SOS Digital Portal Guide

Vidyard Login

<https://secure.vidyard.com/dashboard>

Username: [info@studentsofferingsupport.ca](mailto:info@studentsofferingsupport.ca)

Password: goverholt77

SOS Volunteer Portal Login

<http://www.studentsofferingsupport.ca/portal/>

\*your own username and password.

SOS Site for the General Public

<http://york.soscampus.com/beta/registeration.php>

This is where all the courses we offer show up for people to register/pay for online.

SOS Important Documents

SOS MASTER DOCUMENT: (has dates of all exams, emails/names of everyone on team etc.) <https://docs.google.com/spreadsheets/d/1tKOG2Ye8JNwXYTMn9ETGXdSODTR5_5qnlID0jVTYRxY/edit#gid=676339187>

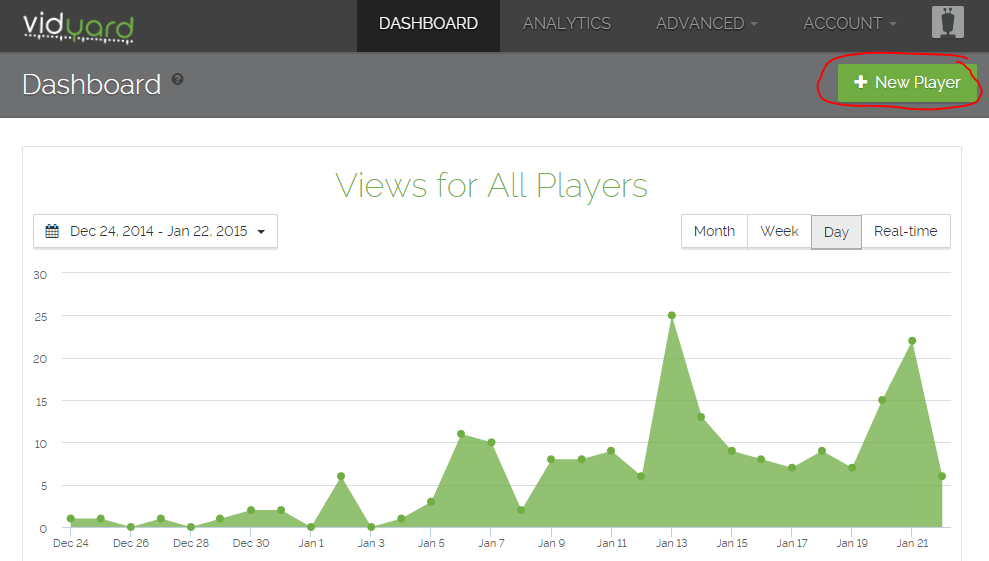
DEA COMM LIST:

<https://docs.google.com/spreadsheets/d/1ClyqPfu37kWK96H2HcXHlczB-ZZ8fWYTqhdsryREsg4/edit#gid=0>

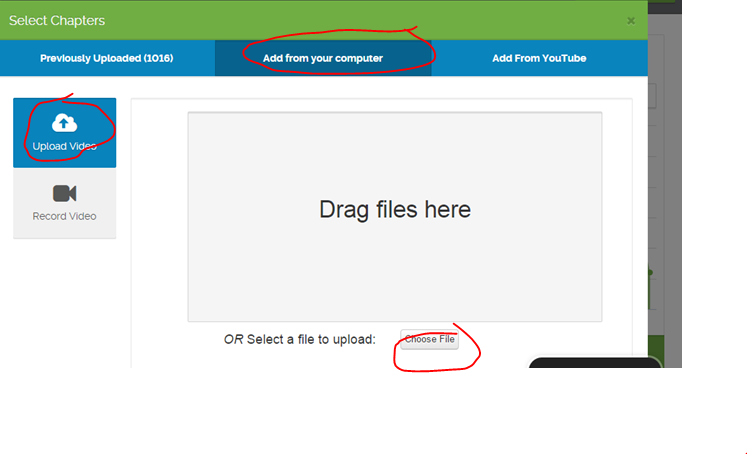
# VIDYARD STEPS

STEP ONE: Login.

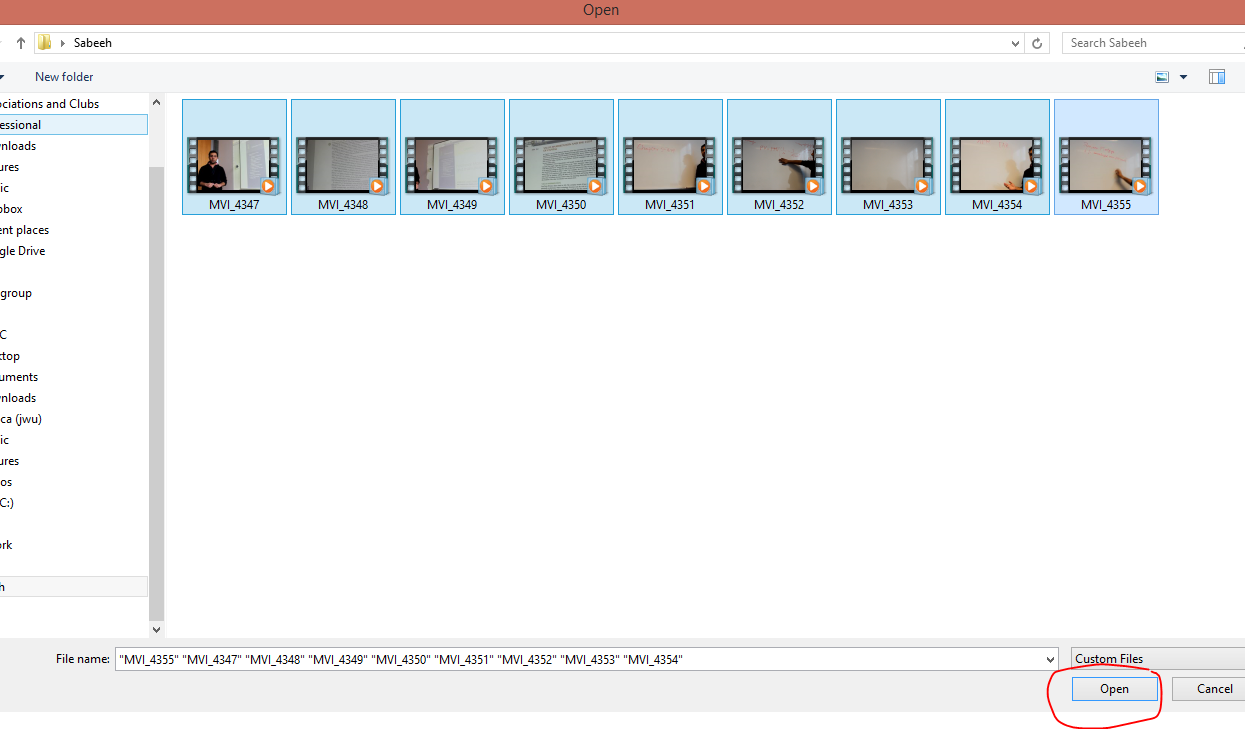
STEP TWO: This is the landing page. Now upload your content in “Players”. Click the +New Player Button.



