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ClickView Player Training Manual

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By the end of this training you will be able to:

1. Use the ClickView Player interface comfortably
2. Use media resources in ClickView Player: watch videos, listen to podcasts and audio files and view images
3. Find resources using video search in ClickView Player
4. Use the teacher and student text resources in ClickView Player
5. Create a lesson using different types of media in ClickView
6. Edit or change a lesson once it has been published
7. Delete a lesson from ClickView
8. Watch videos at home or on a computer not connected to the schools network
9. Export a video clip and insert it into Word and PowerPoint documents
10. Create a summary of the titles available in ClickView and save it to your desktop for reference
11. Understand how to integrate ClickView into a Learning Management System (LMS)

Introduction to ClickView

1. What is ClickView?

ClickView provides you with all the tools you need to successfully cater for 'on-demand' learning in the digital environment. ClickView also enhances learning possibilities by allowing teachers to integrate video and e-content with traditional methods.

ClickView is available with an extensive collection of educational videos from global educational content providers: **Discovery Education**, **VEA**, **Classroom Video**, **Channel 4 Learning** and the **Australian Children's Television Foundation**. Plus, the ClickView Digital Video Library is regularly updated, giving you an additional source of videos. ClickView is a content rich, ever expanding digital media resource.

ClickView is an innovative digital video software product which delivers digital educational videos from a variety of video libraries to any computer in a school. ClickView offers videos and teaching resources from leading educational content providers to schools. It is delivered through a network-centred video delivery platform which can be scaled to reliably deliver video to hundreds of users at the same time across your existing network.

ClickView gives schools a centralised storage and control point to manage digital videos, record from free-to-air TV, organise and share lessons and make this all available anywhere there is a computer. Students can watch DVD quality video on demand, from any computer in the school using the school's existing computer network in a school and our patented video delivery technology, 'predictive file transfer'.

In addition to video, ClickView allows schools to manage and serve other types of digital media too: audio files, images, podcasts and learning objects. You can also add your own programs captured from free-to-air TV.

ClickView is the all-in-one solution for digital video learning.



Discovery
EDUCATION



Classroom
VIDEO



2. The components of ClickView

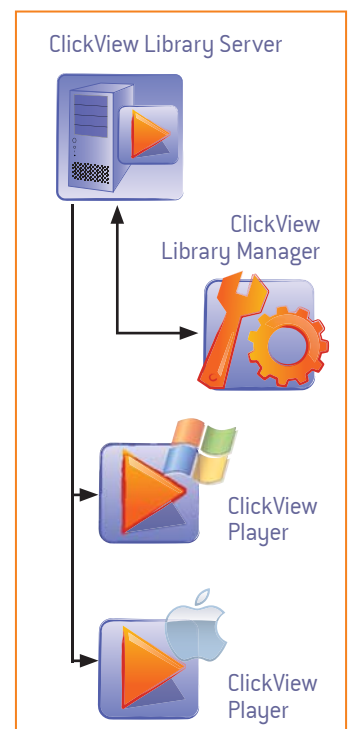
ClickView gives you a complete digital media solution for storage, management and distribution and equips you with the tools you need to effectively administer the digital library.

The ClickView Library Server stores and delivers digital video over your existing network.

The ClickView Library Manager allows you to add, edit, record and catalogue digital media on the ClickView Library Server.

Using the ClickView Player, teachers can create lessons with digital media, teaching material, podcasts, learning objects and images which students access as a class or individually. Students can even take digital media and lessons home using ClickView School Bag.

ClickView is easily interoperable with all library catalogues and Learning Management Systems (LMS).



The ClickView Player

The ClickView Player allows you to search, select and play videos on your computer, Smart board, data projector and other AV equipment within your school. This is the core product that teachers and students in the school will use in relation to ClickView.



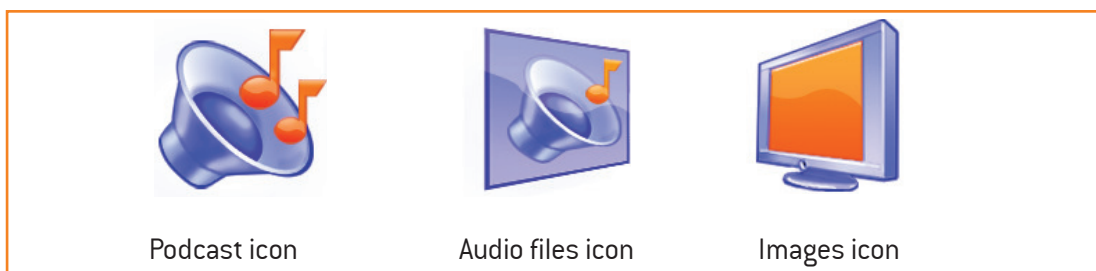
The ClickView Player icon is located on your desktop. It looks like this. When you double-click the icon, the ClickView Player will open and appear as in the diagram below.

The components of ClickView Player

The screenshot shows the ClickView Player window with the following components highlighted:

- Video Subject Categories:** A tree view on the left side of the interface listing various subjects like Art, Biology, Chemistry, etc.
- Videos available in each subject:** A table listing video titles and their corresponding audience levels.
- Play video:** A button next to the selected video entry in the table.
- Chapters and duration:** A section in the video details pane showing the video's length and chapter markers.
- Resources tab:** A tab in the video details pane that provides additional information and resources related to the video.
- Metadata: detail on the video:** A section in the video details pane providing information such as series, duration, year, audience, creator, and rating.

