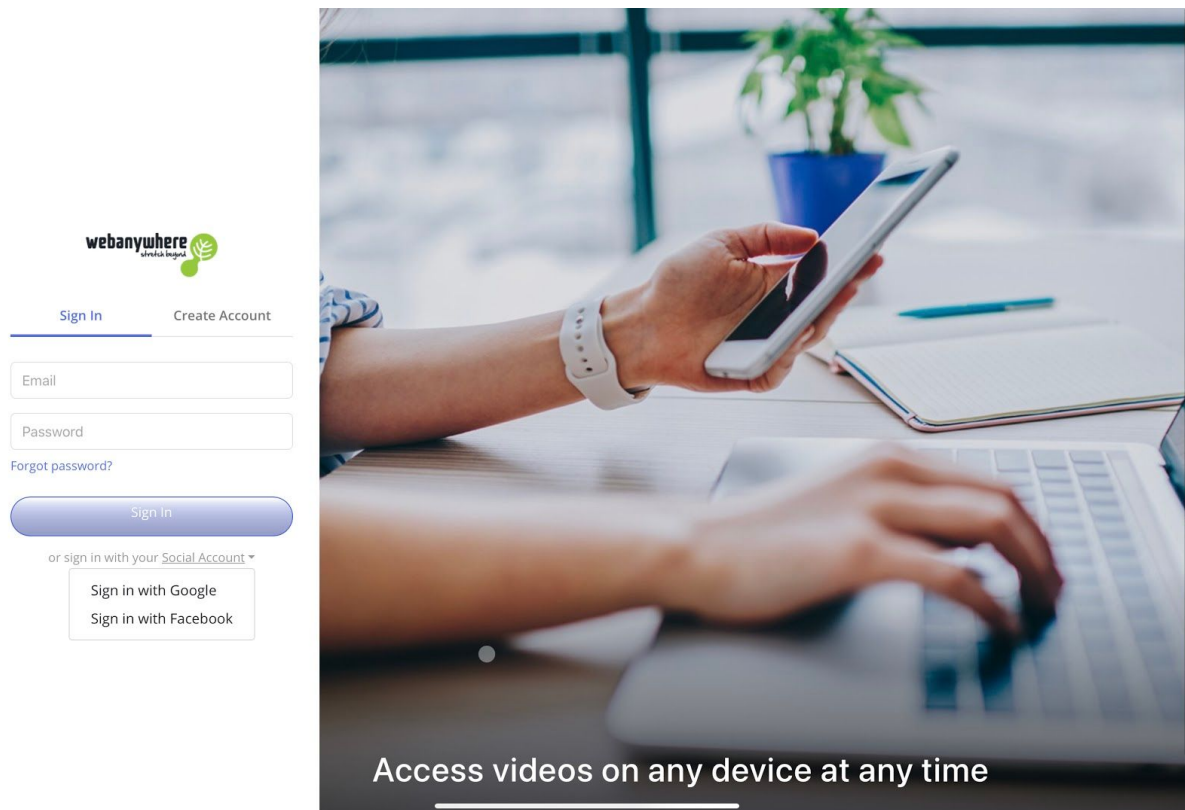


Watch and Learn User Guide

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Sign in

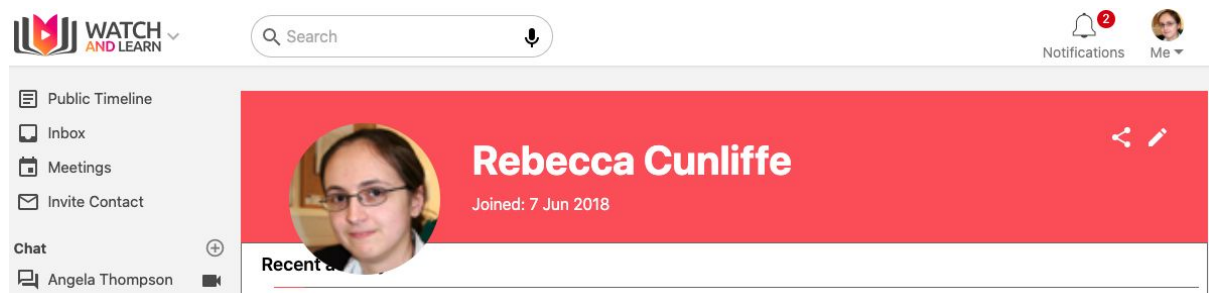
To sign into Watch and Learn - Click on Login or go to <https://watchandlearn.co.uk/sign-in>



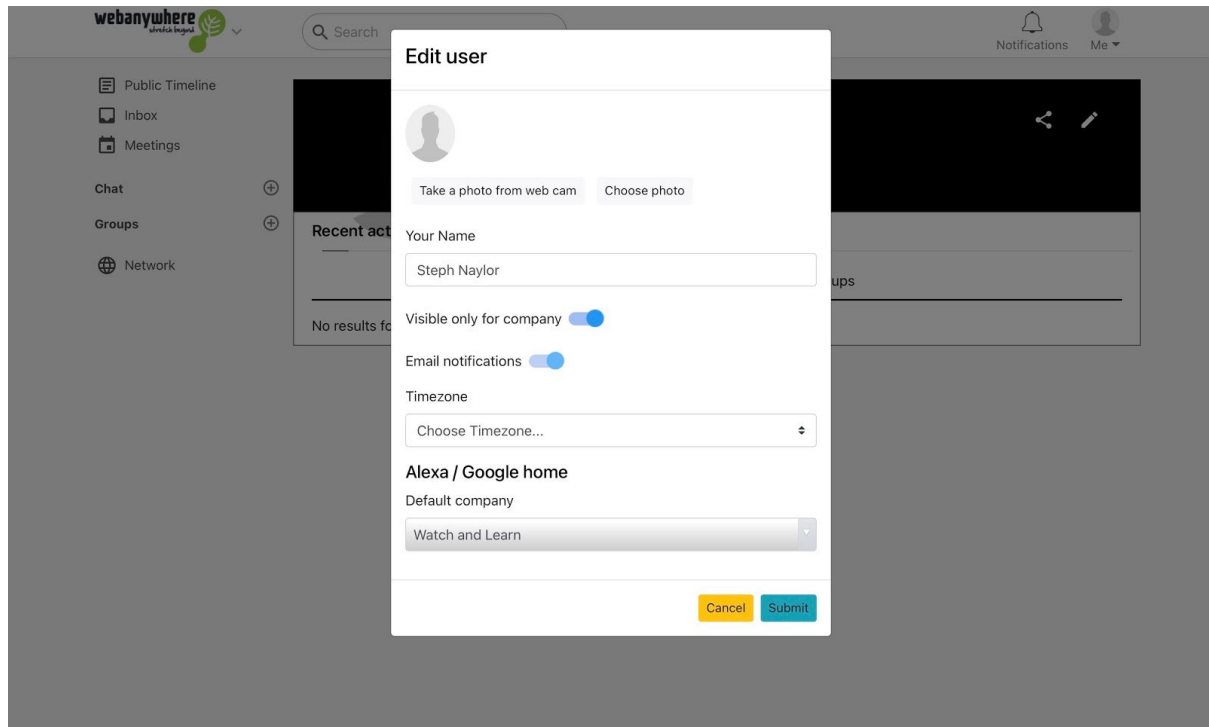
Here you can create an account by clicking the Sign Up button, or if you wish to link to your Google or Facebook account - click Social Login and choose the appropriate social login button

Profile

Please note that by default you are unsubscribed from email notifications. To enable this go to your profile picture in the top right, click on it for the drop down options and select profile. This will take you to this page:



Select the Pencil icon to the right to display profile options:



Within this area you can:


- Change or set your profile picture
- Change your display name, advised to keep this as your full name so you can be easily found for meeting invites
- Email notifications can be enabled or disabled. By default it is disabled.
- Set your timezone



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 -](#)



