


Watch and Learn User Guide

Sign in	3
Profile	3
Timeline	4
Inbox	5
Meetings	5
Groups	7
Creating a new Group	7
Editing a Group	7
Viewing members of a Group	9
Inviting members to a Group	9
Invite members to Group by email	10
Chat	11
Creating a new Chat	11
Sending a Video	11
Reporting a Video clip	12
Viewing stats on each Video clip	12
Liking a Video Clip	12
Network	12
Invites	13
Invite a contact	13
Analytics	14
Plays	14
Word usage	14
Popular Group	14
Popular Chats	15
Business Accounts	16
Community Admin	18
Users	18
Theme	19
Manage Categories	19
Settings	20
Chrome Extension	20
Add Extension	20
Recordings	21

Sign in

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



[Sign In](#) [Create Account](#)

Email

Password

[Forgot password?](#)

[Sign In](#)


[Continue as Guest](#)

or sign in with your [Social Account](#) ▼

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:



Search

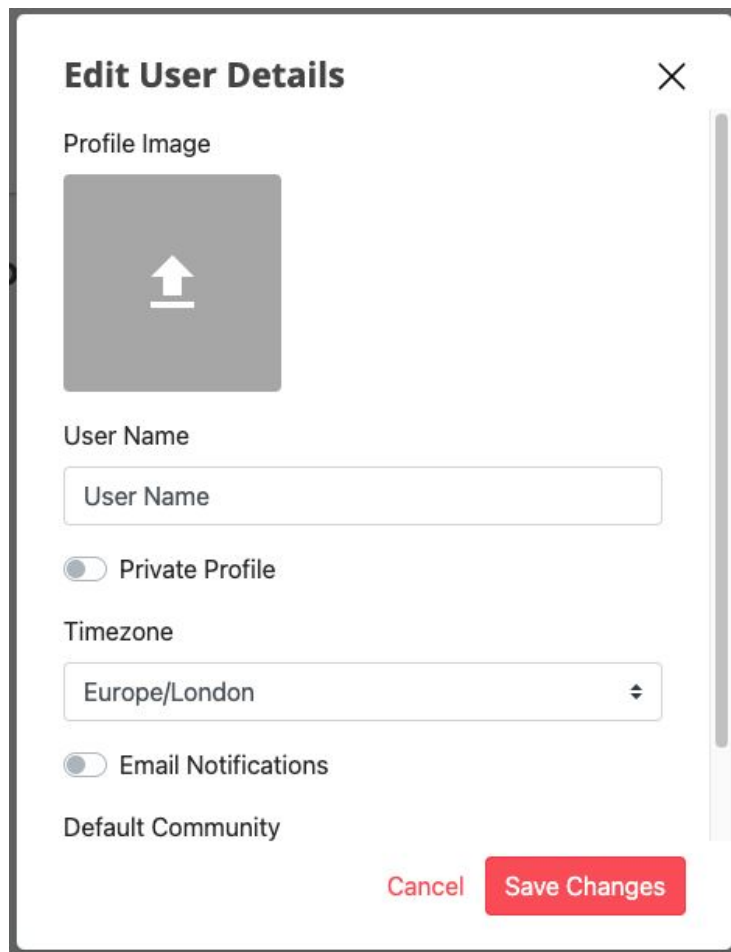
Public Timeline
Inbox
Meetings
Invite Contact

User Name
Joined: 7 Jun 2018

Share
Edit Profile

3

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



The screenshot shows a modal window titled "Edit User Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Profile Image:** A square placeholder with a white upload icon.
- User Name:** A text input field containing the placeholder text "User Name".
- Private Profile:** A toggle switch that is currently turned off.
- Timezone:** A dropdown menu showing "Europe/London".
- Email Notifications:** A toggle switch that is currently turned off.
- Default Community:** A label with no associated input field.
- Buttons:** "Cancel" and "Save Changes" buttons at the bottom right.

Within this area you can:

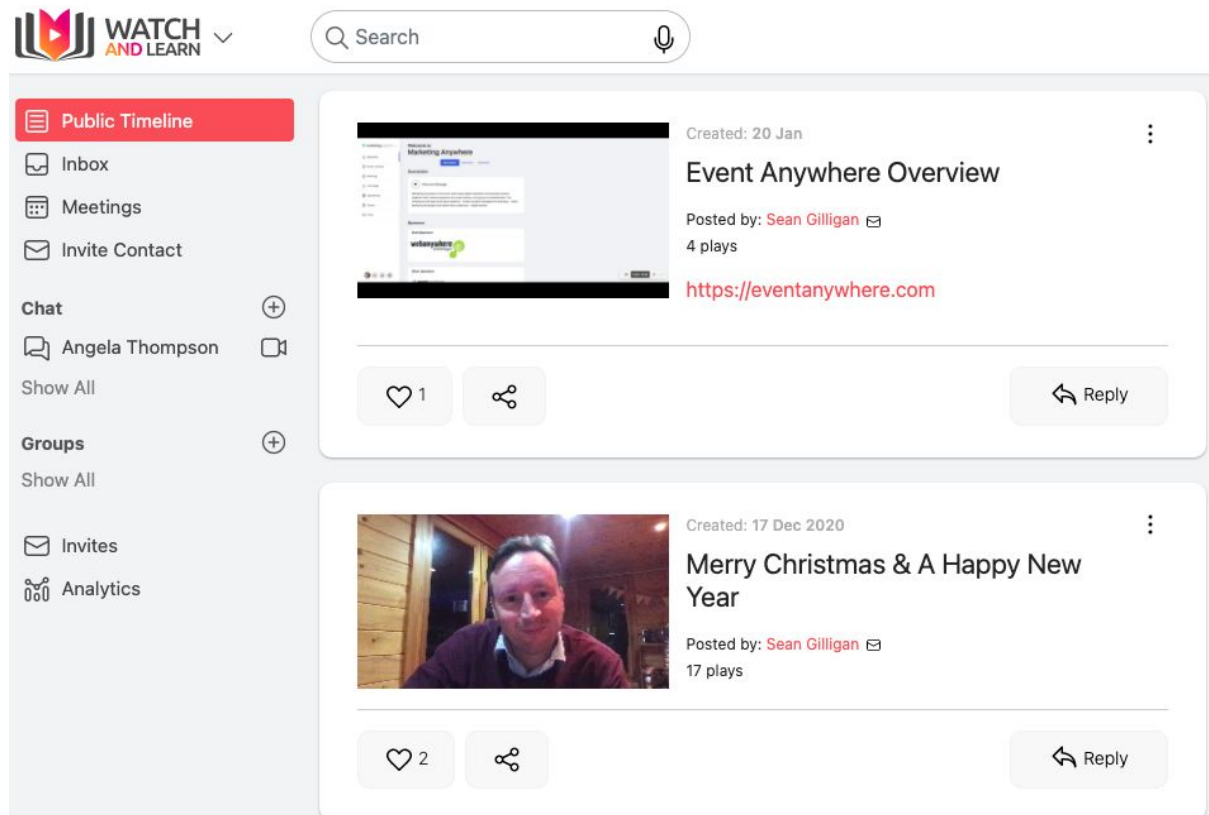
- Change or set your profile picture
- Change your display name, advised to keep this as your full name so you can be easily found for meeting invites
- Email notifications can be enabled or disabled. By default it is disabled.
- Set your timezone

