



## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>Student Guide</b> .....  | <b>2</b>  |
| <b>QuickStart</b> .....   | <b>2</b>  |
| <b>Using Canvas</b> .....   | <b>2</b>  |
| How to login to Canvas .....  | 2         |
| How to logout of Canvas .....   | 3         |
| How to edit account information in Canvas .....                                   | 4         |
| <b>Complete Assignments</b> .....   | <b>5</b>  |
| How to access a course .....  | 5         |
| How to view an assignment.....  | 7         |
| How to find assignment instructions and grading rubric.....                       | 8         |
| How to view an assignment video.....  | 8         |
| How to add a new video to an assignment .....                                     | 9         |
| How to add a previously uploaded video to an assignment.....                      | 11        |
| How to delete a video from an assignment.....                                     | 12        |
| <b>Manage Comments</b> .....  | <b>12</b> |
| How to add comments to a video .....  | 13        |
| How to read comments in an assignment.....  | 13        |
| How to view Play-by-Play comments.....  | 14        |
| <b>Interact with your Community of Reflection and Practice (CORP) Group</b> ..... | <b>15</b> |
| How to leave feedback for your CORP group.....                                    | 15        |
| <b>Prepare Video for Upload</b> .....   | <b>16</b> |
| How to compress a video .....   | 16        |

## Student Guide

### QuickStart

Follow these steps to complete your Coaching Companion assignments in Canvas. Refer to the in-depth topics in this guide for more information about completing your course assignments.

1. [Register](#) for your course(s) using the University of Washington registration system.
2. [Login](#) to Canvas.
3. Go to your [course home page](#)
4. [Open your first assignment](#) and [follow the instructions](#) to complete the assignment.
5. When prompted, [upload video](#) to your assignments.
6. [Review comments](#) left by your Instructor and peers.
7. Finish all assignments for your course.
8. If you have any questions, reach out to [support@earlyedualliance.org](mailto:support@earlyedualliance.org). We're here to help.

### Using Canvas

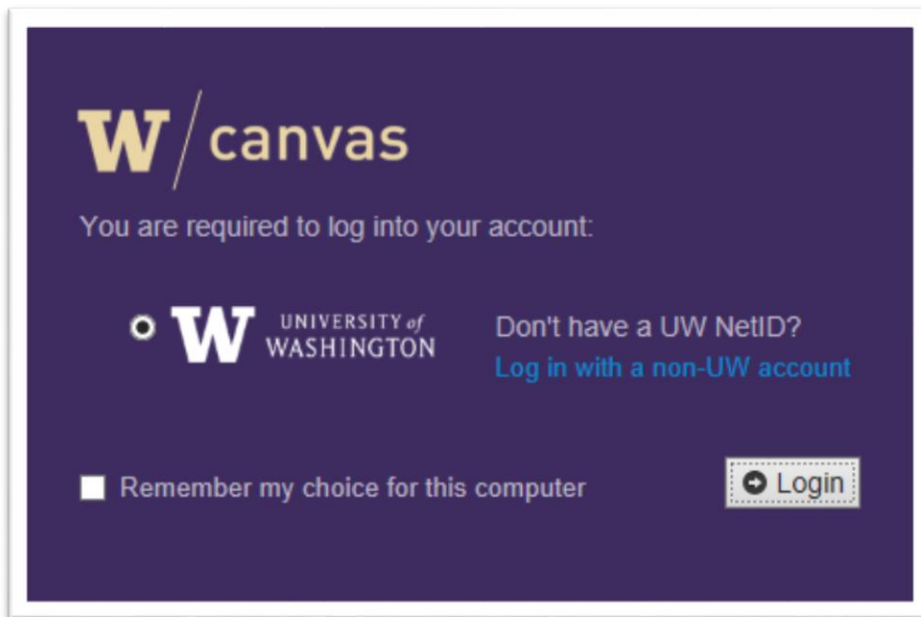
As a University of Washington Student, you will access your Coaching Companion assignments through the **Canvas Learning System**.

Canvas has a [rich set of user guides](#) which you can use to learn how to navigate the Canvas environment.

### How to login to Canvas

You will use your UW NetID account to log into Canvas. If you are having any issues with your NetID account, refer to the [UW NetID account page](#) or call the UW-IT Service Center at 206-221-5000.

