Watch and Learn User Guide

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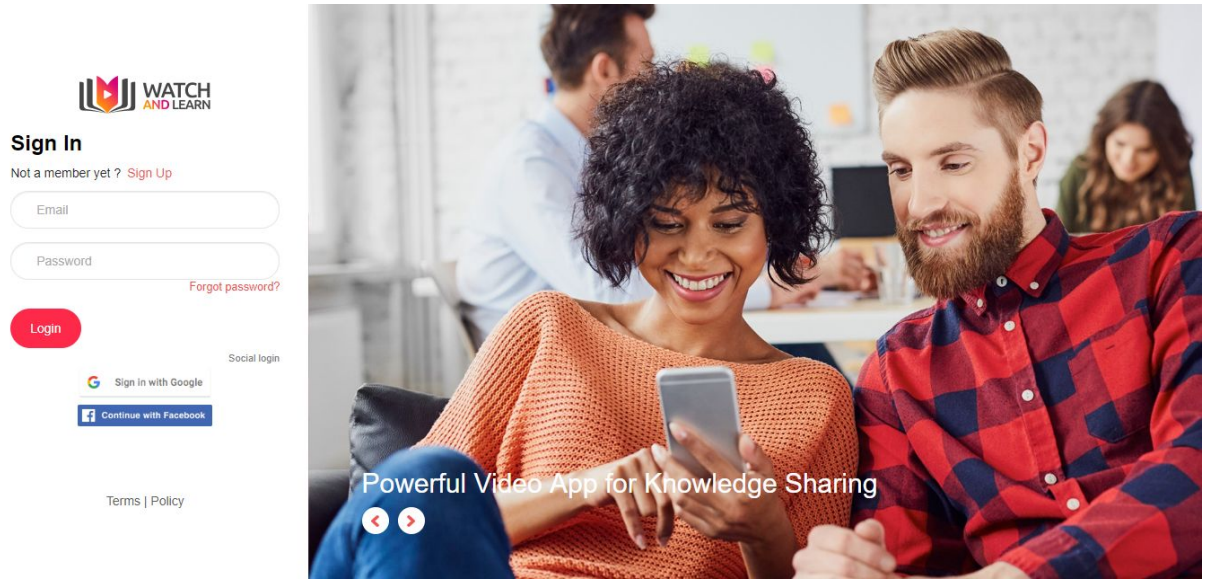
Sign in

To sign into Watch and Learn - Click on Login or go to https://watchandlearn.co.uk/sign-in



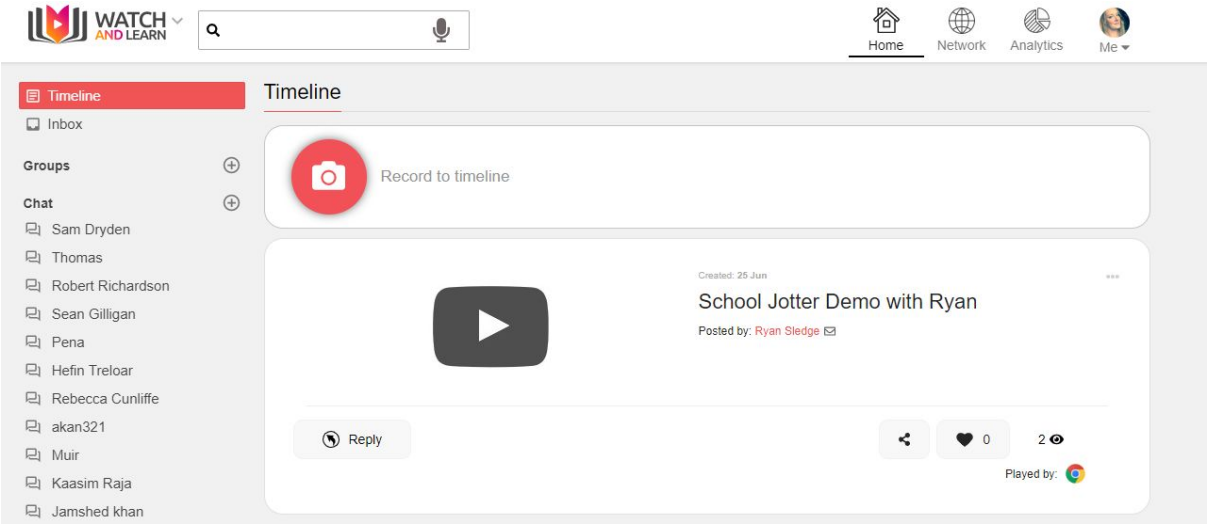
Here you can create an account by clicking the Sign Up button, or if you wish to link to your Google or Facebook account - click Social Login and choose the appropriate social login button

Timeline

This is the Public Timeline, which is automatically loaded when you initially logon

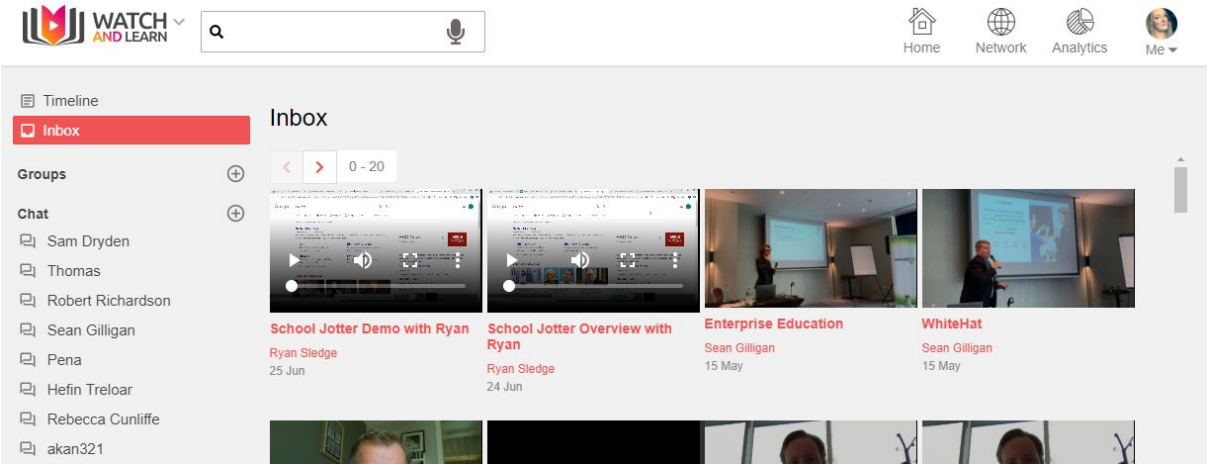
The timeline can be accessed also via the following link:

