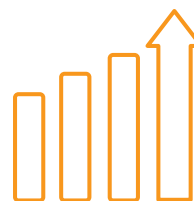
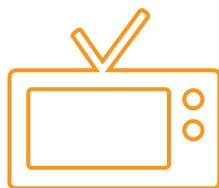
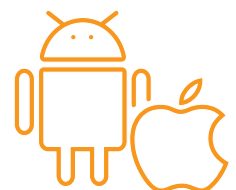
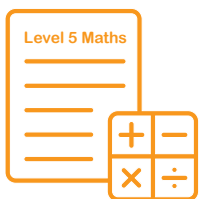


# Train the Trainer Guide V2.0

ClickView Online



Q + A



## Introduction

ClickView has successfully been introduced to thousands of schools across Australia, New Zealand and the UK and now leads the way as the education industry's leading cloud-based video management system.

At ClickView, we understand that successful software implementation in education environments is down to the after sales support and training provided to your staff. We aim to ensure that your end user's experience of our product is as easy and accessible as possible.

ClickView is happy to provide onsite Professional Development for all our schools, however when this is not possible we like to provide you with as many methods as possible to upskill your team. This includes remote live Professional Development, on demand webinars, and Professional Development resources such as this Train the Trainer guide. If you would like more information about our Professional Development resources, please do not hesitate to contact us at:

[training@clickview.co.uk](mailto:training@clickview.co.uk)

T: 0333 207 6595

ClickView Limited  
Fifth Floor  
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London  
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## ClickView Overview

### ClickView Access

Historically ClickView was accessed via a piece of software called ClickView Player. This programme enabled teachers to browse and playback videos in a curated collection stored within the schools Local Area Network (LAN). This system of sourcing videos locally from a '**Local Cache**' copy within the school's LAN enabled schools to reduce external Internet traffic and ensure a high speed delivery for all videos sourced from the Local Cache.

ClickView has now taken the Local Cache technology from ClickView Player and incorporated this into our online platform which now enables your staff to access their ClickView Library via any modern web browser. ClickView Online is now the preferred access medium for the majority of ClickView users, affording them a lot more functionality and a standardised user interface.

Although ClickView Online is the preferred access medium for many of our users it is not the only way to access ClickView. ClickView also has free mobile apps for all up-to-date iOS, Android and Windows devices; making it easier than ever to create, share, and enrich video content.

ClickView understands that school IT ecosystems are a complicated place with many pieces of software trying to access the same resources; such as virtual learning environments (VLE) or library cataloguing systems (LCS). It is for this reason that ClickView has partnered with the world's leading education software companies to produce free plugins that enable your staff to integrate rich video content from ClickView into their lesson plans and research tasks.

Special note: ClickView Player was officially deprecated as of January 2016 and no further support or development will be conducted by ClickView for this product. ClickView highly recommends that all users transfer to one of the preferred access methods described above to avoid any system conflicts.



Blackboard



RM Unify

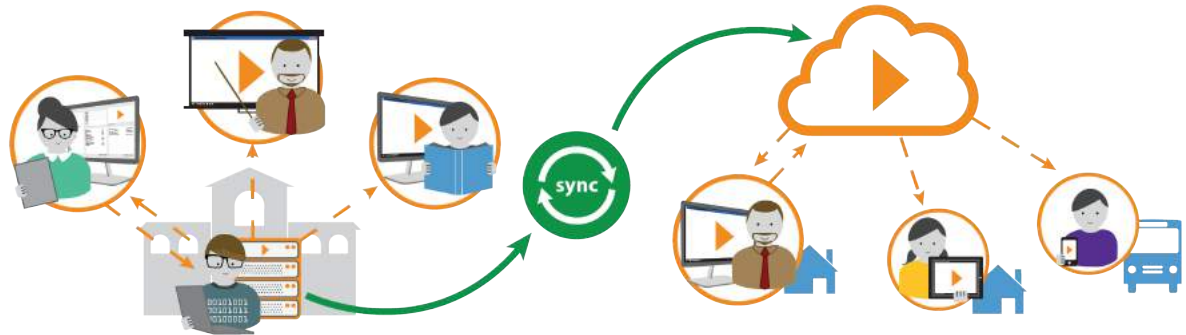


#### **ClickView's 2016 software integration partners**

*Note: If your school's VLE or LCS is not listed above please contact your ClickView Advisor.*

## ClickView Online

ClickView Online allows teachers and students access to their video library over the Internet. You can choose the titles that you wish to synchronise to our server so that they can be accessible anytime, anywhere, through a web browser.



## Logging into ClickView Online

Your institution will access ClickView Online using the link below:

<https://online.clickview.co.uk>

If your institution has adopted Single Sign On (SSO) for ClickView Online, you will need to login via

### ***What is Single Sign On?***

Single Sign On (SSO) is a session/user authentication process that permits a user to enter one name and password in order to access multiple applications. The process authenticates the user for all the applications they have been given rights to and eliminates further prompts when they switch applications during a particular session.

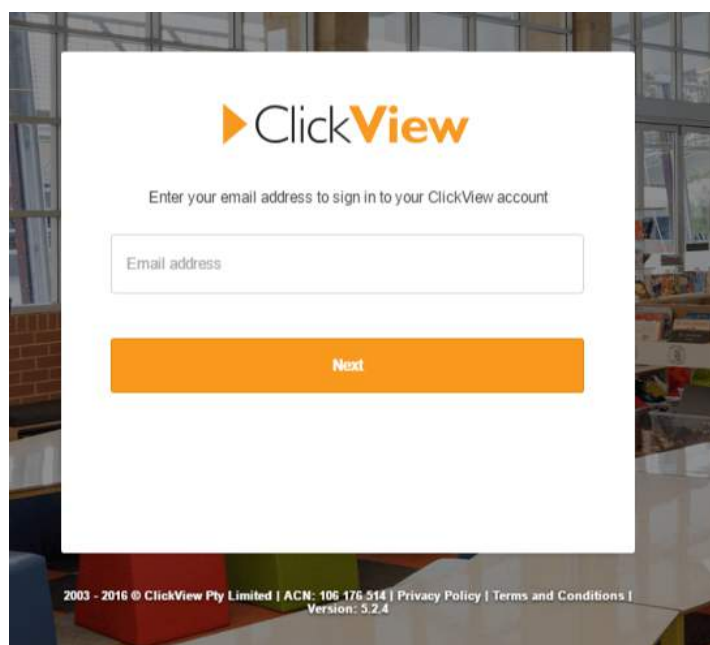
the unique website created by your System Administrator. You will automatically be forwarded to this page upon entering your email address into ClickView Online.

If users are unsure whether or not Single Sign On has been set up or is active at their institution, they should contact their System/ClickView Administrator for clarification on this before proceeding any further.

### ***Presenter Top Tips***

- Before starting your training session, ensure you are clear on how your institution's authentication process is configured.
- If your institution is not set up for SSO, please contact: ClickView Technical support 0333 207 6596

Enter your school email address in the sign in box and click the **'Next'** button.

A screenshot of the ClickView login interface. At the top is the ClickView logo. Below it, the text "Enter your email address to sign in to your ClickView account" is displayed. There is a text input field labeled "Email address". Below the input field is a large orange button labeled "Next". At the bottom of the screen, there is a footer with copyright information: "2003 - 2016 © ClickView Pty Limited | ACN: 106 176 514 | Privacy Policy | Terms and Conditions | Version: 5.2.4".

ClickView

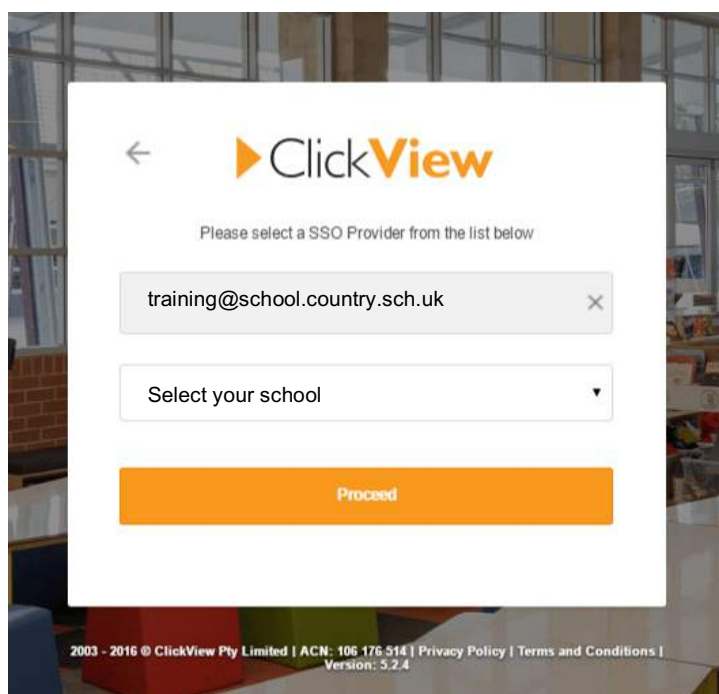
Enter your email address to sign in to your ClickView account

Email address

Next

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If you are part of a group of schools which use the same email address format you will then be prompted to select your school from your group listings. If your school is not configured for SSO select **'My School doesn't use Single Sign On'** from the bottom of the menu to continue.

A screenshot of the ClickView SSO selection interface. At the top left is a back arrow. Next to it is the ClickView logo. Below the logo, the text "Please select a SSO Provider from the list below" is displayed. There is a text input field containing "training@school.country.sch.uk" with a clear button (X) to its right. Below this is a dropdown menu labeled "Select your school". At the bottom is a large orange button labeled "Proceed". At the bottom of the screen, there is a footer with copyright information: "2003 - 2016 © ClickView Pty Limited | ACN: 106 176 514 | Privacy Policy | Terms and Conditions | Version: 5.2.4".

← ClickView

Please select a SSO Provider from the list below

training@school.country.sch.uk X

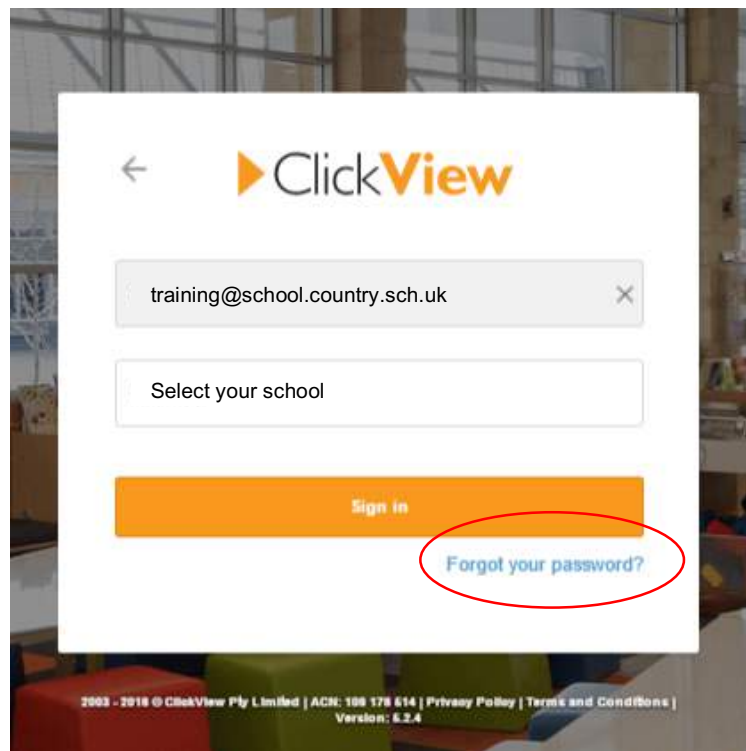
Select your school ▼

Proceed

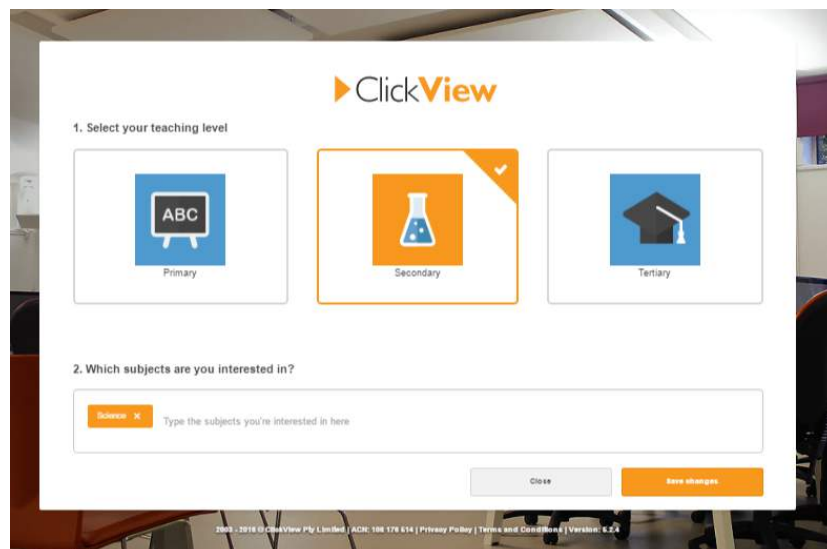
2003 - 2016 © ClickView Pty Limited | ACN: 106 176 514 | Privacy Policy | Terms and Conditions | Version: 5.2.4

If your school uses Single Sign On and you haven't already been authenticated for your session you will now be prompted to log in.

If you encounter any authentication or login problems to ClickView Online, click on the '**Forgot your password**' link in order to reset your password. If you still encounter authentication or access problems, contact the ClickView Administrator at your institution or ClickView Technical Support.



The first time you log in, you will be asked to select the age range you teach and your subject preferences. This enables ClickView to highlight content that may be of specific interest to you.

