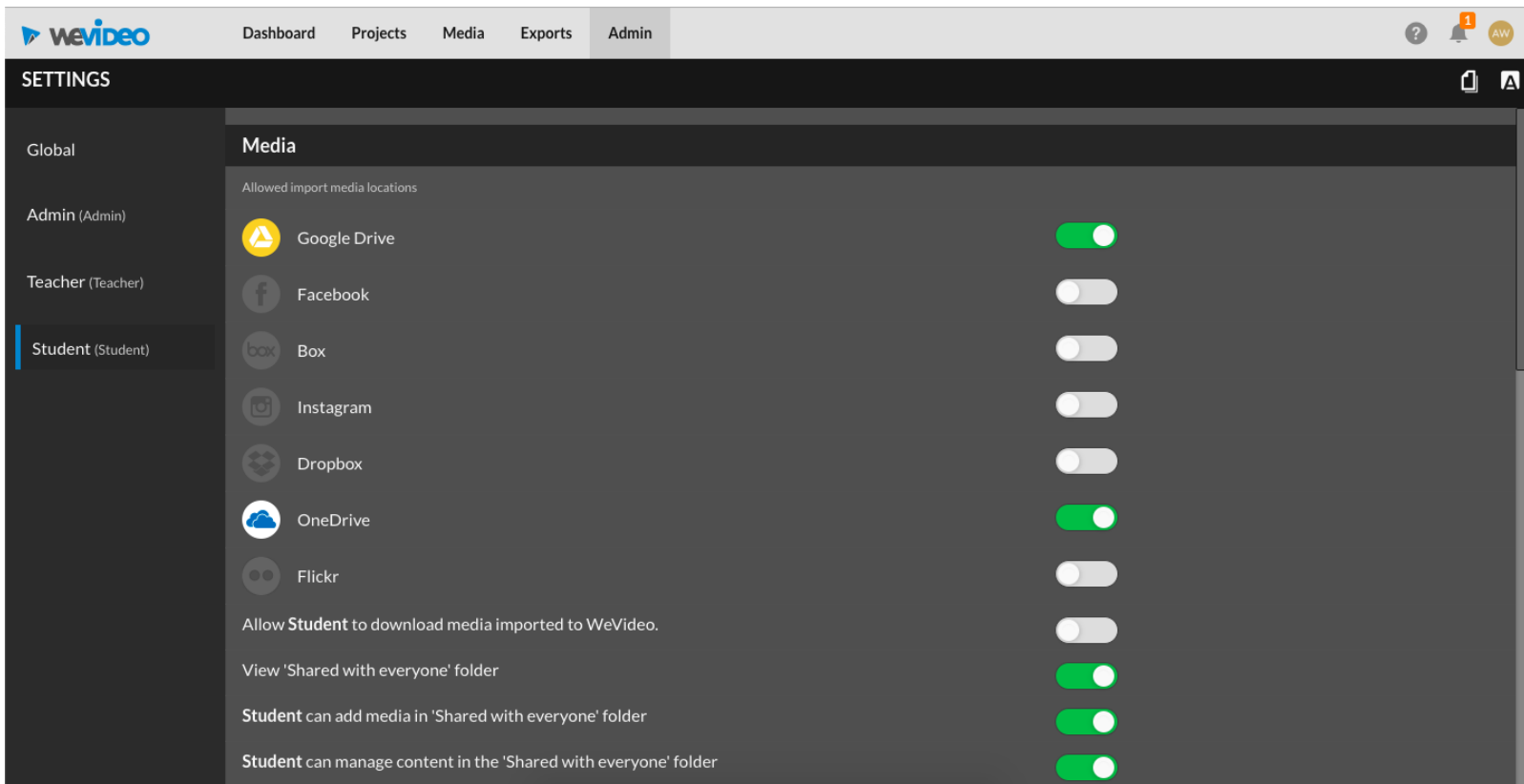
The fields 'email' and 'password' are required, while the other fields are optional. Make sure that the fields in your header match these names exactly, and that the order of your user data matches the order provided in the header. If you need to add a user to multiple groups, please separate the groups with a semicolon in your CSV.

