Cisco Show and Share
Quick Start User Guide

This instructional material defines how to use Show and Share, as well as permissions and functions of user roles.

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What is Cisco Show and Share?

Cisco Show and Share is a secured, private social network used at Wake Forest University for collaboration, communication, and learning — unlimited by time and place.

User-generated video is central to the Cisco Show and Share experience. Each community of Cisco Show and Share users builds, shares, and improves upon its own information according to its needs and priorities.

To access the Wake Forest University Show and Share site, open a web browser, then go to: http://video.wfu.edu. Click the Show and Share button under the Video Presentation Tools section.

There are four possible user roles within Show and Share:

<table>
<thead>
<tr>
<th>Role</th>
<th>What the role can do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Only</td>
<td>Users with Read Only access may view public videos and videos shared with them.</td>
</tr>
<tr>
<td>Author</td>
<td>Like a Read Only user, an Author may view public videos and videos shared with them, and the Author can also record and upload videos. Authors cannot publish videos for others to see, however. Authors each have a designated Publisher, who can approve and publish their videos for others to see.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Like a Read Only user, a Publisher may view public videos and videos shared with them. Publishers may also publish videos that have been created by Authors for whom the Publisher has been designated.</td>
</tr>
<tr>
<td>Author/Publisher</td>
<td>An author/publisher may view, record, upload, and publish videos.</td>
</tr>
</tbody>
</table>
General Site Navigation

Upon reaching the Show and Share site, users with Read Only, Author, and Publisher access may browse and watch videos that have been marked as “public”. In the Featured Videos section, specific important videos selected by Show and Share administrators are viewable. Videos that have been categorized by their authors or administrators can be found in the Categories column on the left side of the window. In the Public Videos section, a list of all public videos appears. These can be sorted by Newest, Most Viewed, Highest rated, and those with the Most Comments. Users can also narrow down their search of a public video by using the Within drop down menu, to select a specific time range, and by using the Filter videos box.
Viewing Videos

To watch a public video, simply click it, and it will begin to play in a new window. Note the commands below the video. Users may pause videos, mark them as a Favorite, adjust the volume, and share them via email or link, and view them in full-screen mode. Depending on permissions set by the publisher of the video, users may embed the video into a website, add general comments, as well as comments that correspond to a specific point in the video’s timeline. Note helpful information and files that may be available to the right of each video.

To view videos shared privately or specifically with you, click My Account just below the Wake Forest University logo.

When prompted, enter your current WFU username and password. Then click Log In.
In the **My Account** window, go to the **Videos** section. Click the **Private** tab. **Videos shared with you specifically will be located here.** To search for a video, type the title or a keyword about the video in the search box, then click **OK**. To further narrow your results, click the **Within** drop down menu and select a specific time when the video was published. To view a video, simply click it, and it will begin playing a new window.
Recording and Uploading Videos

Users with **Author** access may upload pre-created videos, and they may also record a video directly into Show and Share, using their webcam.

**To record a video**, Authors must be logged into Show and Share. Click **My Account** or **Sign In** to log in. On the main Show and Share page, click the **Add Video** button.

![Add Video button highlighted](image1)

Select **Record a Video** from the menu that appears.

![Record a Video button highlighted](image2)

Adobe Flash will ask if it may access your webcam. Click **Allow**.

![Adobe Flash Player Settings](image3)

Give the video a name in the **Title** field. A description and tags are helpful, though not required. Select your **Video and Audio Devices** accordingly. When ready to begin the recording, click the **Start Capture** button. The recording may be paused, then continued if necessary. When finished with the recording, click **Pause**. If you...
wish to download a copy of this recording, click the **Download a local copy of the video** link. Note that **Slides** (in .jpg format), a **text transcript** (in .txt format), and downloadable **files** may be added to accompany the video under the **Add Optional Files** section. (Note: Slides can be synced with specific parts of the video after the video has been uploaded, using the **Edit Video** option.) When finished recording and adding files, Authors may click the **Save as Draft** button, if additional work needs to be done. Or, if the video is ready for publishing, click the **Submit for Review** button. The video will then be submitted to the designated Publisher, who will pre-screen and publish the video.

Authors may also submit the video for review from the **Videos** section of the **My Account** window.

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**To upload a video**, Authors must be logged into Show and Share. Click **My Account** or **Sign In** to log in. On the Show and Share home page, click the **Add Video** button, then click **Upload a Video**.

Note: The following file types can be uploaded to Show and Share: .wmv, .wma, .asf, .flv, .mp4, .m4v, .3g2, .3g, .avi, .mov, .mp4v, .mpg, .mxf, .qf, .arf
On the Upload Video window, give the video a name in the **Title** field. A **Description** and **Tags** are helpful, though they are not required. Click **Browse** to locate the video on your computer. From the navigation box that appears, locate and select the video file you wish to upload. Click **Open**.

The video will now upload and appear under the Add Video section. **Slides** (in .jpeg format), a **text transcript** (in .txt format), and downloadable **files** may be added to accompany the video under the **Add Optional Files** section. (Note: **Slides** can be synced with specific parts of the video after the video has been uploaded and is in **Draft** status, using the **Edit Video** option.)