[Watch and Learn -]



Inbox

The inbox is where you can view private, group and public videos

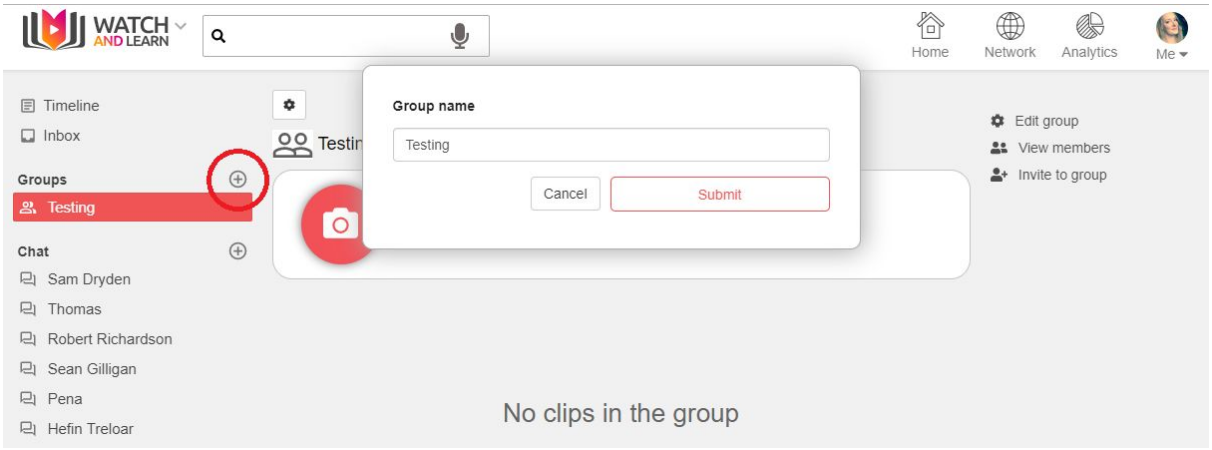


Groups

This is the area where you can set up groups for group videos

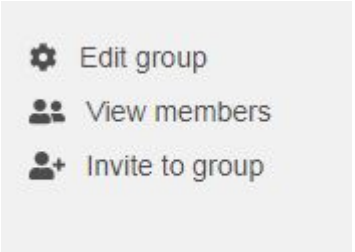
Creating a new Group

You can create a new group by clicking the + button and then giving your new group a name

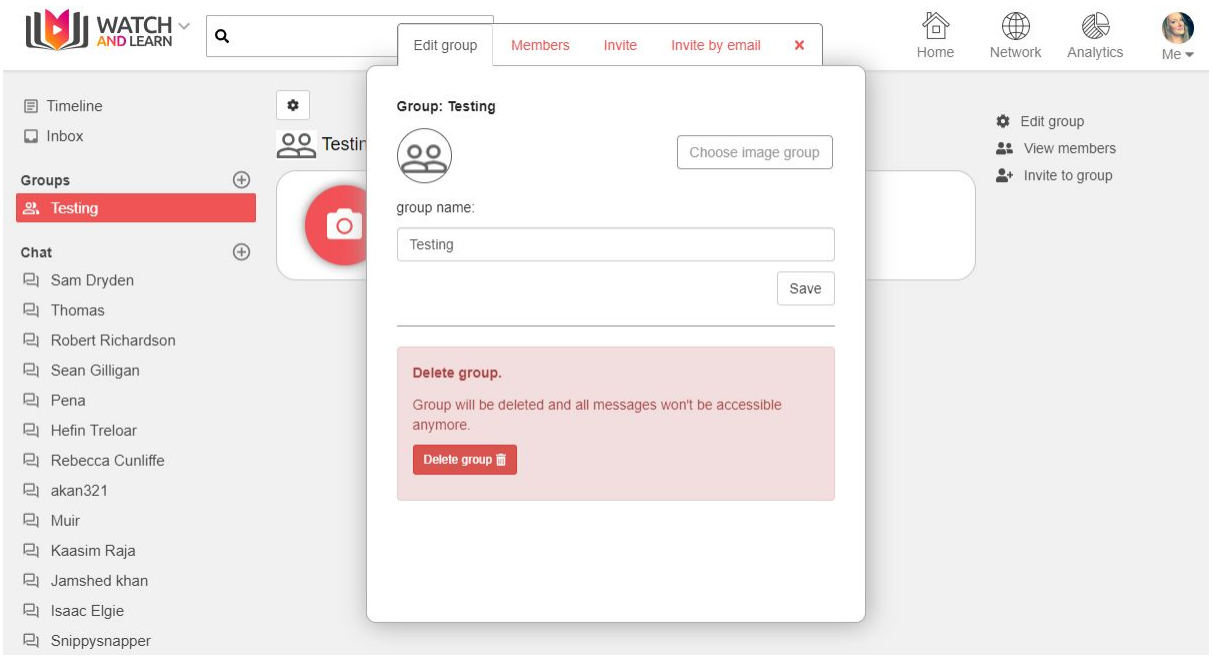


Editing a Group

You can manage groups at the top right hand side:



You can edit a group by clicking on the Edit group button on the top left

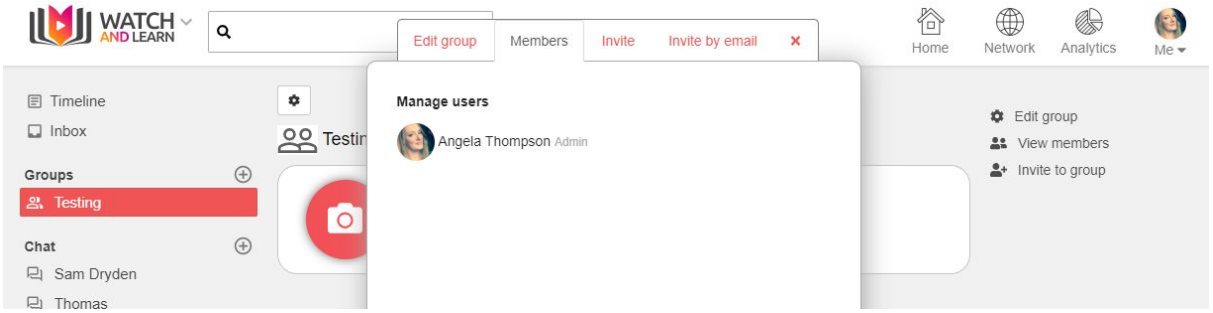


Here you can edit the name of the group, or delete the group.