DOWNLOAD CSV TEMPLATE

BACK

CLOSE

- Admin → Settings
 - This is where you can modify the permission settings for each role. Each role on the left has its own permissions.
 - The Global tab has settings for the whole organization such as disabling/enabling the Essentials Library or Templates.



- Some commonly used permissions:
 - “Allow Student to invite members from”
 - “Any group or all members” - any user can add any other user to a project
 - “Groups they belong to” - users can only invite other users to a project if they are in a group they’re in
 - “N/A (No invitations allowed)” - users cannot invite other users to a project
 - “Allow Student to change the privacy settings on exports”
 - This disables / enables the lock icon for exports that allows users to change the privacy setting.
 - “Allow Student to download finished exports”
 - This disables / enables the arrow icon for exports that allows users to download it to their device.
- Admin → Groups
 - This tab shows a list of all of the groups both that you created (My groups) and groups that were created by other users with either the Teacher or Admin role (All groups).
 - Within a Group, you will see a tab for Members in which you can view who is in the group, a tab for Projects to see who is currently working on content, and a tab for Exports to view all finished videos.
 - Select ADD MEMBERS TO GROUP to add members to the group either with a Registration Link or Invite Code. You can also manually select members to add to the group.
 - Select ADD/CHANGE MANAGER to modify who can view all of the content within the group. The manager can also create new group projects.
 - Click on a user to add / remove them from the manager role.

wevideo

DashboardProjectsMediaExportsAdmin

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AW

Classroom 1

Members4Managers1

ADD MEMBERS TO GROUP

RENAME

START A GROUP PROJECT

ADD/CHANGE MANAGER

DELETE GROUP

GROUP CODE

Only members already in the school account can use this code to join the group.

7GEF8A5KT

MembersProjectsExports

	NAME	EMAIL ADDRESS	JOINED DATE	LAST ACTIVE	STORAGE USED	GROUPS
☐	AA Admin Account ADMIN	test_admin@wevideo.com	08/14/2019	08/14/2019	-	
☐	SA Student 1 Account STUDENT	test1_student@wevideo.com	08/14/2019	02/26/2020	-	
☐	TA Teacher Account TEACHER	test_teacher@wevideo.com	08/14/2019	08/21/2019	-	
☐	Andrew Gelman ADMIN	support_test@wevideo.com	07/26/2019	07/26/2019	52.42 MB	

- Admin → Reports
 - This tab shows data for used licenses, storage, and time.
 - You can also show data per month for information such as users uploading, logging in, editing videos, and exporting.

