

PART B: ADDING CONTENT TO CLICKVIEW

You can add:

- ClickView Exchange content
- free-to-air television
- Foxtel or satellite TV
- your old VHS tapes
- Word docs, worksheets and PDFs for class resources
- photos and images
- podcasts
- learning objects
- other digital files (avi, mpeg etc)



1. The ClickView Digital Video Recorder

The ClickView Digital Video Recorder (DVR) allows you to record free to air television directly into ClickView. By installing a ClickView supported 'capture card' you are able to record either digital or analogue free to air content directly from an aerial into the Library Server. 'Capture cards' are a piece of hardware, which, when installed into your computer and connected to an aerial, can record free-to-air television.

NB: ClickView staff will recommend which capture card your school will need based on your capturing requirements. Your IT department will need to set up your capture cards and tune the channels in the ClickView DVR prior to use.

For installation instructions for your **Hauppauge capture card**, please see our Knowledgebase articles. If you require any further assistance in setting up your capture card, please contact ClickView support.

Hauppauge HVR 1700 www.clickview.co.nz/support/?kb=207

Setting up a codec:

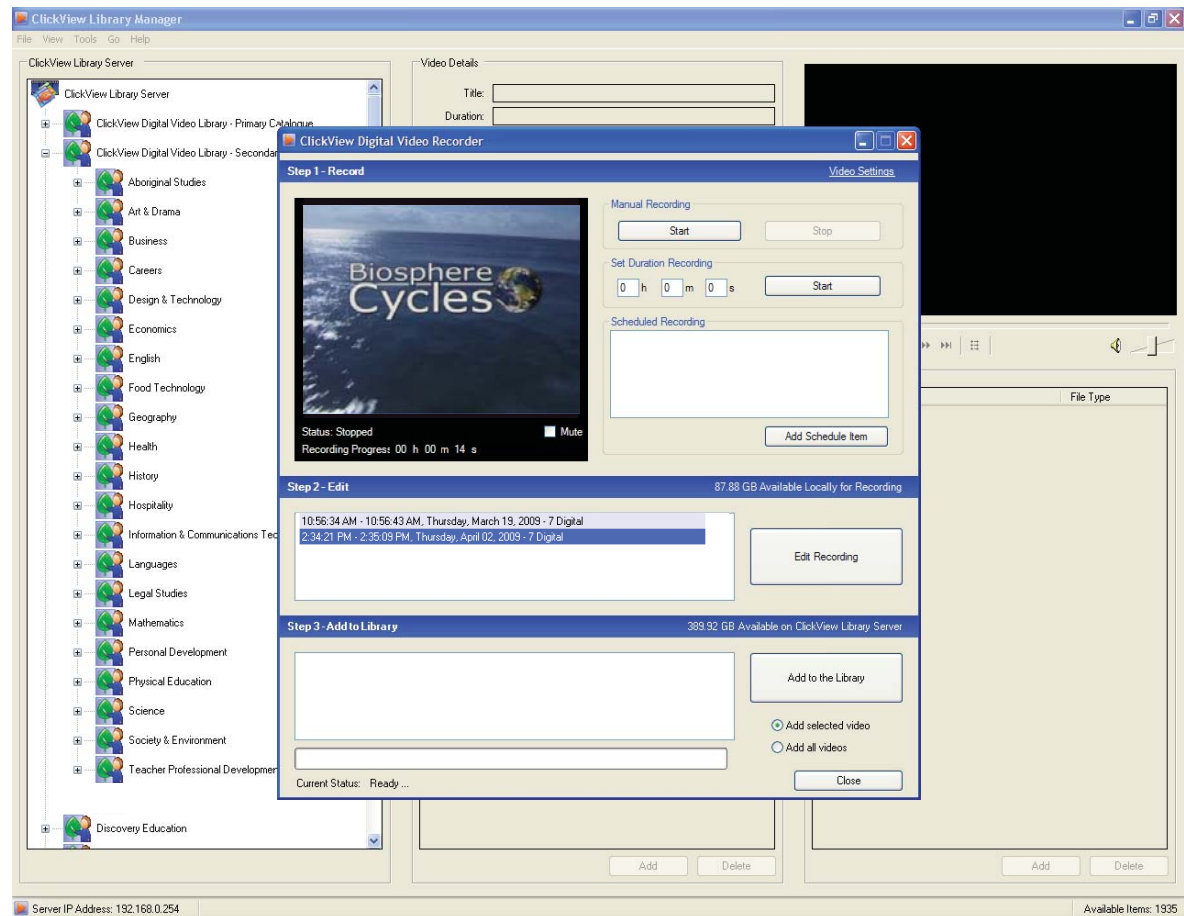
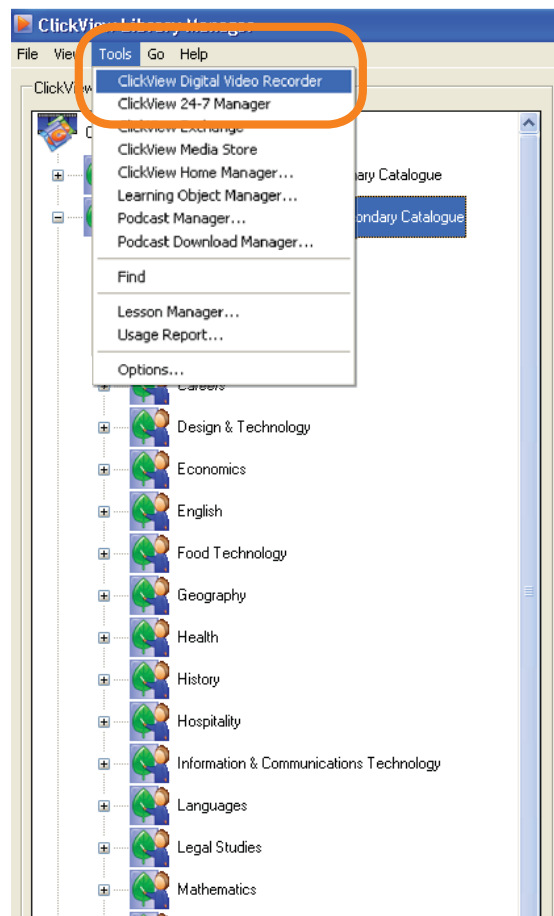
You will also need to install a codec to convert and import videos into the ClickView Library. More information and results of our extensive testing can be found at: www.clickview.co.nz/support/?kb=89

Minimum system requirements for using DVR:

Due to the system intensive nature of video editing and recording ClickView requires you to meet the minimum system requirements in order to be able to guarantee the full functionality of the ClickView Digital Video Recorder. You can find the system requirements at: www.clickview.co.nz/support/system_requirements.php

2. Opening the Digital Video Recorder

1. Open the ClickView Library Manager
2. Select 'Tools' and select 'ClickView Digital Video Recorder'
3. Select the target folder for your recordings or make sure you add a new folder to hold the recordings prior to opening the ClickView Digital Video Library. The ClickView Digital Video Recorder will open.



3. Recording free-to-air television manually

The simplest way to record a television program on free-to-air television is by using the manual recording method on the ClickView DVR.

- 1. Open the ClickView DVR
- 2. Select the 'Start' button in 'Step 1 - Record of the ClickView DVR'
- 3. Select the 'Stop' button in 'Step 1 - Record when you have finished recording'

The recording time that the ClickView DVR has been recording for will appear in the playback window.



The time, date and channel that you have recorded will display in the 'Edit' window

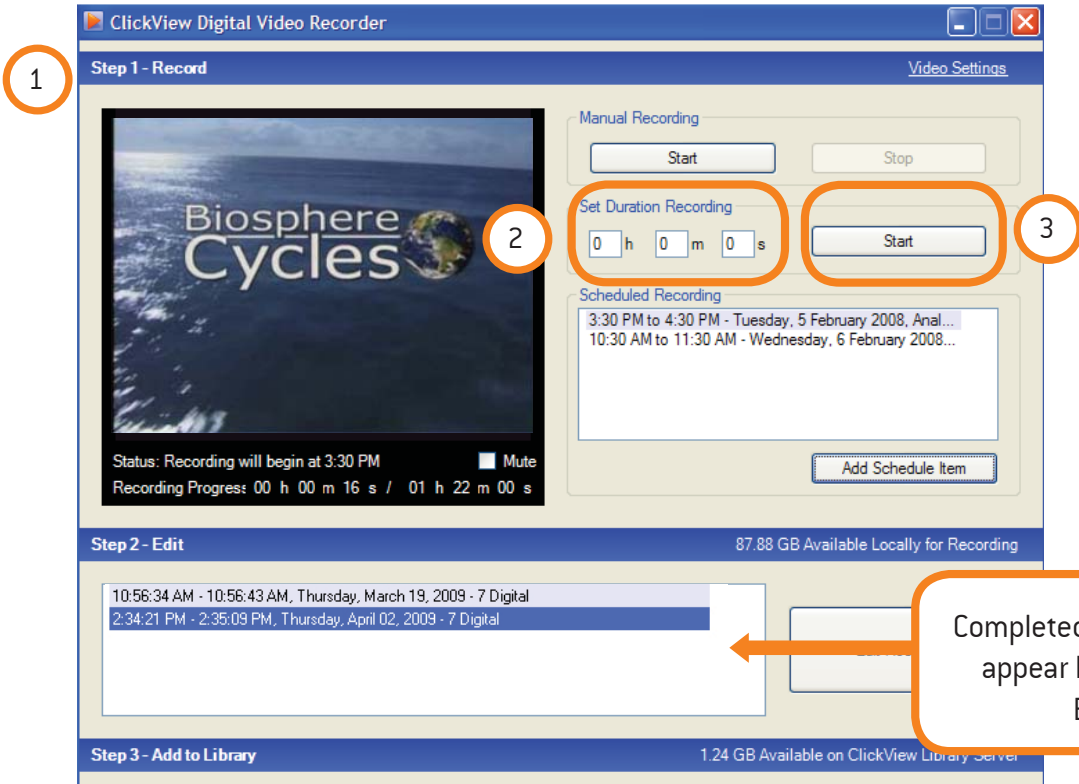
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4. Recording for a set duration

This function is useful when you can't be there to manually end the recording.