You can also add a group image by clicking the Choose image group button.

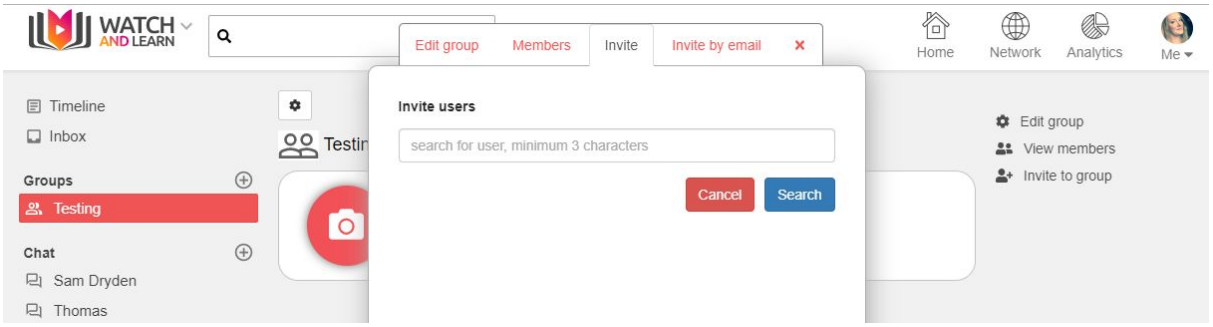
Viewing members of a Group

You can see who is a member of the group



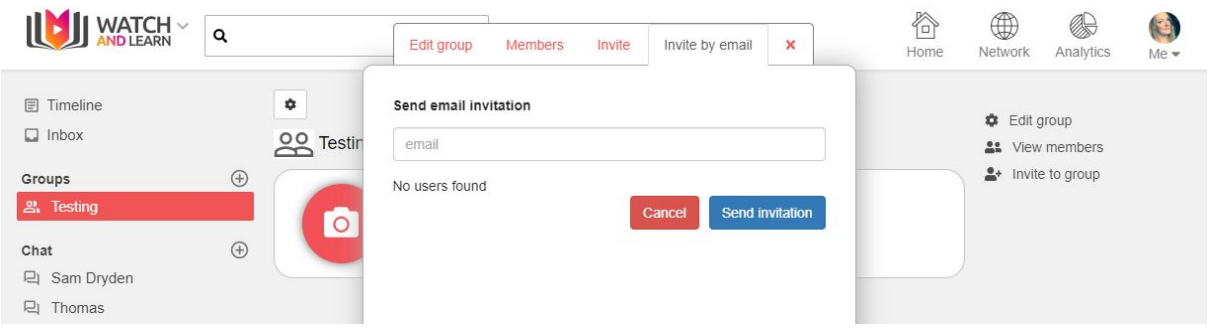
Inviting members to a Group

You can invite other members of Watch and Learn to the group by typing the name and clicking Search (minimum 3 characters)



Invite members to Group by email

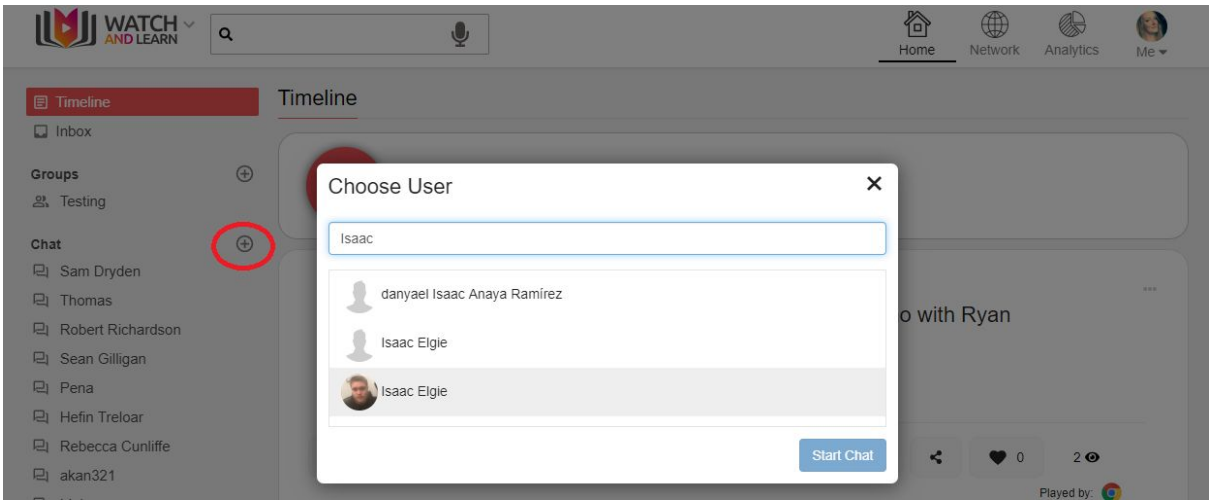
You can invite other members to the group by entering their email address and then click Send Invitation



Chat

Creating a new Chat

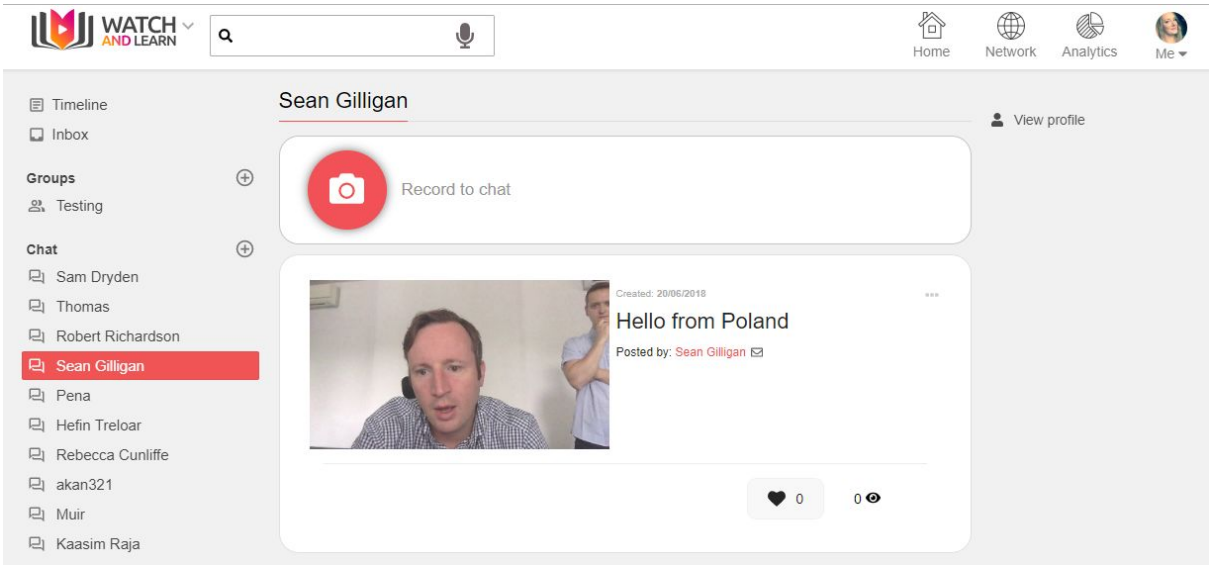
You can create a new chat by clicking the **+** button and then searching for the user you wish to start a new chat with, select the user, then start chat



