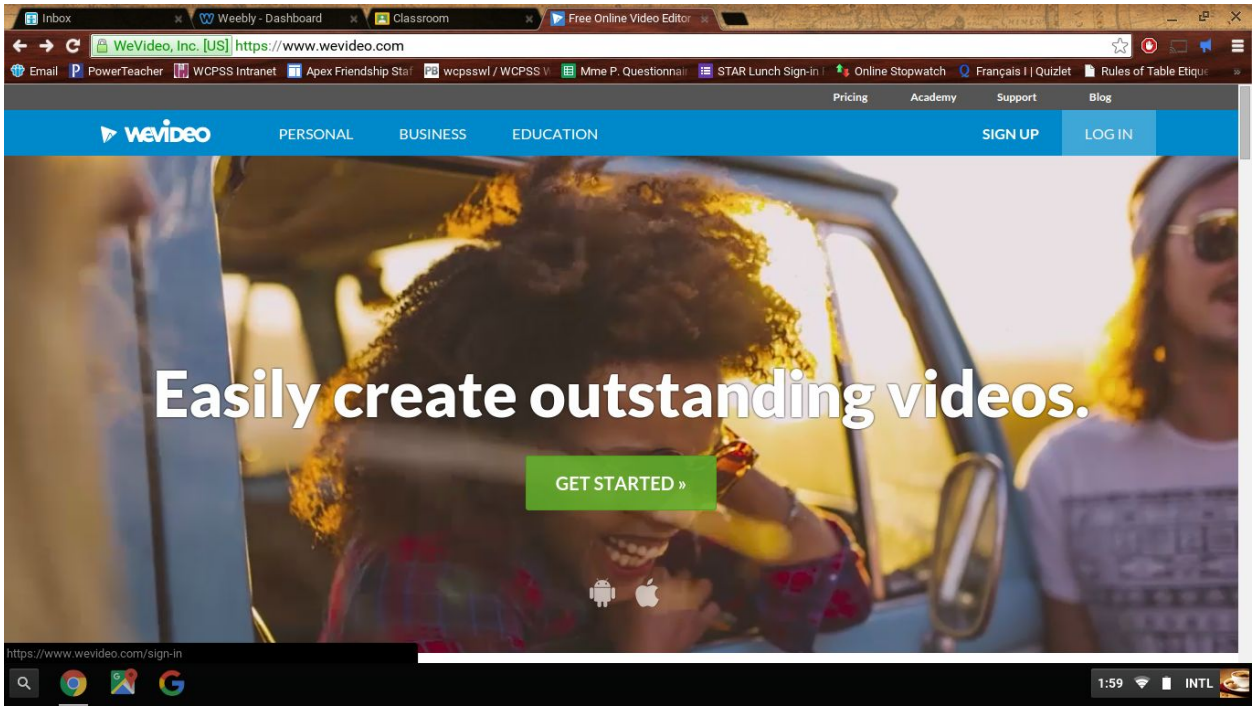
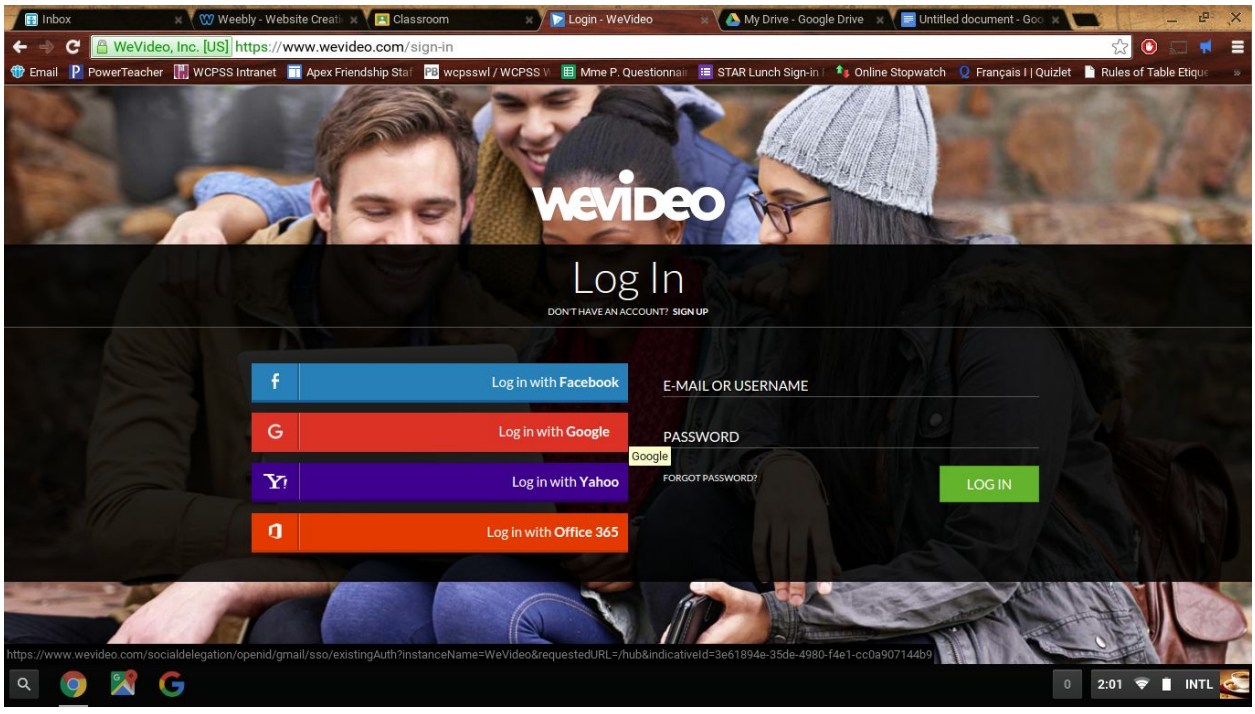
Logging in to WeVideo

1. Make sure you are logged into your Wake County Google account, then go to WeVideo.com and click LOG IN in the top right corner.