Timeline

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

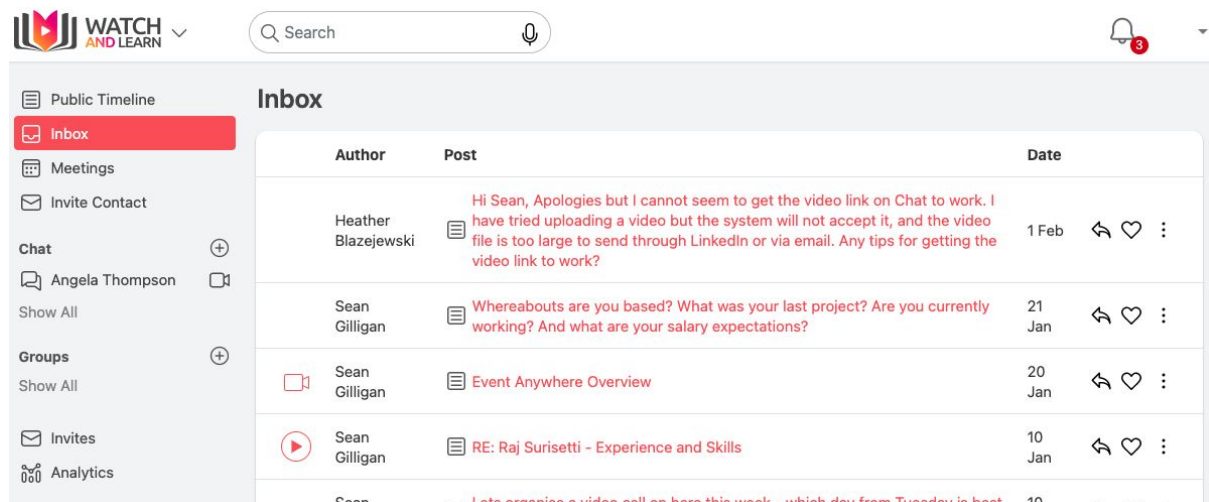
The timeline can be accessed also via the following link:

[Watch and Learn -](#)



Inbox

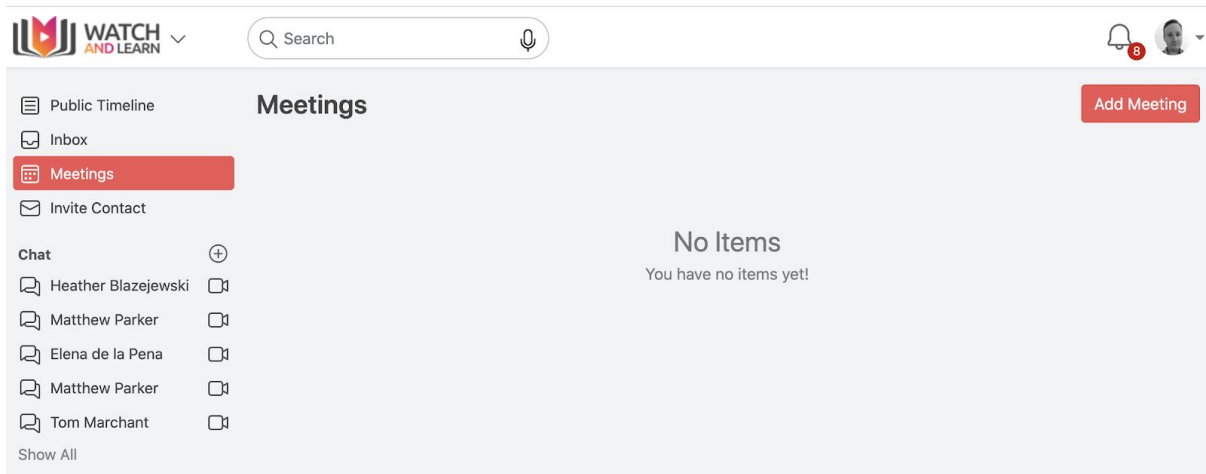
The inbox is where you can view private, group and public videos



Author	Post	Date
Heather Blazejewski	Hi Sean, Apologies but I cannot seem to get the video link on Chat to work. I have tried uploading a video but the system will not accept it, and the video file is too large to send through LinkedIn or via email. Any tips for getting the video link to work?	1 Feb
Sean Gilligan	Whereabouts are you based? What was your last project? Are you currently working? And what are your salary expectations?	21 Jan
Sean Gilligan	Event Anywhere Overview	20 Jan
Sean Gilligan	RE: Raj Suriseti - Experience and Skills	10 Jan
Sean	Lets organise a video call on here this week - which day from Tuesday is best	10

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

Participants

Add Participant

Who can join

☒ Only participants
☐ Participants and community members
☐ Participants and anyone with a room link

Add Meeting

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	Date	Time	Privacy	Status		
Meeting 1	3 Feb 2021	4:00pm - 5:00pm	Private	Upcoming	Join	↔ 📅 ⋮

Once created you will see your meetings listed under meetings with a link to join, copy the link to the meeting and 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