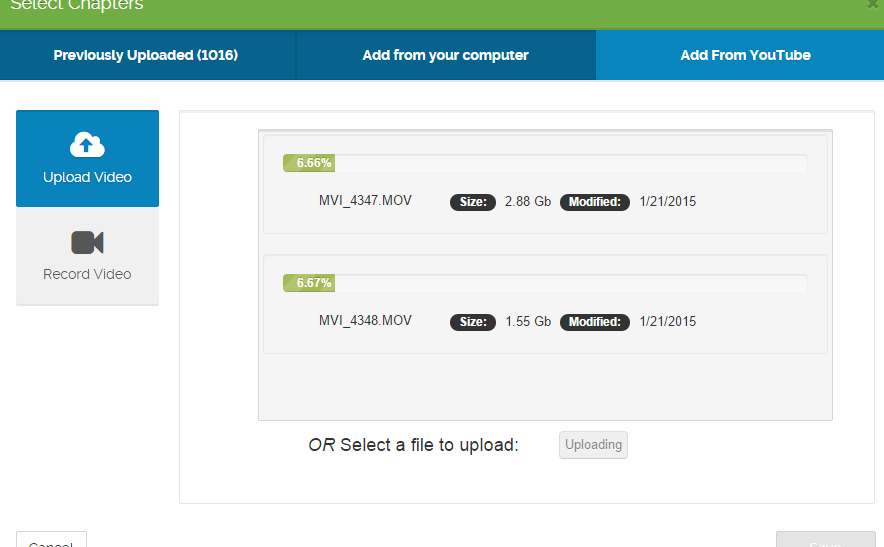
STEP THREE: Add from your computer tab. Obviously your video must be in an appropriate format. Click “Upload video.”



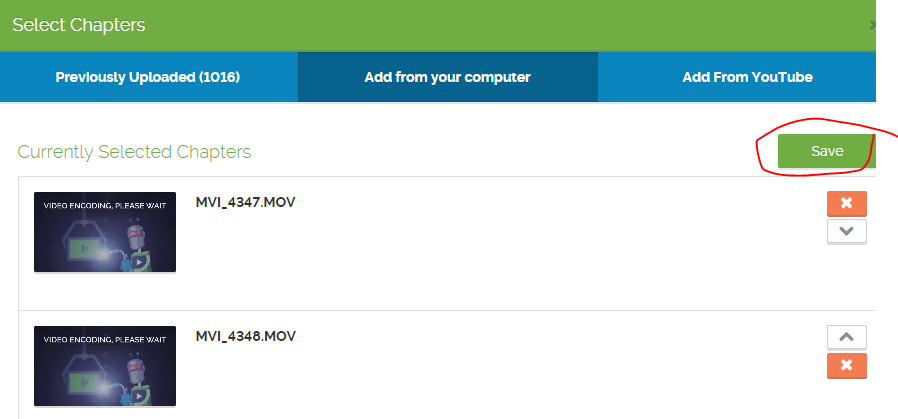
STEP FOUR: Dialog box opens. I usually upload all the videos at once just ‘cause it’s easier. It really does make sense to finish all your videos before you upload them so you can upload them all at once.



STEP FIVE: Wait. It’ll take a while. Remember, upload at school, not at home! It’ll be faster – not super fast, but usually, faster.

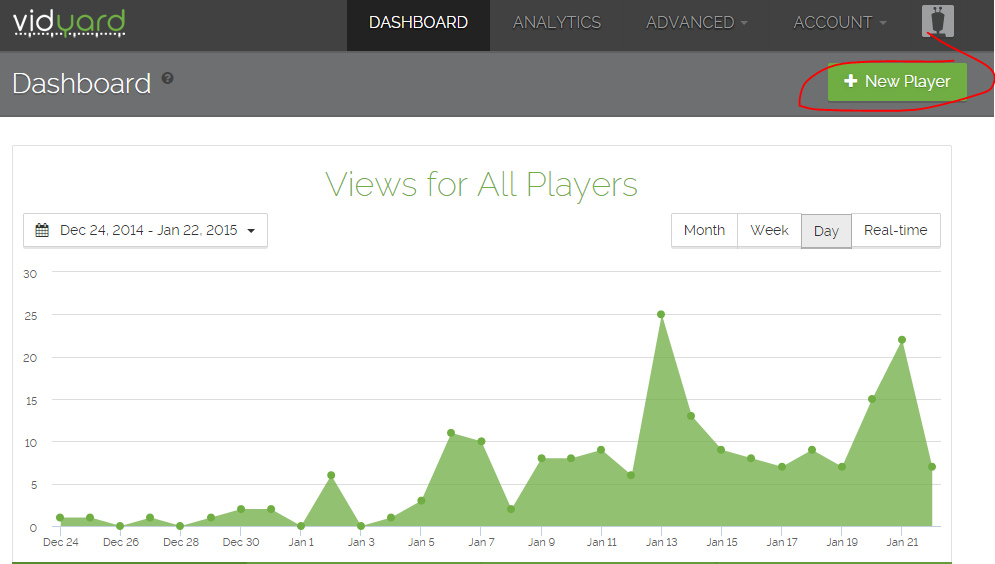


When it is encoding, you are done! Press Save.

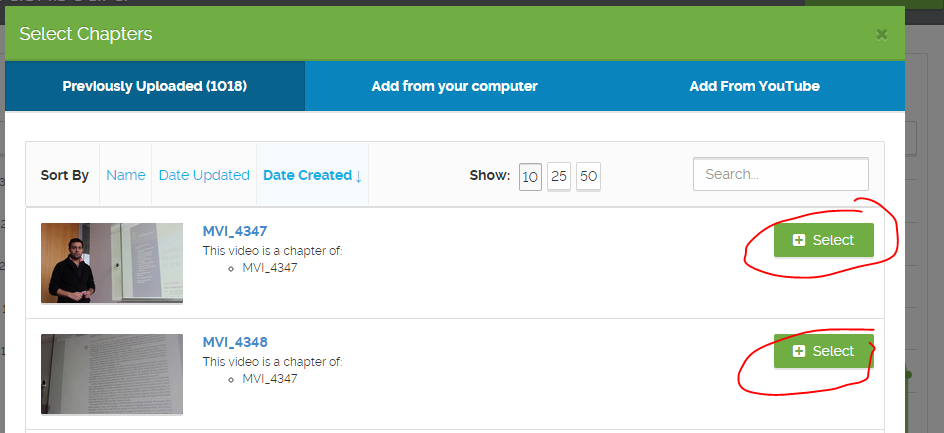


STEP SIX: Since you batch uploaded (because it’s faster), you will have one player with multiple videos. However, if you recall, we upload Chapter by Chapter (video by video). So now we need to make separate players for each of the videos. SO REPEAT THE PROCESS.