wevideo

DashboardProjectsMediaExportsAdmin

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AW

REPORTS

Showing data for February

USERS UPLOADING

1

0 in the previous month

USERS LOGGING IN

3

2 in the previous month

USERS EDITING VIDEOS

2

1 in the previous month

USERS EXPORTING

0

0 in the previous month

USED LICENSES

7

of 30

USED STORAGE

95.8 MB

of 450 GB

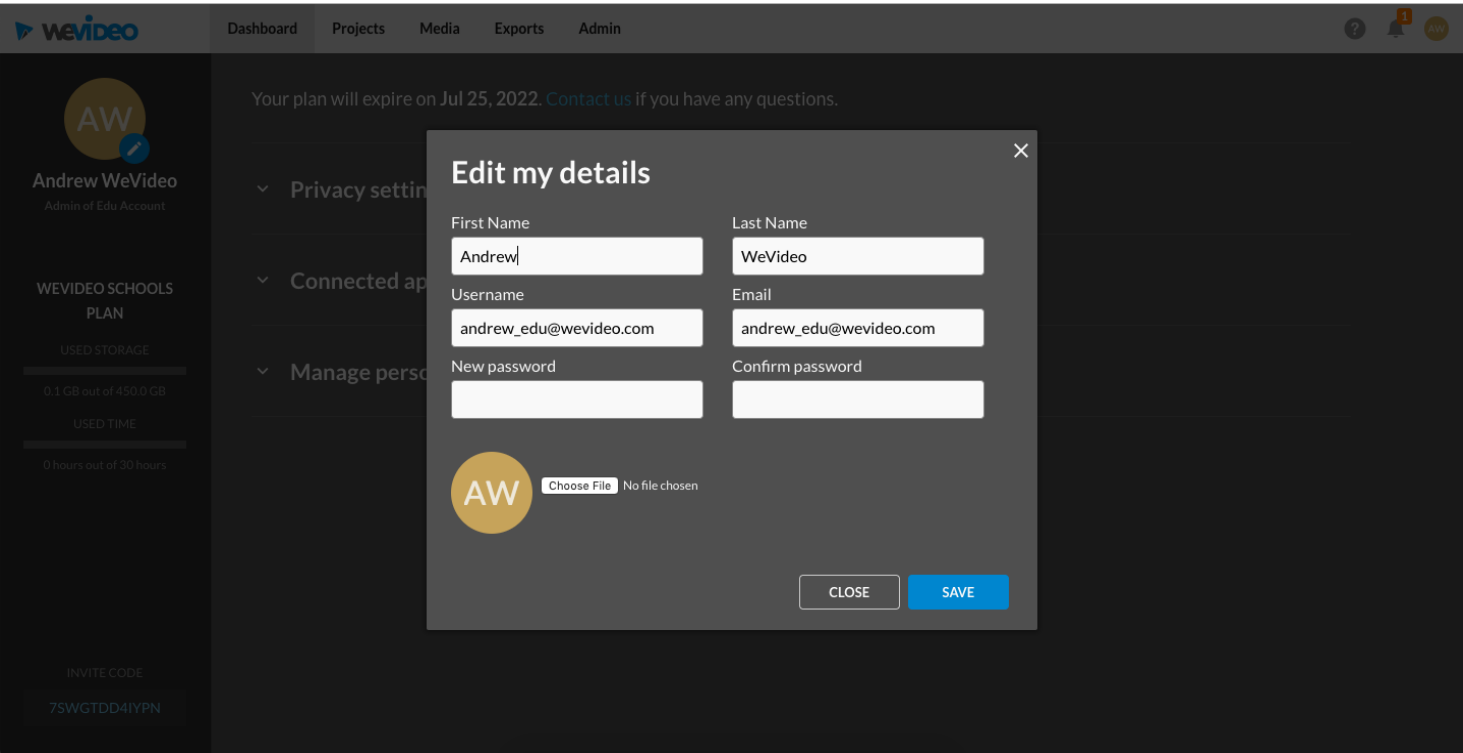
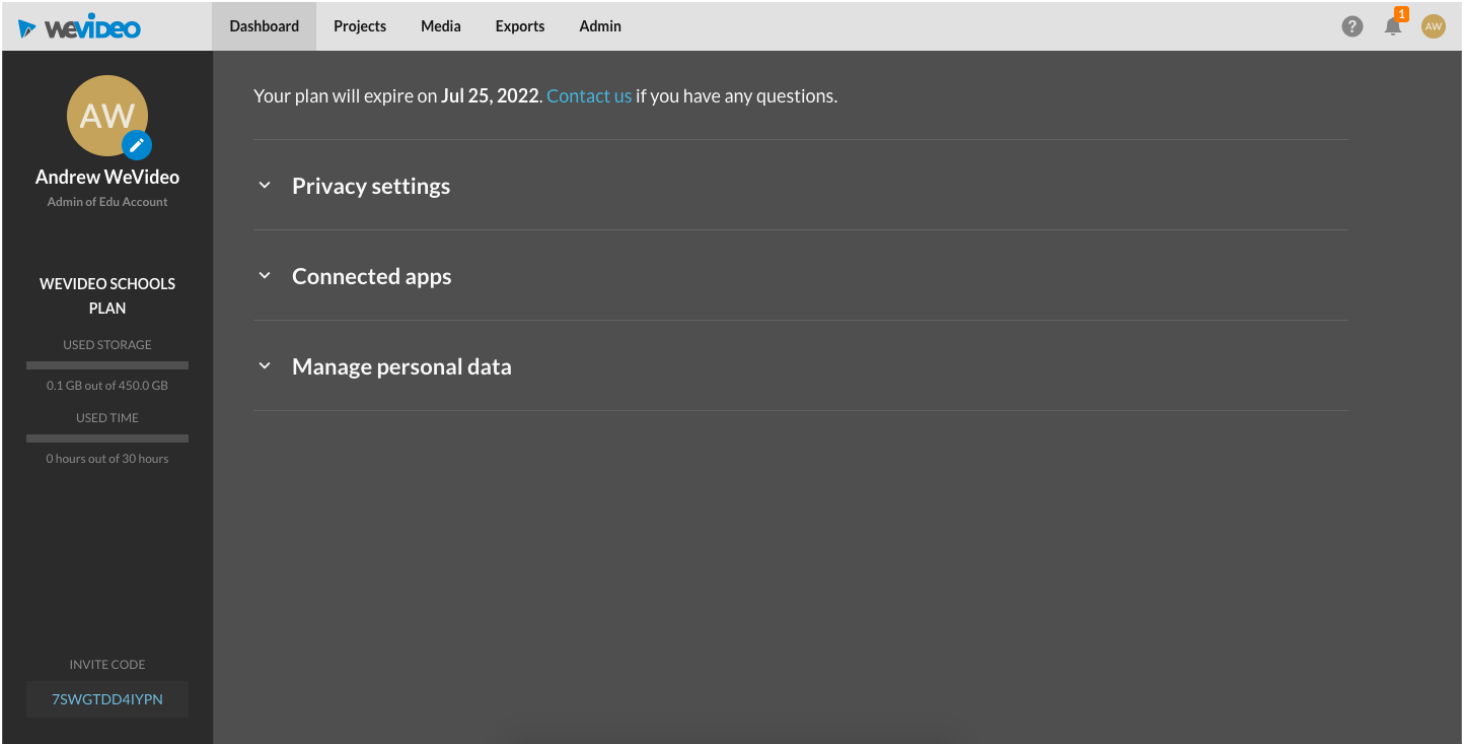
USED TIME