1. Open the ClickView DVR
2. Type in the length of time you wish to record for in the 'Set Duration Recording' fields in 'Step 1 - Record'
3. Select the 'Start' button

At the end of the selected duration of recording the ClickView DVR will stop recording and will write the file to the 'Edit' section.



“Part C: Editing content in ClickView” further explains on the steps how to edit the content and add it to your ClickView Library.

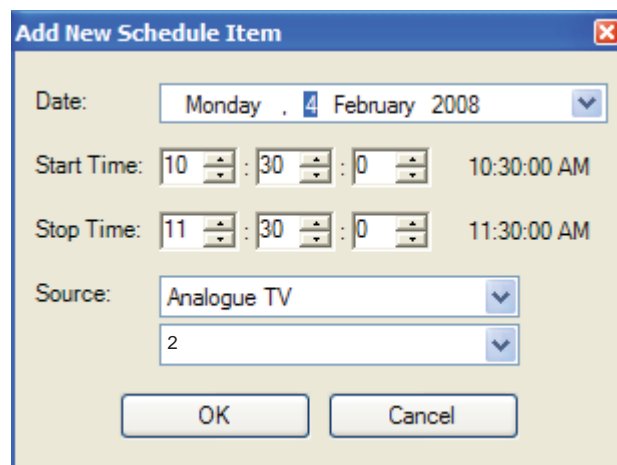
5. Scheduling a recording

This feature is useful to schedule a recording for outside school hours, on weekends or school holidays, or just to ensure that you don't miss any recordings. You can schedule recordings ahead of time and you can also schedule multiple items as long as they do not overlap.

NB: There are many different capture cards available depending on the type of signal you receive (analogue/digital) and the number of channels that can be recorded simultaneously. Most capture cards will record one channel at a time; some have dual recording capabilities. Please visit www.clickview.co.nz/support for more information.

1. Open the ClickView DVR
2. Select 'Add New Schedule Item' in Step 1- Record
3. Select the date and time you wish to schedule the recording
4. Select the Source (Composite = for Foxtel, DVD or VHS machines, Analogue = free-to-air analogue TV, Digital = free to air digital TV)
5. Select the channel
6. Select 'OK'

The item is then added to the 'Scheduled Recordings' field in the ClickView DVR.



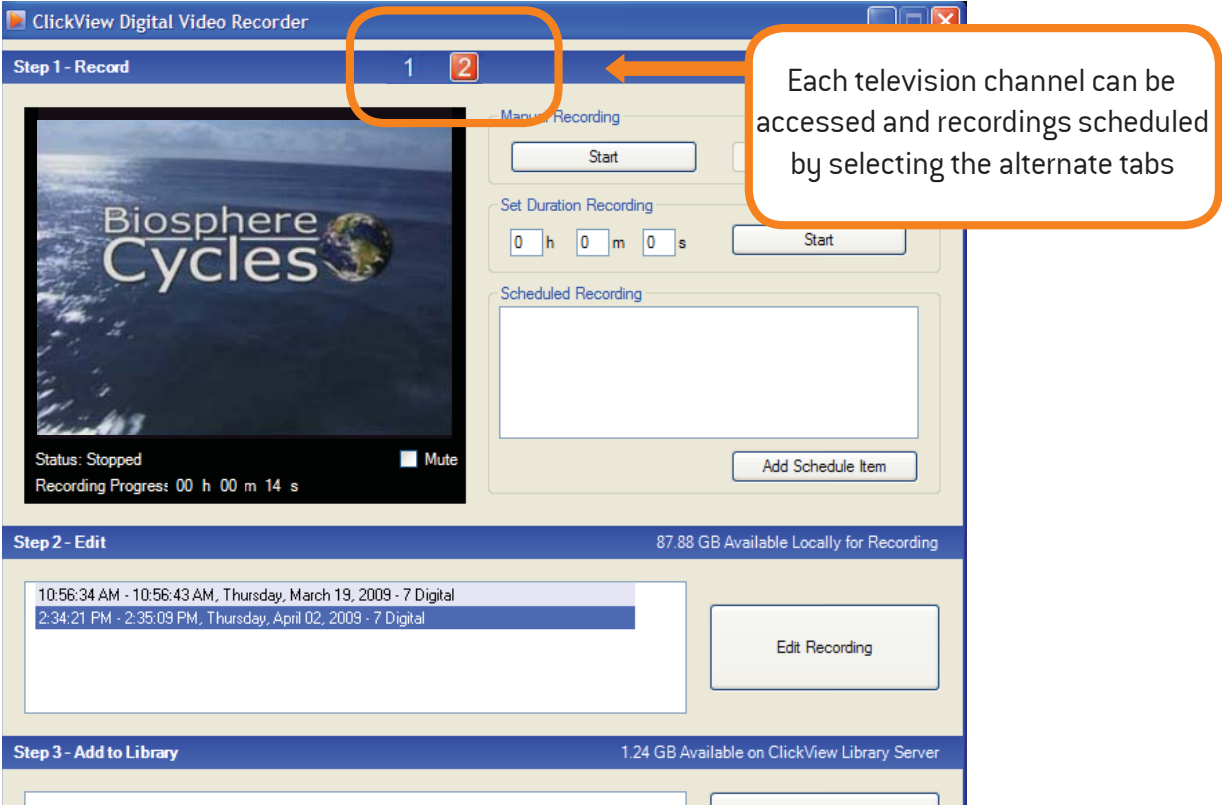
The screenshot shows a dialog box titled "Add New Schedule Item". It contains the following fields and controls:

- Date:** A dropdown menu showing "Monday, 4 February 2008".
- Start Time:** Three spinners for hours (10), minutes (30), and seconds (0), followed by "10:30:00 AM".
- Stop Time:** Three spinners for hours (11), minutes (30), and seconds (0), followed by "11:30:00 AM".
- Source:** A dropdown menu showing "Analogue TV".
- Channel:** A dropdown menu showing "2".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

6. Scheduling multiple recordings

If you have multiple tuners installed in your computer you may want to schedule multiple recordings at the same or different times.

- 1. Open the ClickView DVR
- 2. Select the Tuner which you wish to use for capturing then follow the same steps for scheduling recordings on each tuner.

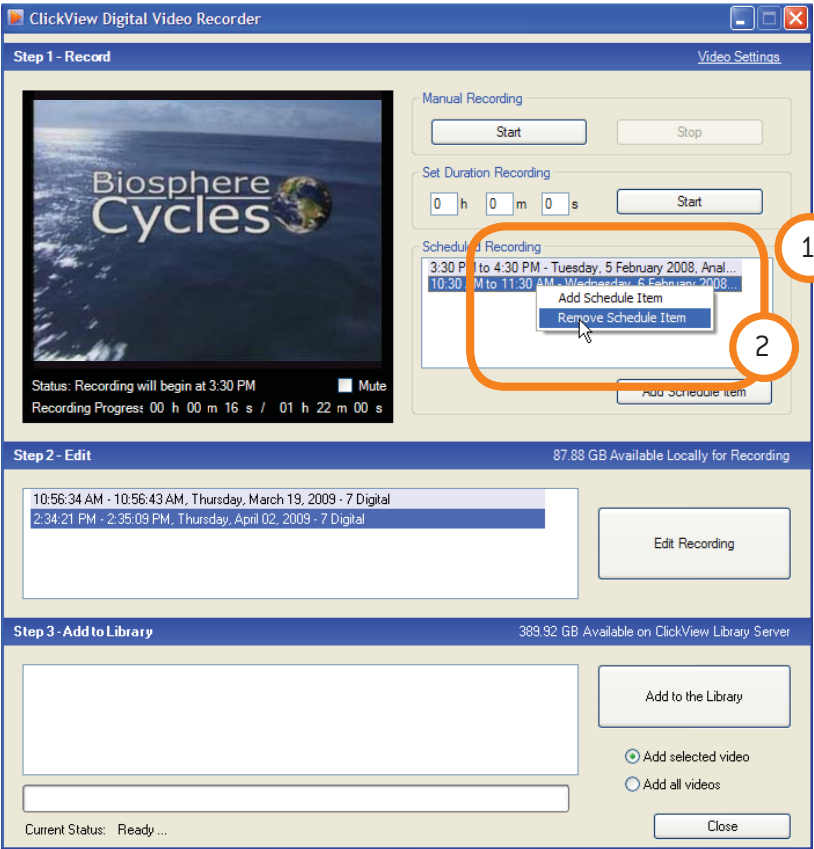


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7. Removing a scheduled recording

Once you have scheduled recordings, it is very simple to remove them if you change your mind.

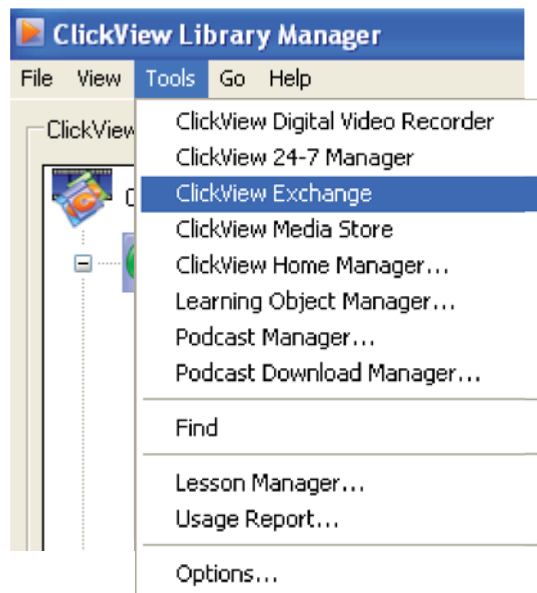
- 1. Open the ClickView DVR
- 2. Select the item you wish to remove in the scheduled recording field in 'Step 1 - Record'
- 3. Right click the item and select 'Remove scheduled item'



8. ClickView Exchange

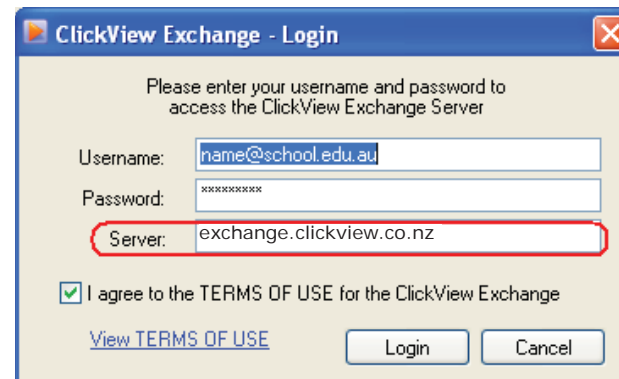
ClickView Exchange allows you to share digitally recorded free-to-air video with other ClickView schools - simply and securely - all from within the ClickView interface.

