

Compatible with version 1.7.1 of the ClickView Library Server and Manager, and above. Some features mentioned in this documentation may not be available in versions prior to this.

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*Training Manual
for ClickView Library
Manager
July 2010*

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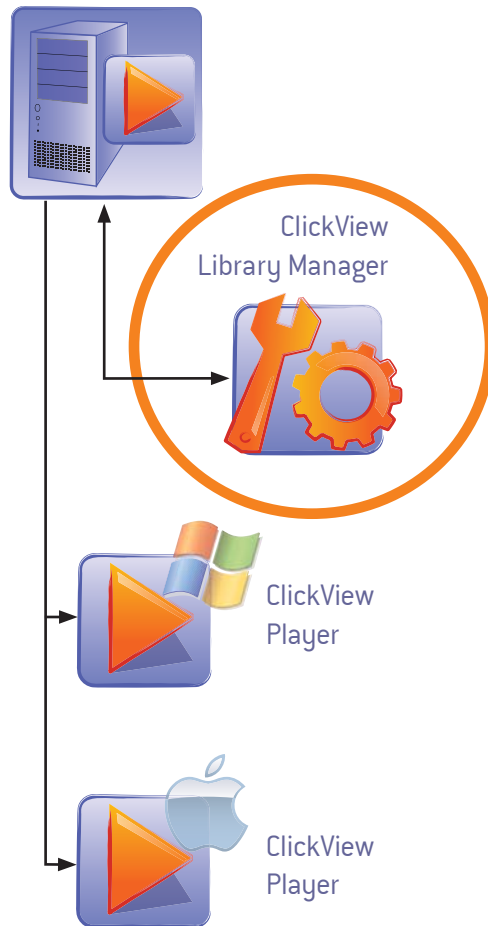
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PART A: CLICKVIEW LIBRARY MANAGER - GENERAL ADMINISTRATION



ClickView Library Server which holds the Digital Video Library



1. Introduction to the ClickView Library Manager

The ClickView Library Manager software allows the ClickView administrator to remotely manage the ClickView Library Server, edit the data in ClickView, add content and resources to ClickView and control access to material.

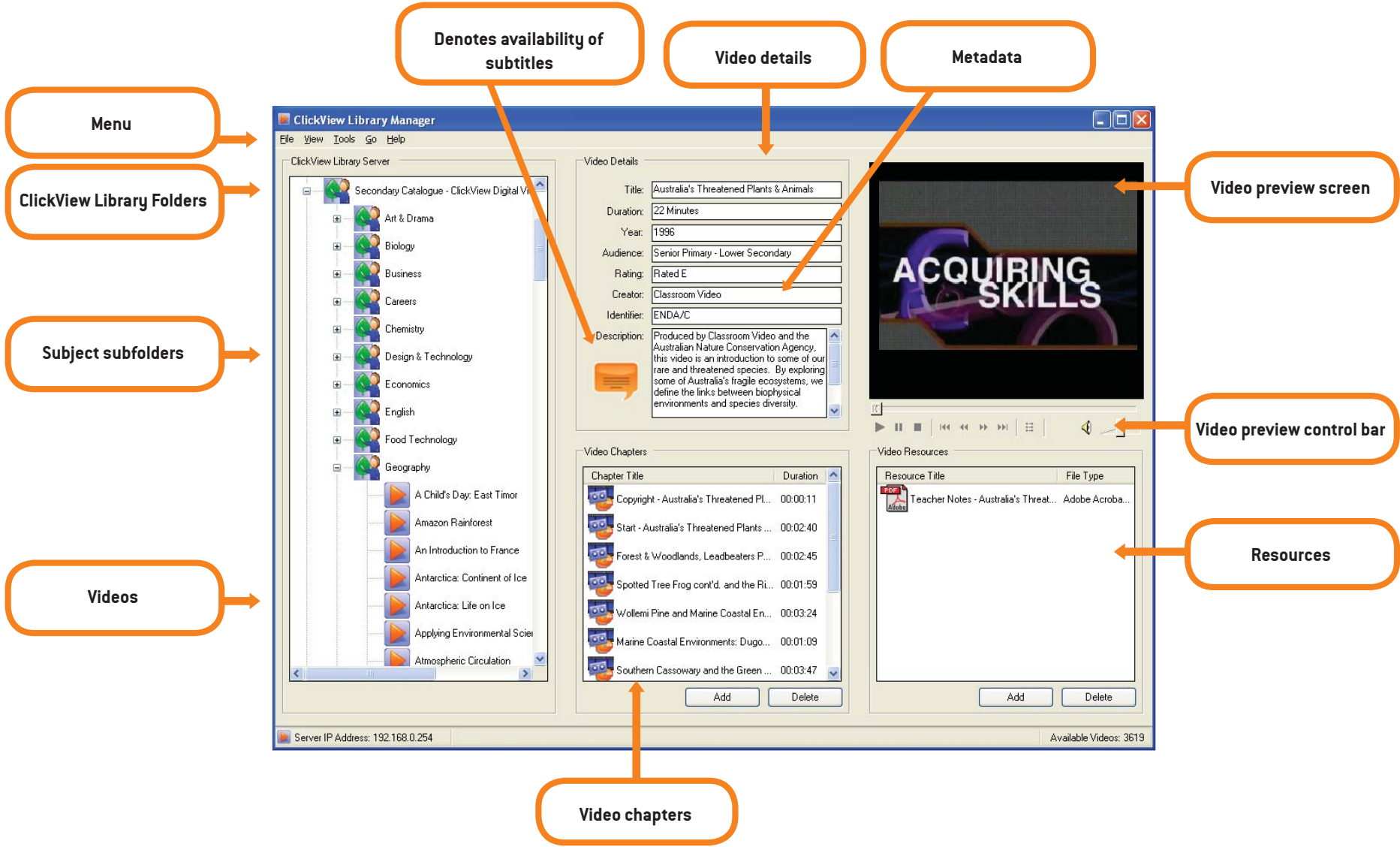
The contents of your ClickView software are housed on the ClickView Library Server. The ClickView Library Manager is the content management system that we use to remotely manage and add the files.

The ClickView Library Manager software usually sits on the desktop of the person who is responsible for ClickView within your school, typically your AV staff and library staff. It can be available on multiple computers, but is best kept to a minimum to avoid confusion amongst staff.

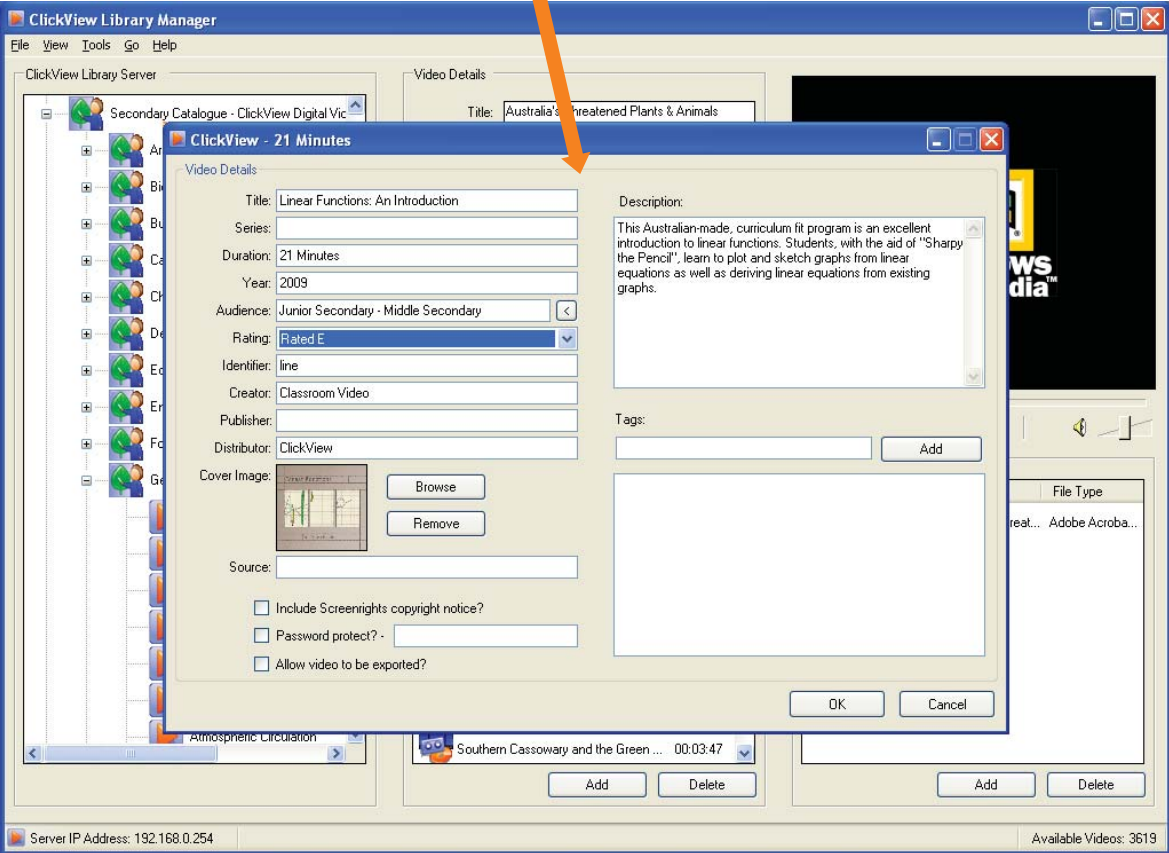
All the changes made to ClickView Library Manager are reflected in the ClickView Player.

This training manual will focus on how to use the ClickView Library Manager.

The ClickView Library Manager:



Pop up box appears allowing you to edit the metadata instantly

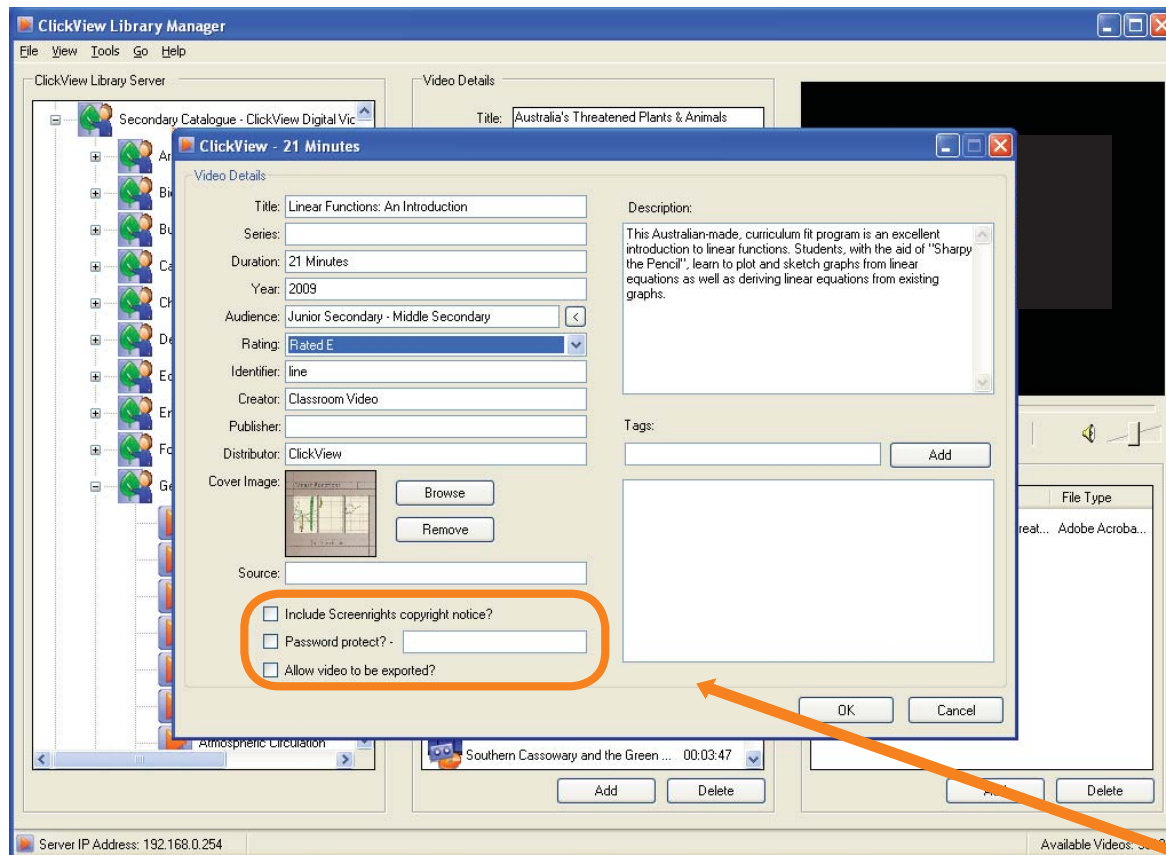


2. Editing the metadata

Metadata is the information pertaining to a specific video, including title, series, chapter names, duration, producer, etc.

Adding keywords to a video description or using the tag feature allows you to search for that video using those keywords and can help to build up more accurate search results for your students and teachers.

1. Open ClickView Library Manager
2. Select the video you would like to edit
3. Double click on the text you would like to edit, and a pop up box with the text will appear
4. Add your text changes to the information and click 'OK'



3. Password protecting a video

ClickView allows you to password protect videos to restrict user access to some videos.

Password protection still enables students to see the videos exist, however, they won't be able to play the video without the password.

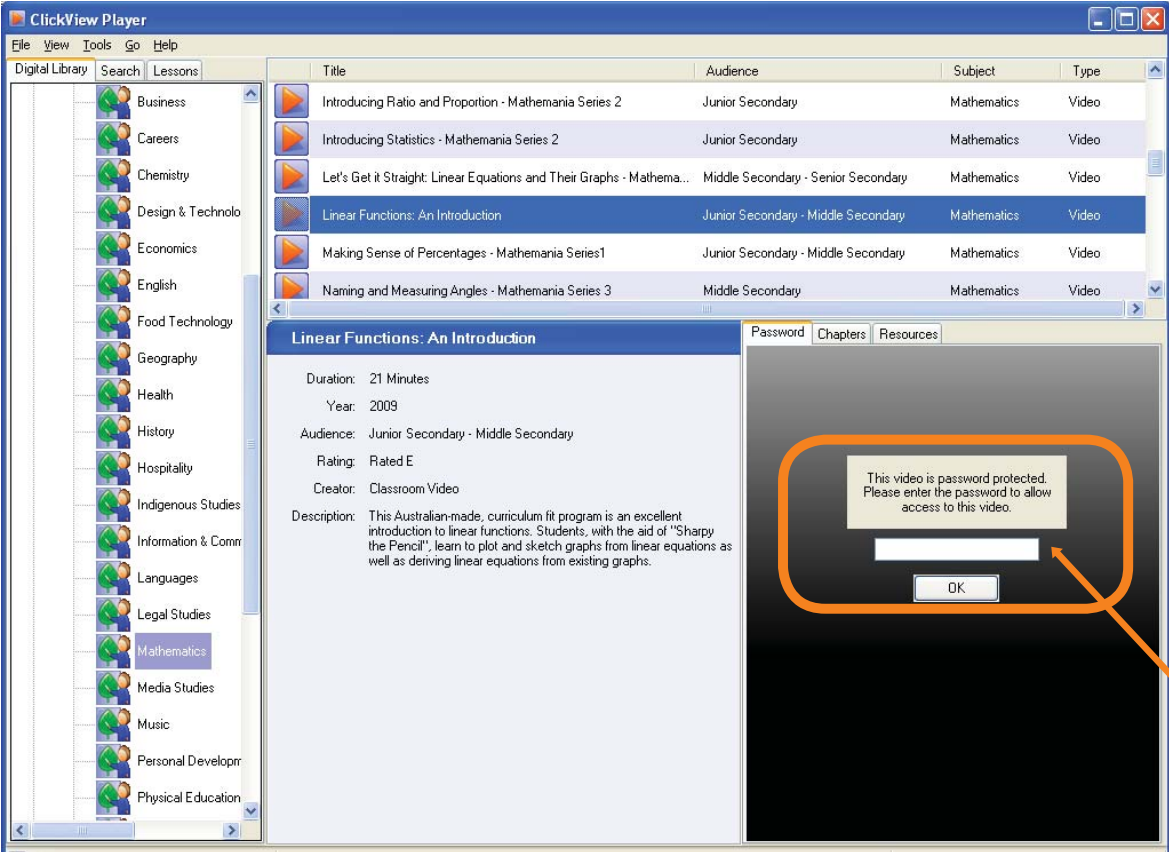
1. Open ClickView Library Manager
2. Select the video you would like to edit
3. Check the box 'Password protect?'
4. Type in the password for that video

Removing passwords: To remove password protection from a video, simply uncheck the box 'Password protect?'

Changing passwords: To change a password, simply follow steps 1-4 and change the password in the field.



Further restrictions to content can be made using our security add-on ClickView Access Manager. It uses an existing LDAP user account management system to restrict access to content based on user privileges and is ideal for schools running a primary and secondary library on the same server.



4. Watching a password protected video

Anyone with the password to the protected video can access that video using ClickView Player.

1. Open ClickView Player
2. Select the video you wish to watch that is password protected

The chapter area will display a message that this video is password protected and you will be asked to enter your password into the box.

If the password is correct, you will then be able to view the video.

5. Adding resources to ClickView

Most videos in the ClickView Digital Video Library come with resources and worksheets for students and teachers. Teachers can also add their own worksheets or lesson plans to ClickView and customise the learning experience in their school. Word documents, PDFs, Excel spreadsheets and PowerPoint presentations can all be added as resources to a corresponding ClickView video.