Create Group

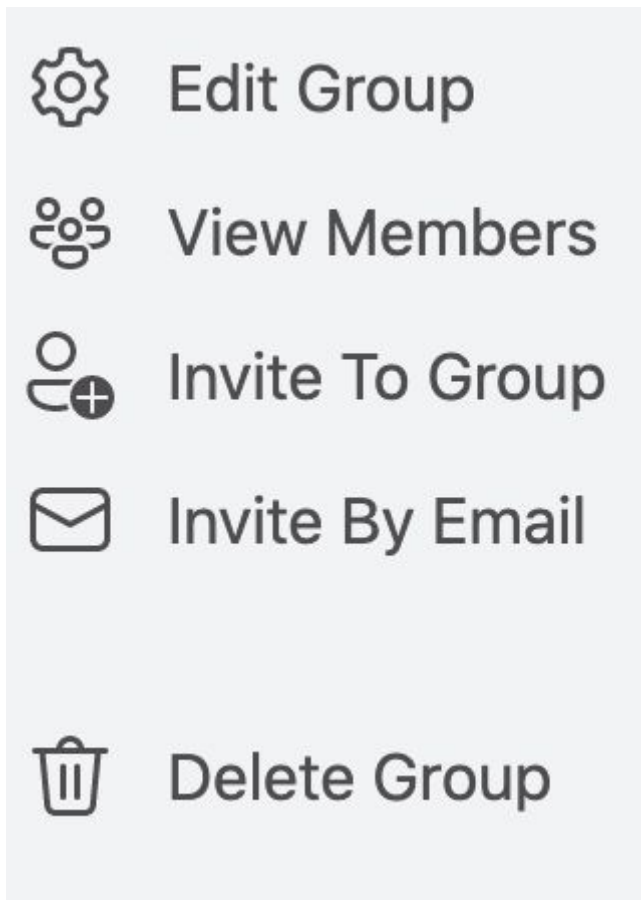
×

Group Name

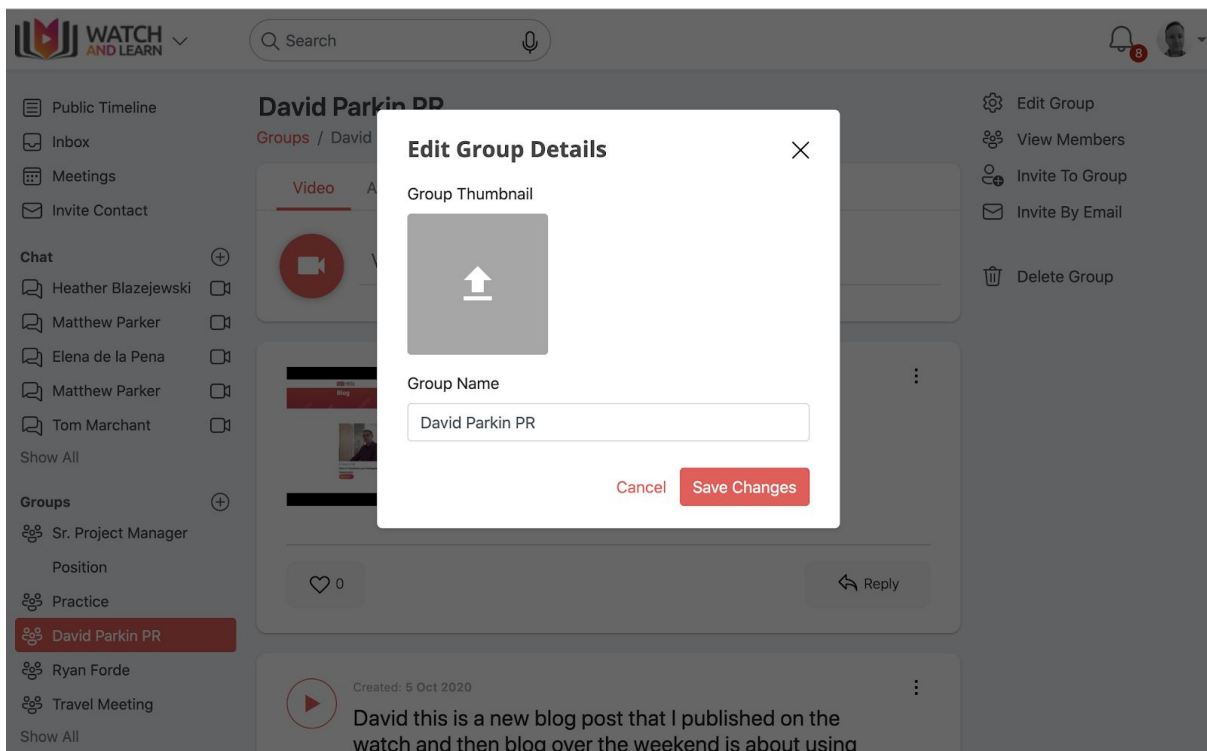
[Cancel](#)[Create](#)