ClickView Exchange is accessed through ClickView Library Manager. The ClickView Exchange Manager allows you to browse, search, upload and download video content.



Using ClickView Exchange

1. Ensure that your computer's ClickView Library Manager can connect successfully with the ClickView Library Server. This is essential as the ClickView Exchange will utilise the ClickView Library's configuration to communicate with the ClickView Library Server.
2. Ask your school network administrator to configure your internet gateway firewall to permit outgoing TCP/IP connections through Port 9054.
3. Open the ClickView Exchange by opening the ClickView Library Manager, clicking on 'Tools' and choosing 'ClickView Exchange'.



4. In order to browse, search, download, and upload video content, you'll need to log-in by entering the supplied username, password, and IP address of the ClickView Exchange Server.

NB: Please contact ClickView customer service for your username and password.

Once successfully logged-in to the ClickView Exchange, you'll be greeted with the following interface offering 3 panels of functionality located on the left-hand side of the screen: search the ClickView Exchange, browse the ClickView Exchange and contribute to the ClickView Exchange.

9. Searching the ClickView Exchange

The contents of the ClickView Exchange Server can be quickly searched using the 'Search the ClickView Exchange' panel. Simply enter the required search keywords into the search field and press 'Search'.

The screenshot shows the ClickView Exchange interface. On the left, there are three panels: 'Search the ClickView Exchange', 'Browse the ClickView Exchange', and 'Contribute to the ClickView Exchange'. The 'Browse' panel shows a list of video titles, broadcast dates, channels, and contributors. The 'Contribute' panel has a 'Transfers' button. Three callout boxes provide explanations for these panels:

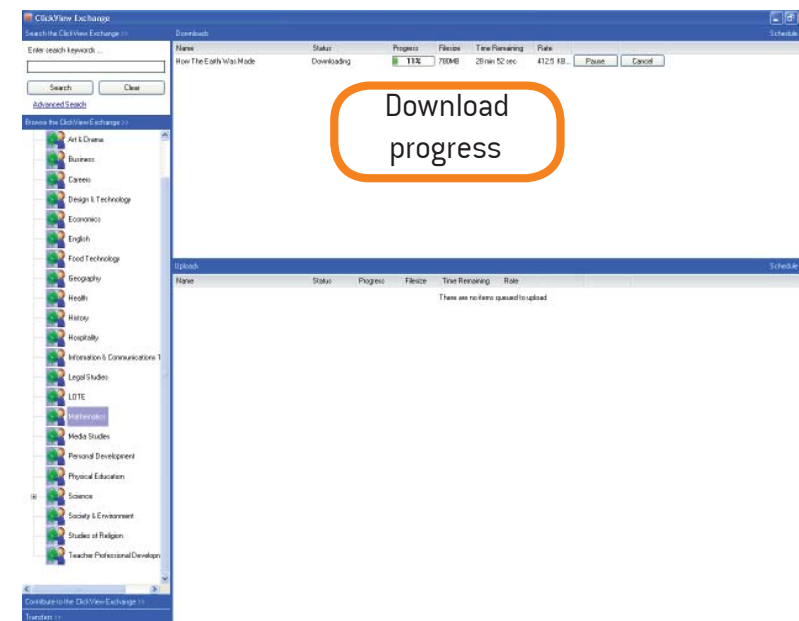
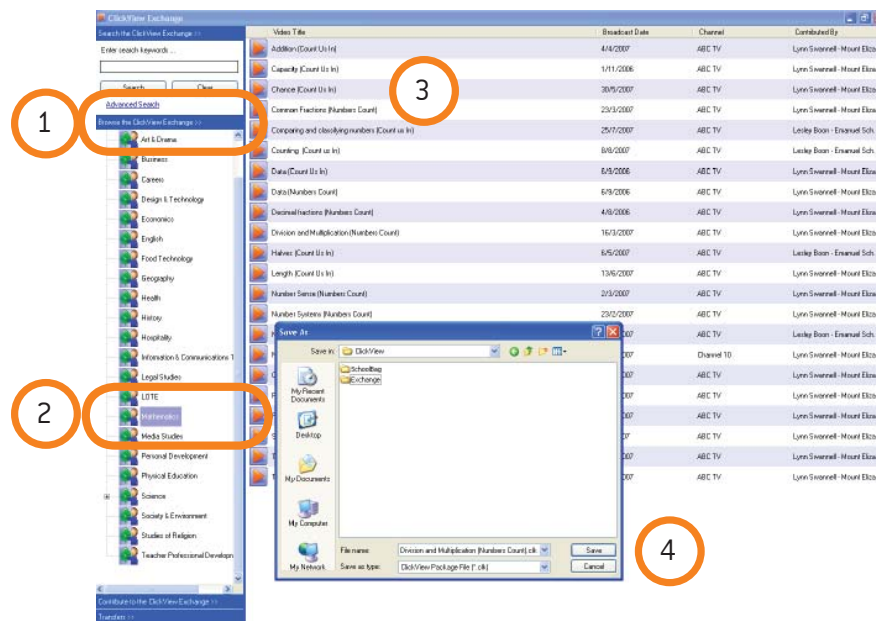
- 'Browse':** to see videos other schools have contributed to the ClickView Exchange
- 'Contribute':** to add content to the ClickView Exchange for other schools to access
- 'Transfers':** uploads & downloads currently processing

Video Title	Broadcast Date	Channel	Contributed By
Addition (Count Us In)	4/4/2007	ABC TV	Lynn Swannell - Mount Etza...
Capacity (Count Us In)	1/11/2006	ABC TV	Lynn Swannell - Mount Etza...
Chance (Count Us In)	30/5/2007	ABC TV	Lynn Swannell - Mount Etza...
Common Fractions (Numbers Count)	23/3/2007	ABC TV	Lynn Swannell - Mount Etza...
Comparing and classifying numbers (Count us In)	25/7/2007	ABC TV	Lesley Boon - Emanuel Sch...
Counting (Count us In)	8/8/2007	ABC TV	Lesley Boon - Emanuel Sch...
Data (Count Us In)	6/3/2006	ABC TV	Lynn Swannell - Mount Etza...
Data (Numbers Count)	6/3/2006	ABC TV	Lynn Swannell - Mount Etza...
Decimal fractions (Numbers Count)	4/8/2006	ABC TV	Lynn Swannell - Mount Etza...
Division and Multiplication (Numbers Count)	16/3/2007	ABC TV	Lynn Swannell - Mount Etza...
Halves (Count Us In)	6/5/2007	ABC TV	Lesley Boon - Emanuel Sch...
Carbon Cops: The Mcsweeney-Glenwright Family (Ep.2)	3/7/2007	ABC TV	Lesley Boon - Emanuel Sch...
Carbon Cops: The Students (Ep.3)	10/7/2007	ABC TV	Lesley Boon - Emanuel Sch...
Catalyst - The Murry Darling Basin	30/5/2008	ABC TV	Sue Tretthewey - Somerset...
Catalyst - Vesuvius, Antarctica, Positive Thinking	30/5/2008	ABC TV	Sue Tretthewey - Somerset...
Catalyst: Murray-Darling Basin	1/5/2008	ABC TV	AV Staff - Brighton Grammar
China: Winds of Change (Foreign Correspondent) 14.8.2007	14/8/2007	ABC TV	Lesley Boon - Emanuel Sch...
Concrete City: Pymont development	3/2/1995	ABC TV	Susan Drury - Abbotsleigh
Cyclones (Hazards, Disaster & Survival)	27/9/2007	ABC TV	Lesley Boon - Emanuel Sch...
Elephant Diaries (Ep.1)	22/11/2007	ABC TV	Lesley Boon - Emanuel Sch...
Elephant Diaries (Ep.2)	29/11/2007	ABC TV	Lesley Boon - Emanuel Sch...
El...	6/12/2007	ABC TV	Lesley Boon - Emanuel Sch...
El...	13/12/2007	ABC TV	Lesley Boon - Emanuel Sch...
El...	20/12/2007	ABC TV	Lesley Boon - Emanuel Sch...
El...	24/7/2007	ABC TV	Stephanie Schwarz - Moniah
El...	14/5/2008	ABC TV	Duncan Gillespie - The Frien
El...	31/10/2007	ABC TV	Lesley Boon - Emanuel Sch...
Getaway: Beijing - 08.05.2008	15/5/2008	ABC TV	Meryn D'Doherty - Kildreda

10. Downloading a video from the ClickView Exchange

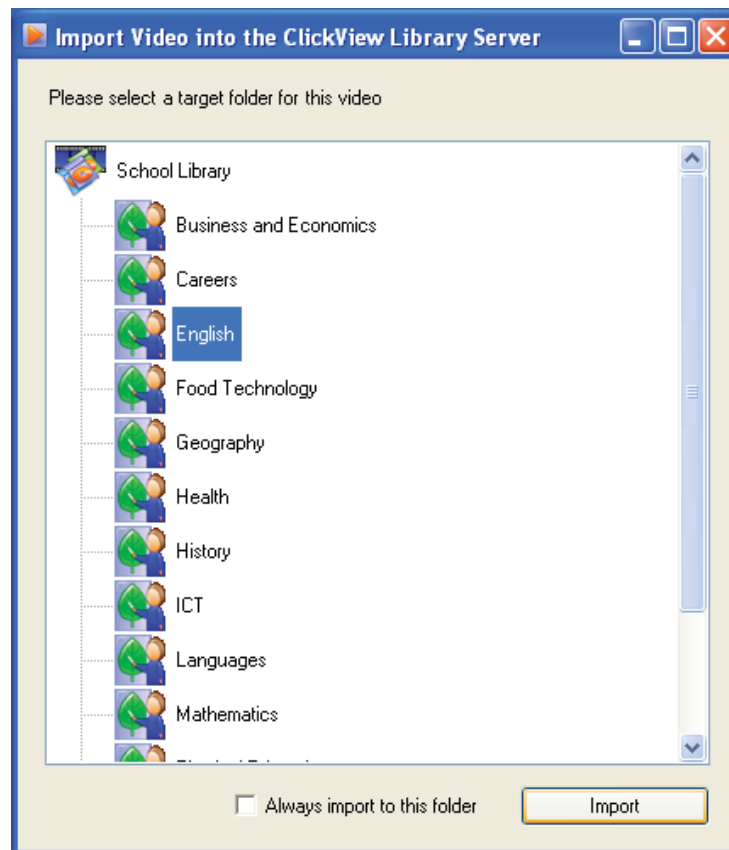
1. Select a subject category from the 'Browse the ClickView Exchange' panel.
The available videos will be displayed on the RHS.
2. Select the video you wish to download onto your own ClickView Library Server.
3. Double click the video.
4. Create a folder on your desktop where you wish to temporarily store the downloaded ClickView video file.
5. Then press 'Save'. The video will begin downloading.