Title	Audience	Subject	Video
[Bill Nye the Science Guy] Amphibians	Upper Elementary, Junior High		
[Bill Nye the Science Guy] Animal Locomotion	Upper Elementary, Junior High		
[Biologix] Comparison of Mitosis and Meiosis	Senior High	Biology	Video
[Biologix] ...		Biology	Video
[Biologix] ...		Biology	Video



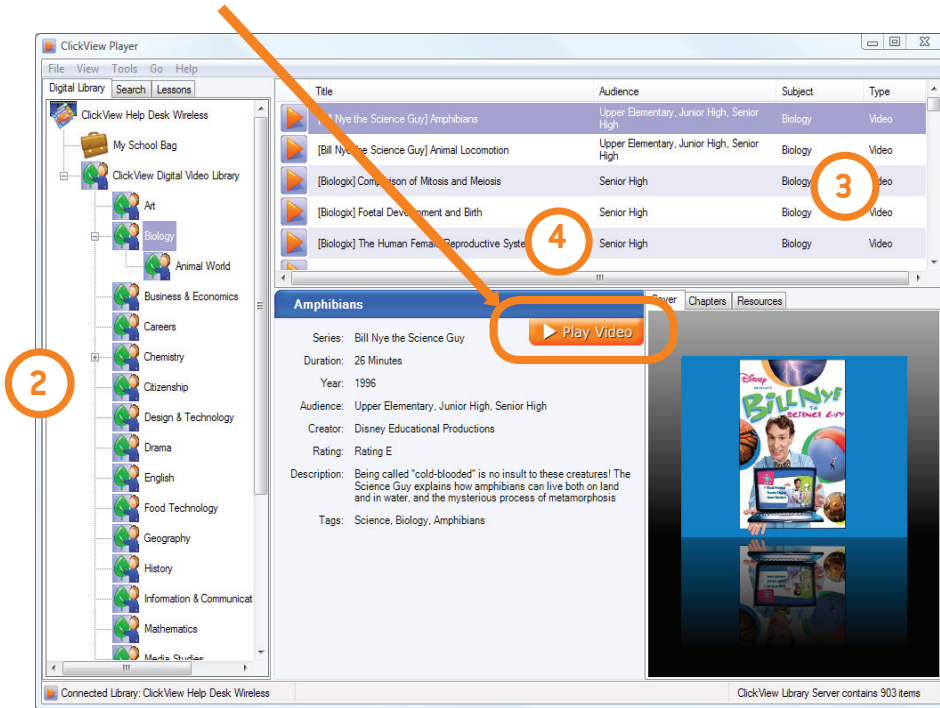
Podcast icon

Audio files icon

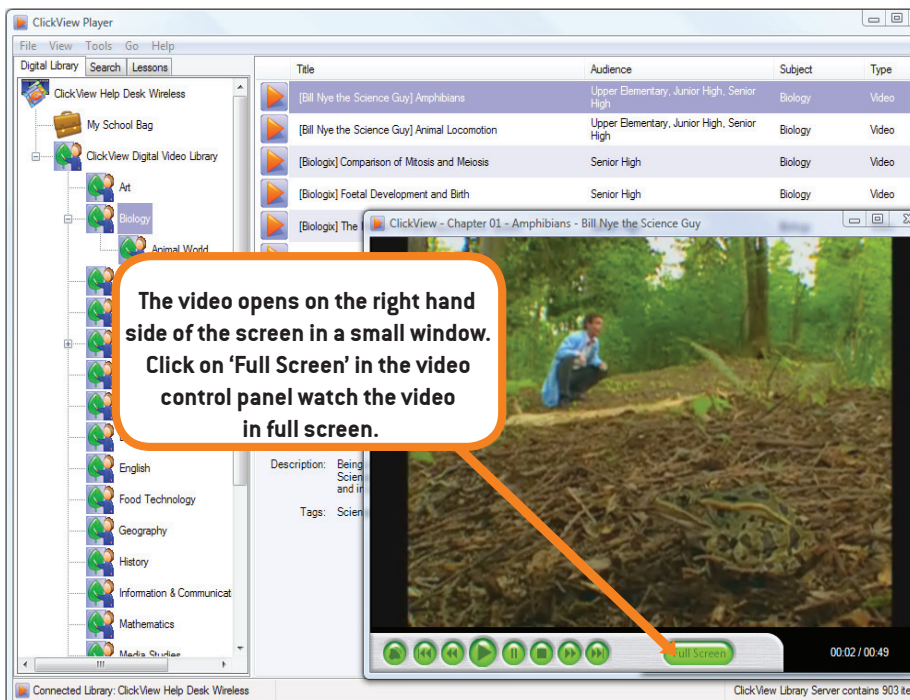
Images icon

3. How to watch videos

1. Open the ClickView Player.
2. Select a subject from the subject menu on the left hand side .
3. Select your video from the list that appears.
4. Click on the orange “Play Video” button in the centre of the ClickView Player
The video will open in the lower right hand side of the screen.

