Quick Start Guide
For Users
Here is a quick overview of the tabs and icons found on the **User Dashboard** to help you get started.

1 | **My Workspace**
Upload and access all your videos and resources in your private space. Annotate your videos for private reflection.

2 | **View Huddles**
Share videos and related resources with other people in the account. Provide time-stamp video feedback and discuss objectives and goals for the Huddle.

3 | **Account Video Library**
To access, search, and view videos in the account library.

4 | **View User Settings or Log-out**
Click user settings to change your settings. You can also logout from the dropdown menu.

5 | **Contact Us and Help Center**
Search for FAQs, find Help Videos about a feature and contact customer support by clicking this icon/beacon.

1 | **QUICK START GUIDE FOR USER ROLE**
MY WORKSPACE

Privately upload and organize all your classroom videos and resources in one easy-to-manage place. Reflect on your practice privately and annotate your videos. Share your videos and related resources securely by copying them to Huddles you are participating in with other users in your account. This adds a layer of protection, since Sibme doesn’t share public links to your files.

UPLOADING MADE EASY

With Dropbox, Google Drive, Box, and OneDrive integration, it’s never been easier to access all your files in the cloud. Upload files as large as 20 GB, including HD videos. Sibme can handle 99.9% of input formats and offers high-quality video outputs for every major recording device (DSLR, FlipCam, GoPro, etc.)
HUDDLES

Discuss and review classroom videos and related artifacts with other users in your account. These shared spaces are called “Collaboration Huddles.” It’s an efficient way to view and reflect on classroom instruction during PLCs and department meetings. Collaboration Huddles are also useful for conducting blended PD workshops, peer observations, and even project-based learning with students. Sibme also enables instructional coaches, mentors, and administrators to create coaching/mentoring Huddles to privately coach and mentor teachers in their network.

TIME-STAMP FEEDBACK

Access, share, and view classroom videos and related resources such as lesson plans, student artifacts, and assessment data. Add time-stamp video comments and tags at critical moments during the lesson cycle and respond to other collaborators or your private coach/mentor in a Huddle to improve teaching and learning.
ACCOUNT VIDEO LIBRARY

View videos and related materials in a custom video library that have been developed by the administrators of the account to showcase best practices in your network.

As a user, you are only allowed to upload videos and supporting materials to the library if you have been given the permission by an administrator in the account.

This feature may also be disabled in your account, which means you will not be able to view the account video library.
MOBILE APP

Record, upload, annotate and share video from your iPhone, iPad, iPod Touch, or Android phone or tablet and access your private Workspace and Huddles you are participating in. The Sibme iOS app enables you to record in class observations and bookmark exact moments during the recording as a reminder to annotate specific moments during the lesson cycle after you stop recording.

You can also pause recordings during observations. This feature enhances the instructional coaching and mentoring process and enables immediate feedback, since annotations are synced to your Workspace or Huddle(s) after you upload the video to the Sibme cloud.

You can also view, comment, and reply to comments on videos inside your Huddles when using the Sibme iOS app. The iOS app is an asynchronous and blended solution for both remote-based observations and in-person observations.