1. Navigate to the UW Canvas URL: <https://canvas.uw.edu/>
2. Click the **Login** button



3. Enter your UW NetID and password

4. Click the **Sign in** button

#### How to logout of Canvas

1. Click on the Account option in the left menu
2. Click the **Logout** button



How to edit account information in Canvas

1. You can use the Canvas Account panel to change account settings, such as your name and how you want to receive notifications.

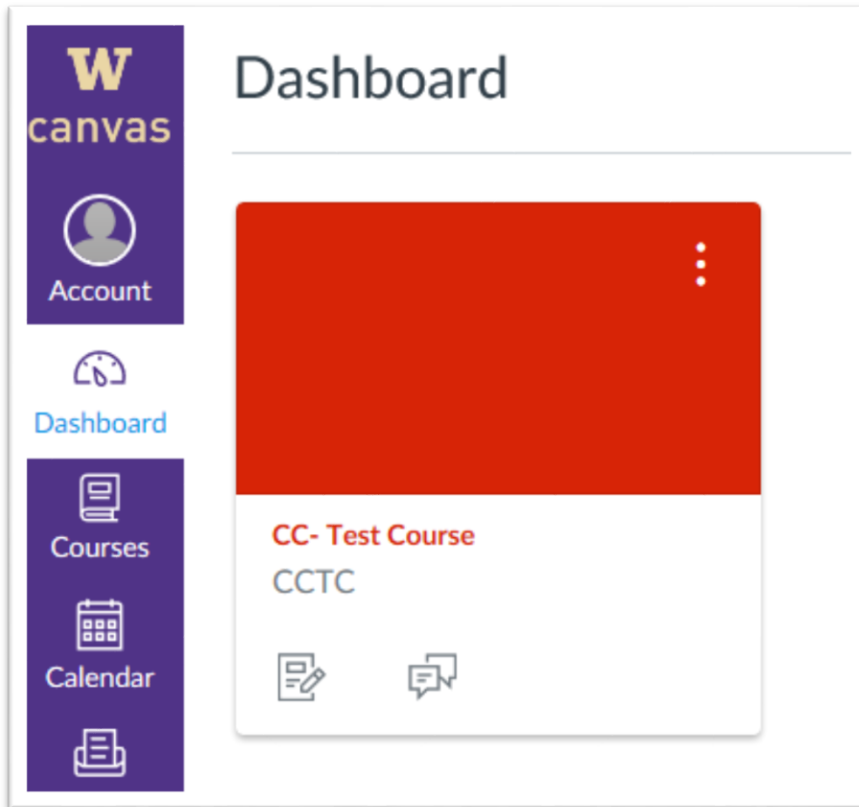


[Back to Table of Contents](#)