NOTE: The video download process can be paused by clicking the 'Pause' button on the transfers window.



11. Importing a downloaded video into your ClickView Library

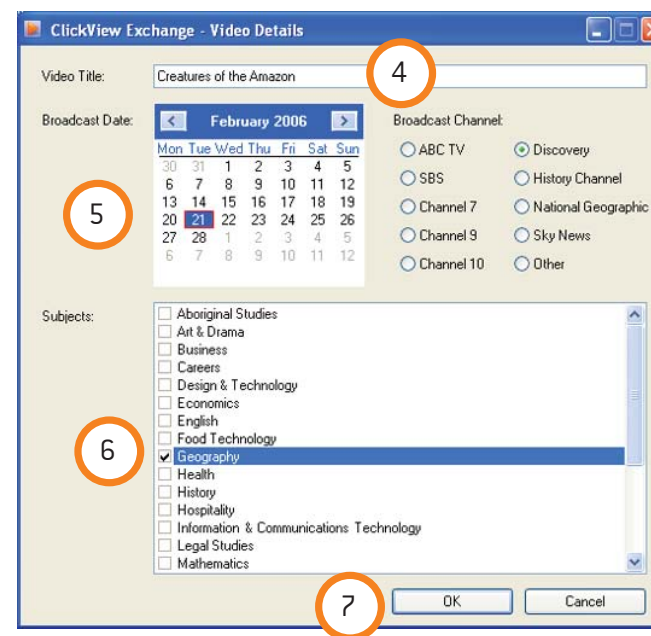
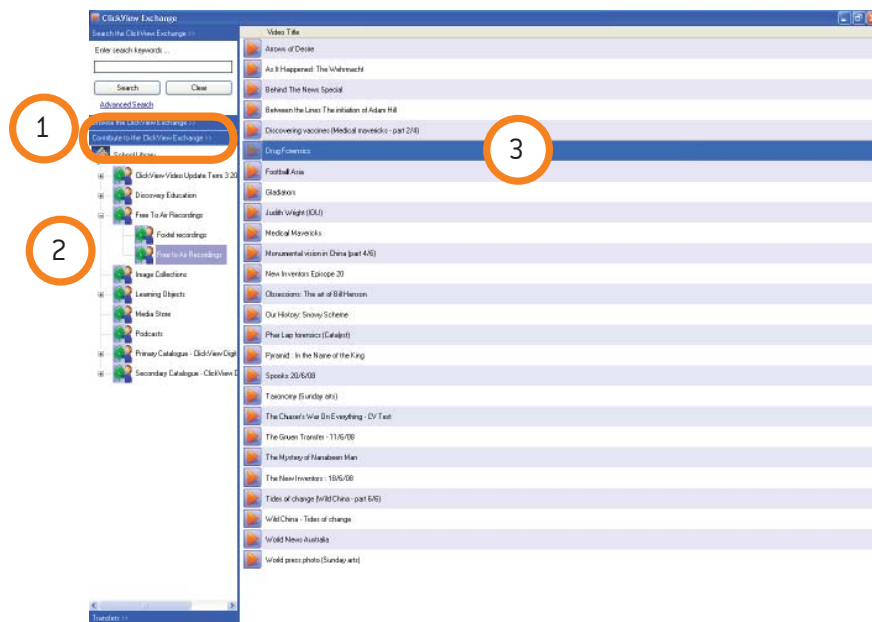
1. Once the video download process is complete, highlight the folder in ClickView Library Manager where you wish to save the downloaded videos and right click on it. A drop down menu will appear, select 'Import ClickView Video Package'.
2. Browse to the folder where you saved the download to as described in Part 10 and click 'open'. The file will start to import into the ClickView Library Server folder you selected.
3. Once complete, the video is stored in the ClickView Library and is ready for viewing.



12. Uploading a video to the ClickView Exchange

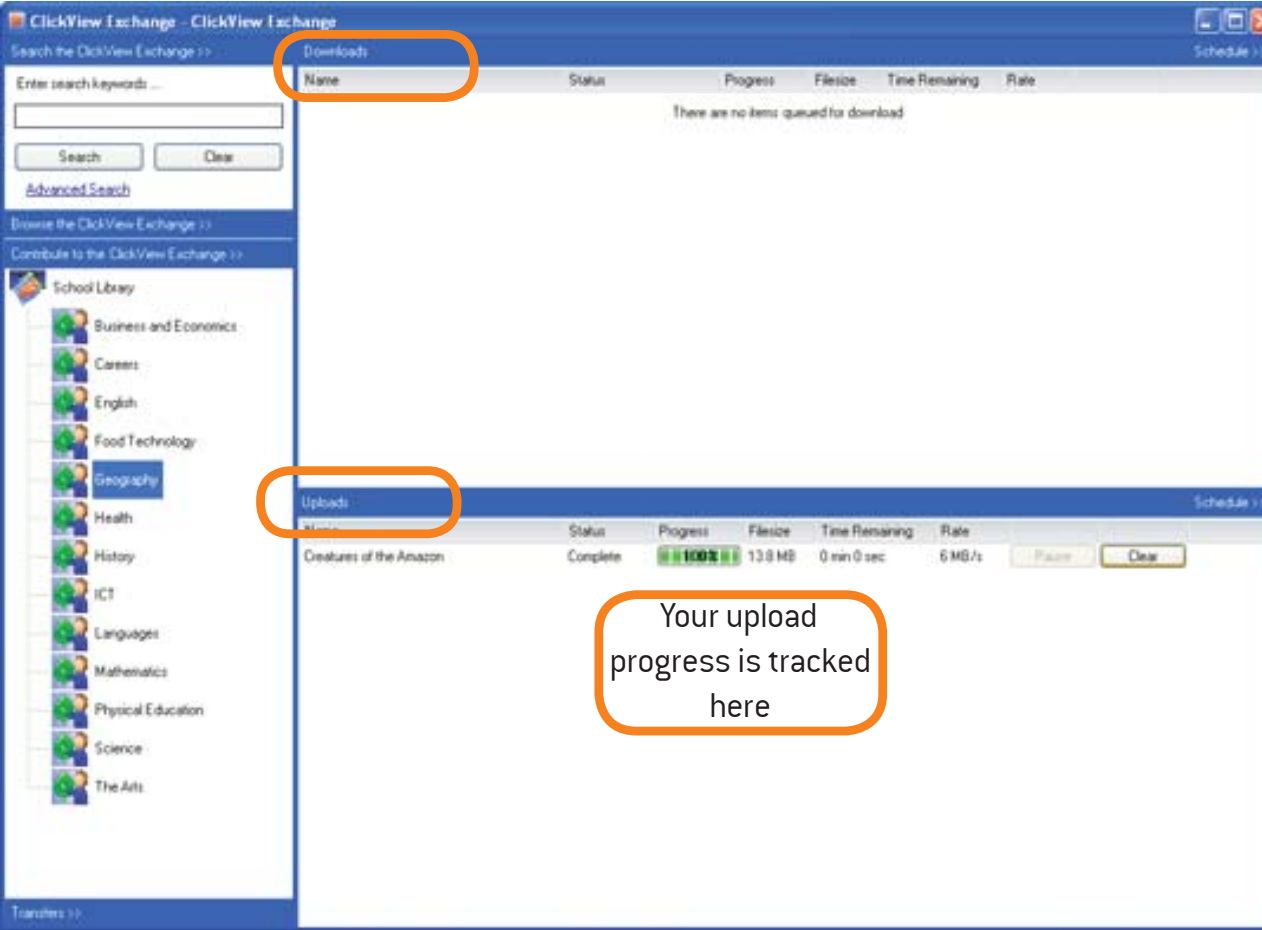
To share a broadcast-recorded video, a video must be first uploaded onto the ClickView Exchange Server before it is available to other schools for download.

1. Expand the 'Contribute to the ClickView Exchange' panel by clicking the header-bar located on the left-hand side of the interface
The subject categories located within your school's ClickView Library will be visible
2. Select the category which contains the video which you'd like to contribute to the ClickView Exchange
3. Locate and double-click the video intended for upload from the selected subject category
4. Follow the prompts to enter extra information to assist ClickView Exchange users who wish to obtain the broadcast source of each video
5. Select the ClickView Exchange subject category or categories under which you'd like to store the contributed video
6. Press 'OK' to begin the upload process.



The video will then be extracted from your school's ClickView Library Server and packaged (video files + resources + cover image + video).

