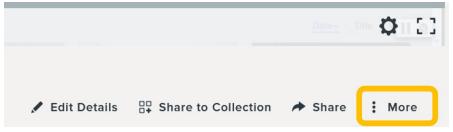
Downloading & Exporting Media out of Knowmia

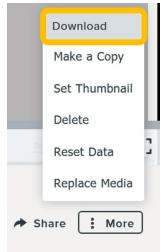
This guide will teach you how to move your media out of Knowmia. This guide supports downloading files one at a time. A bulk downloading option will come at a later date.

The Media (Video/Audio)

- 1. Open Knowmia (https://jmu.techsmithrelay.com).
- 2. Go to your Knowmia library.
- 3. Navigate to the viewing page for the media you would like to download.
- 4. Click on the three dot "More" menu just below the right side of the media.



5. Select Download; make sure to note where it is downloaded to on your computer.

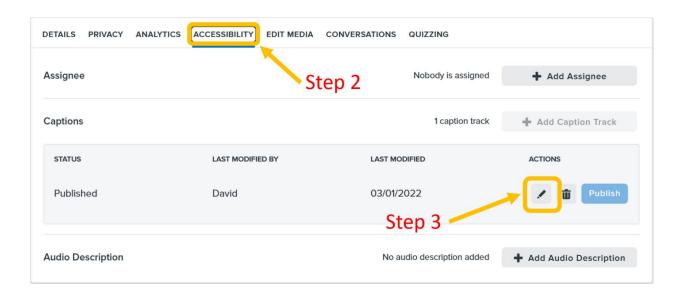


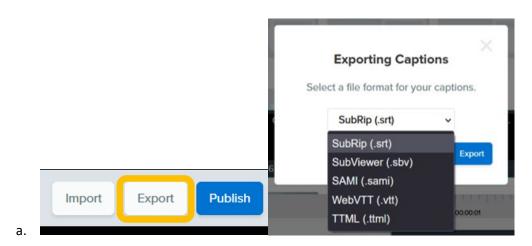
6. The video appears in your selected location as an MP4 file (we suggest a folder dedicated for downloading and organizing these Knowmia files be set up on your computer). **Note:** Larger files, especially those that incorporate webcam images, will take longer to download, and you will need to stay connected to the internet until the download is finished.

Note: Any quizzing, conversations, captions, or analytics does not appear in the downloaded MP4 file.

Captions

- 1. In your Knowmia library, navigate to the viewing page for the media you would like to download the captions from.
- 2. Navigate to the **Accessibility** tab under the video.



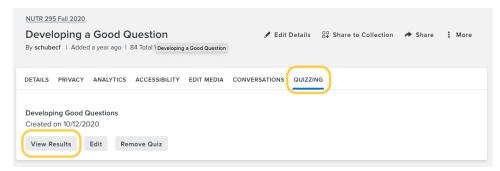


Quizzes

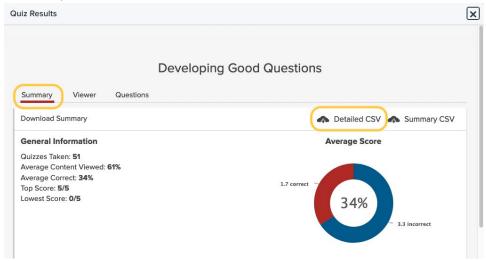
Quizzes are not able to be cleanly exported at this time. To export all the associated data for quizzes, you will want to make sure to get the questions, any answer responses, and timestamps for questions location within a video. Here are directions to export these different features:

To export quiz questions, existing users' responses, and correct answers to quiz questions:

- 1. In your Knowmia library, navigate to the viewing page for the media you would like to download the quiz questions and answers from.
- 2. Click on the Quizzing tab under the video.
- 3. Click View Results.



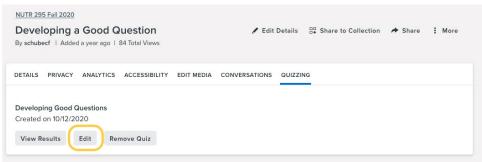
4. In the quiz results window, under the **Summary** tab, click on **Detailed CSV** and choose the option to save the file.



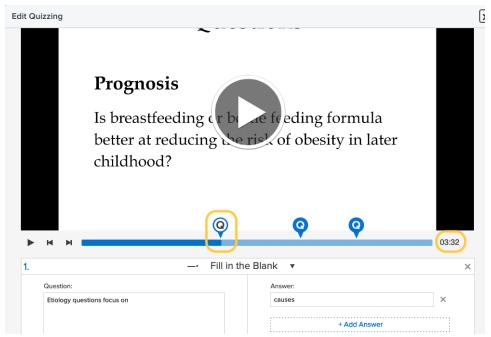
5. When you open the downloaded file, the questions will be in column F (once per student attempt) and the correct answers will be in column H.

There is no way to export quiz question locations by timestamp. To access this information, you will need to manually go through the following steps

- 1. Go to Quizzing
- 2. Click on Edit



3. Once the edit quizzing window come up, scroll to the progress bar below the video to see the Q markers in your video. When you click on a specific marker, you will see the specific time location appear on the right-hand side of the video progress bar.



4. You will need to manually record this information in a separate document.

Analytics

Analytics in Knowmia provides information about overall views and user behavior related to a video and details about the individual user behavior for the same video.

- 1. In your Knowmia library, navigate to the viewing page for the media you would like to download analytics from.
- 2. Click on Analytics
- 3. Use a screenshot tool to capture the overall video analytics details, such as Total Views, Viewers, Comments, and overall Completion Rate.
- 4. Click on Download to create a CSV file of all individual user analytics data.

