

2015

Welcome to Eduvision!



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Making the Most of Eduvision to
Enhance Teaching and Learning



Welcome to Eduvision.tv, your own
television broadcast service!



1. Welcome!

We are excited to welcome you, your teachers, administration, community and, most importantly, your students to Eduvision!

Eduvision was created with the purpose of enhancing teaching and learning by using the power of video to make learning available anytime, anywhere, from any device. Using video encourages creativity and fun on the part of both teachers and students and creates an environment of rich learning that students naturally love.

Eduvision also enables you to engage your community through the use of live video. You can now include busy parents in their students' activities, whether it's in class, in a play or concert or in athletic events. You can also keep your community up to date on your plans, strategies and events like school board meetings to keep them involved with your school.

This guide is a quick start guide to help you incorporate Eduvision into your key tools for learning.

It's quick and easy, and we have both text and video to help you move forward.

We are committed to making Eduvision a tool that is invaluable in your school. We would love to hear from you about how you are using Eduvision and if there are ways we could enhance the product for your needs.

Our very best wishes for your success

Thomas J. Lapping
CEO, JDL Horizons





2. Eduvision Design - Overview

Channels - Eduvision is designed much like your television at home, with channels that contain content. You can even create sub-channels to help you organize content, for example: a Math channel with sub-channels by grade, teacher or topic.

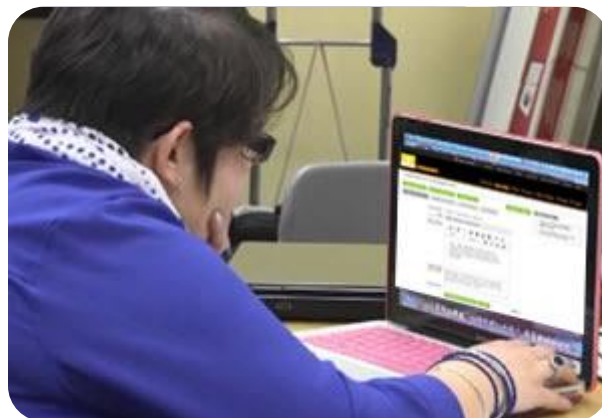
You can create as many channels for as many purposes as you like, and your content can be housed on one or more channels. If you have more than one portal in your school or district, you can even syndicate content to other portals.

Users – you can create a number of types of users, some with more privileges than others, to enable content and administrative management of your Eduvision portal.

Live Events – if you have chosen this option for your portal, you have the ability to produce and broadcast live events such as classes, plays, sporting events and communications such as strategy and board meetings to engage the community.

3. Your Role

You are a Site Administrator (SA). This means that you are authorized to set up and customize your site, create and manage users, channels and all live events, if you chose that option. You are the “super user” and can perform all functions available to an administrator.



4. Getting Started

It's easy to set up your Eduvision site! So let's get started.

The easiest option is to simply [click here](#) to go to our step-by-step site setup process.

Here is a summary of the steps:

4.1 [Site Details](#) – here, you can update any details about your site, such as site details, optional features, home page features, options such as auto play of the site's default video, allowing comments, live event management, and more.

4.2 [Site Theme](#) – here you can customize your site to look like your own website with a custom banner and background color. You can also embed your entire site onto your website and get custom links, such as a “pre-tuned” link to an entire channel, which allows you to share an entire channel of content via a simple link just as easily as you share a single video.

4.3 [Create Users](#) – now you can add some users to your portal to enable them to upload and edit videos, channels and users. There are a number of user types you can choose from. At this point, you are most interested in the first two:

- Site Administrators can manage the entire site. This includes site setup, management of channels and users, approvals, live event management, and overall, manage the account. There can be more than one Site Administrator for your Eduvision portal.
- Channel Managers – who can add channels and content and approve content provided by others, like contributors
- Contributors – for example, students, who can upload content to any channel but it must be approved by a channel manager before it is visible
- Registered viewers - can “self-register” to create their own Registered Viewer (RV) account and upload videos to specifically designated Viewer Contribution Channel(s).
- Viewer – someone with login privileges who can review approved content on your portal

4.3 [Add Channels](#) – you can add as many channels as you like, and each channel can have sub-channels, for example: A Science channel with sub-channels for biology, botany, etc. Add a sub-channel when you create any channel so you can easily add them later—once a channel has videos in it, you cannot add a sub-channel.

Congratulations!

Your Eduvision portal is set up and ready for your first video upload!