1



The screenshot displays the ClickView Exchange web interface. On the left, there is a search bar and a category list under 'School Library', including Business and Economics, Careers, English, Food Technology, Geography, Health, History, ICT, Languages, Mathematics, Physical Education, Science, and The Arts. The 'Geography' category is highlighted. The main area is divided into two sections: 'Downloads' and 'Uploads'. The 'Downloads' section has a table with columns for Name, Status, Progress, Filesize, Time Remaining, and Rate, and a message stating 'There are no items queued for download'. The 'Uploads' section has a similar table with columns for Name, Status, Progress, Filesize, Time Remaining, and Rate. One upload is shown: 'Creatures of the Amazon' with a status of 'Complete', a progress bar at 100%, a filesize of 13.8 MB, and a rate of 6 MB/s. A text box with an orange border points to the progress bar, stating 'Your upload progress is tracked here'. A circled number '1' is located at the bottom left of the screenshot area.

Name	Status	Progress	Filesize	Time Remaining	Rate
There are no items queued for download					
Creatures of the Amazon	Complete	100%	13.8 MB	0 min 0 sec	6 MB/s

Your upload progress is tracked here

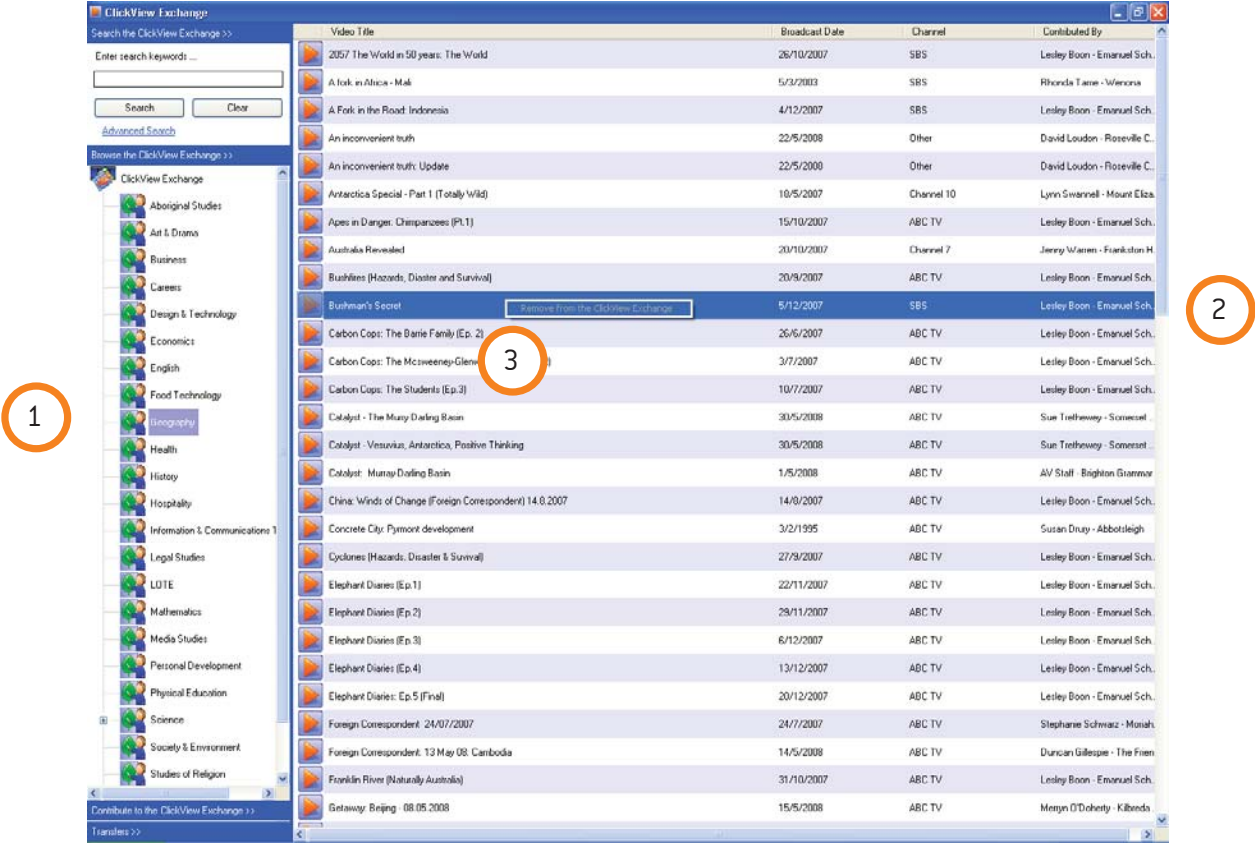
B

13. Removing videos from ClickView Exchange

You are able to remove any videos which you've contributed to the ClickView Exchange.

1. Right-click on the video
2. Select 'Remove from the ClickView Exchange'

NOTE: A user will be permitted only to remove video which they contributed to the ClickView Exchange themselves.



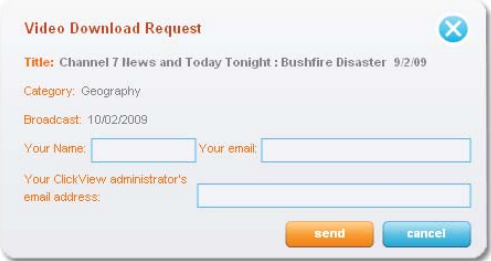
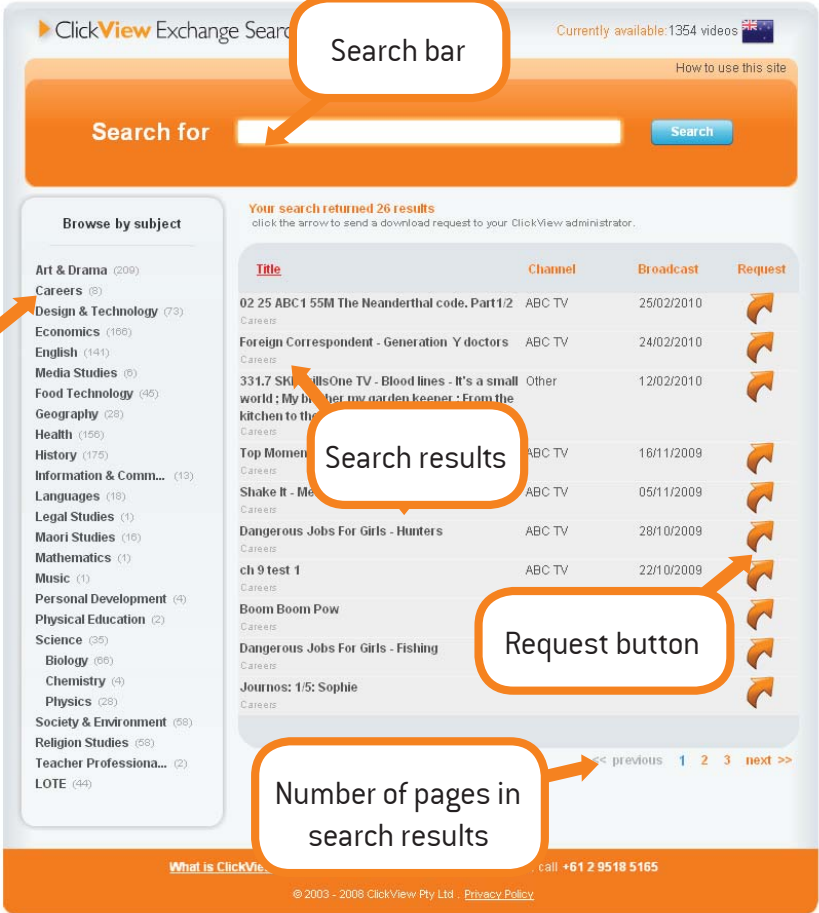
ClickView Exchange Search

Every teacher with internet access can search for videos on the ClickView Exchange by using the following website: exchange.clickview.co.nz. Videos can be searched by either subject category or by searching keywords in the search bar. Once a video has been located, teachers can send a request from this site to their school's ClickView administrator requesting this video is added to their ClickView Library Server.

14. Using ClickView Exchange Search website

1. Search for videos by keyword or using the 'Browse by subject' feature.
2. Select the desired video from results.
3. Click on the 'Request' button next to the video to open the 'Download Video Request' pop up.
4. Fill out your name, email and your school's ClickView administrators' email in the blank fields.
5. Click send to email your ClickView administrator the video details.

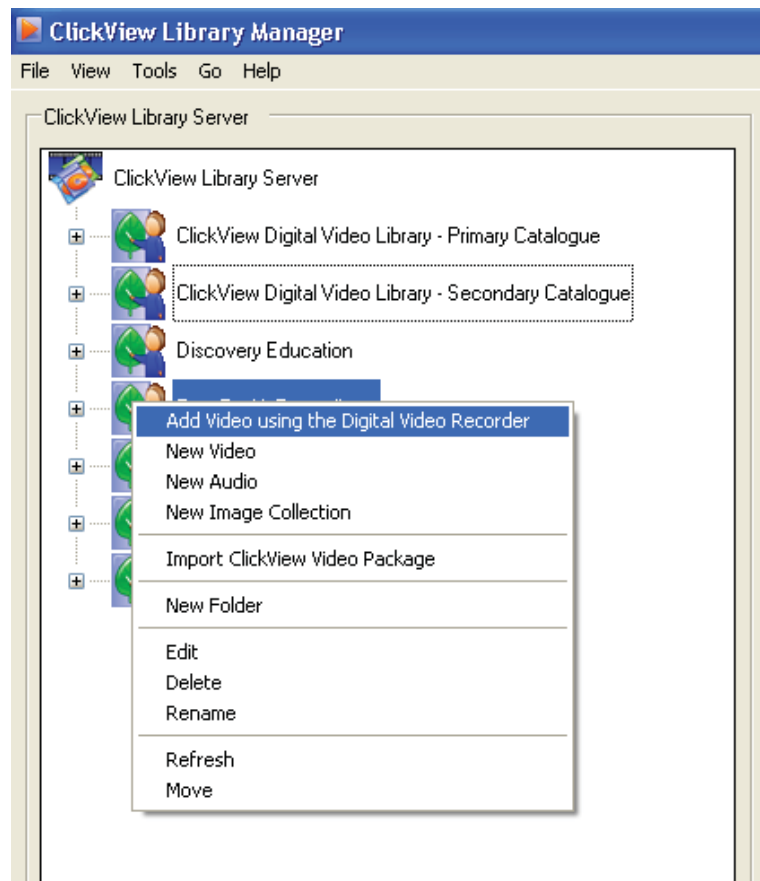
The ClickView administrator will receive requests via email from your staff, and then be able to download the video into the ClickView Library Server. Follow the steps in 11 on how to do this.



