

## VBRICK (Video Recording and Playback) Device (TEACHERS)

Your classes are being recorded on a daily basis. Here are the steps that you will need to take for you and your students :

1. – Go to : <https://view.video.nd.gov/#/login>
2. Login using your k12 credential (only use the first part !) (example: john.smith)
3. Your password will be the same password that you use to log into your Office 365 (k12.nd.us) account.
4. Once in, you will want to click on the drop down MEDIA tab. You will see the folders (TEAMS) for the classes that you teach.
5. Once you click on the folder, you will be able to watch your classes on the VBRICK playback by clicking on the folder and seeing the various classes for that period.
6. In order to allow your students to watch the classes for that folder, you will need to click on the “Edit Team” link in the upper left corner of the screen.
7. On the right side under “Assign Users and Groups” you will want to type in the name of the student email address that you want to add. (all students are given a k12.nd.us email address whether they know it or not) They must use that email address to access videos. You may see multiple names come up, especially if they have a common name. Either type in their full email address (if known) (ex. [Mike.a.smith@k12.nd.us](mailto:Mike.a.smith@k12.nd.us)) or if unsure, add both of the names that is given.
8. When you see the email name that you want, click it and you will see the + on the left side turn into a check mark. You can then enter another name or names to fill out the roster for that class.
9. When done, click the done box and MAKE SURE YOU click the SAVE TEAM button.
10. That is it. You can notify your students that they are all registered and can watch the videos by logging in just like you did. (remind them to only put the 1<sup>st</sup> part of their email address and not the whole k12.nd.us extension.

PLEASE NOTE – There is a Self-Registration link for students, but it is probably easier for you to set them up (with the instructions above) than to give them this link to do it themselves -  
→<https://selfreg.video.nd.gov/> Your choice though.