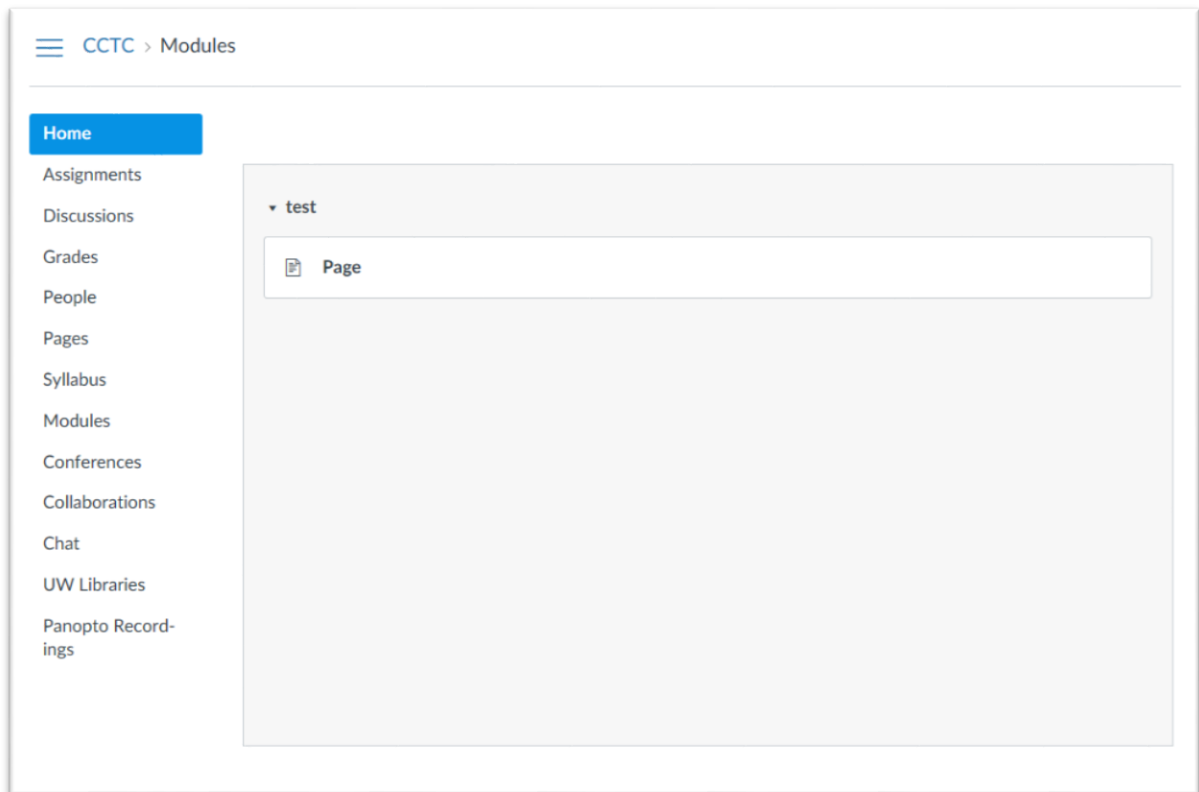
## Complete Assignments

How to access a course

- [Login to Canvas](#)
- From the Canvas Dashboard, click on the tile with the correct course ID.



- The course page opens with a navigation panel on the left that shows all topics related to the course.



- Click on any of the course topics to learn more about the course.

#### How to view an assignment

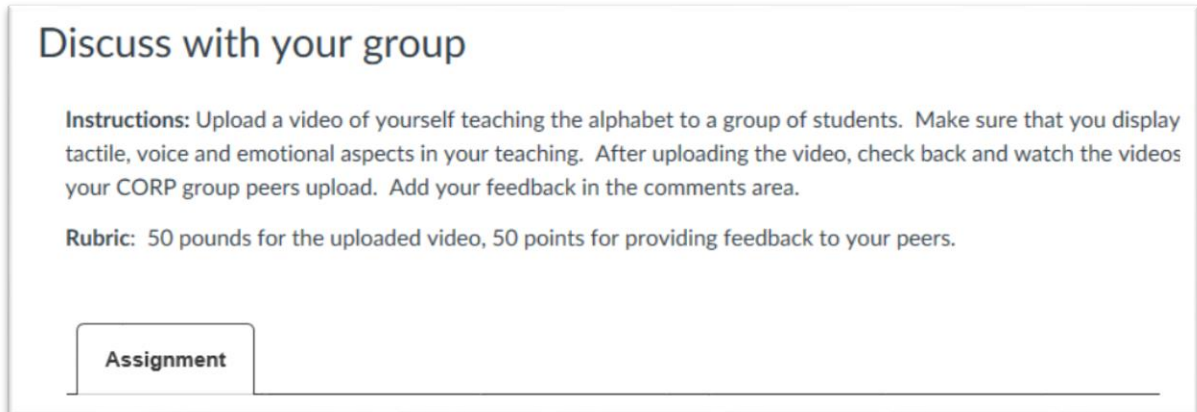
1. [Open the course](#) from the Canvas Dashboard.
2. Click the **Assignments** link from the course menu.
3. You'll see a list of assignments associated with the course.



4. Click on an assignment title to open the assignment page.
5. Follow the instructions to complete the assignment.

How to find assignment instructions and grading rubric

1. [Open an assignment](#)
2. In some cases, the assignment instructions and rubric will be in the space above the **Assignment** tab.