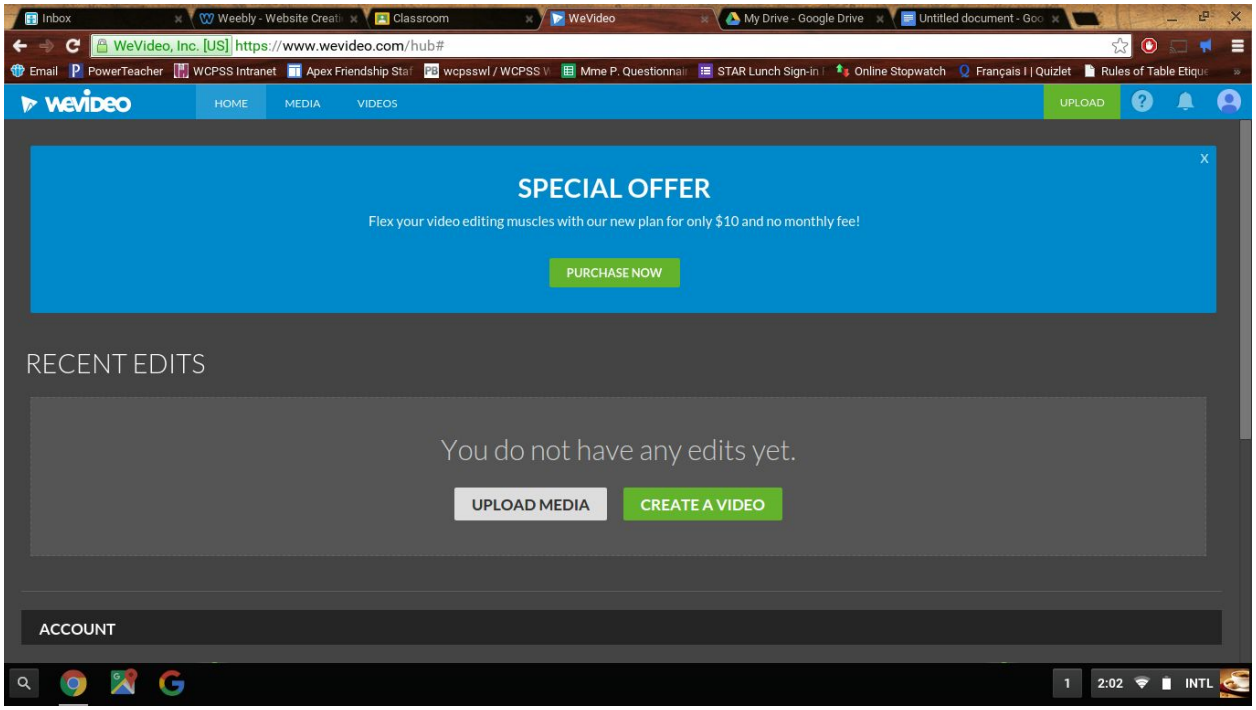


2. Click “Log in with Google,” when it moves to the next page, click “Accept.”

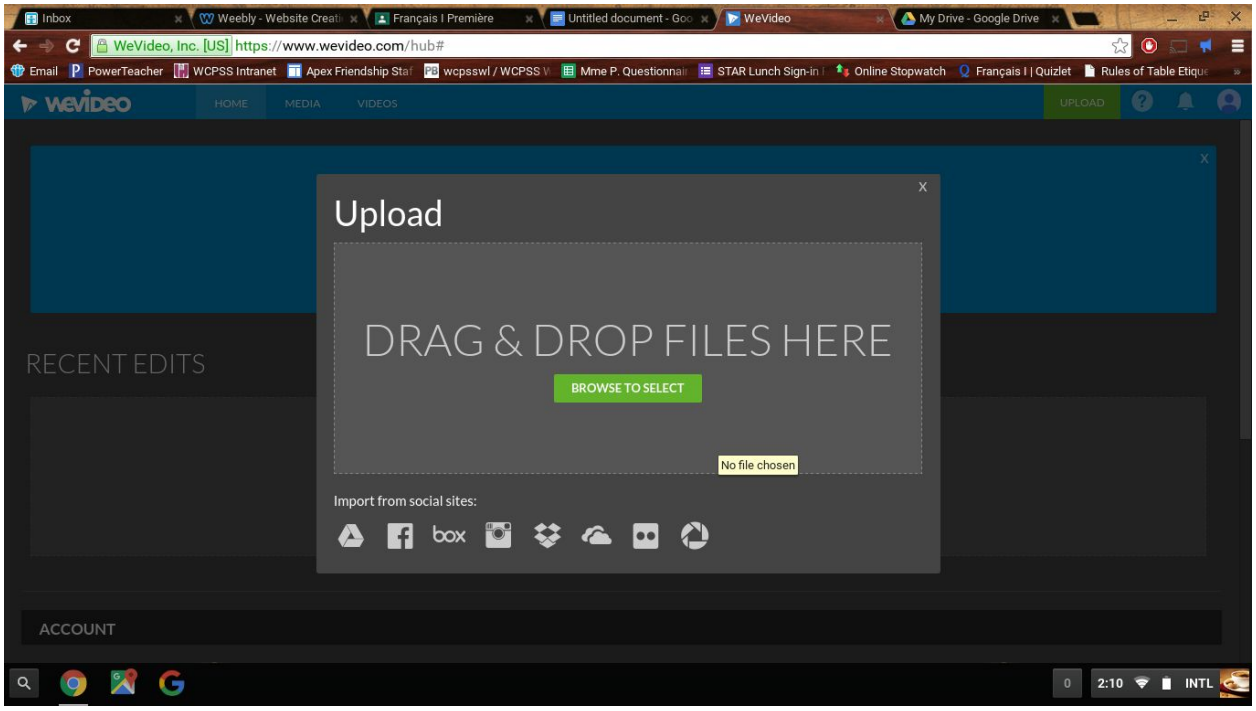


Uploading Media

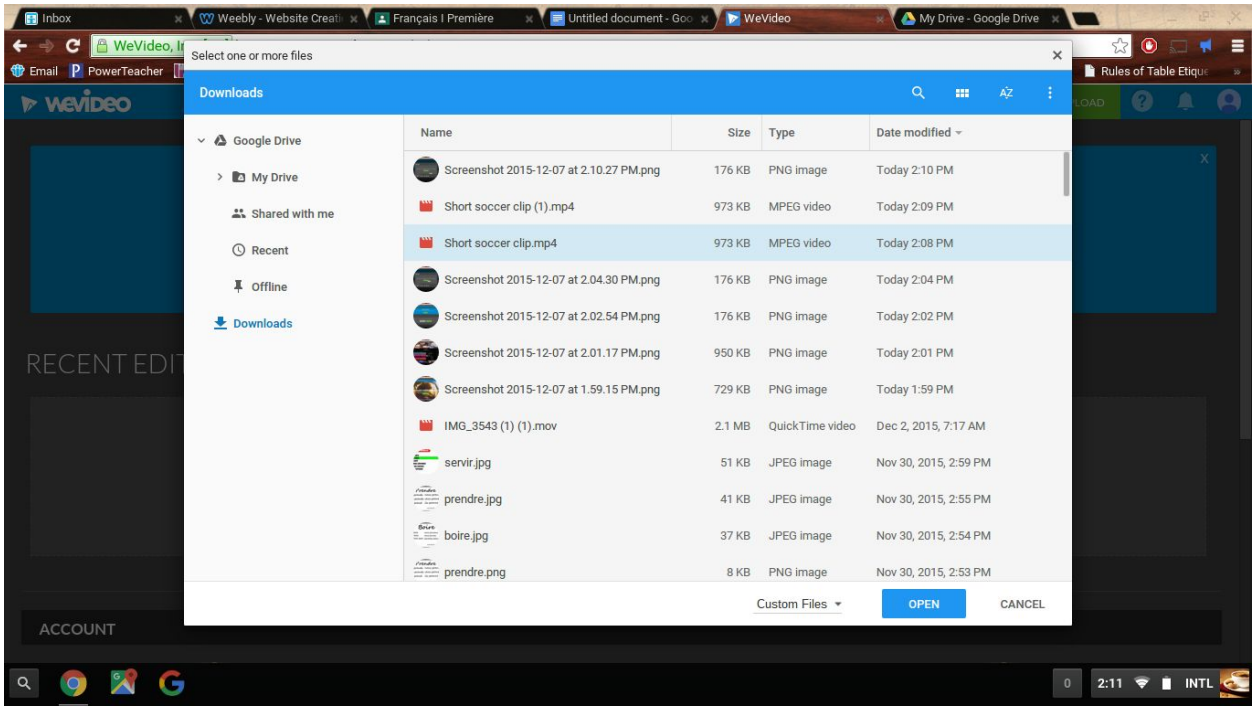
1. After logging in, select the option “Upload Media” in the middle of the page.



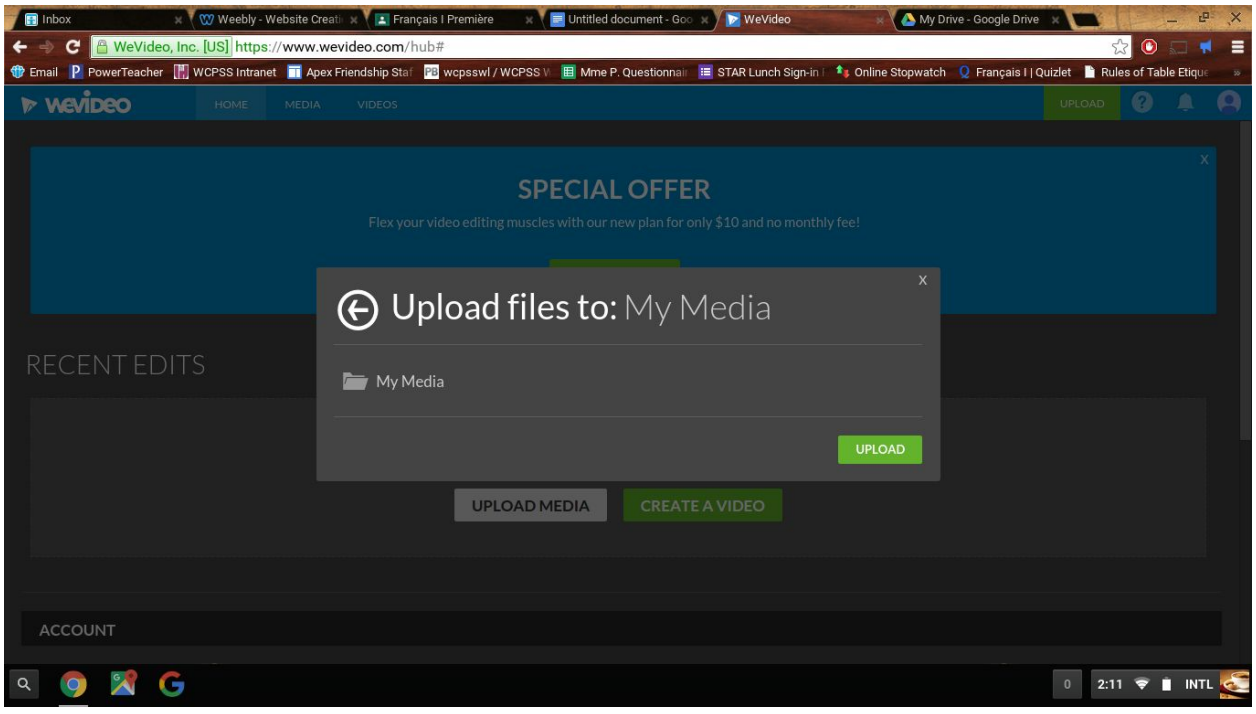
4. Click “Browse to Select.”