 9
  Me

Public Timeline

Inbox

Meetings

Invite Contact

Chat

Wojtek Jezowski

Caroline Fletcher

Wojtek Jezowski

Chloe Lovatt

Luke Terry

Show All

Groups

Mady testing

Presentation

Show All

Network


Analytics

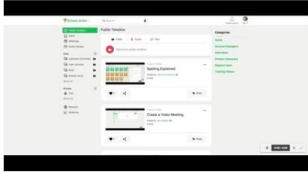
Public Timeline

Video

Audio

Text

 Record to public timeline



Created: 29 Sep

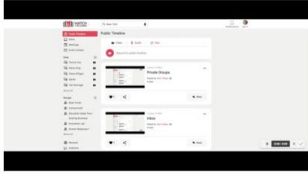
Your Video Site

Posted by: Sean Gilligan

8 plays

2

Reply



Created: 28 Sep

Search

Posted by: Sean Gilligan

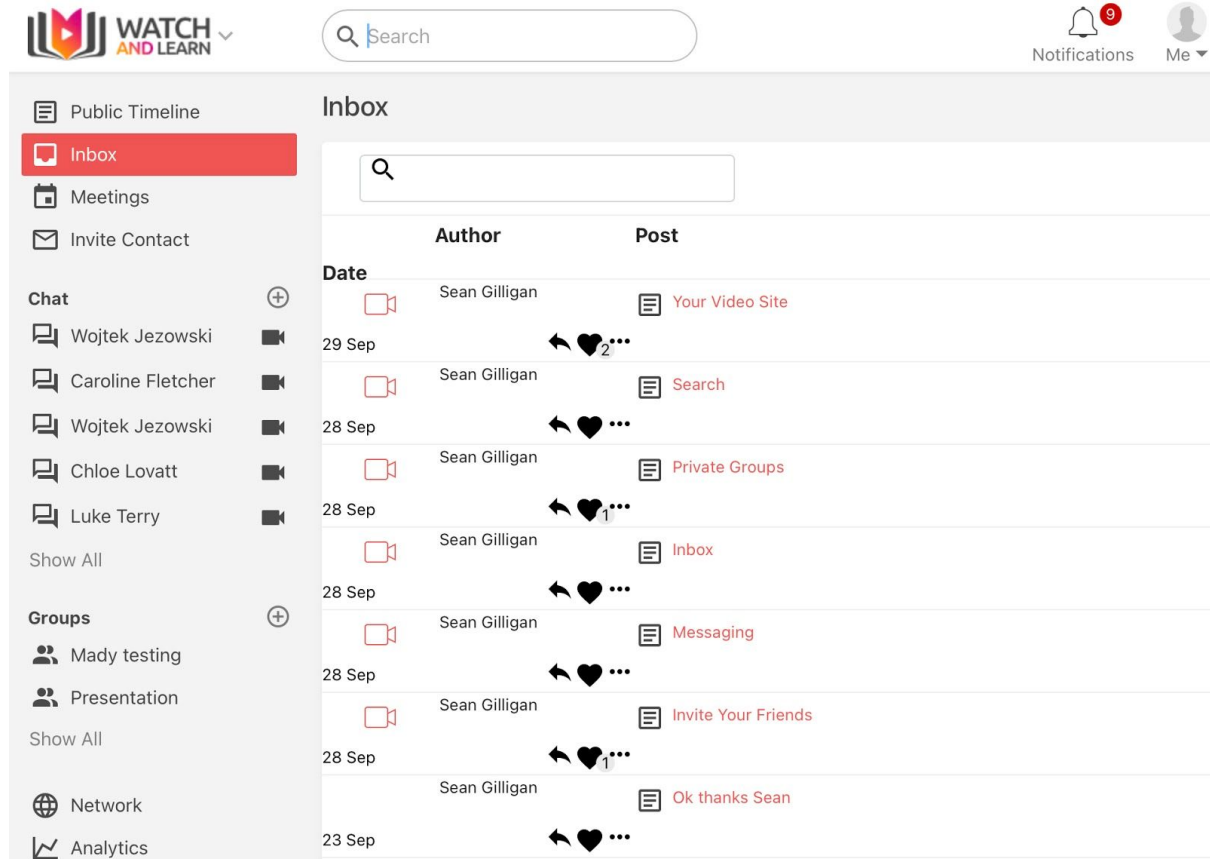
6 plays

0

Reply

Inbox

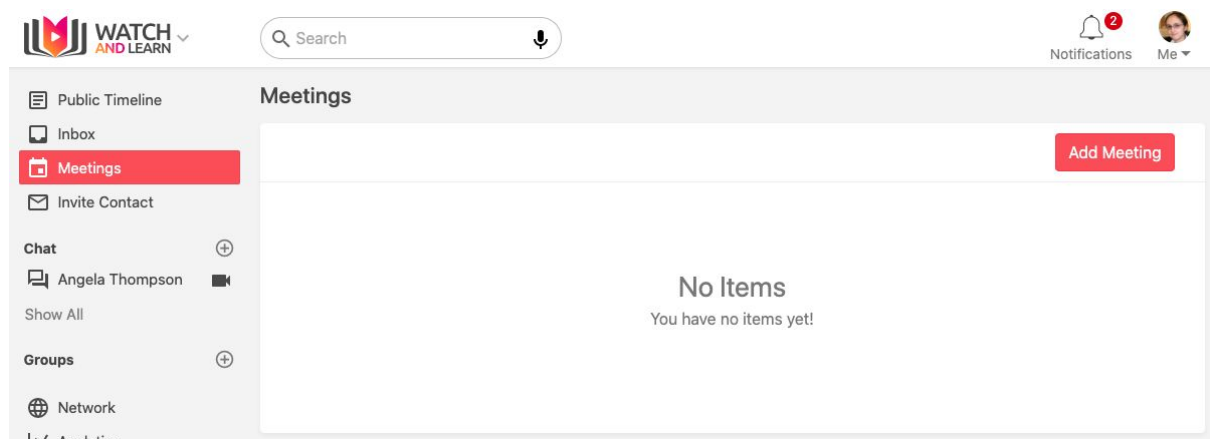
The inbox is where you can view private, group and public videos



Date	Author	Post
29 Sep	Sean Gilligan	Your Video Site
28 Sep	Sean Gilligan	Search
28 Sep	Sean Gilligan	Private Groups
28 Sep	Sean Gilligan	Inbox
28 Sep	Sean Gilligan	Messaging
28 Sep	Sean Gilligan	Invite Your Friends
28 Sep	Sean Gilligan	Ok thanks Sean
23 Sep	Sean Gilligan	

Meetings

This allows you to create a remote meeting for your team to join. The menu option is on the left hand side under Inbox:




Click on the Add Meeting button to the right to create your meeting and fill in the fields as directed:

Add Meeting

[Meetings](#) / Add Meeting

Name

Date
 

Start Time


End Time

Members Add Members


Add Meeting

Add Members

×

 Sean Gilligan Add

Clicking the Add Members will show a pop up box for you enter the names of the other invitees and select Add. If they are not listed they will need to sign up to Watch & Learn and provide you with their full name.

Meetings				Add Meeting
Name	Start Date	End Date	Status	
Team Meeting	28 Sep 2020, 11:00am	28 Sep 2020, 12:00pm	Upcoming	Join Meeting  ...
				iCal Google Outlook Meeting Link

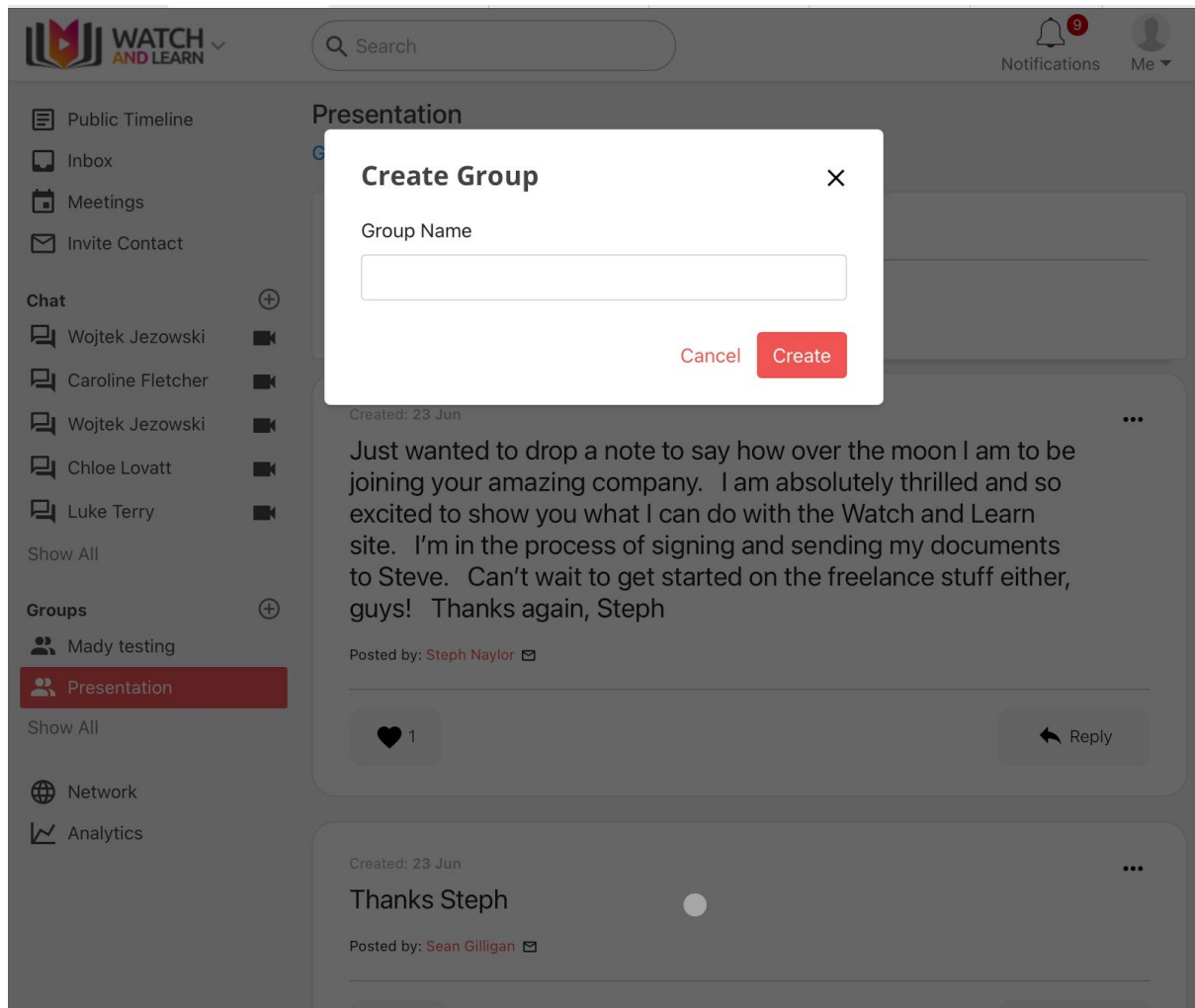
Once created you will see your meetings listed under meetings with a link to join, a calendar icon which allows you to add it to your calendar and an option to edit or delete the meeting.

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

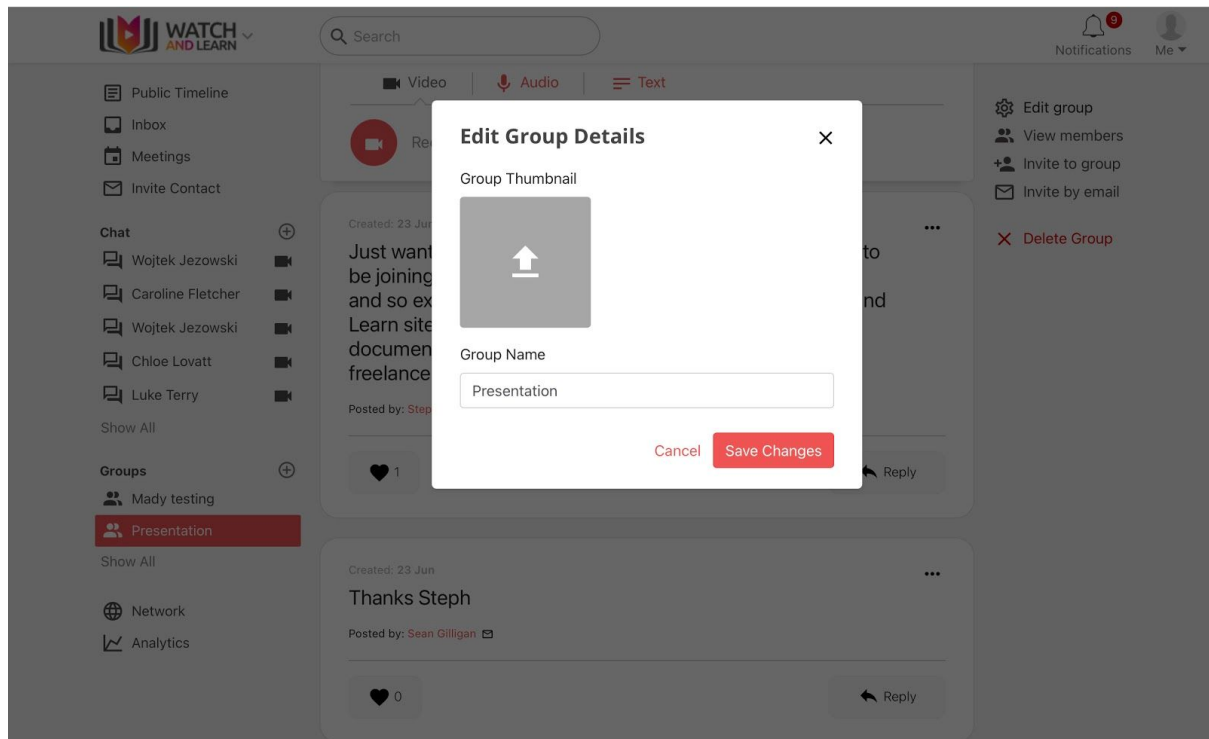


Editing a Group

You can manage groups at the top right hand side:

-  Edit group
-  View members
-  Invite to group
-  Invite by email
-  Delete Group

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

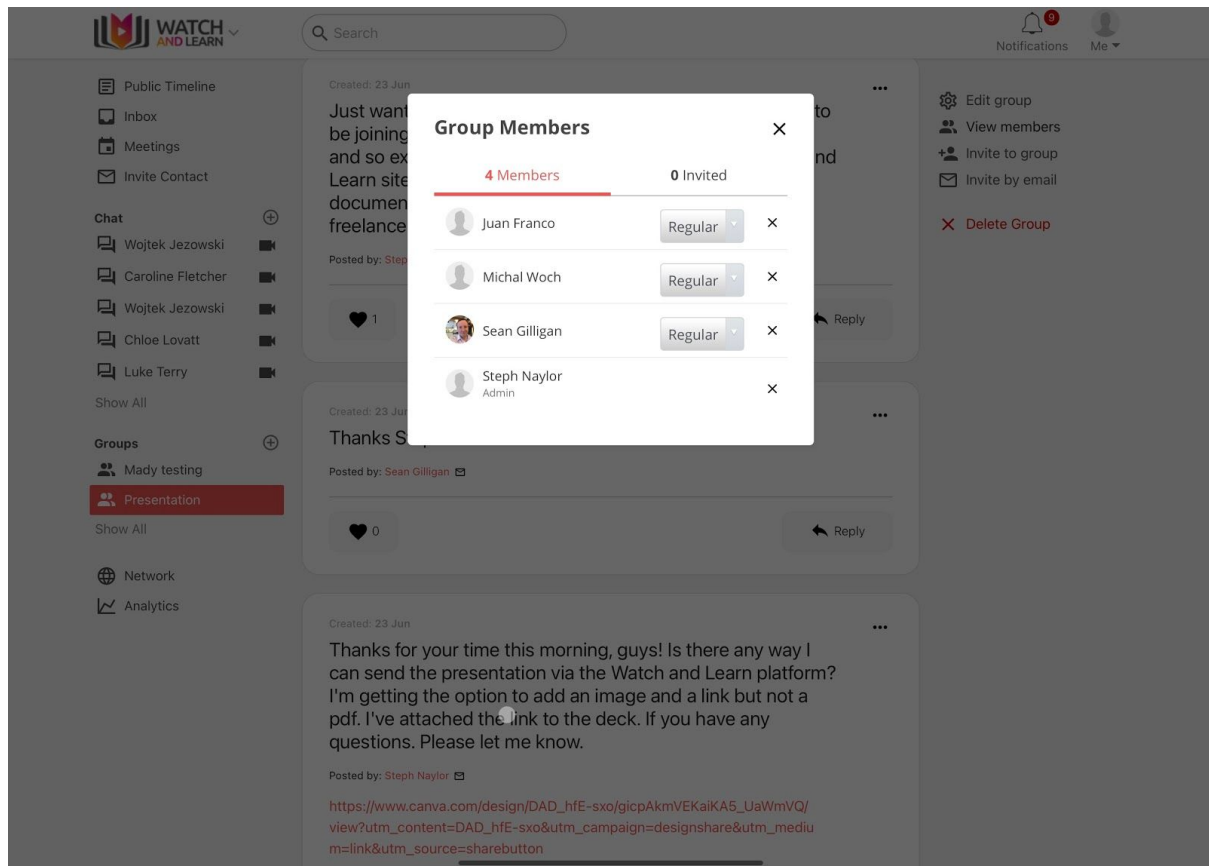


Here you can edit the name of the group, or delete the group.