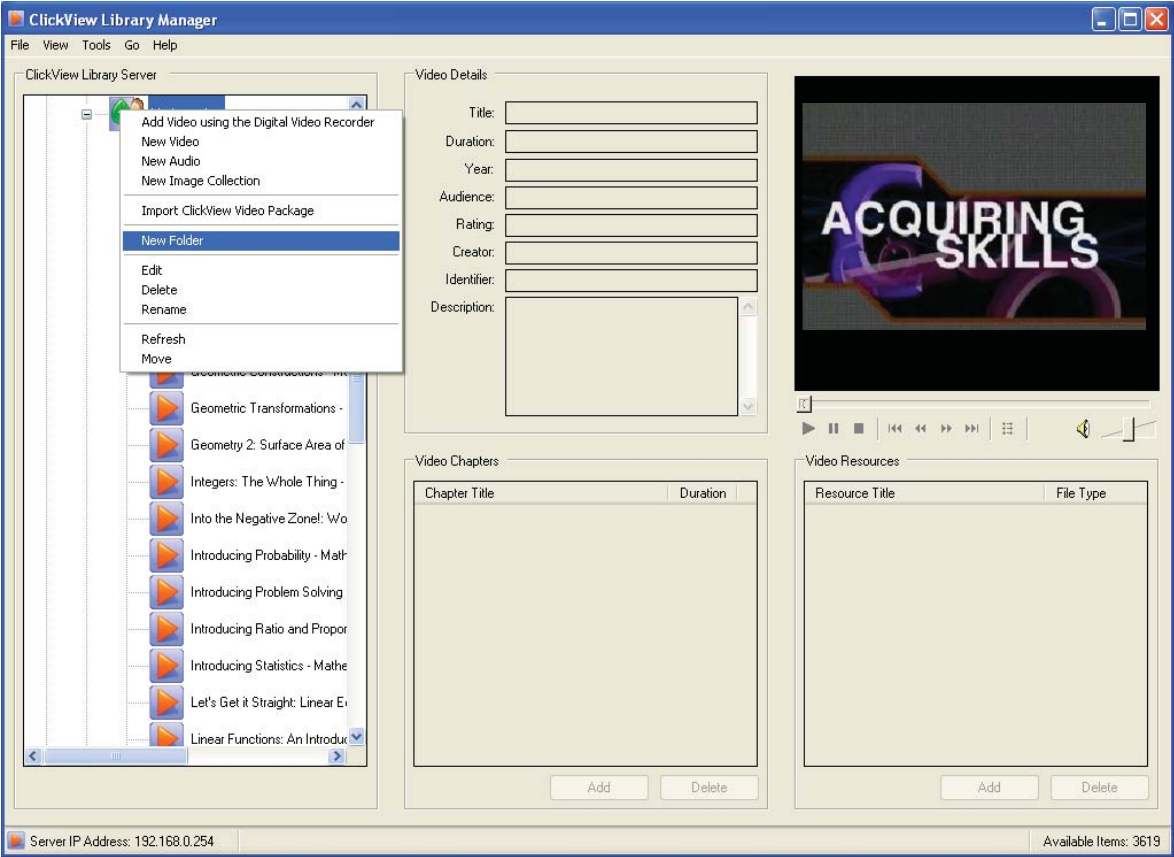
1. Open ClickView Library Manager
2. Select the video to which you want to add the resource
3. Select the 'Resource Title' column header on the right hand side
4. Select the 'Add' button and a pop up box will appear
5. Select the file destination of the file you wish to add, select the file and click 'Open'

The resource will now be associated with that video, and will be able to be viewed by anyone who opens that video in ClickView Player.

1. Select the video

2. Select the resource title

3. Select 'Add'

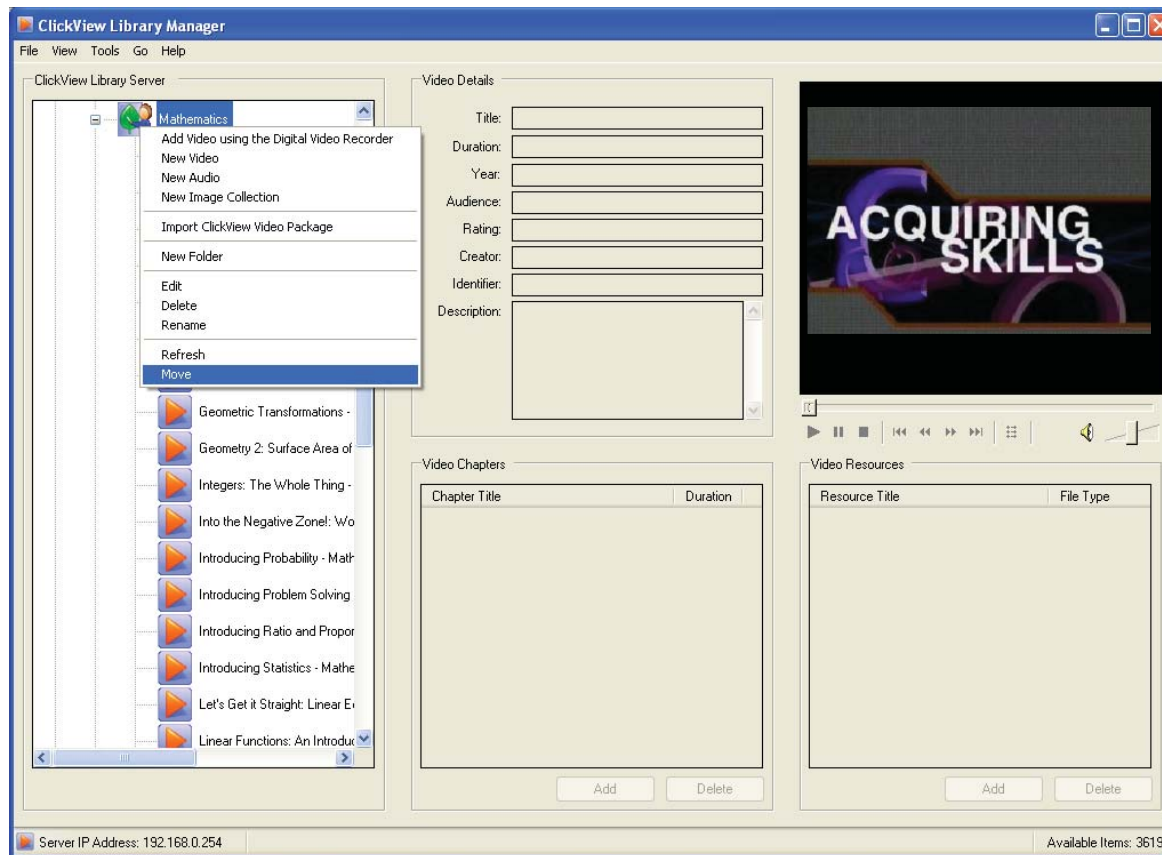


6. Creating folders

Using the ClickView Library Manager software you can customise the layout of your subjects or KLA's in ClickView. You can use the following steps to create folders or sub-folders for your school's subjects.

1. Open ClickView Library Manager
2. Select the folder you wish to create a sub folder in
3. Right click the subject folder and select 'New Folder'
A new folder will appear under that subject
4. Type in a name for the folder and hit 'Enter'

This folder will now appear anytime someone opens the ClickView Player, and is available for you to customise the content in this folder.



7. Moving items and folders

With the ClickView Library Manager you are able to move videos and relocate them in different subject folders. These subject folders can also be changed or relocated to suit the subjects taught at your school.

1. Open the ClickView Library Manager
2. Select the folder or video you wish to relocate
3. Right click that folder or video and select 'Move'
4. Select the destination folder in the pop up box and click 'OK'

8. Create a duplicate video

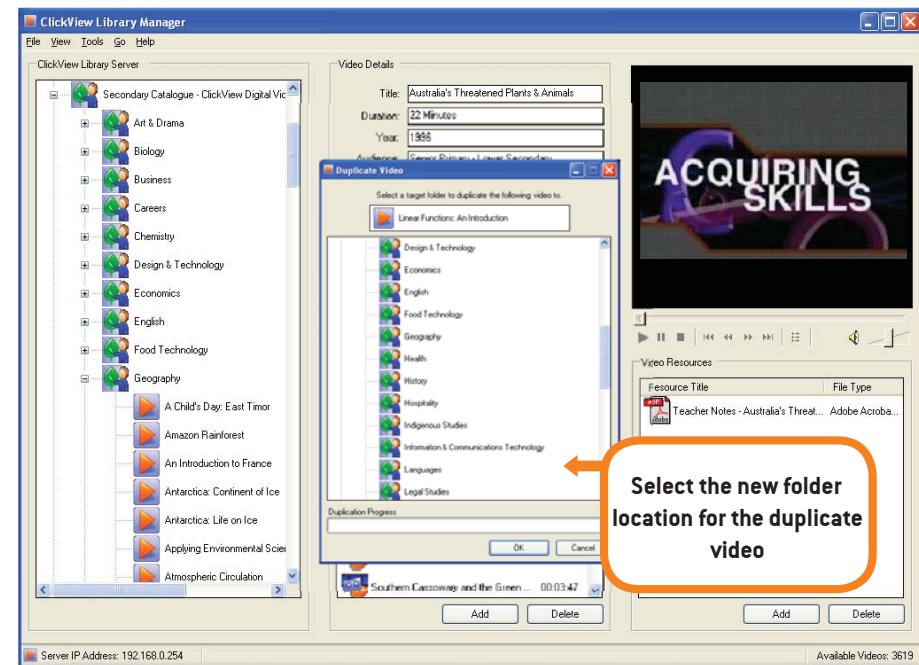
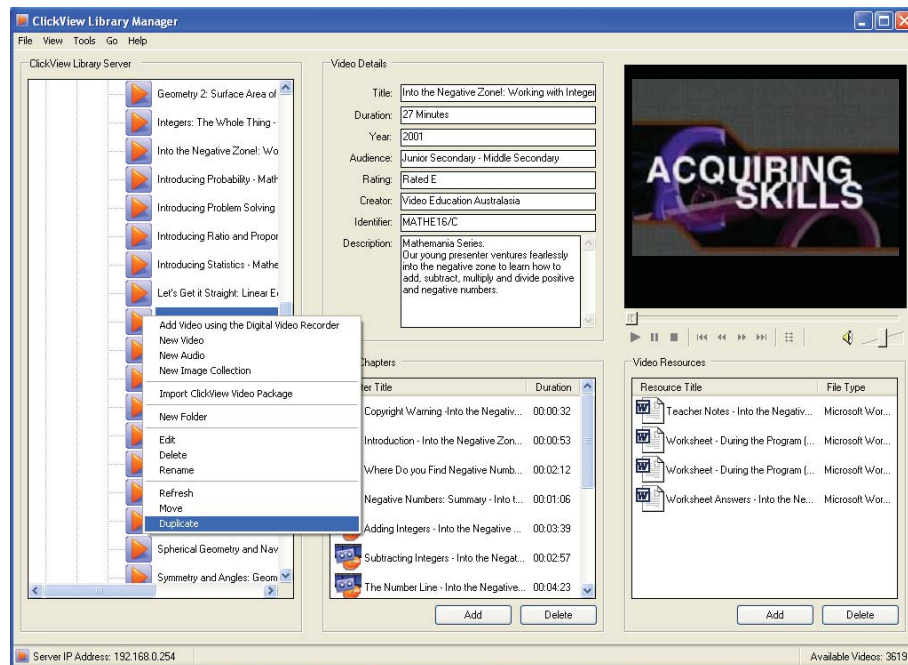
Creating a duplicate video allows you to store a video in more than one folder. This is useful when you have videos relevant to multiple subject areas.

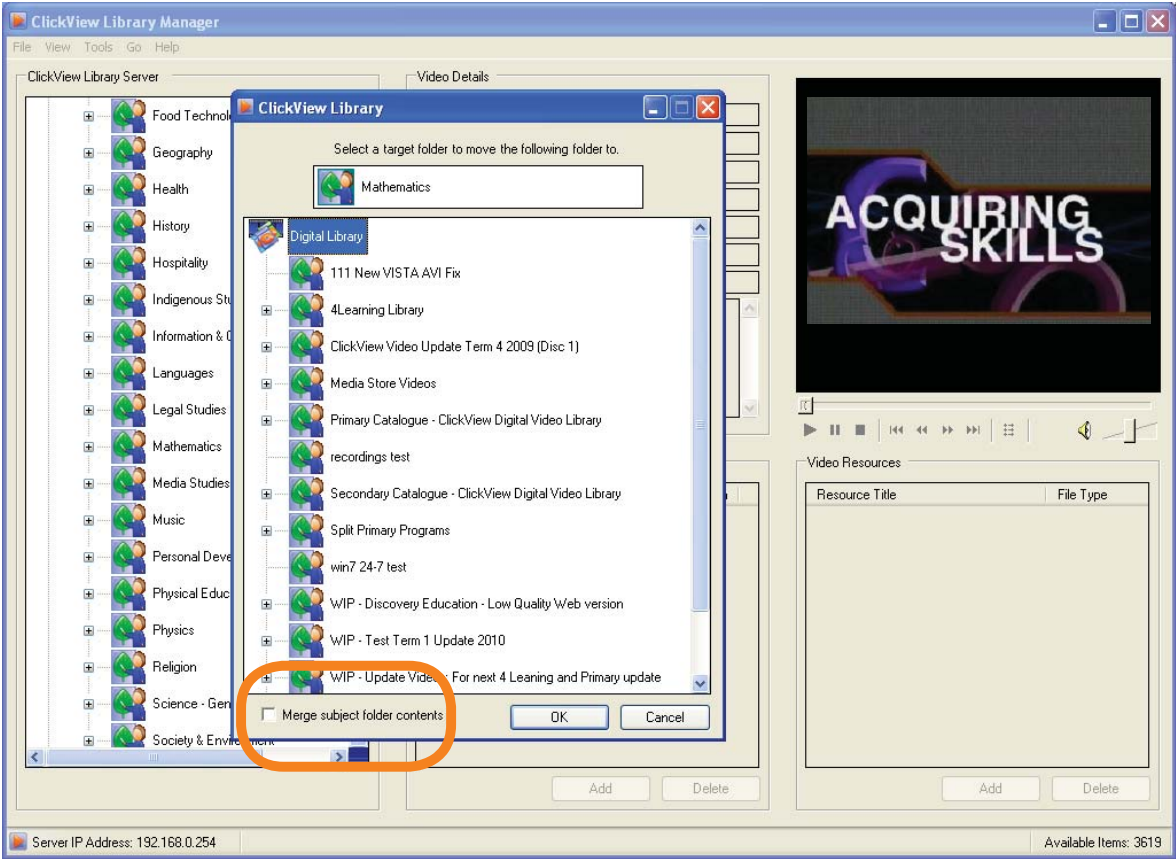
NB: When you duplicate a video, extra storage space will be taken by the duplicate video.

1. Open the ClickView Library Manager
2. Select the video you wish to duplicate
3. Right click that video and select 'Duplicate'
4. Select the new folder location you wish the duplicate video to be saved

The video will then appear in the existing location AND the new selected location.

NB: By default some ClickView videos are already duplicated across both the Primary and Secondary Libraries.





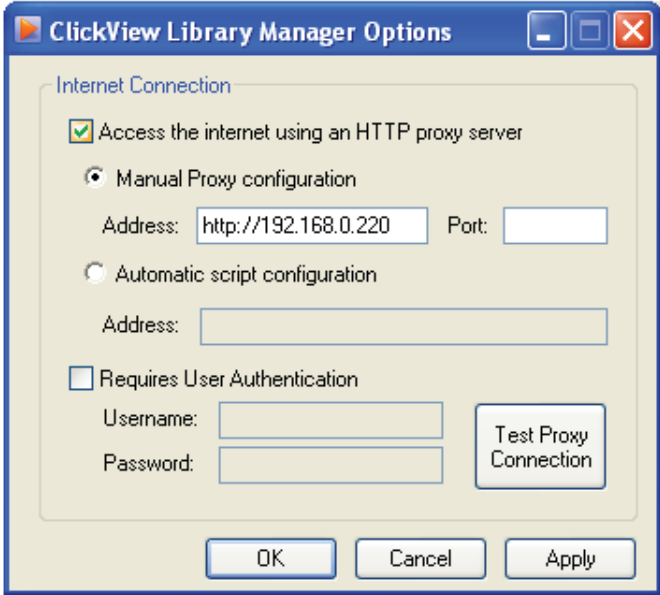
9. Merging folders

If you wish to combine two subject folders together, right click on one folder and select 'Move'. You can then merge them by ticking the box 'Merge subject folder contents' when selecting the destination folder. This will combine the two folders into one and remove any embedded duplicate folders.

10. Receiving your DVD update and installing the videos

When you receive your DVD Update with new videos for your ClickView Digital Video Library, you will need to install them into the ClickView Library Server. Insert the DVD and run the installer. The installer will attempt to connect to ClickView website to verify your licence key.

If you have a proxy server you will need to enter your proxy settings in ClickView Library Server. To enter the proxy settings, open the ClickView Library Server and go to 'Tools' and 'Options', then enter your proxy information.

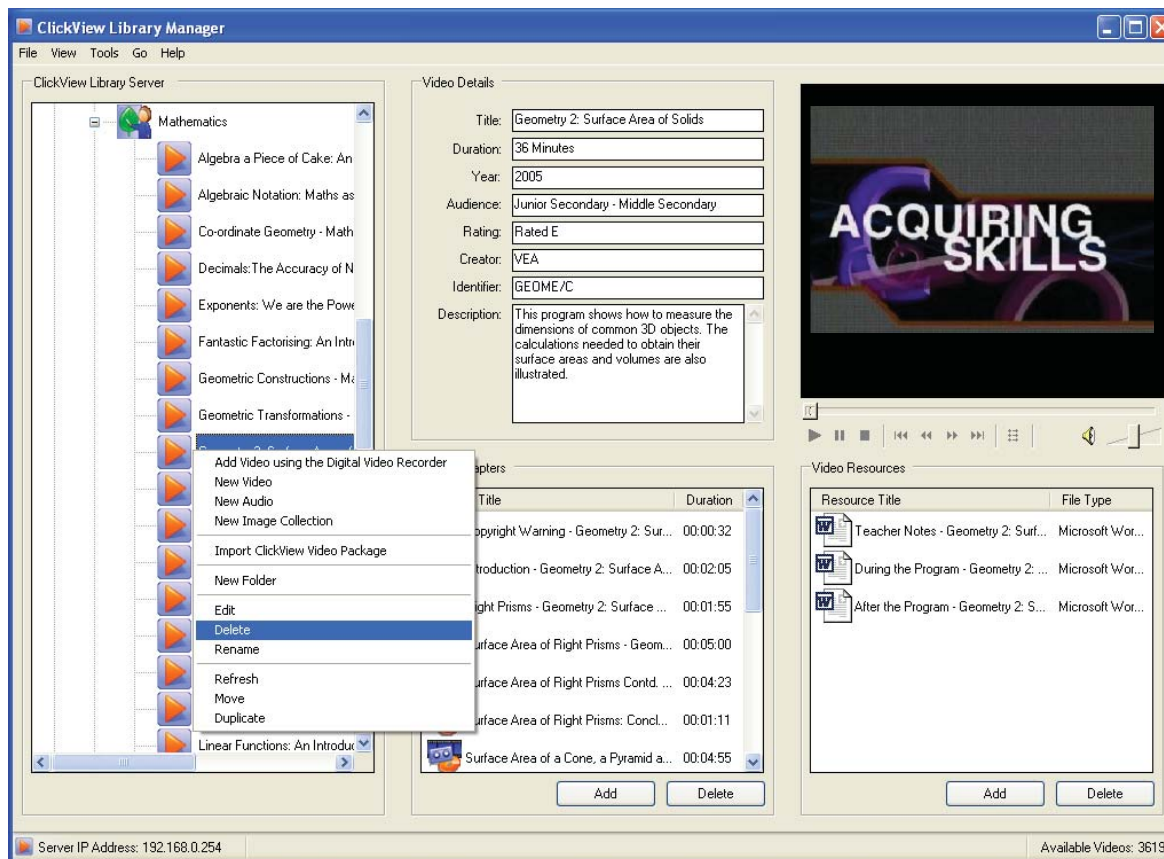


Once the installer has run and the videos are installed, they will appear in their own folder titled "ClickView Digital Video Library" with the Term and Year. After teachers have seen the new content available to them, you can move the videos into their relevant subject folders.