When finished, click the **Save as Draft** button.

The video will now begin the process of uploading as a draft. The video appears on the **Uploaded** tab of the Author’s **My Account** page.

Note that while the video is in Draft status, the Author may edit the video before submitting it for review by the publisher. Simply hover over the video in the Uploaded tab to view options including **Play**, **Manage Video**, which allows the author to modify the title, tags, description, and add corresponding files, **Edit Video**, **Submit for Review**, and **Delete**.

**Note**: Editing is optional. If no editing is necessary, the video can be submitted for review by the Publisher.
Editing Video

Once a video has been uploaded and is in **Draft** status, it can be edited using the **Edit Video** options. Users with **Author** access may edit videos. Click the **Edit Video** button under the video to make minor clip-splitting changes, create chapters, sync slides, and more.

On the right column, click to expand the editing options, including adding **Chapters**, adding **Transitions** between clips, uploading accompanying **Slides** (in .jpeg format), and selecting a **Thumbnail** for the video.

To add a chapter, expand the **Chapter** tab, then enter a short **Chapter Name** and **Chapter Description**. Put the playhead on the point in the video’s timeline where you’d like the chapter to begin. Click the **Add** button. The chapter now corresponds with the point in the video where the green tag appears. When finished adding chapters, click the **Save** button.

During playback, viewers can click the chapters to the right of the video to return to each segment of the video, based on the playhead location of the chapter.
Similar to the chapters feature, when slides are synced with specific points on the video’s timeline, the slides are displayed for the viewer during playback at those points. Remember, slides should be uploaded during the initial video upload process. To sync slides added while uploading the video, click the Slides tab. Slides that were uploaded will appear here. Again, put the playhead on the point in the video’s timeline where the slide should be displayed. Hover your mouse over the slide, then click on the Sync button that appears. An orange tag now appears on the video timeline, indicating that a slide has been added.

When all slides are synced, click the Save button at the top of the window.

The last video editing option is the Advanced Options, which allows the author to select a thumbnail taken from any point in the video. This is the image displayed for those who see the video either publicly or privately. Simply put the playhead anywhere in the timeline to take a snapshot, making it the video’s thumbnail.
When all edits are complete, click the **Save** button, then click **Exit** in the top right corner. Again, from the Uploaded tab of the Videos section of the My Account window, hover over the video, then select the button allowing you to **Submit for review** by your designated **Publisher**.

To modify the video’s title, description, tags, or to add optional files, click the **Manage Video** button. Make any necessary changes, then click **Save as Draft**.
Publishing Videos

Users with **Publisher** access may approve and publish videos created by Authors.

To approve and publish a video created by an Author, the Publisher must log into Show and Share, then click My Account. Under the My Account window, there are two page sections: **Action Items and Requests**, and **Videos**.

Click **Action Items and Requests** to preview, publish selected, and/or delete videos.

Before publishing a video, a Publisher may wish to preview a video. Click the video’s title (in bold blue text) to view the video.

When finished pre-screening the video, the Publisher may click the **Back** button to return to the Action Items and Requests section. To **Publish** a video, click the **Publish** button. To delete the video, click the trash can icon.
Next, the Publisher is taken to the **Publish Your Video** page, where the video’s **Title**, **Description**, **Tags**, **Page Permissions**, **Categories**, and **Options** may be modified. The Publisher may also add related files, and add **scheduling** permissions, if necessary.

To change the **Video Summary** (title, description and tags), click the **Edit** button, then make any desired changes.

To set **Page Permissions, Categories and Options**, click the section header to expand it. In this section, the Publisher may designate specific viewers who may view the video. To make it available to a specific group, click the **Select Group** button, then either locate a group from **Public Groups**, or create a group under **My Groups**, then select it. Click **OK** when finished.
The video may also be **Categorized** if the Publisher wishes for the video to be displayed in a specific category on the Show and Share home page. Click **Select Category**, then proceed through the **Category Picker** to determine in which category the video should appear. Click **OK**.

Finally, under the **Page options** section, the Publisher may determine if viewers can comment on the video, rate the video, tag the video, and/or embed the video in other locations.

In the **Add Related** section, Publishers may select related videos if perhaps the video is part of a series or collection. Click **Add**, then select another video that has been uploaded to Show and Share. (Related videos will conveniently appear in the bottom right corner of the window when the video is selected and played.)
In the **Scheduling** section of this page, the Publisher may set a time for the video to become viewable, and/or a time for it to be archived, and no longer viewable.

Once all permissions and options have been selected by the Publisher, the video may now be **Saved and Previewed** or **Published**.

To publish the video, click **Publish**. After a period of processing, the video will now appear in locations on the Show and Share site publicly or privately, as specified by the Publisher.

Now the video can be played by designated viewers, and it may be managed and/or deleted by the Author.

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Users designated as **Author/Publisher** have all of the aforementioned privileges of Authors and Publishers.

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**Need help?**

Technical assistance is available to Wake Forest University Students, Faculty, and Staff who wish to use Show and Share.

Contact the Collaborative Technologies Team at **ctt@wfu.edu**.