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 right

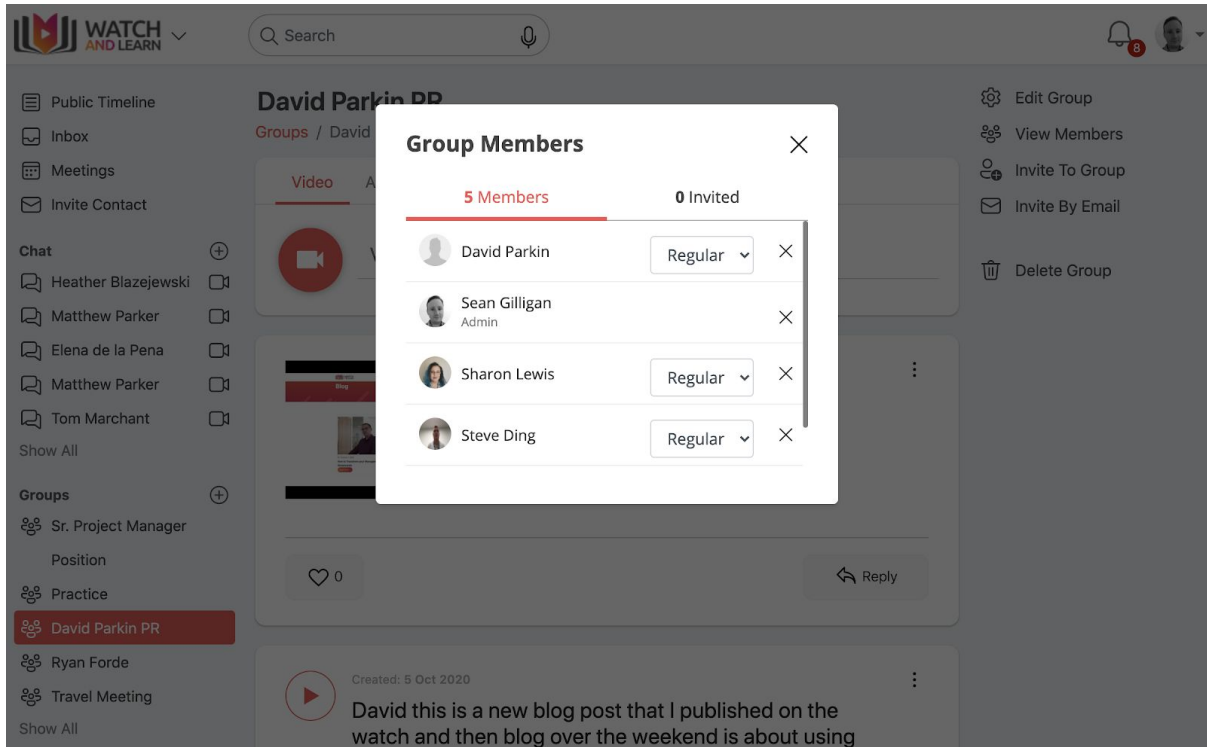


Here you can edit the name of the group, or delete the group.