Note: ClickView recommends installing the DVD Term Updates through the ClickView Library Server as this can avoid unnecessary complications, however, if this is not possible the installation can take place from a ClickView Manager computer.

Further information on installing the DVD update can be found in Knowledgebase article 166 on our website www.clickview.co.nz/support





11. Deleting folders

Once you have customised the layout of your ClickView Digital Video Library, you may want to remove some empty folders.

1. Open the ClickView Library Manager
2. Select the folder you wish to remove
3. Right click that folder and select 'Delete'

The folder will be removed. This folder will no longer appear in the ClickView Player or the ClickView Library Manager

NB: You will lose any content that you do not relocate when you remove the folder.

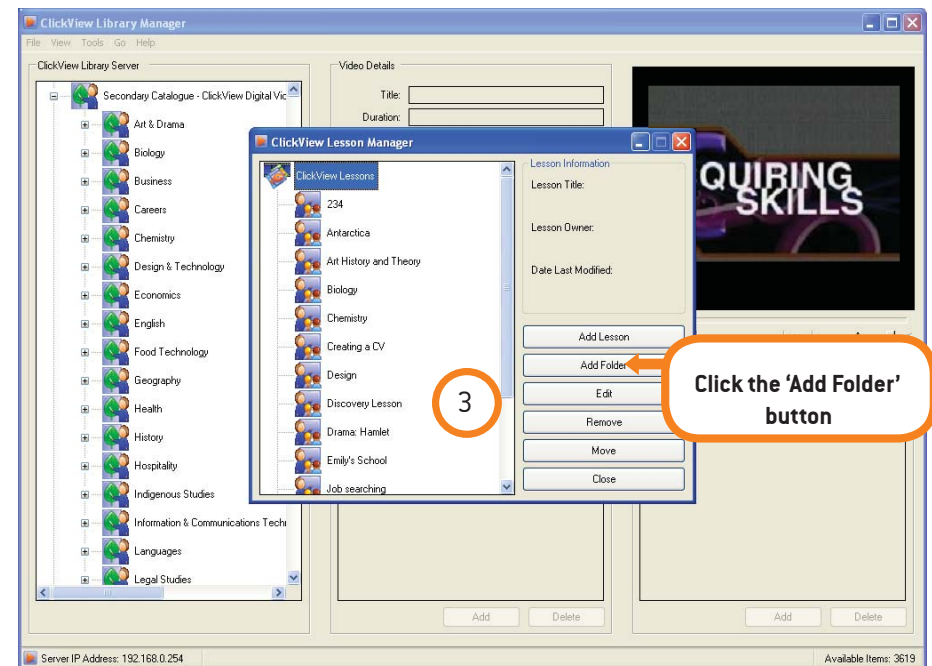
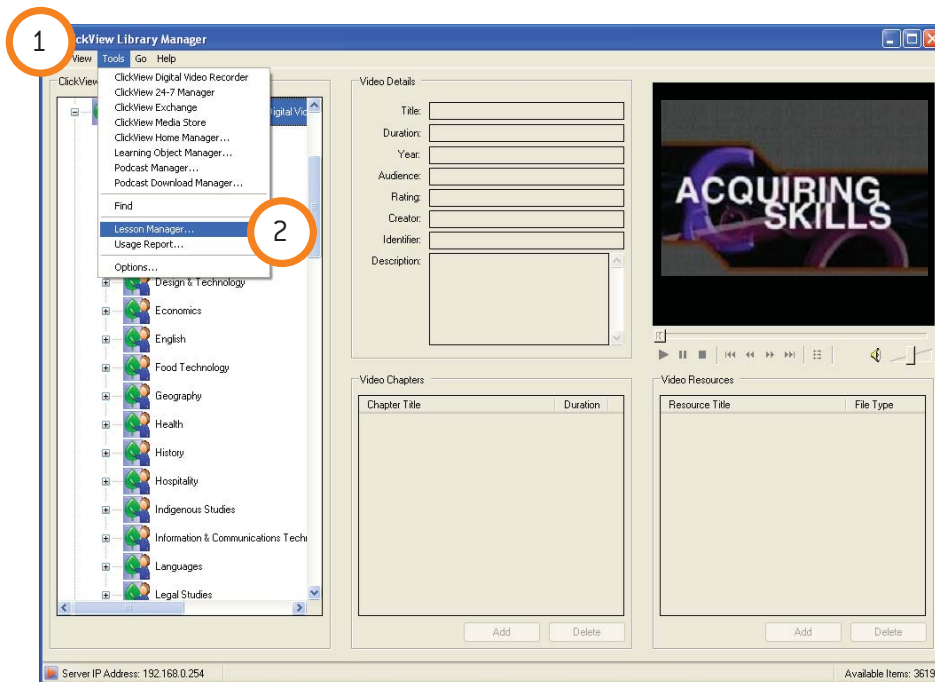
12. Lesson Manager

Lesson Manager allows you to create lesson folders, edit existing lessons, change the password of existing lessons, move and remove lessons.

a. Create a folder

You can create folders and sub folders for the lessons that teachers in the school create using ClickView Library Manager. This allows you to clearly manage the lessons in the ClickView Player.

1. Open the ClickView Library Manager
2. Select 'Tools' and select 'Lesson Manager'. The ClickView Lesson Manager window opens
3. Select the item and select 'Add Folder' if you want to add a new subject folder or 'Add Lesson' if you want to add lessons



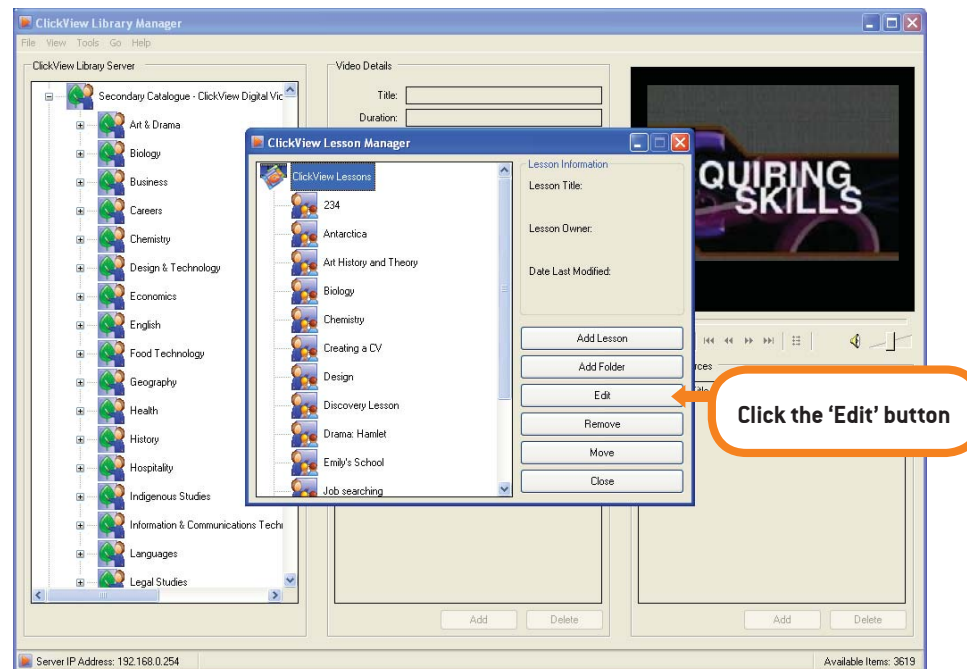
b. Edit existing lessons/ Change a lesson password

This feature is useful if a teacher has forgotten the password to their lesson and cannot edit it themselves.

1. Open Lesson Manager by following the instructions in (a)
2. Select the lesson you wish to edit
3. Select the 'Edit' button

The lesson will open and you will be able to change the information in the lesson or reassign the password so that the teacher may access the video themselves through ClickView Player and edit it according to their needs.

Alternatively, you can edit the lesson in ClickView Library Manager.



c. Remove a lesson

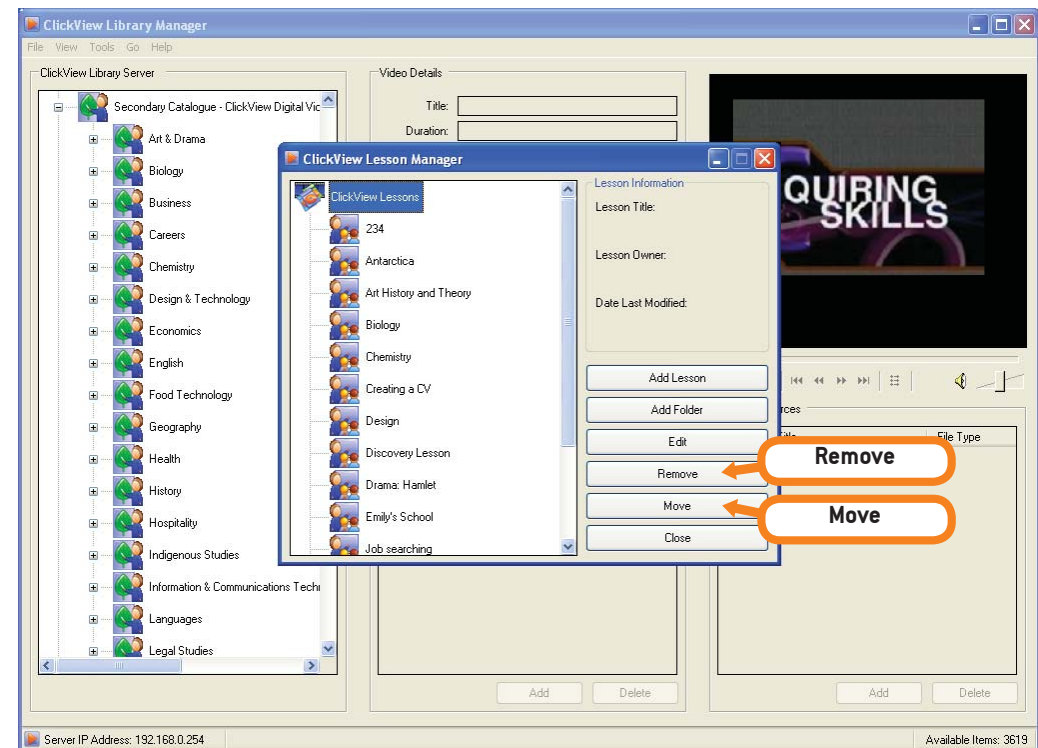
This feature is used if a teacher wants to delete a lesson altogether.

1. Open Lesson Manager by following the instructions in (a)
2. Select the lesson you wish to remove
3. Select the 'Remove' button
A pop-up window will appear asking you to confirm that you wish to remove the lesson
4. Select 'OK' to remove the lesson
The lesson will no longer appear in ClickView Player or ClickView Library Manager.

d. Move a lesson

This feature is used if you wish to move a lesson from one location to another in the 'Lessons' folder.

1. Open Lesson Manager by following the instructions in (a)
2. Select the lesson you wish to move
3. Select the 'Move' button
The lesson will now be relocated and accessible by ClickView Player.



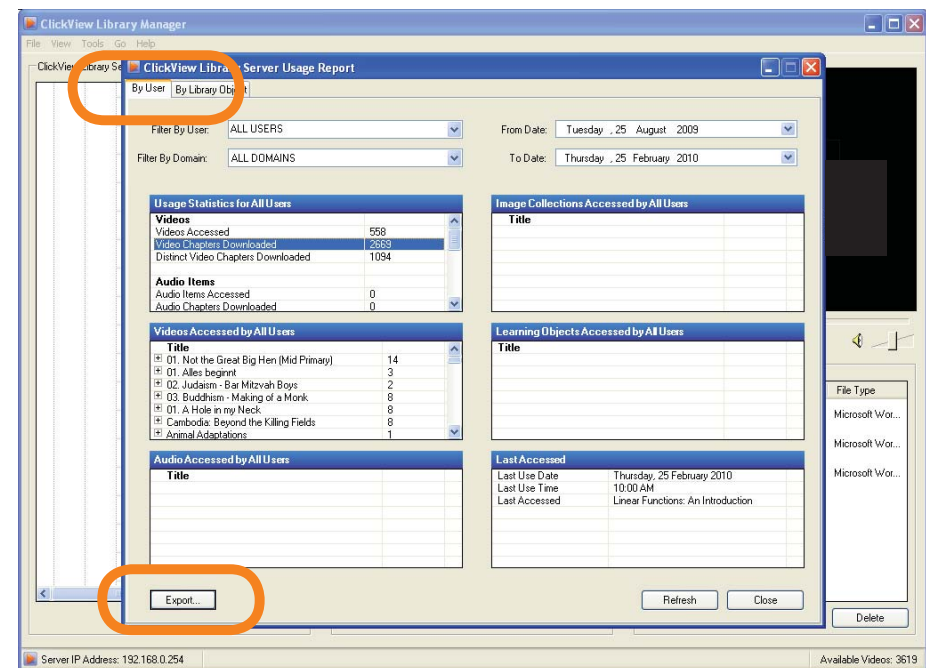
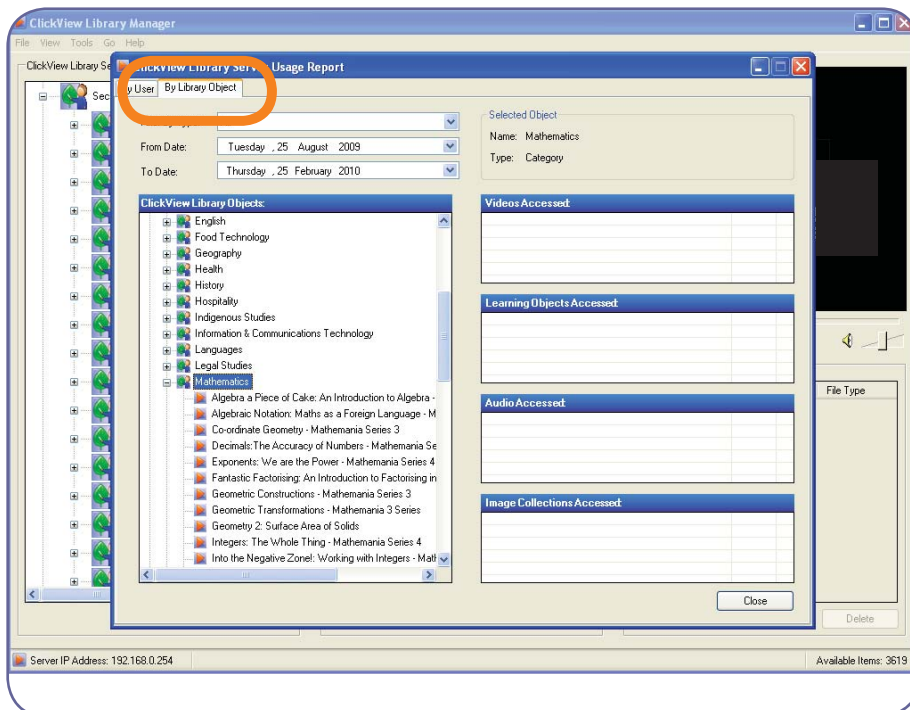
13. The Usage Report

You can monitor the total usage of ClickView in your school by using the Usage Report in your ClickView Library Manager. This will show you the usage of all users on the network by default. It shows you how many videos are being used in your school and can give more specific information on use eg: which chapters are being used, how many audio files are being used, and what video was last accessed. Using the start and end date filters you can adjust your data to display according to the period for which you would like the report.

1. Open the ClickView Library Manager
2. Select 'Tools' and select 'Usage Report'

The Usage Report will open showing you usage 'By All Users' by default.

You can also see the usage based on a specific library object by selecting the 'By Library Object' tab in the Usage Monitor. You can export this list into an Excel document by clicking the 'Export' button

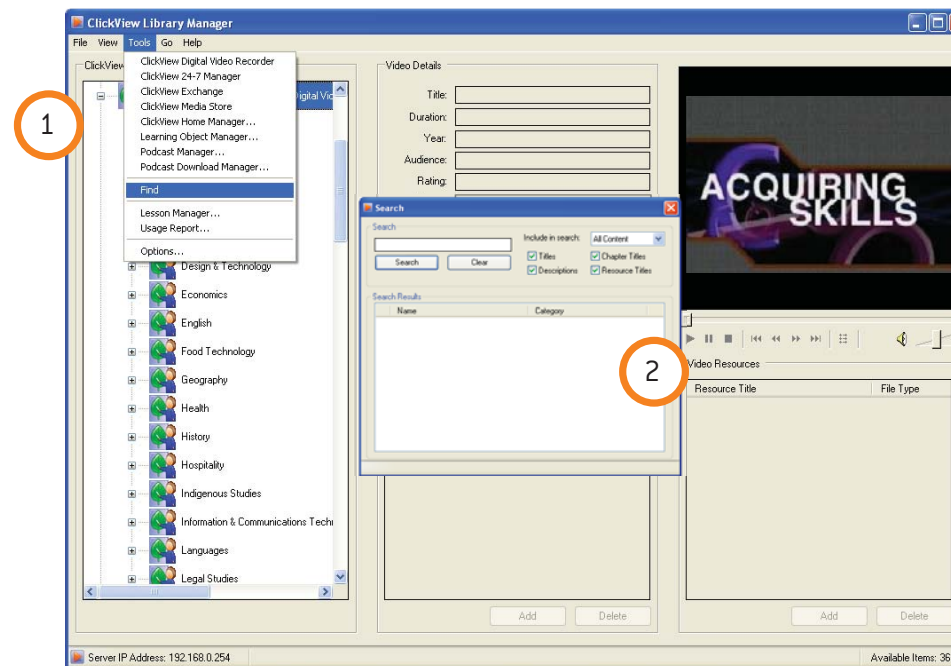


14. Finding a video

By using the 'Search' function in the ClickView Library Manager, you can find videos and resources in ClickView, similar to the 'Search' function in ClickView Player.