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

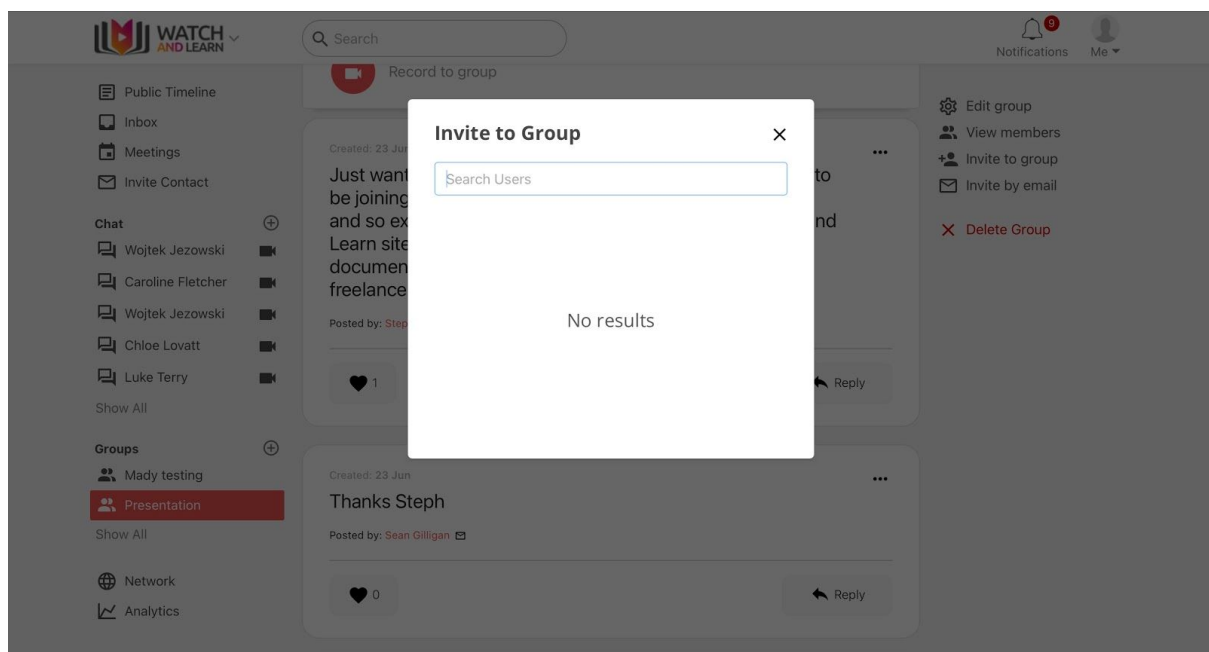
Viewing members of a Group

You can see who is a member of the group



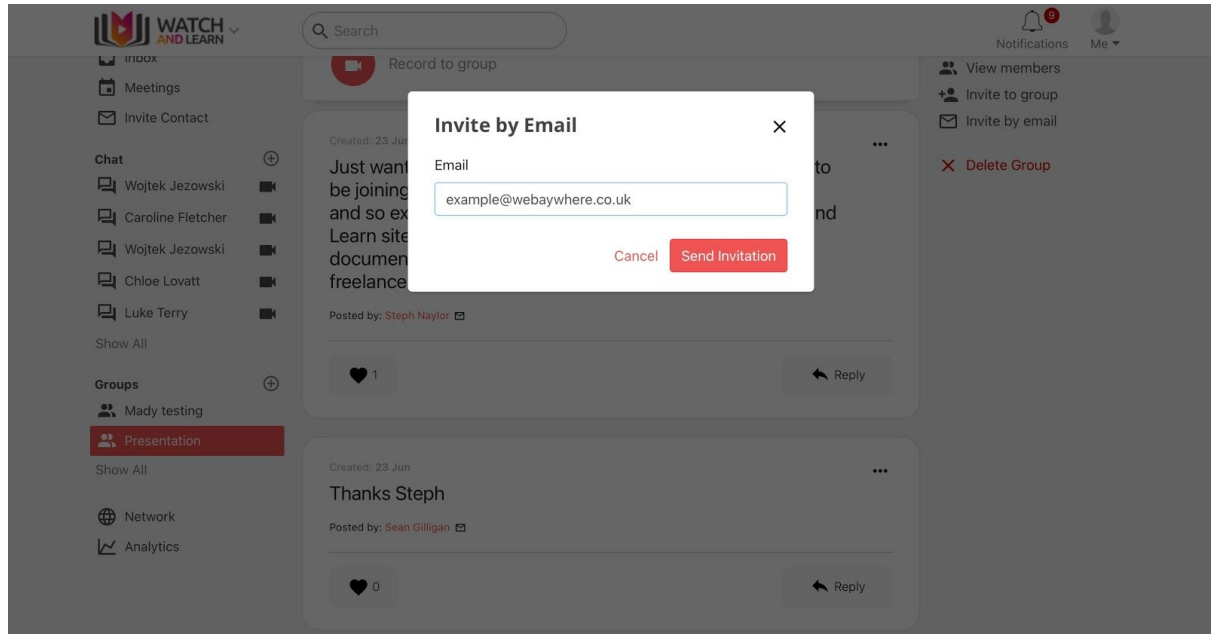
Inviting members to a Group

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

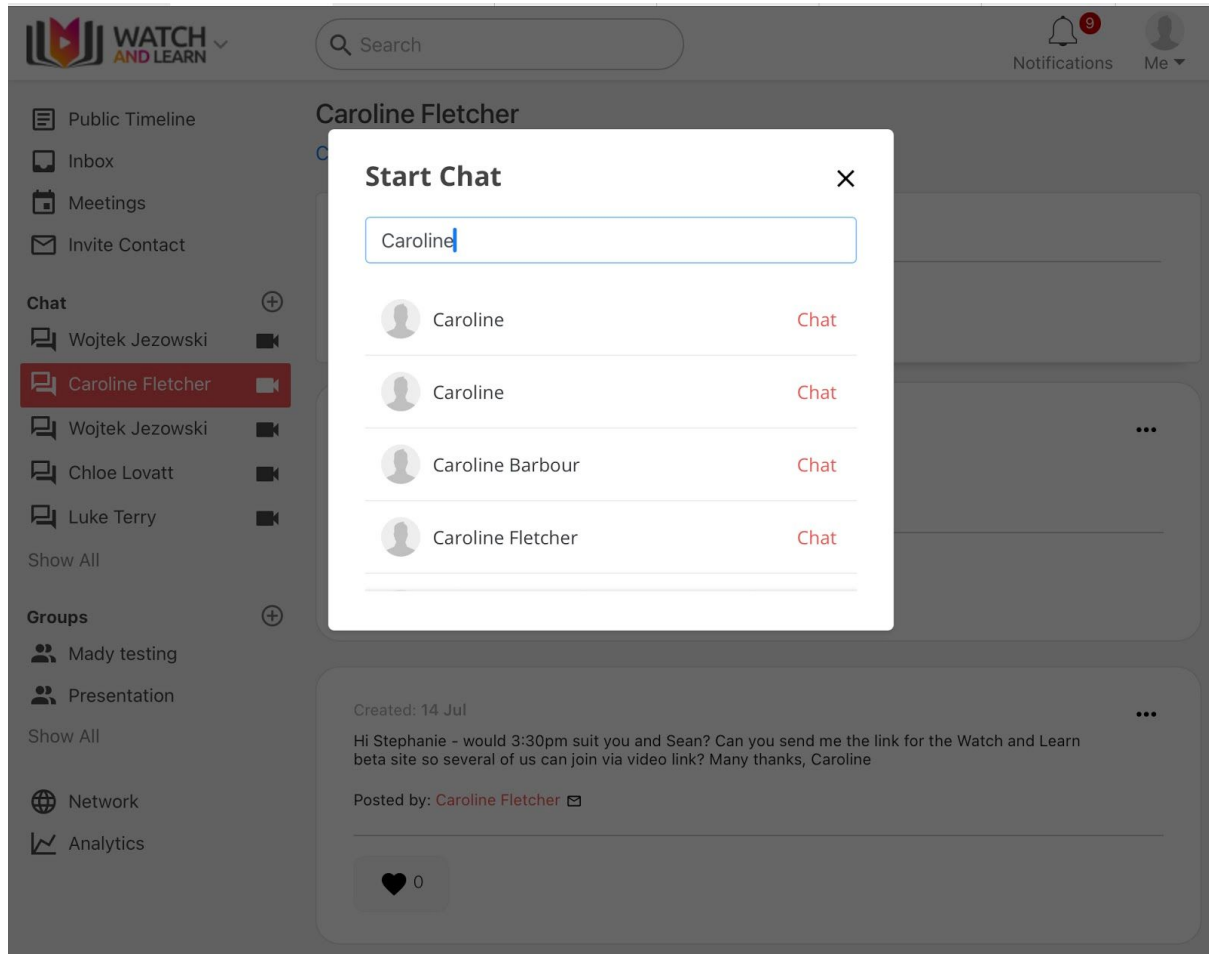
You can invite other members to the group by entering their email address and then click Send Invitation



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



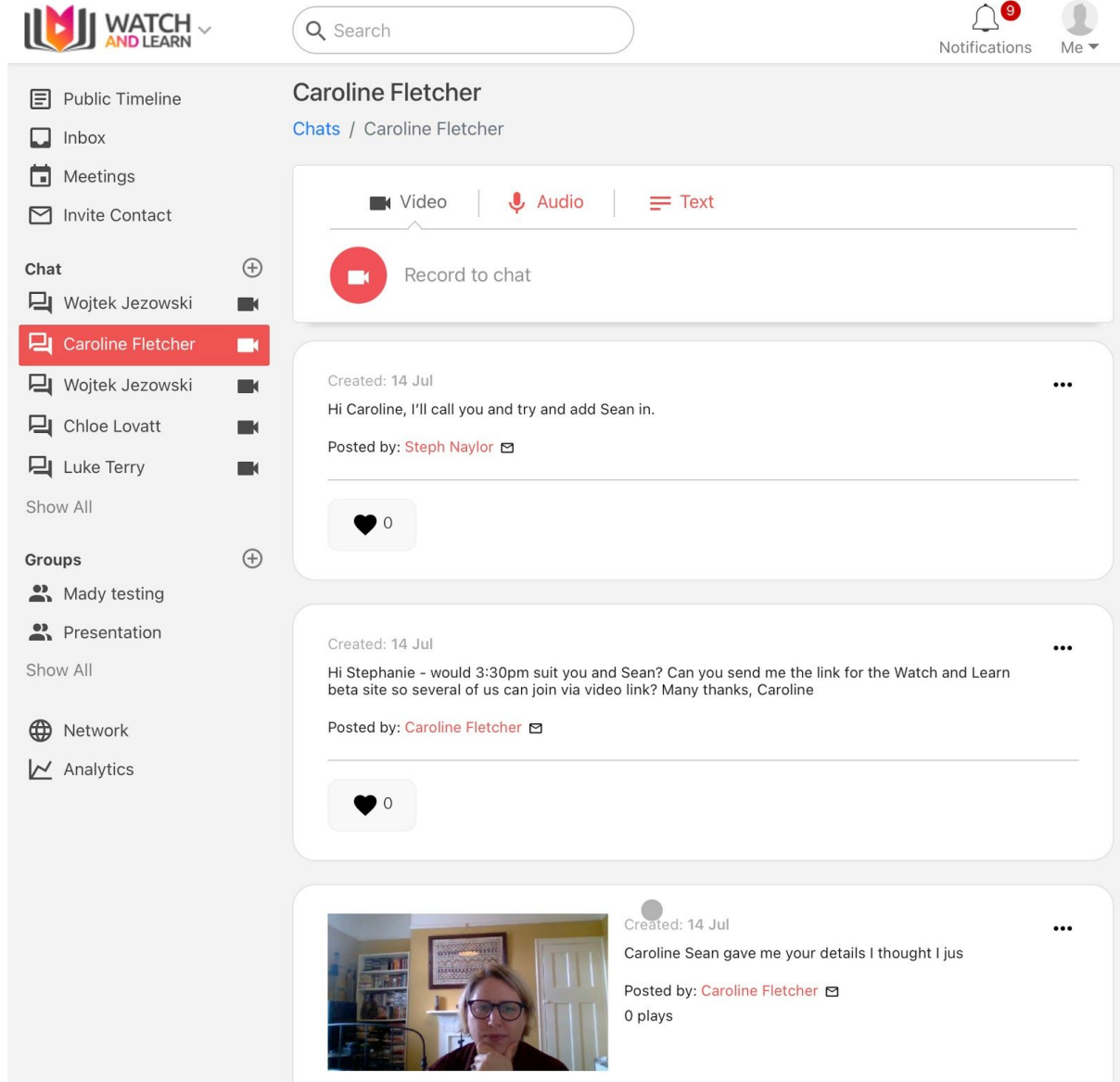
Sending a Video

You can send a screencast to individual users



Record to chat

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

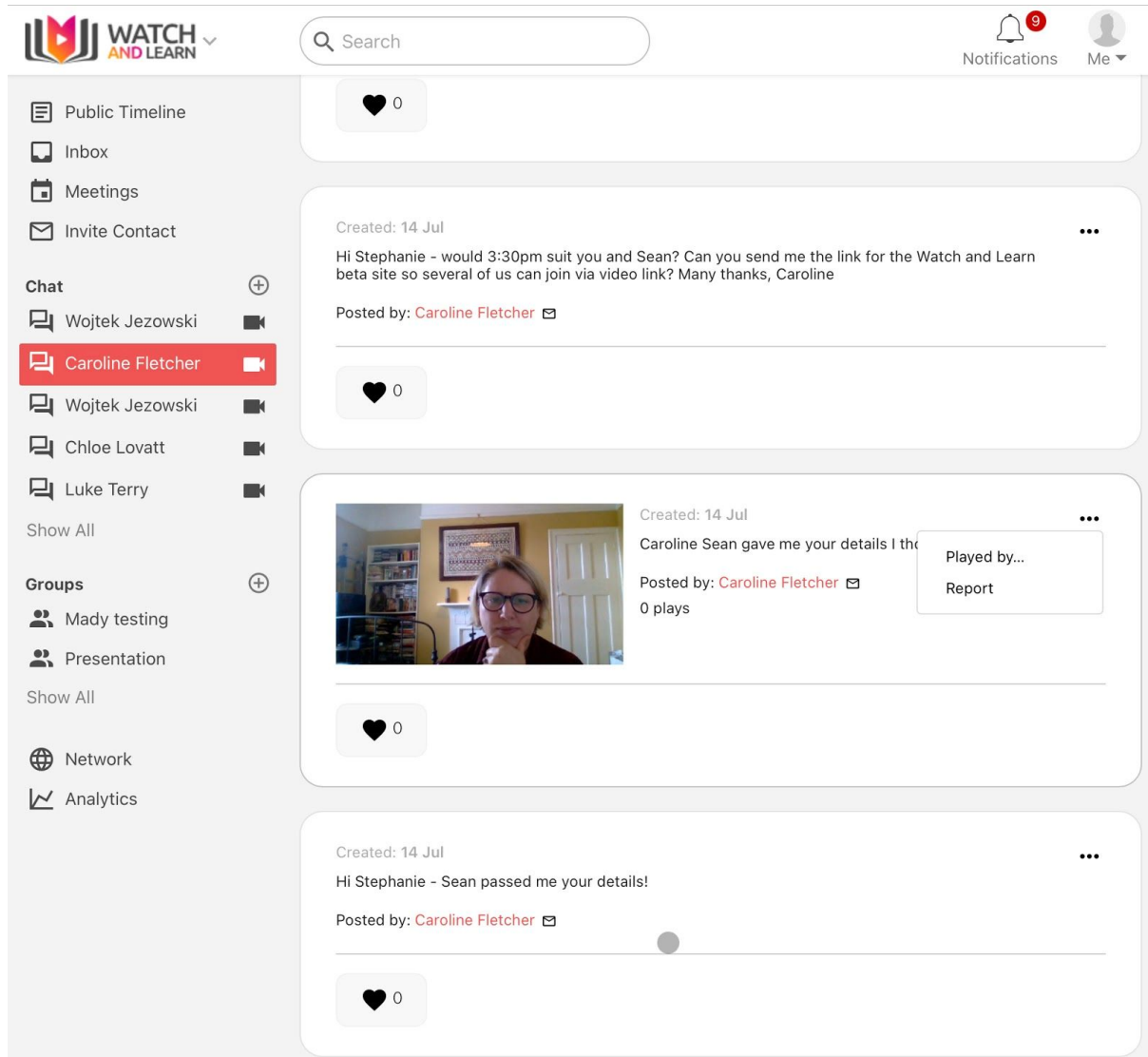


The screenshot shows the WATCH AND LEARN interface. On the left is a sidebar with navigation options: Public Timeline, Inbox, Meetings, Invite Contact, Chat (selected), Groups, Network, and Analytics. The Chat section lists contacts: Wojtek Jezowski, Caroline Fletcher (highlighted), Wojtek Jezowski, Chloe Lovatt, and Luke Terry. The main area displays a chat conversation with Caroline Fletcher. At the top, there's a search bar and a 'Search' button. Below the chat header, there are tabs for Video, Audio, and Text. A 'Record to chat' button is visible. The chat history shows three messages, each with a 'Created: 14 Jul' timestamp and a 'Posted by:' field. The first message is from Steph Naylor, the second from Caroline Fletcher, and the third from Caroline Fletcher, which includes a video clip. Each message has a heart icon and a '0' indicating zero likes or reactions. The video clip shows a woman with glasses speaking.