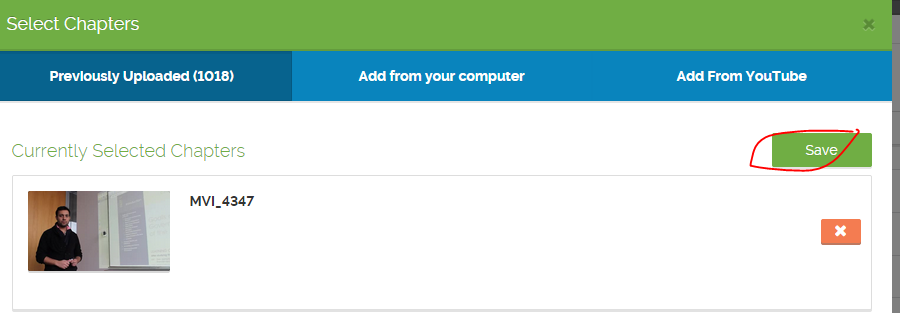
Back to Dashboard! Click New Player.



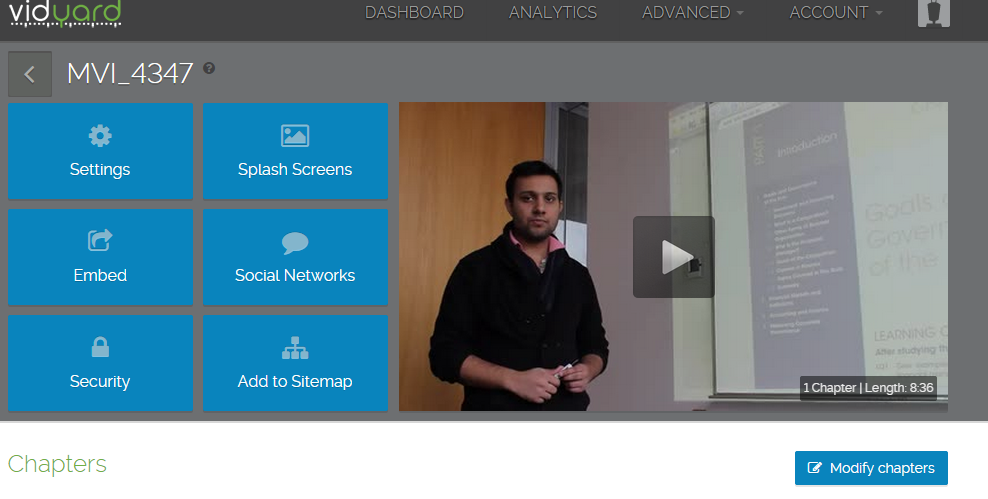
Now we have the videos we batch uploaded show up. This time, on the tab “Previously Uploaded” – click +Select on ONLY ONE video, so we have a single player for a single video.



Hit SAVE.



YAY! You’re Done. Of course, repeat for all the videos in their single player.



All the videos are now properly up on Vidyard.

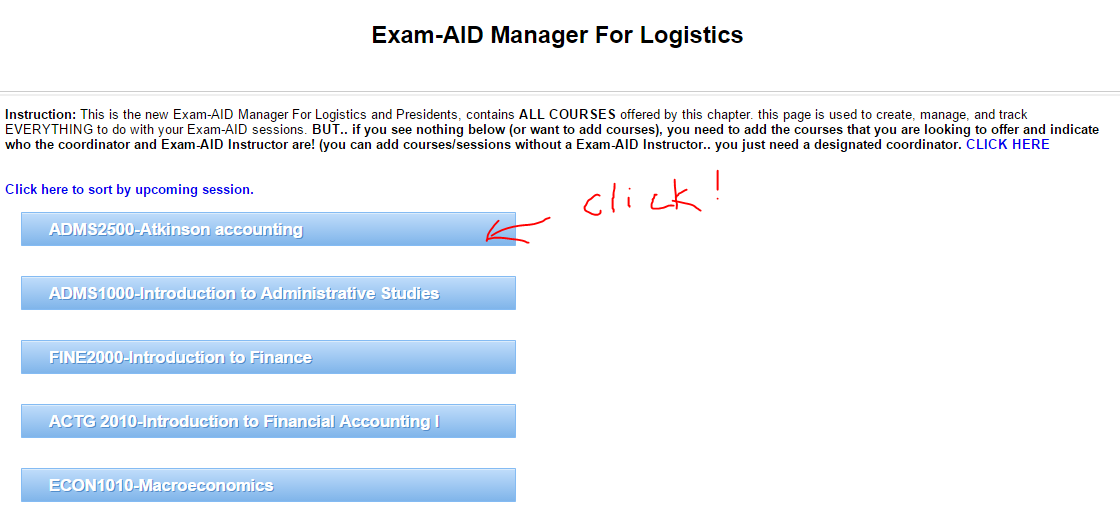
Now we have to link them to the SOS Portal.

# SOS PORTAL STEPS

This is the landing page. Realistically you’ll only have to use two things: **Exam-Aid Manager** and **Digital Exam-Aid Manager** to get the job done. Occasionally, we’ll send **Email Blasts**, and there’s an **Digital Exam E-Manual** which can help familiarize you with the content too. The other stuff, if you’re interested, you can look at the other stuff, like Stats to see how much money we made, etc!



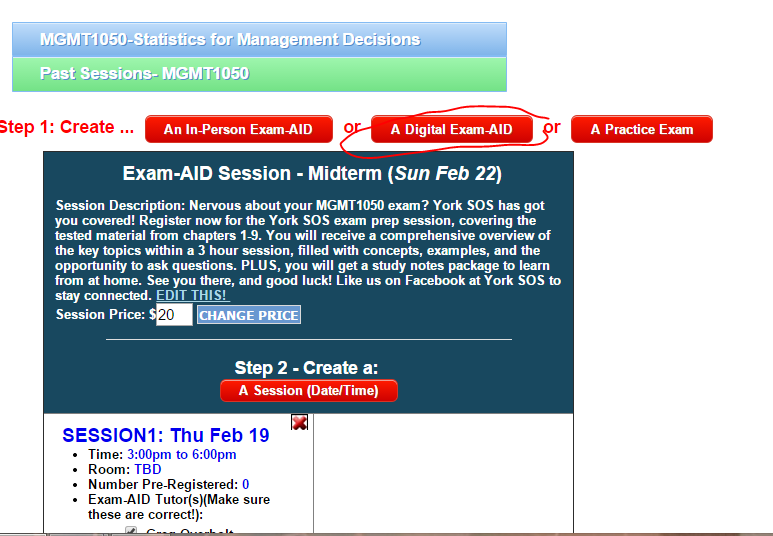
**EXAM-AID MANAGER PAGE**: This is where the people who manage Live Sessions manage/create their exam sessions. Although I said we mostly use the Digital Exam Aid button during Training – actually realized that I use this a lot too.