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

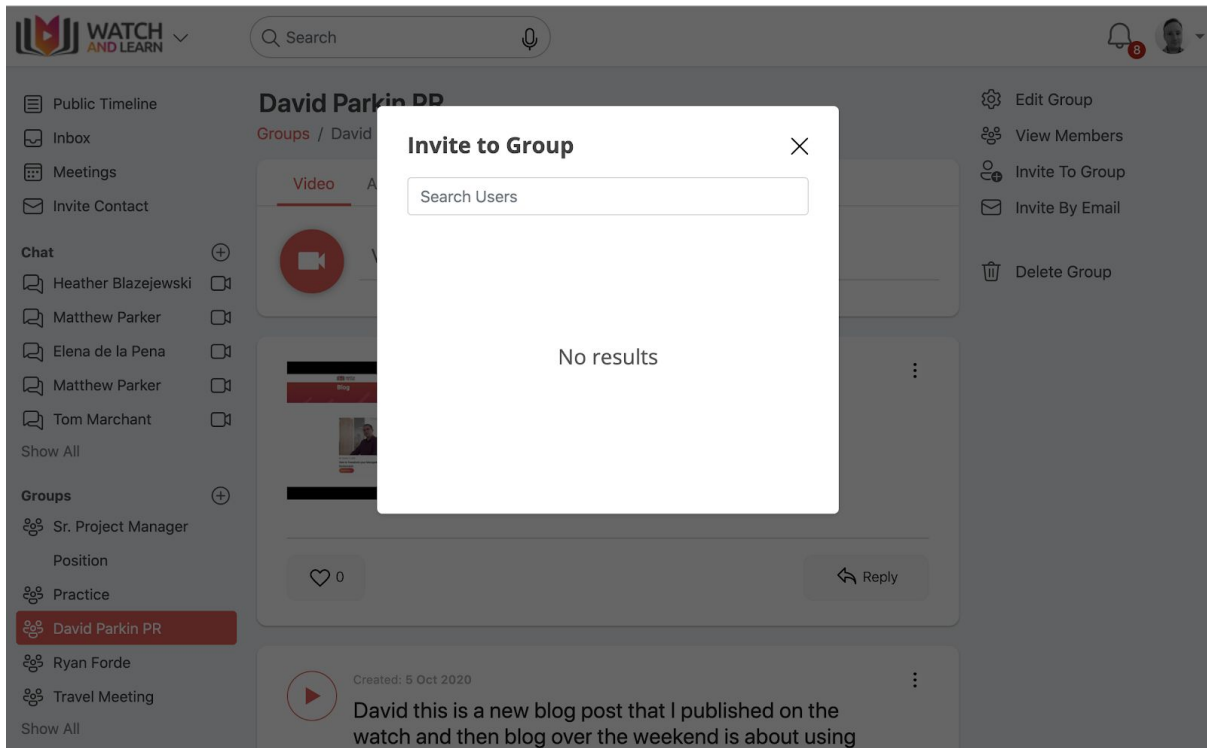
Viewing members of a Group

You can see who is a member of the group



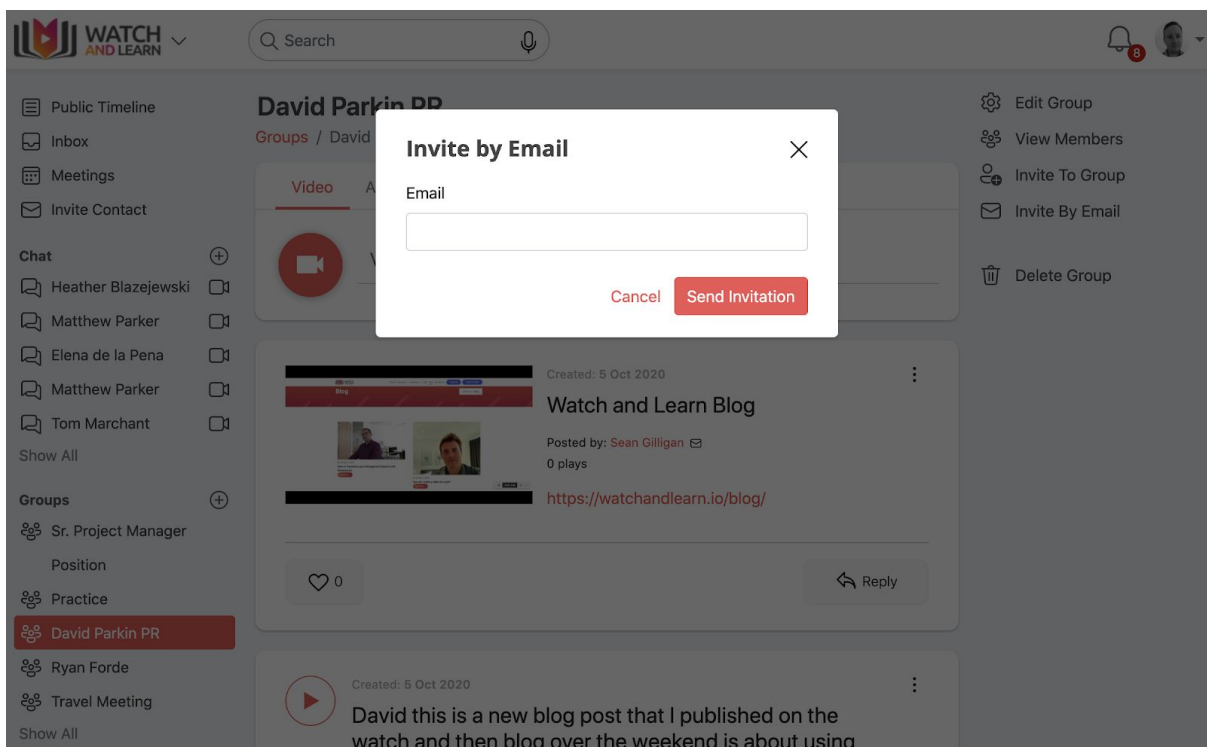
Inviting members to a Group

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

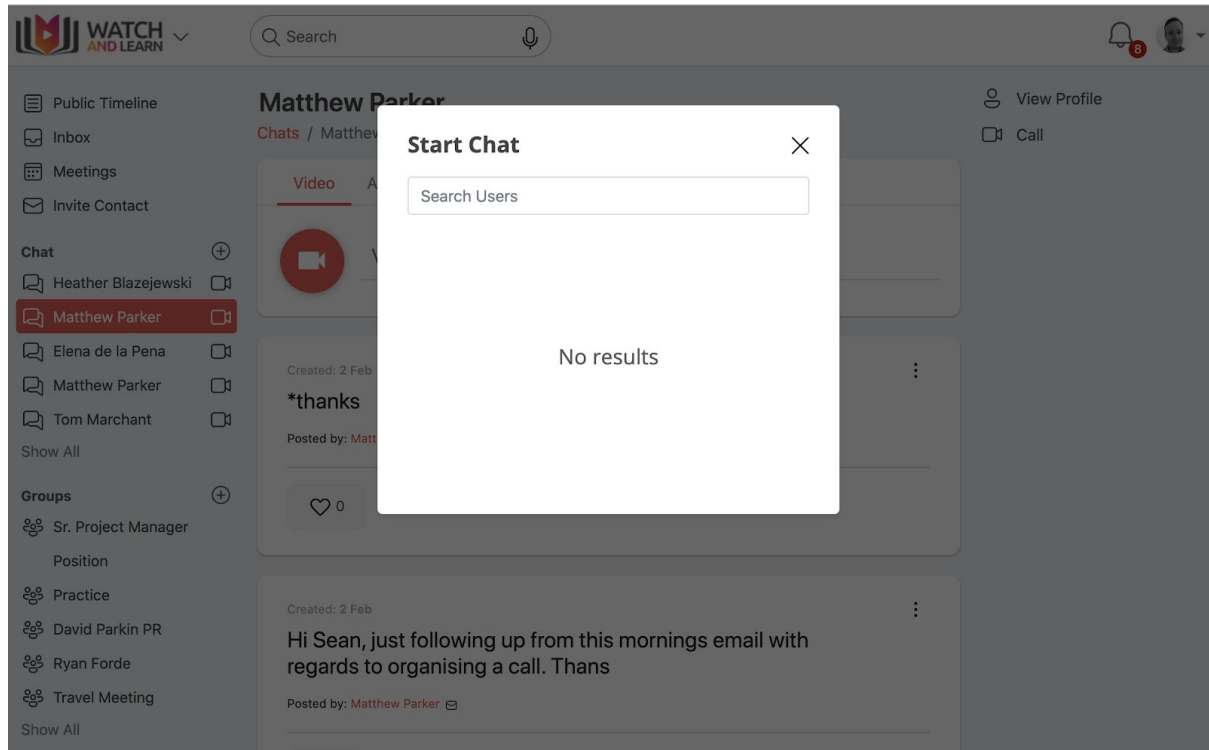
You can invite other members to the group by entering their email address and then click Send Invitation