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 the 3 dots at the right hand side, simply click "Report"



WATCH AND LEARN

Search

Notifications 9 Me

Public Timeline

Inbox

Meetings

Invite Contact

Chat

Wojtek Jezowski

Caroline Fletcher

Wojtek Jezowski

Chloe Lovatt

Luke Terry

Show All

Groups

Mady testing

Presentation

Show All

Network

Analytics

Created: 14 Jul

Hi Stephanie - would 3:30pm suit you and Sean? Can you send me the link for the Watch and Learn beta site so several of us can join via video link? Many thanks, Caroline

Posted by: Caroline Fletcher

Created: 14 Jul

Caroline Sean gave me your details I th

Posted by: Caroline Fletcher

0 plays

Created: 14 Jul

Hi Stephanie - Sean passed me your details!

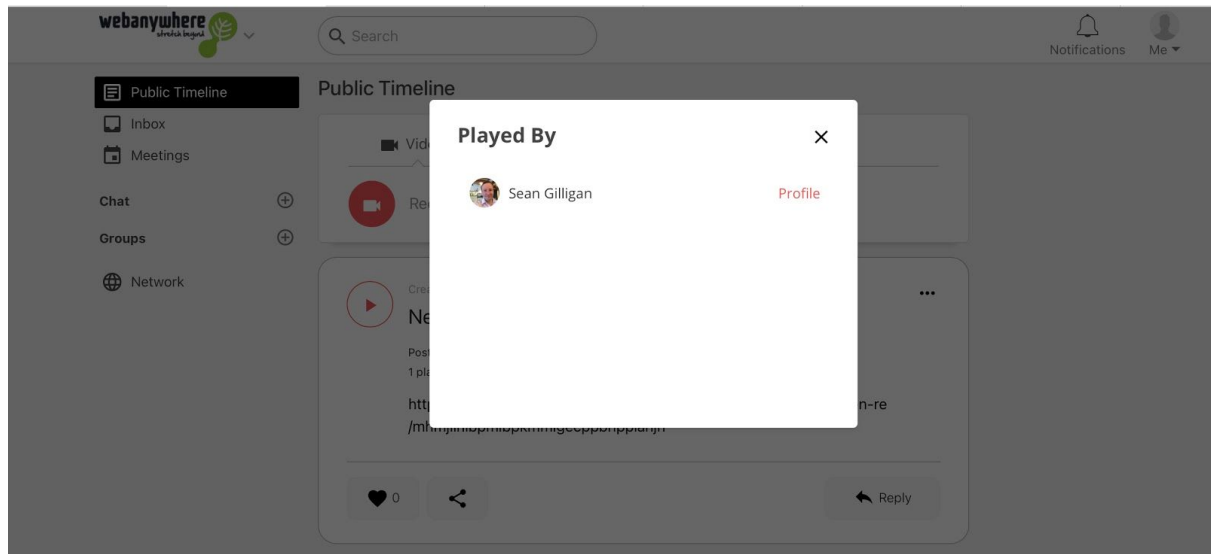
Posted by: Caroline Fletcher

Played by...

Report

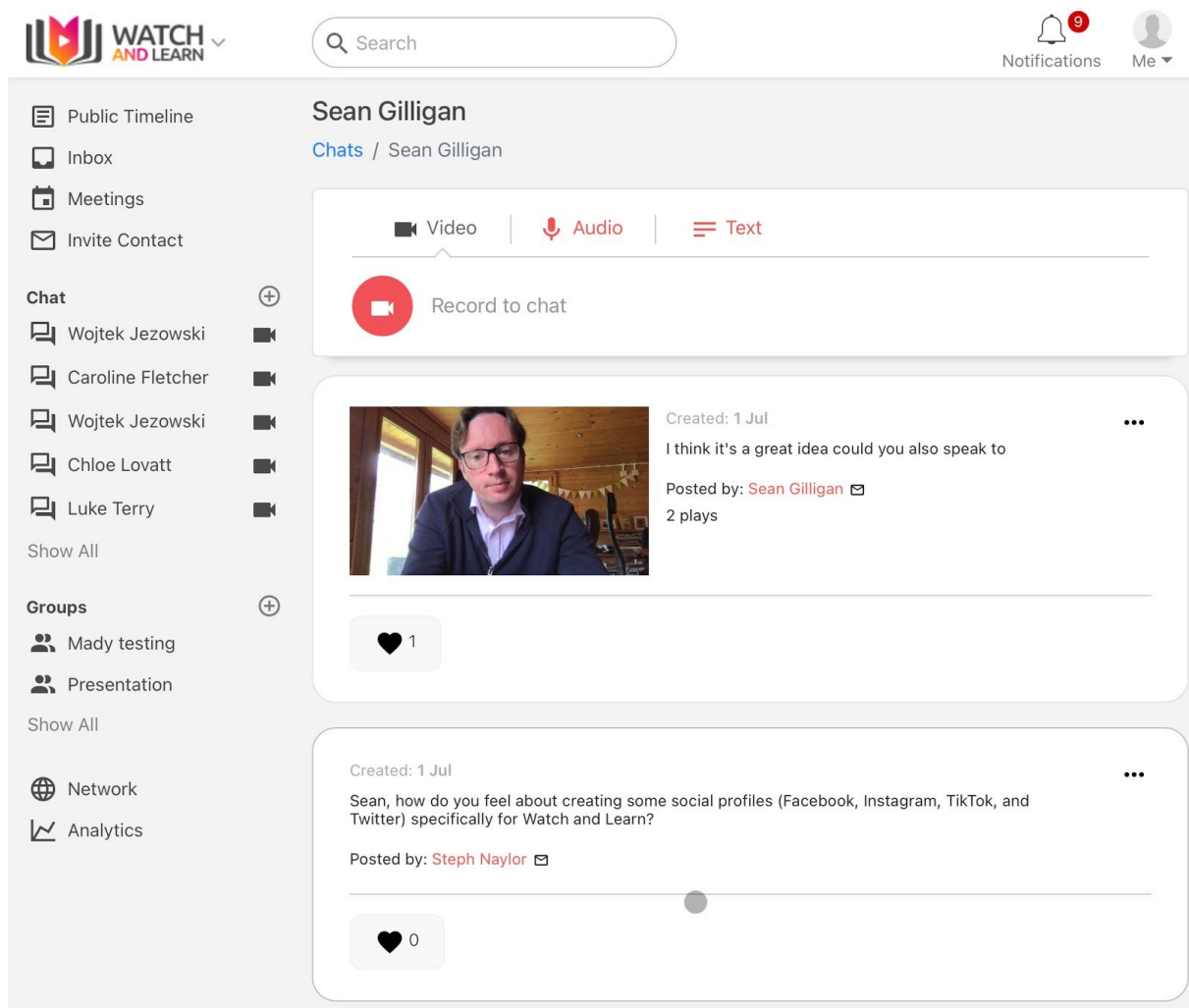
Viewing stats on each Video clip

- You can see how many people have played your clip but clicking the 3 dots on the right hand side, simply press "Played by..."

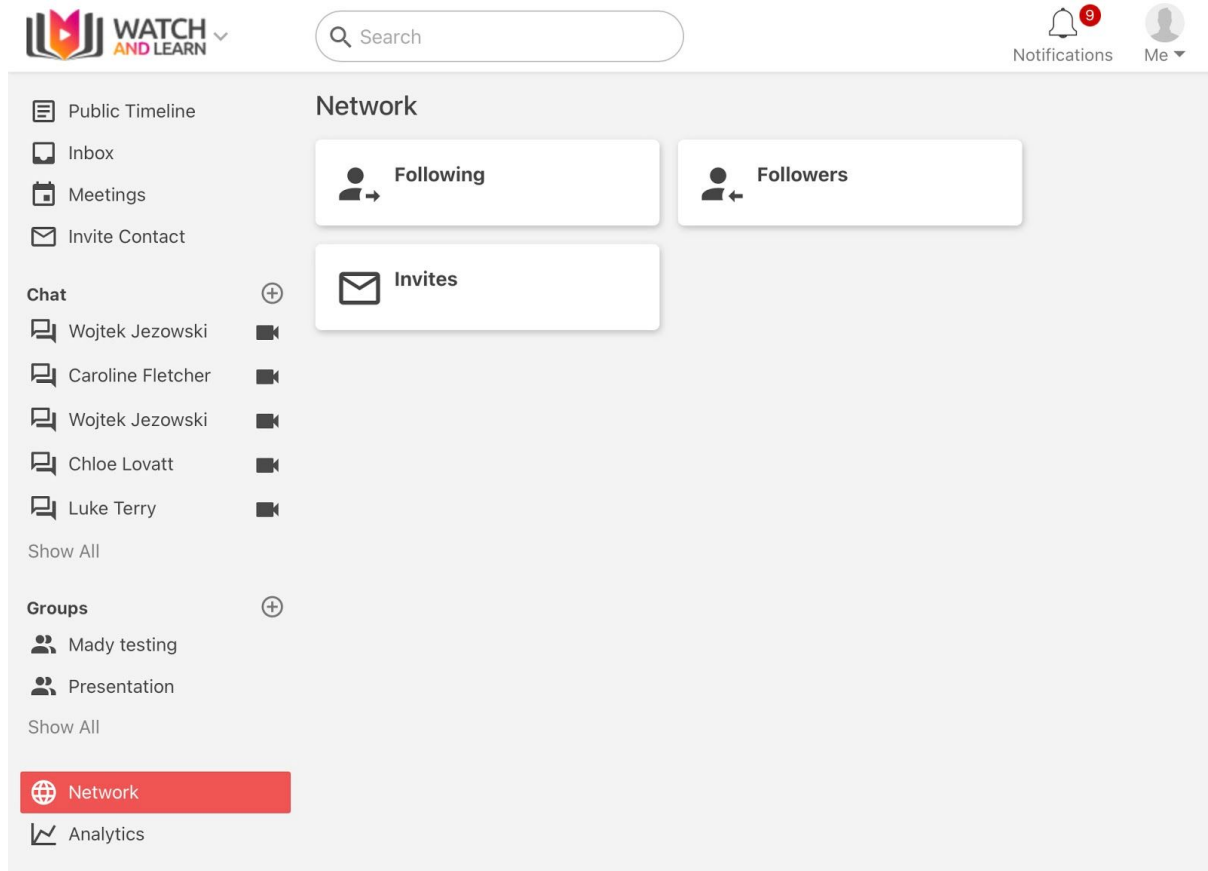


Liking a Video Clip

You can see how many likes a clip has directly underneath your video.