15. Adding an existing recording in another digital format

You can add an existing recording to ClickView using the Digital Video Recorder software. This is a great resource for teachers who film school excursions, school events, and other relevant footage as it can be added to ClickView and utilised in the classroom.

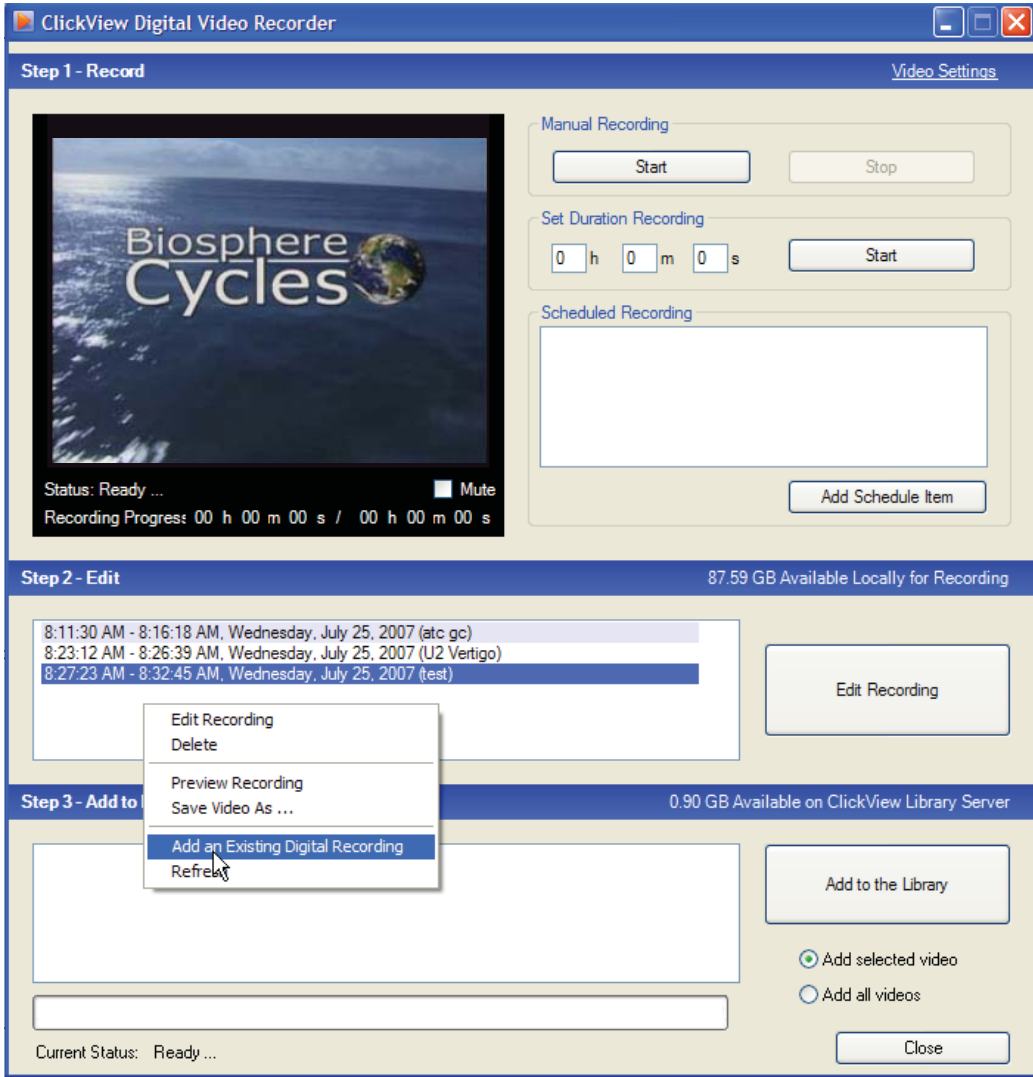
Supported file formats include: avi, mpeg, some wmv and only unencrypted dvr-ms



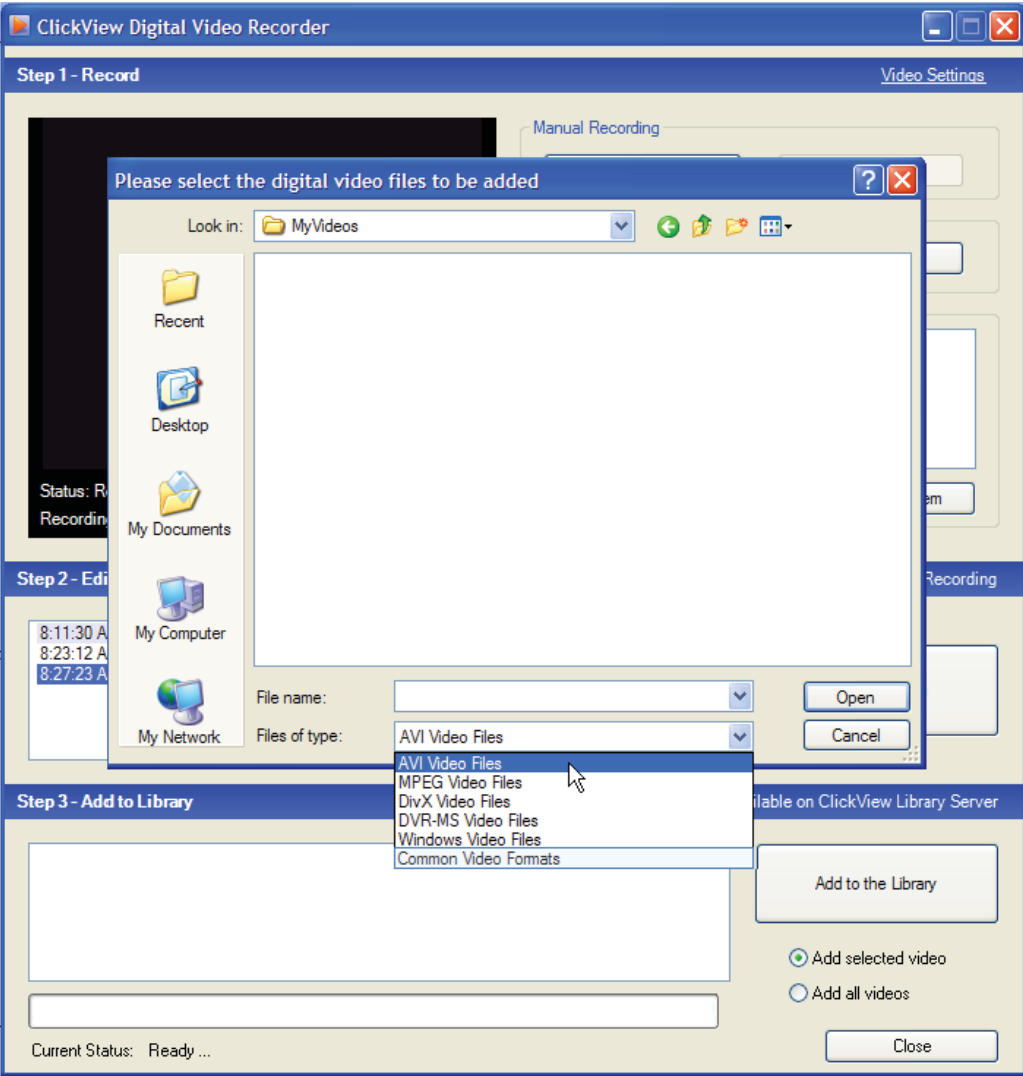
NB: It is recommended to perform the capturing of DVD's into ClickView via the composite of DVR

1. Open the ClickView Library Manager
2. Select the folder you wish to add the digital file to
3. Right click the folder
4. Select 'Add Video using the Digital Video Recorder'
The Digital Video Recorder will open.

- 5. Select anywhere in 'Step 2 – Edit' and right click
- 6. Select 'Add an Existing Digital Recording'



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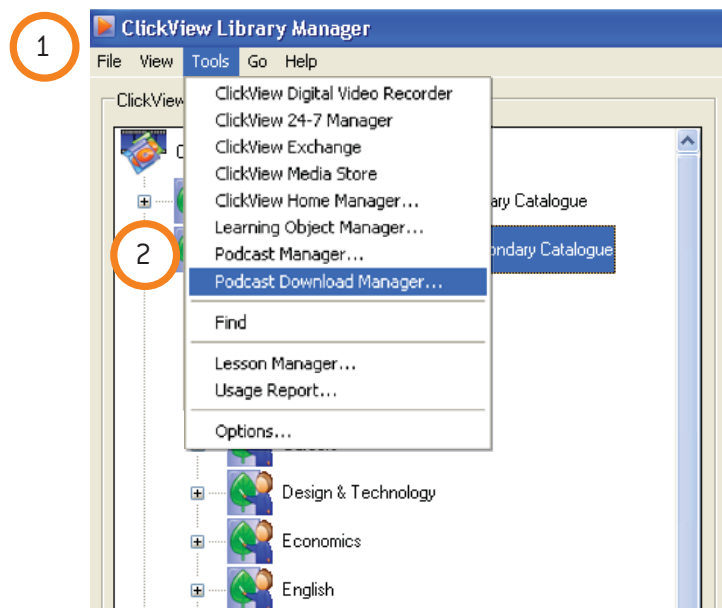
- 7. Browse and select the location for where the digital file is stored on the computer or on the network. By default, your computer will look for AVI files, so you will need to change the file type in the Browse window.
- 8. Select the 'Common Video Formats' item
- 9. Select your video
- 10. Select 'Open' and your video will appear in 'Step 2 – Edit' of the Digital Video Recorder

You can now edit the program in the DVR. Please see "Part C - Editing content to add to ClickView" for further instructions.



16. The Podcast Download Manager

ClickView is able to store podcasts in the library for use by students and teachers. The Podcast Download Manager downloads files to your ClickView Library Server and stores them locally. Alternatively, Podcast Manager (following chapter) streams the content live from the internet and allows you to avoid violating specific licensing restrictions pertaining to the specific podcast.