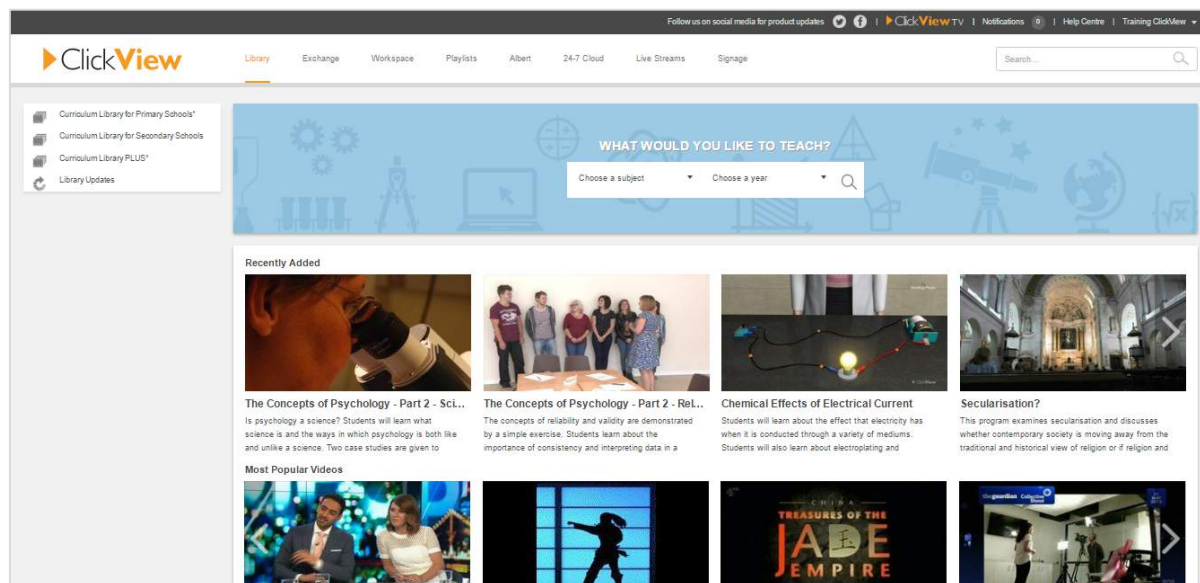




# ClickView Online Navigation

## Introduction

Once logged into ClickView Online you will be presented with the ClickView Online home screen.

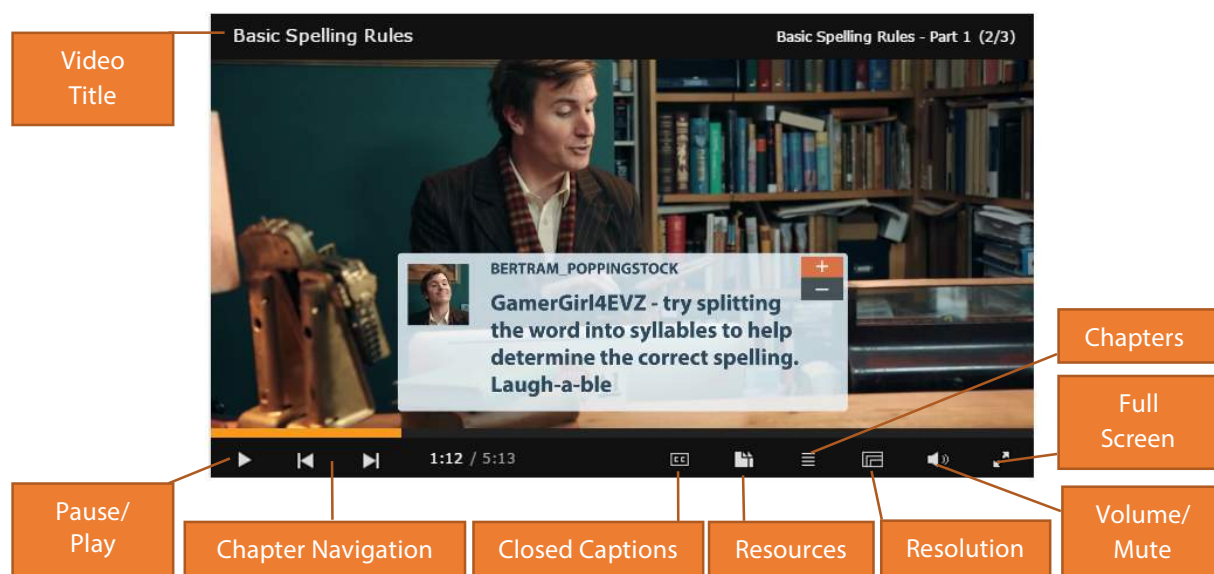


Whilst conducting your ClickView Professional Development session it is important to keep a clear direction. The ClickView Forum would recommend the following order:

1. Web Player
2. Library overview
3. Playlists
4. Curriculum mapping and Albert ( Primary and Secondary only)
5. ClickView Exchange/ ClickView TV
6. Workspace
7. ClickView 24-7
8. ClickView Interactive Videos

## Web Player

ClickView Online videos are played through the ClickView Web Player (see below).



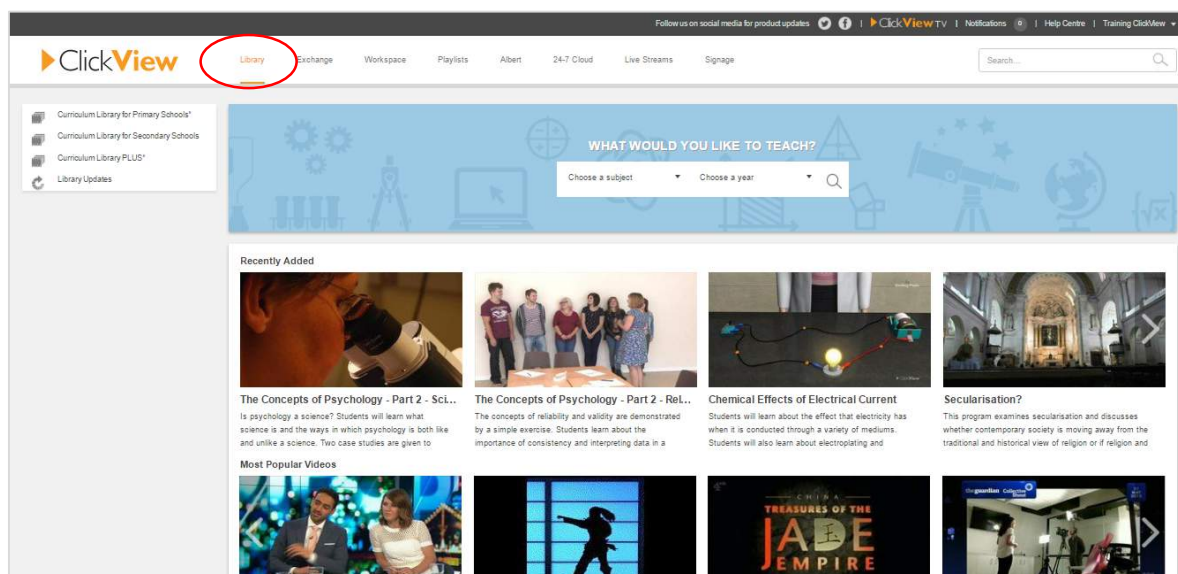
It is important to highlight all controls for the Web Player at the start of your session. The video controls are designed to have a familiar and intuitive feel. Many teachers may be unaware of the controls that are unique to ClickView e.g. Resources, Chapters, Resolution, Closed Captions.

### *Presenter Top Tips*

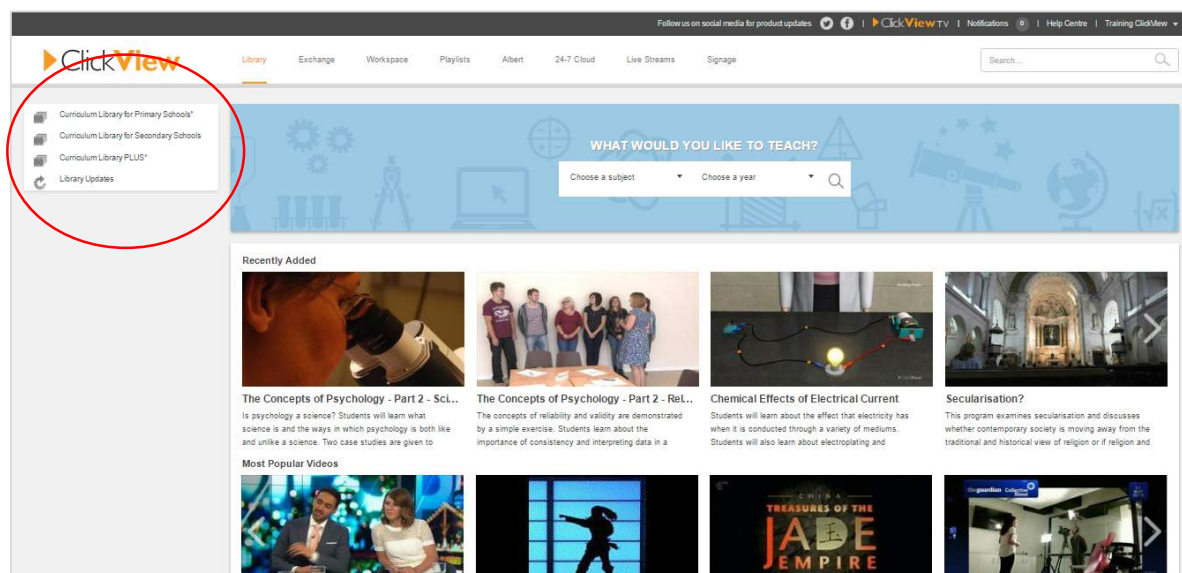
- Highlight the '**Closed Captions**' button (cc) as this is very useful for students with hearing impairments or students of English as a second language (ESL students).
- Please note it is always better to watch videos in the highest resolution possible, however most school projectors are not capable of projecting an image higher than 480p.
- If streaming a video from the Internet it is often useful to decrease the resolution to increase the buffering speed, this will also reduce data usage.

## Library Overview

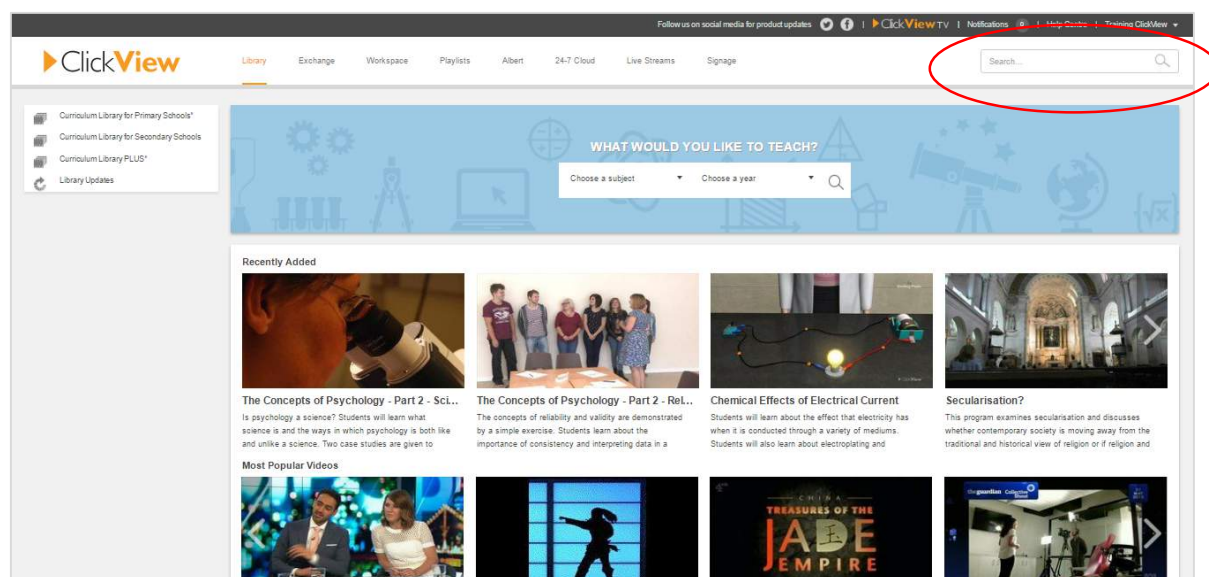
Once your staff are familiar with the ClickView Web Player controls it is time to introduce them to your school's ClickView Library.



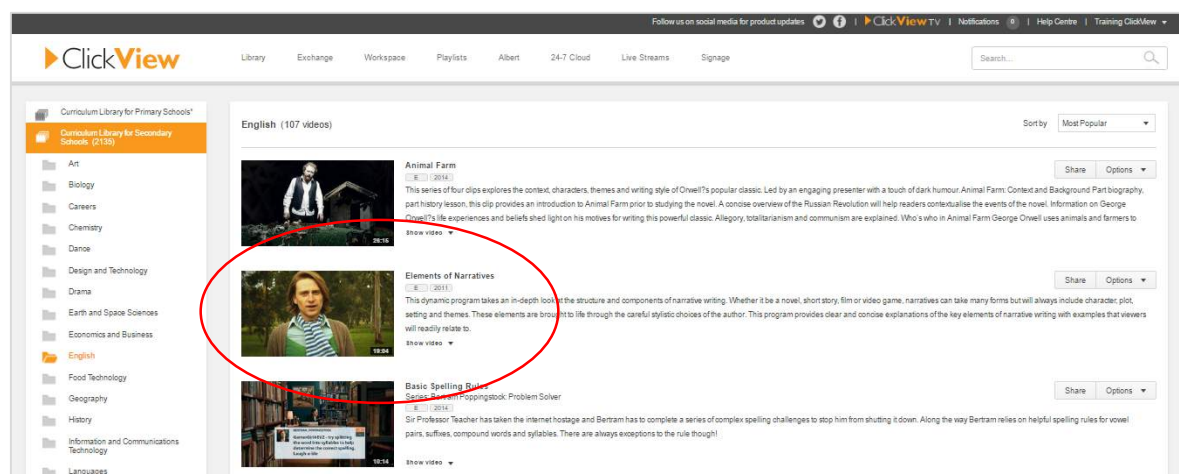
Your school's ClickView Library is a unique collection that can be found by clicking on the **'Library'** tab on the top left of the ClickView Online home screen. You can browse the library by selecting from the file structure found on the left hand side of the library screen.



