



VOSAIC CONNECT **MANUAL**

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Introduction

Vosaic Connect is a **performance discovery** product that consists of video recording and markup tools that help you discover indicators valuable to performance improvement.

If you've ever tried to provide feedback or self-reflect on a practice right after it happened—or worse, a day later—you know how hard it can be to accurately capture thoughts you had in the moment.

We trust our brains to objectively and accurately remember and recall events. Yet research shows that when recalling events, we experience a tunnel vision focusing on big moments and discarding all the details that seem incidental.

By recording a video of a practice using Vosaic Connect, you are making sure that:

- No details are lost.
- The practice can be replayed as it happened (not from memory), increasing your chances of identifying key learning moments.
- The key moments are marked, so that you can more efficiently get back to them.
- Comments are added for additional context.
- The videos are securely and privately shared with others, creating a feedback loop you need to improve.

WHAT IS PERFORMANCE DISCOVERY?

Performance discovery is a process of observing, identifying, and aggregating indicators that reveal insights and patterns needed for performance improvement.

REQUIREMENTS

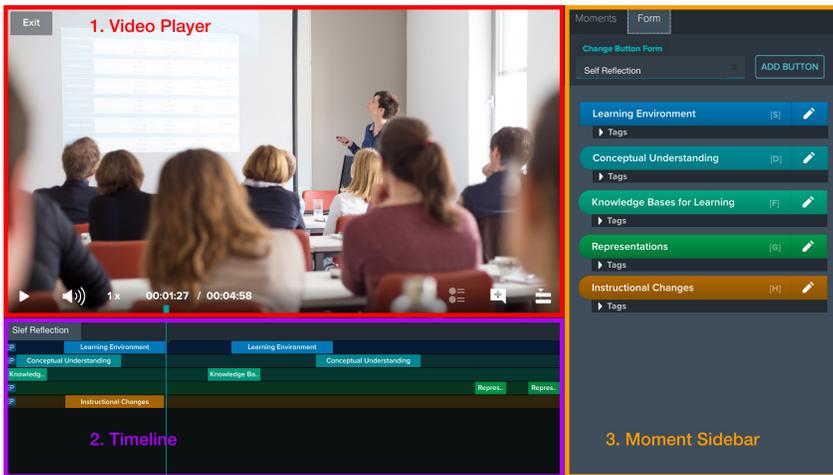
- A computer with internet connection
- Modern browser such as Chrome or Firefox
- iPad for more streamlined video recording and uploading
- iPad or iPhone you must be running iOS 9 or later.

How It Works

After you upload a video (or record it with our iOS app), you can analyze it using a screen that consists of three major components:

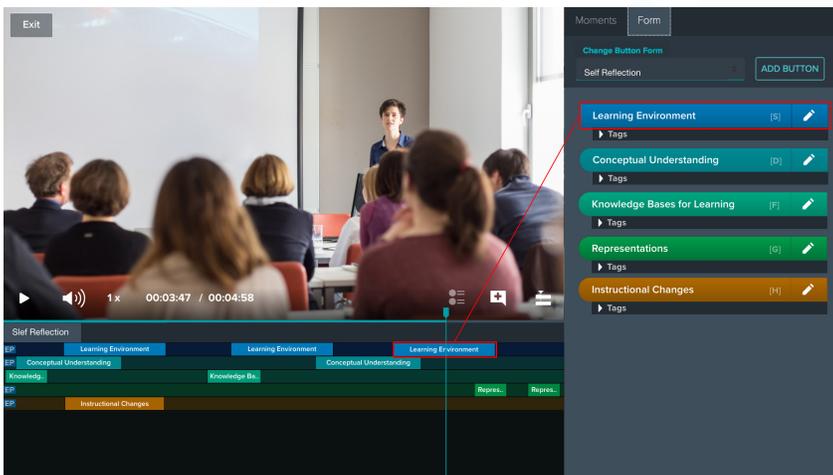
- Video Player
- Timeline
- Moments Sidebar

For every button you create, a new row is added to the timeline.

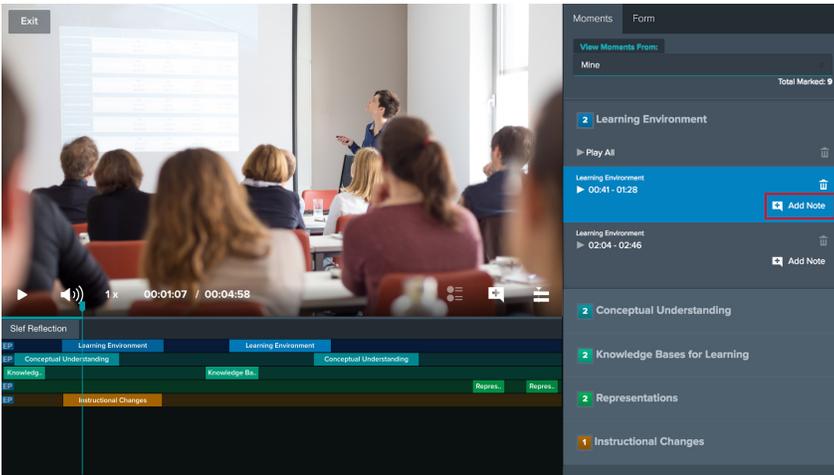


You can create up to 25 buttons where each button corresponds to an action or behavior you want mark in the video.

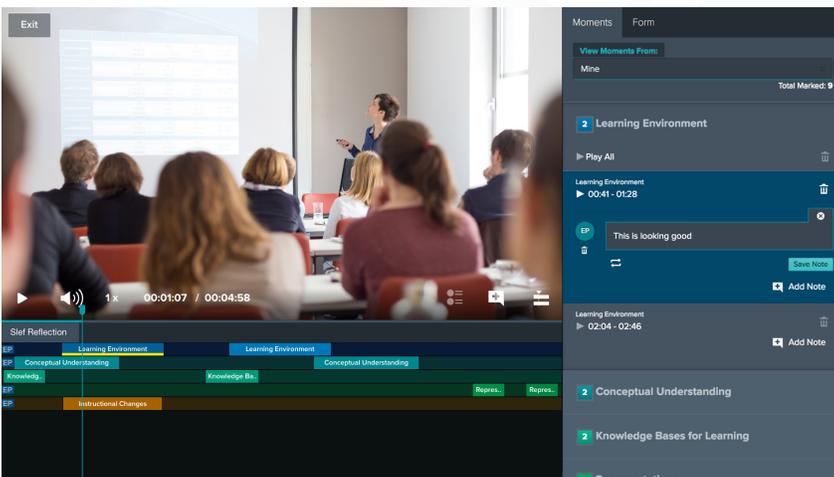
Every time you press a button in the sidebar, a moment is marked in the associated row of the timeline.



Every time you click a moment in the timeline, the sidebar changes to display a list of all marked moments, and the clicked moment starts playing.



To add a comment to a moment, simply click the “Add Note” button and type in the comment.



Before You Start, Ask Yourself...

“What actions or behaviors will I be looking for in the video(s)?”

This is one of the most important steps in the process of video analysis for performance discovery.

Answers to this question will help you create button Forms you'll use to evaluate videos of your practice. Once the Forms are created you can reuse them on as many videos as you need and share them with others in your organization to use on their videos. This creates an organization wide consistency around performance evaluations and improvement.