1. Open the ClickView Library Manager
2. Select 'Tools' and select 'Find'
The 'Search' window opens.
3. Type in your search term and hit enter and a list of videos in which the search term appears will be made available to you.

You can edit the metadata for the videos that come up in the search results by adding in keywords or changing descriptions in the 'Search' window or if you double click the video it will take you to the ClickView Library Manager interface where you can edit the video as explained in 'Editing the Metadata' on page 4.



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:

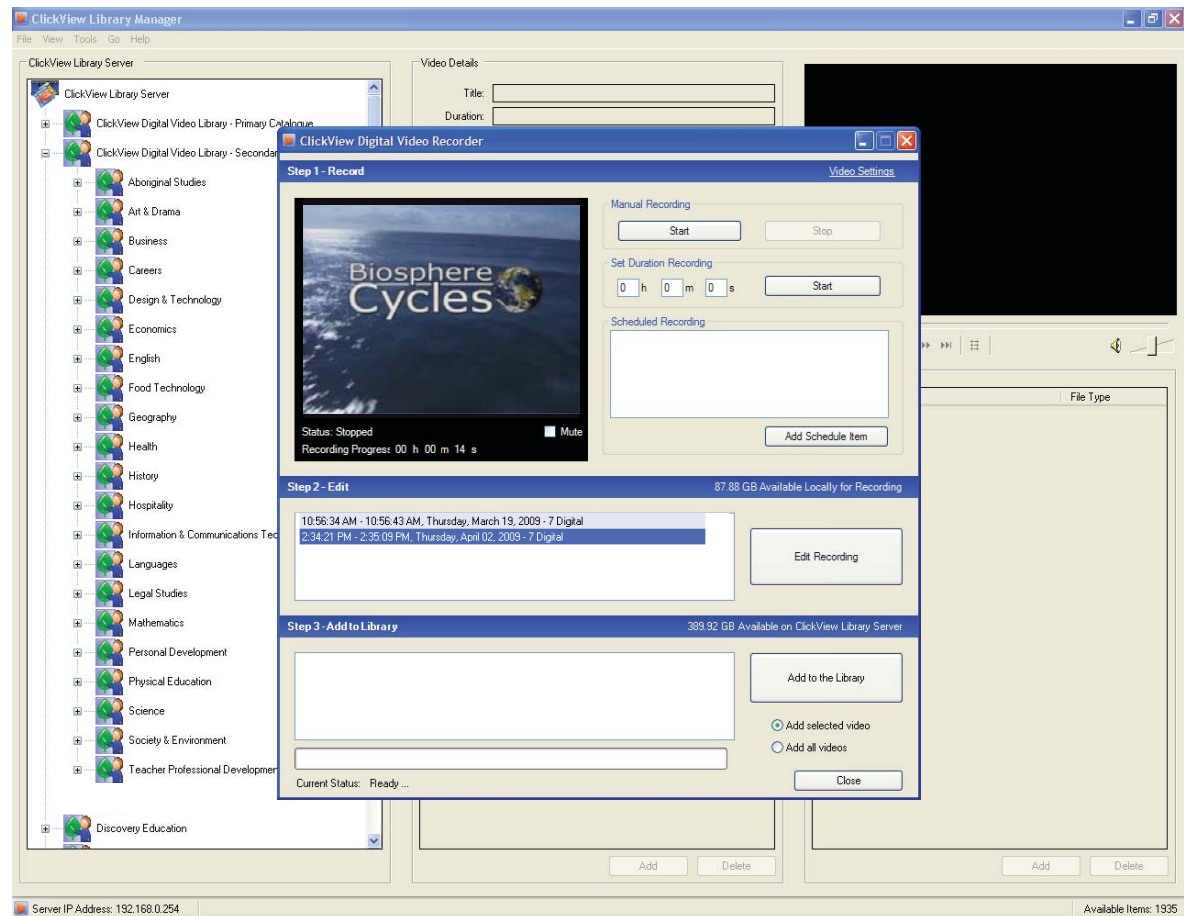
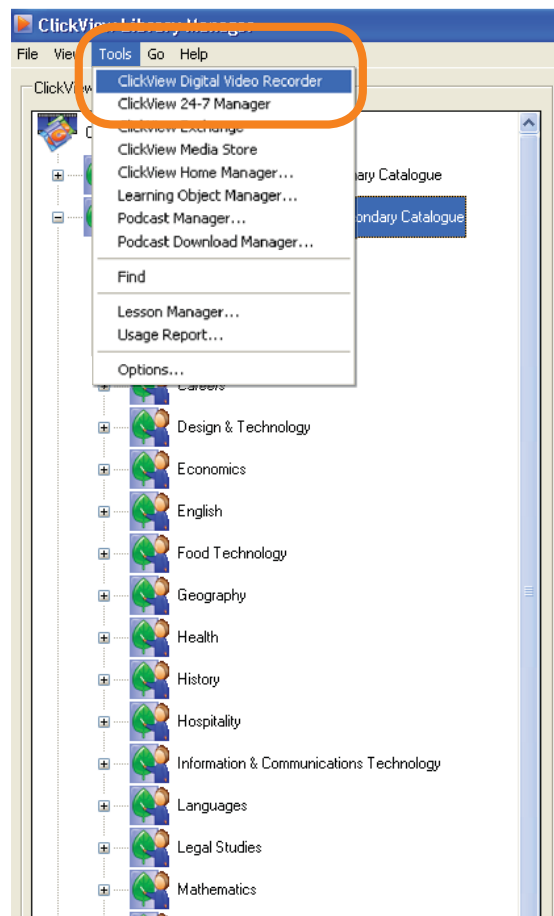
You will also need to install a codec to convert and import videos into the ClickView Library. More information and results of our extensive testing can be found at: www.clickview.co.nz/support/?kb=89

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

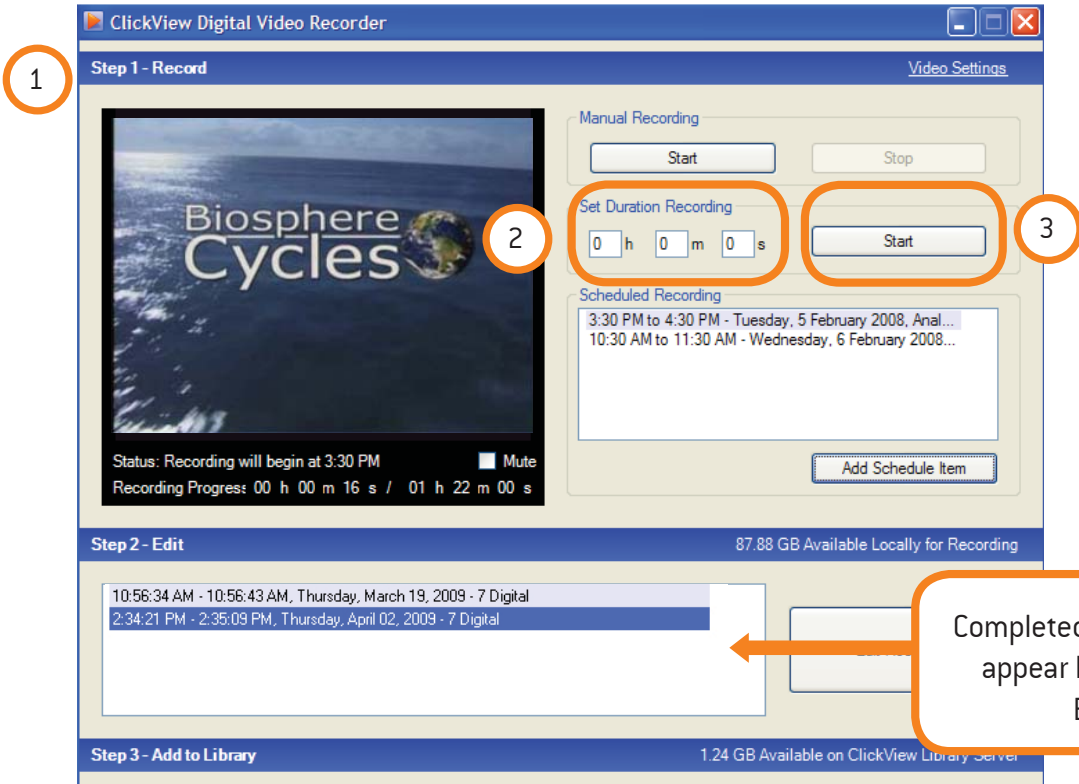
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4. Recording for a set duration

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.

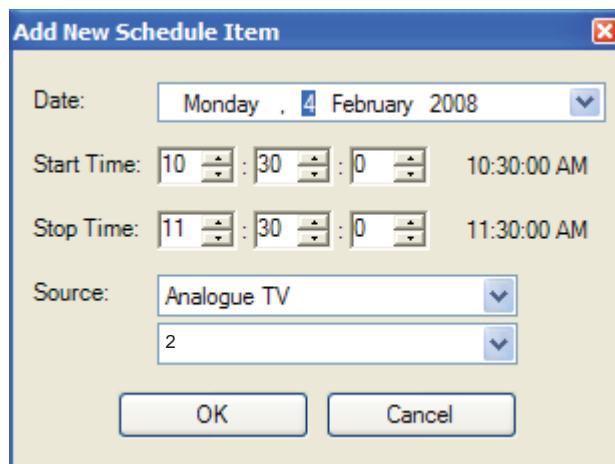
5. Scheduling a recording

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:

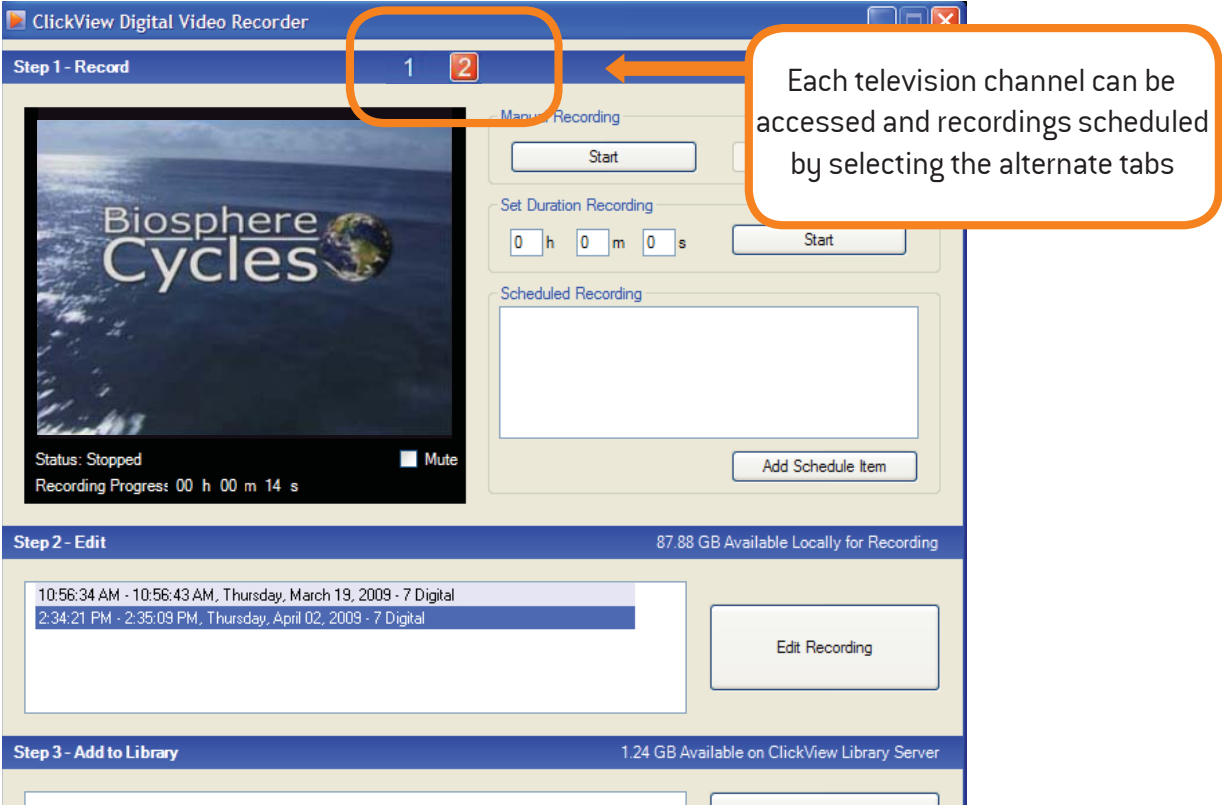
- Date: Monday, 4 February 2008
- Start Time: 10:30:00 AM
- Stop Time: 11:30:00 AM
- Source: Analogue TV
- Channel: 2

Buttons for "OK" and "Cancel" are located at the bottom of the dialog.

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.

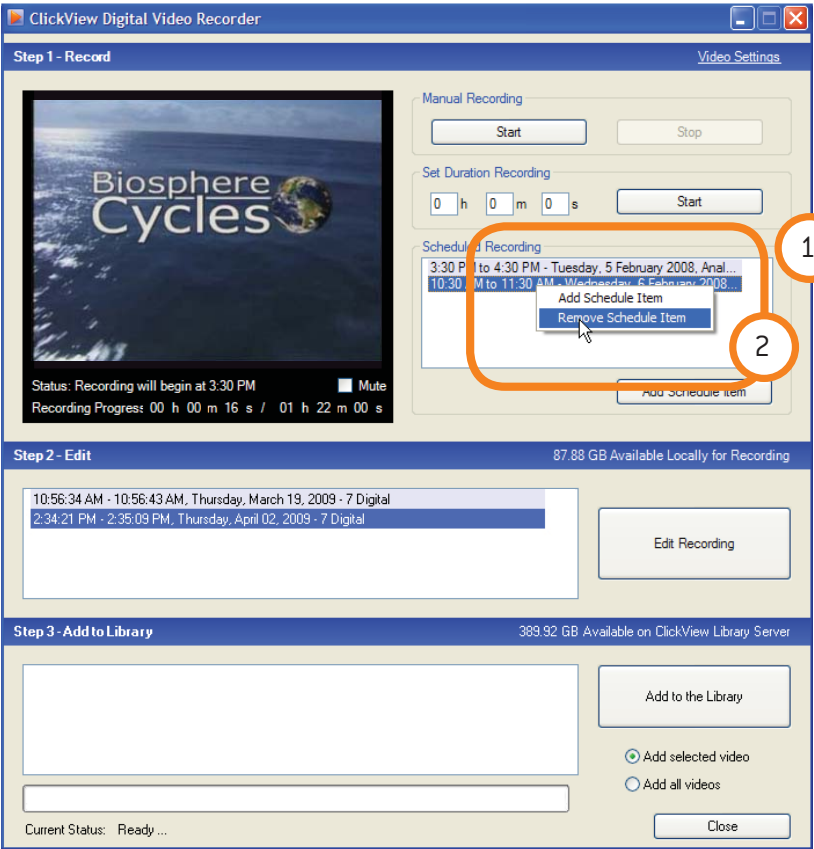


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7. Removing a scheduled recording

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'

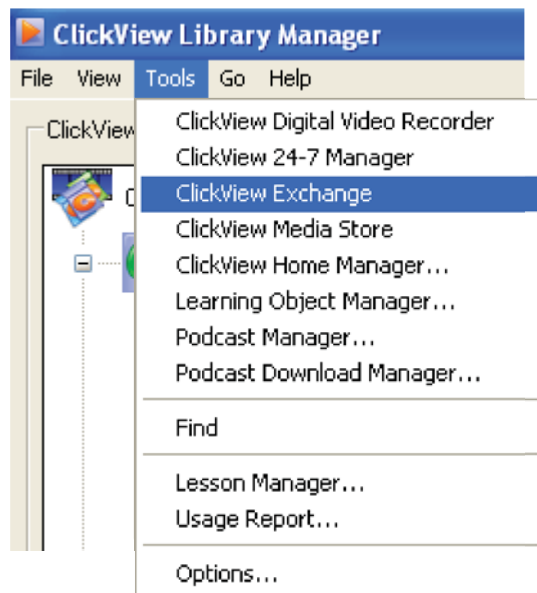


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8. ClickView Exchange

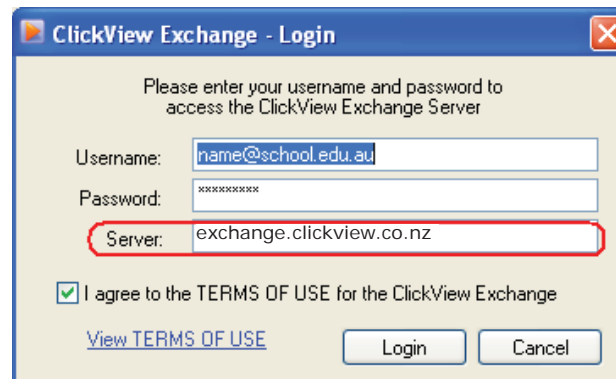
ClickView Exchange allows you to share digitally recorded free-to-air video with other ClickView schools - simply and securely - all from within the ClickView interface.