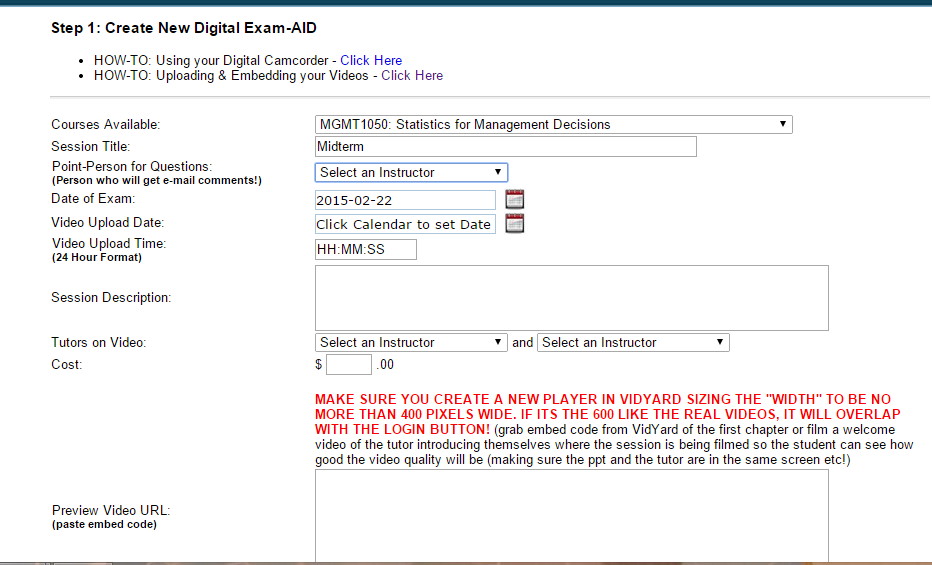
**You use this when a Live exam session already exists.** Since almost all of our offerings (like 90% of the time) do already have Live Sessions, you should always check this page first to look for the Live Session before uploading your DEA. **This is a MUST because if you create a new one from scratch when it already exists, there will be two courses with the same name (BAD).**

For example, if a Live-Session is up for stats (MGMT 1050):

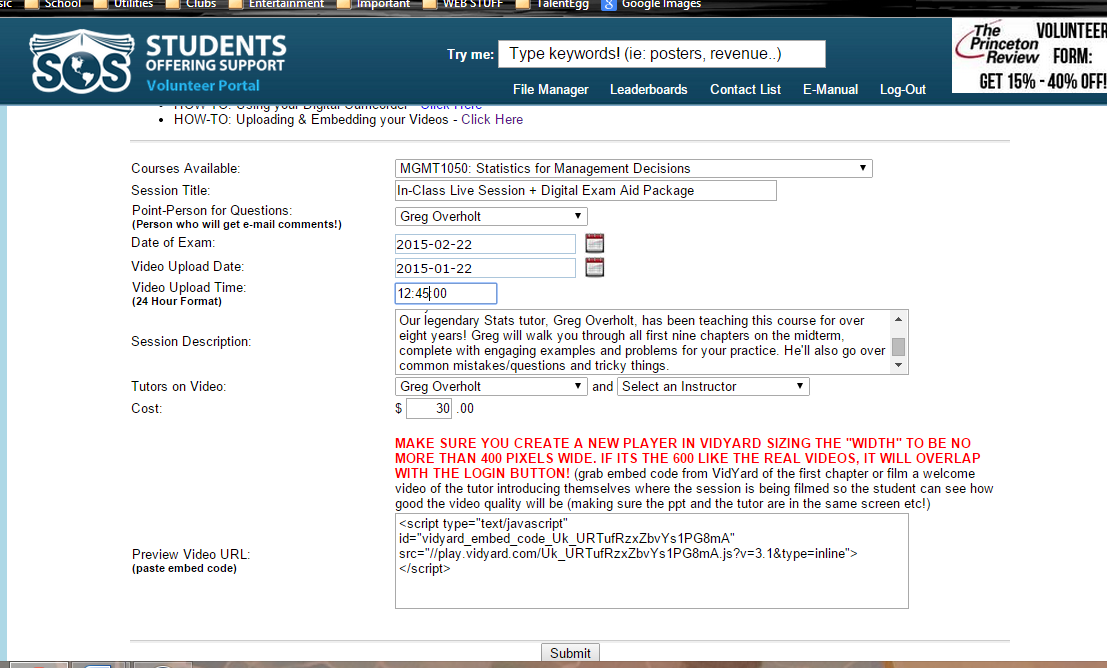
Click on the blue bar. Create “A Digital Exam-Aid”. This is where you add it.



It will take you to this page…



Fill in everything.



### The Session Description – I usually make up myself.

You can use this example text to structure what you write.

*EXAMPLE ONE: (package deal)*

*This is a PACKAGE deal! You'll get to attend our 3-4 hour in-class Live Session with Greg, and also get to watch the Digital Exam Aid videos to study for statistics in your own time.*

*Our legendary Stats tutor, Greg Overholt, has been teaching this course for over eight years! Greg will walk you through all first nine chapters on the midterm, complete with engaging examples and problems for your practice. He'll also go over common mistakes/questions and tricky things.*

*EXAMPLE TWO:*

*Nervous about your ACTG2010 midterm? York SOS has got you covered! Register now for the York SOS exam prep session, covering chapters 1-4. You will receive a comprehensive overview of the key topics within an extended \*4\* hour session, filled with concepts, examples, and the opportunity to ask questions. PLUS, you will get a study notes package to learn from home. See you there, and good luck! Like us on Facebook at York SOS to stay connected.*

*EXAMPLE THREE:*

*Nervous about your FINE2000 midterm? York SOS has got you covered! Register now for the York SOS digital exam aid, covering chapters 1-7, and 14. You will receive a comprehensive overview of the key topics, filled with concepts, examples, and tips. PLUS, you will get a study notes package to learn from home. See you there, and good luck! Like us on Facebook at York SOS to stay connected.*

*EXAMPLE FOUR:*

*Nervous about your INTL1200 midterm? York SOS has got you covered! Register now for the York SOS digital exam aid, covering chapters 1-3, and 20-24, with a walkthrough of the textbook chapters, as well as bonus important material from Hossein's in-class lectures and questions, questions, questions! You will receive a comprehensive overview of the key topics, filled with concepts, examples, and tips. PLUS, you will get a study notes package to learn from home. Good luck! Like us on Facebook at York SOS to stay connected.*

*EXAMPLE FIVE:  
Nervous about your ACTG2010 midterm? York SOS has got you covered! This 2 hour long SOS Extended digital exam aid will focus on how to ace your exam! We'll go through questions, questions, questions, and of course - important tips/tricks specific to ACTG2010! Our star tutor, Artem Sushko, will go through those commonly-tested questions you'll likely see on your exam! Artem will walk you through how to answer those tricky exam questions to get an A+!. PLUS, you will get a study notes package to learn from home. See you there, and good luck! Like us on Facebook at York SOS to stay connected.*

*EXAMPLE SIX: (this is for notes package, nvm)*

*Nervous about your MGMT1050 exam? York SOS has got you covered! Purchase the study notes package to learn at home, covering the tested material from chapters 1-9. You will receive a comprehensive overview of the key topics filled with concepts, examples, and questions. Good luck! If you want access to our digital exam aid, purchase our $20 package (you get these notes too!). Like us on Facebook at York SOS to stay connected.*