Because the process of performance discovery applies to any organization looking to improve performance of individuals or teams, Vosaic Connect button Forms are very flexible and powerful in their implementation.

The reasons we've built Vosaic platform so flexible is because:

- The opportunities for growth and improvement are not isolated to a single type of practice.
- No matter what industry you're working in, you're a lifelong learner who needs to constantly grow and improve in order to stay relevant.
- The requirements for improvement change overtime.

What's required from you to grow and improve today, may not be required for growth tomorrow. As requirements change, you can easily change forms and rubrics by which you need to evaluate or be evaluated. Having flexible evaluation forms helps you to continually make practice adjustments that make the most impact within the requirements needed for growth.

PLATFORM OVERVIEW

Vosaic Connect is a cloud based product which means that there is nothing you need to download to your computer to use it. You can access it by visiting <https://vosaic.com> from any computer using a modern web browser such as Chrome, Firefox, or Safari. You can also use our iOS or Android apps for additional functionality.

Due to the differences between web and mobile platforms, not all functionality is available, or behaves the same on every platform.

For example, on iOS devices we take advantage of built in cameras, and on the web we take advantage of bigger screens.

EXAMPLES OF BUTTON FORMS

Here're some examples of how users in different markets set up their button forms:

Instructional Coaches or a Principals at K12 schools:

- Praise to Correction Ratio
- Lesson Chunking
- Wasted Time
- Modeling
- Checks for Understanding
- Cold Calling

Colleges of Education teacher prep programs:

- Respect and Rapport
- Building on Prior Knowledge
- Instructional Supports
- Opportunities to Respond
- Communication Skills

Nursing Education Programs or Simulation Labs:

- Aseptic Practice
- Safe Environment
- Patient Verification
- Effective Communication
- Patient Education

Core features availability based on the platform

Core Features	Web Browser	iOS App	Android App
Watch marked up videos	X	X	X
Record videos	X	X	
Upload pre-recorded video	X	X	
Mark up video while recording	X	X	
Mark up video after recording	X	X	
Sign in with Google	X	X	
Use multiple forms to mark up videos	X		
Add comments to marked moments	X		
Add tags to marked moments	X		
Manage users	X		
Manage groups	X		
Manage forms	X		
Share videos	X		
Update profile information	X		
Adjust length of marked moments	X		
Multi-user timeline	X		
Export data to a spreadsheet (CSV)	X		
Export a summary report (PDF)	X		

Registering for an Account

If you don't have a Vosaic Connect account you can create one by visiting <https://vosaic.com/register>. The trial account provides free access for 14 days to 5 users, and includes up to 20 hours of video storage.

Whether you're a small team of researchers, a hospital, a single K12 school, or a school district the account you create will be treated as an **organization**. We don't recommend creating more than one account per organization. If you do, keep in mind that:

- You won't be able to share videos between accounts, even if they're registered by the same organization
- For security reasons, you can't use one email to join more than one account

If someone from your organization invited you to join, you'll need to click the link that was sent in the invitation email to create an account.

LOST INVITATION EMAIL?

Information required to register:

- Organization Name
- First Name
- Last Name
- Phone Number
- Email
- Password

The password requirements are:

- Must be at least 8 characters long
- Must include at least one uppercase letter
- Must include at least one lowercase letter
- Must include a number
- Must include a special character (!, @, *, % etc)

If you lost the invitation link but know what email address it was sent to, simply click the Forgot Password button on the login screen, then enter your email address, and finally submit the form. If the system finds the email address you entered it will send you a link to activate your account. If you don't get an email after going through the Forgot Password flow, you need to contact someone at your organization who can invite you to join.

Logging In

There are two ways to log in to your account:

1. Using email and password
2. Using Sign in With Google

Note: Sign in With Google only works if the email that is used to create your Vosaic Connect account, matches your Google Apps/GSuite/Gmail email address.

Managing Users in Your Vosaic Connect Account

ADDING/INVITING USERS

When you register for a Vosaic Connect account you are automatically an Administrator of that account. As an Administrator you can invite other users. Here's how to invite an individual:

- Log in to your account
- Click the **Users** tab in the top navigation
- Click the **Add New User** button
- Fill out the **Create New User** form:
 - Enter new users **first name, last name, and email**
 - Make sure **Invite User checkbox is checked**
 - **Assign a role** for that user (see Understanding User Roles).
Your options are:
 - Administrators
 - Educator
 - Learner
 - Viewer
- Press the **Save User** button

The moment you press the Save User button an invitation link is sent to the email entered for that user. Once the invitation link is clicked that user will be presented with a screen to create a password and join your

account.

You can also batch invite users by uploading a CSV file that contains your users info.

- Log in to your account (if not already logged in)
- Click the **Users** tab in the top navigation
- Click the **Add New User** button
- Once the **Create New User** form opens, find and click the link “**import/upload multiple users**” located just under the heading “Create New Users”
- **Import Users** pop-up window will appear
 - Follow the information in the pop-up window to complete the import

DELETING USERS

Deleting Users is just as easy as inviting them to your account.

- Log in to your account (if not already logged in)
- Click the **Users** tab in the top navigation
- In the **Search** box type in the name of the user you’d like to delete
- In the Search result, **click the name of the user** you’d like to delete
- **Edit User** form will appear
 - **Scroll to the bottom** of the the Edit User form
 - Locate and click the **Delete User** link
 - Click the **Delete button** in the confirmation pop-up

Note: When you delete a user you’re not deleting that user’s uploaded content. All videos that user uploaded, markup, and annotations that user contributed to his/her own videos, or videos that have been shared with that user, stay in your account.

EDITING USERS

There may be times that you need to update a specific user’s name or email, or change that user’s role (see Understanding User Roles). Here’s how to do it:

- Log in to your account (if not already logged in)
- Click the **Users** tab in the top navigation
- In the **Search** box type in the name of the user you’d like to delete
- In the Search result, **click the name of the user** you’d like to delete
- **Edit User** form will appear
 - **Make changes**
 - Click the **Save Changes** button

THE BENEFIT OF DELETING USERS OR UPDATING USER ROLES

When you purchase Vosaic Connect account, you are only paying for users who have video uploading permissions (see Understanding User Roles). Users in the Viewer role can't upload video, but you can have unlimited number of them at no additional cost.

Let's say you:

- maxed out your 15 user account
- you have a person A on your team that doesn't need to upload videos anymore
- you have a person B that you'd like to add to your account and give them upload permissions

What you can do is:

- Change person A's role to a Viewer. Doing this would allow that person to still have access to the account, but wouldn't be able to upload additional videos
- Delete person A, removing her/him from accessing the account, but keeping her/his work in the account

Understanding User Roles

ADMINISTRATORS

As an Administrator you have access to all functions of the site. You can:

- Upload videos
- Manage all videos uploaded to your organization account
- Share all videos uploaded to your organization account
- See timelines of all Users who contributed markup to any video in your organization account
- Add and manage all Users
- See and manage all User Groups
- See and manage all Forms
- Manage billing

Because Administrators can manage all aspects of the organizational account the account can quickly become hard to navigate. **We recommend that you limit the number of Administrators to one, maybe two people** and also recommend that the Administrative role is assigned to someone who will not be spending a lot of time doing the video analysis.

If you need to be an Administrator who will be doing a lot of work

analyzing video, we recommend that you create another user as Administrator and change your role to Educator.