Sending a Video

You can send a screencast to individual users

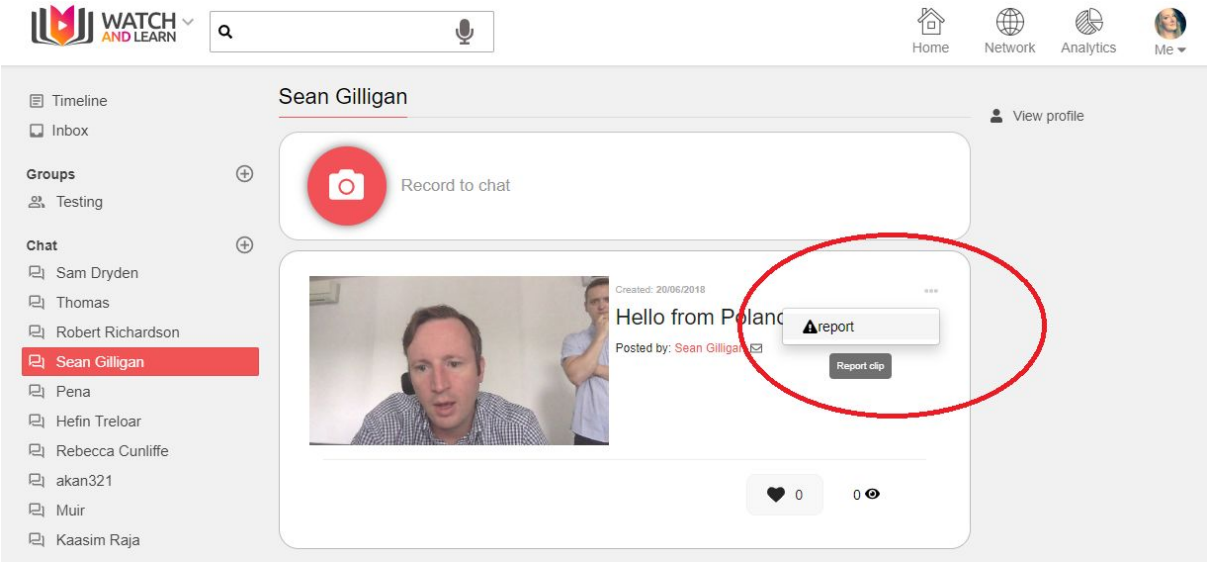
Choose the user you want to send a video to then press the Record button



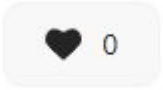
Once you are happy, click send and your clip will be sent to the user

Reporting a Video clip

You can report a post by clicking Report



Viewing stats on each Video clip

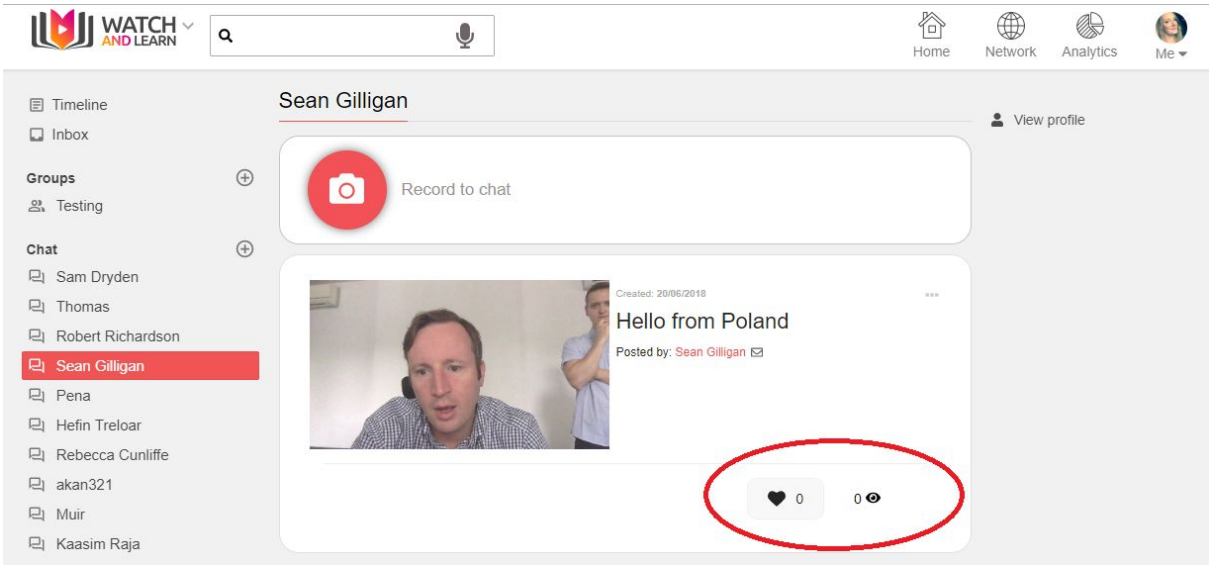


- You can see how many likes your video has had

- You can see how many views your video has had

Liking a Video Clip

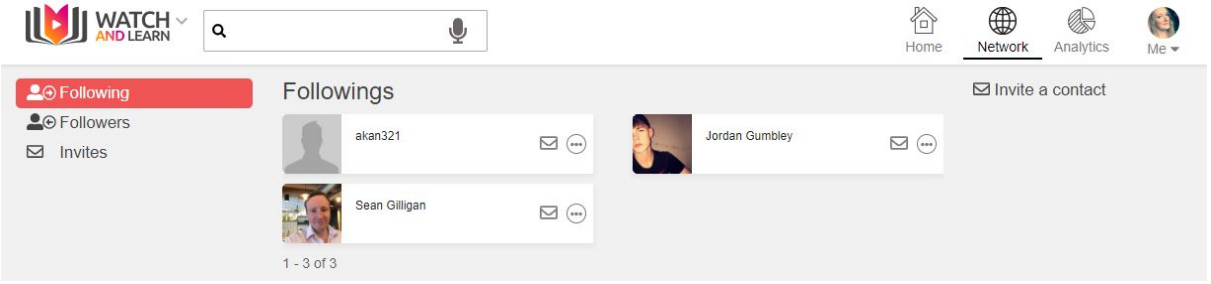
You can see how many likes a clip has here