*EXAMPLE SEVEN:*

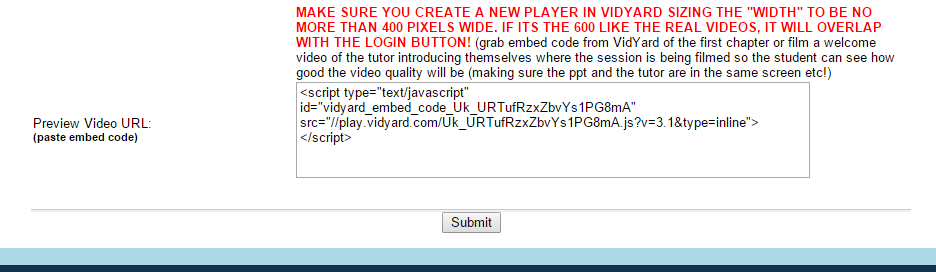
*Nervous about your MGMT1050 final exam? York SOS has got you covered! Register now for the York SOS DEA, covering all chapters tested on your final exam and learn at home! You will receive a comprehensive overview of the key topics, filled with concepts, examples, and the opportunity to ask questions. Our legendary Stats tutor, Greg Overholt, has been teaching this course for over eight years! Greg will walk you through all the chapters, complete with engaging examples and problems for your practice. He'll also go over common mistakes/questions and tricky things. PLUS, you will get a study notes package. Like us on Facebook at York SOS to stay connected.*

*EXAMPLE EIGHT: (package deal)*

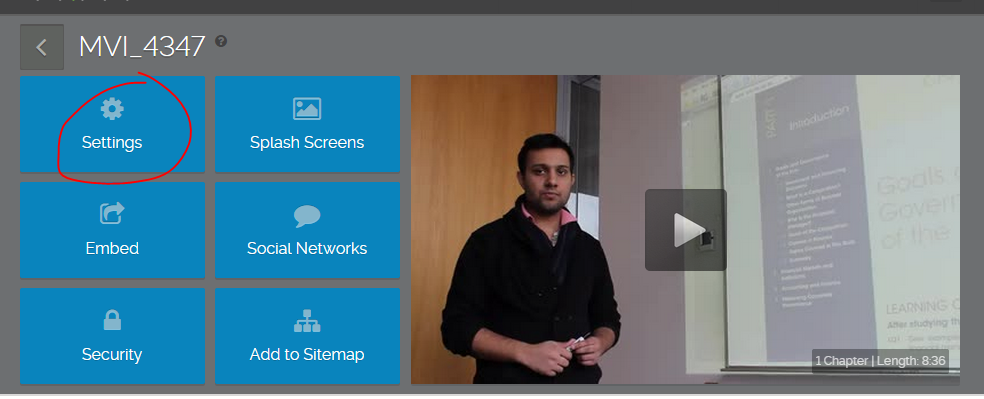
*This is a PACKAGE deal! You'll get to attend our 3-4 hour in-class Live Session with Fred (choose any ONE session), and also get to watch the Digital Exam Aid videos to study for psychology in your own time at home (over and over again!)*

*Nervous about your PSYC1010 exam? York SOS has got you covered! Purchase the digital exam aid to learn at home, covering the tested material from chapters 24-39. You will receive a comprehensive overview of the key topics filled with concepts, examples, and questions. Good luck! If you want access to our digital exam aid, purchase our $20 package (you get these notes too!). Like us on Facebook at York SOS to stay connected.*

The last part is a bit tricky. You need a video for the preview. What you should do is film a video of the tutor introducing the content that he will be teaching and thanking them for donating to SOS. OR you can introduce the content, say thank you yourself.

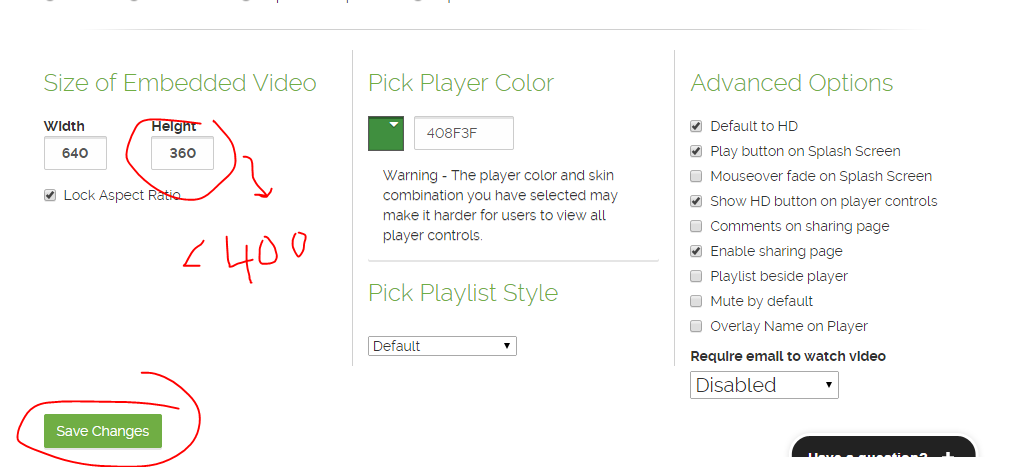


How to get the Preview Video URL: On your video page, click Settings.



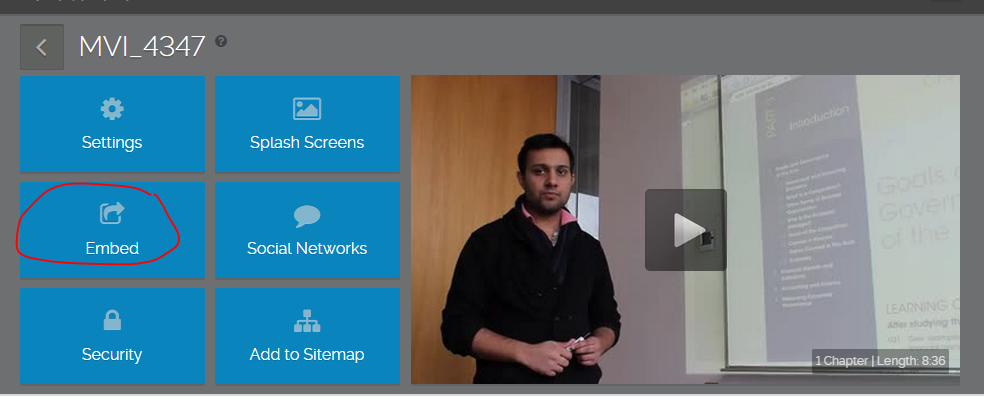
Scroll down…

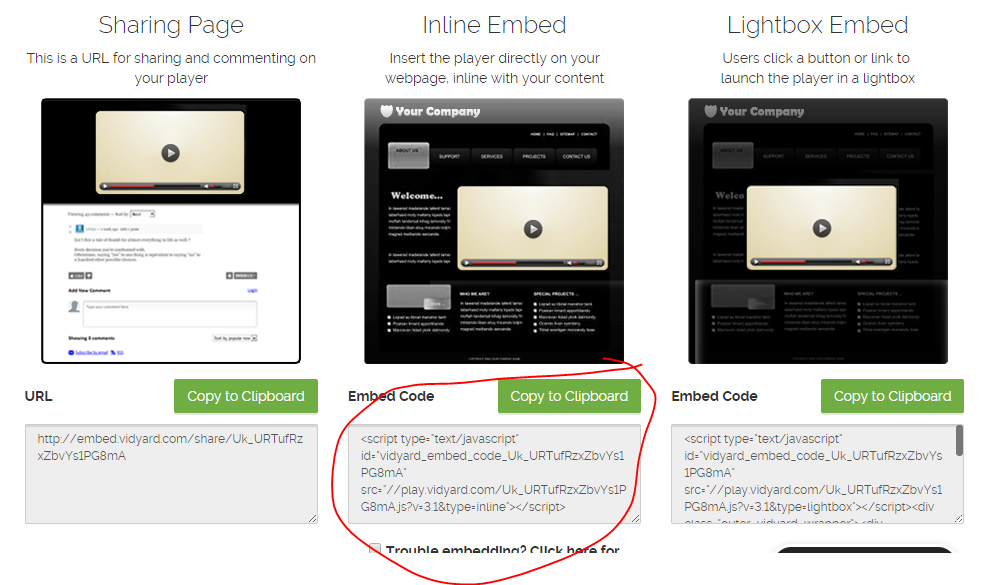
MAKE sure that the height of the video is less than 400 px. (THIS IS ONLY NECESSARY FOR THE PREVIEW VIDEOS; it doesn’t matter for the other ones).