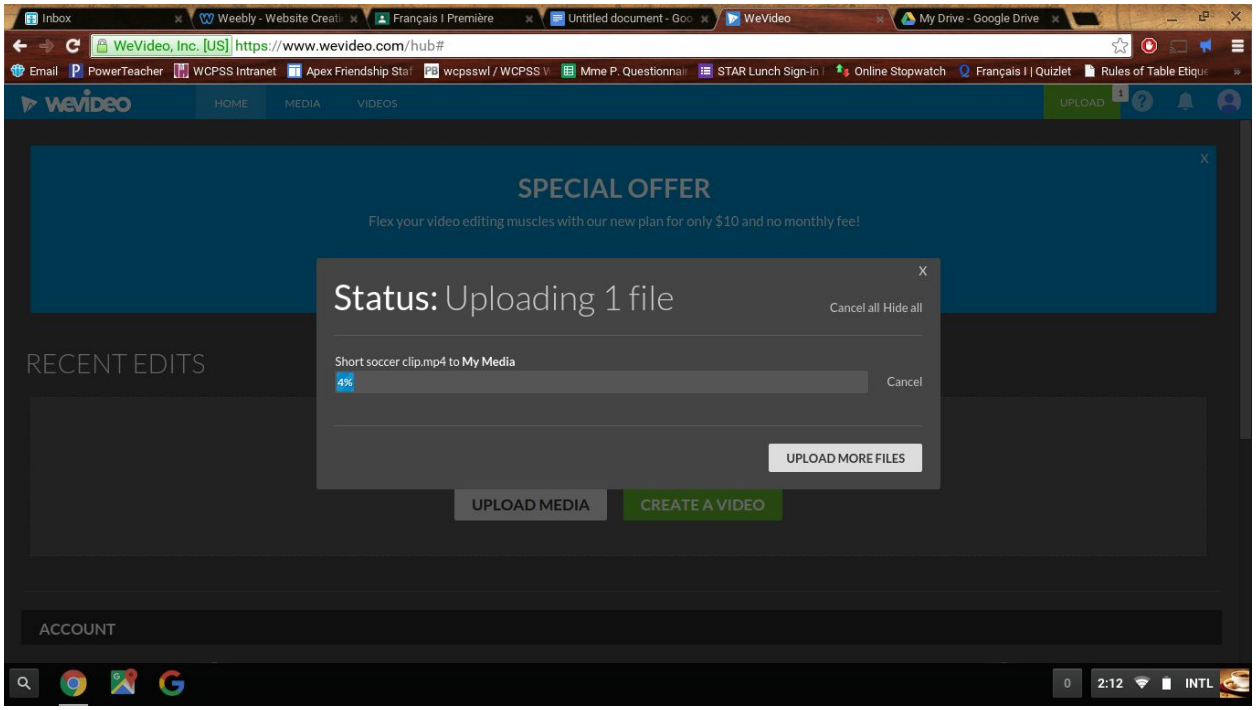


5. Find the video you want to upload wherever you have it saved to your computer.

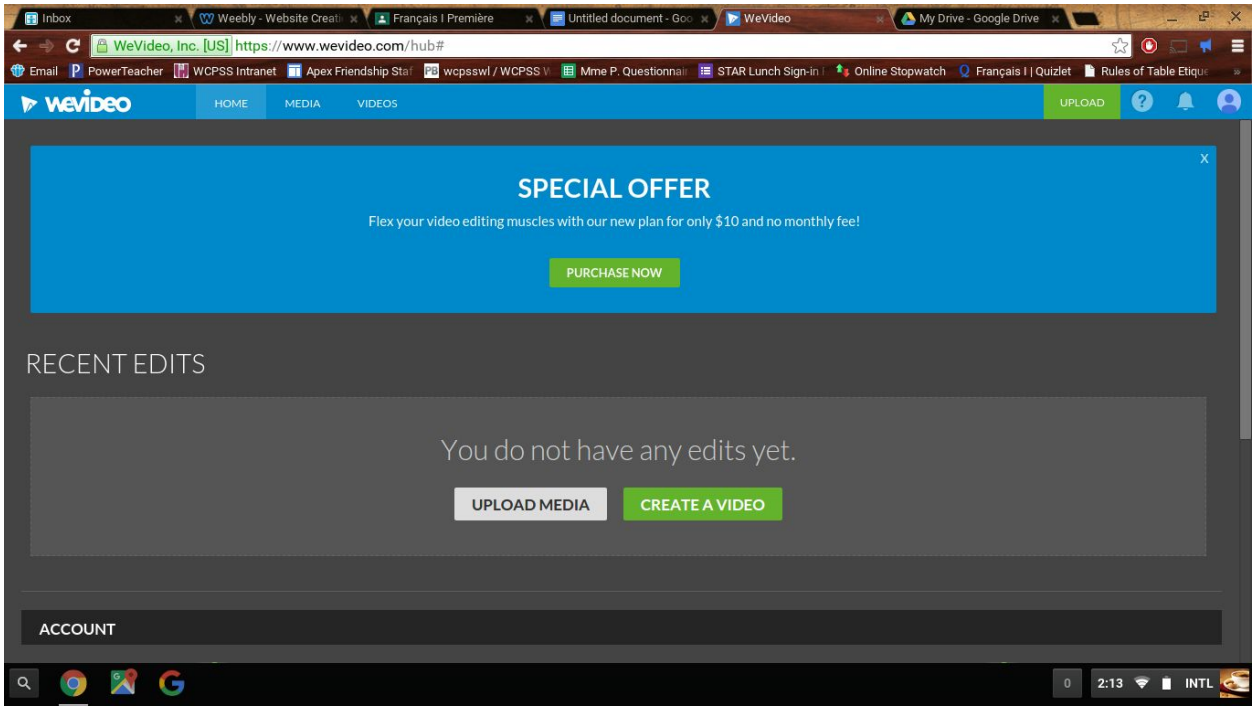


6. When the screen changes, it will ask you where you want to save the file on WeVideo. I always save to “My Media,” but you can make other folders. Select “Upload” whenever you have selected the desired folder. Exit the dialogue box when it has finished uploading.

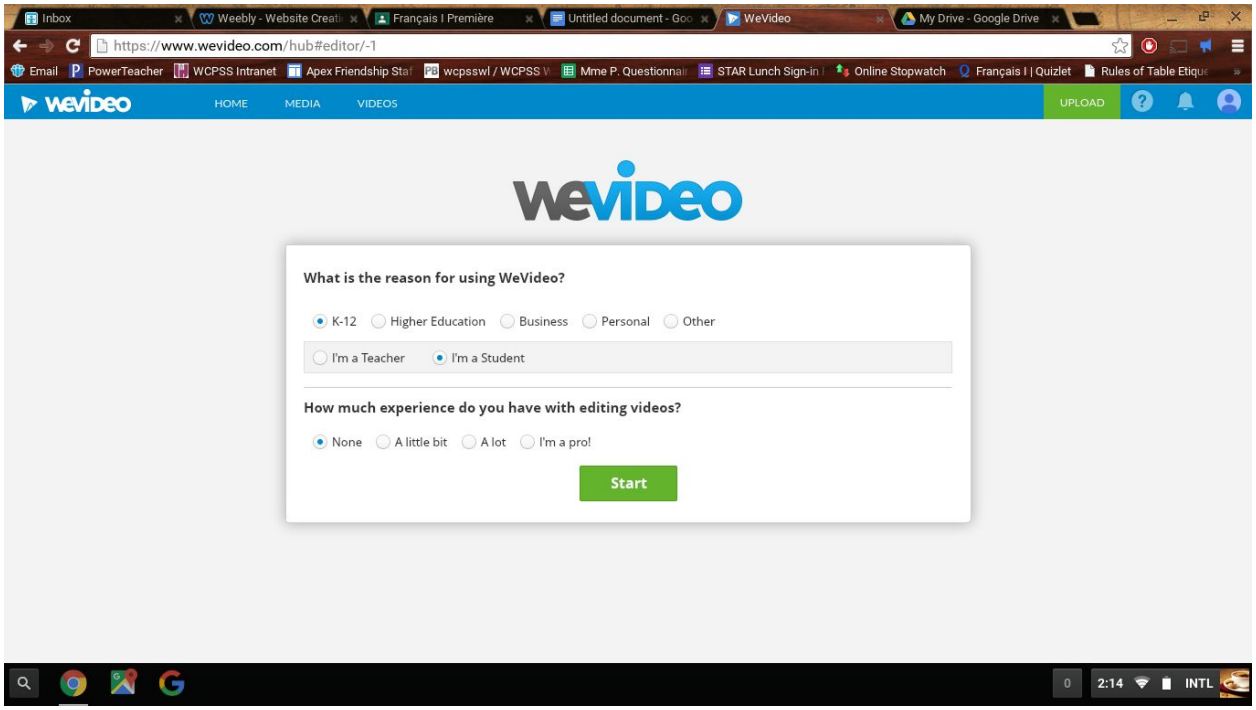




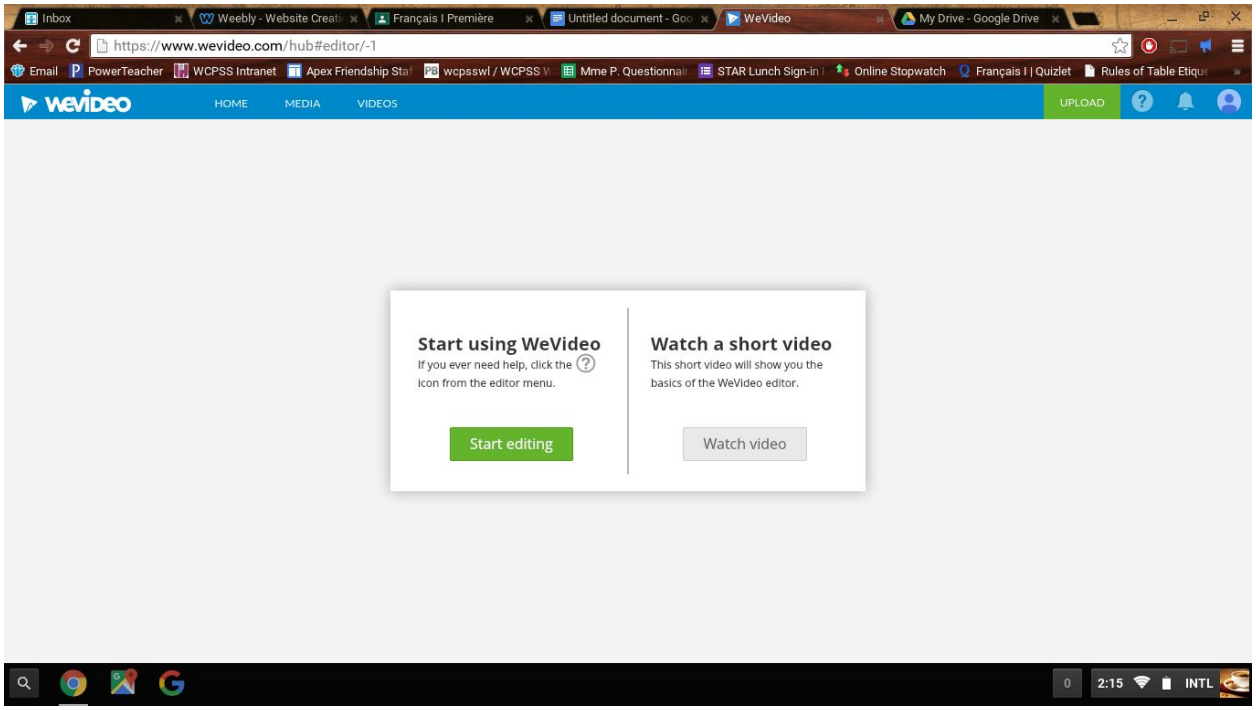
7. Select “Create a Video.” It may take a few minutes for the editor to load.



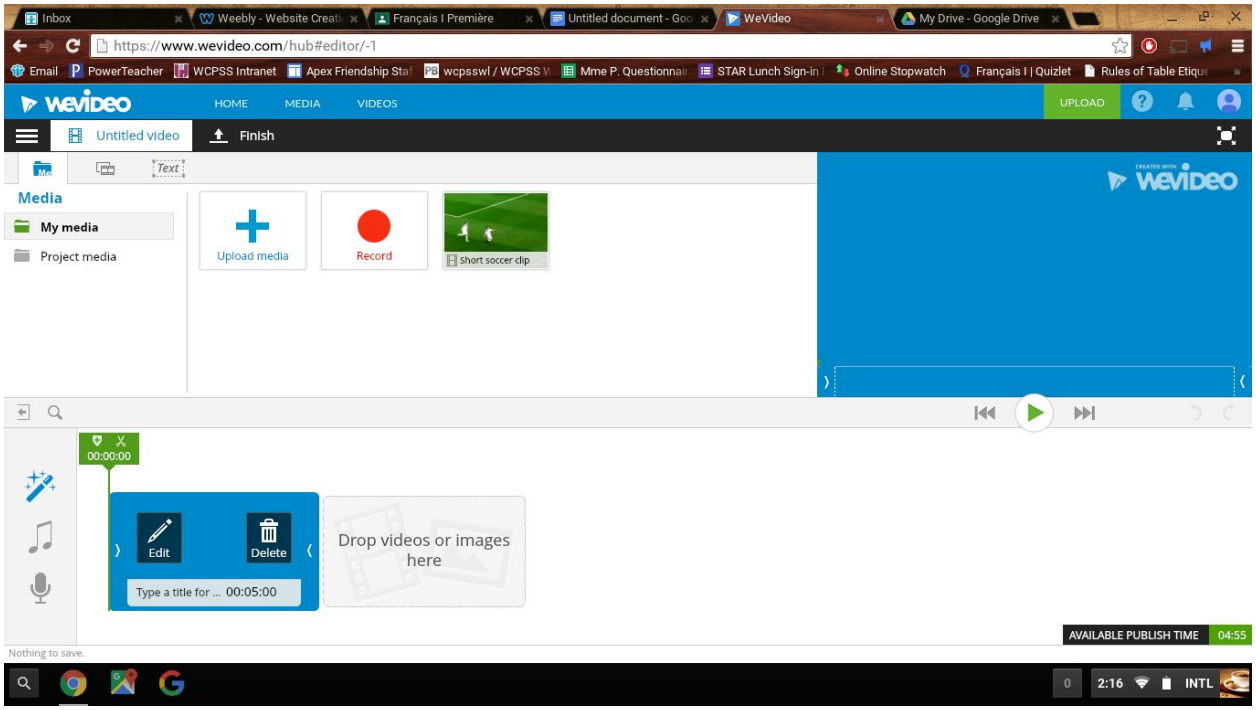
8. Select the appropriate bubbles according to the video you are making, it really doesn’t make a difference.