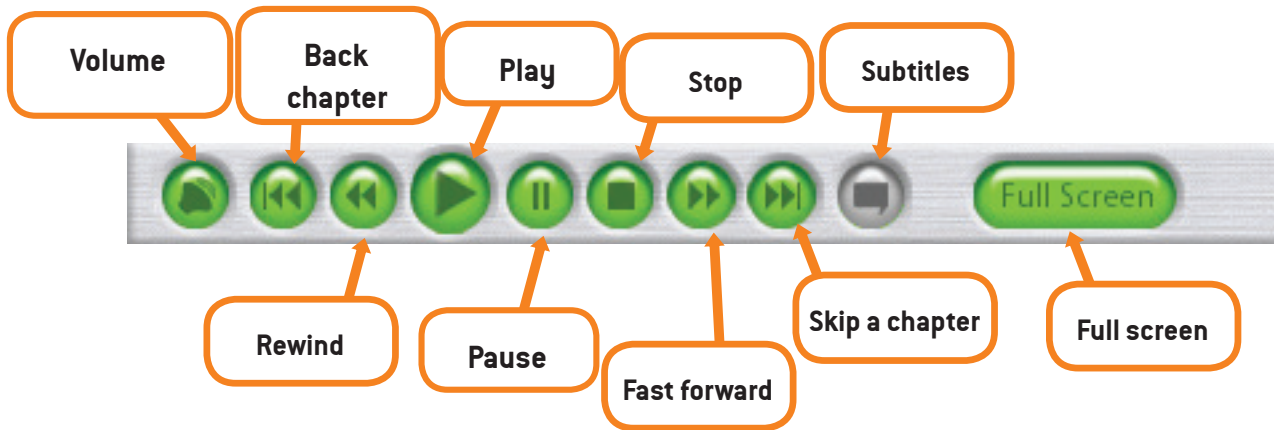


The video can be watched in small screen or full screen. The example below is small screen:



3. How to watch videos (continued)

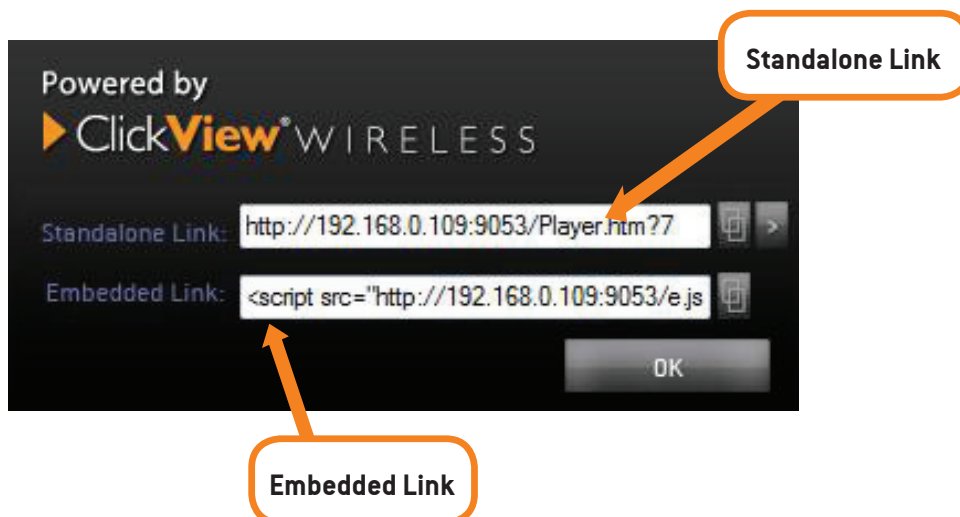
The **video control panel** appears at the bottom of the screen and allows you to control how you watch the video:



a. Watching videos wirelessly

ClickView Wireless enables schools to deliver video wirelessly throughout the school network, using an internet browser. To view a video in a wireless environment:

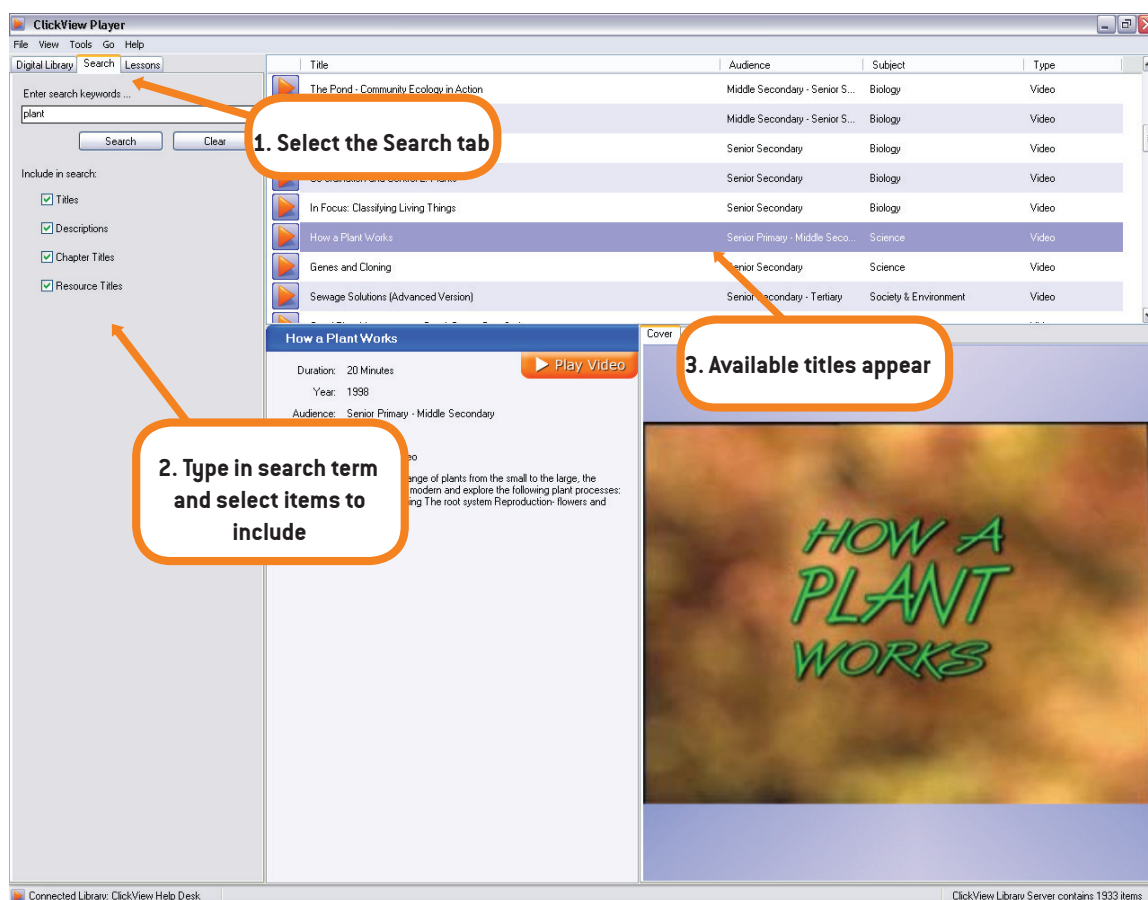
1. Select the video you wish to watch
2. Right click and select 'Generate ClickView Wireless URL'
3. The Standalone Link is used when you want to view the video through an internet browser. The Embedded Link is used when embedding the video within a Learning Management System (LMS).