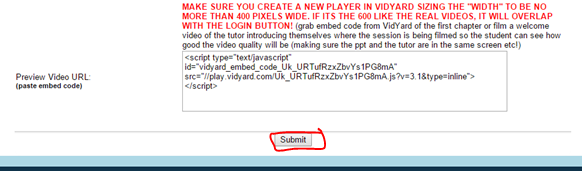
THEN… go back to the video page.

Click Embed.

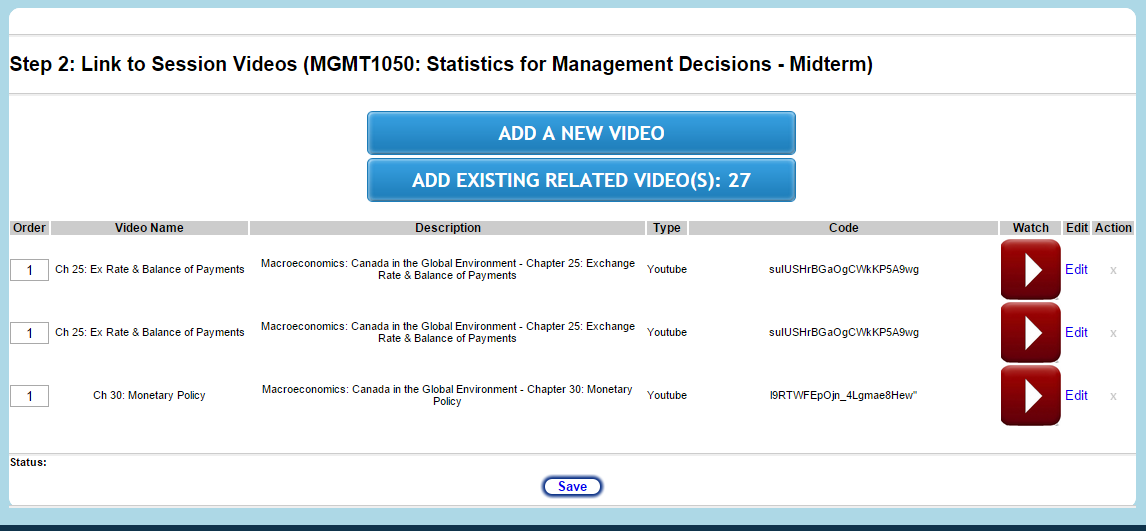




GOOD you got the embed code. Paste it in and press SUBMIT.



IT WILL TAKE YOU TO THIS PAGE:

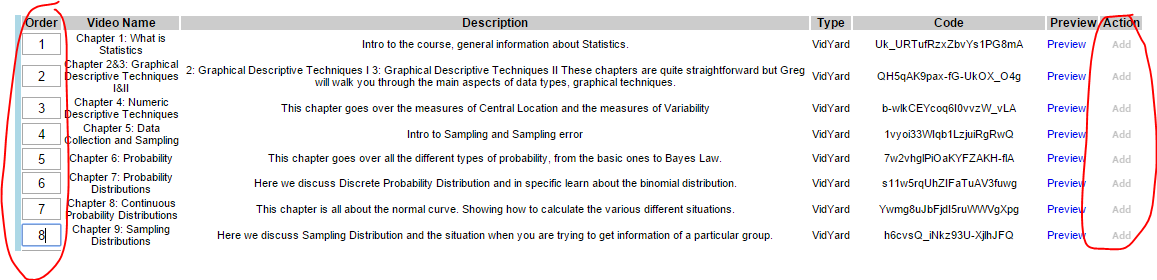


I dunno why but it sometimes has random videos automatically attached to it. X them on Action (I don’t want Macroeconomics, I want the Stats videos).

The videos that we’ve used in previous years show up below. For Stats specifically, we’ve used the same videos a lot of times so all the info is already there.

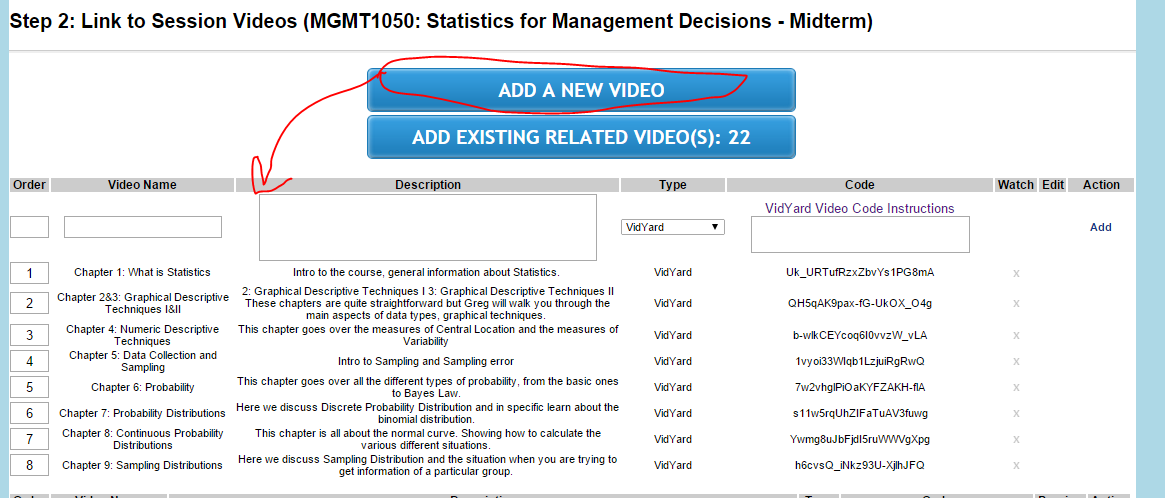


I’m just going to add them in by numbering the order and clicking Add for each. If you make a mistake or add the wrong video, you can always just delete the video. No worries.