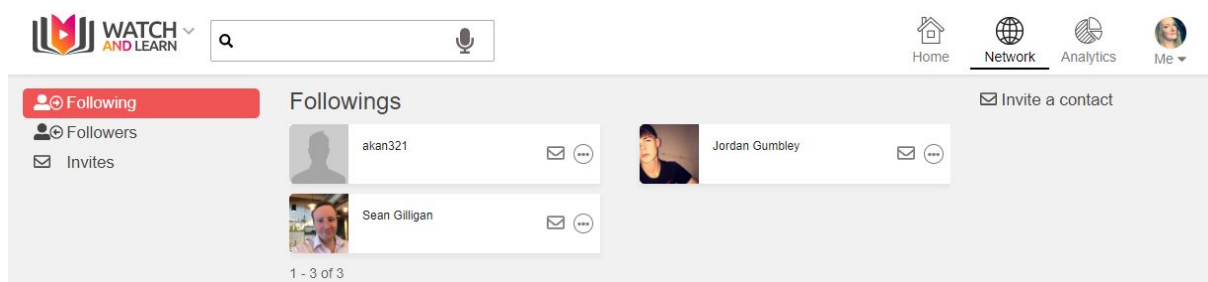


Network



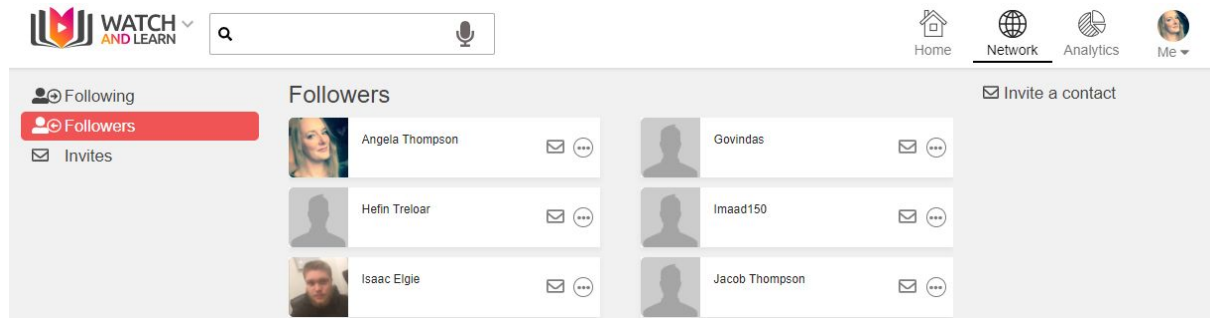
Following

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



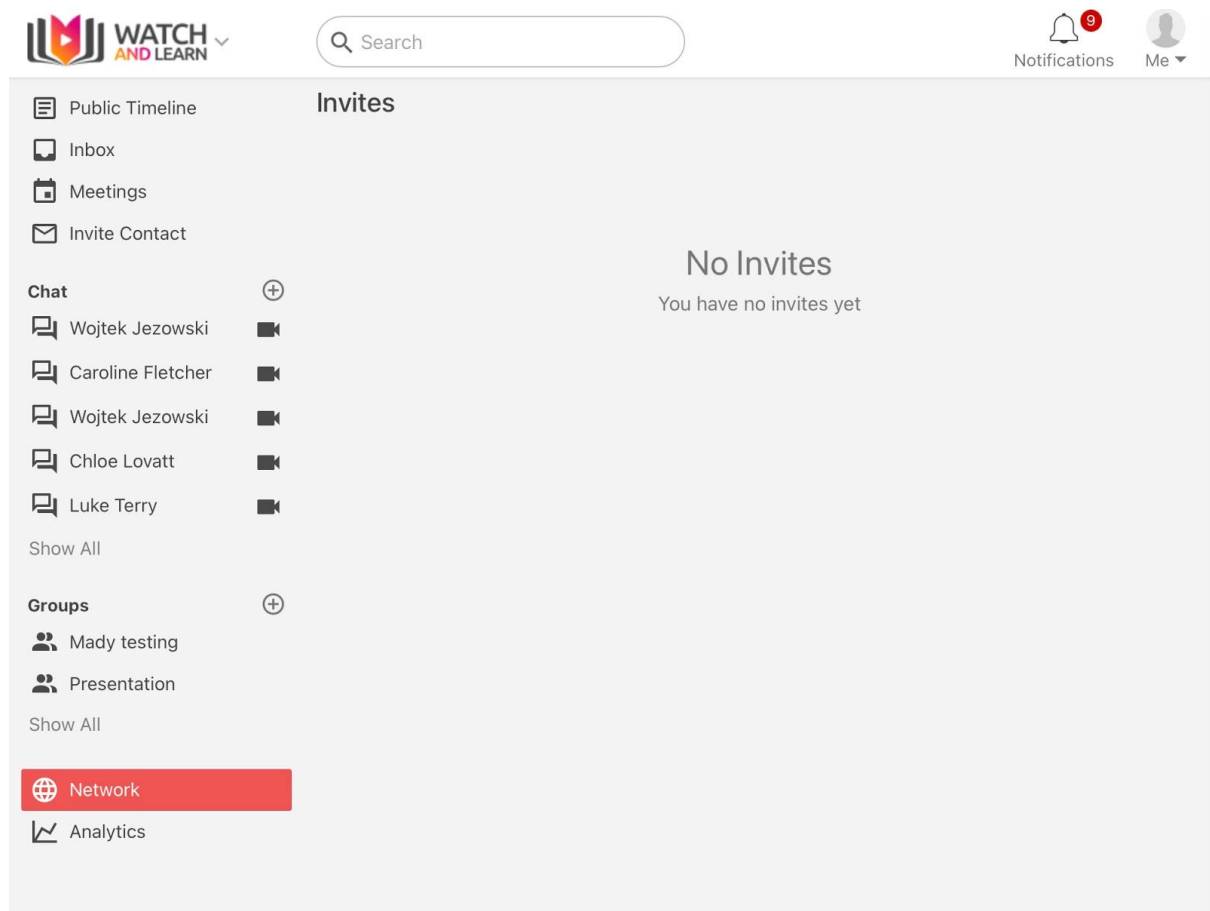
Followers

Anyone that follows you will be shown by clicking on Followers



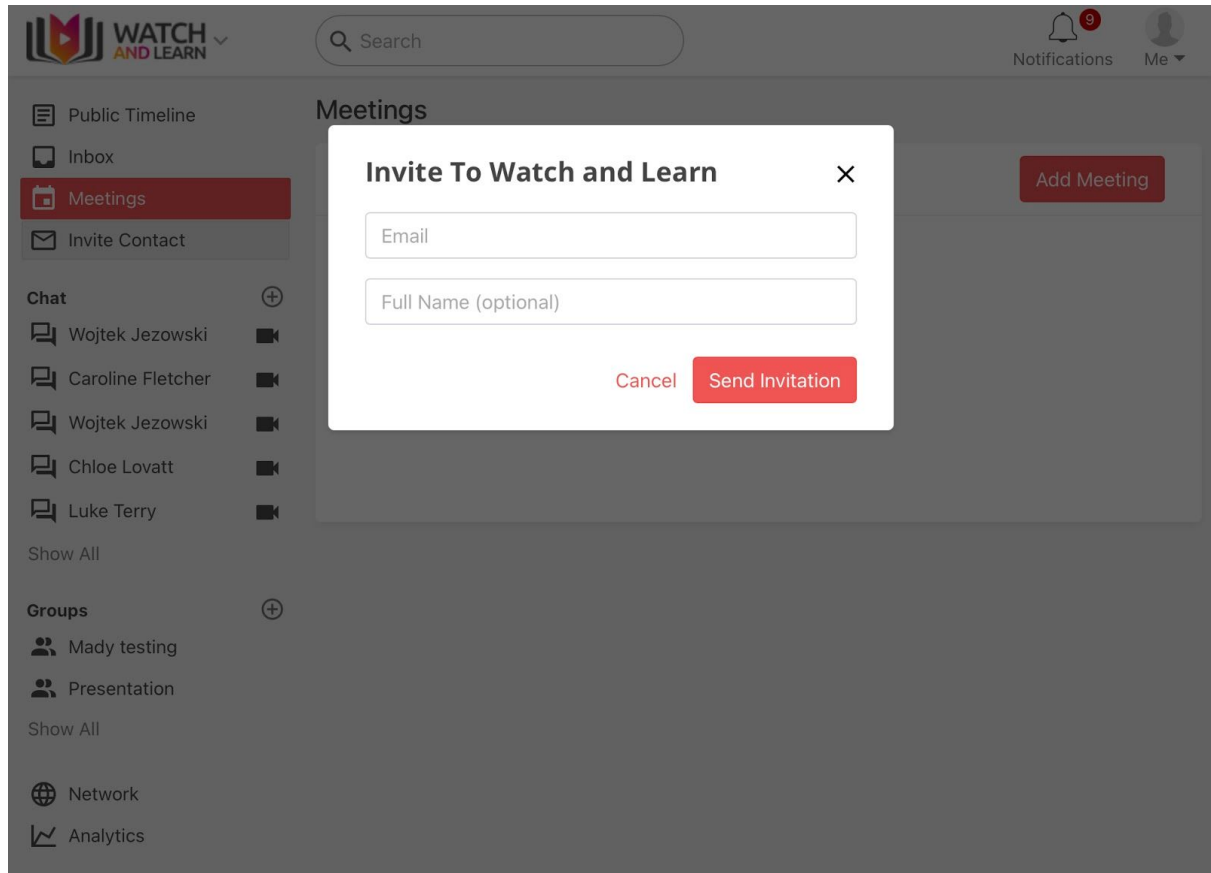
Invites

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



The screenshot displays the WATCH AND LEARN application interface. The top navigation bar includes the logo, a search bar, and user profile/notifications icons. The left sidebar contains navigation links: Public Timeline, Inbox, Meetings (highlighted), Invite Contact, Chat, Groups, Network, and Analytics. The main content area is titled 'Meetings' and features an 'Add Meeting' button. An 'Invite To Watch and Learn' modal is open, containing input fields for 'Email' and 'Full Name (optional)', and buttons for 'Cancel' and 'Send Invitation'.