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

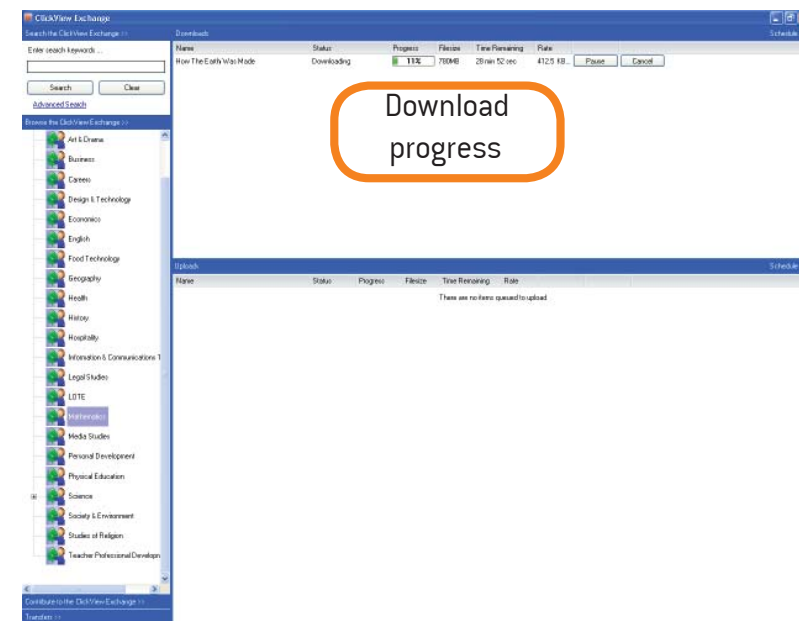
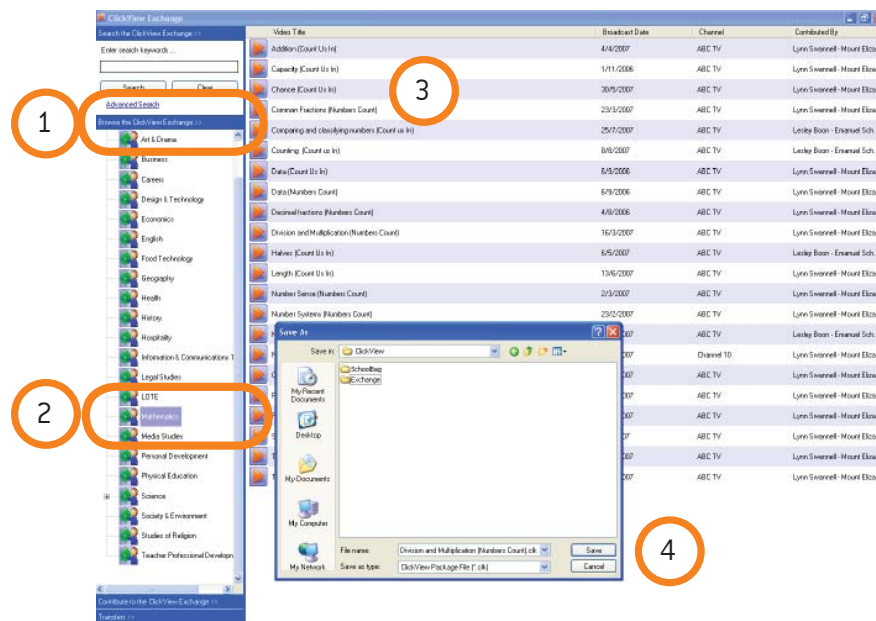
'Transfers': uploads & downloads currently processing

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

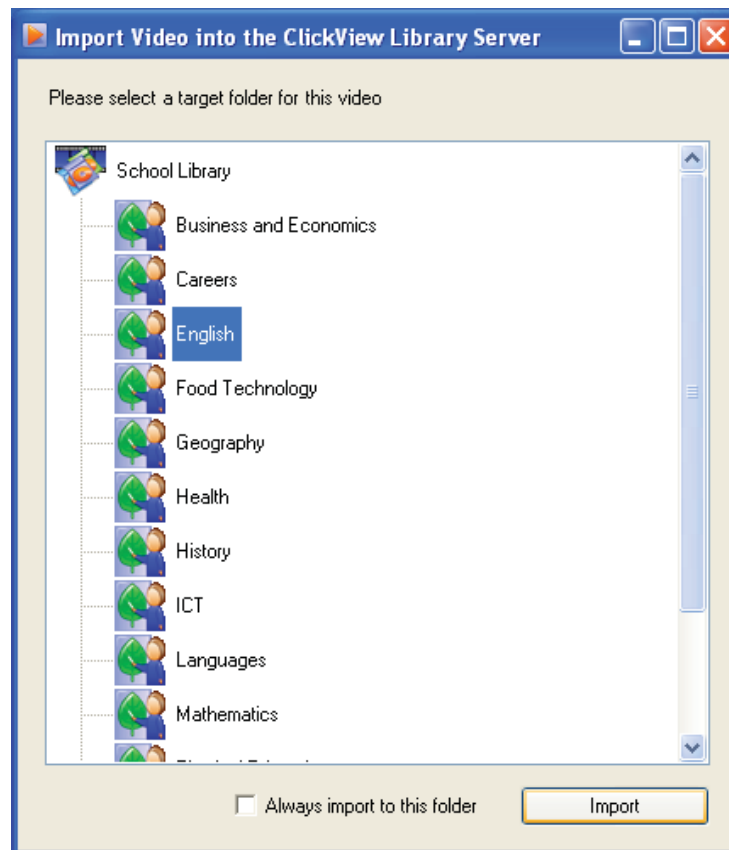
1. Select a subject category from the 'Browse the ClickView Exchange' panel.
The available videos will be displayed on the RHS.
2. Select the video you wish to download onto your own ClickView Library Server.
3. Double click the video.
4. Create a folder on your desktop where you wish to temporarily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

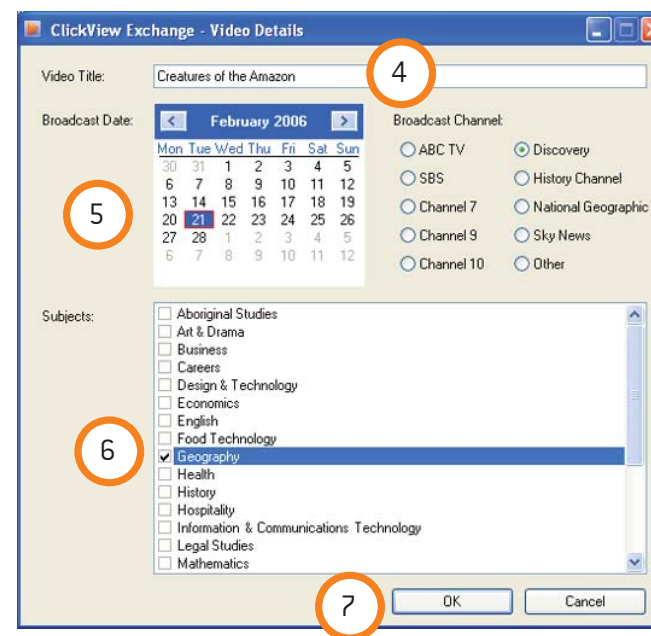
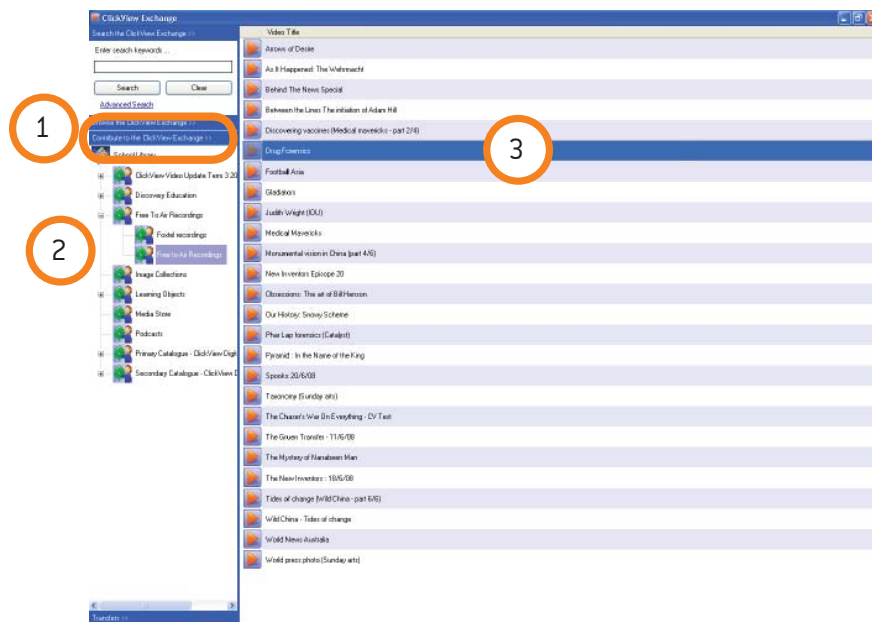
1. Once the video download process is complete, highlight the folder in ClickView Library Manager where you wish to save the downloaded videos and right click on it. A drop down menu will appear, select 'Import ClickView Video Package'.
2. Browse to the folder where you saved the download to as described 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).

The screenshot displays the ClickView Exchange web interface. On the left, there is a search bar and a list of subject categories 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 callout box points to the progress bar with the text 'Your upload progress is tracked here'. A circled number '1' is located at the bottom left of the screenshot area.

1

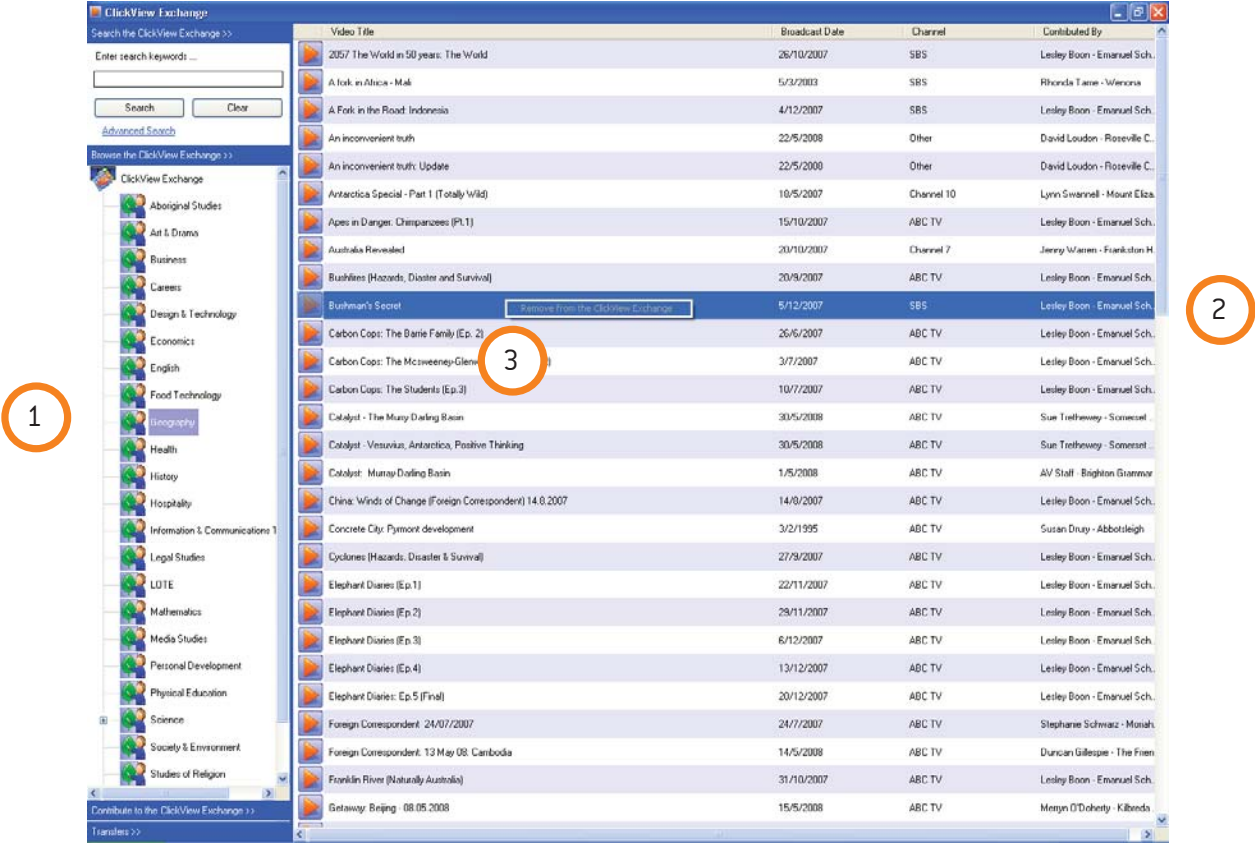
B

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.



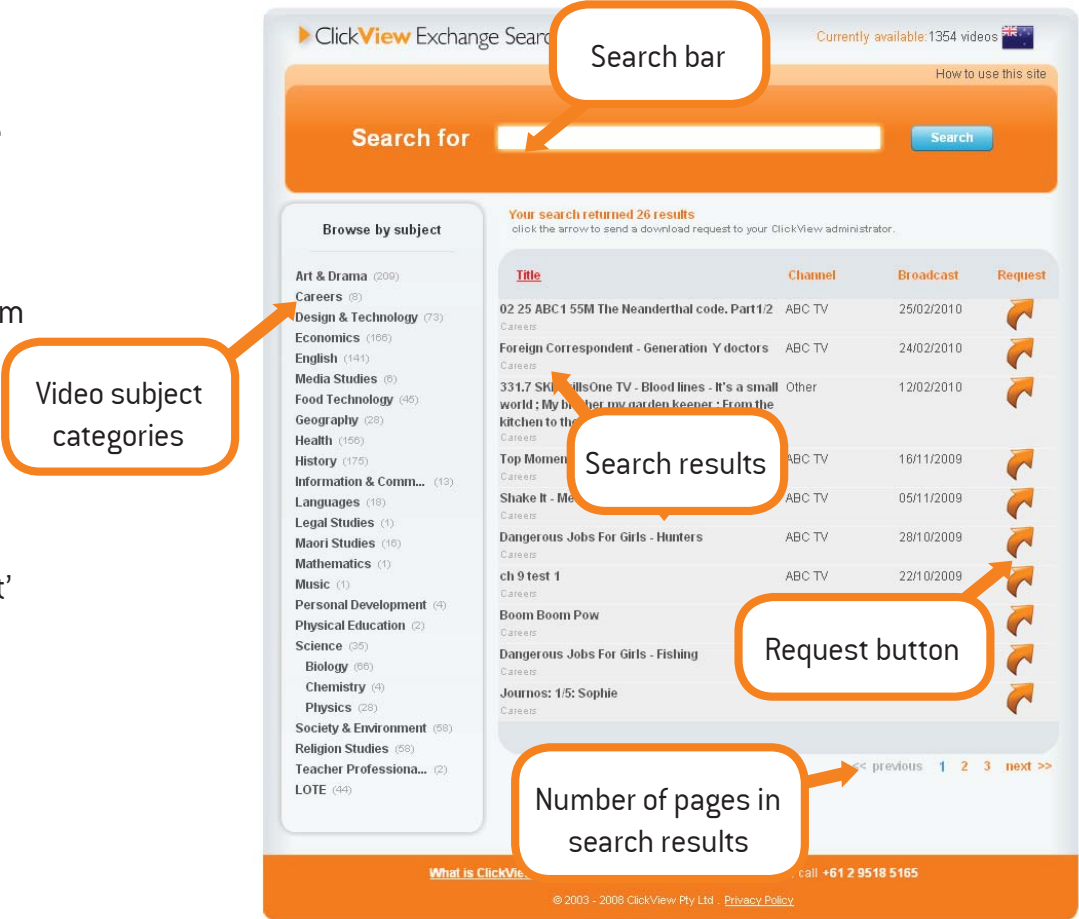
ClickView Exchange Search

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.

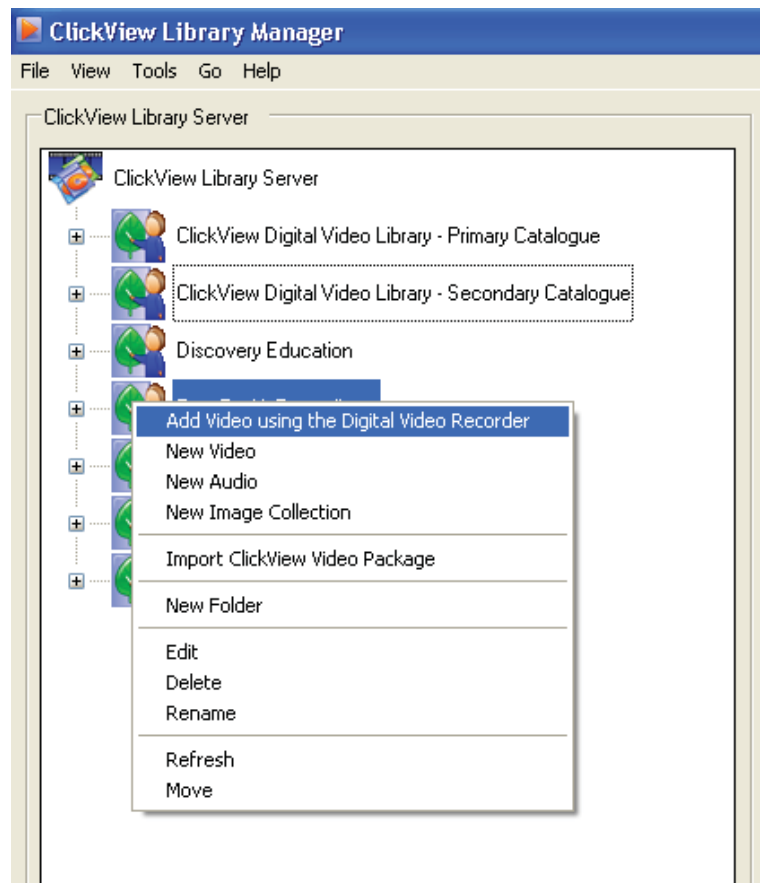
The ClickView administrator will receive requests via email from your staff, and then be able to download the video into the ClickView Library Server. Follow the steps in 11 on how to do this.



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.