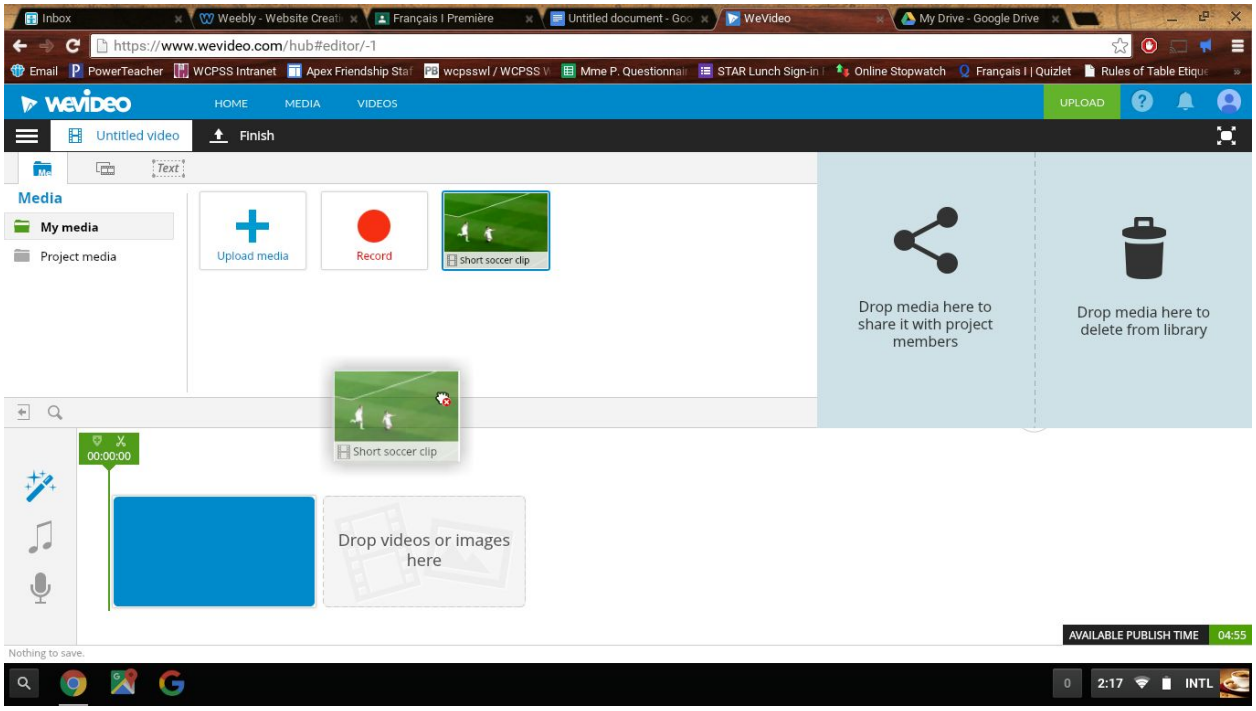
9. Watch the quick tutorial video that explains how to use WeVideo, then start editing.

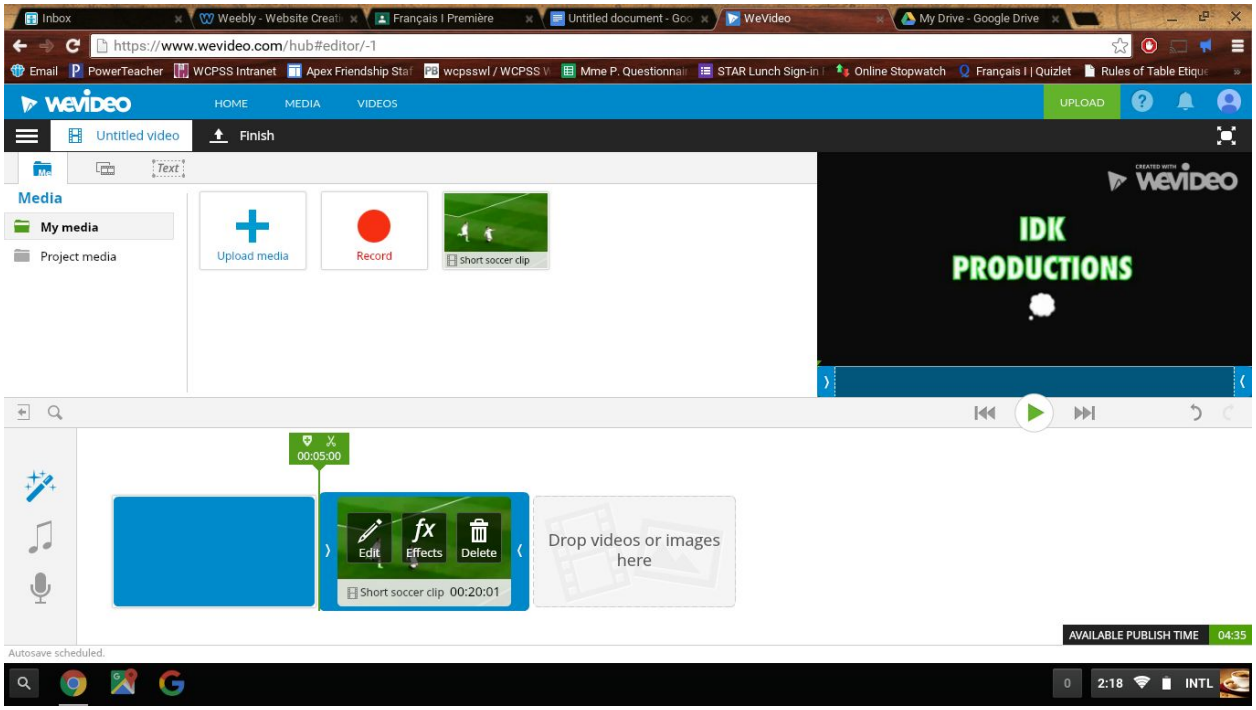


10. You will come to the editing page, where you can see your uploaded media, as well as the editing reel for your current video.

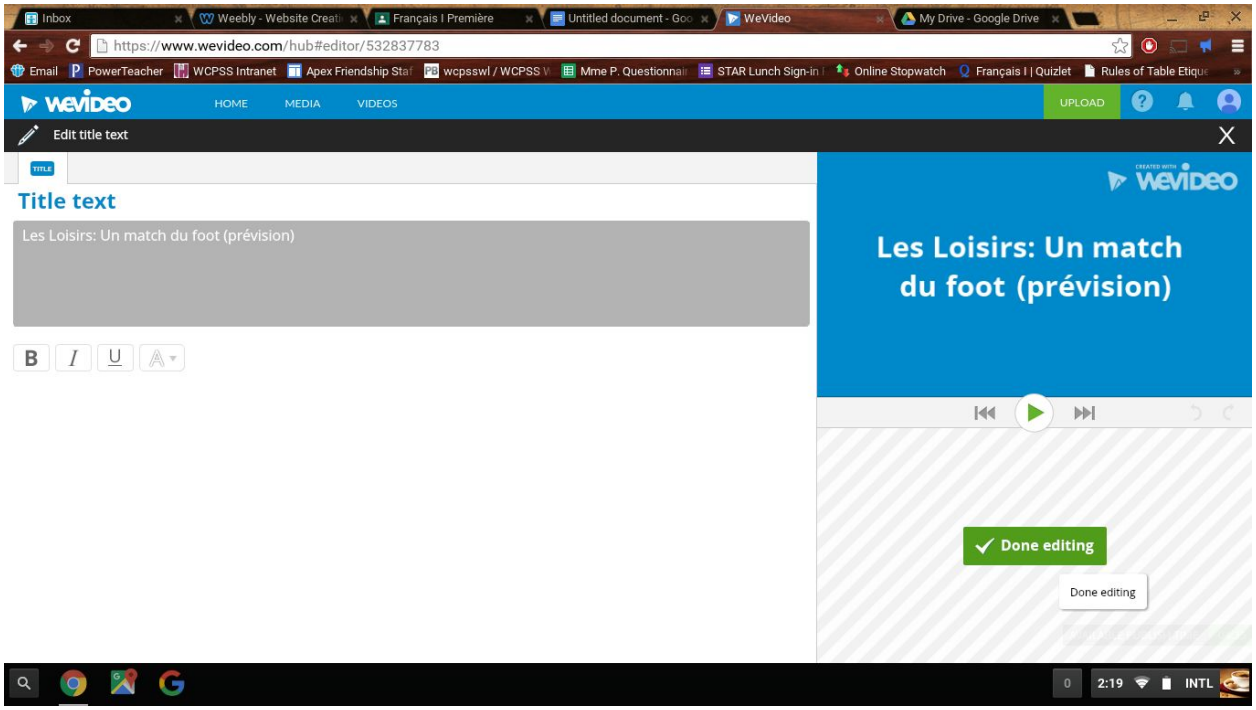


11. In order to create a video using uploaded media, drag the video from the uploaded media section to the editing reel and drop it wherever you would like it to appear in the video you are creating.





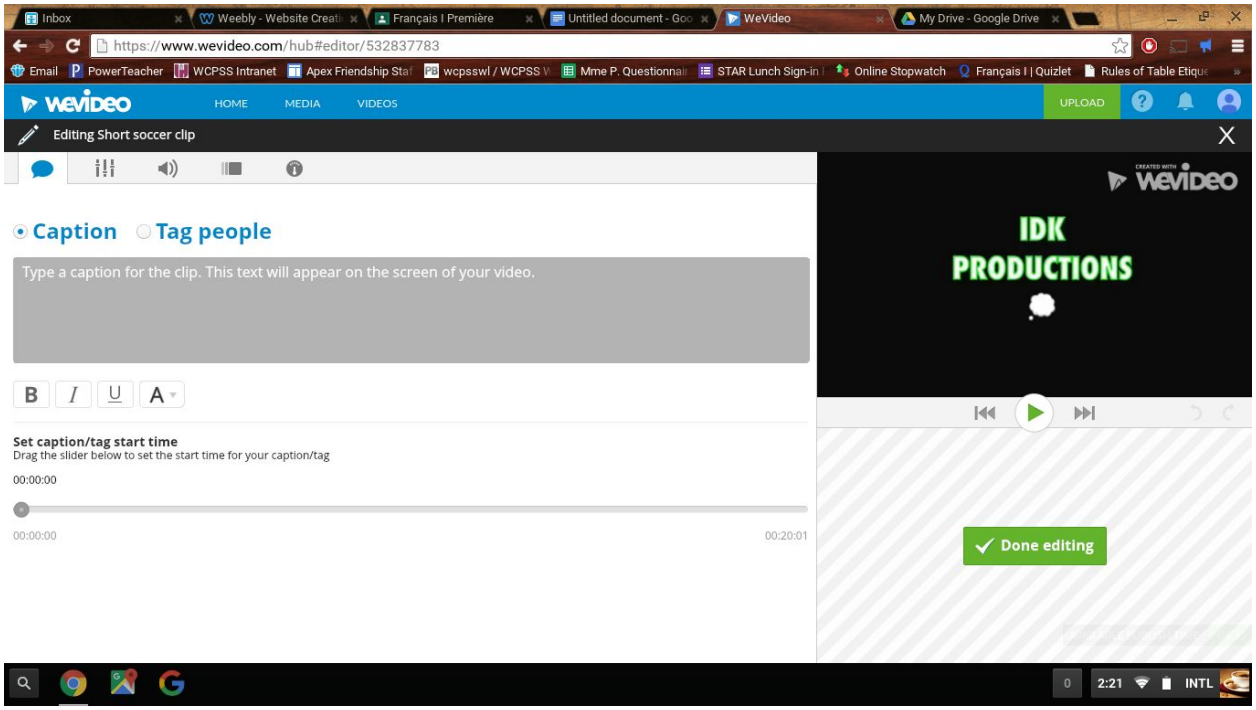
11. I will generally delete the first blue box, but you can use it as an introduction or title slide by clicking “Edit,” and then typing whatever you would like to appear. Select “Done Editing” in the bottom right corner when you have finished your edits.