1. Open the ClickView Library Manager
2. Select 'Tools'
3. Select the 'Podcast Download Manager' from the menu
The Podcast Download Manager will open.
4. Locate the URL for the podcast (this is available from the website of the podcast you would like to download)

- 6. Paste the podcast link into the URL box at the top of the ClickView Podcast Download Manager
- 7. Select 'Add channel'
- The podcast will now appear in your Channel List in the ClickView Podcast Download Manager
- 8. Select the podcast in the channel list and a list of the available episodes will appear in the 'Available Episodes' window
- 9. Double-click the episode you wish to download into ClickView.
- The item will appear as 'Queued' in the status bar.

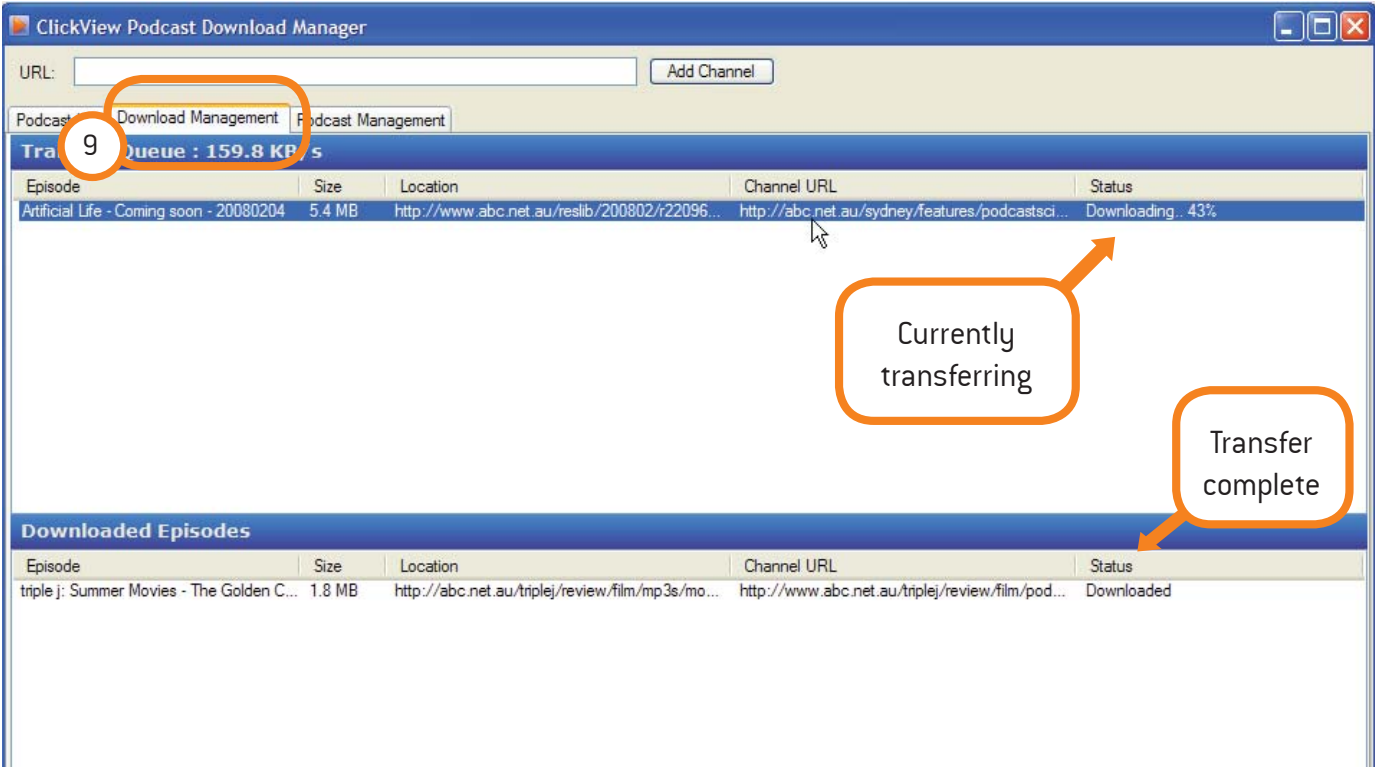
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The screenshot shows the ClickView Podcast Download Manager window. It features a 'URL:' input field at the top, an 'Add Channel' button, and two main sections: 'Channel List' and 'Available Episodes'. The 'Channel List' contains a table with columns for 'Channel' and 'Location'. The 'Available Episodes' section contains a table with columns for 'Episode', 'Size', 'Location', 'Channel URL', and 'Status'. Orange callout boxes with arrows point to specific elements: '4. URL box - paste podcast link here' points to the URL input field; '5. Add Channel button' points to the 'Add Channel' button; '6. Link appears in channel list. Double-click for available episodes' points to the 'Channel List' table; '7. Available episodes appear here. Double-click an episode to download' points to the 'Available Episodes' table; and '8. Download status bar' points to the 'Status' column in the 'Available Episodes' table.

Channel	Location
triple j: hack daily	http://www.abc.net.au/triplej/hack/podcast/hack_daily.xml
triple j: film guide	http://www.abc.net.au/triplej/review/film/podcast/podcast.xml
Science on Mornings, on triple j	http://www.abc.net.au/science/k2/podcast/drk_rss.xml
Sleek Geek Radio	http://abc.net.au/sydney/features/podcasts/science.xml

Episode	Size	Location	Channel URL	Status
How do You Breed a Champion? - 200...	5.8 MB	http://www.abc.net.au/reslib/200801/r21741...	http://abc.net.au/sydney/features/podcasts/sci...	Stopped
Artificial Life - Coming soon - 20080204	5.4 MB	http://www.abc.net.au/reslib/200802/r22096...	http://abc.net.au/sydney/features/podcasts/sci...	Stopped

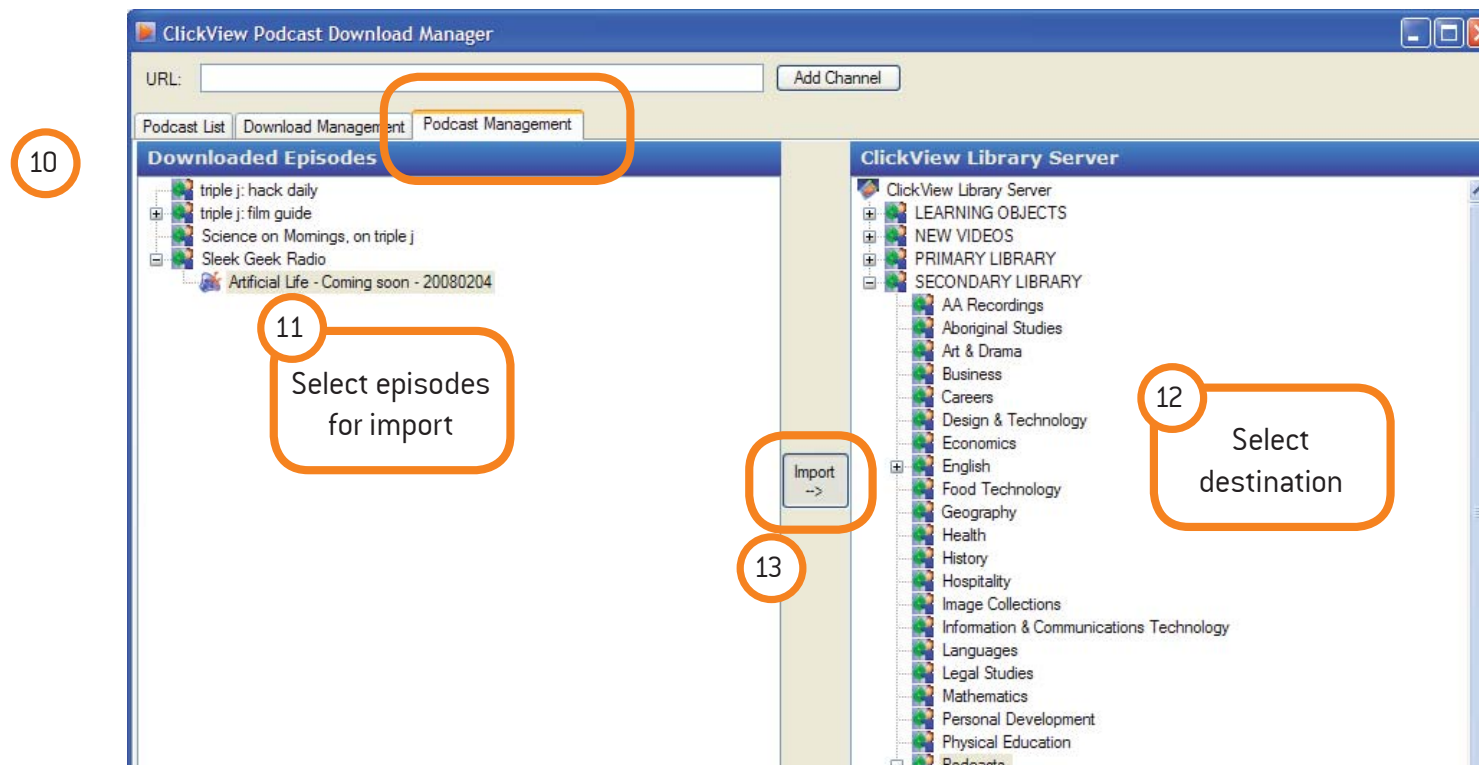
To view the status of the download, select the Download Management tab and you will see what is queued for transfer, what is currently being transferred, and what has completed transfer into the ClickView Library.



Once your items have completed their transfer, you can select the 'Podcast Management' tab to transfer them into the ClickView Library Server at your school.

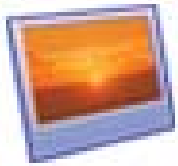
10. Select the 'Podcast Management' tab
11. Select the podcast in the 'Downloaded Episodes' window
12. Select the episodes you wish to import into your ClickView Library Server
13. Select the destination folder in the ClickView Library Server window on the right hand side
14. Select 'Import'.

The podcast will now appear in the designated folder in the ClickView Library Manager and in ClickView Player.