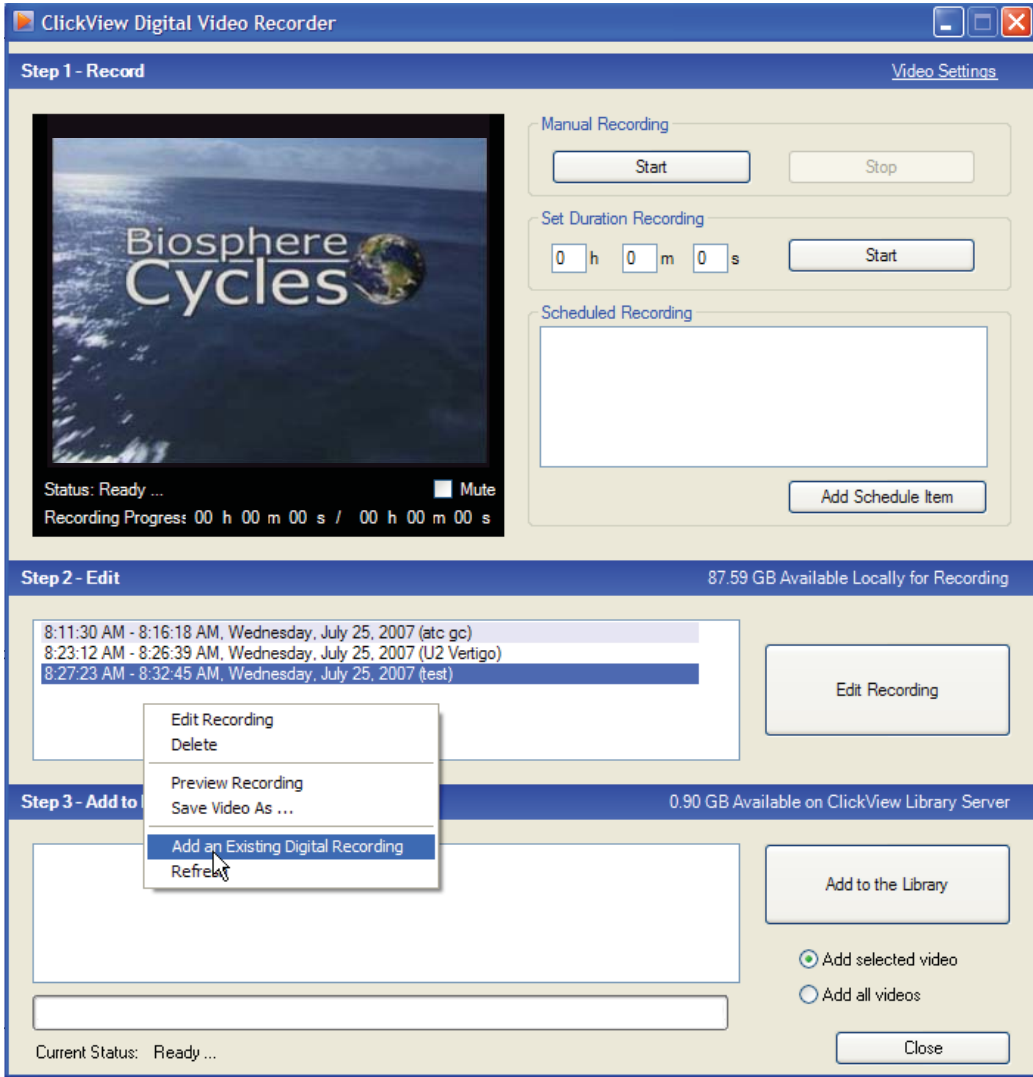
Supported file formats include: avi, mpeg, some wmv and only unencrypted dvr-ms

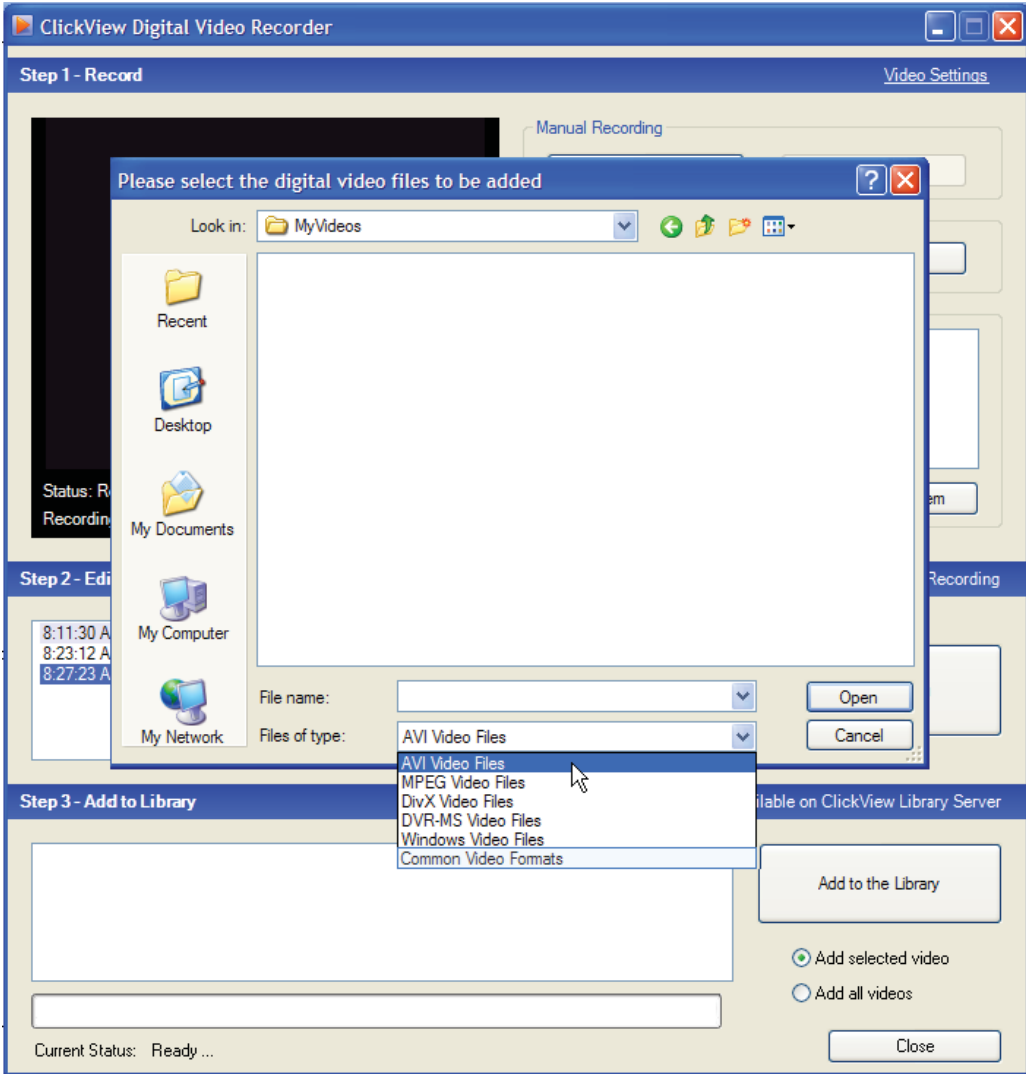


NB: It is recommended to perform the capturing of DVD's into ClickView via the composite of DVR

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'





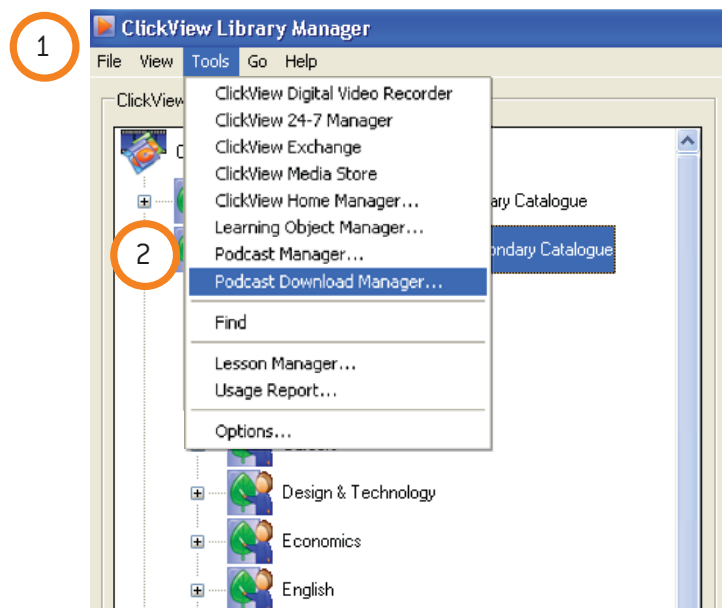
- 7. Browse and select the location for where the digital file is stored on the computer or on the network. By default, your computer will look for AVI files, so you will need to change the file type in the Browse window.
- 8. Select the 'Common Video Formats' item
- 9. Select your video
- 10. Select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

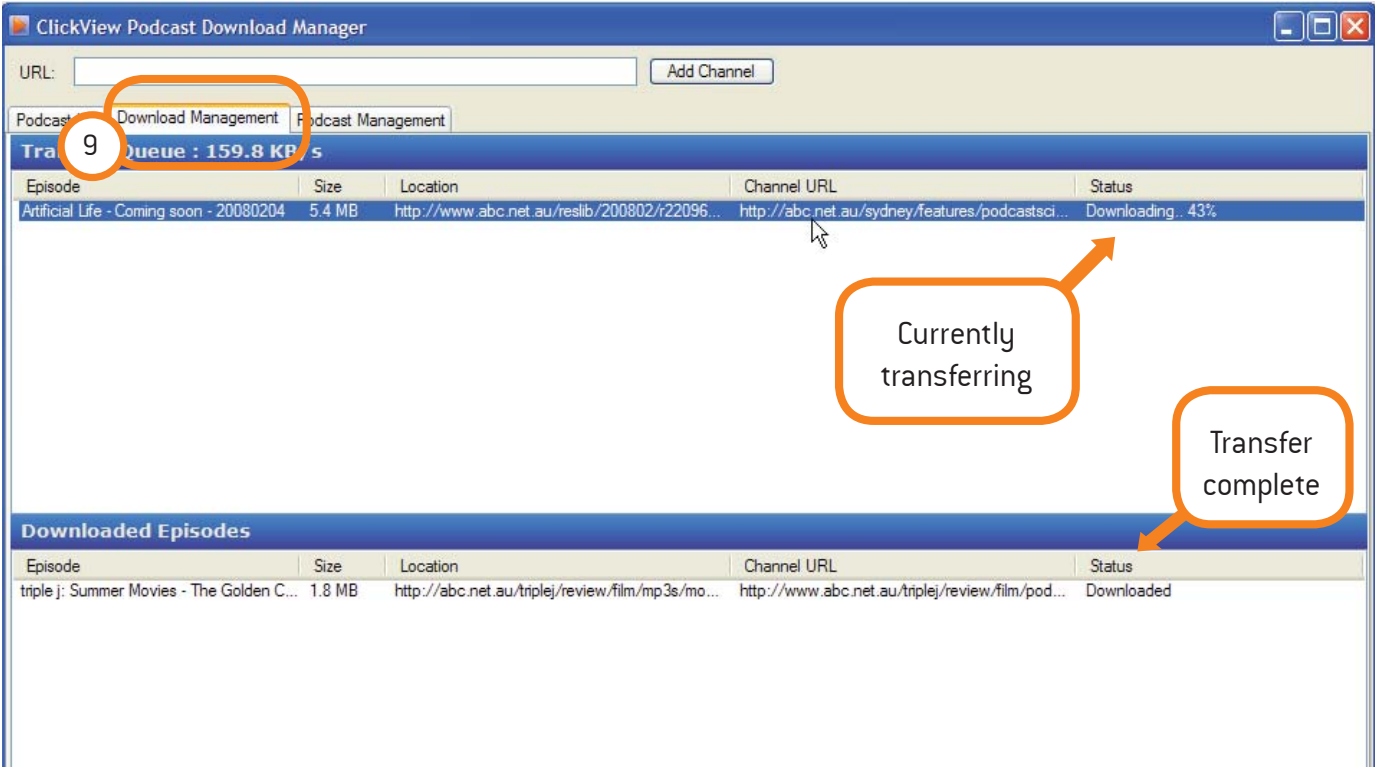
B

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. Callouts 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 'Sleek Geek Radio' entry in the Channel List; '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

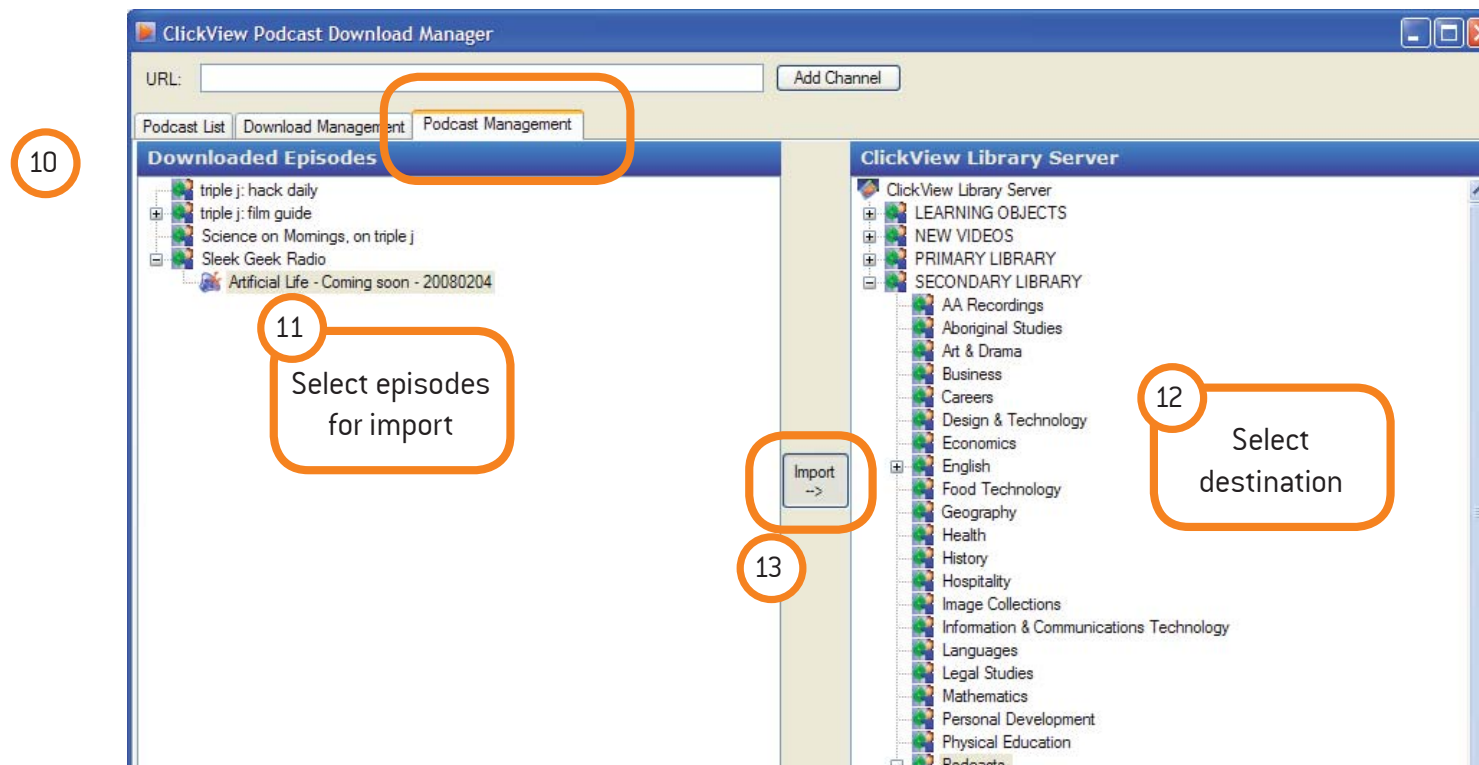
To view the status of the download, select the Download Management tab and you will see what is queued for transfer, what is currently being transferred, and what has completed transfer into the ClickView Library.



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.

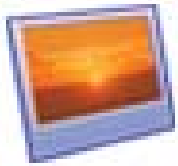
10. Select the 'Podcast Management' tab
11. Select the podcast in the 'Downloaded Episodes' window
12. Select the episodes you wish to import into your ClickView Library Server
13. Select the destination folder in the ClickView Library Server window on the right hand side
14. Select 'Import'.

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



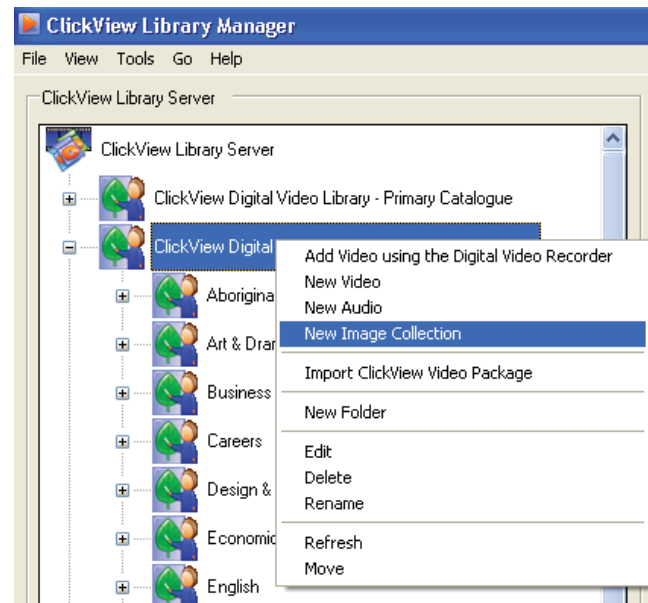
NB: There are podcast channels available at www.clickview.co.nz/podcasts

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.