WATCH AND LEARN

Search

Notifications 9 Me

Public Timeline

Inbox

Meetings

Invite Contact

Chat (+)

Wojtek Jezowski

Caroline Fletcher

Wojtek Jezowski

Chloe Lovatt

Luke Terry

Show All

Groups (+)

Mady testing

Presentation

Show All

Network

Analytics

Meetings

Add Meeting

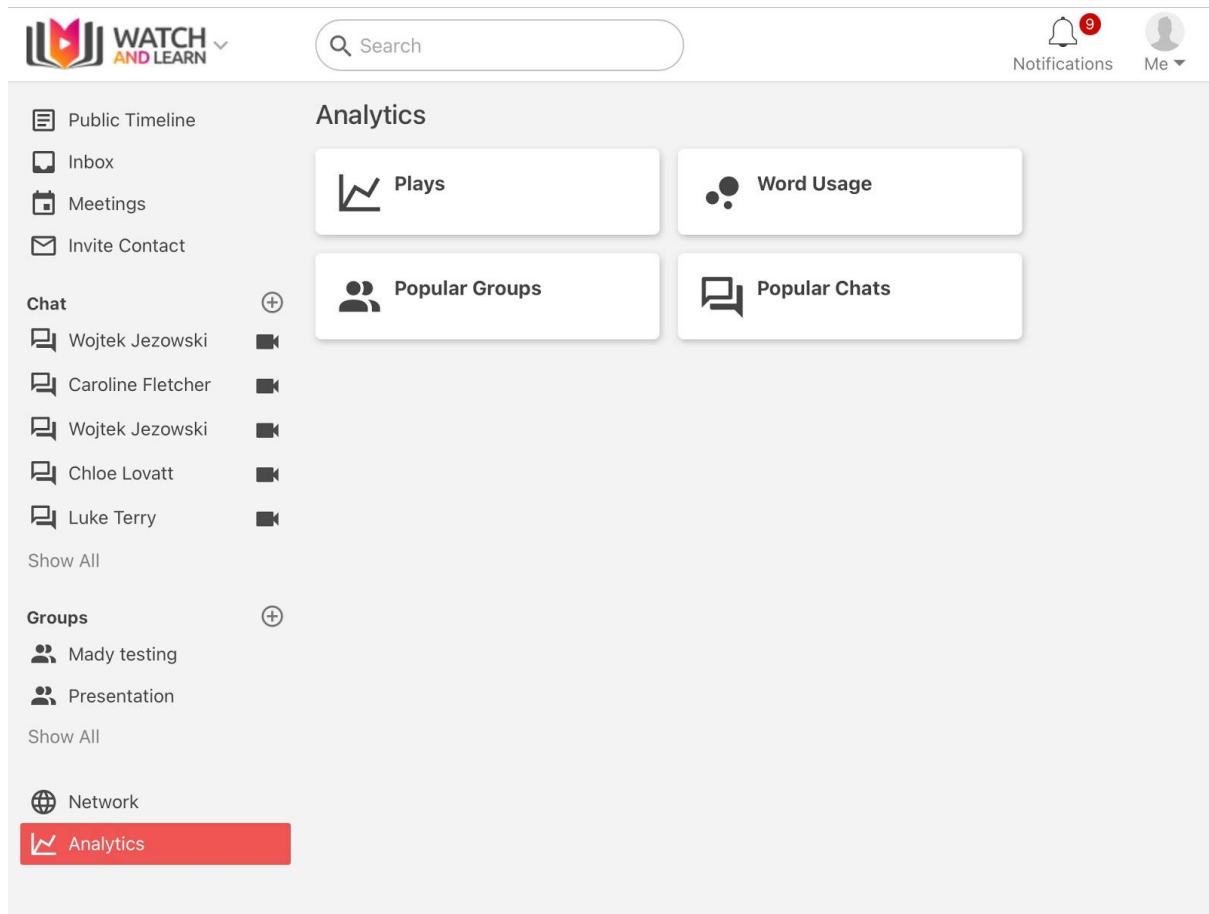
Invite To Watch and Learn X

Email

Full Name (optional)

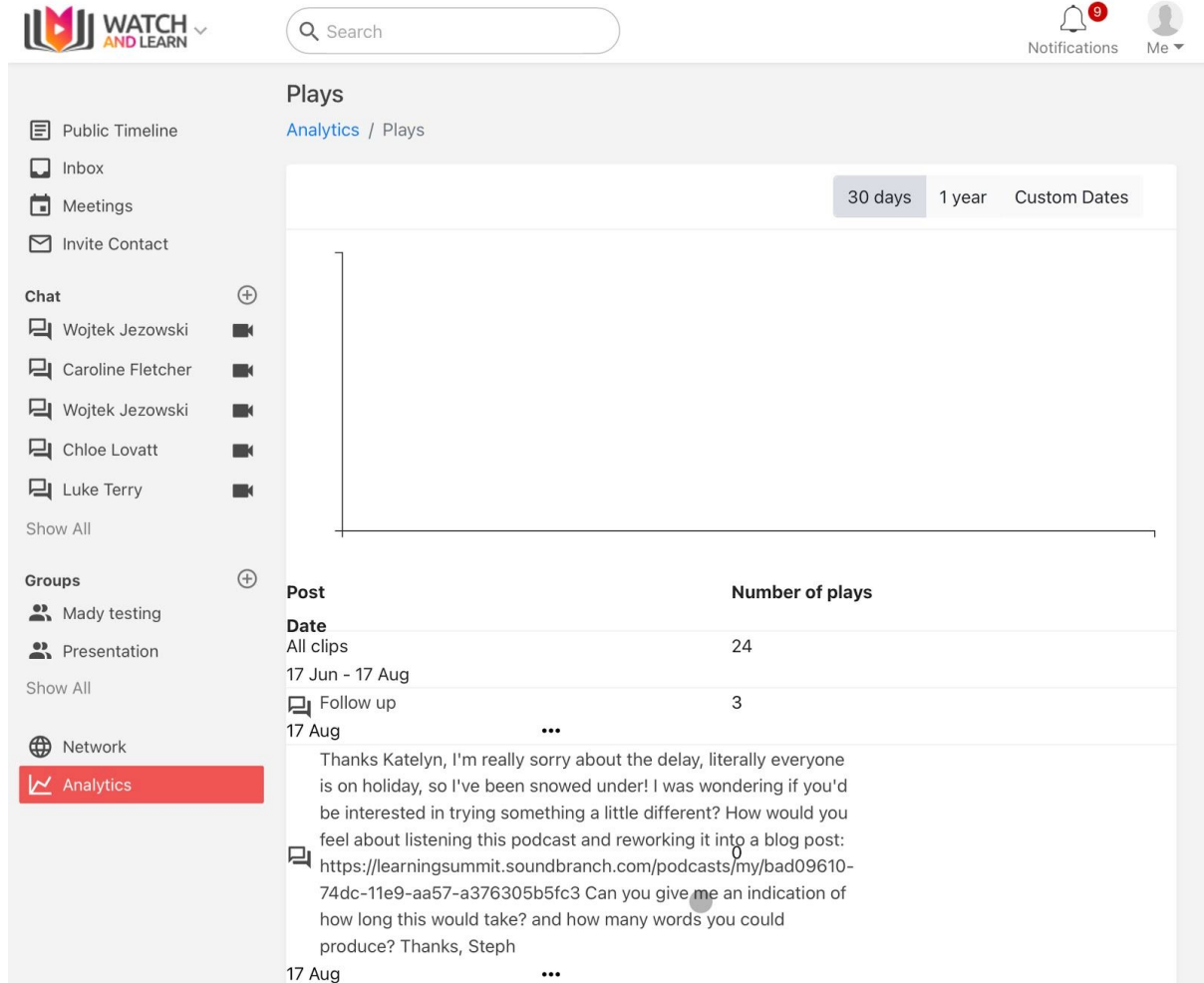
Cancel Send Invitation

Analytics



Plays

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



Plays

[Analytics](#) / [Plays](#)

30 days 1 year Custom Dates

Post	Number of plays
Date All clips	24
17 Jun - 17 Aug	
Follow up	3
17 Aug	
Thanks Katelyn, I'm really sorry about the delay, literally everyone is on holiday, so I've been snowed under! I was wondering if you'd be interested in trying something a little different? How would you feel about listening this podcast and reworking it into a blog post: https://learningsummit.soundbranch.com/podcasts/my/bad09610-74dc-11e9-aa57-a376305b5fc3 Can you give me an indication of how long this would take? and how many words you could produce? Thanks, Steph	
17 Aug	

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

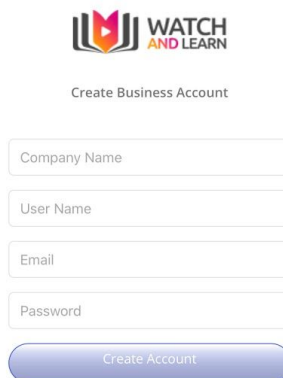
This will show you how many posts each chat has


Business Accounts

You can create a business account here:

<https://watchandlearn.co.uk/sign-up-business>.

Complete the details on the sign up screen:



 WATCH AND LEARN

Create Business Account

Company Name

User Name

Email

Password

Create Account

[Terms of Use and Privacy Policy](#)



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

watchandlearn.co.uk/sign-up-create-url



 WATCH AND LEARN

Create URL

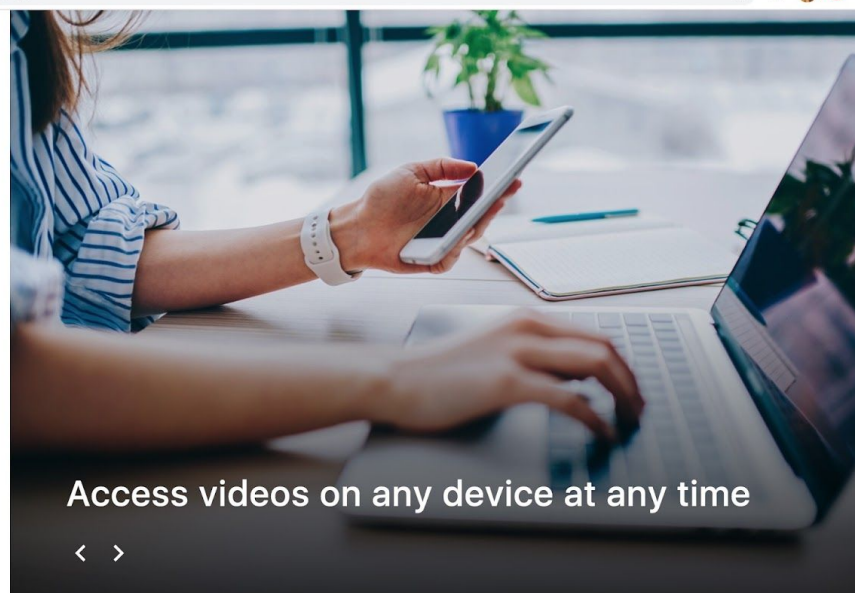
Company name

Company url .watchandlearn.co.uk

Next

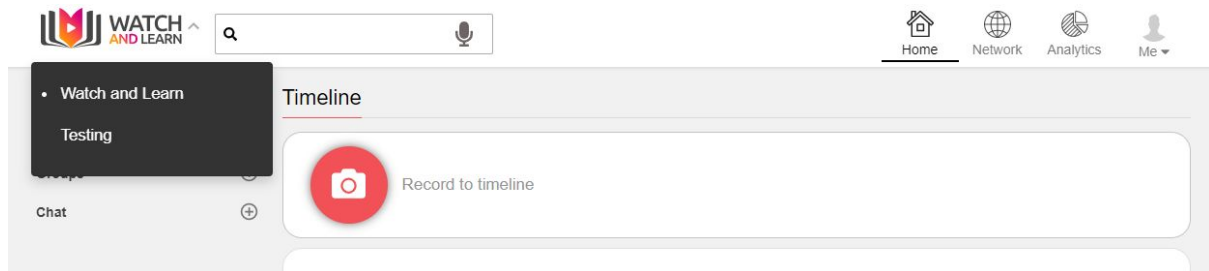
or [Cancel](#)