00m:00s

of 30h:00m:00s

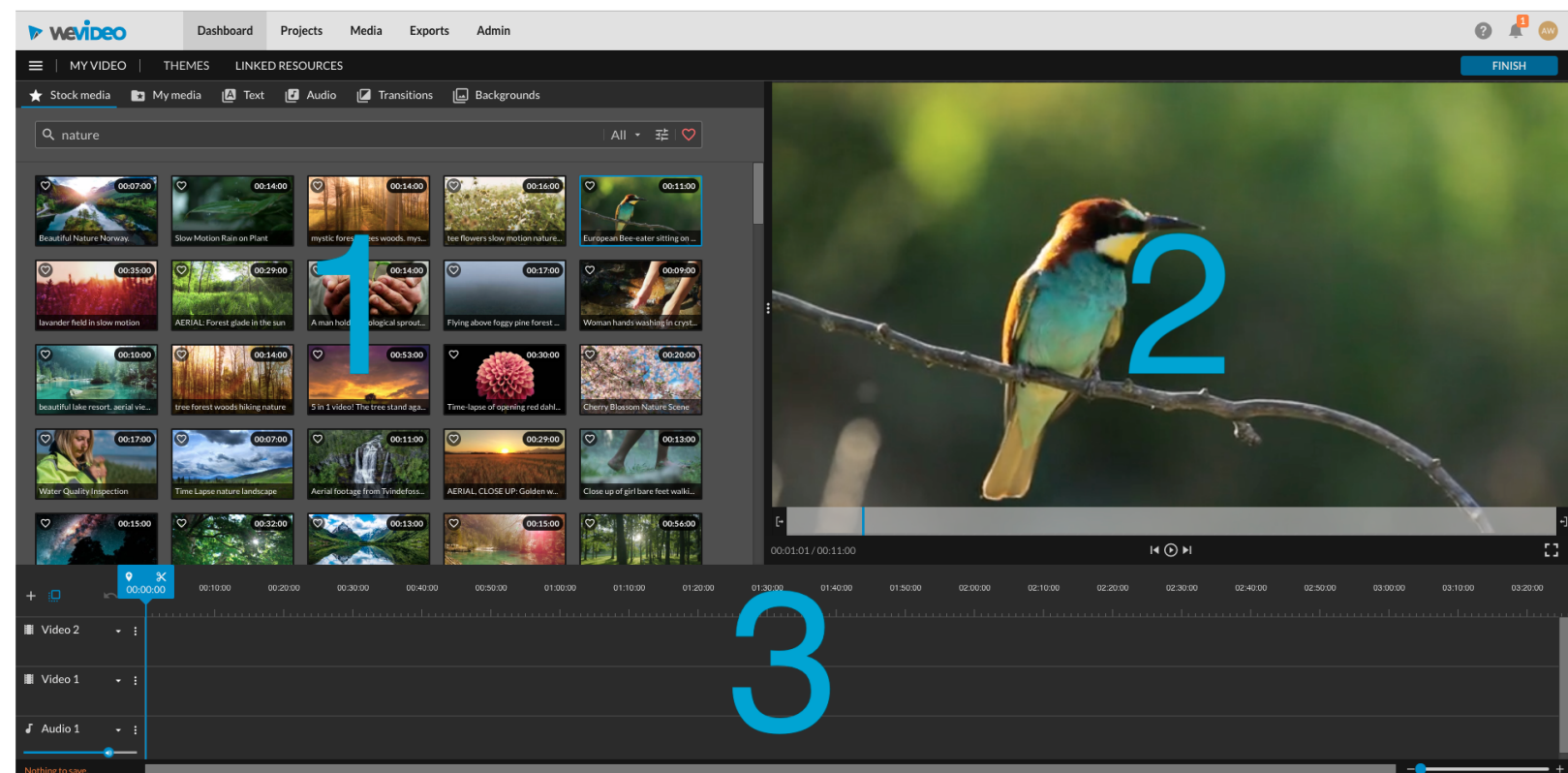
Settings

- You can navigate to the account settings page by either selecting MANAGE ACCOUNT in the Dashboard tab, or by selecting your profile icon at the top right of the screen and then clicking “Account settings”.
- The bar on the left side of the screen displays information such as what kind of subscription you’re on and how much used storage / time you have used up.
 - Used storage refers to the amount of cloud storage your media is taking up in GB.
 - Used time refers to the amount of publish time used in total on exports. This refreshes each month.
- The Connected apps section is where you can connect to external sources such as YouTube, Dropbox, and Google Drive in order to import media or export videos to those destinations.
- The blue pencil icon at the top left of the page allows you to modify account details such as username and password.