Network

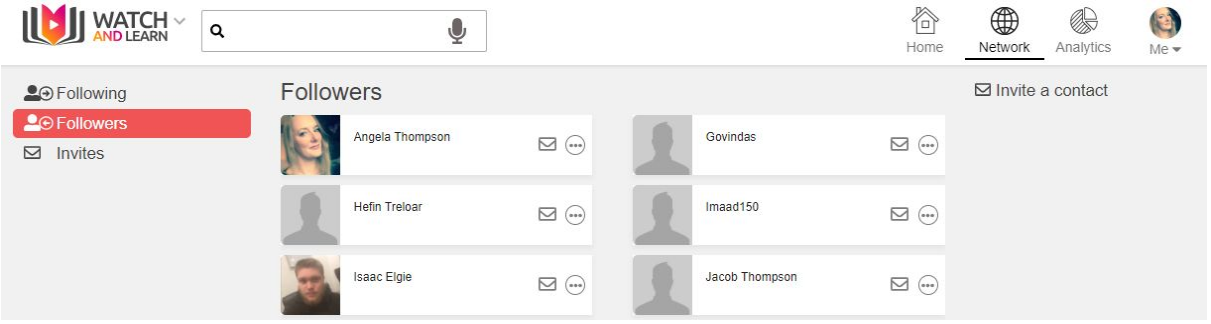
Following

The network tab will show you anyone that you have selected to follow



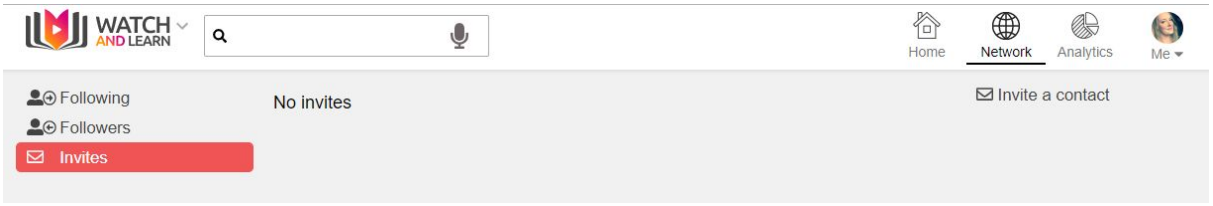
Followers

Anyone that follows you will be shown by clicking on Followers



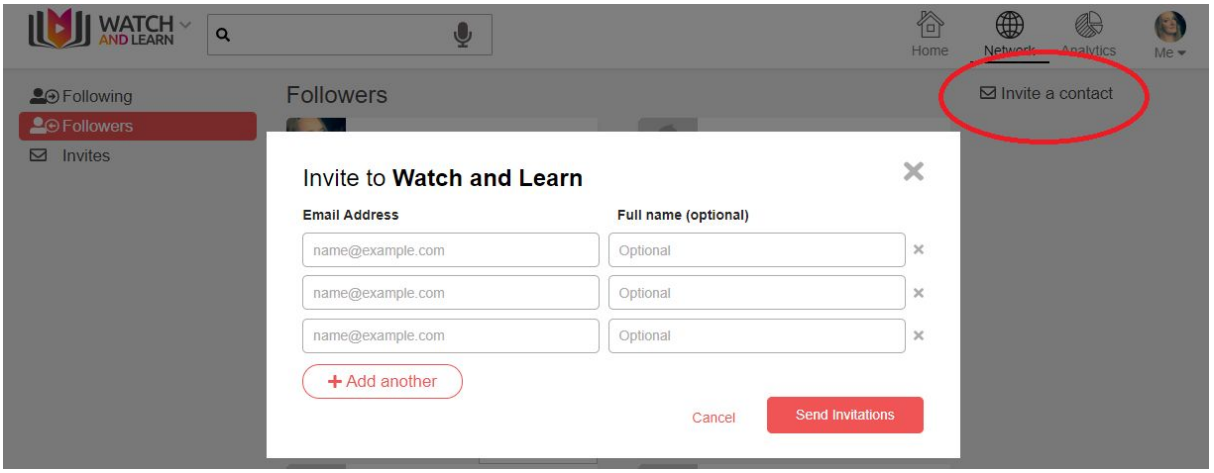
Invites

If you have any invites these will show here



Invite a contact

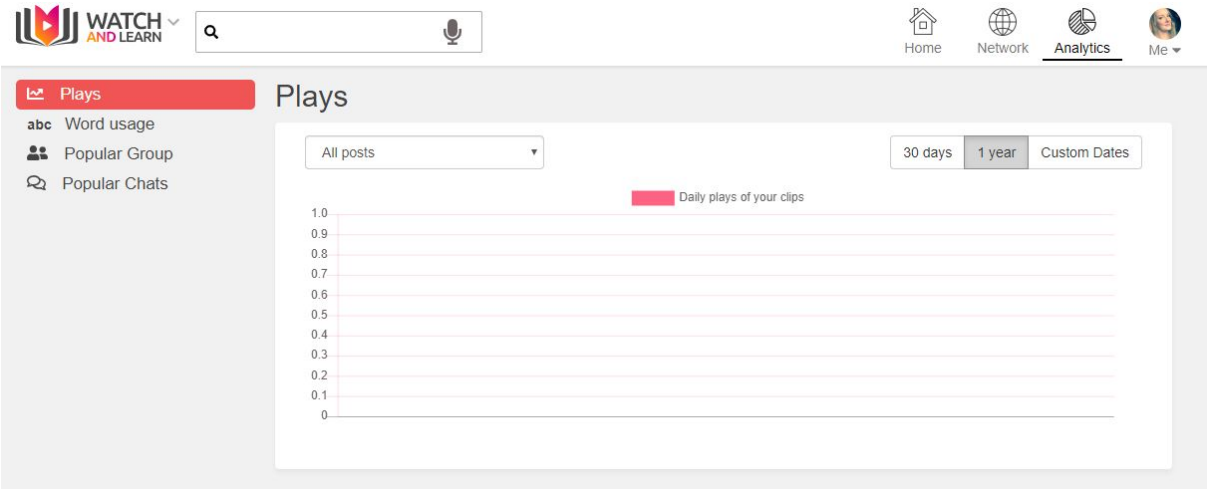
You can invite contacts to join Watch and Learn by entering their name and email address here then click Send Invitations