Or by typing keywords into the search box.



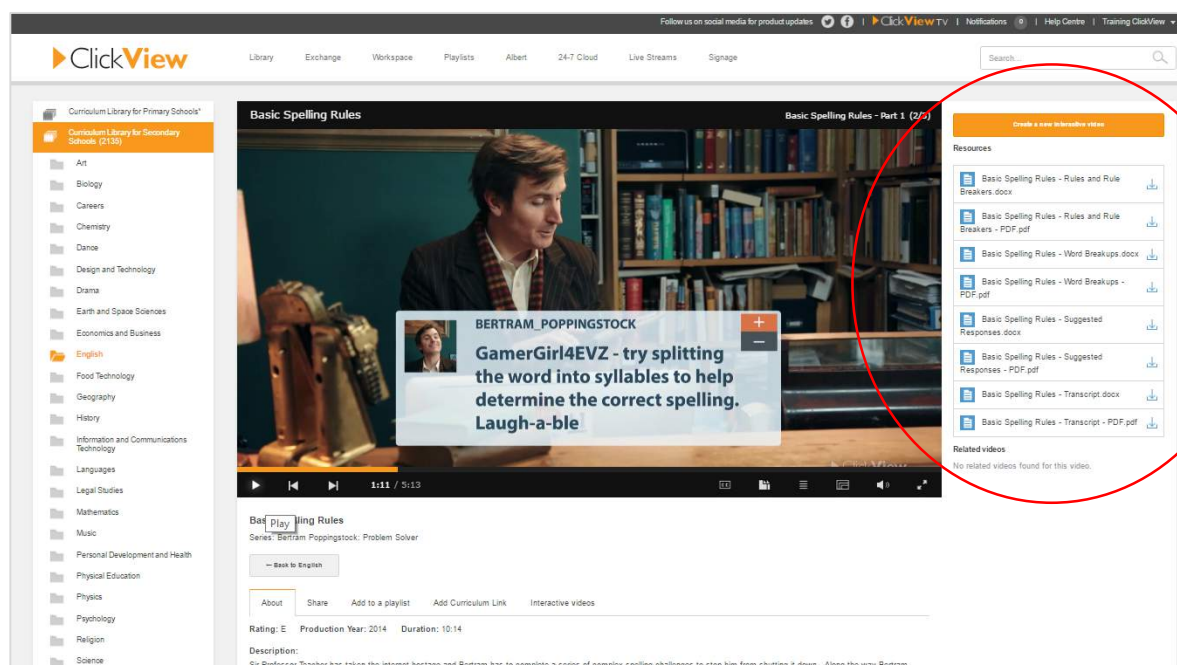
Once you have found the video you are looking for, select the title or the thumbnail image to open the video page.



### Presenter Top Tips

- It is important to point out at this stage that only your institution's library is delivered from the Local Cache stored on your LAN.
- In all other areas of ClickView the videos are sourced from the Internet, and for this reason it is important to encourage staff to add videos to the library.

The video page will display the library folders to the left and the Web Player in the middle of the screen. In addition to the resources button found at the bottom of the Web Player window the resources for the video can also be found in the resources list on the right hand side (or below the video if your screen resolution is low). To download any of the resources tagged to a video, click on the resource you wish to view. The resource will download to your Internet browser's downloads folder.



### Presenter Top Tips

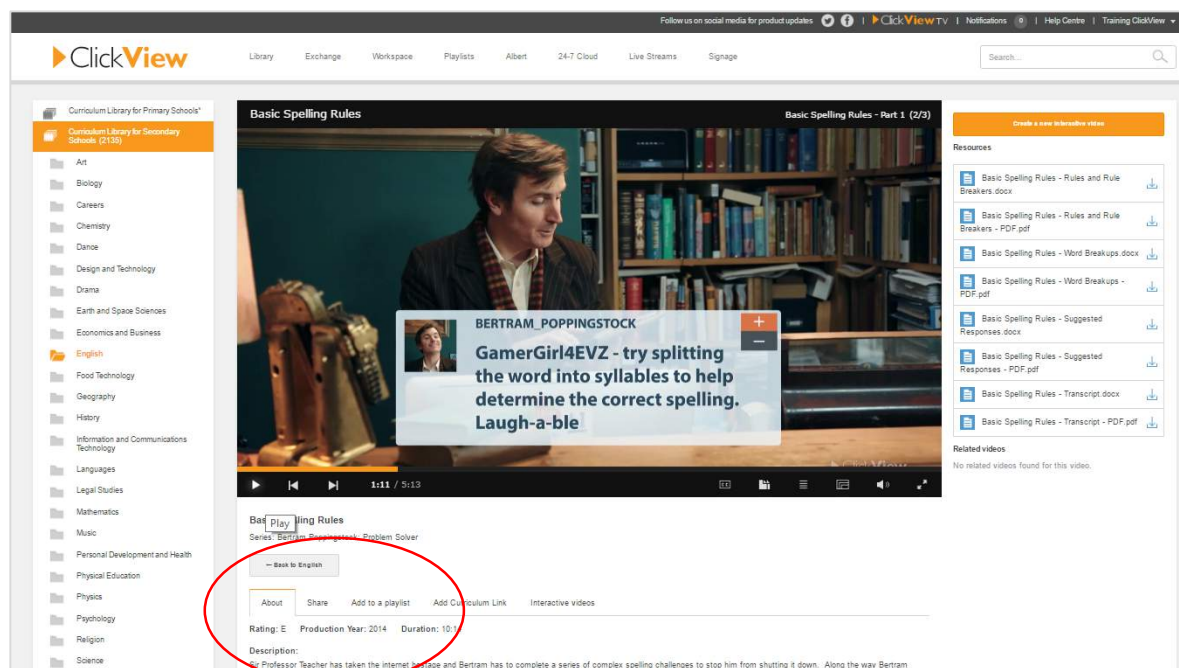
- Your school's ClickView Library is updated with new curriculum aligned videos produced by ClickView. This occurs once a month.
- All videos supplied by ClickView are mapped to your region's curriculum.
- The majority of videos supplied by ClickView come with supporting resources e.g. starters, plenaries, worksheets, or teacher notes for classroom activities.



All videos within your school's library will come with four key pieces of information:

- Rating
- Production Year
- Duration
- Description

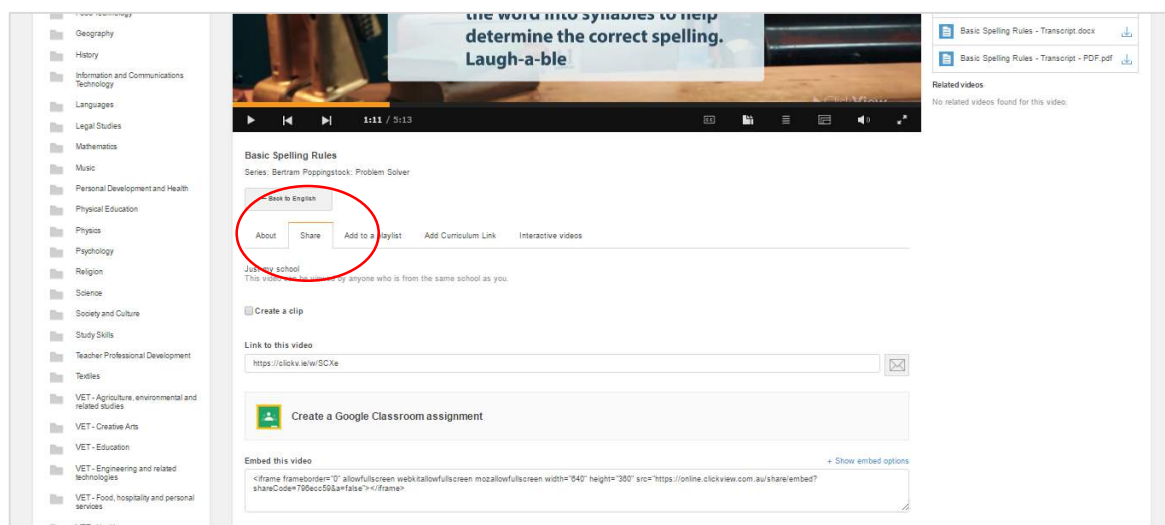
These can be found on the **'About'** tab beneath the Web Player window.



### Presenter Top Tips

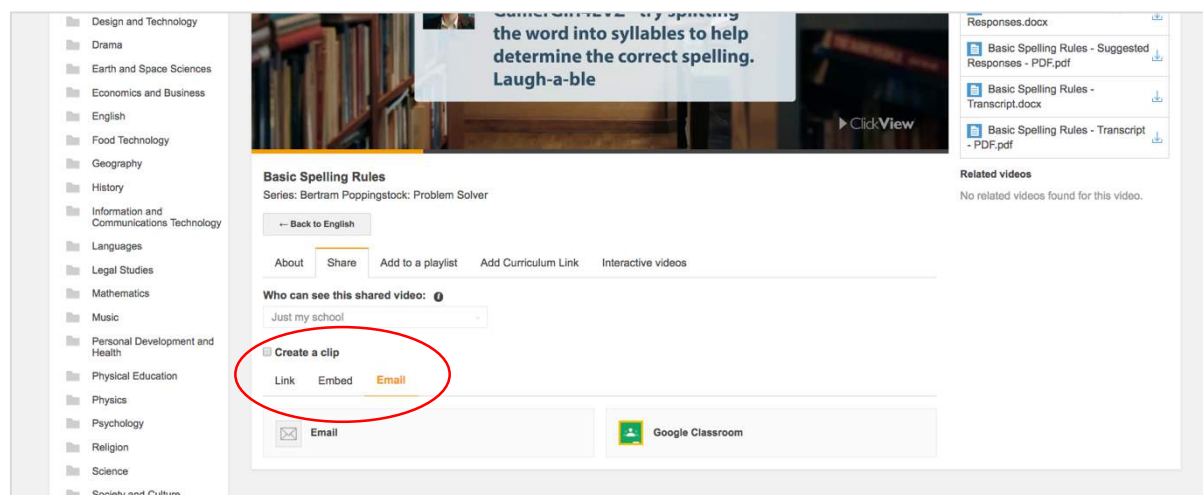
- The ratings applied to each video dictate which student year groups can view the video.
- All year groups should be set up with an age rating that is appropriate to your school's video policy. If you are unsure about this contact your System Administrator.
- Students can only see videos in ClickView that correspond with their year group rating permissions.
- Staff accounts are unrestricted.

Next to the **'About'** tab you will find the **'Share'** tab.



By selecting the **'Share'** tab you will be presented with three methods to share your selected video.

- Link to this video
- Create a Google Classroom assignment
- Embed this video

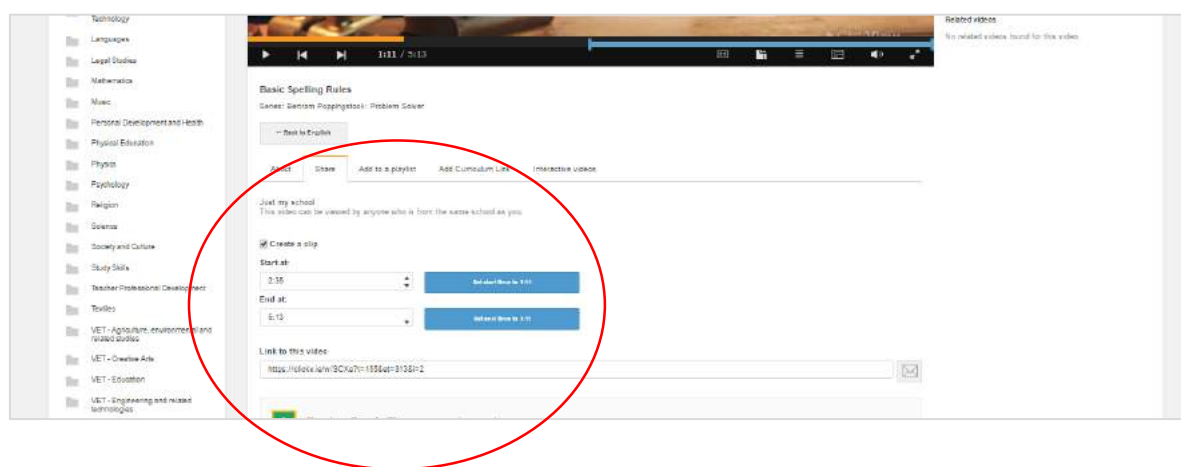


## Link to Video

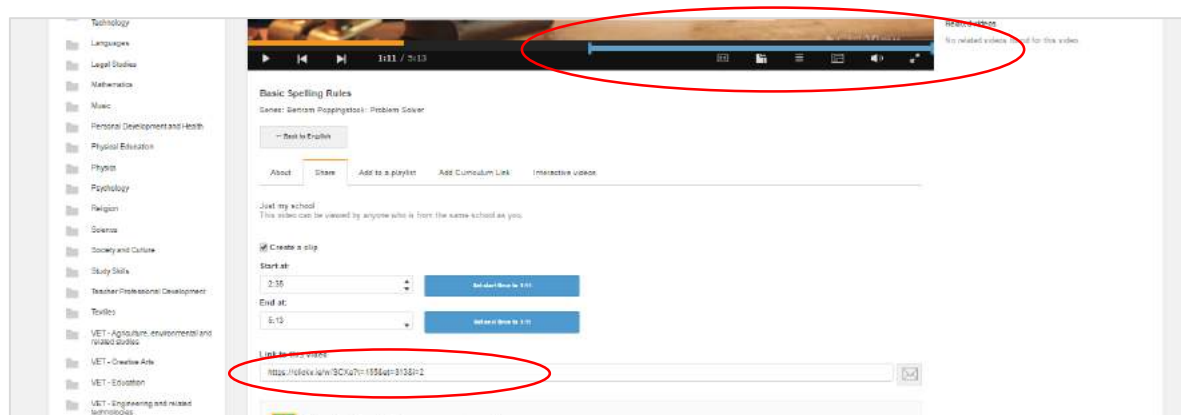
To share the video using a link you can cut and paste the link from the **'Link to this video'** section into a distribution medium or click the envelope icon at the end of the link box. This will open a new email in your default mail browser containing the link. Any users who click on the link will be able to view the entire video with a valid ClickView login and the relevant age permissions. You can also create a short clip from the video by following the steps below.