EDUCATORS

As an Educator you have access to same functions the Administrators have, but with few exceptions:

- You can upload videos
- You can only see videos you uploaded or videos that have been shared with you
- Share only videos you uploaded
- See timelines of all Users who contributed markup to videos that you created, or videos that have been shared with you
- Add and manage all Users
- See and manage Groups you created, and Groups you've been added to
- Add new and manage Forms that've been made public

LEARNERS

As a learner you can:

- Upload videos
- Manage videos you uploaded
- Share only videos you uploaded
- Markup videos that you uploaded or videos that've been shared with you
- See only your timeline and the timeline of an Educator. If the video has been shared with other Learners and they add markup, you won't be able to see other Learners markup

VIEWERS

As a viewer you can:

- Securely and privately watch any videos that've been shared with you
- Mark up that've been shared with you

When you purchase Vosaic Connect account you're only paying for users who can upload videos. Those include users in following roles:

- Administrator
- Educator
- Learner

Viewer accounts are free and there's no limit as to how many users in the Viewer role you can have in your account.

Features as they're available to people in different user roles:

Features	Administrator	Educator	Learner	Viewer
Access to videos shared with you	X	X	X	X
Mark up videos	X	X	X	X
Use public Forms to mark up videos	X	X	X	X
Upload videos	X	X	X	
Access to all videos	X			
Access to videos you uploaded	X	X	X	
Add users	X	X		
Manage all users	X	X		
Add groups	X	X		
Manage all groups	X			
Manage groups you created	X	X		
Manage groups you've been added to	X	X		
Manage all forms	X			
Create forms	X	X		
Manage public forms	X	X		
See timelines of all users who have access to a video	X	X		
See your own timeline	X	X	X	X
See timelines of other users in learner or viewer role	X	X		
See timelines of users in educator role who have access to the video	X	X	X	X
Paid user	X	X	X	
Free user				X

Understanding User Groups

As a user in an Administrator or Educator role, you can create and manage User Groups to help you:

- Easier to share videos with groups of users in your organizational account
- Organize users in a way that will help you more easily manage your organizational account

Benefits of User Groups:

- You can create as many User Groups as you need
- A single User can be a member of multiple User Groups
- A User in Educator role that is added to a User Group will automatically see timelines of other Users in that User Group, on videos that have been shared with that User Group (see

Understanding Timelines)

- When you delete a User Group, the Users of that group are not deleted

CREATING USER GROUPS

- Log in to your account (if not logged in already)
- Click the Groups tab in the top navigation
- Press the **Create New Group** button
- **Add Group** form will appear
 - **Enter name** for the User Group
 - **Select users** you'd like to add to the Group
 - Press the **Save Changes** button

EDITING USER GROUPS

- Log in to your account (if not logged in already)
- Click the **Groups** tab in the top navigation
- **Look or search** for the User Group you'd like to edit
- **Click the User Group** you'd like to edit
- The User Group will expand revealing all members of that group
- **Edit Group** form will appear. Here you have options to:
 - **Edit the name** of the group
 - **Add or Remove** users to/from the group
 - Press the **Save Changes** button when done

DELETING USER GROUPS

- Log in to your account (if not logged in already)
- Click the Groups tab in the top navigation
- **Look or search** for the User Group you'd like to edit
- **Click the User Group** you'd like to edit
- The User Group will expand revealing all members of that group
- **Edit Group** form will appear.
 - **Scroll to the bottom of the Edit Group form**
 - Press the **Delete Group** button
 - **Confirm Delete** in the pop-up window

Understanding Forms

The main purpose of Forms is to speed up your video analysis workflow, and to create consistency in how performance is evaluated across your organization. Forms are essentially digital button templates (See Marking Up Videos). We call them Forms because traditionally people have used paper forms to evaluate performances.

After you create a Form you can use it with any video you upload to your account.

Before you start with the process of performance discovery you need to invest some time into thinking what observable behaviors, actions, and patterns you want to look for in videos you'll be analyzing. If you already have a paper form you use to evaluate performance, use that as a starting point.

ABOUT FORMS

- You can create as many Forms as you need.
- Each Form can have up to 25 buttons.
- Forms can also be made private (only you can use it) or public (anyone in your organization can use it).

Classroom Observation Checklist			
Observed Behaviors	1 not observed	2 more emphasis recommended	3 accomplished very well
Organization			
Presented overview of lesson.			
Paced lesson appropriately.			
Challenges Students to Think Analytically.			
Related today's lesson to previous/future lessons.			
Summarized major points of the lesson.			
Presentation			
Explained major/minor points with clarity.			
Defined unfamiliar terms, concepts, and principles.			
Used good examples to clarify points.			
Varied explanations for complex or difficult material.			
Emphasized important points.			
Writes key terms on blackboard or overhead screen.			
Integrates materials (examples, cases, simulations) from "real world".			
Active, collaborative, and cooperative learning favored over passive learning.			

When you translate this to a Vosaic Connect Form we recommend that you rewrite Observed Behaviors to be as concise as possible, because short button labels are easier to navigate and use in the context of video analysis.

Having said that, the above checklist could look something like this on the Forms screen:

.....

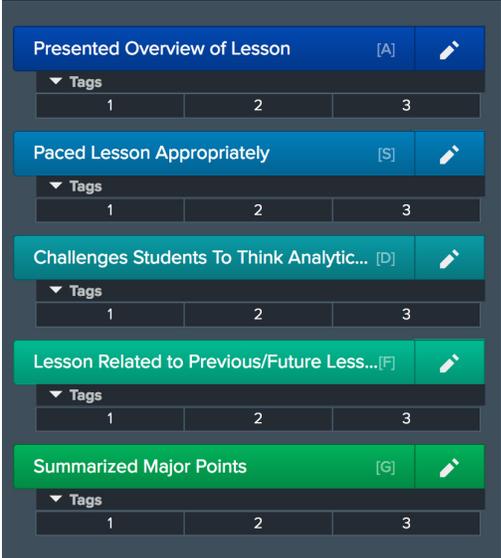
FORM NAME: CLASS ORGANIZATION

 Presented Overview of Lesson [A] 
 Paced Lesson Appropriately [S] 
 Challenges Students To Think Analytically [D] 
 Lesson Related to Previous/Future Lessons [F] 
 Summarized Major Points [G] 

FORM NAME: CLASS PRESENTATION

 Clearly Explained Major/Minor Points [A] 
 Defined Unfamiliar Terms/Concepts/Princ... [S] 
 Used Good Examples To Clarify Points [D] 
 Varied Explanations for Complex/Difficult ... [F] 
 Emphasized Important Points [G] 
 Writes Key Terms [H] 
 Integrates Examples/Cases From The Re... [J] 
 Favores Active Over Passive Learning [K] 

Preview of the button on the Video Analysis screen with Tags expanded:



The screenshot shows a video analysis interface with a dark background. A button labeled 'Presented Overview of Lesson' [A] is highlighted. Below it, a 'Tags' dropdown menu is expanded, showing a table with three columns labeled 1, 2, and 3. The interface also shows other buttons like 'Paced Lesson Appropriately' [S], 'Challenges Students To Think Analytic...' [D], 'Lesson Related to Previous/Future Less...' [F], and 'Summarized Major Points' [G], each with its own 'Tags' dropdown menu.