4. How to search for videos

Using the Search function within the ClickView Player you can find all videos and other resources related to a particular search term. You can define your search by titles, descriptions, chapter titles and resource titles.

1. Select the 'Search' tab at the top of ClickView Player.
2. Type in the search term and select what to include in your search: Titles, Descriptions, Chapter Titles, Resource Titles.
3. Click Search.
4. Select a video from the results list.
5. Play as normal (see chapter '3' for full instructions).



5. Lessons

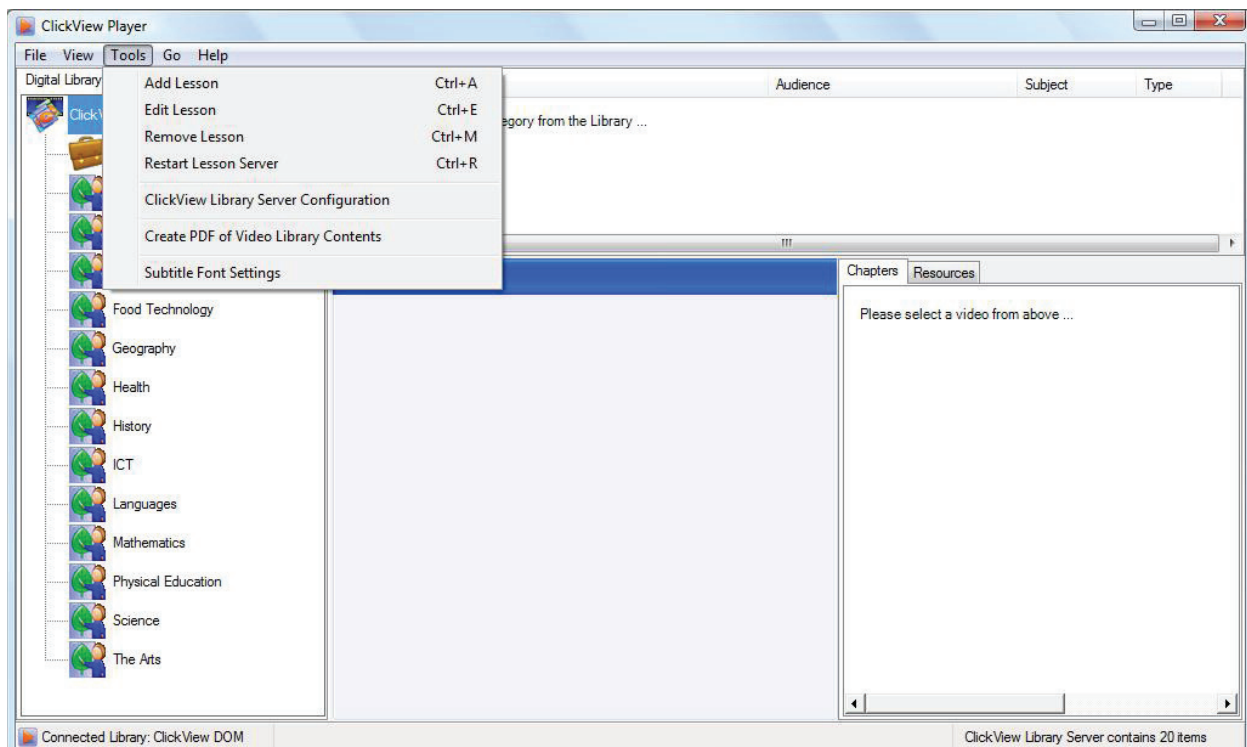
a. How to create a lesson

ClickView allows you to combine chapters and resources from various videos in a sequence to create a lesson focussing on a particular topic. Instead of showing the whole video, you can select just parts or chapters when creating a lesson. This is useful when there is more than one video which is relevant to the lesson you are about to teach.

Creating a lesson before class allows you to have all the relevant video chapters and resources ready to go when class starts. You can even include worksheets or other resources to your lesson which can be set as independent class work or homework the students can take home using ClickView School Bag (Chapter 6).

NB: To enable the Lesson Manager, go to 'Tools' and 'Staff Authentication' to enter the staff password.

1. Open the ClickView Player.
2. Select 'Tools' and then 'Add Lesson'.
3. Enter the details for the lesson including title, instructions for the class and a password for editing the lesson.
4. Select the videos and then drag and drop the chapters and resources that you want to include in the lesson into the bottom panel called 'Lesson Contents'.
5. When complete, select 'Save Lesson'
6. Your lesson will now appear under the 'Lessons' tab at the top of the ClickView Player



a. How to create a lesson (continued)

b. How to access a lesson

Once a lesson has been created, anyone can access this lesson using the ClickView Player. The lesson will appear in the "Lessons" tab.

c. How to edit a lesson

You can edit the contents of a lesson or the instructions to the class after it has been created.