## Create a Clip

Tick the **'Create a clip'** button. Options will appear allowing you to choose a **'Start at'** and **'End at'** time. You can manually enter values for start and end time, or you can click on the up and down arrows on the right of the text box.



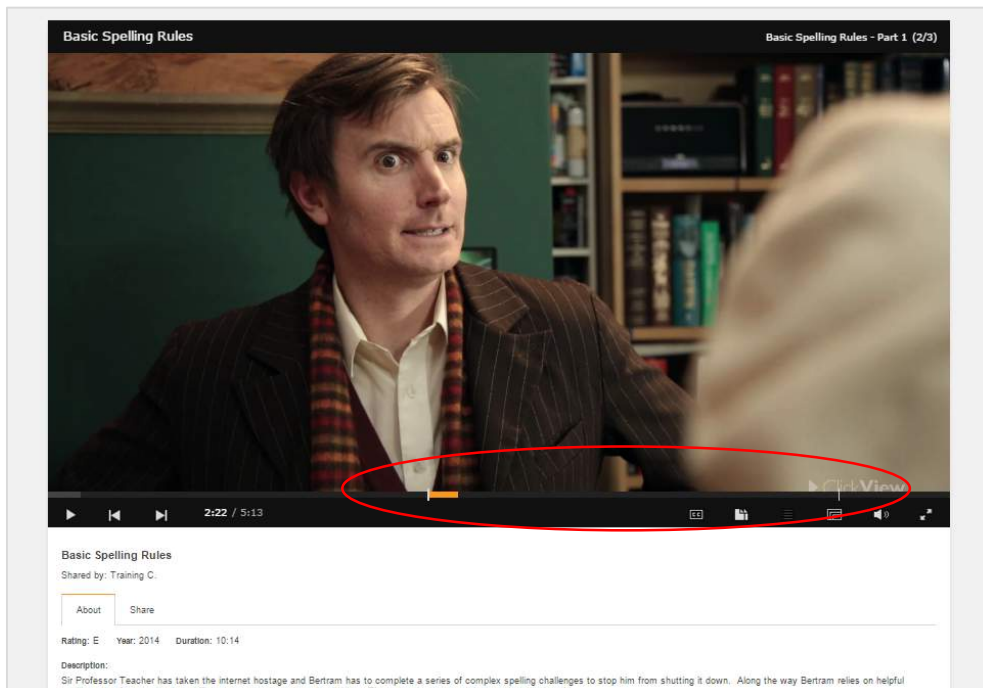
You can also set the start and end times for the clip by clicking and dragging the start and end points of the blue bar within the video player.



Once the start and end times have been set, you can share the link to the video clip by copying the text within the **'Link to this video'** section.



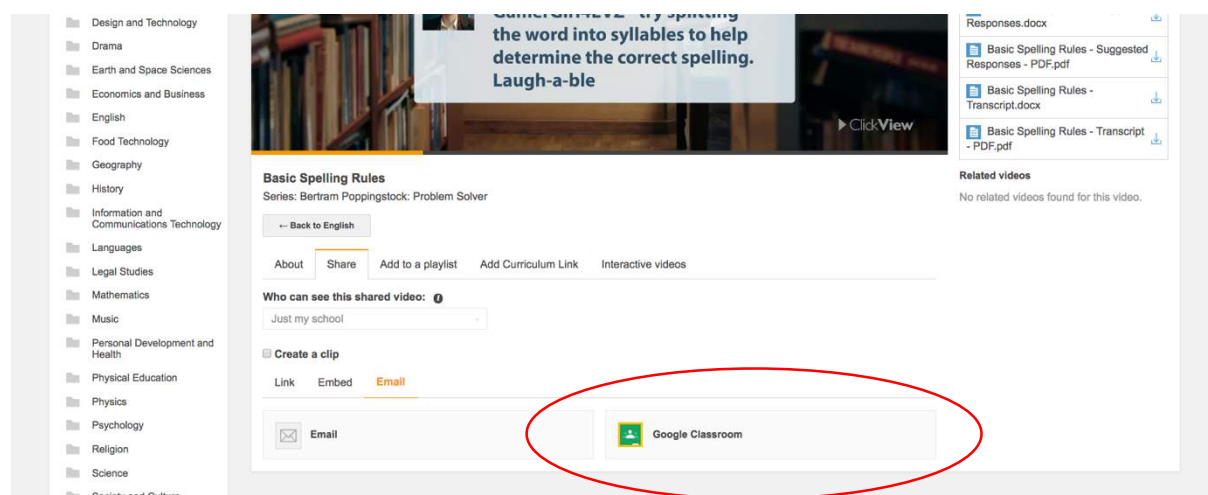
When the link is opened, the clip will automatically start playing at the predetermined 'Start at' time and will stop playing at the predetermined 'End at' time.



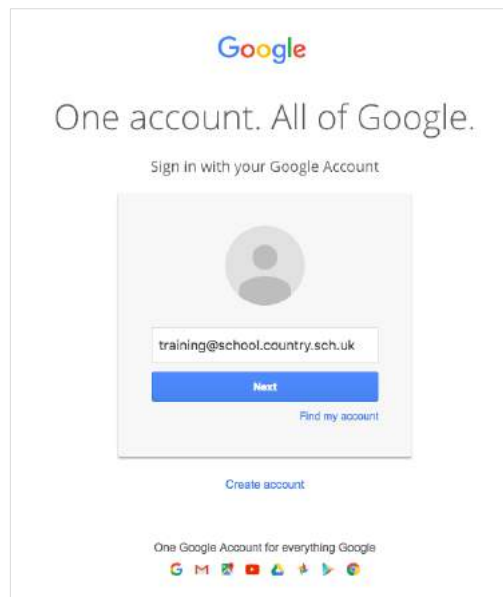
## Create a Google Classroom Assignment

To embed the Web Player window for your selected video in a Google Classroom assignment follow these steps.

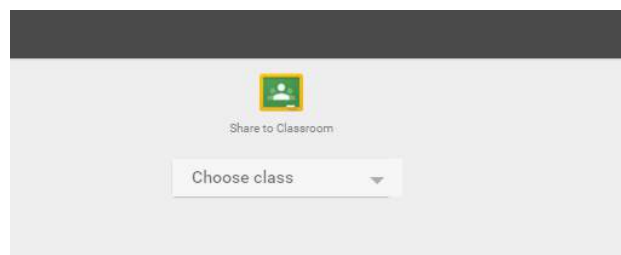
1. Click on '**Google Classroom**'.



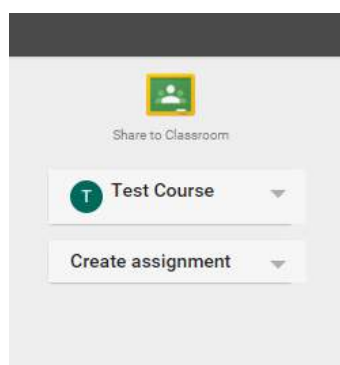
2. Google Classroom will open. If you are not logged in to Google, you will be required to authenticate (Sign in).



3. Select your class from the drop-down list.



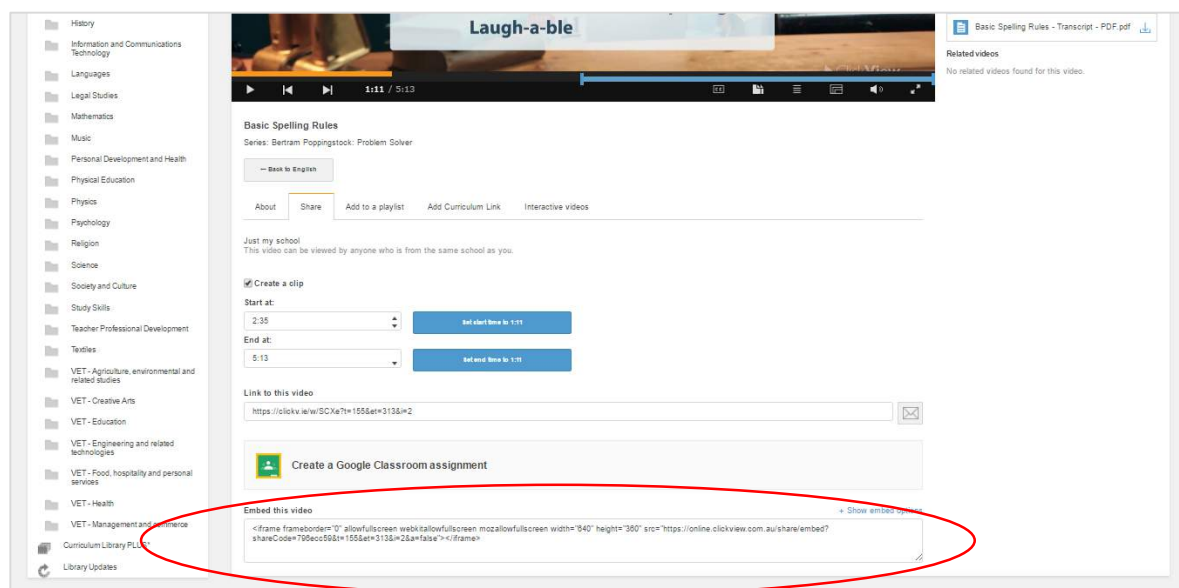
4. Select your assignment or create a new one from the drop-down menu.



5. Give your assignment a title and description and your ClickView video will now be embedded as part of the Google Classroom assignment.

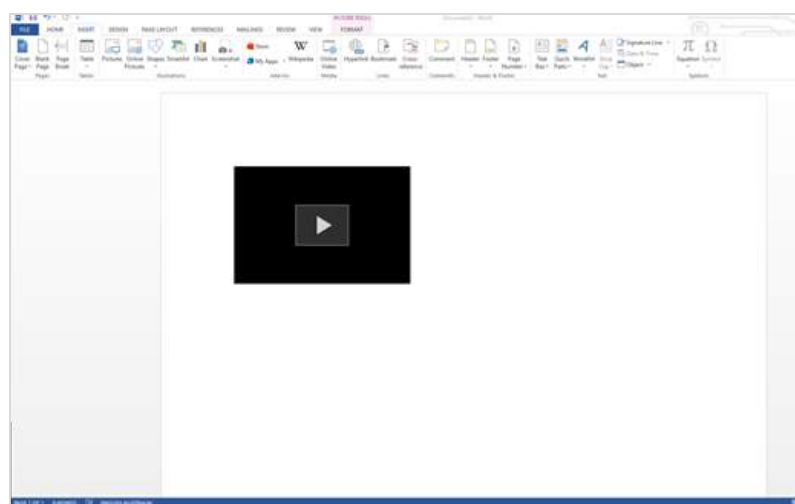
## Embed this Video

To embed your selected video into a piece of software or a website capable of accepting embedded video, select the **'Embed this video'** code snippet. Copy and paste the snippet into the desired software.



This will embed the Web Player window within the page or slide of the software you are using.

*Note: The user will still need to authenticate with a valid ClickView login with the relevant age permissions before they will be able to view the video. Any unique videos created in school can be set as public and will not require a login.*



Important: ClickView also offers free integration with most virtual learning environments (VLE) and a large number of Library Cataloguing Systems (LCS), please see page 3 for a list of some of our integration partners.