As you can see from this example, not only did we shorten the button names, but we also split the checklist into two Forms. Because Vosaic Connect allows you to analyze videos using multiple forms, splitting big forms into multiple smaller forms can make the video analysis focused and less overwhelming.

In addition, having smaller more focused forms can help you mix and match different forms to make your evaluations more flexible. Whenever possible, limit the number of buttons in your Forms to six or less.

Understanding Form Buttons

Each Form you create can have up to 25 buttons. You use those buttons to mark-up videos. The markup is the core functionality to performance discovery and it's important because it allows you to:

- identify important moments in the video
- quickly navigate between those moments
- add comments to each moment for more context
- add tags to each moment that can be used as a rating mechanism

Buttons in Vosaic Connect include following properties:

- Button Name
- Button Type
- Button Hotkey
- Button Color
- Button Tags

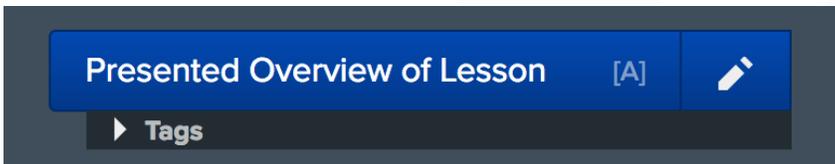
BUTTON NAME

Button name can be any string of characters. **Current limit is 60 characters (including spaces)**. Generally button names are used to describe a behavior, action, or a pattern that is taking place in a video.

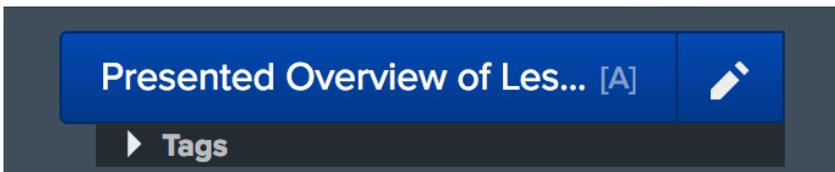
For example, if you are observing someone's public speaking performance, you may have a button that says "**Favors Stage Left**". You would press that button, every time you see the public speaker favoring the left side of the audience.

We recommend to keep the buttons names as short, but as meaningful as possible. Long button names are truncated based on the size of the browser window you're using. For example, here's how the button "**Presented Overview of Lesson**" looks like on a wide vs. narrow browser window:

Wide Screen: the button label **is not** truncated



Narrow Screen: the button label **is** truncated



BUTTON TYPE

There are two types of buttons you can create:

- Lead and Lag time buttons
- Toggle buttons

LEAD AND LAG TIME BUTTONS

Lead and Lag time buttons (or single click buttons) allow you to set a number of seconds before the button is clicked (Lead Time), and a

number of seconds after the button is clicked (Lag Time).

This type of a button is very efficient because you only need to click it once to mark a key moment in a video. The specified lead and lag time make sure that a meaningful length of a moment is marked. Without a lead and lag time you would end up with a moment that is simply too short to be useful.

Lead and lag time buttons are best used for short behaviors, or events.

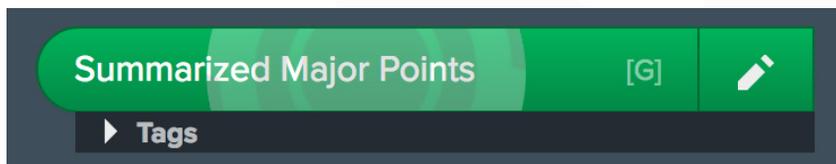
Visually, Lead and Lag Time buttons are displayed with square corners.

TOGGLE BUTTONS

Toggle buttons allow you to fully control the length of a marked moments. You press a toggle button once to start marking a behavior or an event in the timeline, and press it again to stop marking it.

Visually, Toggle buttons are displayed with rounded corners.

When you press a toggle button once, it starts animating to indicate that the marking has started.



Use more than one button at the same time

Behaviors often overlap. When you press a toggle button once to start marking a behavior, then see a different behavior you'd like to mark, simply press a different button to start marking it. The number of behaviors you can mark concurrently is only limited by the number of buttons you have in your Form.

BUTTON HOTKEY

One of the most useful Button properties is the ability to assign keyboard shortcuts (Hotkeys) to them. Pressing a Hotkey to mark an important moment is same as clicking a button in the sidebar. The advantage of using the Hotkey is that you're able to place your hand on the keyboard and stay focused on the action in the video, instead of needing to shift focus to the buttons in the sidebar in order to find and click the right button.

A Hotkey can be any letter. Numbers and special characters are not allowed. By default we assign the letters based on how your hand is positioned on the keyboard. For example, the first button you add to a form will automatically have a letter "A" assigned to it; the second button will have "S" and so on.

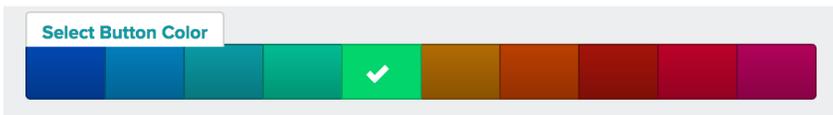
To change a Hotkey on a Button

- Click the **pencil icon** for the button you'd like to update
- **Enter a new letter** in the Hotkey field
- Press OK to **save changes**

Note: If you accidentally use same Hotkey for more than one button, the button that will be activated when the Hotkey is pressed is the one that appears higher in the Form stack.

BUTTON COLOR

You can use the button color property to help you organize, or easier identify buttons you have in a Form. There are 10 color presets you can choose from.



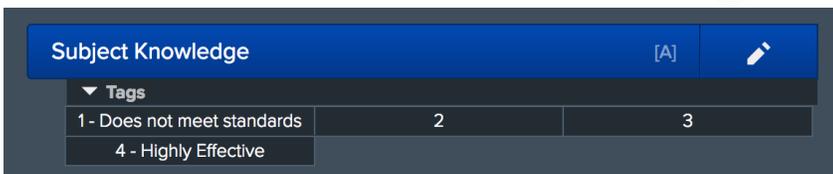
The colors are automatically cycled through as you add buttons to a Form. If you want to change the color of a button:

- Click the **pencil icon** for the button you'd like to update
- **Select a color from one of the options** at the bottom of the Edit Button pop-up
- Press OK to **save changes**

BUTTON TAGS

Sometimes you may have a need to add additional descriptors or ratings to moments. For example, if you're observing "**Subject Knowledge**", you may want to rate it on a scale from **1 - Does Not Meet Standards to 4 - Highly Effective**.

Rather than using a comment box to type in ratings, you can create a Tag for each rating that is assigned to a Button. Here's what that looks like based on the example above:



To add a Tags to a button

- Click the **pencil icon** for the button you'd like to update
- At the top of the **Edit Button** pop-up **select Add/Edit Tags tab**
- Type the tag name you'd like to add

- Click the **Add Tag** button
- Click OK to **save changes**

Note: You can also add tags to buttons on the Video Player screen (see Understanding Video Analysis with Vosaic Connect)

To apply a Tag to a moment you need to be on the Video Player screen. Simply click the “Tags” drop-down under the Button you’d like to use to mark a moment, and instead of pressing the main Button, press the Tag. This will automatically add that moment to the timeline with the pressed Tag applied to it.

You can see what tags have been added to the moments in the “Moments” tab of the sidebar. For example, here’s how the Tag “4 - Highly Effective” is displayed.