WATCH AND LEARN
Home
Network
Analytics
Me
Following
Followers
Invites
Followers
Invite a contact
Invite to Watch and Learn
Email Address
Full name (optional)
name@example.com
Optional
name@example.com
Optional
name@example.com
Optional
+ Add another
Cancel
Send Invitations

Analytics

Plays

You can see how many plays a clip has had within a given time period - 30 days, 1 Year or Custom



Word usage

You can see what words have been used in clips within a given time period - 30 days, 1 Year or Custom. You can also choose whether to show from your own clips, a group or chat

Popular Group

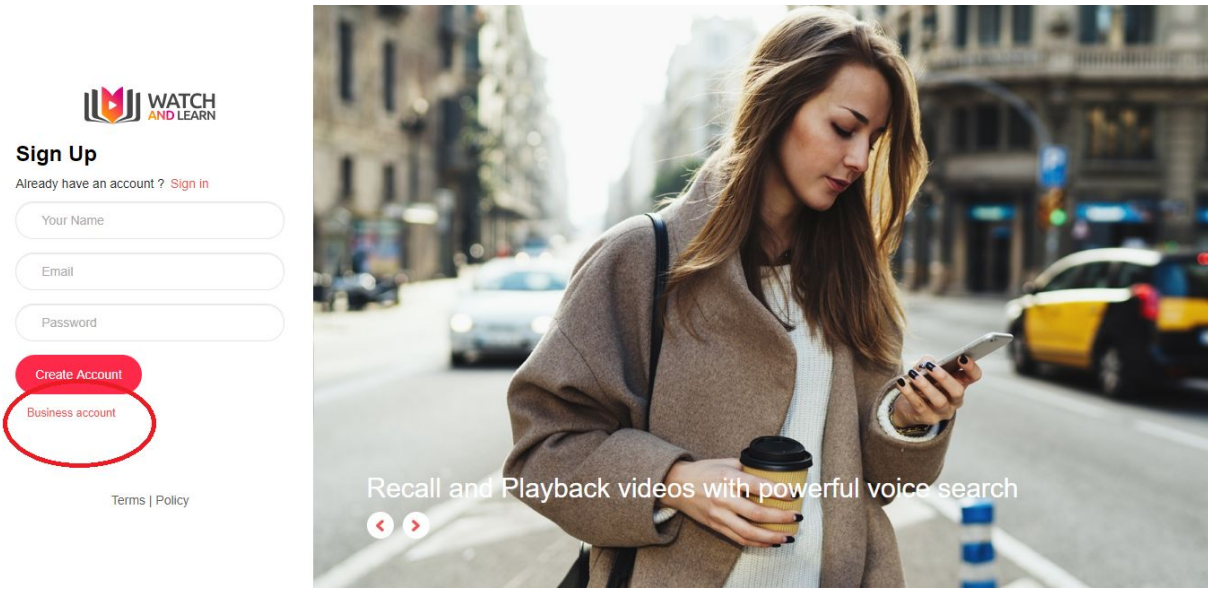
This will show you how many posts each group has

Popular Chats

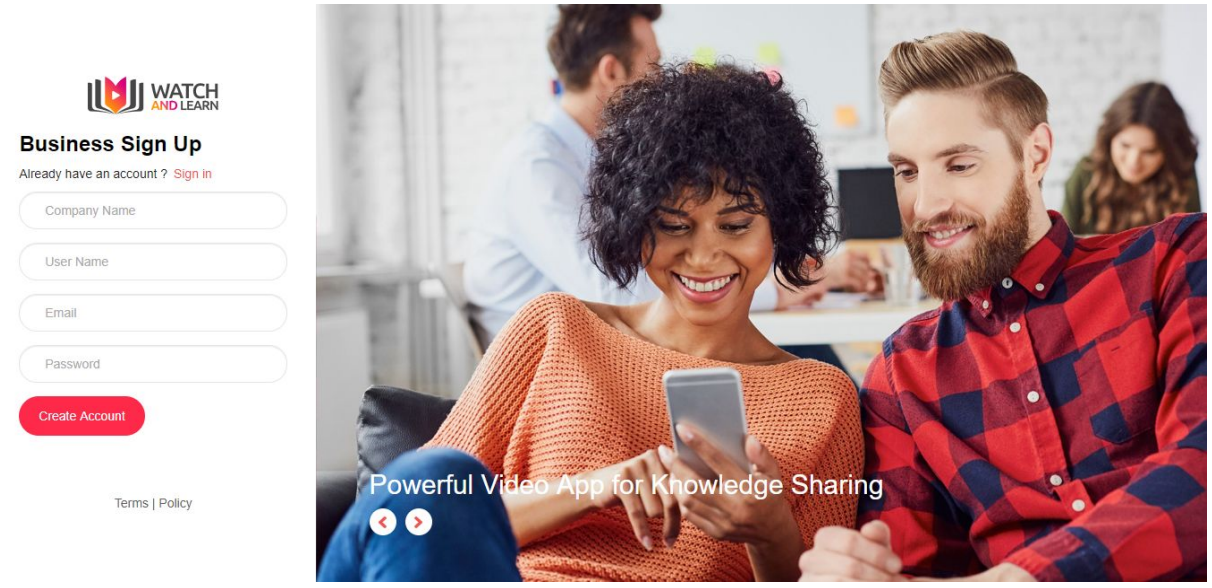
This will show you how many posts each chat has