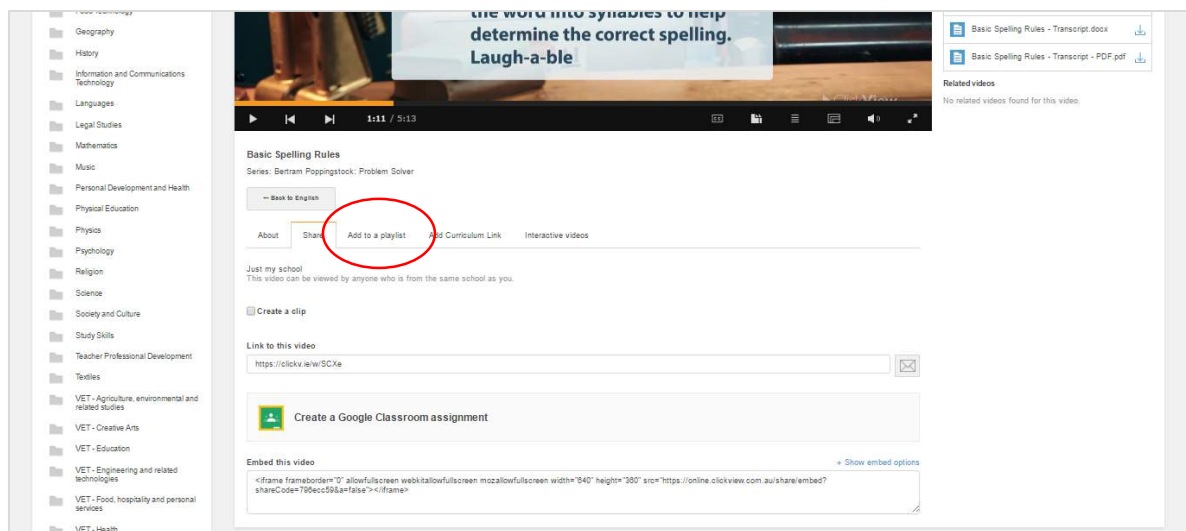
### Presenter Top Tips

- The clipping tool mentioned in this section can save teachers a huge amount of classroom time by directing students straight to the relevant section of a video.
- Go to Google Apps for Education to set up a free Google Classroom account.

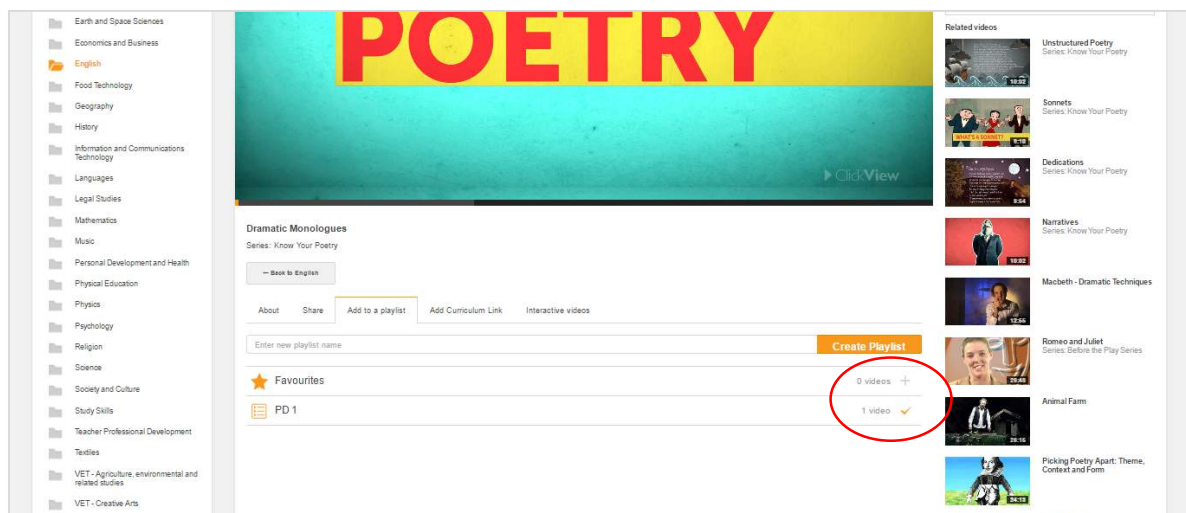
## Playlists Overview

Your **'Playlists'** tab is designed to store the videos that you access frequently or collections that you would like to share with students or colleagues at your institution.

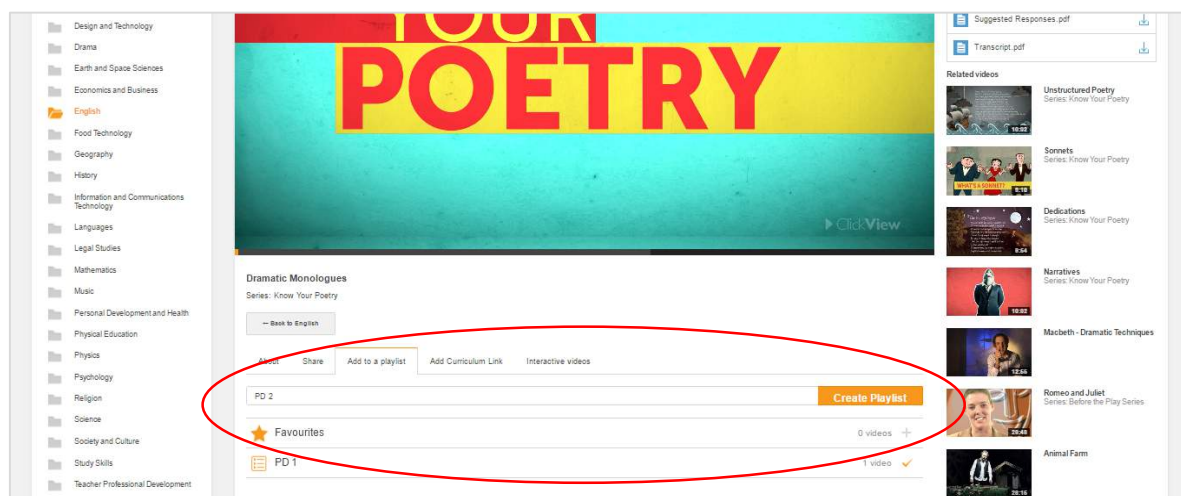
To add a video to your **'Playlists'**, simply click the **'Add to a playlist'** tab and select the playlist you wish to add the video to. Alternatively, you can create a new playlist.



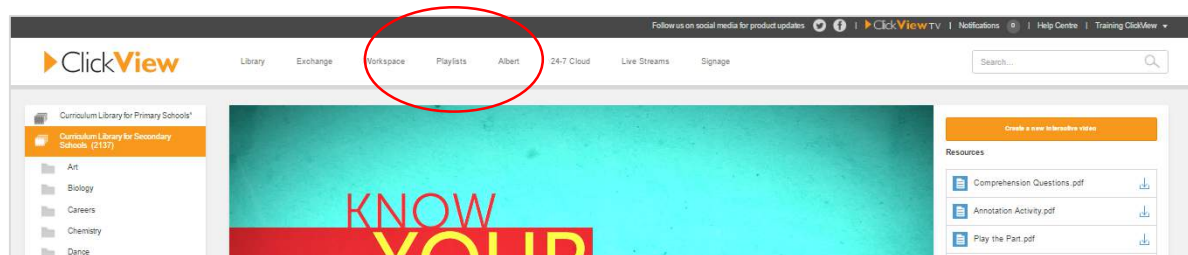
To add to an existing playlist click the **'+'** symbol next to the selected playlist and your video will immediately be added. If you make a mistake and add to the wrong playlist, simply click again and the video will be removed.



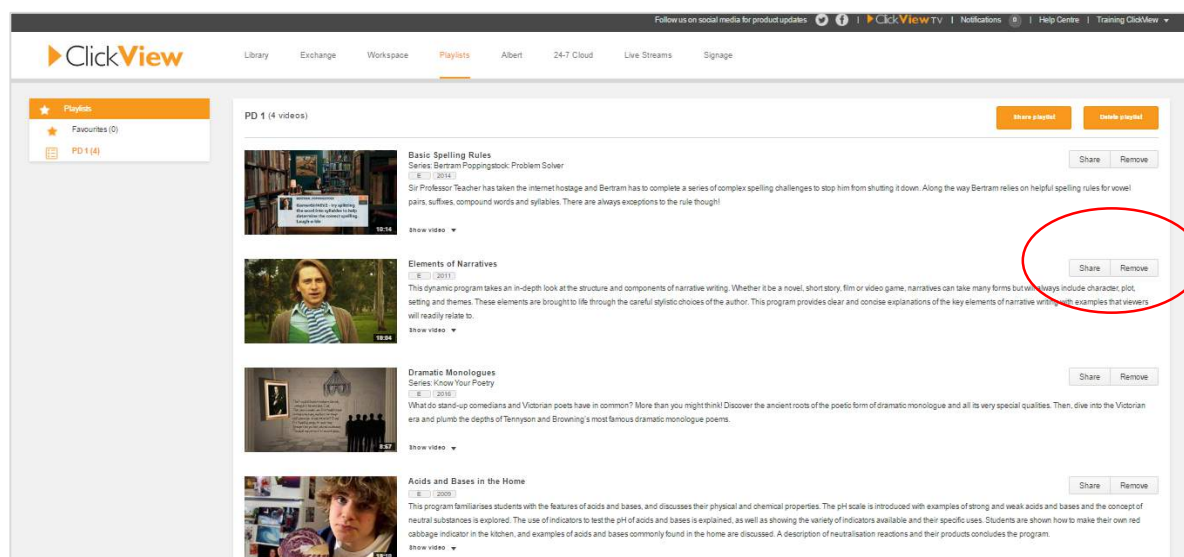
To create a new playlist select the **'Create Playlist'** box. Enter your playlist name and click the **'Create Playlist'** button. Your playlist will now appear in your★favourites list.



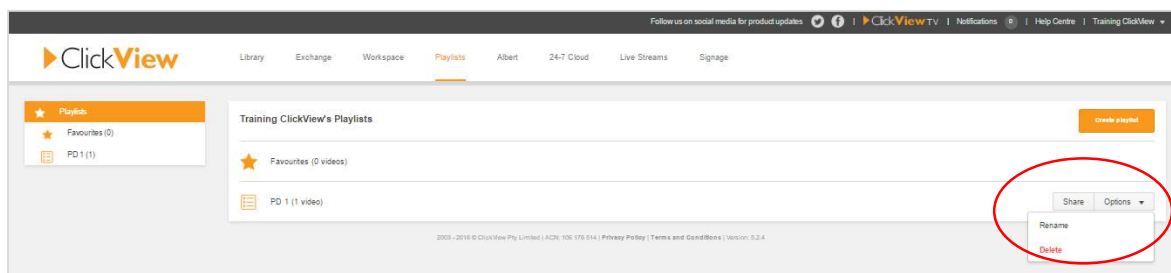
To see what's in your playlists, click the **'Playlists'** tab in the top navigation bar.



If you wish to remove a single video from a playlist select the playlist in the **'Playlists'** tab, and click the **'Remove'** icon next to the video you would like to remove. You will then be prompted to confirm your decision.



You can also **'Rename'** or **'Delete'** an entire playlist by selecting from the **'Options'** menu on the right hand side of the playlist home screen.



### Presenter Top Tips

- Playlists are a great way to advertise new videos that have been added to your Library or that you would like students to view for revision.
- Adding a video to a playlist allows teachers to share videos that are rated above the student's age permissions. Access to these videos can then be removed by deleting the playlist or setting the privacy settings to **'Private'**.

### Professional Development Activity – Intro and Library (25 - 30 mins)

It is important to familiarise your staff with ClickView Online during your Professional Development session. ClickView Player will not be developed further after January 2016 and all users will need to be familiar with ClickView Online.

*Note: ClickView Player version 4.0 will be available for download but will not be compatible with new operating systems.*

1. Ask users to log in to ClickView Online.
2. Users to select a video from their subject folder within the school's library and open the playback window.
3. Users to download one attached resource.
4. Users to share their selected video with a colleague.
5. Users to create a clip of their selected video and share this with a colleague.

Extension:

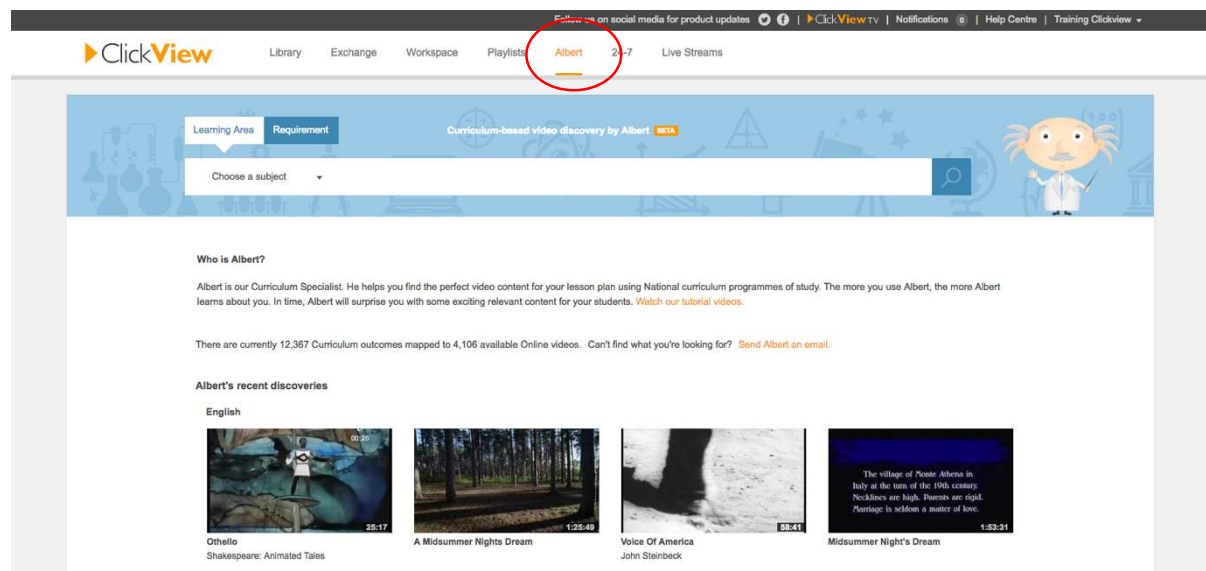
1. Users to create a playlist with three or more videos they will use this term.
2. Share the playlist with a colleague in their department.