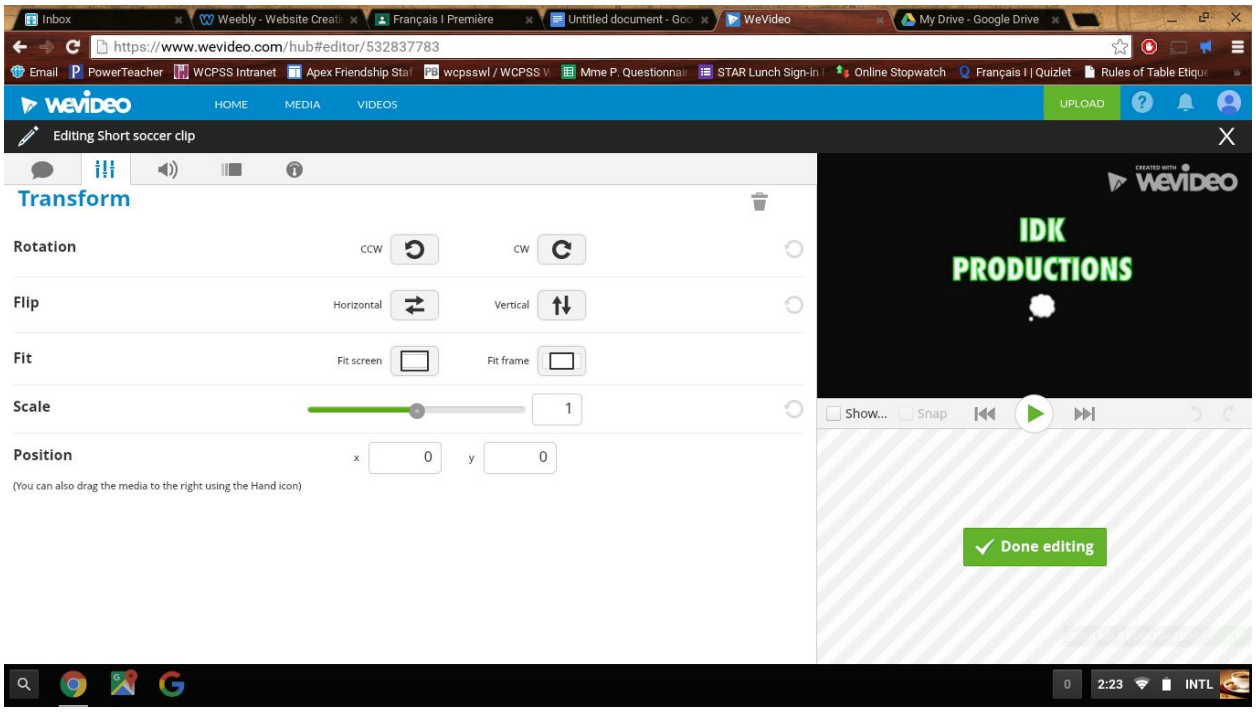
12. You can add additional videos or captions in the same manner.

Editing Video Segments

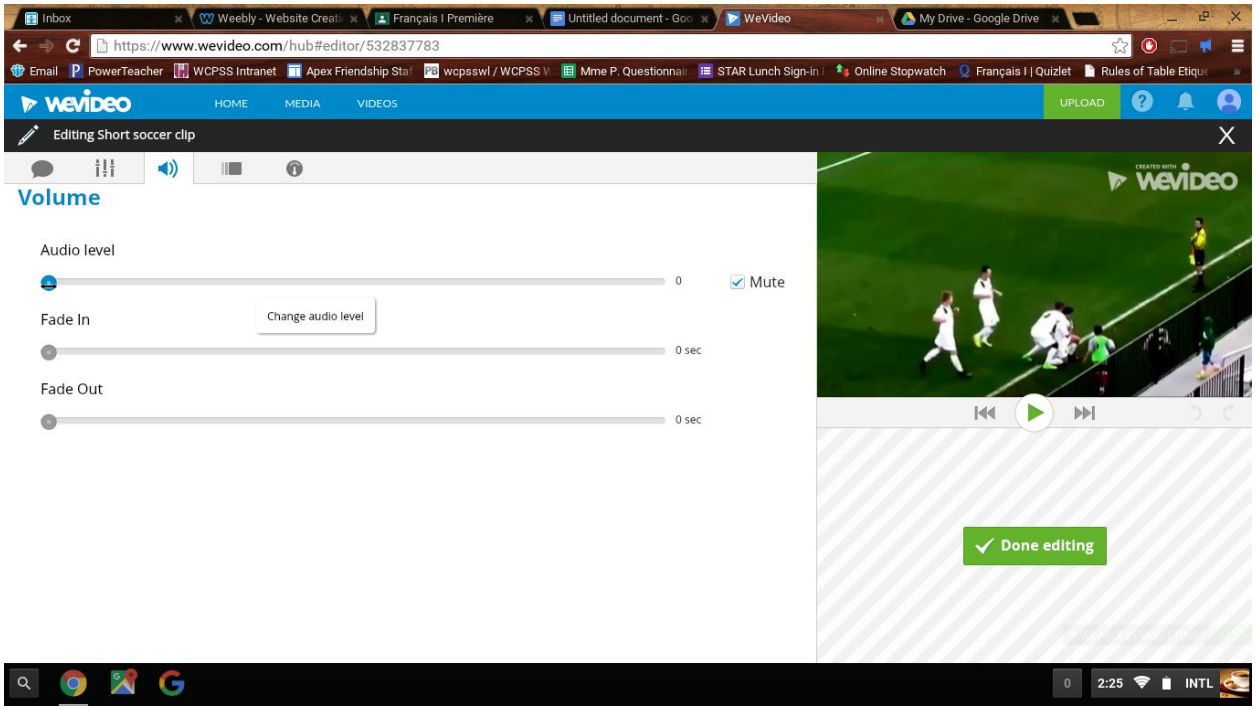
1. Select the video segment that you would like to voice over. This will bring you to a new page.



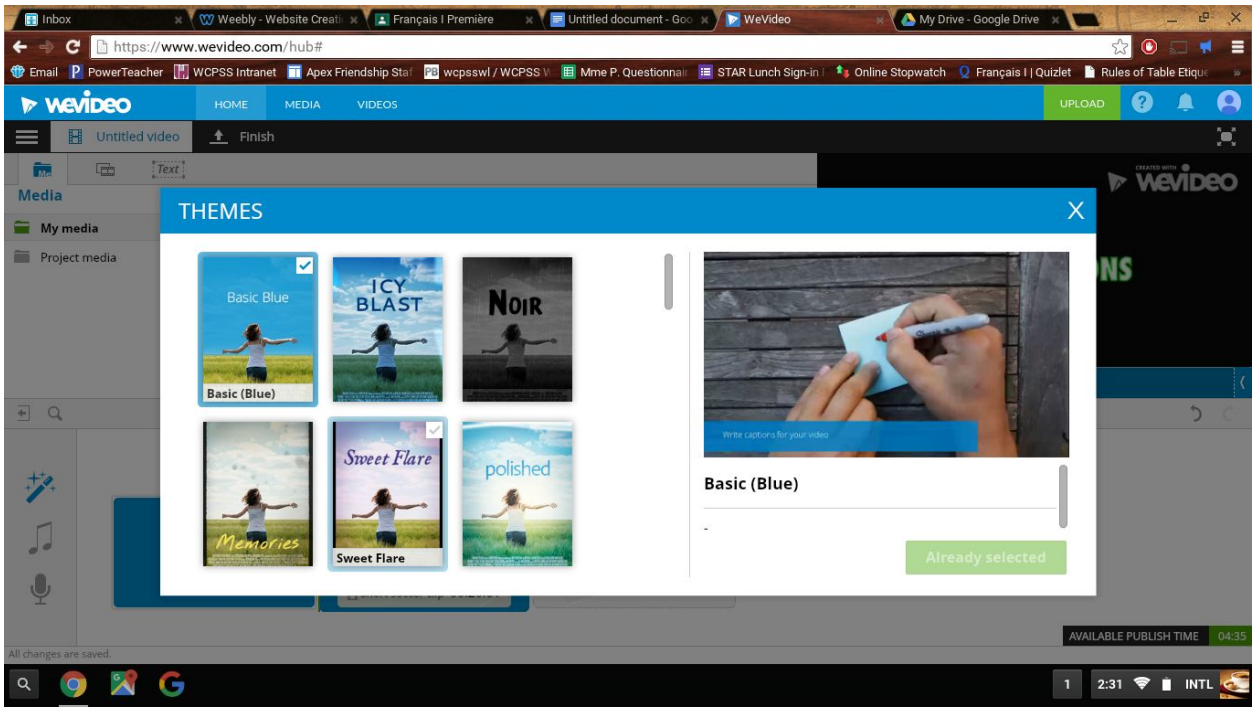
2. By selecting the blue speech bubble, you can add a written caption.
3. By selecting the three lines with notches, you can change the video itself by flipping it, mirroring it, etc.