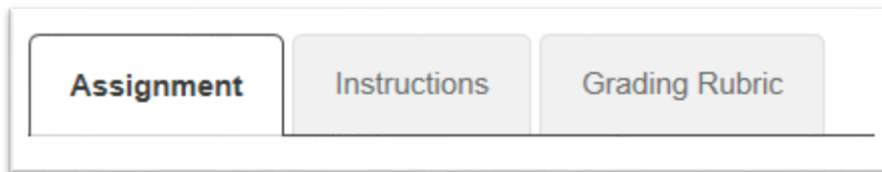
**Discuss with your group**

**Instructions:** Upload a video of yourself teaching the alphabet to a group of students. Make sure that you display tactile, voice and emotional aspects in your teaching. After uploading the video, check back and watch the videos your CORP group peers upload. Add your feedback in the comments area.

**Rubric:** 50 pounds for the uploaded video, 50 points for providing feedback to your peers.

**Assignment**

3. In other cases, you'll see a tab for **Instructions** and/or **Grading Rubric** next to the **Assignment** tab. Click on the relevant tab to see assignment information.



**Assignment**   **Instructions**   **Grading Rubric**

How to view an assignment video

1. [Open an assignment](#)
2. When you can see the video on the page, click the play icon in the video frame to start playback.

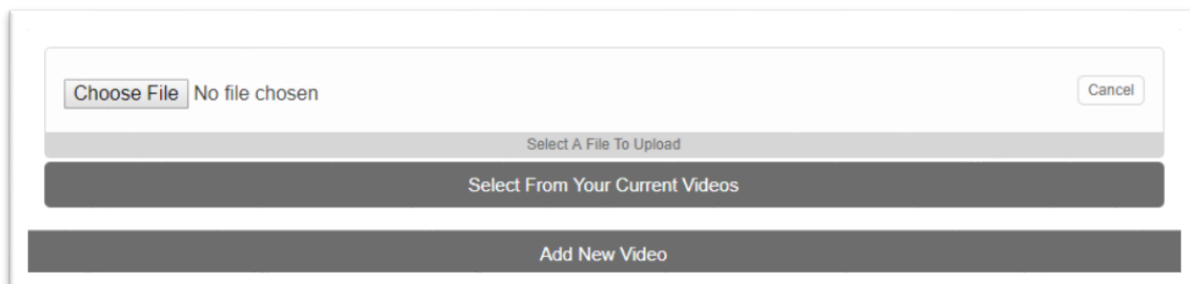


#### Art Table SUBS



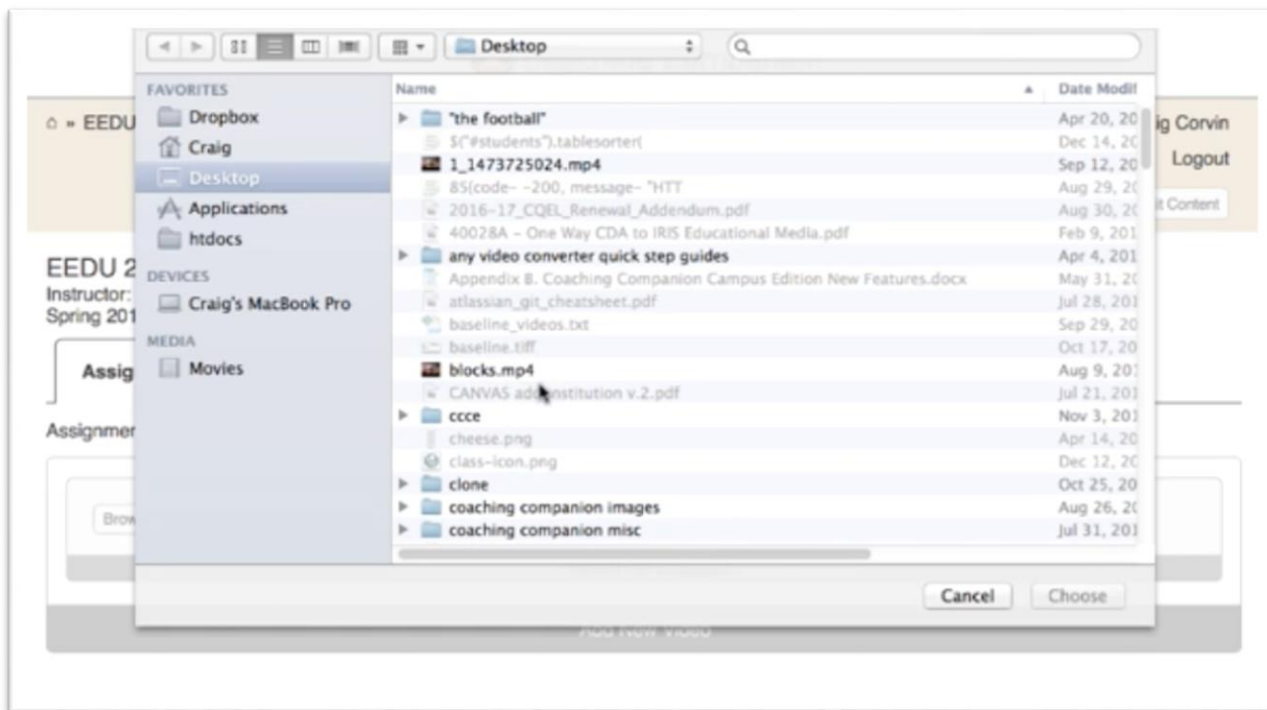
How to add a new video to an assignment