## Searching with Albert (Primary and Secondary only)

All videos supplied as part of your school's ClickView Curriculum Library subscription are mapped to your region's national curriculum. This enables teachers to quickly search their school's library using Albert, our curriculum specialist. Albert allows teachers to select specific curriculum outcomes to filter their search.

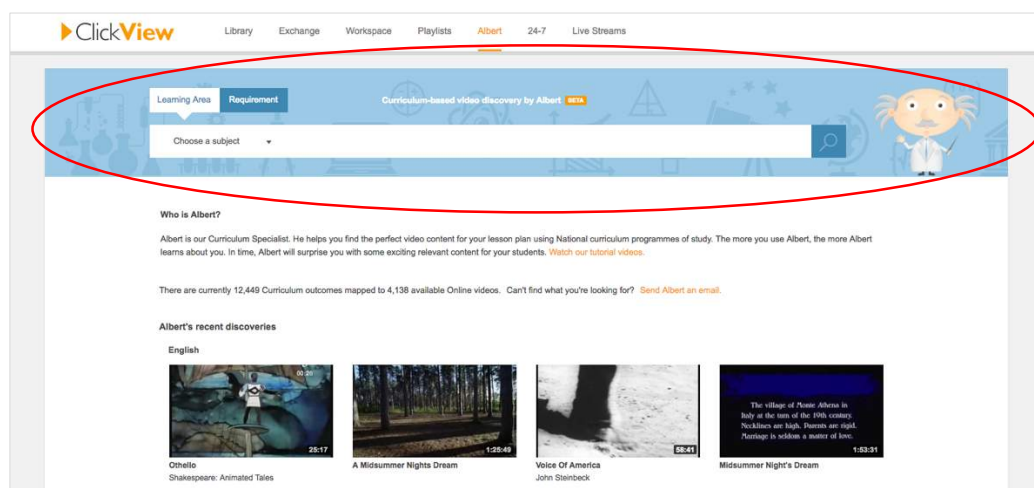
Albert can be found on the top navigation bar next to your playlists.



To search using Albert, select your filters from:

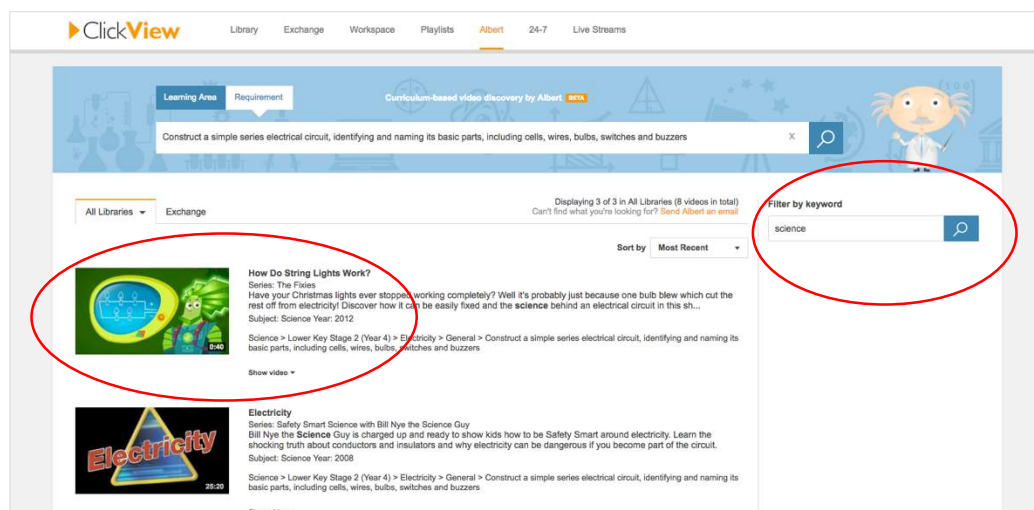
Subject > Level > Strand > Sub strand > Requirement then select the magnifying glass.

*Note: All filters do not need to be applied to run a search.*



If you already know the requirement of the area you will be teaching you can also type this straight into Albert for more precise results.

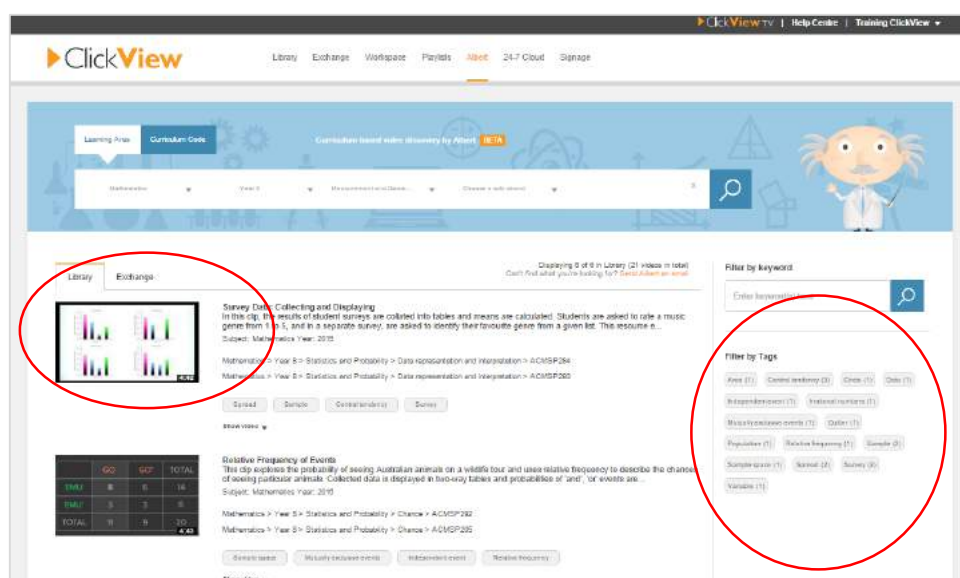
Select **'Requirement'** from the search parameter options above the search filters. Enter the requirement you would like to search and click the magnifying glass. While typing, Albert will assist you by providing a series of possible selections in accordance to your current input. Select the correct requirement and click on the magnifying glass to the right of the text box.



Once you have decided on your search parameters, Albert will search through all mapped content in your school's library and the ClickView Exchange that correspond to those parameters.

Albert will display all results from your school's library first and display the ClickView Exchange results in a second tab.

You can also filter by selecting from the **'Tags'** listed to the right of the search results.





### ***Presenter Top Tips***

- All videos provided by ClickView as part of your school's ClickView Curriculum Library subscription are mapped to the curriculum for your region.
- Make sure you have prepared some examples of Albert searches.

### ***Professional Development Activity – Albert (5 - 10 mins)***

Albert is a great way for your staff to save themselves a lot of time when searching for new curriculum-aligned content.

1. Ask users to locate a video using the Albert search filters.
2. Ask users to locate a video that relates to a specific curriculum outcome.
3. Once the video has been located ask users to share their selection with a colleague.

*\*Prepare examples for staff to search if they are not familiar with the curriculum requirements for their subject.*

## Curriculum Mapping

Any videos that are added to your school's library from the ClickView Exchange or users' Workspaces will not show up in Albert results unless they are mapped to your region's curriculum requirements. To map videos to the requirements for your region you will need to be logged into an Administrator Teacher account.

Navigate to the video you wish to map within your 'Library' or within 'Exchange'.

The screenshot shows the ClickView interface for a video titled 'Mitosis and Meiosis'. On the left is a sidebar with various subject categories. The main area features a video player at the top, followed by the video title and series information. Below this are tabs for 'About', 'Share', 'Add to a playlist', 'Add Curriculum Link' (which is circled in red), and 'Interactive videos'. Under the 'Add Curriculum Link' tab, there are fields for 'Rating: UC', 'Production Year: 2016', and 'Duration: 9:56'. A description follows, explaining the cell cycle and types of cell division. On the right side, there is a 'Related videos' section with several video thumbnails and titles.

Select the 'Add Curriculum Link' tab beneath the Web Player.

This screenshot shows the 'Add Curriculum Link' tab selected in the ClickView interface. The tab is circled in red, and the list of curriculum links below it is also circled in red. The list shows five links with their respective relevancy ratings. The first link is 'Science > Key Stage 3 > Biology > Genetics and evolution: Inheritance, chromosomes, DNA and genes' with a rating of 0.0 (0 rating). The second link is 'Science > GCSE > Biology (Cell Biology) > Growth and development of cells' with a rating of 0.0 (0 rating). The third link is 'Explain the role of meiotic cell division in halving the chromosome number to form gametes' with a rating of 0.0 (0 rating). The fourth link is 'Describe the process of mitosis in growth, including the cell cycle' with a rating of 0.0 (0 rating). The fifth link is 'How Cells Reproduce' with a rating of 0.0 (0 rating).

Any existing requirements mapped to your selected video will be displayed in this tab. To add a new curriculum link, select '**Add New Link**' or click '**Be the first to add a curriculum link**' if no prior links have been created. A table will be displayed with the subject, key stage and strand for the video's curriculum tag. Choose the correct choice for each and click '**Search**'.

**Mitosis and Meiosis**  
Series: Heredity

[← Back to Biology](#)

[About](#) [Share](#) [Add to a playlist](#) [Add Curriculum Link](#) [Interactive videos](#)

Use the categories below to specify subject, key stage and strand

Subject	Key Stage	Strand
<input checked="" type="radio"/> Art and Design <input type="radio"/> Business <input type="radio"/> Citizenship <input type="radio"/> Computing <input type="radio"/> Dance <input type="radio"/> Design and Technology <input type="radio"/> Drama <input type="radio"/> Economics <input type="radio"/> English <input type="radio"/> Food Preparation and Nutrition <input type="radio"/> Geography <input type="radio"/> History <input type="radio"/> Languages <input type="radio"/> Mathematics <input type="radio"/> Music <input type="radio"/> Physical Education <input type="radio"/> Religion	<input checked="" type="radio"/> Key Stage 1 <input type="radio"/> Key Stage 2 <input type="radio"/> Key Stage 3 <input type="radio"/> GCSE <input type="radio"/> AS and A level	<input checked="" type="radio"/> General

[Search](#)

A new column will appear within the table. Various applicable requirements will be displayed. Select the correct code to tag and click '**Save Selected Requirements**'.

**Mitosis and Meiosis**  
Series: Heredity

[← Back to Biology](#)

[About](#) [Share](#) [Add to a playlist](#) [Add Curriculum Link](#) [Interactive videos](#)

Use the categories below to specify subject, key stage and strand

Subject	Key Stage	Strand	Requirements
<input checked="" type="radio"/> Art and Design <input type="radio"/> Business <input type="radio"/> Citizenship <input type="radio"/> Computing <input type="radio"/> Dance <input type="radio"/> Design and Techni <input type="radio"/> Drama <input type="radio"/> Economics <input type="radio"/> English <input type="radio"/> Food Preparation & <input type="radio"/> Geography <input type="radio"/> History <input type="radio"/> Languages <input type="radio"/> Mathematics <input type="radio"/> Music <input type="radio"/> Physical Education <input type="radio"/> Religion	<input checked="" type="radio"/> Key Stage 1 <input type="radio"/> Key Stage 2 <input type="radio"/> Key Stage 3 <input type="radio"/> Lower Key 5 <input type="radio"/> Lower Key 5 <input type="radio"/> Lower Key 5 <input type="radio"/> Upper Key 5 <input type="radio"/> Upper Key 5 <input type="radio"/> Upper Key 5 <input type="radio"/> Key Stage 1 <input type="radio"/> Key Stage 2 <input type="radio"/> Key Stage 3 <input type="radio"/> AS and A level	<input checked="" type="radio"/> Science (Forces) <input type="radio"/> Biology (Photosyn <input type="radio"/> Physics (Forces a <input type="radio"/> Chemistry (Chem <input type="radio"/> Physics (Electric <input type="radio"/> Physics (Magnetis <input type="radio"/> Biology (Nutritio <input type="radio"/> Science (Coordinat <input type="radio"/> Biology (Cell Biolo <input type="radio"/> Chemistry (Organ <input type="radio"/> Biology (Hereditas <input type="radio"/> Physics (Particle <input type="radio"/> Biology (Health of <input type="radio"/> Biology (Transport <input type="radio"/> Physics (Waves in <input type="radio"/> Physics (Energy) <input type="radio"/> Chemistry (Chem)	<p>Science &gt; GCSE &gt; Biology (Cell Biology)</p> <p>Cell metabolism</p> <p><input type="checkbox"/> Explain the mechanism of enzyme action including the active site, enzyme specificity and factors affecting the rate of enzymatic reaction</p> <p><input type="checkbox"/> Describe cellular respiration as an exothermic reaction which is <del>controlled by the rate of the reaction</del></p> <p><input type="checkbox"/> Compare the processes of aerobic and anaerobic respiration</p> <p><input type="checkbox"/> Explain the importance of sugars, amino acids, fatty acids and glycerol in the synthesis and breakdown of carbohydrates, lipids and proteins</p> <p>Growth and development of cells</p> <p><input checked="" type="checkbox"/> Describe the process of mitosis in growth, including the cell cycle</p> <p><input type="checkbox"/> Explain the importance of cell differentiation</p> <p><input type="checkbox"/> Describe cancer as the result of changes in cells that lead to uncontrolled growth and division</p> <p><input type="checkbox"/> Describe the function of stem cells in embryonic and adult animals and manifests in plants</p> <p><input type="checkbox"/> Discuss potential benefits and risks associated with the use of stem cells in medicine</p> <p><input checked="" type="checkbox"/> Explain the role of meiotic cell division in halving the</p>

[Back](#) [Save Selected Requirements](#)

A notification will appear at the bottom of the table advising that the link has been saved.