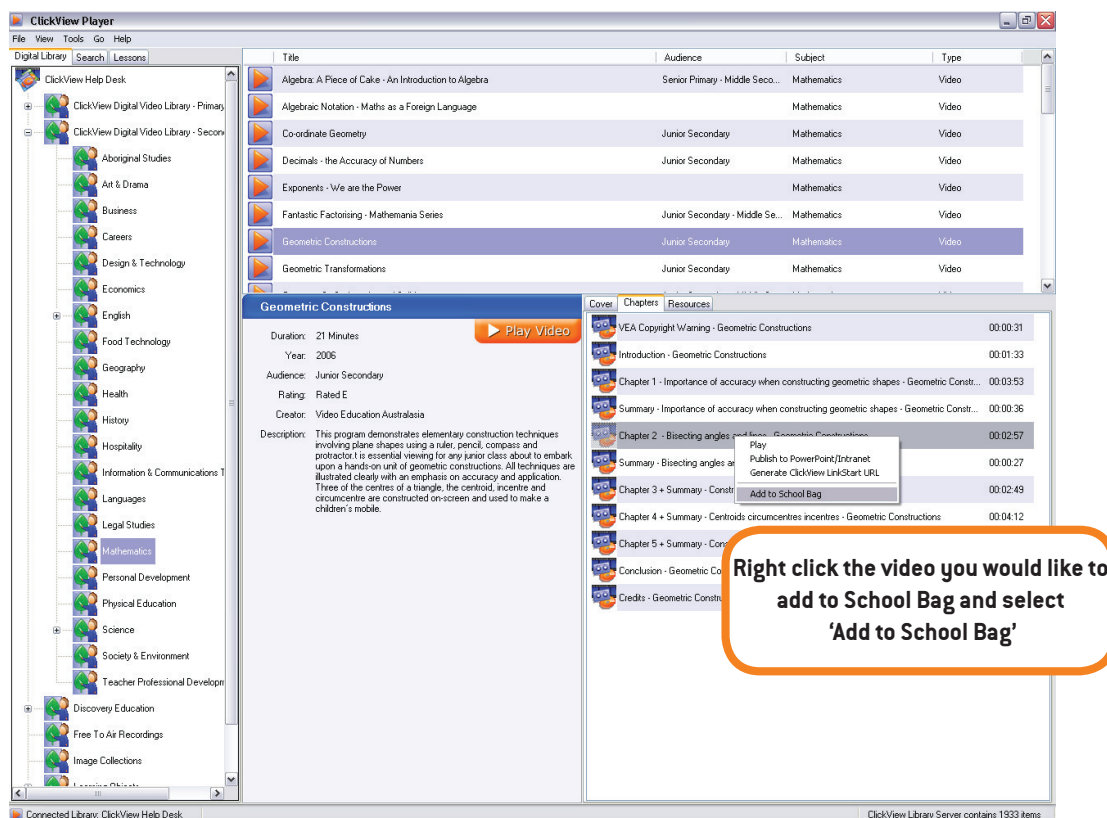
1. Open the ClickView Player and go to the Lessons Tab.
2. Right click on the lesson and select 'Edit Lesson'.
3. Enter the password.
4. Edit the details you wish to change and click 'Save Lesson'.

6. Taking videos and lessons home using School Bag

ClickView School Bag allows users to save ClickView videos so they can be watched outside the school's network. Videos can be saved to the current computer, if it is a laptop or a removable storage device such as a flash drive, and accessed from a location off school campus using the ClickView Player.

a. Adding material to School Bag

1. Select video/ resource you wish to add to School Bag.
2. Right mouse click the video title and select 'Add to School Bag' from the menu.
3. Save to removable storage device or computer.



b. Opening School Bag

1. Open ClickView Player.
2. Select 'File'.
3. Select 'Open School Bag' to access your videos at home.
The ClickView Player will work the same as at school with the videos in the School Bag.

NB: ClickView Player must be installed on the home computer in order to open School Bag. It can be downloaded from the ClickView website: www.clickview.ca/downloads

Once loaded, the Player will request the location of the ClickView Server. Since you are not connected to your school's network, select 'Cancel'.

b. Opening School Bag (continued)

1. Select 'File' and 'Open School Bag' to access your videos at home

Title	Audience	Subject	Type
Hamlet: Film and Stage Scenes	Middle Secondary - Tale	Art & Drama	Video
The Global Economy: Globalisation	Middle Secondary - Senior S...	Economics	Video
Privatisation Case Studies		Economics	Video
Network Security	Middle Secondary - Senior S...	Information & Communications Te...	Video
Exponents - We are the Power		Mathematics	Video
Body Systems	Lower Secondary - Middle S...	Biology	Video
All About New Apprenticeships	Middle Secondary - Tale	Careers	Video
Impacts of Globalisation	Middle Secondary - Tale	Economics	Video

Where is ClickView Library Server?
Please enter the name or IP address of the ClickView Library Server

OK Cancel

2 different directors in 2 different medias, each of Shakespeare's Hamlet. The full. The key scenes performed are Act III scene i and Act III Scene iv, or more commonly referred to as the "Get three to a nursery scene" and the "Gettrude's closet scene". In both versions, the same actors are used by 2 different directors working with the same text, but with different ends.