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

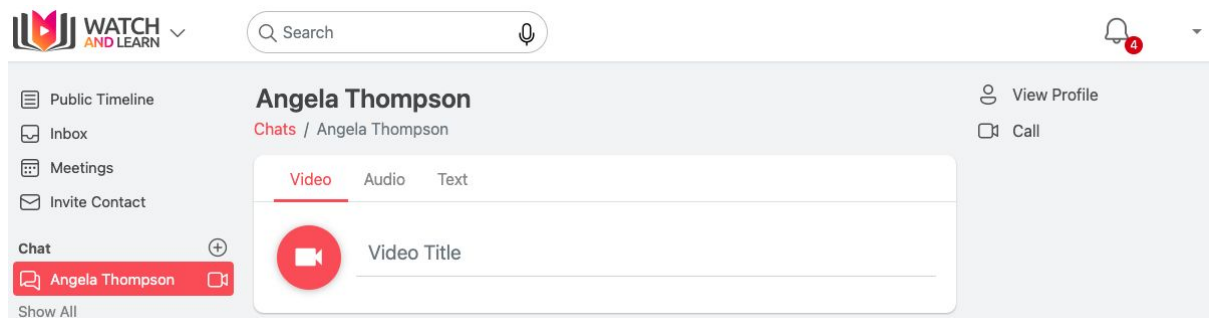


Sending a Video

You can send a screencast to individual users



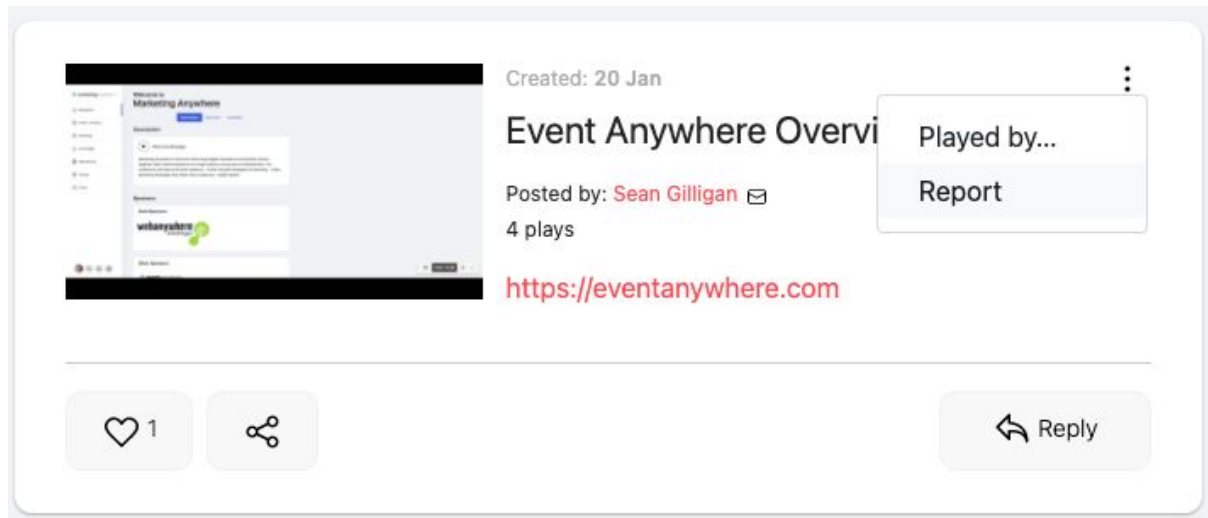
Choose the user you want to send a video to then press the Record button



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



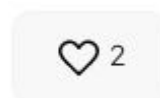
Viewing stats on each Video clip

- 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

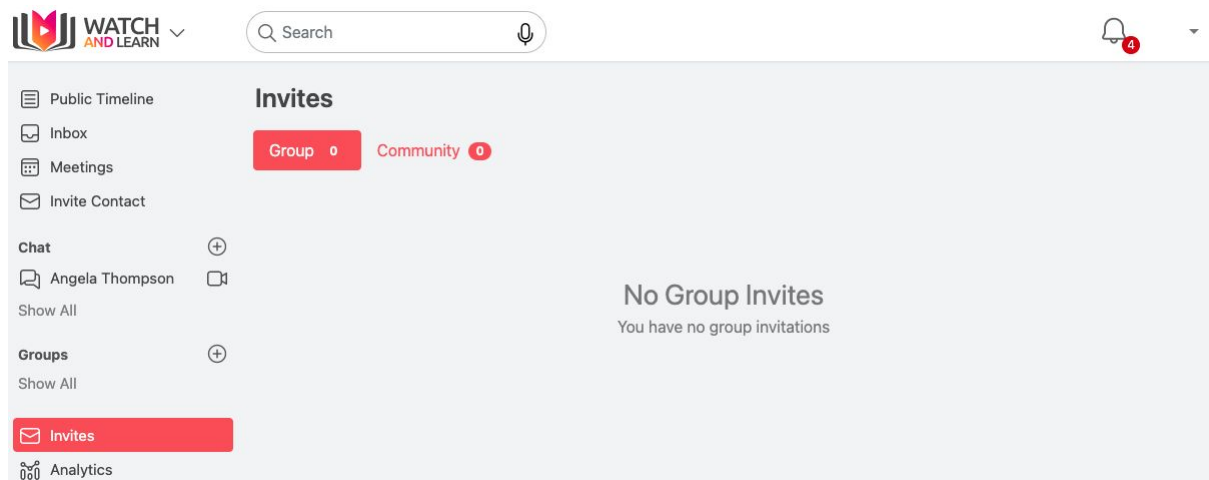
Networking

Click to video call you will be connected randomly

Start Networking

Invites

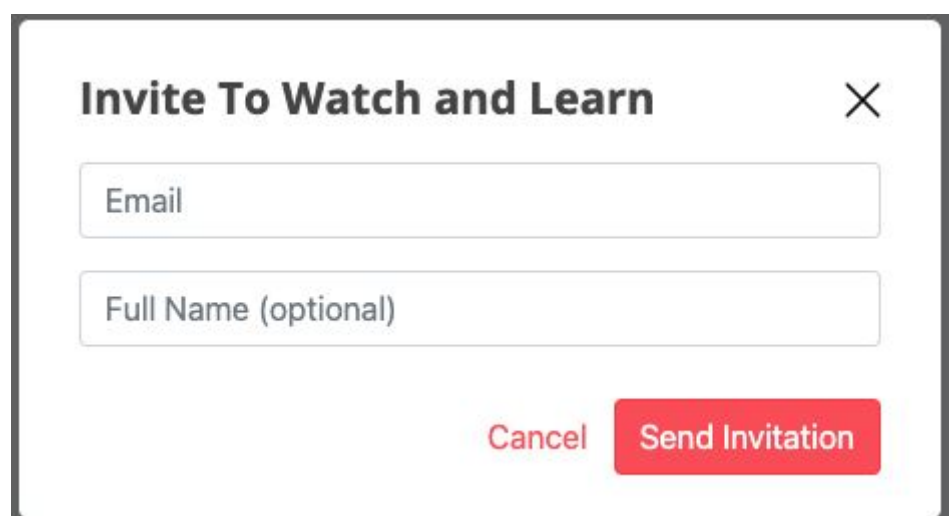
If you have any invites these will show here



The screenshot shows the 'Invites' section of the Watch and Learn interface. At the top, there's a navigation bar with the logo, a search bar, and a notification bell with a red '4'. Below the navigation bar, the 'Invites' section is highlighted. It shows two tabs: 'Group' (0) and 'Community' (0). The main content area displays 'No Group Invites' and 'You have no group invitations'. On the left sidebar, there are links for 'Public Timeline', 'Inbox', 'Meetings', 'Invite Contact', 'Chat' (with a sub-link for 'Angela Thompson'), 'Groups', and 'Analytics'.