*Note: Once mapping has been completed your school's library will need to synchronise with ClickView Online before changes become visible. Once the sync has occurred your newly mapped videos will appear in your Albert searches for the applied requirements.*

### ***Presenter Top Tips***

- Ensure you have uploaded a demonstration video to your library to be mapped during the demonstration.

### ***Professional Development Activity – Curriculum mapping (5 - 10 mins)***

Curriculum mapping is the best way to organise your library and is a great way for your staff to save themselves a lot of time when searching for new curriculum-aligned content.

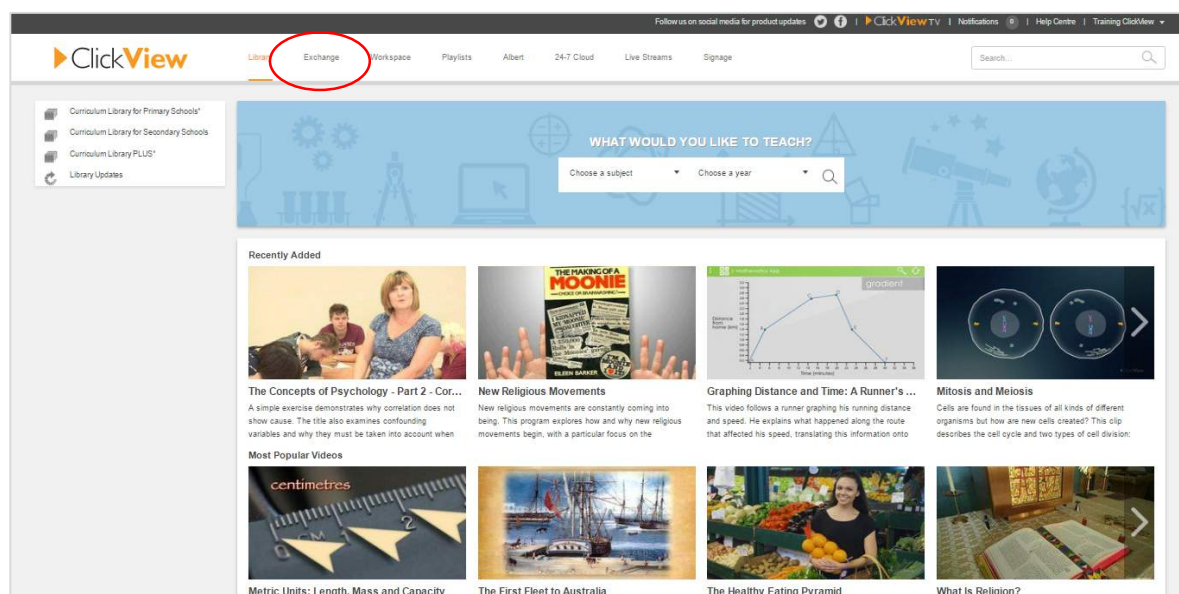
1. Ask users to locate a video within their subject folder.
2. Ask users to locate the curriculum links tagged to that video.

Once the video has been located ask Admin users to add any other links they think are applicable.

## ClickView Exchange Overview

The ClickView Exchange is a social repository of thousands of educational videos uploaded from free-to-air and paid TV. The videos in the ClickView Exchange are uploaded by ClickView and by schools who use ClickView within your region.

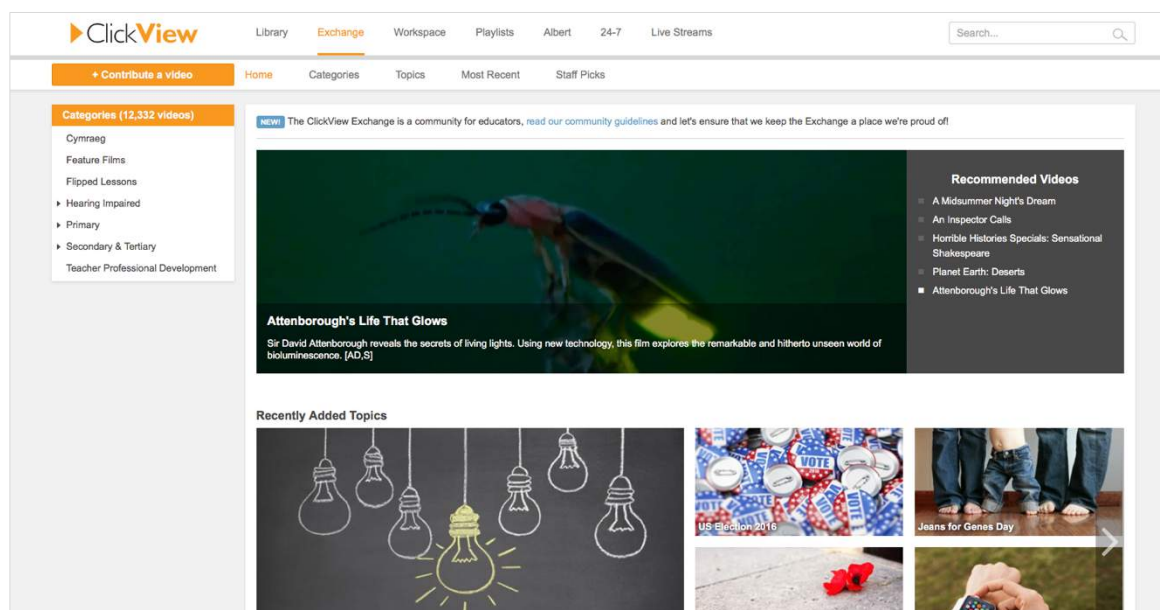
Teachers have the ability to access and share all ClickView Exchange videos online without having to download them locally. The **'ClickView Exchange'** tab can be found next to the **'Library'** tab on the top navigation panel of ClickView Online.



**This feature is not available for student accounts.** Teachers will need to share the link for the video, or download videos from the ClickView Exchange to their school's ClickView Library. This can be achieved via their local ClickView Publisher using the **'Push to'** function. These videos will synchronise to ClickView Online to allow students online video access.

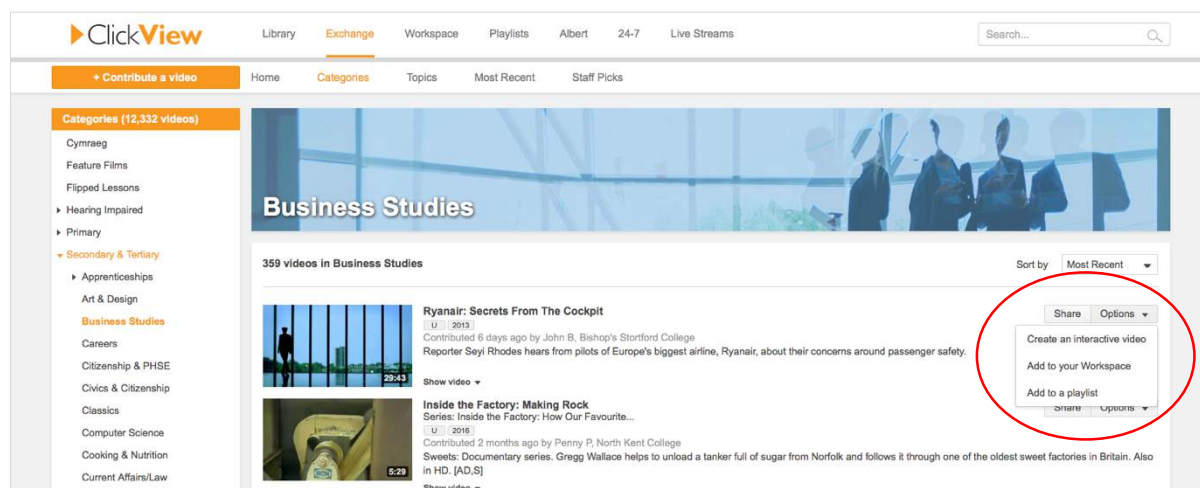
*Note: Students do not have the permissions required to browse the ClickView Exchange.*

Teachers can browse the ClickView Exchange by selecting files from the navigation panel on the left hand side, selecting a video from the navigation tabs across the submenu at the top of the page, using Albert, or a keyword search.



The '**Keyword Search**' box can be found at the top right of the screen. To search, enter your keyword and click the magnifying glass or press enter. Please note the keyword search will search your Library, ClickView Exchange, Workspace, and ClickView 24-7 (if 24-7 is enabled).

Feature Highlight: ClickView Exchange videos can now be added to a user's **Workspace** by selecting '**Add to Workspace**' in the Options menu.

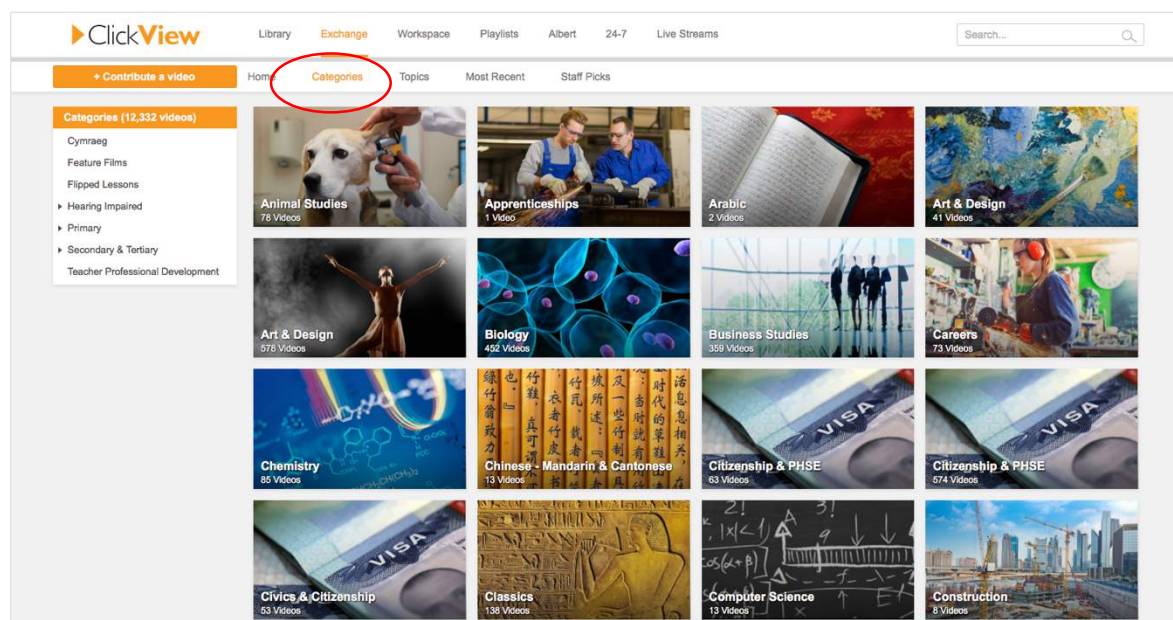




With recent updates to the ClickView Exchange, we have introduced four new areas to the ClickView Exchange Navigation bar:

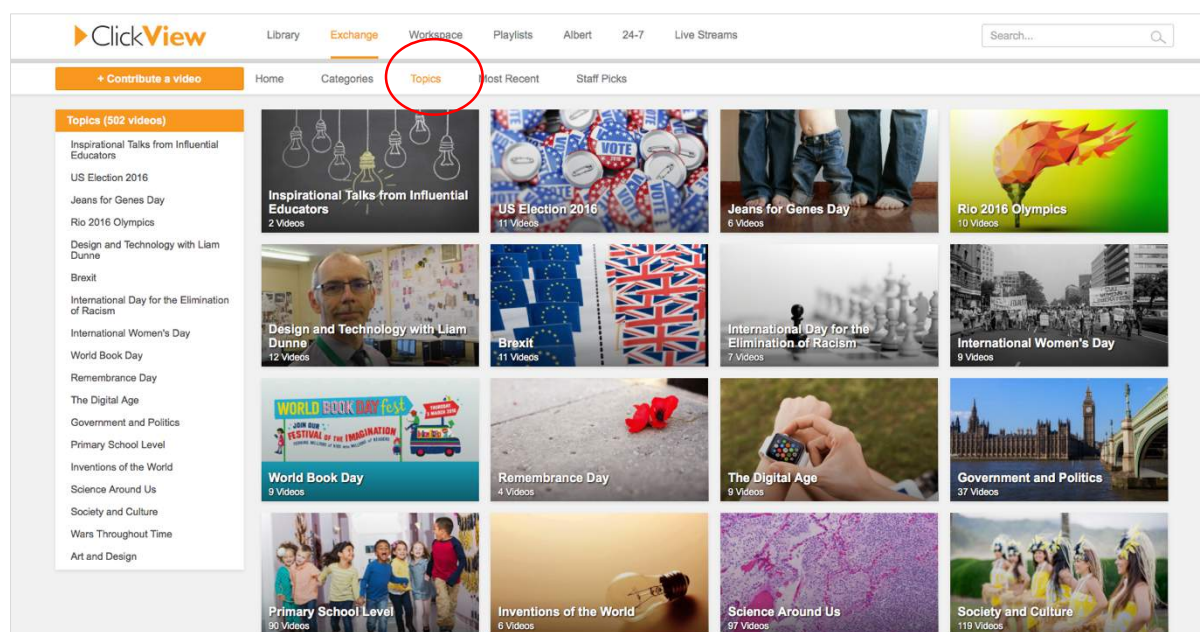
## Categories

By selecting the **'Categories'** tab this will give you a visual break down of the most commonly taught subject folders.