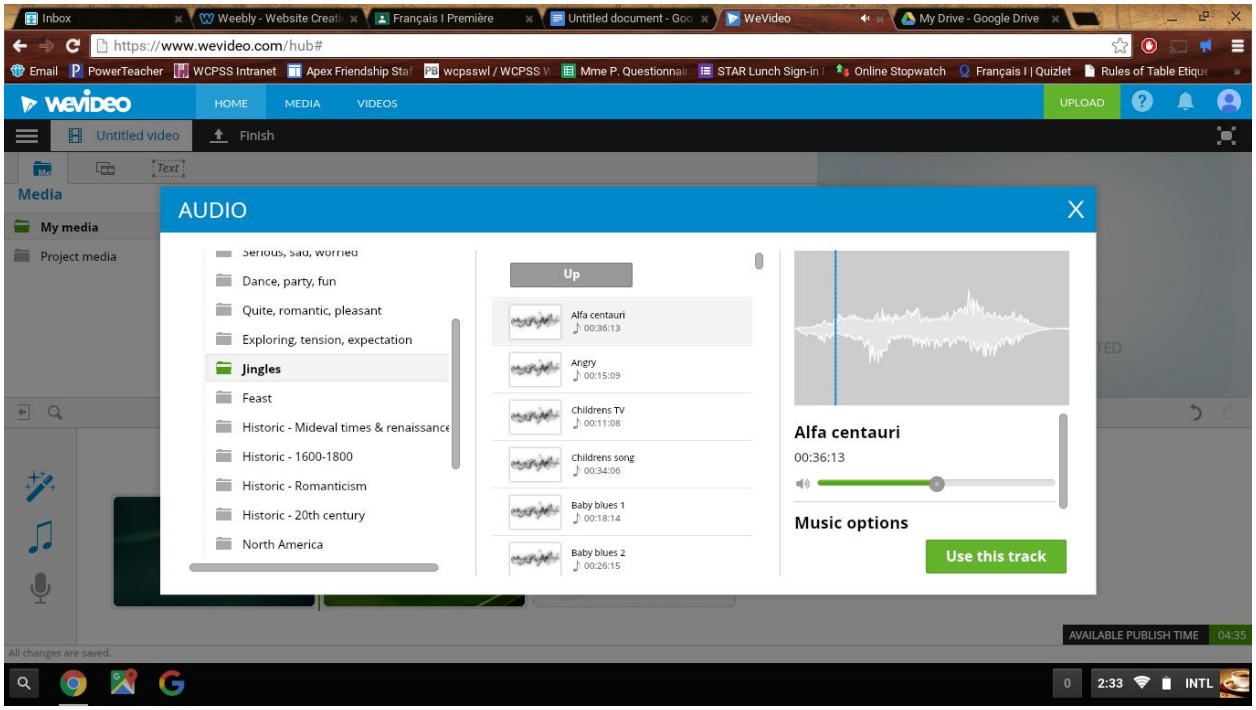
4. By selecting the speaker, you can adjust the volume of the music or sound originally on the video. You can mute the sound by dragging the circle all the way to the left of the “Audio level” bar. You can also fade the sound in and out. Click Done Editing when finished.



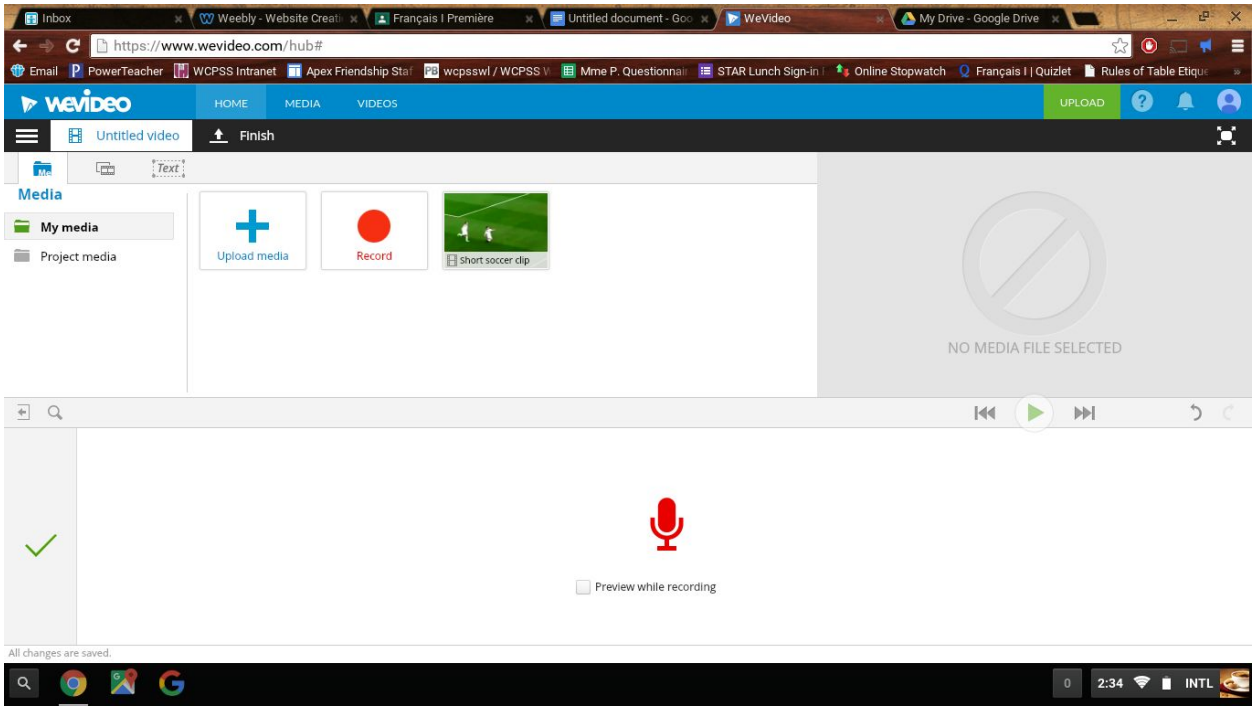
5. When back on the original editing page, you can add other effects.
6. By selecting the wand tool in the bottom left corner, you can change the theme of your video. The default theme is “basic blue.”



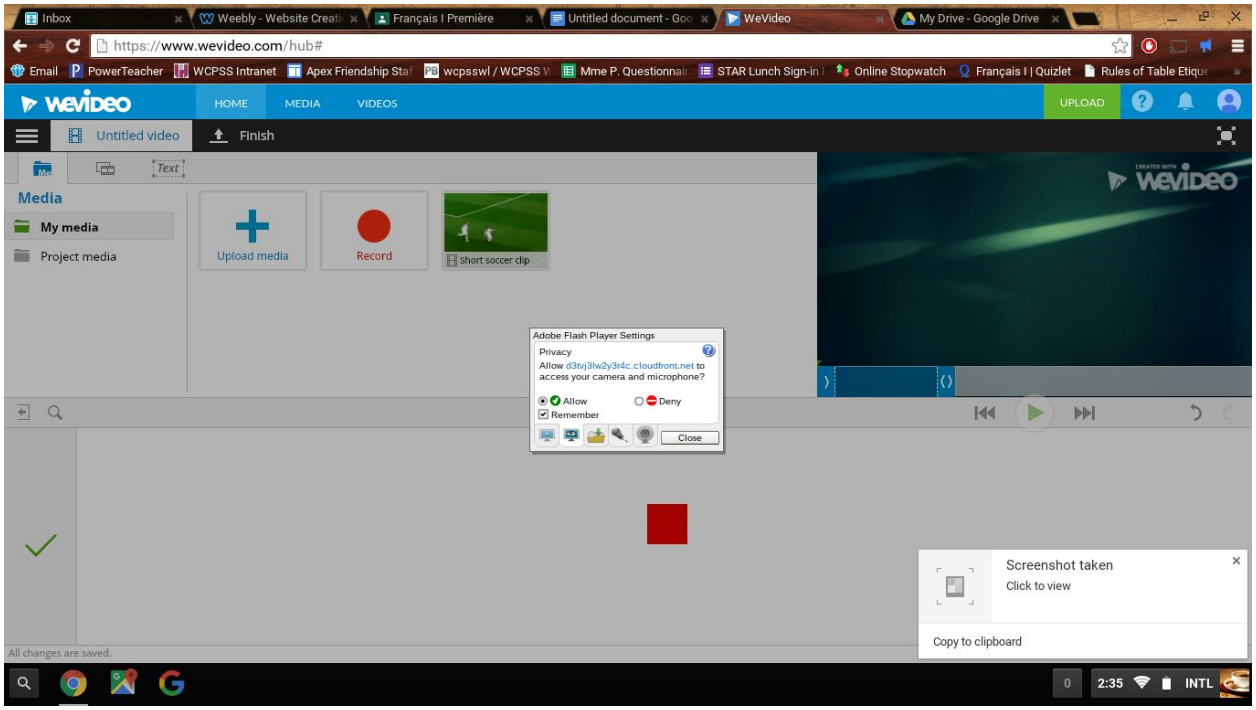
7. By selecting the musical note tool in the bottom left corner, you can add music to your video.



8. By selecting the microphone tool in the bottom left corner, you can add a voice-over. Click on the red microphone to do the recording. Check the box “preview while recording” to see where your voiceover falls in the video. Select the green check to save your changes.