Another benefit of tags is that you can add multiple tags to the same moment. For example, let’s assume you have a button “**Materials Used**” with following tags “**Pen**”, “**Paper**”, “**Scissors**”. When a person in the video is cutting paper, you can press both “**Paper**” and “**Scissors**” tags and they will both appear in the “**Materials Used**” moment.



CREATING FORMS

- **Log in** to your account (if not logged in already)
- Click the **Forms** tab in the top navigation
- Press the **Create New Form** button
- **Edit Mark-Up Form** form will appear
 - **Enter name** for the Form
 - Press the **Add Button To This Form** button
 - The **Edit Button pop-up** modal will appear (See Understanding Buttons)
 - **Enter Button Name** (max. 60 characters including spaces)
 - Make it a **Toggle** or **Lead/Lag** time button

- Enter a **keyboard shortcut** (letters only)
- **Select a color** for the button
- **Press OK** to save changes
- **Press OK** to save changes
- Select from one of the **Privacy Settings**
 - **Private** - Only you can assign this mark-up form to a video for others to use.
 - **Public** - Everyone in your organization can assign this mark-up form to a video for others to use.
- Press **Save Changes**

EDITING FORMS

Note: When you edit a Form, all markup related to that Form will be updated in all videos that use that Form.

- **Log in** to your account (if not logged in already)
- Click the **Forms** tab in the top navigation
- Press the **Create New Form** button
- **Edit Mark-Up Form** form will appear
- Click the Button you'd like to edit
- The Edit Button pop-up modal will appear (See Understanding Buttons)
 - Make desired changes
 - **Press the OK** button to save button changes
- Press the **Save Changes** button to make sure the Form changes are saved

DELETING FORMS

Important: When you delete a Form, all markup related to that Form will be removed from all videos that used that Form.

- **Log in** to your account (if not logged in already)
- Click the **Forms** tab in the top navigation
- Press the **Create New Form** button
- **Edit Mark-Up Form** form will appear
- **Scroll to the bottom** of the Edit Mark-Up form
- **Click the Delete Form** button

Getting Videos Online

Because Vosaic Connect is a cloud based application, all videos need to be uploaded to the cloud before they can be analyzed. There are

couple of different ways to do this depending on how you recorded the videos.

UPLOADING PRE-RECORDED VIDEOS USING A BROWSER ON YOUR COMPUTER

If you have access to videos stored on your hard-drive, or a network drive, you can upload them using a web browser.

- **Log in** to your account (if not logged in already)
- Click the **Videos** tab in the top navigation
- Click the **Add New Video** button
- Fill out the **Add New Video** form
 - Video Name
 - Select primary Form you'd like to use to analyze the video
 - Enter the video date, if you need it to be different
 - Press the Save & Continue to Upload
 - Drag or Drop, or press the Choose Video button to select video file you'd like to upload. Allowed formats are: .mov, .mp4, .avi, .mpeg, .m4v, .mod, .mts, .webm, .wmv, .ogv, .qt, .aac
 - Once selected the upload will begin.
 - After the upload is done the video will be processed and optimized for viewing on different devices.
- Once the processing is done, the video is ready to be analyzed.

UPLOADING PRE-RECORDED VIDEOS USING AN IOS DEVICE

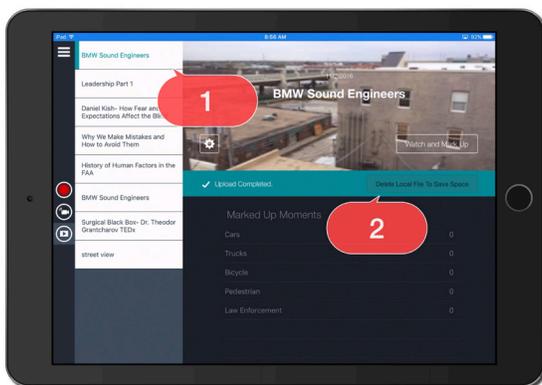
If you recorded a video on your iPhone or iPad, you can upload it using our iOS app. If you don't have our app you can download it from the App Store.

- **Launch Vosaic Connect app** on your device
- **Log in** to your account
- **Press the Record** button in the main navigation
- Enter **Video Name**
- Tap the **Set Names for Buttons You'll Use To Mark Up This Video** field
 - On the next screen select the Button form you'd like to assign to this video
- Tap the **Select Camera OR Import Pre-Recorded Video** field
 - Select **Import Pre-Recorded Video** option from the list
- Tap **Continue**

- **Camera Roll** will appear
- **Select the video** you'd like to upload
- **Tap Use** in the top right corner of the video preview
 - The video will be processed on the device
- Once processed you'll be taken back to the App's main screen
- **Video will start uploading**
 - If you don't see the video uploading, pull down on the video list to refresh it.
- Once uploaded the video thumbnail will appear and the video is ready for analysis on either your device, or on the web.

DELETE LOCAL FILE TO SAVE SPACE

After a video is uploaded using Vosaic Connect Phone or iPad app, a copy of that video is stored in the local storage for the app. This allows you to work with the video when you're not connected to the internet. However, it does take away space on your device, so we give you an option to **Delete Local File To Save Space**.



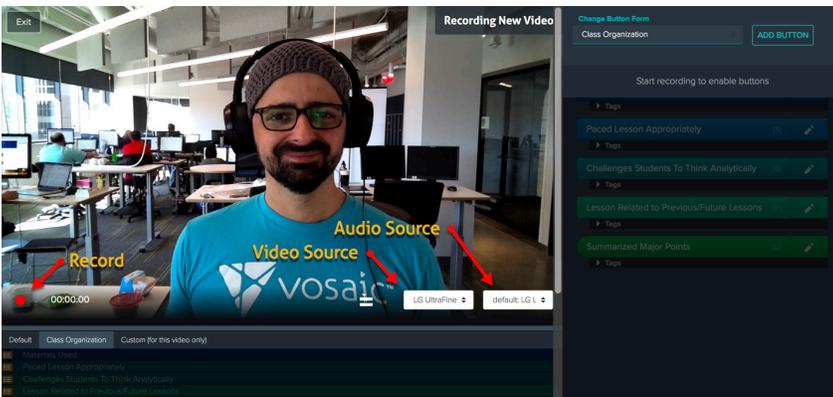
Deleting local file deletes it only from Vosaic Connect local storage. It doesn't delete it from the server or the camera roll/iOS Photos app.

RECORDING VIDEOS USING BUILT-IN OR EXTERNAL WEBCAMS

If you have access to a webcam you can record and mark up video using a Chrome web browser.