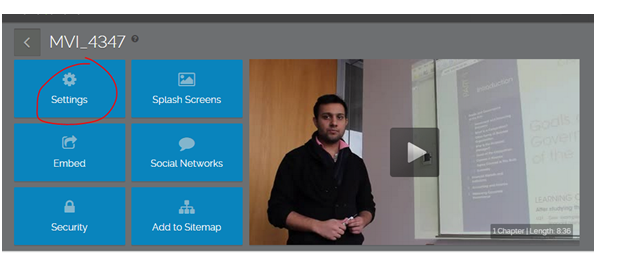


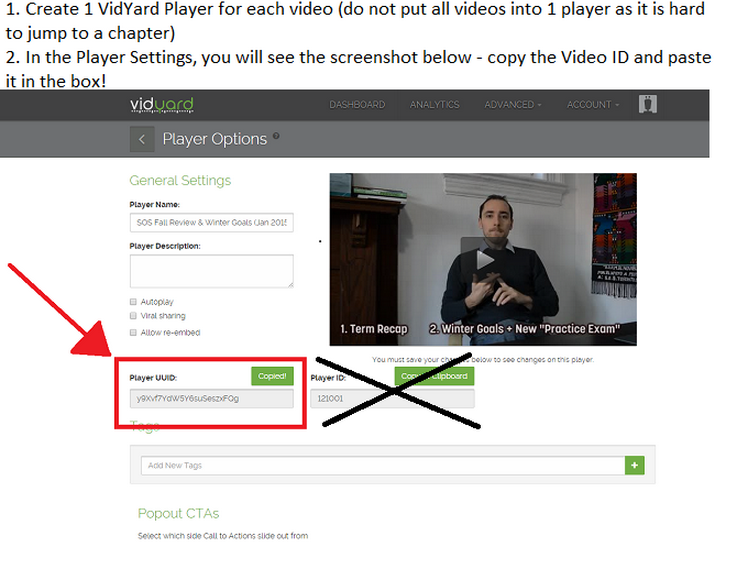
OKAY. Easy right? Sure. But what if the video you’re uploading is not Stats. What if it’s a brand new video that you uploaded on VidYard?

Click Add a New Video. This blank box will pop up. Fill in order, title, description, make sure the type is VidYard, and for the Code… Enter the Embed.



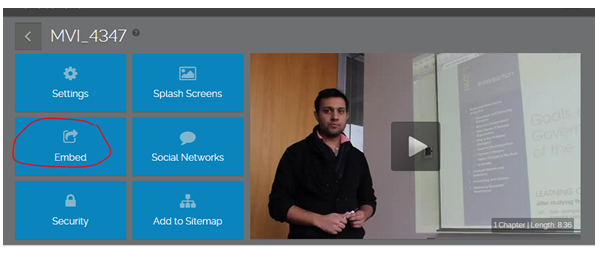
Here’s how to find the Embed. (It’s in Settings).



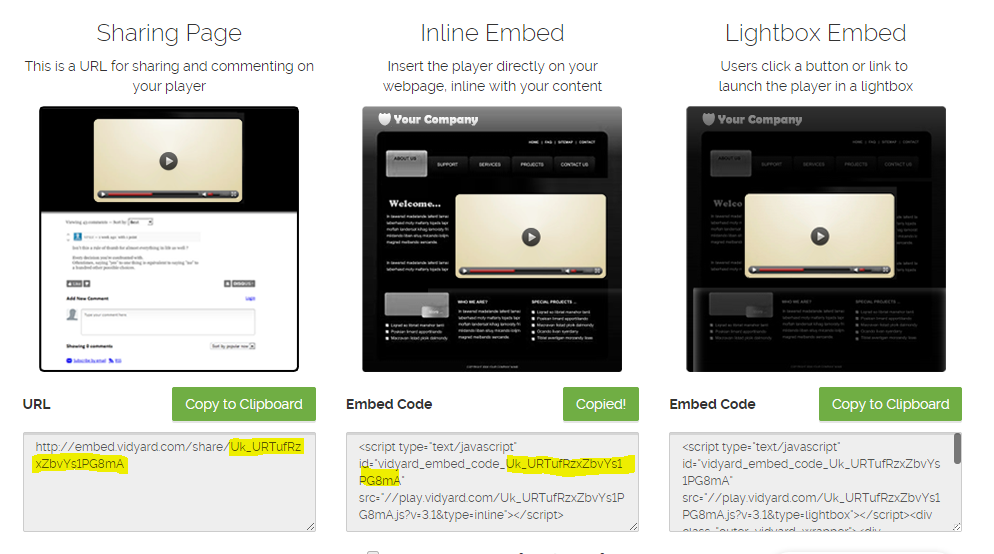


I personally do it a different way (the way I showed you at training)

I click Embed.



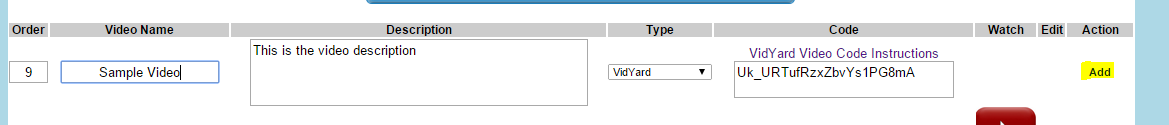
Then copy the code.



JUST the highlighted part – not the ENTIRE code (different for Preview Video, remember)

So the code in this case is just: “Uk\_URTufRzxZbvYs1PG8mA”

And paste it in. Whatever method works for you.

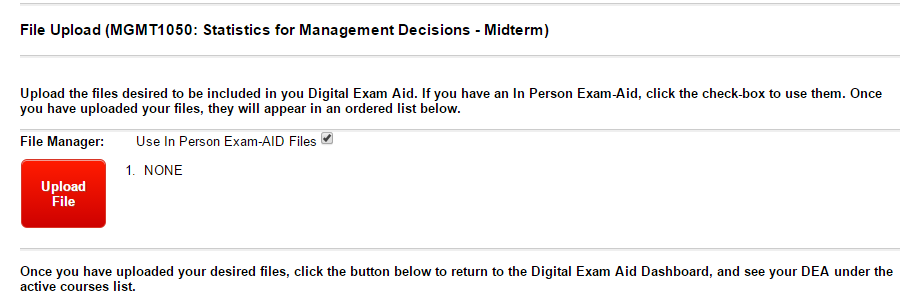


CLICK ADD. Now you know how to upload new videos. Great!

It’ll take you to the last page. Make sure to upload the documents that go along with it (AKA our study package and notes and whatever). Usually the tutors will upload them already for the Live Sessions, so it’s automatically there. If not (like in this case), that means that you should wait until they do upload them (they’re probably still editing them) OR that they just messed up and forgot.

So message Marietta and be like – why aren’t there in Person Exam-Aid Files? Upload them so I can include them in Digital!