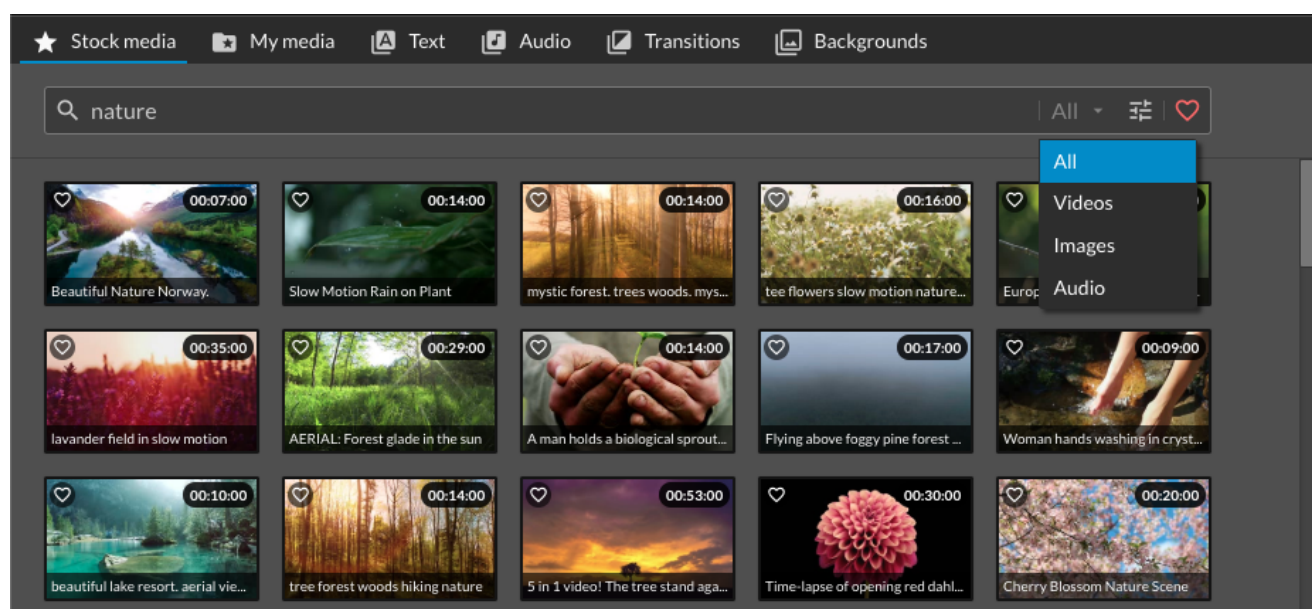


Inside The Editor

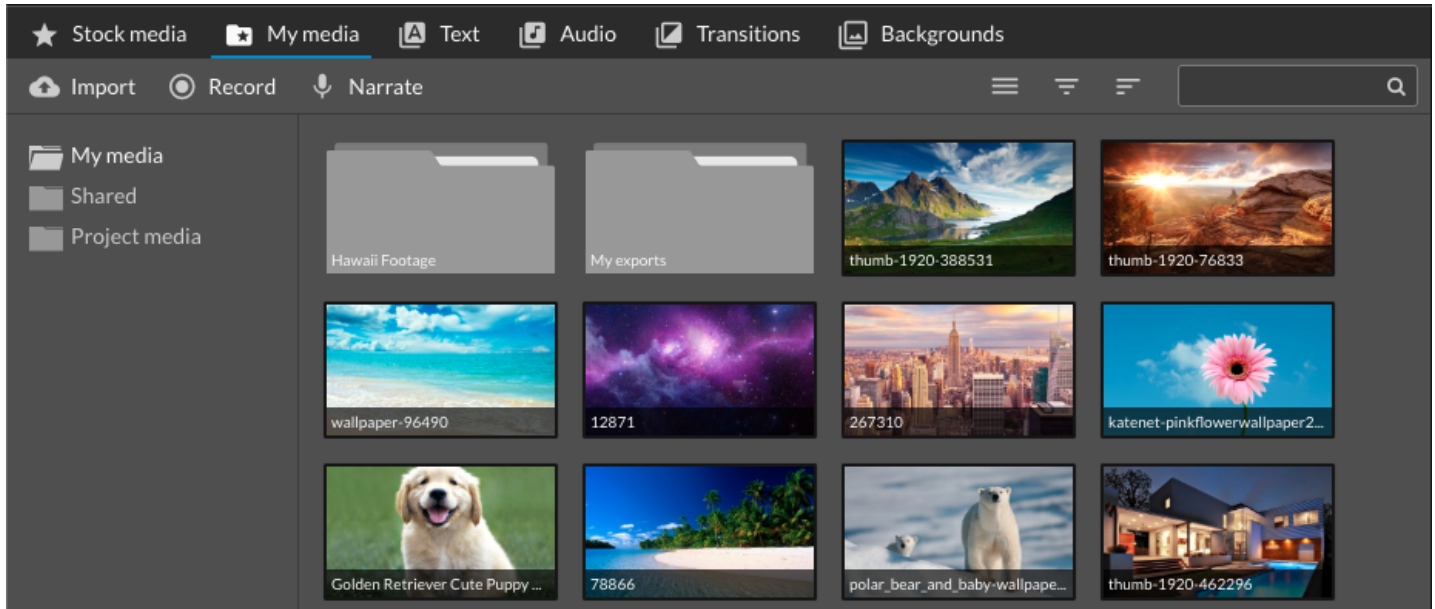
- The editor consists of three main parts: content, preview, and timeline.
 - Content (1) - This section of the editor is where you will find access to the Essentials Library, your media, motion titles, audio tracks, and transitions.
 - Preview (2) - This is where you can view previews of any media clips, motion titles, or transitions prior to adding them into the timeline.
 - Timeline (3) - This section contains all of the content in your video. Any time you add media, captions, or effects to your video, it will be here. When you preview your video in the timeline, the blue playhead will move throughout the track and your video will be shown in the preview (2) box.