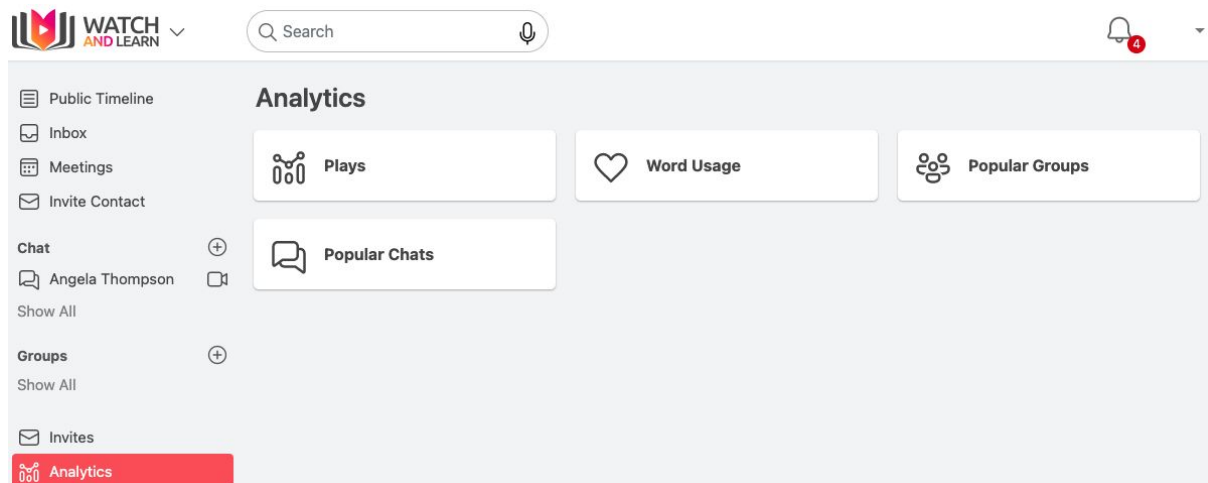
Invite a contact

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



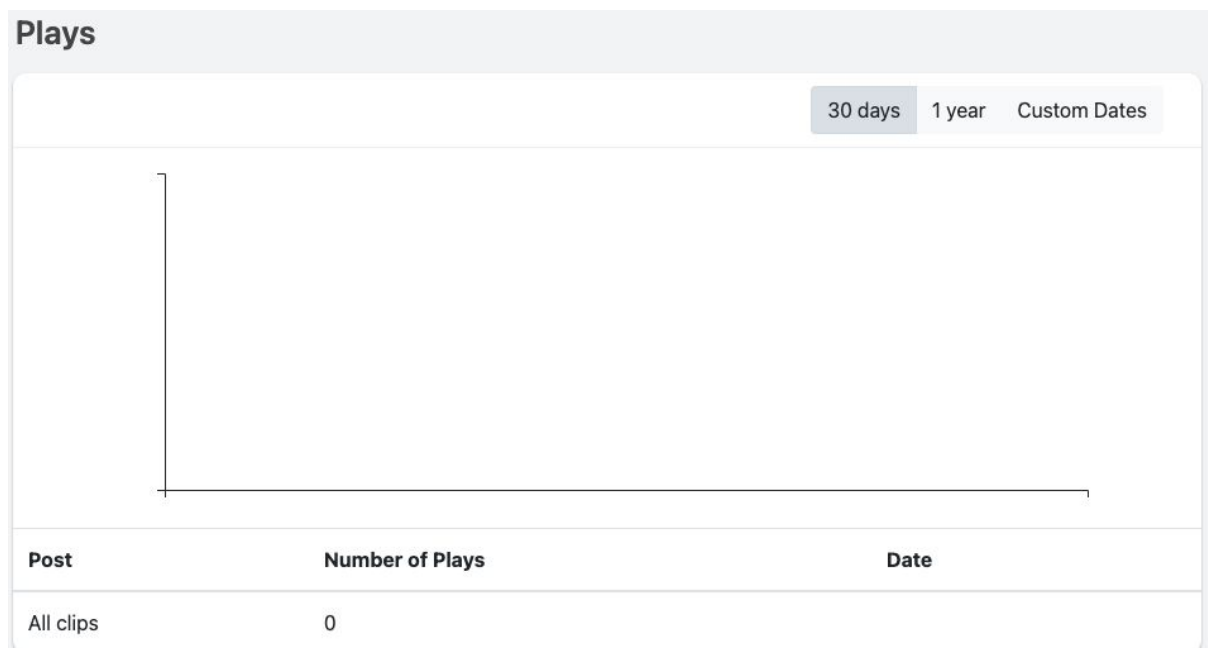
The form is titled 'Invite To Watch and Learn' and has a close button (X) in the top right corner. It contains two input fields: 'Email' and 'Full Name (optional)'. At the bottom, there are two buttons: 'Cancel' and 'Send Invitation'.

Analytics



Plays

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



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:

The logo for Watch and Learn, featuring a stylized 'W' and 'L' in orange and pink, followed by the text 'WATCH AND LEARN' in black.

Create Community Account

Community Name

User Name

Email

Password

Create Account

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



Community Details

Community URL

Create Community

or [Cancel](#)

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

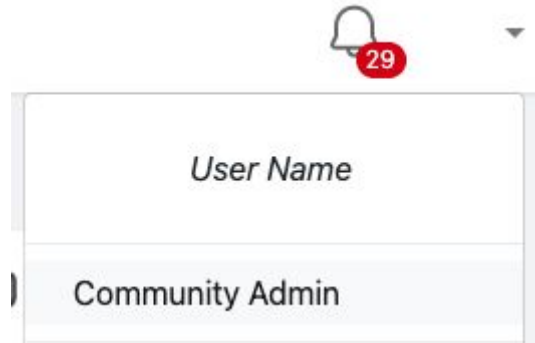
The account will then be created and you can then choose your new business account from the top left, by clicking the down arrow:



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.

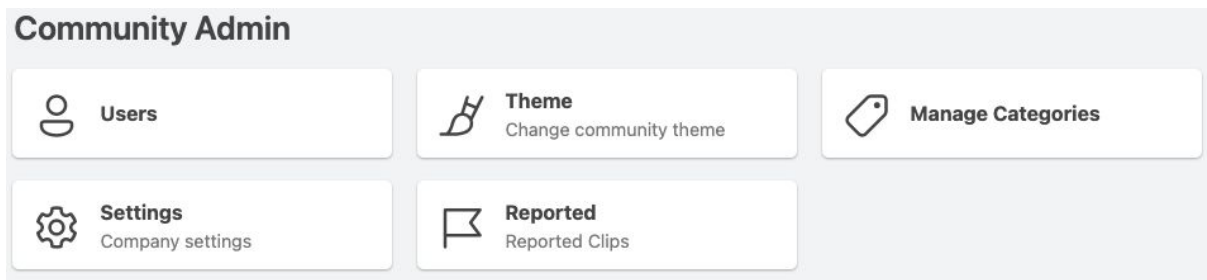
To edit the company settings, click on Profile name (top right) and choose Community Admin.