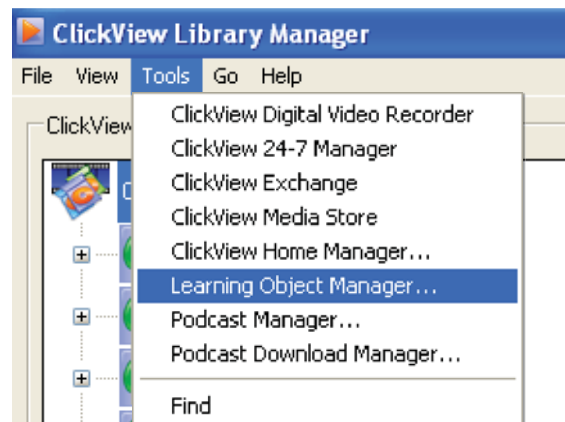
1. Open the ClickView Library Manager
2. Select 'Tools'
3. Select 'Learning Object Manager'
4. Select the Learning Objects you wish to import into the ClickView Library Server from the list in the 'Learning Objects' window.
You can search a locally cached list of files available on the LORAX Proxy for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

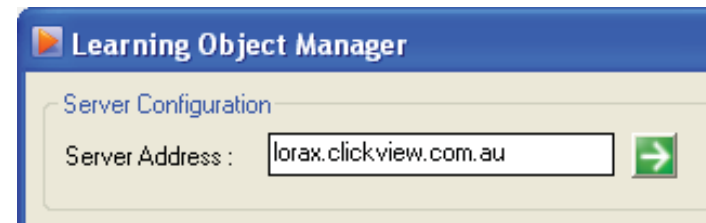
20. Connecting to the ClickView Learning Objects (LORAX) Server

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

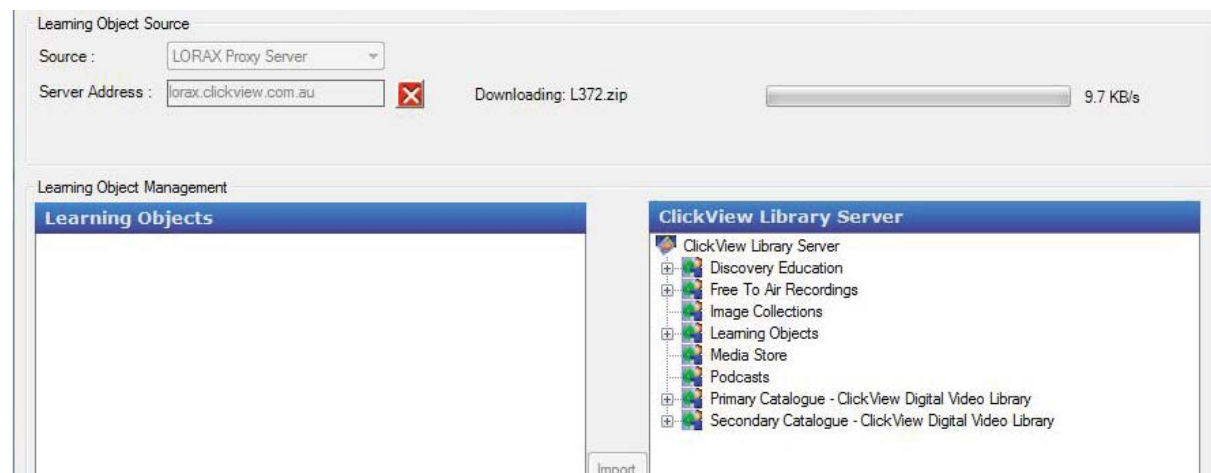
1. Open the Learning Objects Manager



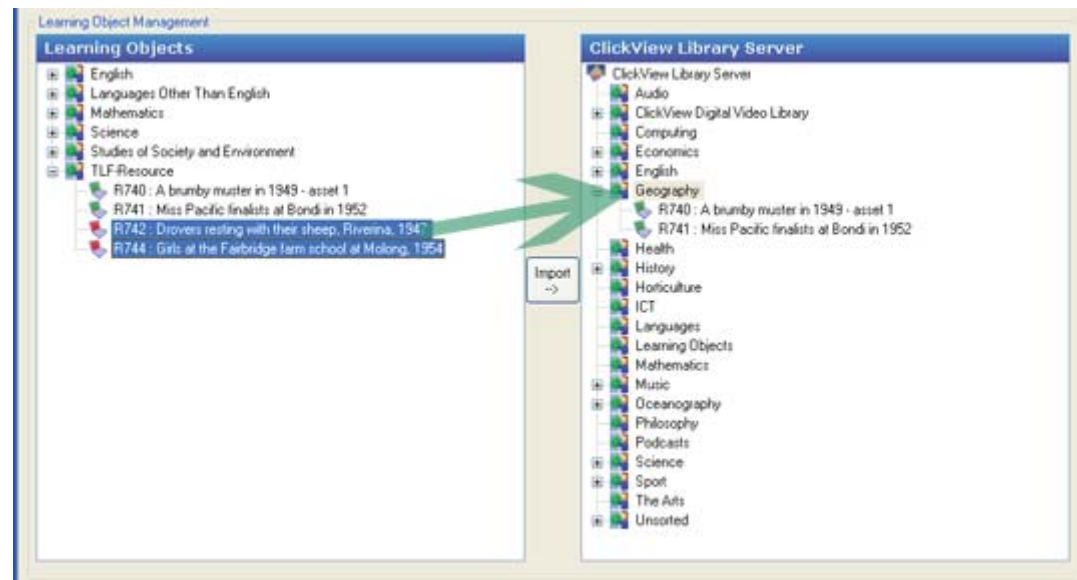
2. Enter the server address lorax.clickview.co.nz and click the green arrow to connect



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.

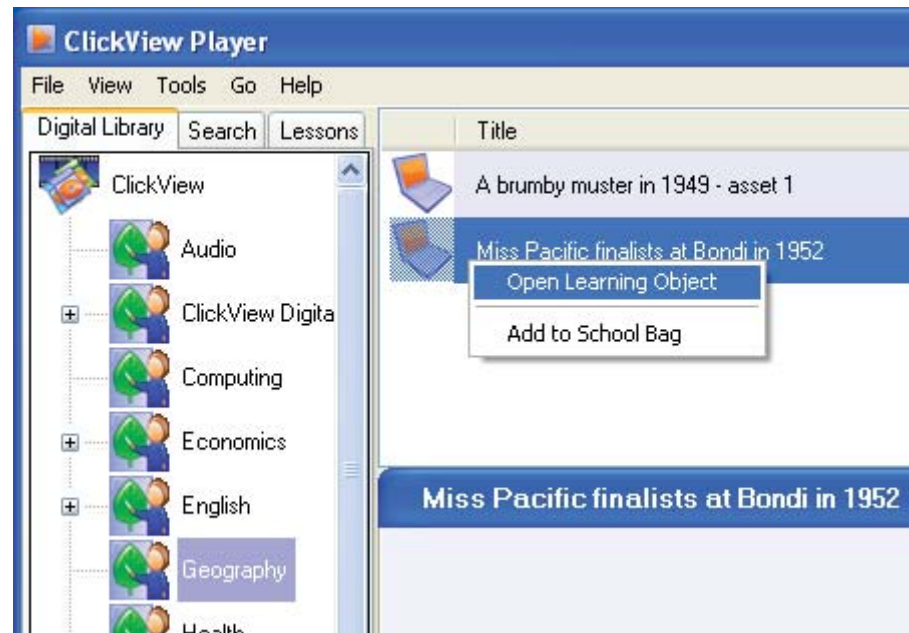
Any new updates from the Learning Federation can be added by dragging the category again. Learning Objects already in the Library will not be imported again.

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'.



PART C: EDITING CONTENT IN CLICKVIEW

Once you have recorded content, you can edit it before adding to your ClickView Library Server. When you edit your recording you can remove advertisements, insert chapter breaks and metadata.



- insert chapter breaks
- add metadata and program info
- remove advertisements
- create video snapshots
- export digital files out of ClickView

1. Complete overview to basic editing

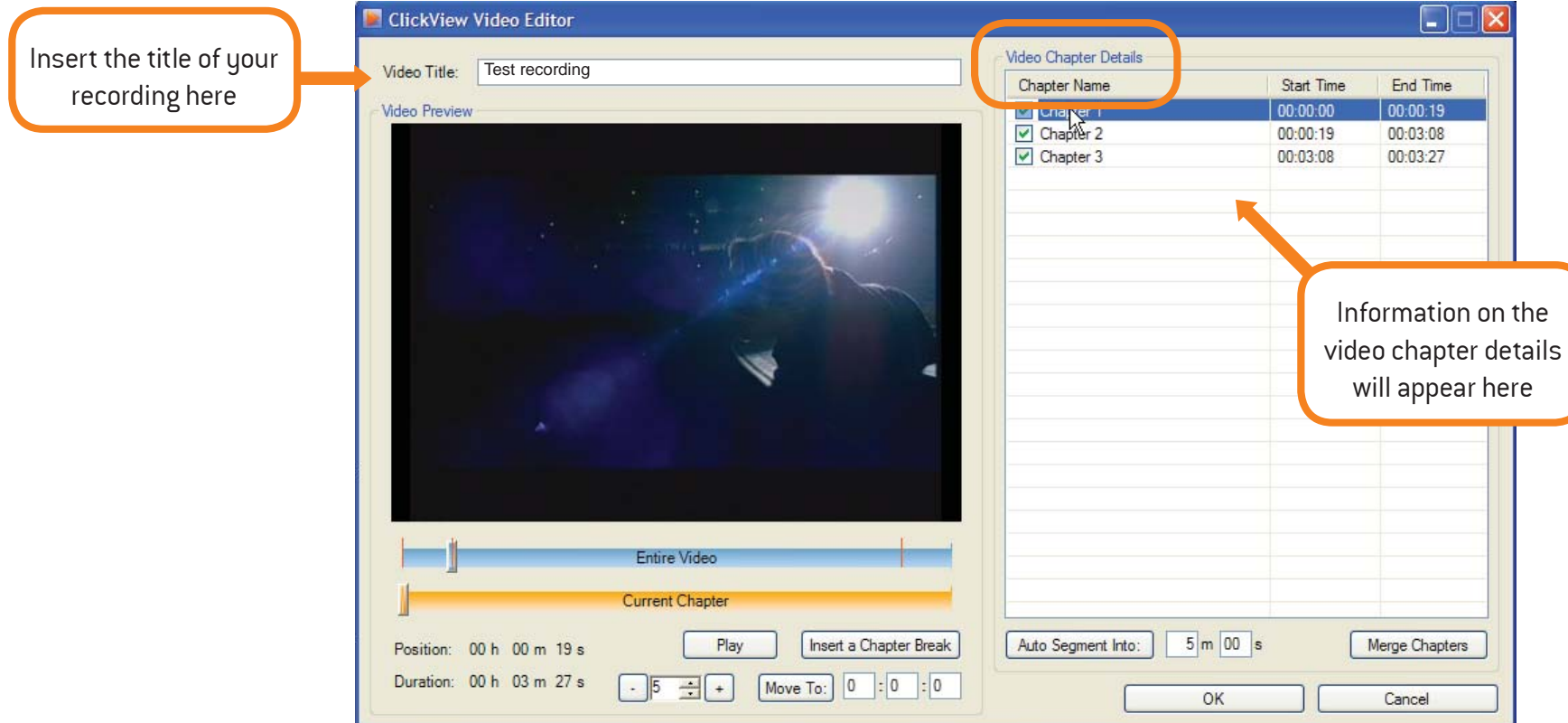
The following is a complete overview to editing a recording to add to ClickView:

- 1. Open the ClickView Digital Video Recorder (DVR)
- 2. Select the recording you wish to edit from 'Step 2 – Edit' in the ClickView DVR
- 3. Click the 'Edit Recording' button. The ClickView Video Editor will open:

The screenshot shows the ClickView Video Editor window. It includes a 'Video Title' input field, a 'Video Preview' window, and a 'Video Chapter Details' table. The table has columns for 'Chapter Name', 'Start Time', and 'End Time'. Below the table are controls for 'Auto Segment Into' (set to 5 m 00 s) and 'Merge Chapters'. At the bottom, there are 'OK' and 'Cancel' buttons. Callout boxes provide additional context:

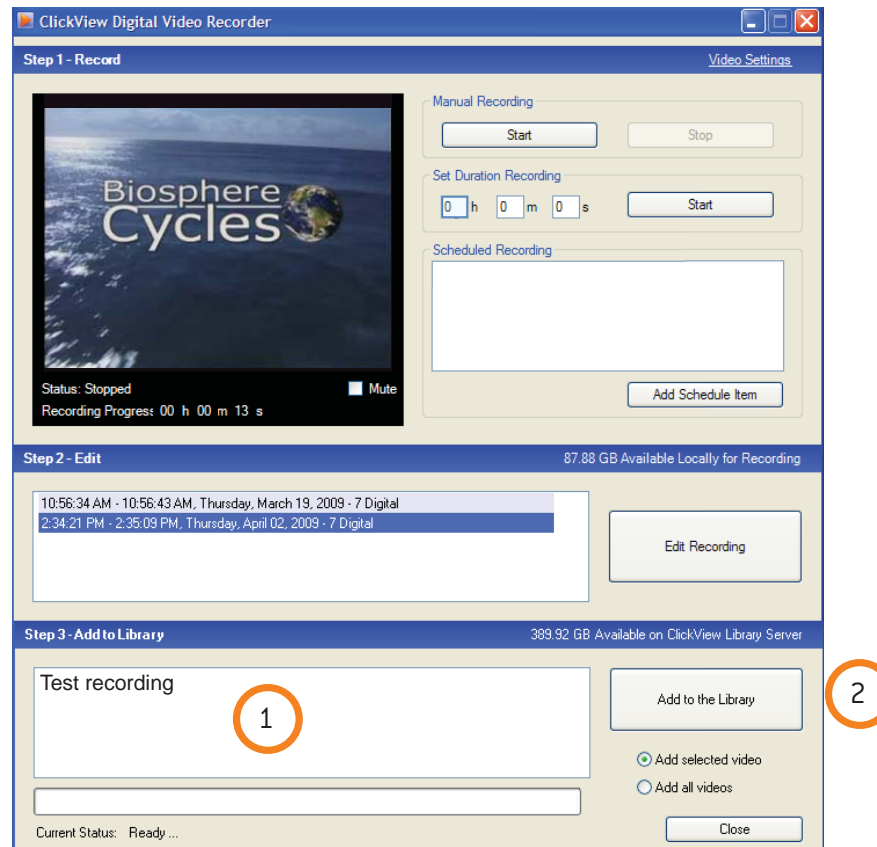
- Insert the title of your recording here**: Points to the 'Video Title' input field.
- Playback window to view your recording**: Points to the 'Video Preview' window.
- The markers allow you to move through the chapter to wherever you would like to insert a chapter break**: Points to the 'Entire Video' and 'Current Chapter' progress bars.
- Information on the video chapter details will appear here**: Points to the 'Video Chapter Details' table.
- The position of the marker indicates where you would like to insert a chapter break, and then you select 'Insert a Chapter Break' to do it**: Points to the 'Insert a Chapter Break' button.
- Video and Chapter Progress bars allows you to move through the video at a more accurate pace**: Points to the 'Entire Video' and 'Current Chapter' progress bars.

4. Move the progress bars on the left hand side of the ClickView Video Editor to the desired positions to insert chapter breaks.
E.g.: to remove advertisements, position chapter breaks at the beginning and end of the ad breaks
NB: Ideally, chapters should not be longer than 5 minutes each
5. Use the 'Insert Chapter break button' to create the breaks at each point desired
The chapters will appear in the 'Video Chapter Details' window
6. Untick the chapters that you don't want to keep; the remaining chapters will form your video
7. Select the text box at the top of the ClickView Video Editor and insert a title for your recording.
8. Select 'OK' when finished. Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR



To add the recording to your ClickView Library Server

1. Select the recording from 'Step 3 – Add to Library' in the ClickView DVR
2. Select the 'Add to the Library' button



If you would like to add all videos that you have edited, simply tick the box that says 'Add all videos'

NB: It is advisable to add all videos to the Library after school hours so it does not interrupt the school network whilst in full use. It takes up a lot of system resources when transcoding and will slow your computer down during the day.

2. Chapter placement

Inserting chapters in your recordings is a useful tool in marking the change in topic or subject or for removing ad breaks.

1. Open the ClickView Digital Video Recorder
2. Select the video from 'Step 2 – Edit'
3. Select 'Edit' button and the ClickView Video Editor will open
4. Move the Video progress bars along the video to select the positions you would like to insert chapters

The screenshot shows the ClickView Video Editor interface. At the top, there is a blue progress bar labeled 'Entire Video' and a yellow progress bar labeled 'Current Chapter'. Below the progress bars, there are controls for position and duration: 'Position: 00 h 00 m 00 s' and 'Duration: 00 h 03 m 27 s'. To the right of these fields are buttons for 'Play' and 'Insert a Chapter Break'. Below these buttons is a numeric field with a value of '5' and plus/minus buttons, followed by a 'Move To:' field with three input boxes for hours, minutes, and seconds, all set to '0'. Four callout boxes provide additional information: one on the left explains the progress bars, one on the right explains the 'Insert a Chapter Break' button, one at the bottom left explains the position and duration fields, and one at the bottom center explains the interval control field.

Video and Chapter Progress bars allow you to move through the video at a more accurate pace

When you reach the desired position to insert the chapter break, simply click this button

The position and duration indicate the timing points in the recording

This field allows you to move through the recording at intervals of the selected number of seconds. You can increase or decrease these intervals by using the plus and minus buttons

5. Click 'Insert Chapter break' at each point desired
6. A red line will appear on the blue progress bar at each point where there is a chapter break inserted and the chapter names and durations will appear on the right hand side of the window.
7. Untick the chapters that you wish to remove
8. Type in a title for the video and select 'OK' to save your recording with your edits
Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR.

5. Change the length of the chapter if necessary. (ClickView recommends 5 minutes or less)
6. Select 'Auto Segment Info' and the recording is automatically chapterised at your selected times.
7. Enter a title for your recording and select 'OK'

Your edited recording will then appear in 'Step 3 – Add to Library' in the ClickView DVR

The screenshot shows the ClickView Video Editor window. On the left is a video preview window showing a white, fluffy character. Below the preview is a timeline with 'Entire Video' and 'Current Chapter' markers. At the bottom left, there are controls for 'Position' (00 h 00 m 40 s), 'Duration' (00 h 32 m 29 s), and a 'Move To' field (0 : 0 : 0). A circled '2' is next to the 'Auto Segment Into' field, which is set to 5 m 00 s. A circled '4' is next to the 'OK' button.

On the right is the 'Video Chapter Details' table:

Chapter Name	Start Time	End Time
<input checked="" type="checkbox"/> Chapter 1	00:00:00	00:05:00
<input checked="" type="checkbox"/> Chapter 2	00:05:00	00:10:00
<input checked="" type="checkbox"/> Chapter 3	00:10:00	00:15:00
<input checked="" type="checkbox"/> Chapter 4	00:15:00	00:20:00
<input checked="" type="checkbox"/> Chapter 5	00:20:00	00:25:00
<input checked="" type="checkbox"/> Chapter 6	00:25:00	00:30:00
<input checked="" type="checkbox"/> Chapter 7	00:30:00	00:32:29

Annotations in the image:

- A callout box labeled '3. Type in name for video' points to the 'Video Title' input field.
- A callout box labeled '2. Auto-chapter segments appear here' points to the 'Chapter Name' column in the table.
- A callout box labeled '4' points to the 'OK' button.