- **Launch Chrome and Log in** to your account (if not logged in already)
- Click the **Videos** tab in the top navigation
- Click the **Add New Video** button
- Fill out the **Add New Video** form
 - Video Name

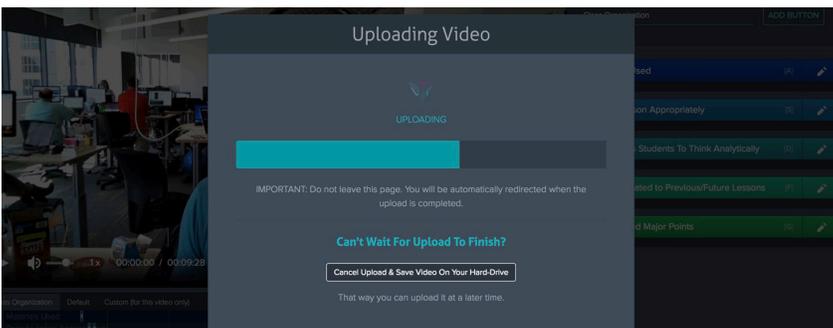
- Select primary Form you'd like to use to analyze the video
- Enter the video date, if you need it to be different
- Press the Save & Continue to Upload
- Press the **Record & Upload Video** button.
- On the next screen you'll be asked to allow the browser to use your Camera and Microphone. It's important that you press **"Allow"**.
- The video recorder has a few basic controls that are based on the state of the recorder. For example, before you start recording you see:
 - Record Button
 - Camera source drop-down
 - Audio source drop-down



- If you have more than one camera attached to your computer, select the camera you want to use from the "Camera Source" drop-down. Do the same using the "Audio Source" drop-down.
- Form buttons in the sidebar are disabled until you press the "Record" button.

UPLOADING VIDEOS RECORDED USING A WEBCAM

Once you press the "Stop" button, the video will be immediately finalized, and the upload will start.



I DON'T SEE ALL VIDEO SOURCES IN THE DROP-DOWN

MacOS users may experience the issue where not all cameras are listed in the Video Sources drop-down even though they're properly connected to the computer.

If that happens launch "Terminal" (Applications->Utilities->Terminal)

Type following command:
`sudo killall VDCAssistant`

Press Enter.

In the browser, refresh the Vosaic Connect video page, and all video sources will appear in the drop-down.

Once uploaded, you'll be redirected to the "Videos" page where the video will take a few minutes to process on the server. How long the processing takes depends on the length of the video. For a 30 minute video the wait is 2-4 minutes. If you don't see the video in that timeframe try refreshing your browser

RECORDING AND UPLOADING VIDEOS USING OUR IOS APP

One of the primary features of our iOS app is video recording and uploading. Today's iPhones and iPads produce such high quality video, in many cases, we may never need to invest in more audio/video equipment. In addition, compared to specialized audio/video equipment, they can be used for other purposes, minimizing the time they sit idle, and therefore maximizing the return on investment on hardware.

The capabilities of our iOS app extend beyond just recording videos. With our iOS app:

- Videos are uploaded while they're being recorded. This greatly affects the speed at which they're available online for deeper analysis.
- You can mark up videos using Forms (see Understanding Forms) as they're being recorded. When you do this, the uploaded video will have all your initial markup available to you for further analysis on the web.
- You can record videos using two iOS devices, where one device is a camera and the other is a remote.

RECORDING AND MARKING UP A VIDEO USING A SINGLE IOS DEVICE

- **Launch Vosaic Connect app** on your device
- **Log in** to your account
- **Press the Record** button in the main navigation
- Enter **Video Name**
- **Tap the Set Names for Buttons You'll Use To Mark Up This Video** field
 - On the next screen select the Button form you'd like to assign to this video
- Tap the **Select Camera OR Import Pre-Recorded Video** field
 - Select one of these options
 - Front Camera
 - Back Camera
- Tap **Continue**

- Once the camera is loaded **press the red record button**
 - **Note:** there may be a slight delay for the recording to start
 - Once the recording starts, the Form selected in the step 5 above will appear on the left side of the screen
 - You can use those buttons to mark important moments you see them
- To finish the recording, **press the red stop button**
- **Press Done** in the bottom right corner of the screen
- The main screen will load with the progress bar showing you how much of the video has already been uploaded.
 - If you don't see the progress bar immediately, pull-down on the video list to refresh it, and the progress bar will appear.

RECORDING AND MARKING UP A VIDEO USING A TWO IOS DEVICES

One of the biggest benefits of using two devices to record and mark up videos is that you can set up the recording device closer to the action, and use the second device from further away to mark up the action.

However, there are few important things to note about this feature:

- The person with the marking device has to be in the same room as the recording device. Due to data transfer limitations from one device to another:
 - Once you start a recording, the camera device doesn't stream live video feed to the markup device. The markup device simply shows you the Form that you can use to mark up the action as it unfolds before your eyes.
 - Once the recording is done, the camera device is the one that has the video. The video won't be available on the markup device until it's done uploading from the camera device.
- WIFI and Bluetooth must be enabled on both iOS devices in order for this feature to record. NOTE: you don't need internet access to record using two devices, but WIFI and Bluetooth must still be enabled on both iPads.

The following steps describe how to record and mark up a video using two iPads.

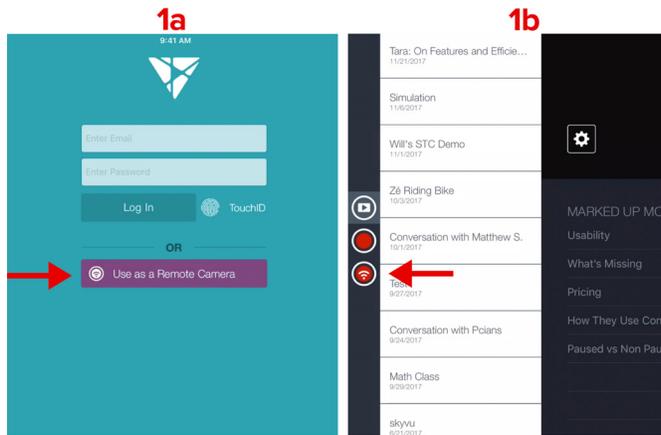
When recording with two iOS devices, one device will be used as a remote control (marking device) and the other device will be used as a camera.

SETTING UP CAMERA DEVICE

There are two ways to set up an iPad or an iPhone as a camera.

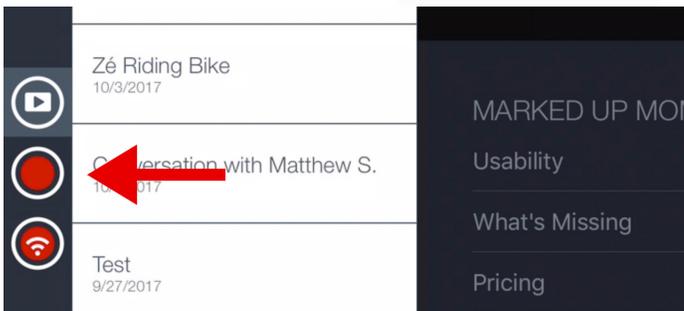
1a. Tap Use as a Remote Camera on the login screen; or

1b. If you are logged into Connect, tap the wireless recording icon.



SETTING UP REMOTE CONTROL IPAD

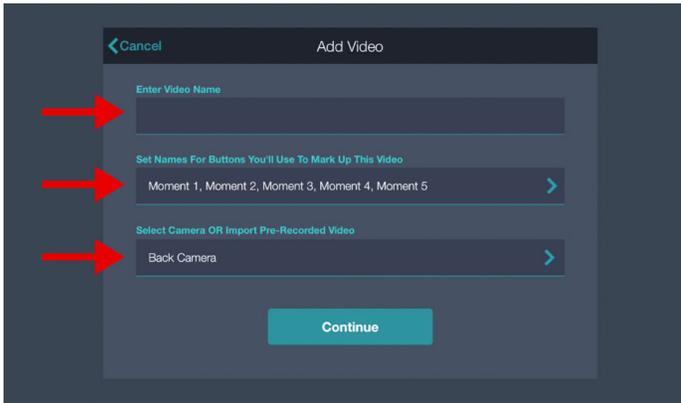
2. Tap the Add New Video icon.