1. If your video is over 500 MB, follow the instructions to [Compress Your Video](#).before uploading to EarlyEdU Coaching Companion™.
2. [Open the assignment](#) to which you would like to add video.
3. Click the **Add New Video** bar.

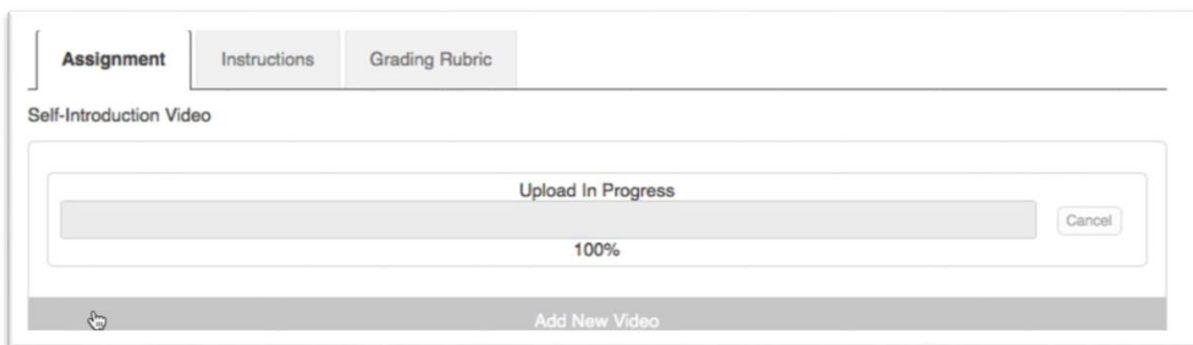


4. Click the **Choose File** button and then choose a video from the file manager (this will look different depending on the device from which you are

uploading a video). Click the **Choose** button (or other button specific to your operating system) to close the file manager.



5. Enter a title for the video in the text box.
6. Click **Upload**. A progress bar will show the status of the video upload.



7. After uploading, the video will be encoded (the process may take up to an hour.) During this time, **do not close the browser window**. It is important to verify that the video has encoded before closing the browser completely.



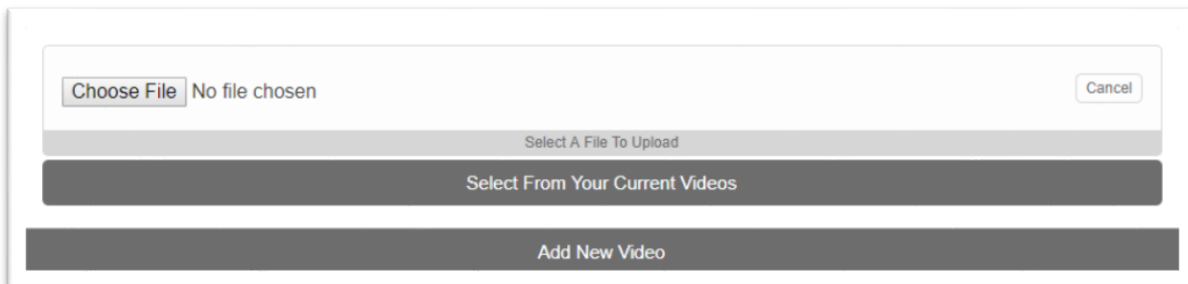
This video has been successfully uploaded and is now being encoded, which may take several minutes.