5 – Upload Your First Video

It's time to upload your first video to your Eduvision portal. If you've ever uploaded a video to Facebook or other sites like it, you will find it is just as easy and with more options available to you. You can provide a name, description, keywords (optional), the video file, a thumbnail file (optional), and you can upload associated documents such as homework assignments, reference material, other videos, etc.

After your video has uploaded, you can also make a video private, password-protect it, allow downloads, syndicate it to other sites and more. Click on the header for this section for more information.

6 – Share Your Video

You can share your video through direct links in documents, emails, and anywhere you use links to share content. You can also embed your videos on your website.

7 – Making the Most of Eduvision

You are a leader, a change maker, and are looking to make a difference in your school using the power of video and Eduvision. Click on the header for this section for more information that might be helpful to get engagement from teachers to use video to enhance teaching and learning.

8 – Technical Information

8.1 – File Formats

- Video Files – The system currently accepts flv, f4v, mp4, wmv, mov, avi, m4a, m4v, mts, vob & mpg video formats. Non-mp4 files will be converted automatically (transcoded) into the mp4 format to support the average viewer's broadband connection and playback on all devices.
- Video Thumbnails - The system will automatically extract a thumbnail from your video 18 seconds from the beginning of your file, or you can upload a .jpg or .gif image of 174x96 compressed to 2-3kb. Larger files are accepted but take longer to load
- Site Banner – This is the banner that appears at the top of your stand-alone video portal (this banner is not displayed if you embed the site on your site). This graphic should be .jpg or .gif with a recommended size of 870x100 pixels.

8.2 – Video File Processing

- The system needs to do some processing to make an uploaded file ready for playback. It may require the actual duration of the title to process. This backend processing time starts after you receive the "Upload Green Message of Success".
- Your video will show at the top of the list when you go to Admin→Asset Management→Review/Approve Assets.

8.3 – Preferred Video Encode Settings

You are not required to format your video files as described below, however if you do, please let us know and we can allow you to fast track your uploads and "Bypass Transcoding" for files that meet these requirements.

- Format: MP4. We recommend you set your video bit rate to 700-780kbps. Rule of Thumb – "Match the Width." Set your video bit rate to close to what the width of your resolution is, particularly if you use a larger resolution. The larger "window" requires more video bits to fill it up. Using too few results in "block" images. Too many is a waste of bandwidth and storage.
- Resolution
 - 16x9 Resolution: A proportioned 16x9 resolution that is matched to the "Video Bit Rate" is recommended; such as 704x396, 720x405, 864x486, 1024x576, etc.. [More Sizes](#). Avoid using larger resolutions. Larger resolutions will be accepted but require additional upload and processing time. Your final image quality will not be improved with the larger resolution.

- 4x3 Resolution: A proportioned 4x3 resolution can also be used. Be sure it is matched to the “Video Bit Rate”. Your video will be “letterboxed” (black bars on left and right sides). Recommended 4x3 resolutions: 528x396 , 640x480, 704x528, 720x540, 768x576, 960x720, 1040x780. [More Sizes](#). Larger resolutions will be accepted but require additional upload and processing time. You final image quality will not be improved with the larger resolution.
- Frames Per Second: 29.97. The system accepts and will retain different FPS settings.
- Deinterlace: Image edges within your video may be smoother if you have “deinterlace” enabled before you render, export or publish your video.
- Audio
 - Format: AAC is most preferred. Most other formats will be converted to AAC after upload
 - AAC is required for playback on Apple iOS (iPad/iPod/iPhone)
 - Mono, 44,100, 56kbps works quite well and conserves bandwidth required

8.4 – Uploaded Video Approval Defaults

- Automatically approved and immediately available for live viewing:
 - Systems Administrators (all channels)
 - Channel Managers uploading to their assigned channels
- Require Channel Manager or Above Approval:
 - Channel Managers uploading to another CM’s channel
 - All Contributors or Viewer uploaded titles

When a new video is uploaded, the system will email all assigned Channel Managers to notify them that approval is needed.

9 – Additional Features and Support

This is a getting started guide, so not all features are included. To learn more, check out our Help information, which is custom designed for your role.

10 – [Contact Us](#)

If you need any assistance with Eduvision or want to learn more about how you can most effectively use Eduvision in your school, contact us. You can click the link above to contact us via a form, and we will get back to you within 24 hours. Also, feel free to call (952-697-0554) or [email](#) us.