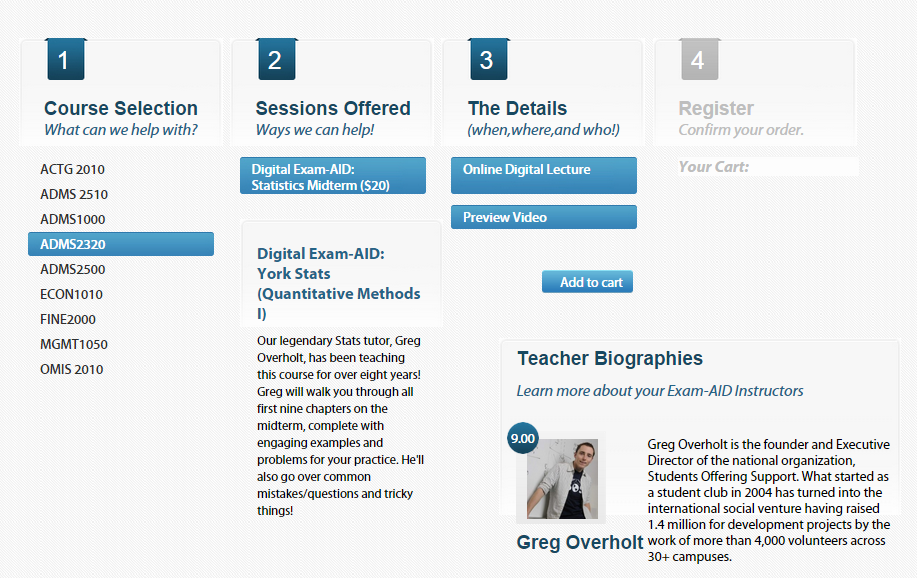
And when they upload them it’ll automatically be included ☺



That’s the end of it!

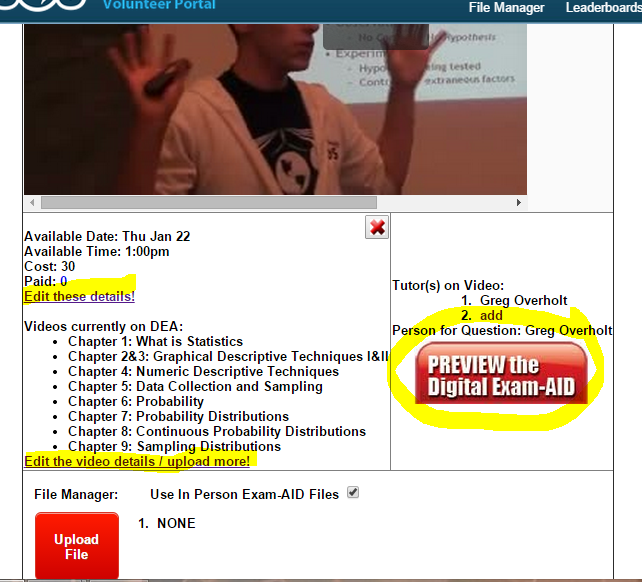
JK- one more thing:

Now go check online on the York SOS website (for the general public) under Register. Is the course you uploaded on there? Is there a video to preview? Does it work?



P.S. If you set it to go live in a week or not right away, you’ll have to check then. I usually set it to go live very soon to check it immediately when I’m done. If it’s supposed to go live in a while from now, then make it immediate, and then go back and just edit the time.

**ALSO PREVIEW YOUR VIDEO TO MAKE SURE EVERYTHING WORKS ON THE EXAM-AID MANAGER PAGE.**



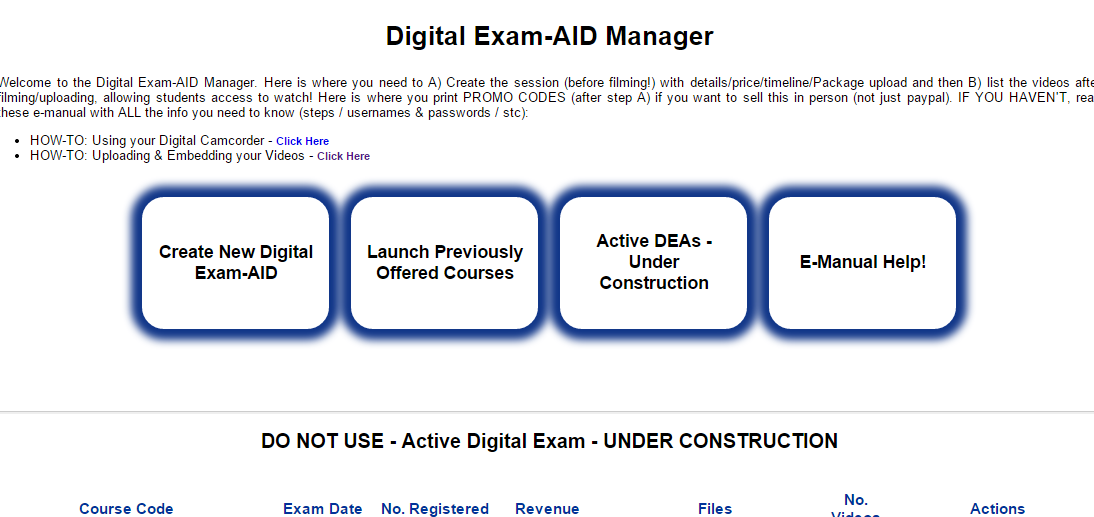
**If anything messes up, you can always “Edit these details”. No biggie.**

## OKAYY SO LAST PART OF THE PORTAL YOU SHOULD UNDERSTAND.

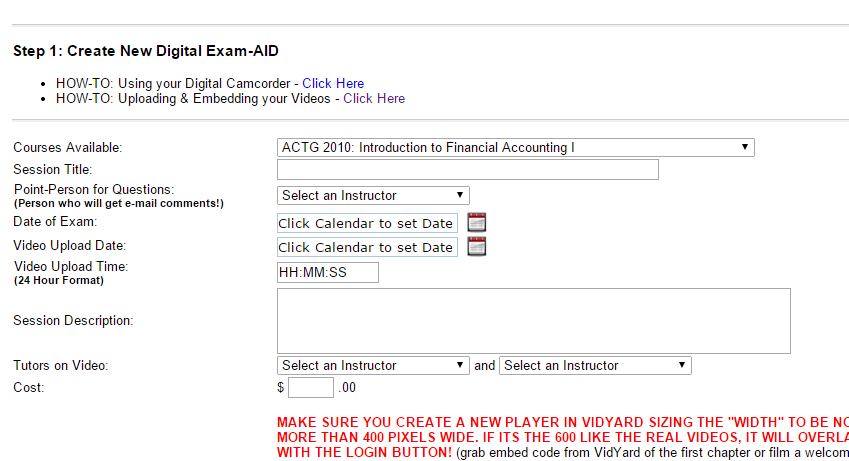
The last part was telling you how to upload videos for a course that already has a Live Session (and I said most do) – the Exam-Aid Manager.



However, for a NEW course that doesn’t have a video yet, go to the **Digital Exam-Aid Manager**. And press – “*Create a New Digital Exam-AID”.*



It will take you to this page:



And you should know what to do from here.

This button (**Launch Previously Offered Courses**) is new. I’ve only used it once for a course that isn’t holding a Live Session but IS holding a DEA. SO, basically don’t use it unless it is this case (rare).

You don’t want to do this for a course that already has a Live Session, because you’ll make two Courses with the same name by creating this. Remember if the course is holding a Live Session, go from the other Portal Button (**EXAM-AID MANAGER**) and click “Add DEA”.



## HOME STRETCH – one last thing

Oh yeah- one more part – the **EMAIL BLAST MANAGER**. We don’t really use this much. But sometimes we send Emails to students (for example, one of the videos are messed up and we fix it, then we send a blast email or whatever).



**The end.**

**☺**