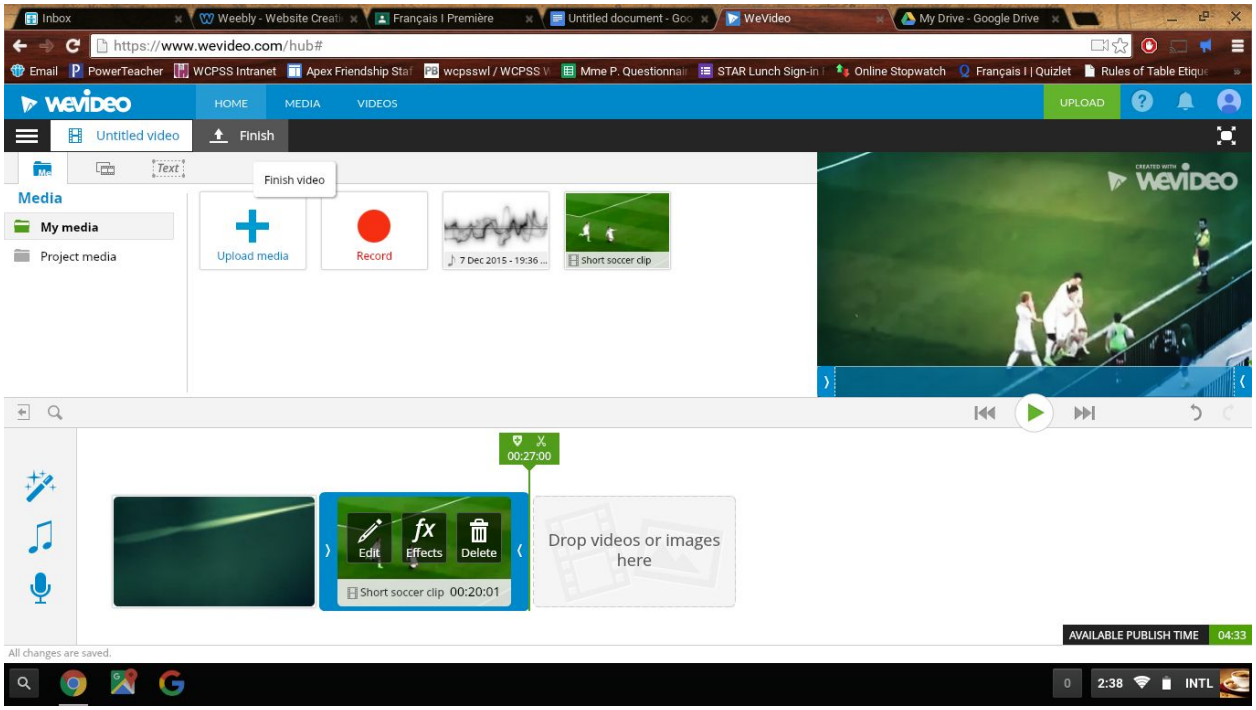


9. When asked, make sure to allow access to your microphone and camera.

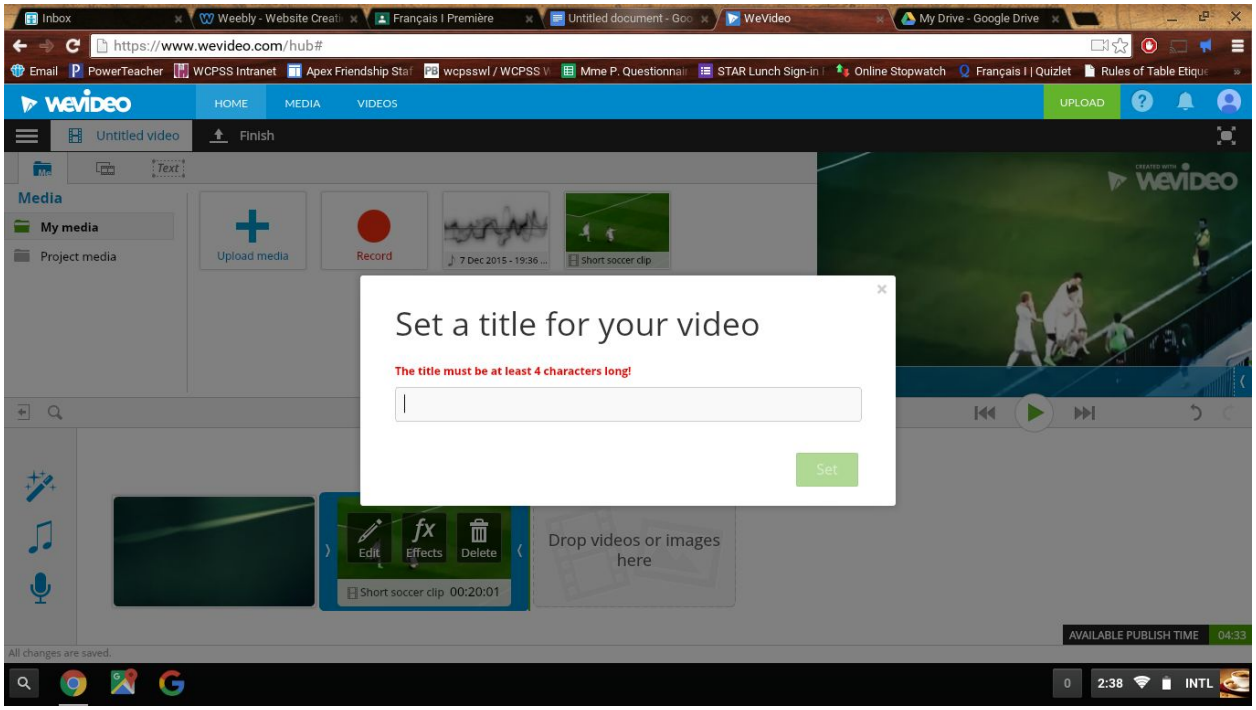


Publishing your Video

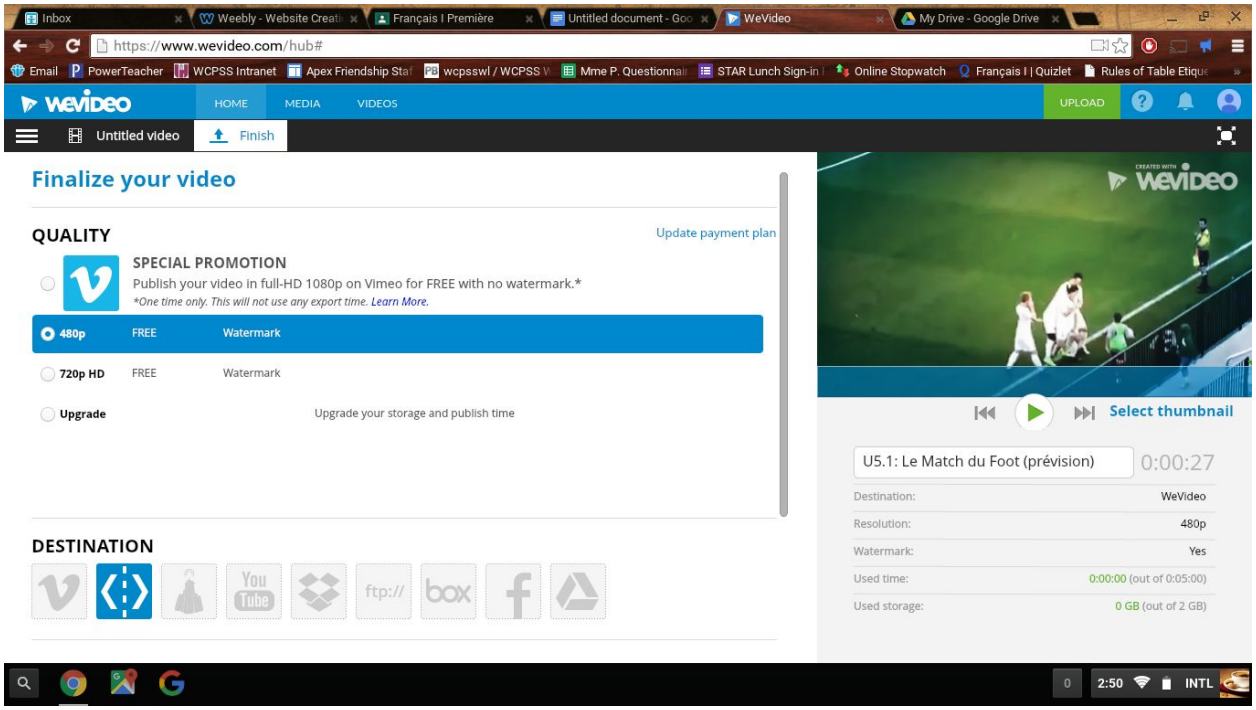
1. Whenever you have finished your video, click the FINISH button near the top of the screen.



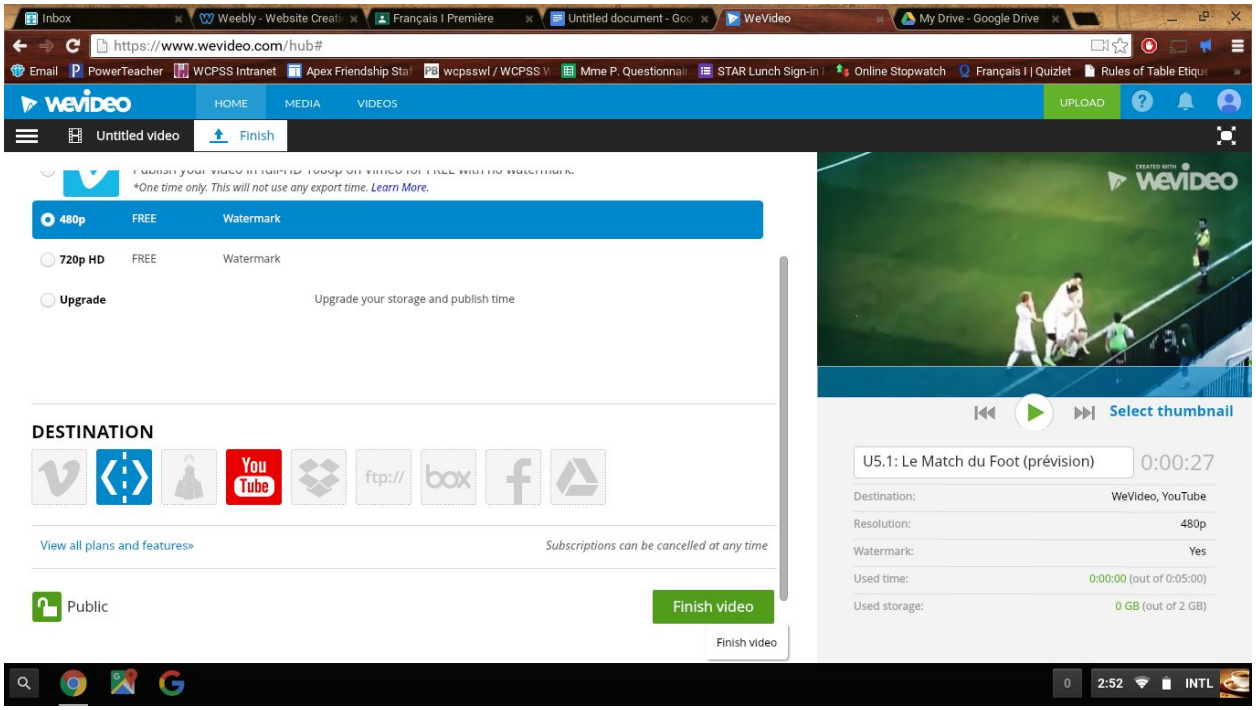
2. Give your video a title.



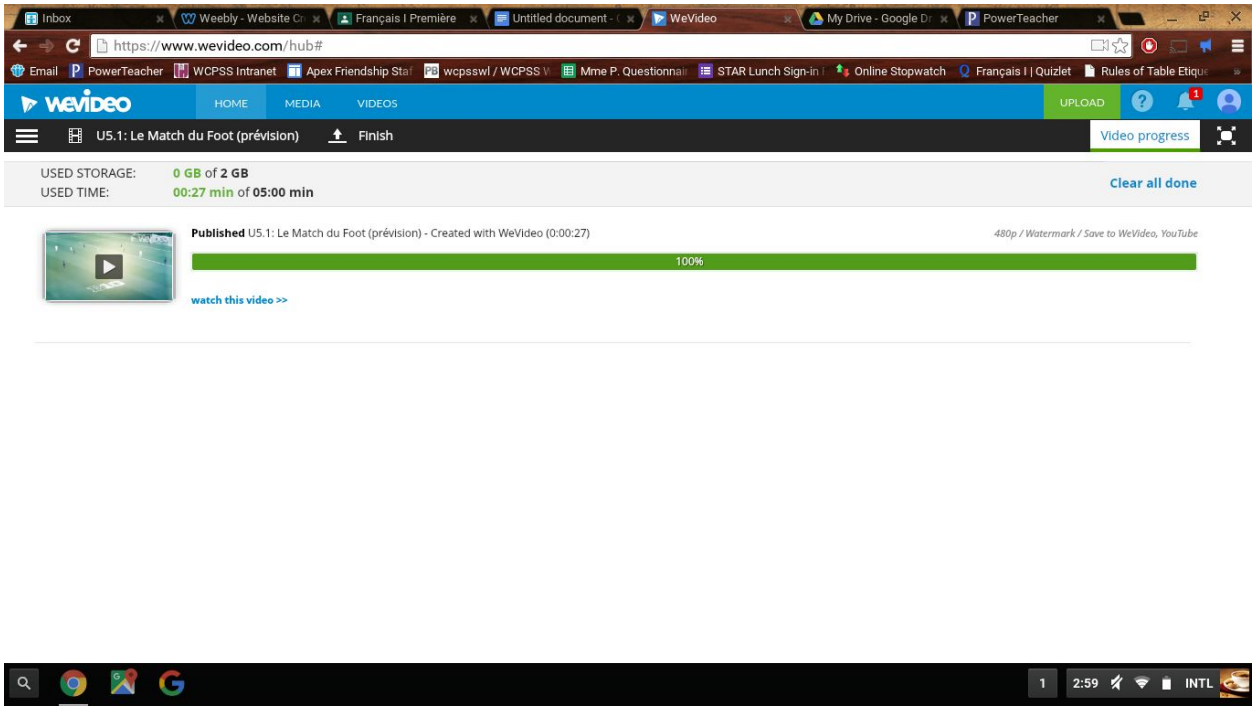
3. Select the quality you desire. The higher the number, the larger the file, and the longer it will take to download. You can also select a destination at the bottom. Making the video a YouTube video makes it very easy to upload to Weebly.