8. Review the file when the encoding is completed.
9. Rotate the image, if necessary, by clicking the **Rotate** button.
10. [Add comments](#) if you have other information to add

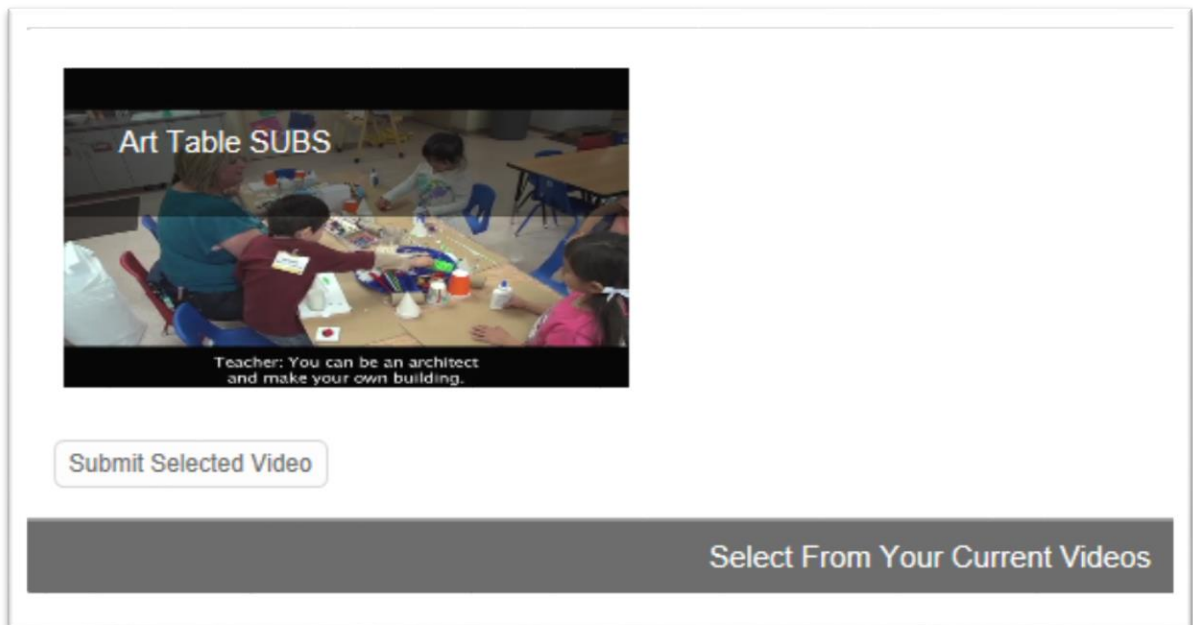
#### How to add a previously uploaded video to an assignment

If you have previously uploaded a video into the Coaching Companion, you have the option of adding it to a different assignment. This will allow you to skip the steps to upload a new video from your device.

- 1) [Open the assignment](#) that you would like to add video to.
- 2) Click the **Add New Video** bar.
- 3) Click the **Select From Your Current Videos** bar.



- 4) Click the tile representing the video you want to submit for the assignment. When you hover your cursor over the video tile, the title will display.



5) Click the **Submit Selected Video** button

How to delete a video from an assignment

1. [Open the assignment](#) where you would like to remove a video
2. Click the **edit** (pencil) icon at the top left of the video.
3. Click the **Delete** button at the bottom right of the form.