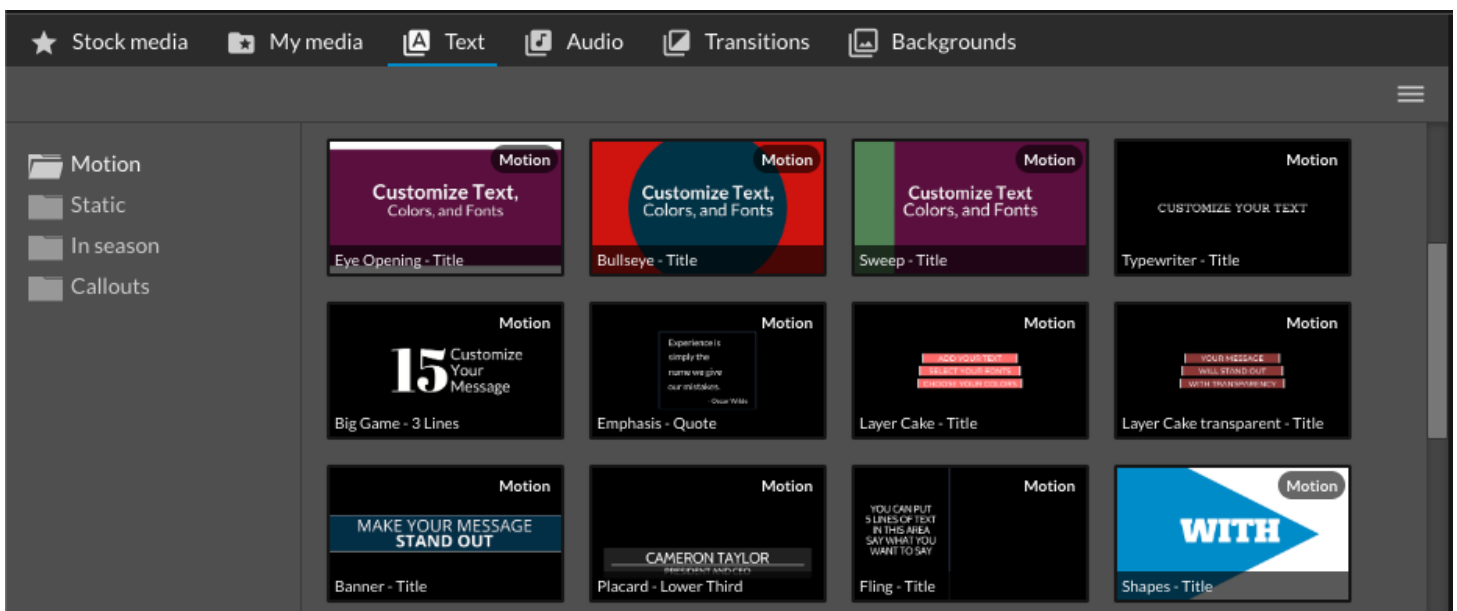
- The tabs in the content section of the editor provide various ways of adding media and other effects.
 - Stock media
 - The content of the [Essentials Library](#) can be found here. You can filter based on file type.



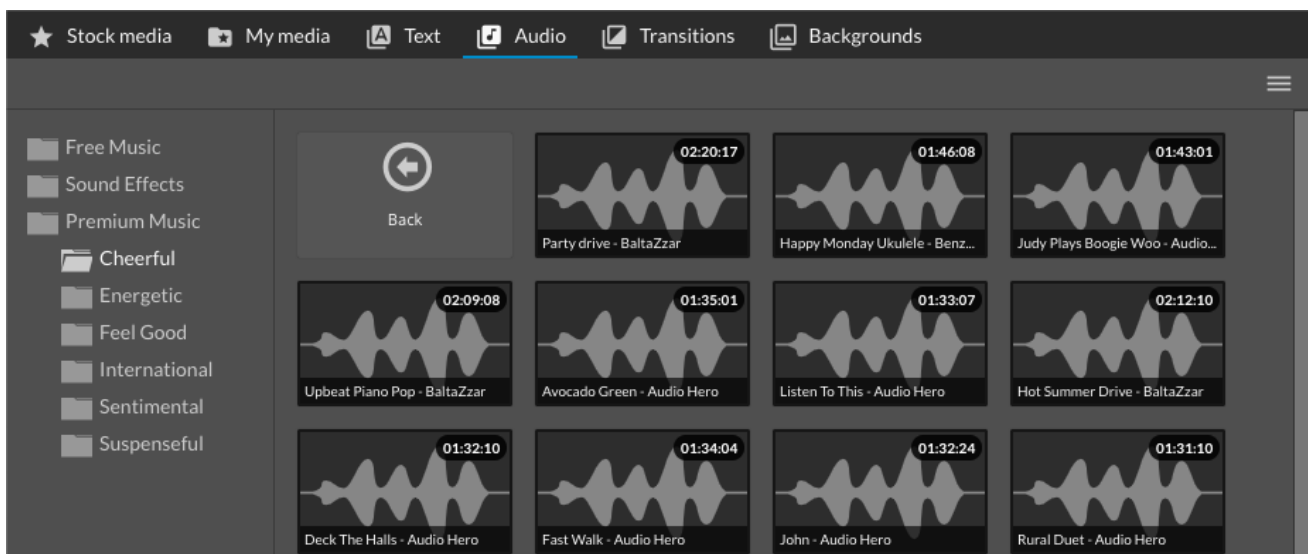
- My media
 - This is the same content you will find in your Media tab, only it is accessible from within the editor.
 - The **Import** icon prompts you with the same importing popup from the Media tab. Any content you import will be accessible within the editor and will also be saved to the Media tab.
 - The **Record** icon allows you to either screen record, webcam record, or both simultaneously. For more information, please refer to [this article](#).
 - The **Narrate** icon allows you to create a voiceover. For more information, please refer to [this article](#).