This will then take you to the Community Admin:



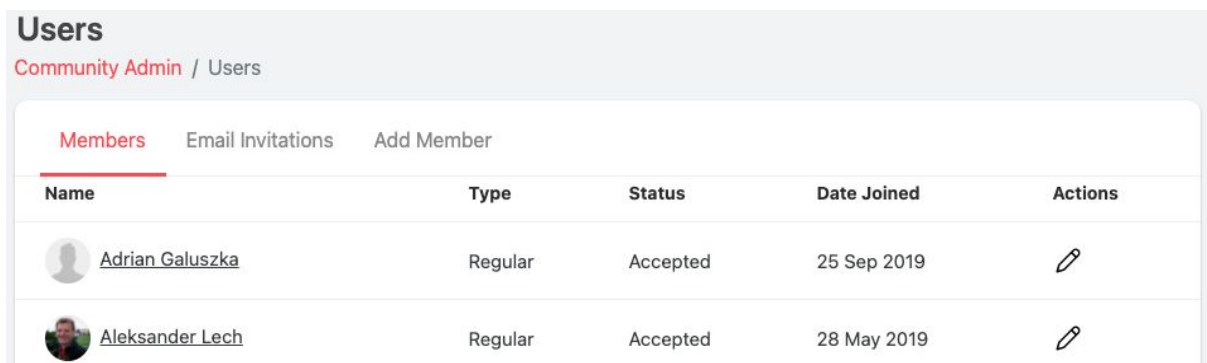
Community Admin

All company settings can be changed here:



Users

You can view existing users



You can invite more users on the Email Invitations tab here:

Users

Community Admin / Users

Members **Email Invitations** Add Member

Use Email Invitation to invite people that do not have a Watch and Learn account. Otherwise **Add a member**.

Email address **Send Invitation**

Name	Number of requests	Invited by	Actions
sean.gilligan@venturesanywhere.com	0	Sean Gilligan	Re-send

Theme

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

Theme

Community Admin / Theme

Logo

Browse

Remove Existing Logo

Theme Color

Use Default

Save Changes

Manage Categories

You can add a category here

Manage Categories

Community Admin / Manage Categories

Categories **Add**

Education

Google Docs

Settings

Settings

Community Admin / Settings

☐ Visibility

Community is visible for non logged in users

☐ Self register

Allow user to self register to community

Recording time 120 seconds

Minimum 10 seconds and Maximum 2 minutes (120 seconds)

☒ 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 community.

Webanywhere - Video Learning Channel

length: 36 minimum 70 characters - max. 320 characters

Save Changes

- **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)

Chrome Extension

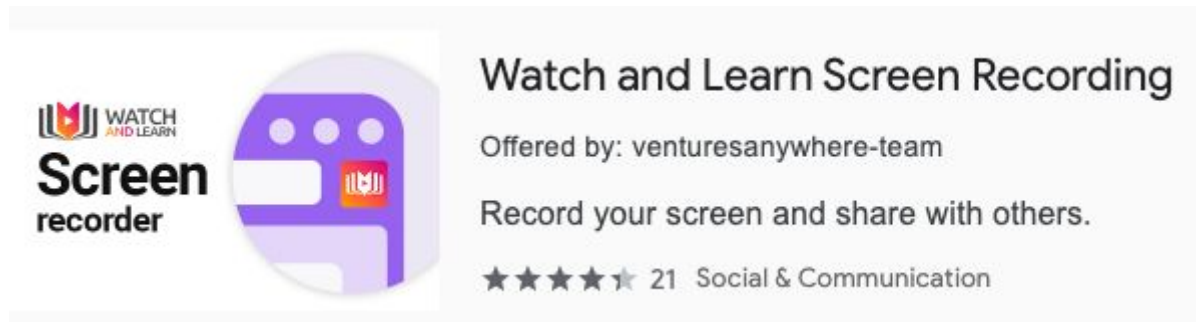
There is a Chrome browser extension available that will allow you to post screen recordings directly to Watch & Learn.

Add Extension

To add the extension, go to the Google Web Store:

<https://chrome.google.com/webstore/>

Search for Watch and Learn, the listing will look like this:



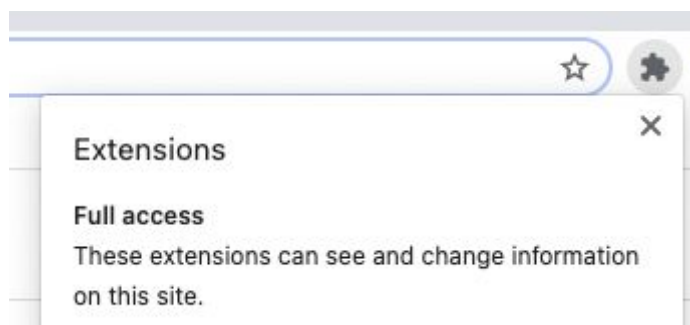
Click on the title and on the next page select the blue button to add to Chrome.

A pop up will appear describing what the extension will have access to, once accepted it will start to add the extension.

You can remove it from Chrome at any time if you no longer require the extension.

Recordings

To launch the extension, ensure you have the website open or your screen is ready for the recording. Go to the extensions icon in the top right corner of the Chrome window and select the Watch & Learn extension:



You will be prompted to sign in if not currently logged into your account. Once logged in, launch the extension and fill in the requested details:

- Title - The post title, the video will appear with the title shown
- Company - Ensure you select the correct company for the post to appear in
- Post to - Once the company is selected you will have the available options so this could include options of timeline, group or chat
- Recording Options - You can have the current tab that you have launched the extension in or full screen recording. If you have multiple monitors you will be prompted by a pop up to select which monitor once you have selected to start Recording. There are additional audio options for the recording listed under this section



Post Details

Recording Options

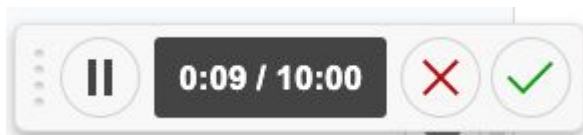
☒ Current Tab

☐ Full Desktop

- ☒ Microphone audio
- ☒ Include current tab audio

Start Recording

Once you select Start Recording there will be a three second countdown appearing as large numbers in a circle at the centre of the screen. After this time you will see these options in the bottom right corner:



The timer will tell you how long your clip is with a 10 minute limit. You can cancel the recording using the red cross or post it once completed with the green tick.

Once posted, a Watch & Learn page will appear showing the recording. You can delete the post and try again if you need to.