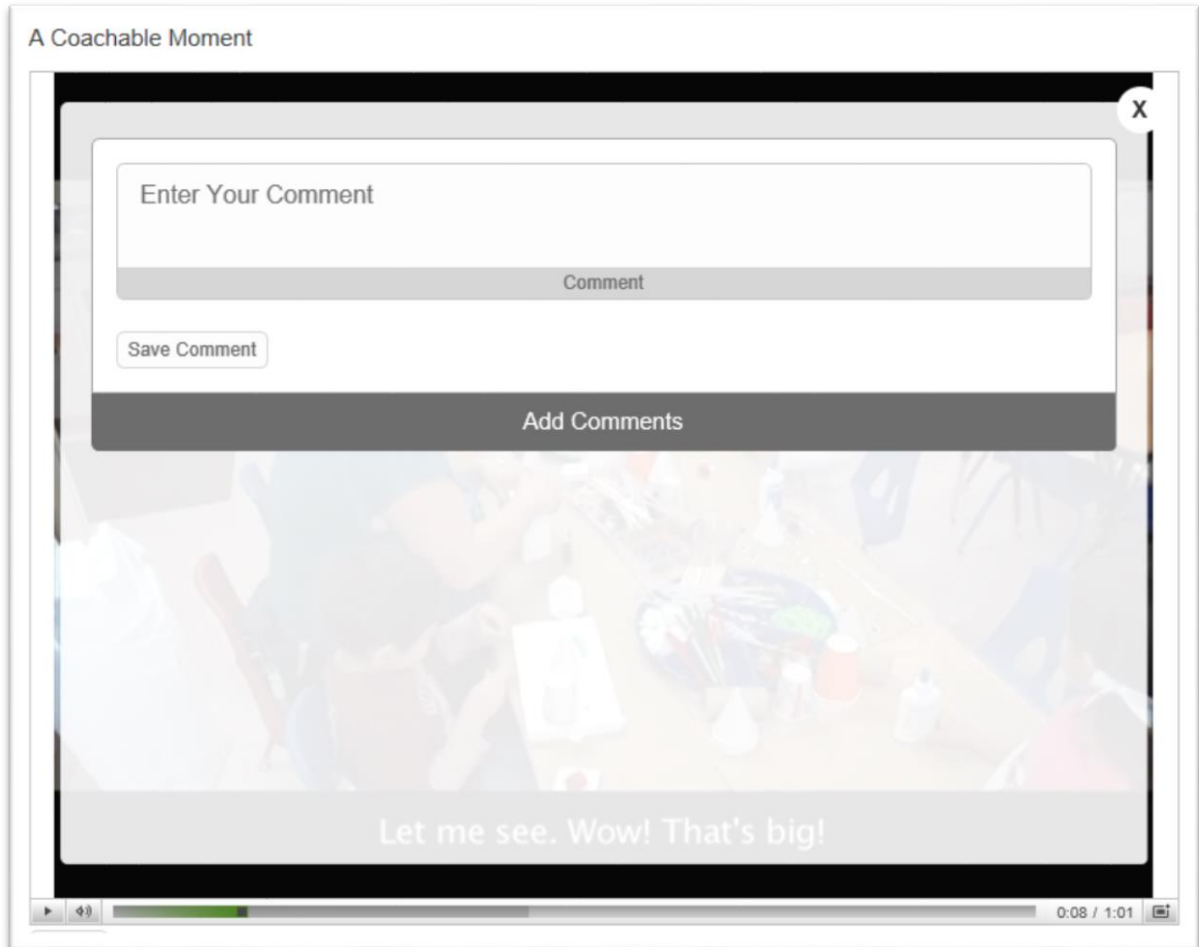
|                                       |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Art Table SUBS                        | Title                                 |                                       |
| 1                                     | Order Number                          |                                       |
| <input type="button" value="Update"/> | <input type="button" value="Cancel"/> | <input type="button" value="Delete"/> |

[Back to Table of Contents](#)

Manage Comments

How to add comments to a video

1. [Open the assignment](#) that contains the video to which you want to add comments.
2. To add a timestamped comment, click directly on the video at the time you want to add the comment. The video will pause and display the comments form.



3. Enter your comment and then click the **Save Comment** button.
4. To enter a general comment, scroll below the video and click the **Add Comments** bar.
5. Enter your comment in the form that appears and then click the **Save Comment** button.

How to read comments in an assignment

1. [Open the assignment](#) where you'd like to review comments.

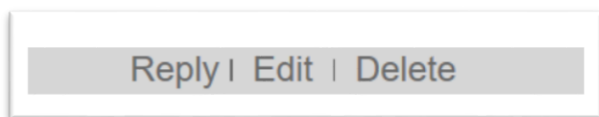
2. Scroll past the video to see all comments added to the video.
3. Comments that are linked to a time in the video will display a timestamp. Click on the timestamp to start the video at the correlating time.