Cover	Chapters	Resources
	Copyright Warning - Hamlet: Film and Stage Scenes	00:00:11
	Act 3 scene 1: Film - Hamlet: Film and Stage Scenes	00:01:57
	Act 3 scene 1: Film contid. - Hamlet: Film and Stage Scenes	00:03:18
	Act 3 scene 1: Stage - Hamlet: Film and Stage Scenes	00:03:46
	Act 3 scene 1: Stage contid. - Hamlet: Film and Stage Scenes	00:02:41
	Act 3 scene 4: Film - Hamlet: Film and Stage Scenes	00:01:33
	Act 3 scene 4: Film contid. - Hamlet: Film and Stage Scenes	00:02:58
	Act 3 scene 4: Stage - Hamlet: Film and Stage Scenes	00:03:53

Status: Not Connected

3. Select 'My School Bag' and all videos saved in your School Bag should appear. Simply play the video as normal.

Title	Audience	Subject	Type
Hamlet: Film and Stage Scenes	Middle Secondary - Tale	Art & Drama	Video
The Global Economy: Globalisation	Middle Secondary - Senior S...	Economics	Video
Privatisation Case Studies		Economics	Video
Network Security	Middle Secondary - Senior S...	Information & Communications Te...	Video
Exponents - We are the Power		Mathematics	Video
Body Systems	Lower Secondary - Middle S...	Biology	Video
All About New Apprenticeships	Middle Secondary - Tale	Careers	Video
Impacts of Globalisation	Middle Secondary - Tale	Economics	Video

Hamlet: Film and Stage Scenes

Duration: :20 Minutes
Year: 2001
Audience: Middle Secondary - Tale
Creator: Classroom Video

Description: This Performance shows 2 different directors in 2 different medias, working with 2 key scenes each of Shakespeare's Hamlet. The scenes are played out in full. The key scenes performed are Act III Scene i and Act III Scene iv, or more commonly referred to as the "Get three to a nursery scene" and the "Gettrude's closet scene". In both versions, the same actors are used by 2 different directors working with the same text, but with different ends.

Cover	Chapters	Resources
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	Act 3 scene 1: Stage - Hamlet: Film and Stage Scenes	00:03:46
	Act 3 scene 1: Stage contid. - Hamlet: Film and Stage Scenes	00:02:41
	Act 3 scene 4: Film - Hamlet: Film and Stage Scenes	00:01:33
	Act 3 scene 4: Film contid. - Hamlet: Film and Stage Scenes	00:02:58
	Act 3 scene 4: Stage - Hamlet: Film and Stage Scenes	00:03:53

Status: Not Connected

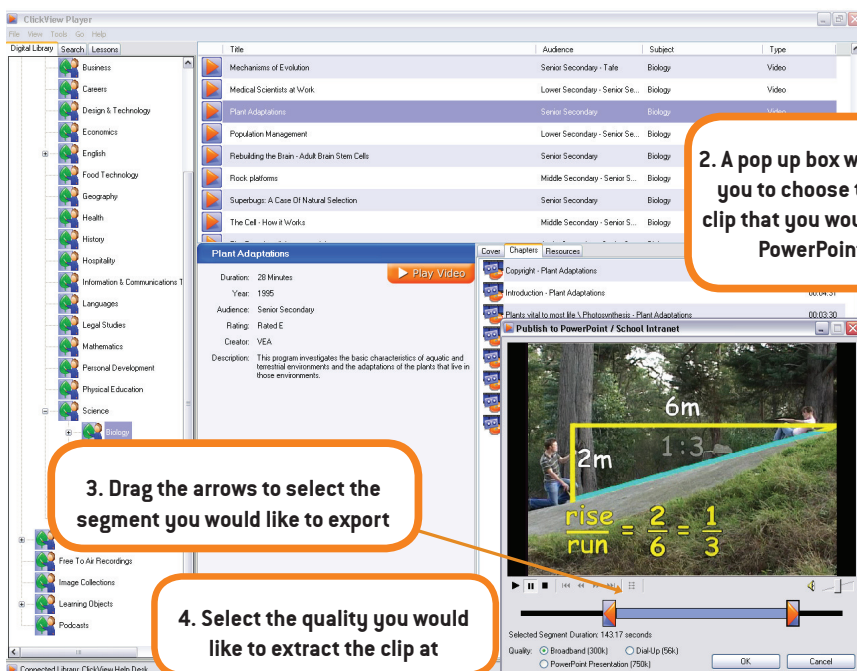
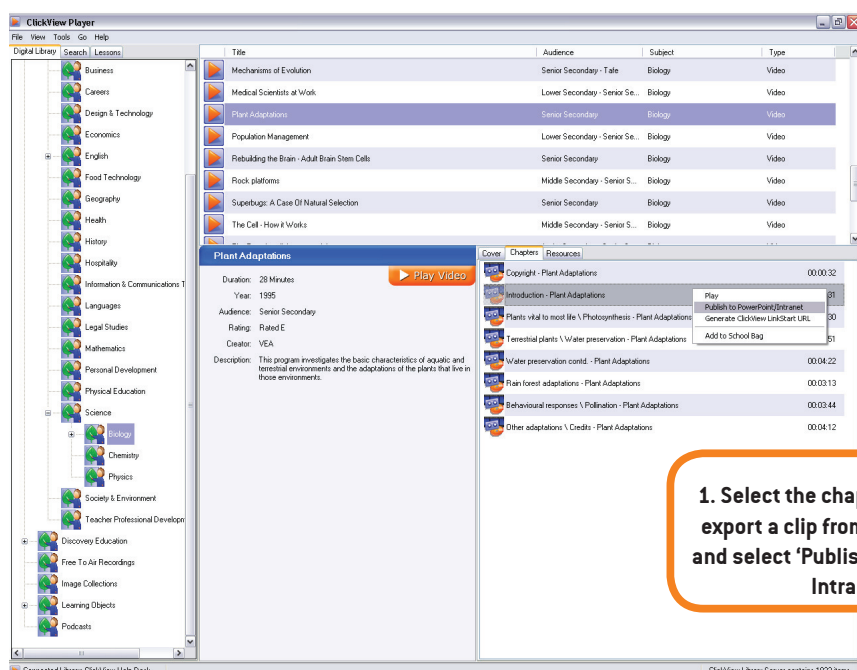
NOTE: You must have ClickView Player installed on your home computer in order to access your School Bag videos. It can be downloaded for free off our website www.clickview.ca

7. Extracting video clips out of ClickView

Snippets of ClickView video can be used in school projects and presentations easily and effectively. Used in a PowerPoint presentation or Word document, video clips enable you to demonstrate and illustrate your point succinctly.