Business Accounts

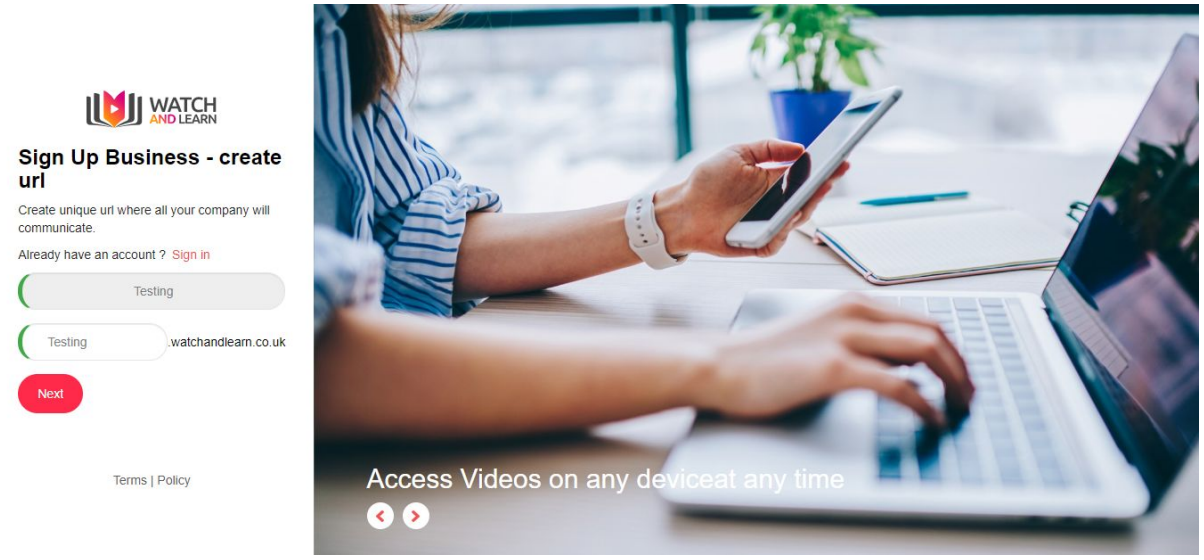
You can create a business account here: https://watchandlearn.co.uk/sign-up - then click Business account at the bottom



Complete the details on the sign up screen:

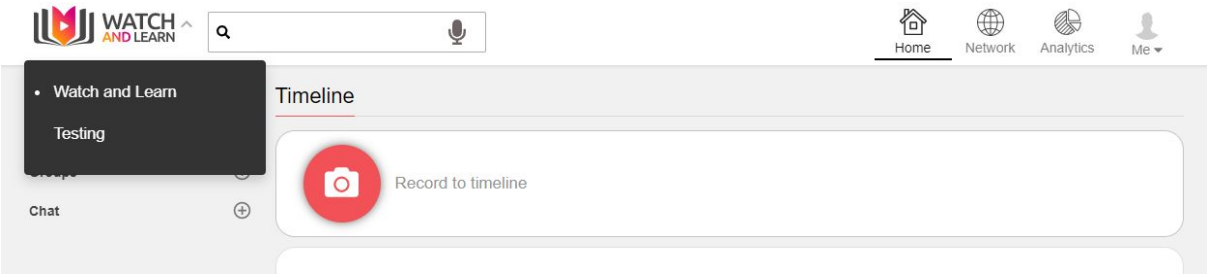


You will then need to **Accept** the privacy terms



You will then be prompted to create your own unique URL for Watch and Learn

The account will then be created and you can then choose your new business account from the top left, by clicking the down arrow:



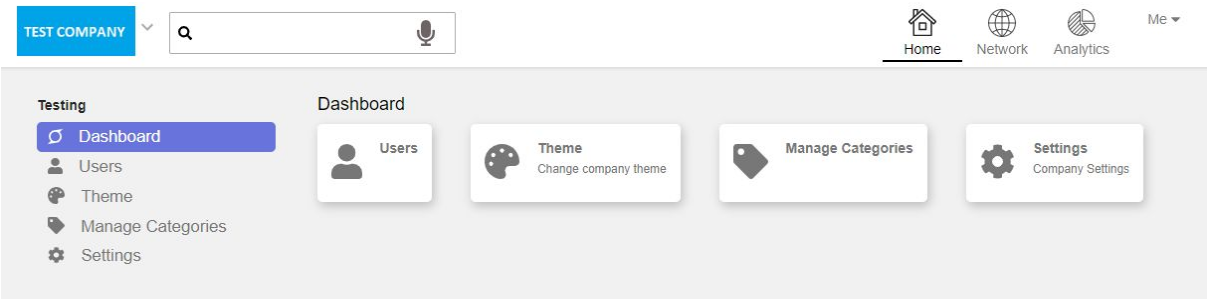
You can personalise a business account by switching the account from Soundbranch to the business account using the drop down selection on the left hand side and then clicking on your business account name.

To edit the company settings, click on Me (top right) and choose the company name.

This will then take you to the company **Dashboard:**

Dashboard

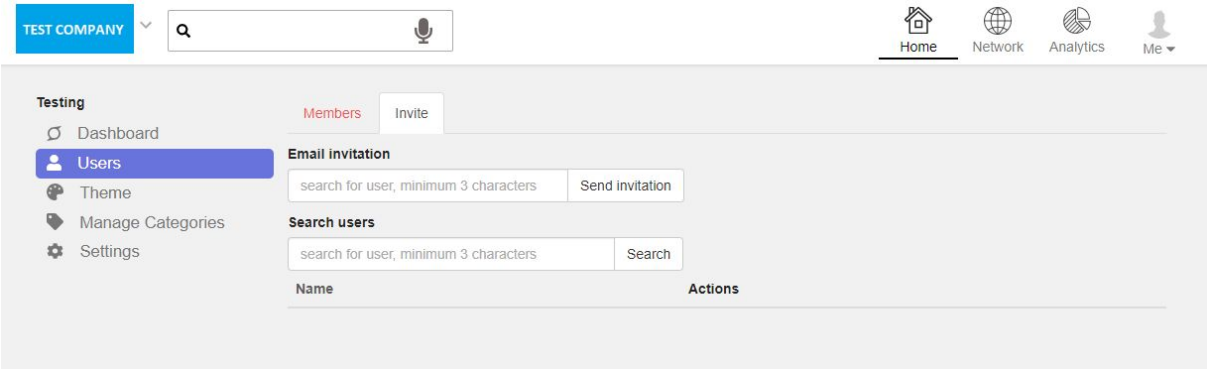
All company settings can be changed here:



Users

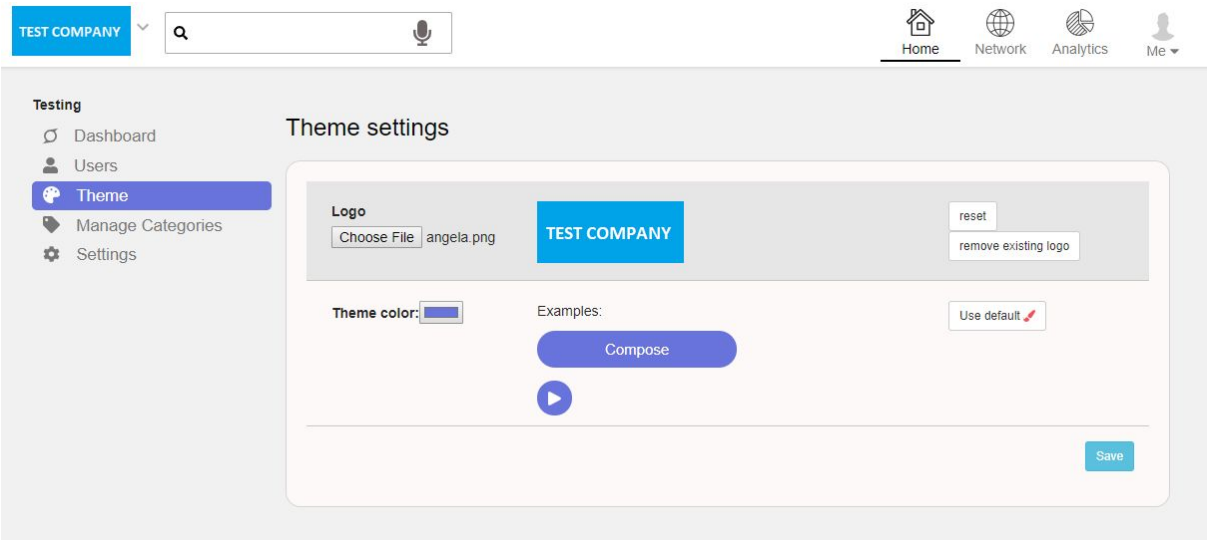
You can view existing users on the **Members** tab

You can invite more users on the **Invite** tab here:



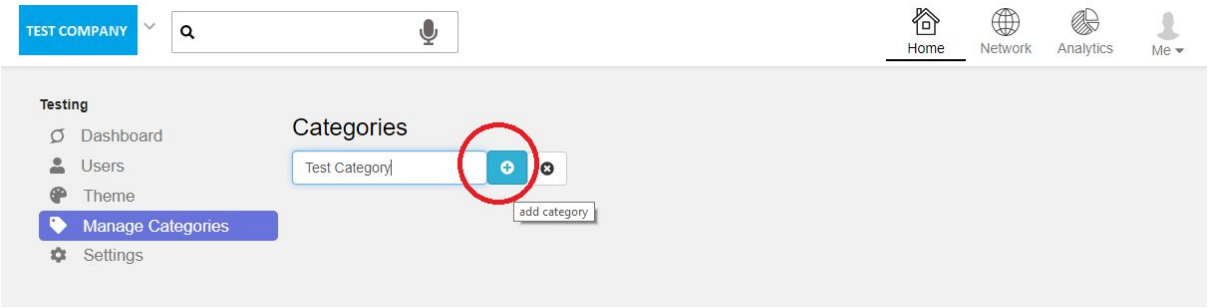
Theme

To edit the theme, you can add your own logo and change the theme colour then click **Save**

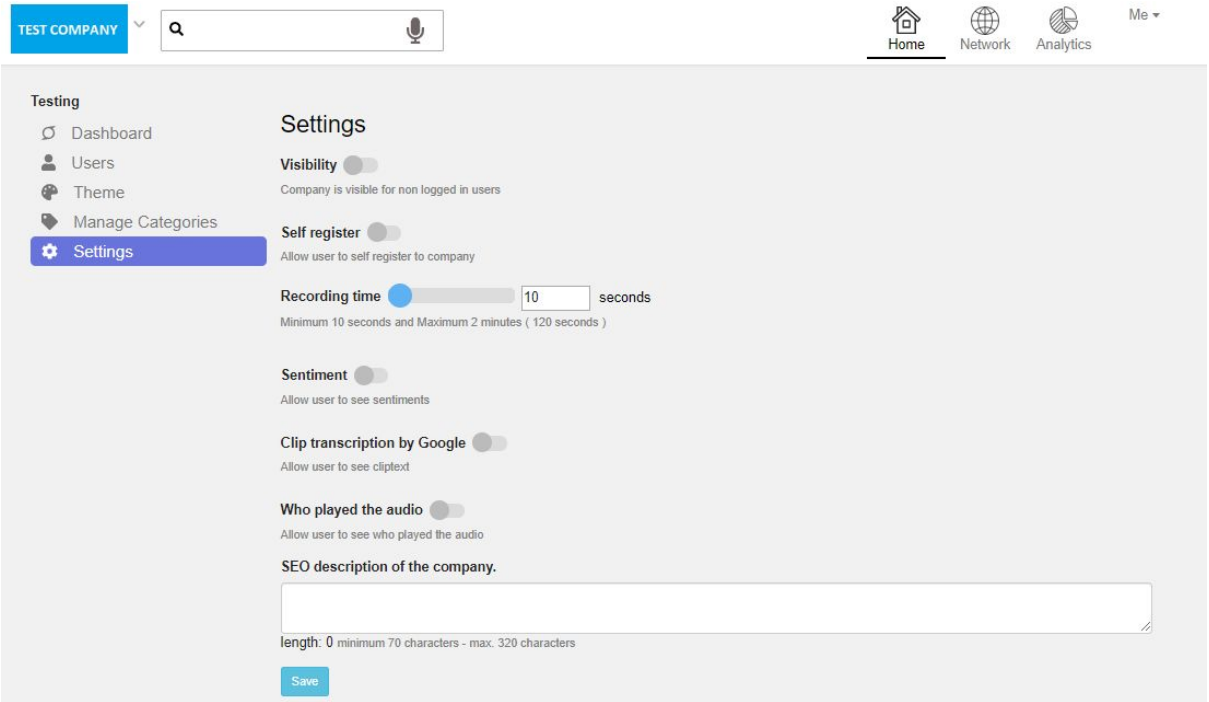


Manage Categories

You can add a category here



Settings



- **Visability -** You can change the visibility to public - Default is off
- **Self Register -** Enable self registration - Default is off
- **Recording time -** Change the recording time - Default is 10 seconds
- **Sentiments -** Turn on allow sentiments analysis - Default is off
- **Transcription -** Enable clip transcription by Google - Default is off
- **User Plays -** Enable who played the audio clip - Default is off
- **SEO -** Add a description of the company for SEO (search engine optimisation)