4. When the video is first displayed, there may be a **refresh icon** at the bottom.



5. Click this icon to display the options to **Reply | Edit | Delete**.



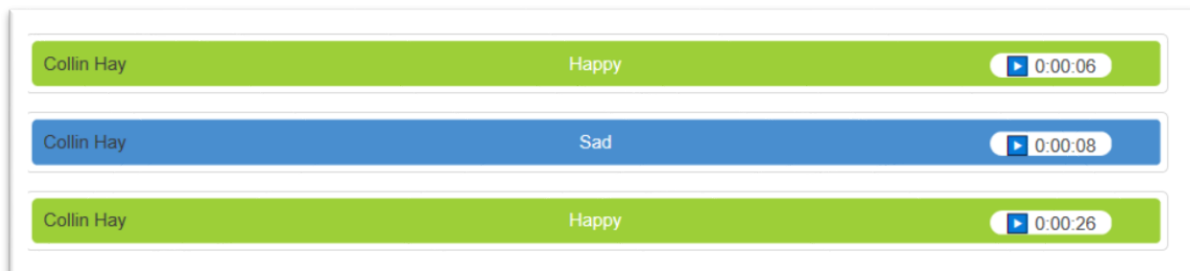
6. Click **Reply** to add a comment to an existing comment.
7. Click **Edit** to change the text of your comment.
8. Click **Delete** to delete your comment.

#### How to view Play-by-Play comments

Play-by-Play assignments allow your Instructor to tag your video with discrete tags know as **Interactions**. This is a quick way for your Instructor to provide feedback on specific actions or attributes in your video. A Play-by-Play Interaction shows up in the comments area, however it has a different look than a generic comment. The interaction will be tagged with a word or a phrase that your Instructor is looking for in your video, as well as an associated color.

1. [Complete a Play-by-Play assignment](#), noting the type of interactions your Instructor would like to see and creating a video where you display these types of interactions.

2. After your Instructor has finished reviewing your assignment, open the assignment and scroll to comment area. Note the interactions your Instructor has used to tag your video.



3. Click on the timestamp to open the video to the point that your Instructor tagged with this interaction.

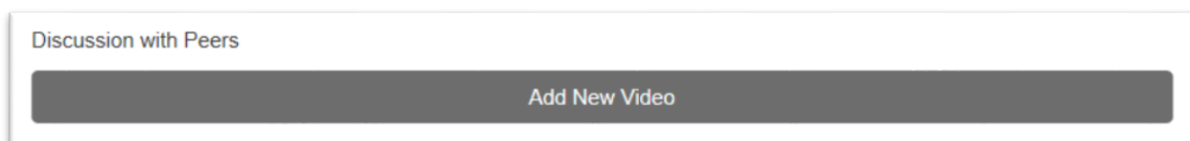
[Back to Table of Contents](#)

## Interact with your Community of Reflection and Practice (CORP) Group

Being of member of a CORP group allows you to practice giving and receiving feedback to a small group of your peers. There are a few things to understand about the CORP assignments that will help you in these interactions.

### How to leave feedback for your CORP group

1. Open a Community of Reflection and Practice assignment.
2. Click the **Add a New Video** bar and then follow instructions to [add a video](#) to the assignment.



3. Review the list of the members of your CORP group. Students who have completed a video upload for the course will have a small dot next to their name.



4. Click on one of the bars showing a dot next to the name, and watch the video.
5. Leave feedback by [adding comments](#) to the video, and responding to other comments.

[Back to Table of Contents](#)

## Prepare Video for Upload

There are many factors to consider when recording video to produce the highest quality media. Review the [Video Recording Guide](#) to learn some best practices for creating your videos.

### How to compress a video

Video files over 500 MB must be compressed before uploading to the EarlyEdU Coaching Companion™.

We suggest using **Handbrake** to compress video files.

1. Download **Handbrake** (<https://handbrake.fr>).
2. Click on the download button on the home page, and then follow the download and installation instructions.
3. Compress your video
  - a. [Video Compression for PC](#)
  - b. [Video Compression for Mac](#)

[Back to Table of Contents](#)