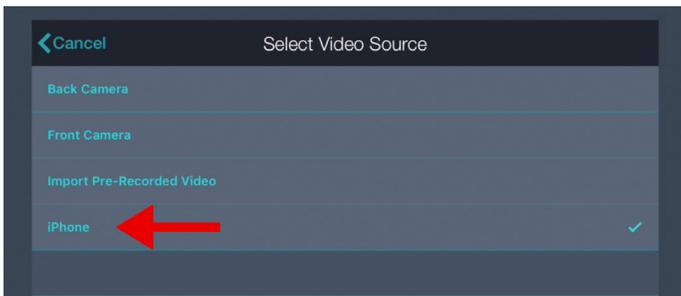
3. Enter Video Name.

4. Tap to edit button names without using a form or Select a Form.

5. Tap Back Camera



6. The camera iPad or iPhone name will appear in the list. Tap the name to select the camera device as the Video Source.



7. Tap Continue.

8. Tap Record.

9. Tap Buttons to mark up live video capture.



10. Tap to pause or continue recording.

11. Tap Done to complete the recording.

NOTES

The video is available for immediate viewing on the Camera device. Once uploaded from the camera device, the video will be available on all other devices.

If you have trouble making devices see each other, check to make sure both devices are on the same version of the iOS. Minimum requirement is iOS 9 or later.

MANAGING VIDEOS USING VOSAIC CONNECT IOS APP

The primary purpose of our Vosaic Connect app is to record and upload videos. However, there are additional features you can take advantage off while on the go:

- Browse Videos you have access to
- Edit Video Details
- Watch all videos you have access to
- Do some basic Markup of videos you have access to
 - Marking up is limited to using only one Form. This would be the form that has been assigned to the video as the default form (See Understanding Forms).
 - You can't leave comments
 - You don't have access to any Tags
 - Due to the small size of iPhone screens you won't see the timeline while marking up on an iPhone
- Delete videos you uploaded

BROWSE VIDEOS USING VOSAIC CONNECT IOS APP

The way you browse videos on an iOS device depends on whether you're using iPhone or an iPad. On an iPhone, you'll need to tap the Video icon in the left hand navigation. This will display the Video list. On an iPad the list is visible by default.

If you don't see a video you know that you have access to, pull-down on the list to refresh it. If you still don't see it, make sure you're connected to internet and try again.

EDIT VIDEO DETAILS

To edit video details:

- **Tap the video name** you'd like to edit in the list
- Tap the **Gear icon** (if you don't see a Gear icon, you may not have permissions to edit video details)
- **Edit Video** screen will appear
 - Edit the **video name**

- Edit the **video date**
- **Tap the Save button**

WATCH VIDEOS USING VOSAIC CONNECT IOS APP

- Simply **tap the video name** you'd like to watch in the list
- **Video detail** screen will appear
 - Tap the **Watch and Mark Up** button
 - The video player will load
 - Use video player controls to play/pause video
 - **Swipe left or right across the video** to scrub it
 - **Swipe right or left across the Form sidebar** to make it narrower or wider

ADD BASIC MARKUP USING VOSAIC CONNECT IOS APP

Once you're on the Video Player screen:

- **Tap the Play button** to start playing the video
- Every time you see a behavior listed as a button in the Form sidebar, **tap that button to mark it in the timeline**
- **Note:** Due to screen size limitations, you won't see the timeline if you're using an iPhone.

NAVIGATE MARKED UP VIDEO USING VOSAIC CONNECT IOS APP

Every time you press a button in the Form sidebar, that moment is added to the Timeline below the video. To rewatch that moment, simply tap it in the Timeline and it will start playing.

Note: If the button has rounded corners it means that it is a Toggle button. When you tap it the first time it will mark the beginning of the moment, and it will start animating. When you tap it the second time, it will mark the end of the moment; the moment will appear in the Timeline; and the animation will stop. (See Understanding Buttons)

DELETE VIDEOS USING VOSAIC CONNECT IOS APP

To delete a video:

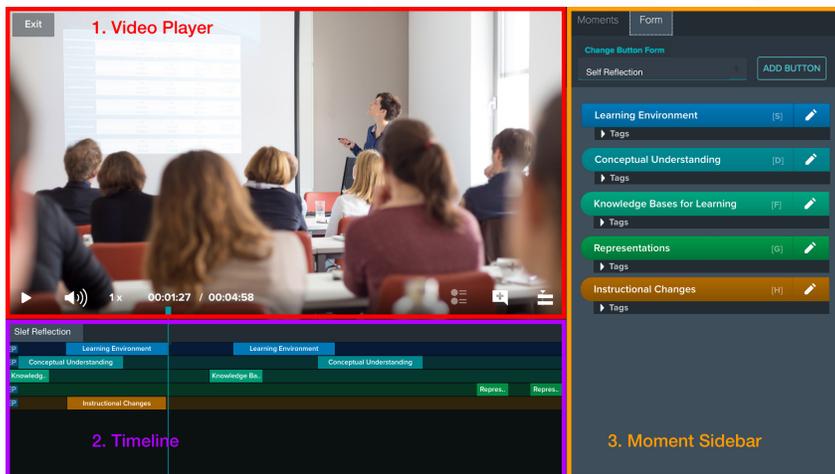
- **Tap the Video Name** in the list you'd like to delete
- **Video detail** screen will appear
 - Tap the **Gear icon**
 - Select Delete from the pop-up menu
 - **Tap OK** in the confirmation pop-up
- **Note:** Deleting a video using these steps, deletes the video from

the cloud as well. **This action is not reversible.** Once deleted, the videos can't be brought back.

Analyzing Videos Using a Browser on Your Computer

Once you have a video uploaded to Vosaic Connect, it's time to analyze and review it for key performance indicators.

- **Log in** to your account (if not already logged in)
- Click the **Videos** tab in the top navigation (if not there already)
- **Select a video** you'd like to analyze from the list in the sidebar
- The video overview will appear on the right
 - Click the **Watch and Mark Up** button
- The Video Analysis screen will appear. This screen consists of three major parts:
 - Video Player
 - Form Sidebar
 - Timeline



VIDEO PLAYER

Our video player includes typical video controls such as:

- Play/Pause
- Elapsed Time
- Scrubb
- Playback Speed

In addition it also has Vosaic Connect specific controls:

- Group Timeline by User or by Button
- Add Comment

- Toggle a view to prioritize space for Timeline vs. Video

GROUP TIMELINE BY USER OR BY BUTTON

This button is enabled when you have more than one user contributing markup to your video. When pressed it shows you a pop-up with two options to select from:

- Group Timeline by User
- Group Timeline by Button

FORM SIDEBAR

The right hand sidebar of the Video Analysis screen contains two tabs:

- Form (default)
- Moments

FORM TAB

Form tab is selected by default and contains buttons of the Form that has been assigned to the video. You can use more than one Form to mark up a video, and the drop-down above the buttons helps you select and/or switch between Forms you'd like to use. Next to the drop-down is a Add Button button, that allows you to add another button to your form.

Ability to add a button to a Form on the fly is important, because often you'll start seeing patterns in a video that you haven't planned for.

MOMENTS TAB

Moments tab shows the summary of all moments that have been added to the timeline. It provides you with an easy way to navigate, play, and add comments to all moments that have been added to the video.