- Text
 - This tab includes access to our motion titles, static captions, and callouts.

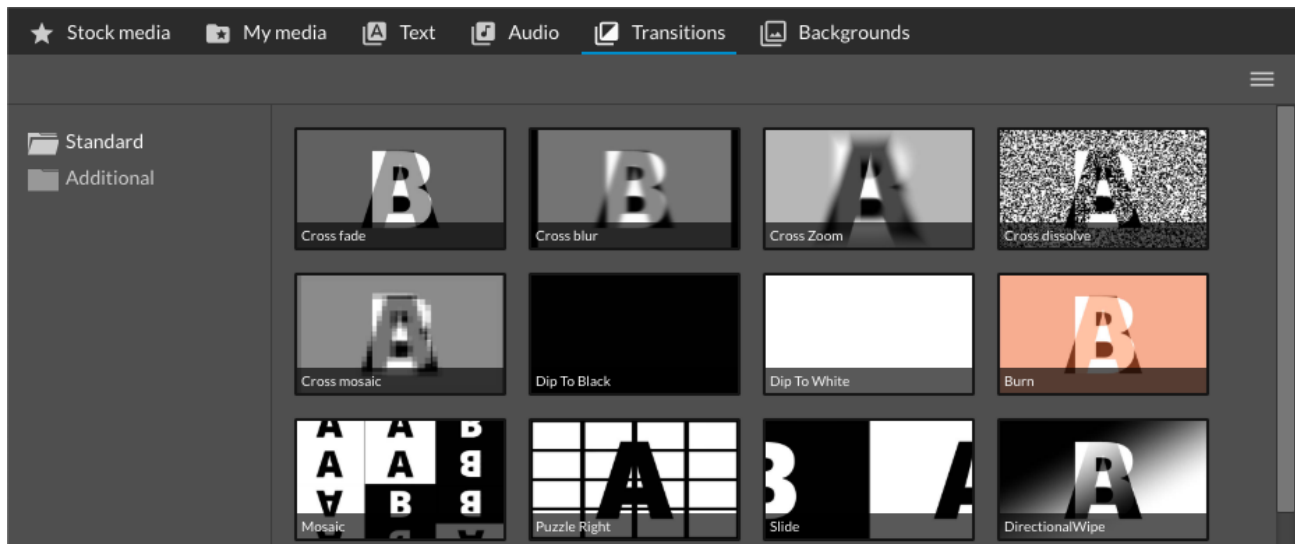


- Audio
 - Along with access to 125K+ music assets in the Essentials Library, we also offer this Audio tab for free and premium music provided by WeVideo.



○ Transitions

- This tab includes effects that you would apply to the beginning or end of a clip, such as fading in or out. A transition cannot be placed into the timeline if it is not attached to a media clip.
- When you drag it into the timeline, it will be highlighted green if it is acceptable placement and red if it is not.



○ Backgrounds

- This tab offers backgrounds that can be utilized with a green screen, overlays that are animated pieces of clip art, and frames which can add an additional layer of visual effects in the edit.