[Terms of Use and Privacy Policy](#)



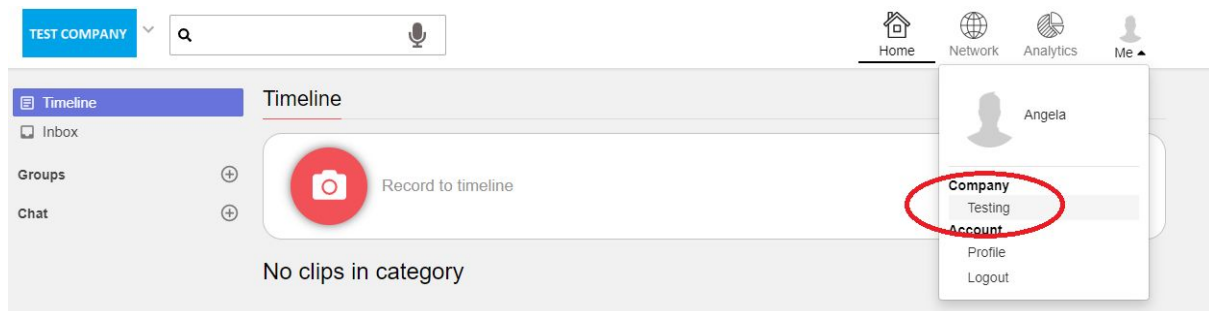
You will then be prompted to create your own unique URL for Watch and Learn

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



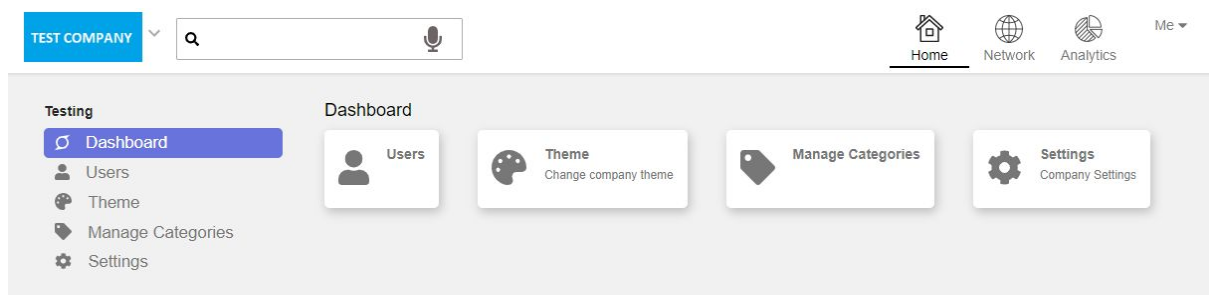
You can personalise a business account by switching the account from Soundbranch to the business account using the drop down selection on the left hand side and then clicking on your business account name.

To edit the company settings, click on Me (top right) and choose the company name. This will then take you to the company **Dashboard**:



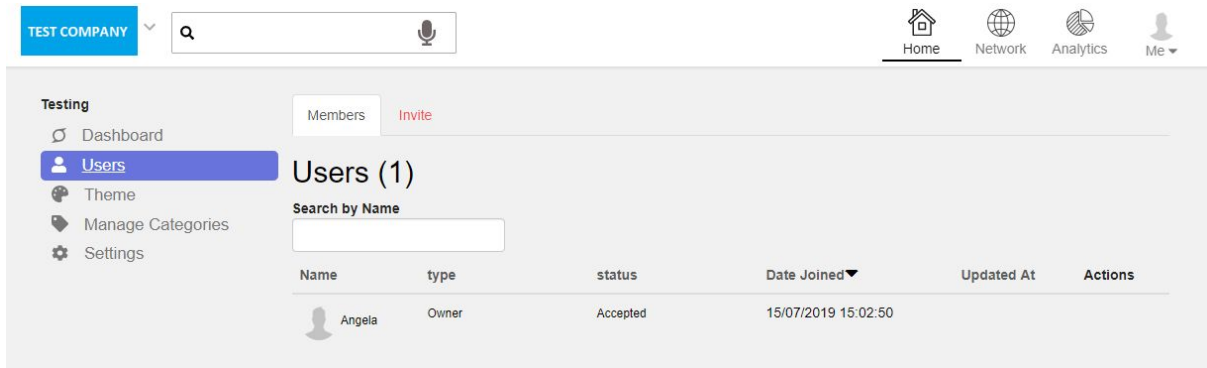
Dashboard

All company settings can be changed here:



Users

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



TEST COMPANY

Home Network Analytics Me

Testing

Members Invite

Dashboard

Users

Theme

Manage Categories

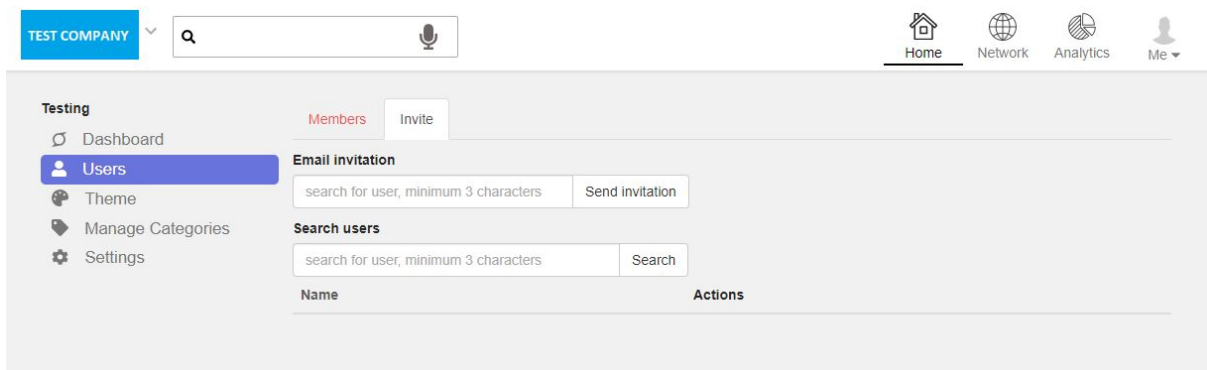
Settings

Users (1)

Search by Name

Name	type	status	Date Joined	Updated At	Actions
Angela	Owner	Accepted	15/07/2019 15:02:50		

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



TEST COMPANY

Home Network Analytics Me

Testing

Members Invite

Dashboard

Users

Theme

Manage Categories

Settings

Email invitation

search for user, minimum 3 characters

Send invitation

Search users

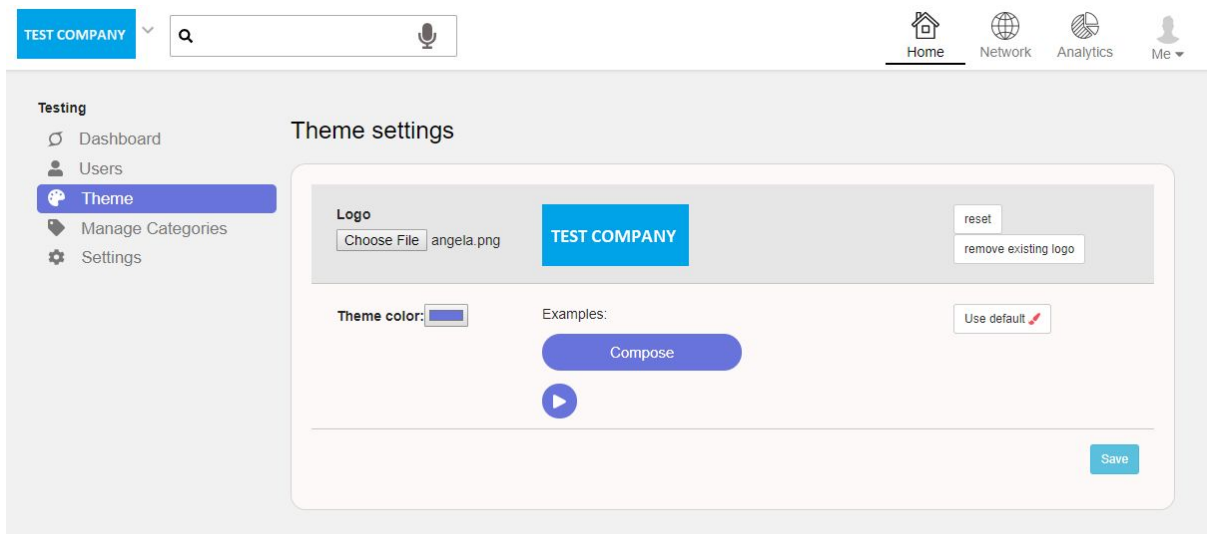
search for user, minimum 3 characters

Search

Name Actions

Theme

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



TEST COMPANY

Home Network Analytics Me

Testing

Dashboard

Users

Theme

Manage Categories

Settings

Theme settings

Logo

Choose File angela.png

TEST COMPANY

reset

remove existing logo

Theme color:

Examples:

Compose

Use default

Save

Manage Categories

You can add a category here

TEST COMPANY

Home

Network

Analytics

Me

Testing

Dashboard

Users

Theme

Manage Categories

Settings

Categories

add category

Settings

TEST COMPANY

Home

Network

Analytics

Me

Testing

Dashboard

Users

Theme

Manage Categories

Settings

Settings

Visibility

☐

Company is visible for non logged in users

Self register

☐

Allow user to self register to company

Recording time

seconds

Minimum 10 seconds and Maximum 2 minutes (120 seconds)

Sentiment

☐

Allow user to see sentiments

Clip transcription by Google

☐

Allow user to see cliptext

Who played the audio

☐

Allow user to see who played the audio

SEO description of the company.

length: 0 minimum 70 characters - max: 320 characters

Save

- **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)