The drop down just above the moments allows you to select whose marked moments you'd like to review if more than one person has been marking up videos.the default selection is Mine.

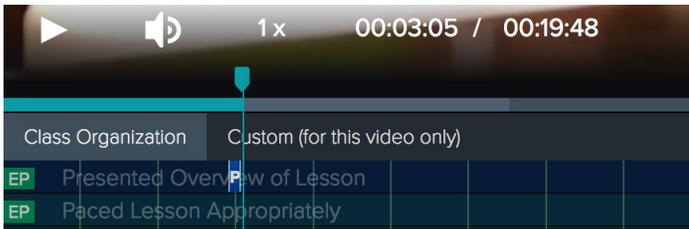
TIMELINE

Timeline allows you to easily navigate all marked moments. It's closely tied to the buttons in the Form Sidebar. For each button added to a Form, a row is added to the timeline. Every time you press a button in the sidebar a moment is marked in that buttons row of the timeline.

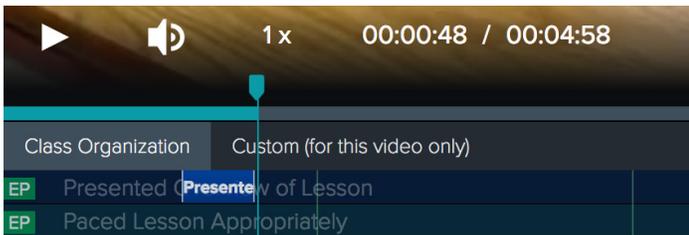
Every time you press a moment in the Timeline:

- That moment starts playing
- That moment is displayed in the Moments Tab of the Form Sidebar

The length of the moment in the Timeline is relative to the length of the video. If you have a 20 min long video, a 10 second moment will look really short in the timeline:

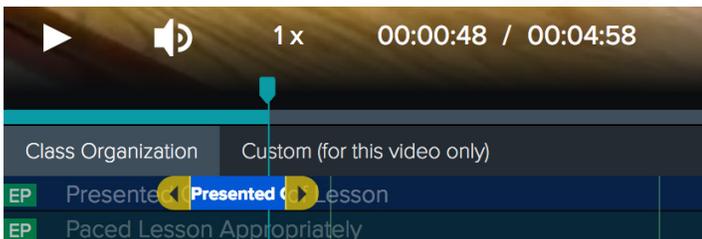


If the video is 5 minutes long a 10 seconds moment will appear much longer.



ADJUSTING THE MOMENT LENGTH IN THE TIMELINE

One of the things you can do in the Timeline is fine-tune the moment length. Simply hover over the moment and two handles will appear, one on the each side of the moment.

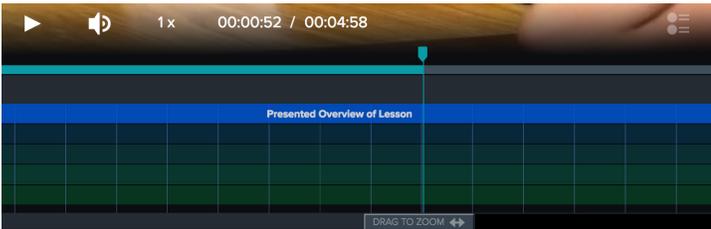


Click and drag the handle on the side you'd like to extend. If you don't see handles, when you hover over a moment, you may need to zoom in.

ZOOMING IN

To zoom in on the specific moment, make sure the playhead is over a moment, then either:

- Use your keyboard and press “+” to zoom in, “-” to zoom out
- Use the Drag to Zoom handle at the bottom of the timeline



MULTI-USER TIMELINE

Vosaic Connect Timeline supports markup by multiple users. For example, if you share a video with three users, the Timeline will display three sets of rows. One set for each user. The size of the set depends on the number of buttons added to a Form that is used to mark up the video. If your Form has five buttons, the timeline will have five rows for each user, totaling 15 rows for the whole timeline.

Each row starts with user initials so you know which rows belong to which users.

JA	Presented Overview of Lesson								
JA	Paced Lesson Appropriately								
JA	Challenges Students To Think Analytically								
JA	Lesson Related to Previous/Future Lessons								
JA	Summarized Major Points								
EP	Presented Overview of Lesson								
EP	Paced Lesson Appropriately								
EP	Challenges Students To Think Analytically								
EP	Lesson Related to Previous/Future Lessons								
EP	Summarized Major Points								

Reporting

DETAILED CSV REPORT

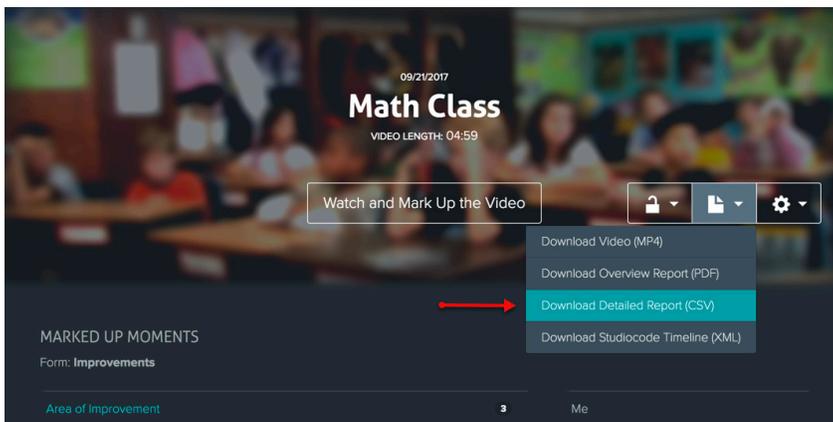
One of the Vosaic Connect features is the ability to download a detailed CSV (Comma Separated Values) report of the practice. This report can be viewed and modified using your favorite spreadsheet software (i.e. Microsoft Excel) and it includes:

- Timestamps of each marked action/moment
- The length of each action/moment
- Number of times actions/moments appear in the video
- The order in which actions/moments took place
- All comments added to the actions/moments
- All tags added to the actions/moments

Once you have rewatched the video a couple of times to make sure you've marked all areas of improvement and added comments to each moment for additional context, you can export the information into a

CSV report using following steps:

- **Log in** to your account (if not already logged in)
- Click the **Videos** tab in the top navigation (if not there already)
- **Select a video** with data you'd like to export
- The video overview will appear on the right
- **Click the File icon**
- Select **Download CSV** from the drop-down
 - The report will take a few moments to generate
 - Once generated the browser will ask you where you'd like to save the document.
 - Once saved you can open it using your favorite spreadsheet software.



OVERVIEW PDF REPORT

Another type of a report you can download is an Overview PDF (Portable Document Format) report. This report can be viewed using any software that can read PDF files i.e. (Adobe Acrobat) and includes:

- Timestamps of each marked action/moment
- The length of each action/moment
- All comments added to the actions/moments
- All tags added to the actions/moments

To download the PDF report:

- **Log in** to your account (if not already logged in)
- Click the **Videos** tab in the top navigation (if not there already)
- **Select a video** with data you'd like to export
- The video overview will appear on the right
- **Click the File icon**

- Select **Download Overview Report PDF** from the drop-down
 - The report will take a few moments to generate
 - Once generated the browser will ask you where you'd like to save the document.
 - Once saved you can open it using your favorite PDF reader.