4. Scroll a little and select “Finish Video.”

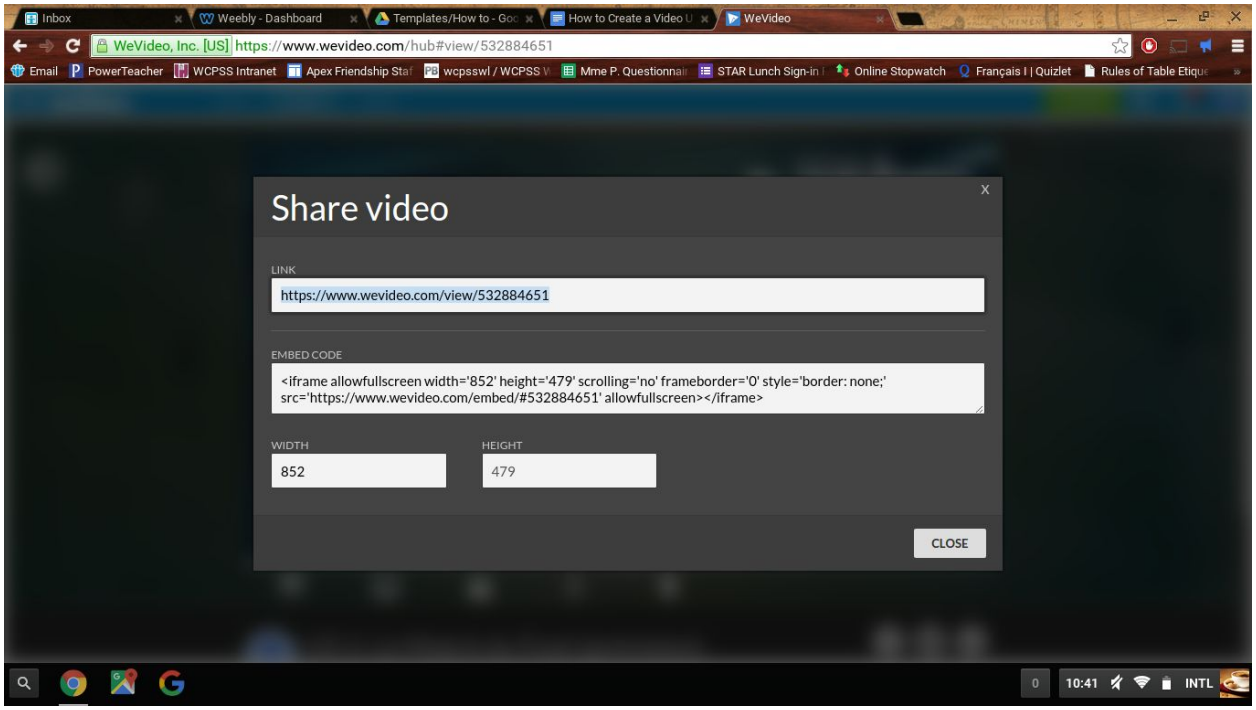


5. When you see this page, select “Watch this video.”



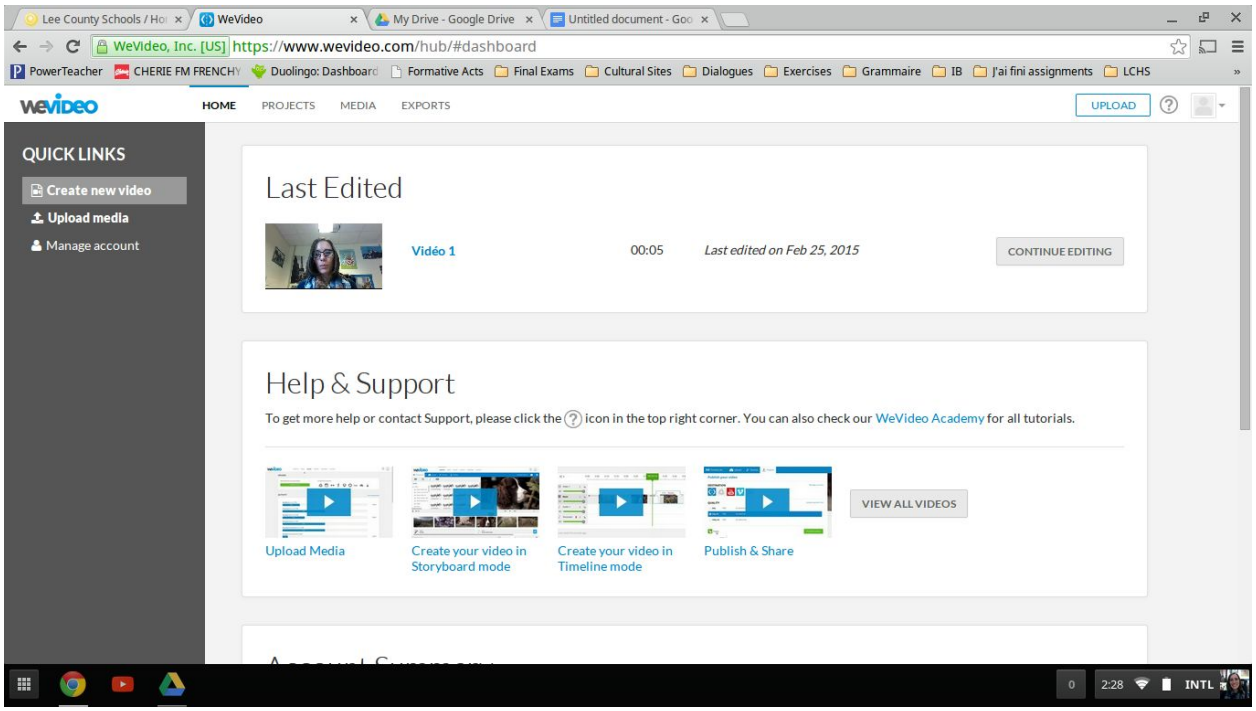
6. Click “Watch this video >>”
7. You will come to a screen like this. Click on the unfinished triangle button near the bottom-right corner.

8. Select and “Copy” the link if you are uploading the video to Google Classroom. If you plan to embed the document on Weebly, copy the “Embed” code. Paste the link where appropriate.

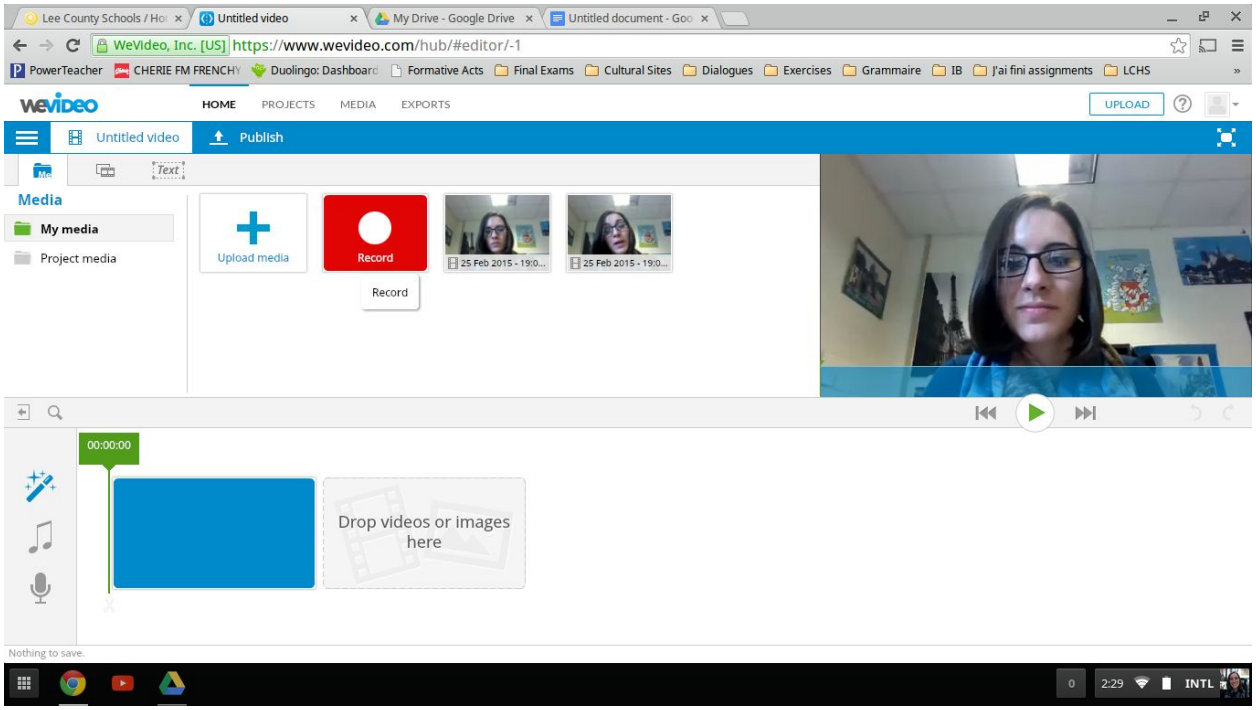


TO CREATE A VIDEO

1. Go to “Create a new video” on the left-hand menu. It will take a minute or two for the editor to open, so be patient.



2. Select the “Record” button to begin recording. Whatever you record will pop up in the top box, where you see my two recordings. You can record your video in one recording, or in multiple recordings that you can put together.



3. To start creating an entire video, select a recording and drag it to the bottom editing area. This is the minimum of what you have to do to create a video. To edit and personalize your video, see the directions given below the Publishing directions to follow.