How to Use EDpuzzle

1. Go to edpuzzle.com and click “Teacher, start now.”

2. On the next screen, click “Start tour.” This will walk you through a quick tour of what you can do with EDpuzzle.

3. EDpuzzle allows you to clip videos from YouTube and other places. Click on the red tags and slide them toward each other to shorten the sample video, then click “continue” up at the top.
4. EDpuzzle also lets you insert quiz questions in videos. Put a question in the sample question box and click “Continue.”

5. EDpuzzle also gives you the opportunity to see your students’ scores to check on how they are doing on your videos. View the sample, then click “Create my first lesson.”
6. Now you’ll be prompted to sign up. You can do so with your Google account, with Edmodo, or with your email address.

7. Click “Get Started” on the next screen.

8. You’ll be prompted to search for a video. EDpuzzle searches a wide range of video hosting services. Enter your search terms and press Enter (or Return) on the keyboard.
9. You’ll be prompted to choose a video. You can look at videos from each of the “Channels” on the left side of the screen. When you click on one, the videos with your search terms will show up. If that channel doesn’t have any with your search terms, it will tell you which ones do. Choose a channel, then hover over your video and click the blue “Use it” button that pops up.

10. You’ll be taken to the editing screen. Click “Funtastic” to begin.

11. If this is your first time, EDpuzzle will give you one more comment. Telling you to click “Finish” when you are done. Just click “Okay” to exit that window.
12. Once again, use the little red tabs to shorten your video to whichever length you want. When you have just the piece you want, click the “Save” button at the top.

NOTE: On each editing screen, you will see a “Show me how” button. If you get stuck and don’t know what to do on any of these screens, click that button and EDpuzzle will show you a video of what to do.

13. If you hover over the buttons at the top, you will find a microphone and a megaphone. You can click on the blue one to record your own voice over the whole video segment, or you can click on the gold one to add an introduction in your own words before the video plays.
14. If you click on the grey question mark it will turn green (1) and open up the quiz question menu. Then you can click play (2) and pause when you get to the place you want to add your question or comment. Then you click on the question mark slider (3) and the default is an open-ended question (4). Once you put your question in the box, click “Save” (5) and then click the blue “Continue” button that comes up next.

15. You also have the options of adding a multiple choice question or your own comment with no response required, using the other tabs. Scroll down to add more possibilities under multiple choice. Multiple choice allows you to assign correct or incorrect to any answer, so this can work as true-false, classic multiple-choice, or multiple-correct. When you finish, click “Save” and then “Continue.” The video will resume and you can follow the same sequence at the next spot you think is good for a question or want to add a comment to.

You can also add multiple questions in the same spot of the video by clicking the “plus” (+) button after you write your question instead of clicking “Save.” Then just make your choice of open-ended, multiple-choice, or comment by clicking the tab and filling it out.
16. When you are finished, click the “Finish” button at the top. You’ll see a pop-up that will look like the one shown here. Type in a name for the class you’ll be teaching this to, and click the checkmark next to that name. Then check the box next to “prevent skipping,” which prevents your students from answering the questions without having played the video, and check the box next to “due date” which allows you to set a due date for anywhere in the future, up to years ahead. Then click “Send.”

17. Now you’ll be taken to your EDpuzzle home screen, and the code for your class will pop up at the top. You will need to provide this code to your students in order for them to participate. You can email it or tweet it from this interface, or simply list it on your D2L.
18. From this homepage you can create a new class. Each class has its own unique code, so a student logging in will only see the videos assigned to that class. You can click on “My Content” and from there assign videos to classes, or edit videos. You can click on “My Classes” to view students’ progress, see how many students have completed the task, and so on. The red heart “Share” link allows you to send an invitation for other teachers to join EDpuzzle. If you are looking for a way to link or embed your lesson, click on “My Content” and then checking the check box under the video you want to share.

![My Classes](image)

19. A dialogue box will come up – Click “Assign | Share.”

![Assign | Share](image)

20. Now click “Share.”

![Assign Share](image)
21. You can now copy the link or the embed code. Keep in mind that if students do not log in, their answers will not be saved. You’ll want to prompt your students in your syllabus to create an account with EdPuzzle so they are prepared when you assign an activity using it.

![EdPuzzle link and embed code](image)

Created by James Monroe, June 2015