Steps to export a clip:

1. Select the chapter you wish to export a clip from.
2. Right click and select 'Publish to PowerPoint/Intranet'. A pop up box will open which allows you to choose the selection of the clip that you would like to use in your PowerPoint presentation*.
3. Drag the arrows to select the segment you would like to export.
4. Select the quality you would like to extract the clip at. The 'Save As' box will pop up and allow you to save the file to your computer.
5. Select a name and location to save it as a 'wmv file'. A confirmation will appear when the save has occurred.

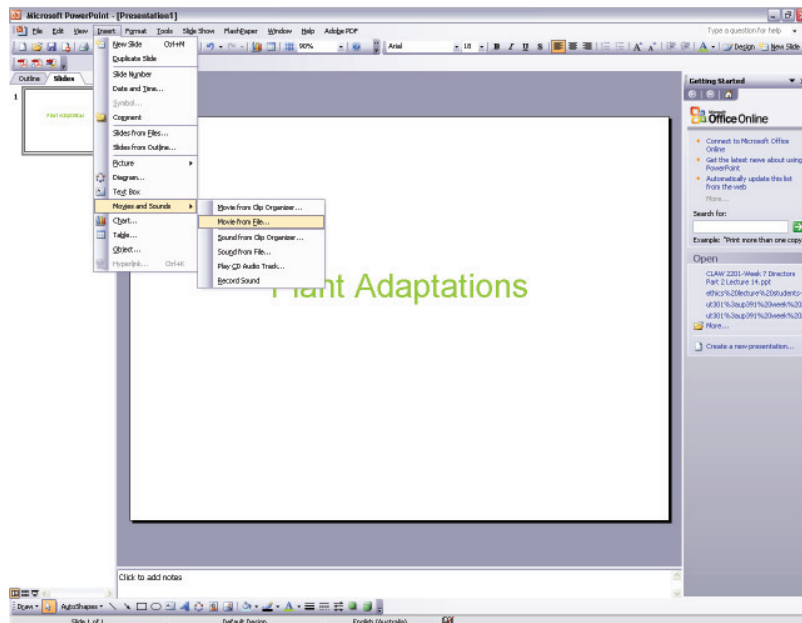


* PowerPoint (750 k): high extraction quality, Broadband (300 k): standard quality, Dial up (56 k): low quality

8. Inserting video clips into PowerPoint

Once you have conducted all the steps in 'Exporting a Clip', you can add the clip into a PowerPoint presentation

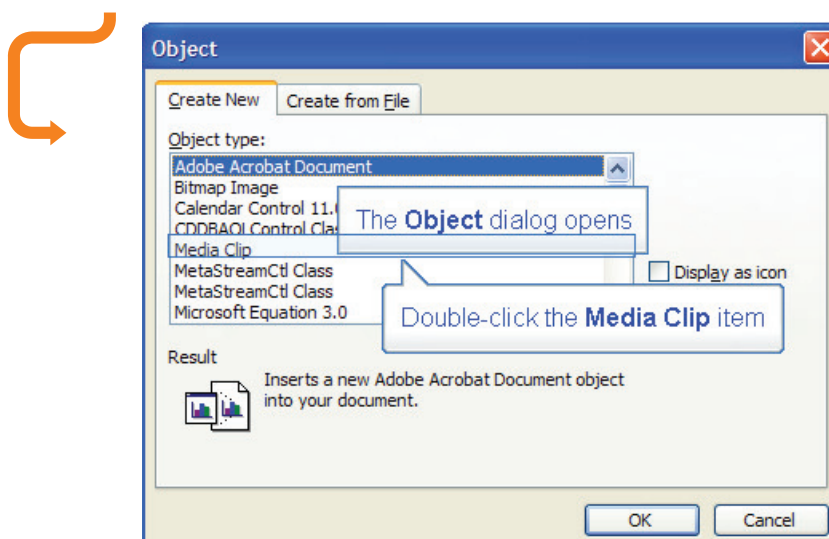
1. Open the PowerPoint presentation you wish to insert the clip into.
2. In the menu bar, select 'Insert' and 'Movies and Sounds' and select 'Movie from File'.
3. Select the clip you just exported from the saved location.
The clip will be inserted and ready to play.



9. Inserting video clips into a Word document

Once you have conducted all the steps in 'Exporting a Clip', you can add the clip into a Word document:

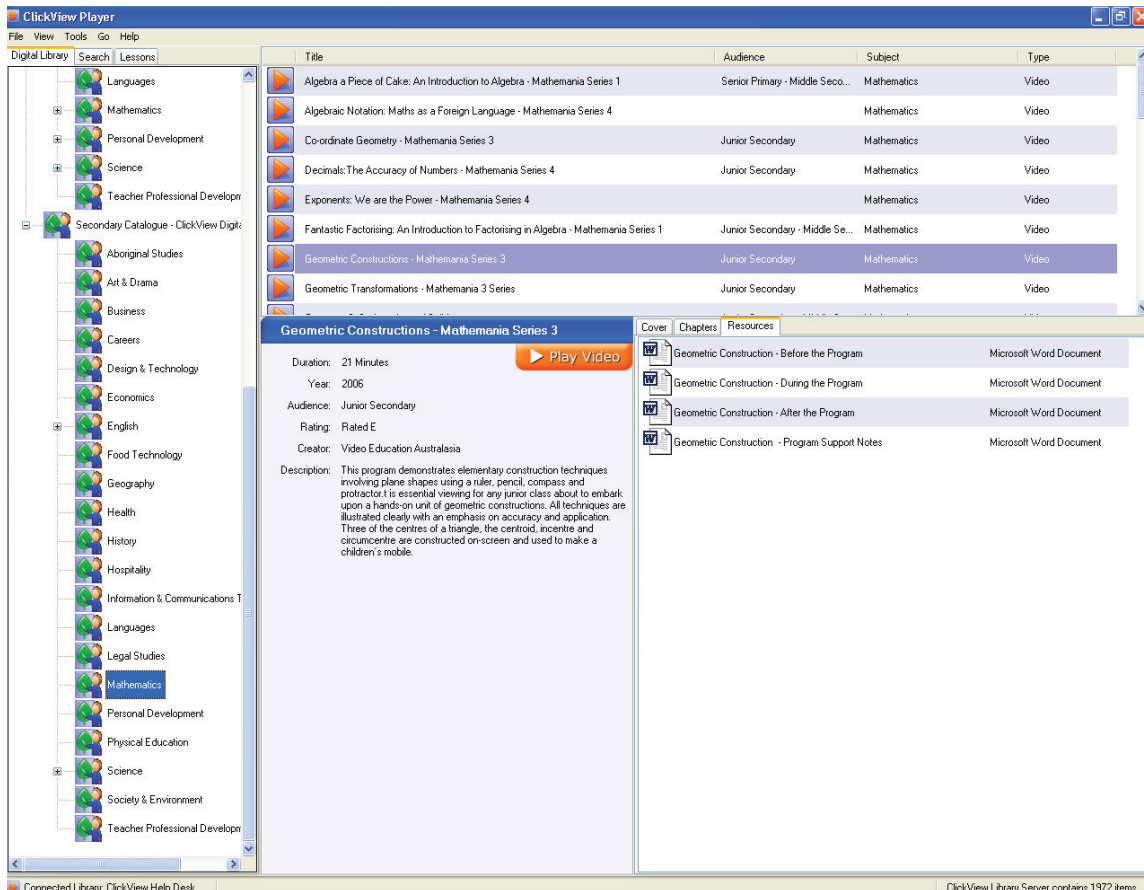
1. Open the Word document you want to insert the clip into.
2. In the menu bar, select 'Insert' and select 'Object'.
When the object dialog box opens, double click the Media Clip item.
3. Select 'Insert Clip' and choose 'Video for Windows' and a box will open.
4. Select 'All files' as file type and find your clip in My Documents (or wherever you extracted your clip to) and select the file which will insert into your Word document.



10. Using resources in ClickView

ClickView has the ability to assign worksheets and other related materials to selected videos. The ClickView Digital Video Library provides a number of worksheets (word documents and PDFs) that can be used before the video, during the video and after the video and often include teacher's notes to help you structure your lesson. Adding your own resources and worksheets to ClickView is very simple. Ask the ClickView administrator in your school (Library or AV) to match the files and add your own to the relevant video.

Worksheets can be completed whilst students watch the video in class or can be taken home for homework using School Bag.

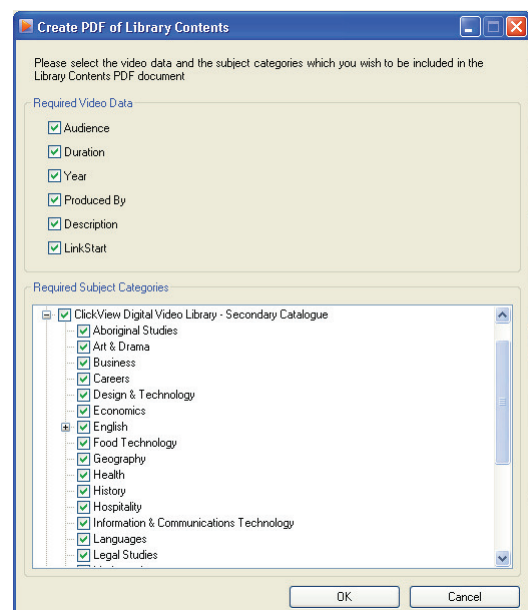


11. Creating a PDF of the titles available in ClickView

You can create a PDF of all the titles available in ClickView or create a PDF of titles in a specific subject group.

1. Open the ClickView Player.
2. Select "Tools" and select "Create PDF of Video Library contents".
3. Select the information you would like about the videos using the check boxes.
4. Select the subjects and folders you would like included in the contents PDF.
5. Click 'OK'.
6. Select the destination to save your file and select 'Save As'.

Your contents titles PDF will appear in this location.



12. How to listen to podcasts

Podcasts are added to ClickView by your school's ClickView administrator.

A podcast is a collection of digital media files which is distributed over the Internet. Podcasts can be syndicated, subscribed to, and downloaded automatically when new content is added by content producers. Schools can automatically receive new podcasts as they are added.

Adding podcasts to ClickView will increase the resources available for your school and can be accessed just like any other content in ClickView.

Once your podcast is uploaded into the system, you can access it from any ClickView Player and listen to it the same way you would watch a video: select the icon in the ClickView Player and press the orange "Play Audio" button.



13. How to listen to audio files

Audio files and mp3 files can be stored in ClickView and accessed in ClickView Player, as easily as podcasts. To play an audio file, click on the orange 'Play audio' button in the centre of the screen.



14. How to view images

Images can be stored in ClickView and accessed throughout the school the same way teachers and students access videos. Store photos from school excursions or images relevant to subjects to highlight the topics to students. The icon on the left denotes the resource is an image.



Schools using a Learning Management System (LMS)

15. Integrating ClickView videos with a LMS

ClickView allows you to add videos directly into your school's Learning Management System (see 3b. Watching videos wirelessly). Once a video is embedded into a web page, you simply need to click the 'play' button in the centre of the player.