Teacher’s Guide for
IWitness Video Challenge

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1. Go to [http://iwitnesse.usc.edu](http://iwitnesse.usc.edu). If teachers haven’t already registered, click the **Register Now** button and select the **Educators** option (see above right). Complete the registration form.

If you’ve already registered, click **Log In**, as shown below.
CREATE A GROUP

1. Once teachers log in, a section called Dashboard appears. Select the Students & Groups tab on the gray navigation bar (top left). Click Make a Group (top right).

2. Teachers should enter a name for the group, such as “2nd Period English.” Then click on Make This Group, which creates the group and designates a unique keycode for it. In the example above, the keycode is b1934343a1. All the students who wish to register in 2nd Period English must input the keycode when they register as students on the Register Now page.
STUDENT REGISTRATION

1. For students to register, they need to have computer access, the IWitness URL, and a teacher-provided keycode. Students should click on the Register Now button on the top right of the home page. Next, they should choose the Student Registration button (as shown below, right).

2. Students should type the keycode provided by their teacher into the first box as shown (below left). They should create a user name for themselves, which along with a password, is how they will log in to IWitness. **Note:** User names are not repeatable so if a different student already registered to the same user name, teachers should suggest the user add 01, 02, etc., behind it. It is recommended that students write their IWitness user name and password in a secure notebook for safekeeping and reference. Before students can submit their registration, they must read the Terms of Use and Community Guidelines and then check the appropriate boxes. Once they have successfully registered, they will see that their account has been created (below right). After clicking OK, they will be redirected to the log in page.
FORGOTTEN PASSWORDS

If students forget their user names, teachers can look in the assigned group for it. If students forget their passwords, teachers can temporarily reset them by following the next steps.

1. As the administrators of their classes, teachers may reset student passwords upon student request by clicking on Students & Groups (below left) and then scrolling down to click the group in which the student is a member. When that group page opens, click on the particular name of the student whose password needs to be reset.

2. Once teachers have opened that Student Page, click on the Edit Info link (as shown below left). When the box opens, a teacher can reset the student’s password (as shown below on right).
ASSIGNING THE IWITNESS VIDEO CHALLENGE ACTIVITY

1. After students have successfully registered, teachers must assign IWitness Video Challenge to the group in order for students to participate in the activity. To assign activities, teachers should go to the Activities tab on the navigation bar. Scroll through to IWitness Video Challenge and click on the icon (below).

2. On the Activity Detail Page, hover over Actions and select the Assign option. Check the box for the group(s) to which you wish to assign the Video Challenge activity. Once you have created a group and assigned the activity, students who have successfully registered in the group can begin the activity.

Students access the activity either from links in various places in the Students & Groups tab or from the My Activities screen by clicking on the Begin Activity link.
SUBMITTING YOUR CLASSES’ WINNING CHALLENGE VIDEO PROJECT

1. Click on Students & Groups and select the Group your students completed the Challenge in.
2. Click on the Video Challenge Winner link (as shown below left)
3. Scroll through the Video Projects that have been submitted and hover over the project you would like to submit as the winner. Click on the link to “Submit Video Challenge Winner” (as shown below right).
4. Confirm this is the video you want to submit (this cannot be undone so please doublecheck!)

The winning video entry from your class will now be sent to the regional judging panels. It will also be highlighted here: http://iwitness.usc.edu/SFI/IWitnessChallenge/Winners.aspx

Winners of the regional judging will be notified in June.