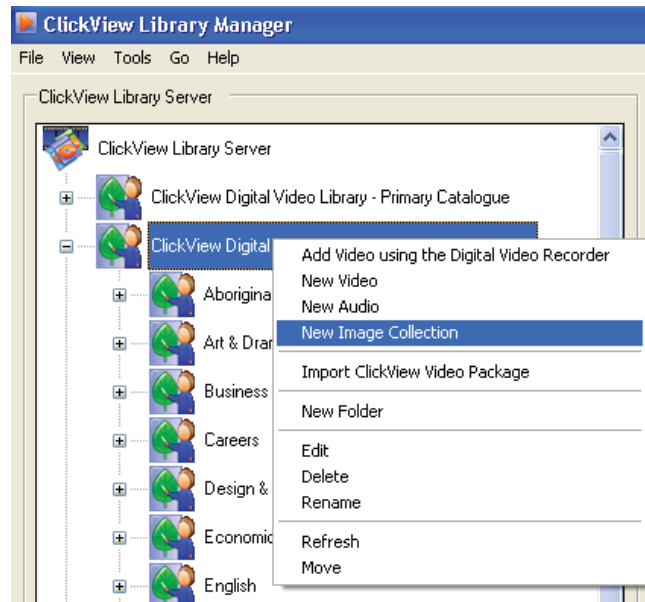
NB: There are podcast channels available at www.clickview.co.nz/podcasts

17. Adding an image



You can enter a selection of images to ClickView to support your learning materials, for example: photographs from school excursions.

1. Open the ClickView Library Manager
2. Right click the destination folder that you wish to add the images to
3. Select 'New Image Collection'



4. Enter the metadata regarding the image collection in the pop up window
The image collection will appear at the bottom of the collection of videos for the specified folder and will have the 'image' icon to differentiate it.
5. Select the 'Add' button in the middle of the ClickView Library Manager to add the images to the folder
6. Select the location of the images and select the photos you wish to add
7. Select 'Add'.

18. Adding a worksheet

This is useful if teachers would like to add their own customised worksheets to ClickView. Word documents, PDF's, PowerPoint presentations, Excel spreadsheets and any other documents can be added to ClickView as a resource.

1. Open the ClickView Library Manager
2. Select the video you wish to add the worksheet to
3. Select the Resources window on the right hand side of ClickView Library Manager
4. Select 'Add' and choose the worksheet from the location on your desktop or network.



This worksheet will now appear in the resources tab in the ClickView Player when anyone opens that video.

19. Adding the Learning Objects



Learning Objects are interactive multimedia resources and are created by the Le@rning Federation as a free resource for educators. The Le@rning Federation makes and licenses digital learning materials to support teaching and learning. These materials are available free of charge to all Australian and New Zealand schools and are copyright exempt for schools. ClickView connects (through the Learning Object Manager) to the Learning Federation, so schools can access this content through ClickView.

Contact your Peak body for access to the Learning Objects before adding to ClickView.

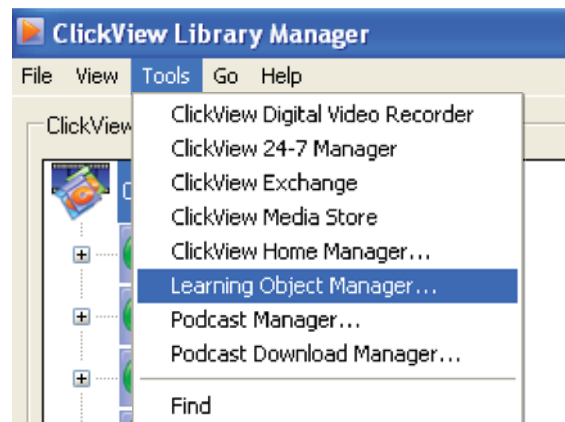
1. Open the ClickView Library Manager
2. Select 'Tools'
3. Select 'Learning Object Manager'
4. Select the Learning Objects you wish to import into the ClickView Library Server from the list in the 'Learning Objects' window.
You can search a locally cached list of files available on the LORAX Proxy for Learning Objects using the 'Search' tab.
5. Select the destination folder in the ClickView Library Server' on the right
6. Select 'Import'

TIP: To import multiple Learning Objects, select the first Learning Object and hold down the CTRL key and select the last Learning Object and all the Learning Objects in between will be highlighted.

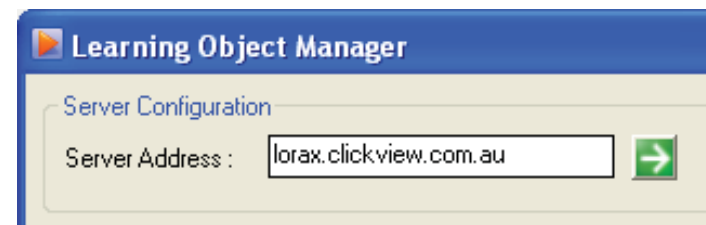
20. Connecting to the ClickView Learning Objects (LORAX) Server

Once you have subscribed to the Learning Federation, ClickView can provide direct access to the LORAX server which hosts the Learning Federation's content.

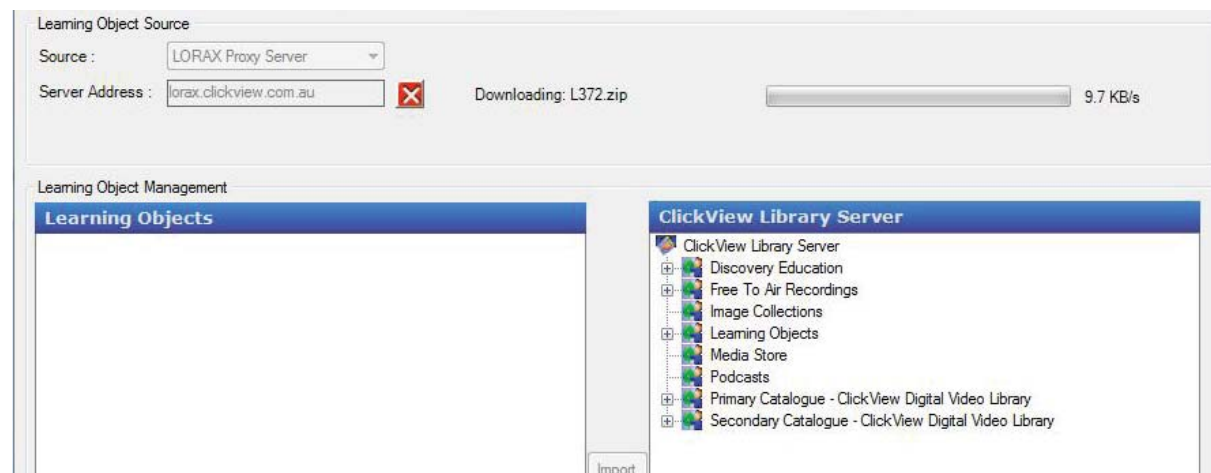
1. Open the Learning Objects Manager



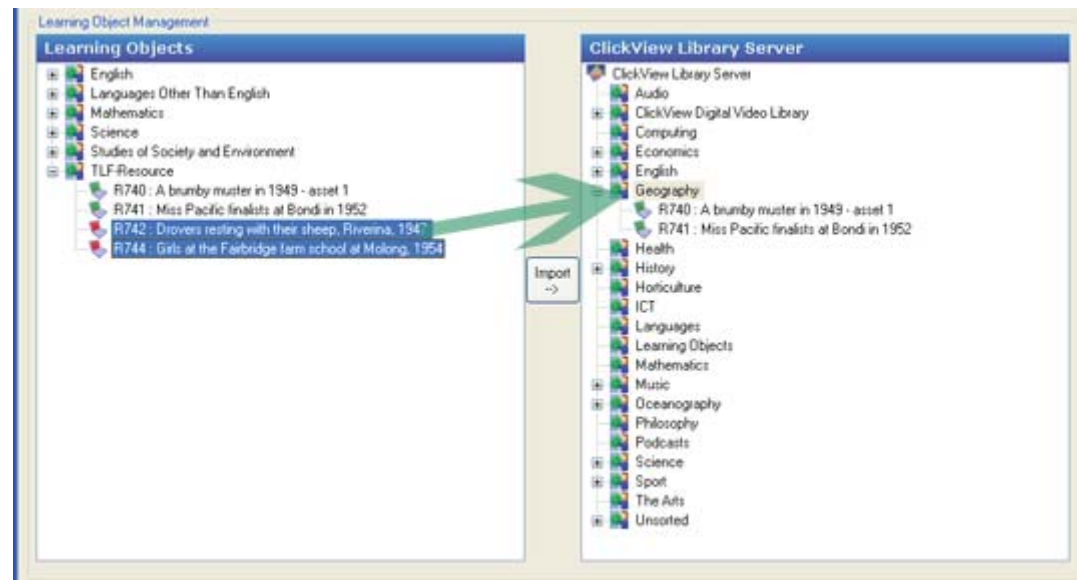
2. Enter the server address lorax.clickview.co.nz and click the green arrow to connect



3. Once connected the Learning Object manager will automatically download a list of all available Learning Objects.



4. Once downloads have completed, select the Learning Objects you wish to import into the ClickView Library Server. You can either download individual Learning Objects or a whole Learning Object category.
5. Select the destination folder in the ClickView Library Server on the right and select 'Import'.



The Download tab will show you the progress of the Learning Object.

To download a whole Learning Objects category, simply drag and drop the Learning Object category into a ClickView category on the Overview tab. This will download all the Learning Objects in the category.

Any new updates from the Learning Federation can be added by dragging the category again. Learning Objects already in the Library will not be imported again.

Once imported the Learning Objects will change from red to green to indicate that they have successfully imported.

For more information on LORAX and the Learning Objects, see Knowledgebase article 75 at www.clickview.co.nz/support

Opening Learning Objects in ClickView Player

Any PC or Mac in the school that is running ClickView Player will be able to open the Learning Objects that you have just added to your ClickView Library Server. Simply select the orange button in the centre of the ClickView Player window or right click on the Learning Object and select 'Open Learning Object'.