4. Merging chapters

If you make a mistake whilst editing and need to merge chapters back together that you have created, this is possible whilst the recording is still in the ClickView Video Editor. Once your recording has been added to the ClickView Library, you will be unable to merge chapters again.

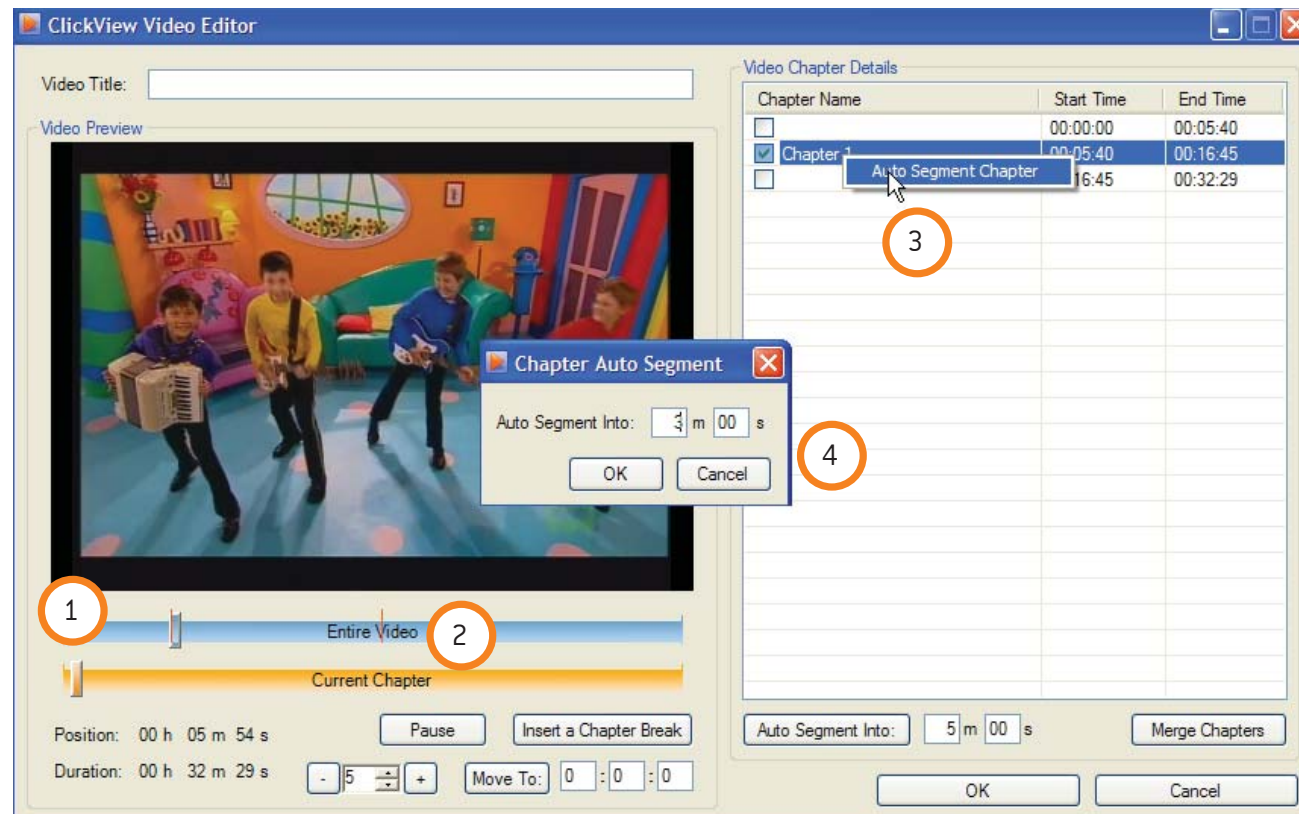
1. Select the chapters you wish to merge in the ClickView Video Editor
2. Click on the first chapter you wish to merge
3. Hold the 'CTRL' key on your keyboard and select the last chapter in the sequence that you wish to merge
4. Click on the 'Merge Chapters' button on the bottom right hand side and the chapters will all now appear as one chapter.

NB: it is not possible to merge chapters that are not adjacent.

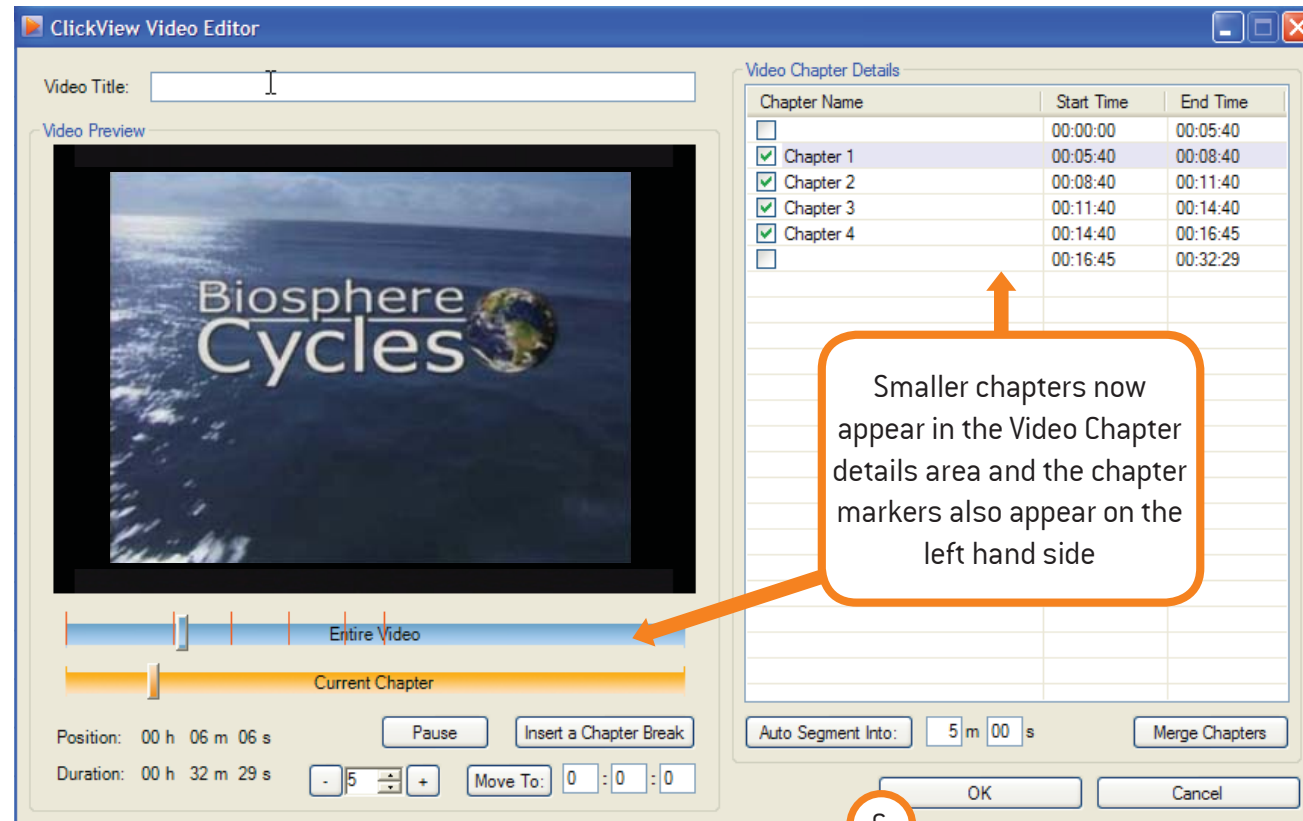
5. Editing the length of programs

If your recording is longer than the length of the actual program you want to edit, you can remove the beginning and end of the recording to keep the relevant part.

1. Open the ClickView Digital Video Recorder
2. Select the video from 'Step 2 – Edit'
3. Select 'Edit' button and the ClickView Video Editor will open
4. Move the Video progress bar along the beginning of the actual part of the recording you wish to keep



5. Select 'Insert a Chapter Break'
6. Move the Video progress bar along the end of the actual part of the recording you wish to keep
7. Select 'Insert a Chapter Break'
8. Un-check Chapter 1 and Chapter 3 on the RHS in the Video Chapter Details
9. Select the remaining chapter and right click and select Auto Segment Chapter
10. Select the time to auto segment the chapters by (**NB:** ideally less than 5 mins)
The remaining segment will then be chapterised into smaller chapters.



5

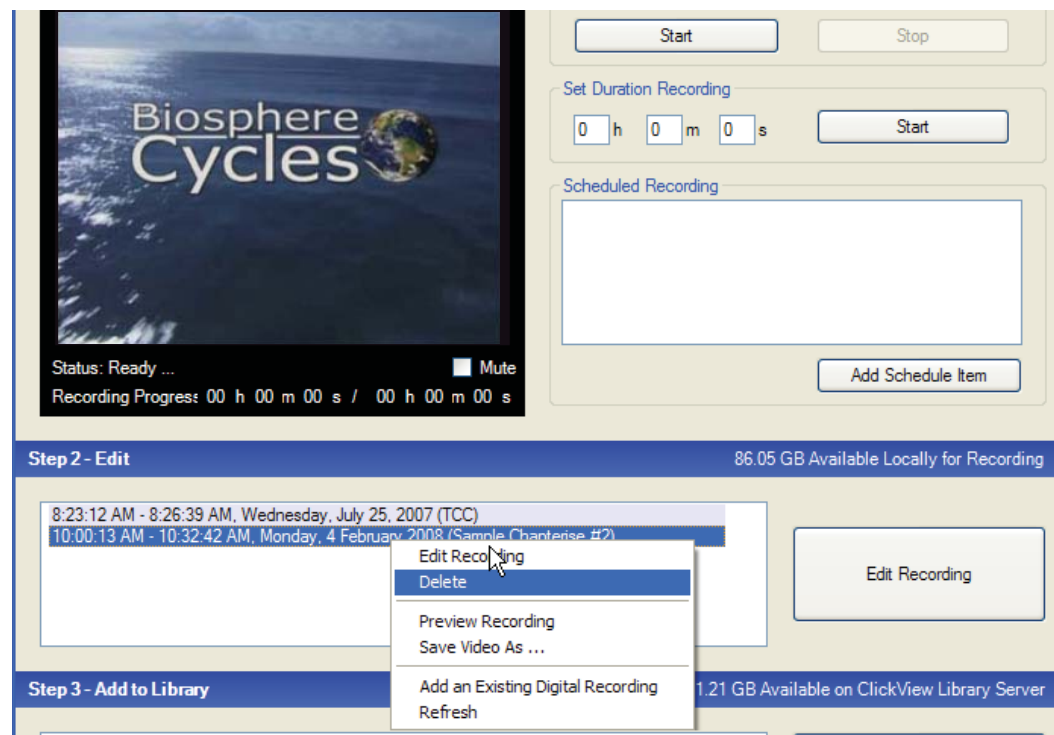
Smaller chapters now appear in the Video Chapter details area and the chapter markers also appear on the left hand side

6

6. Deleting original recordings

If you have finished adding all your recordings to your ClickView Library but you still have some master recordings in the 'Step 2 – Edit' that you no longer wish to keep, then it is advisable to remove them as they take up hard drive space.

1. Select the recording in the Digital Video Editor in the 'Step 2 – Edit' section
2. Right-click the video
3. Select 'Delete' to remove the file or 'Save Video As' if you wish to keep a master copy available for another time

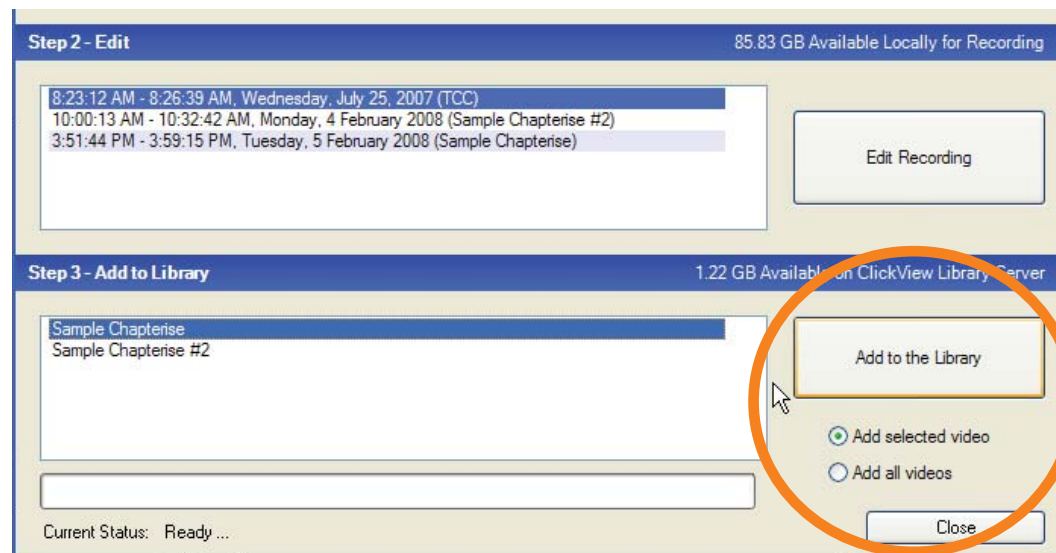


Select 'Yes' when prompted if you definitely wish to remove the file. This option cannot be undone.

7. Adding edited recordings to your library

Once you have finished editing for the day, you will need to add your recordings to your ClickView Library. There are 2 ways you can do this:

1. Add a selected video one at a time by selecting the video and then selecting 'Add selected video'
- OR
2. Add all videos at once in 'Step 3 – Add to Library' by selecting 'Add selected video'

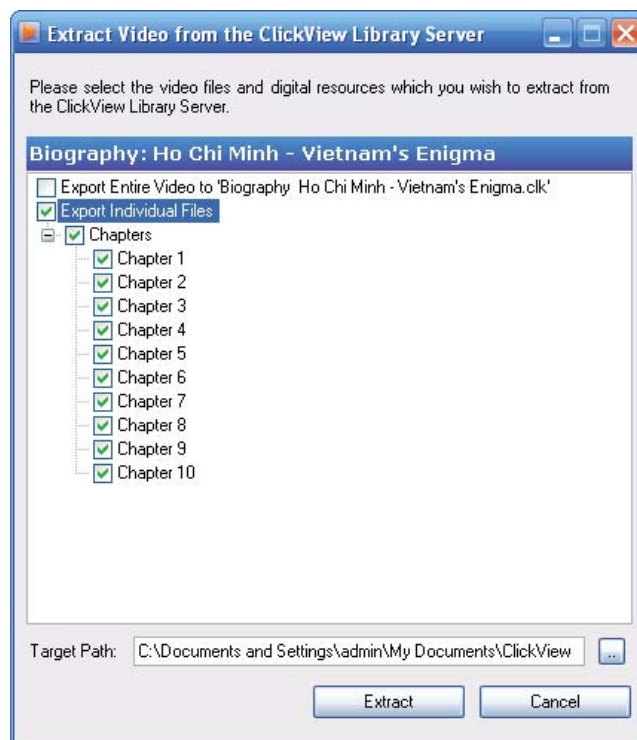


Once the videos have been added to the Library, you will be able to edit the metadata, add worksheets and reposition the video location (refer to Part B of the training manual).

NB: The original version of the video with your edits will stay in 'Step 2 - Edit' until you manually delete it. See "Part C - Deleting original recordings" for instructions.

8. Exporting videos out of ClickView

You are able to export any videos from ClickView that you have added yourself and that have been recorded under your school's educational recording licence (Screenrights, ERA etc). Due to Copyright, you are not able to extract any of the digital video libraries that you subscribe to through ClickView. To extract a video:



1. Select the video in the ClickView Library Manager
2. Right click the video
3. Select the “Extract Video from ClickView Library Server” button
A window will appear, here you will have two options for extracting the Video Package.
4. Un-tick the ‘Export Entire Video to’ option and then select the ‘Export Individual Files’ option by leaving a tick in the selection box
You can also extract specific chapters from the video by ticking the boxes corresponding to the video chapters that you wish extract from the library and un-ticking the undesired chapters.
5. Choose whether you wish to extract a cover image
6. Select the target location to save the file
7. Click the “Extract” button to complete this step

The video files are now available for your 3rd party DVD Conversion software.

9. Burning videos extracted from ClickView onto DVD

Once you have completed the steps in Part 8, you can burn your files onto a DVD using any DVD conversion software. Eg: Nero, Ulead and Movie Factory. Simply follow the steps in your 3rd party software and create the DVD.

Note: The ClickView software does not provide DVD burning capabilities.

For more information please see Knowledgebase article 91 on www.clickview.co.nz/support

Further Library Manager Resources:

Further resources that will assist you with your use of ClickView can be found on our website **www.clickview.co.nz/support**

Our Knowledgebase articles have a wealth of information on any problems you may have. You can also use our online tutorials to see how to do a task in action. The following links answer some of our more popular questions:

LIBRARY MANAGER

Move or merge folders in the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=165>

Removing an entire folder of videos from the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=136>

Searching the ClickView Library using ClickView Library Server

<http://www.clickview.co.nz/support/?kb=133>

Adding image collections to the ClickView Library Server

<http://www.clickview.co.nz/support/?kb=84>

Extracting a video from the ClickView Library Server and burning it to DVD

<http://www.clickview.co.nz/support/?kb=91>

DIGITAL VIDEO RECORDER (DVR)

ClickView Digital Video Recorder tutorial

www.clickview.co.nz/support/?kb=35

Auto-Segment an existing chapter within the ClickView Video Editor

www.clickview.co.nz/support/?kb=138

24-7

ClickView 24-7 Manager tutorial

www.clickview.co.nz/support/?kb=161

ClickView 24-7 USER GUIDE

<http://www.clickview.co.nz/247/help/>

PODCASTING

How to use the Podcast Download Manager

<http://www.clickview.co.nz/support/?kb=109>

EXCHANGE

ClickView Exchange

<http://www.clickview.co.nz/support/?kb=82>

SCHOOL BAG

Using School bag

http://www.clickview.co.nz/support/e_using_schoolbag.php

Opening the School Bag at home

http://www.clickview.co.nz/support/e_open_school_bag.php