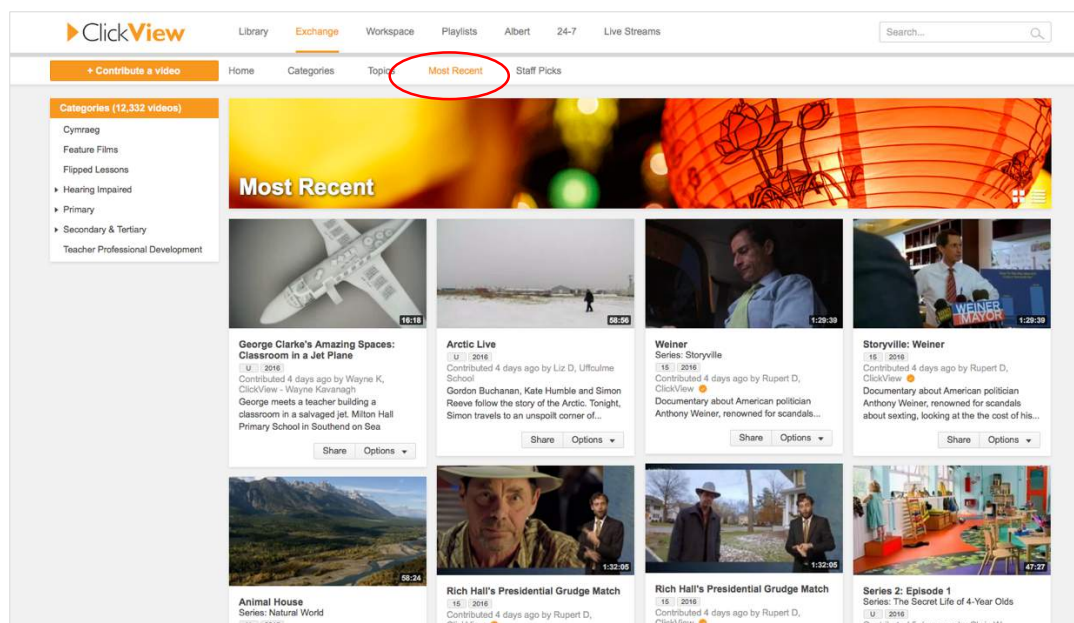
## Topics

By selecting the **'Topics'** tab this will give you a selection of curated collections collated by the ClickView Content Team containing useful videos which may be taught over the course of the term. This is also a great place to look for all the latest Flipped Classroom lessons.



## Most Recent

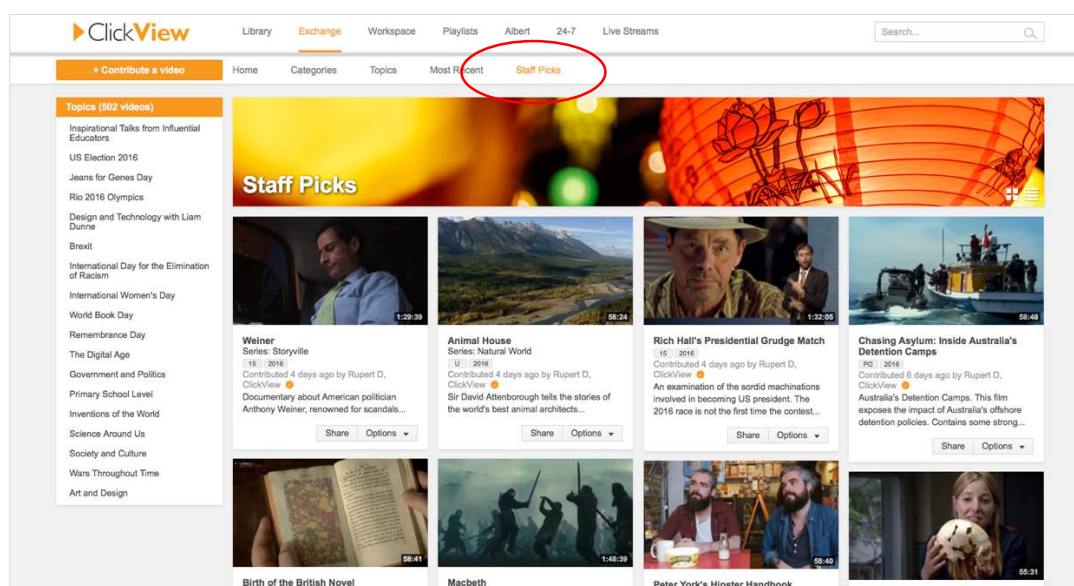
The **'Most Recent'** tab contains all the most recent videos uploaded to the ClickView Exchange by schools in your region.



## Staff Picks (ClickView TV)

ClickView TV has now migrated into the ClickView Exchange, so you can now access all the great ad-free, curated content from the ClickView Content Team via the ClickView Exchange. All videos available on ClickView TV will now be simultaneously available in the **'Staff Picks'** tab of the ClickView Exchange for 2-3 weeks. After the initial 2-3 weeks all staff picks will be available in the main ClickView Exchange.

*Note: Any videos added to the ClickView Exchange by the ClickView Content Team are now given the ClickView Star of approval as shown below.*





To share a video with a student direct from the ClickView Exchange, firstly select the video you wish to share. This will open the playback window. You will need to ensure your students have the relevant age permissions to view the video. The video's rating can be found in the **'About'** tab beneath the Web Player.

The screenshot shows the ClickView Exchange website interface. At the top, there is a navigation bar with the ClickView logo and links to Library, Exchange, Workspace, Playlists, Albert, 24-7, and Live Streams. A search bar is located on the right. Below the navigation bar, there is a secondary bar with a '+ Contribute a video' button and links to Home, Categories, Topics, Most Recent, and Staff Picks.

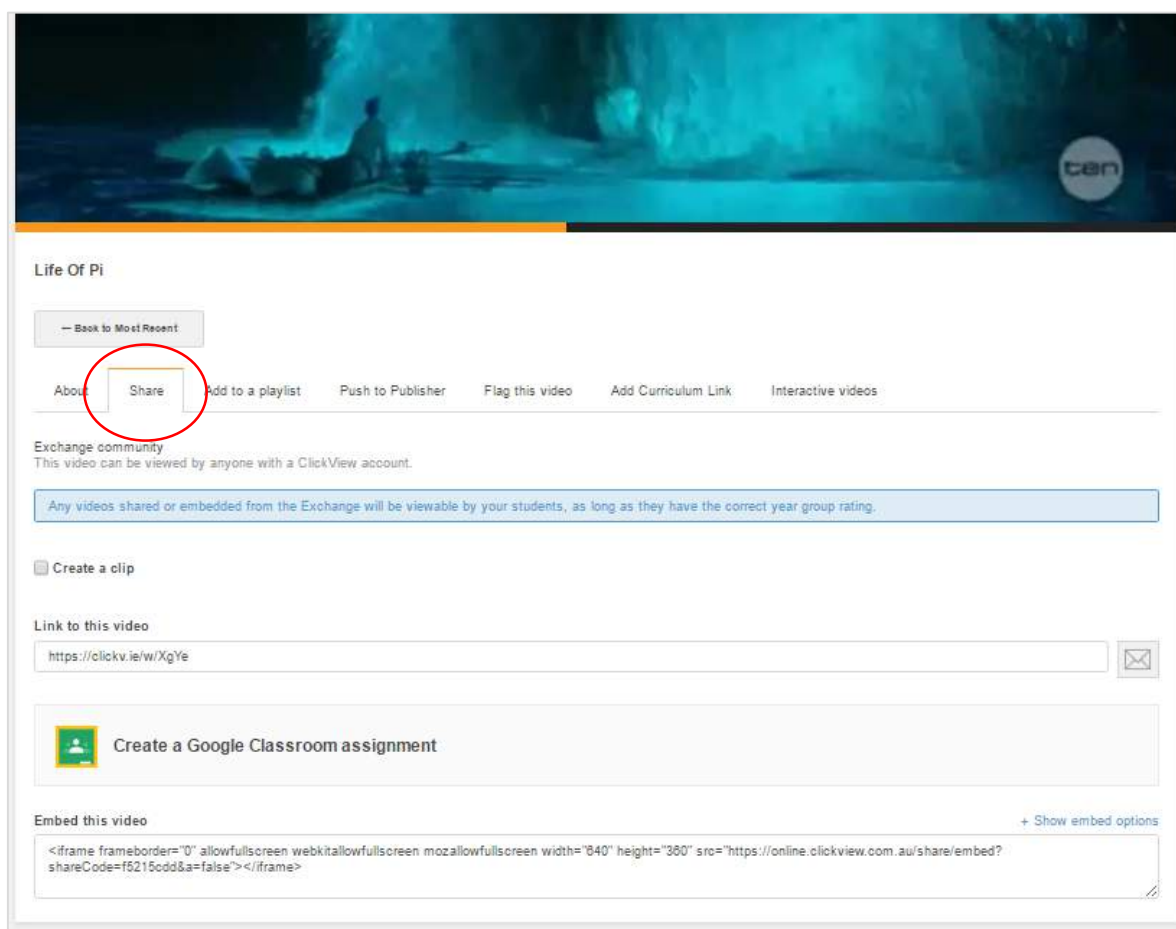
On the left side, there is a sidebar titled 'Categories (12,332 videos)' with a list of categories including Cymraeg, Feature Films, Flipped Lessons, Hearing Impaired, Primary, Secondary & Tertiary, and Teacher Professional Development.

The main content area displays a video player for 'Life of Pi'. The video shows a man standing in a small boat on a body of water. Below the video player, there is a tabbed interface with 'About' and 'Share' tabs. The 'About' tab is currently selected and highlighted with a red circle. Below the tabs, the video details are listed: Rating: PG, Channel: Film4, Production Year: 2015, Duration: 1:58:05, and Date Broadcast: 18th November, 2015. The video was contributed 12 months ago by Hanna K, ClickView.

Below the video details, there is a 'Description' section and a 'Comments' section. The 'Description' section contains the following text: (2012) Fantasia: Ang Lee's quadruple-Oscar-winning adventure. A boy is cast adrift on a lifeboat with only a Bengal tiger for company when his family's voyage to Canada goes badly wrong. [AD,S]. The 'Comments' section contains the following text: This film, based on the Man Booker Prize winning novel, is a picturesque dramatization of one man's spiritual journey. This magical realist work is a beautiful collection of stories set in both the cosmopolitan backdrop of Pondicherry and the wild, open ocean.

On the right side of the main content area, there is a sidebar titled 'Create a new interactive video' with a list of videos including 'George Clarke's Amazing Spaces: Classroom in a Jet Plane' (Channel 4), 'Arctic Live' (BBC TWO), and 'Weiner' (BBC FOUR).

Select the **'Share'** tab located next to the **'About'** tab. You will now be presented with the same sharing options we covered when sharing from the library.



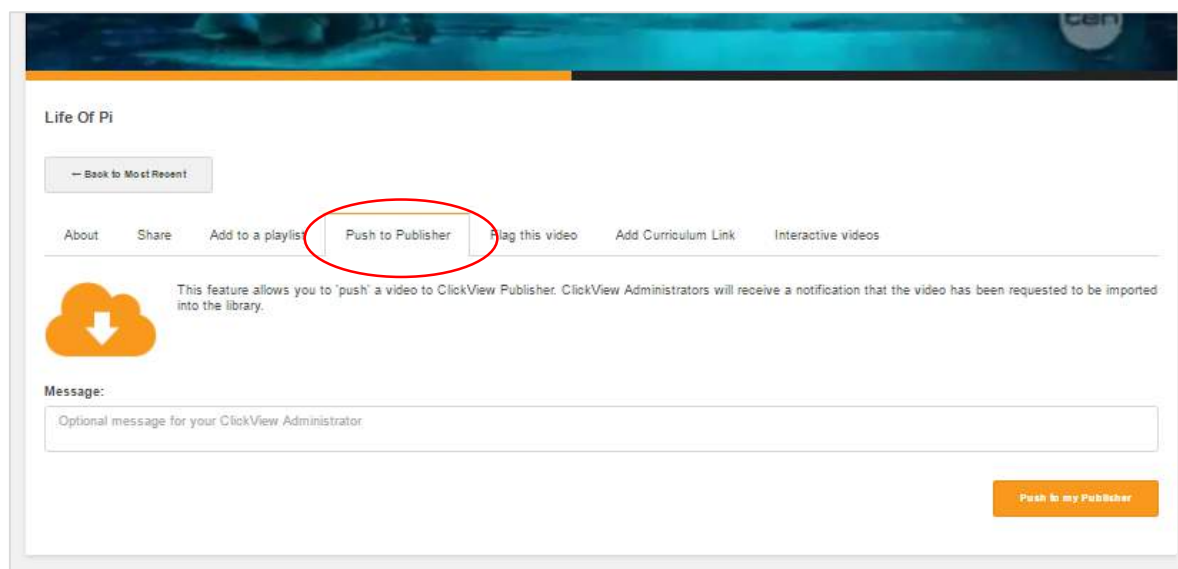
*Note: Any videos played from the ClickView Exchange are sourced from the Internet and delivery speeds will be subject to your schools connection speed.*

To ensure your lesson is not hindered by poor connectivity, ClickView recommends 'pushing' any videos you would like to use in school. This adds a copy of the video to the Local Cache of your school's ClickView Library.

*Note: Pushing videos to your Local Cache is not an automated process and will require your System Administrator to action your request.*

To push a video to your school's ClickView Publisher, select the video you wish to push. This will open the video's playback window.

Beneath the Web Player, select the **'Push to Publisher'** tab. This is located next to the **'Add to a playlist'** tab.



You will now be presented with the **'Push to Publisher'** message box. Write a short message to your System Administrator, optional information you may like to include:

- The folder within your school's library that you would like the video added to.
- When you would like to use the video.

*Note: By providing the information above your System Administrator will be able to process your request faster.*

Once your System Administrator has actioned your request, you will receive an automated email to tell you that your video has been added to your school's library.

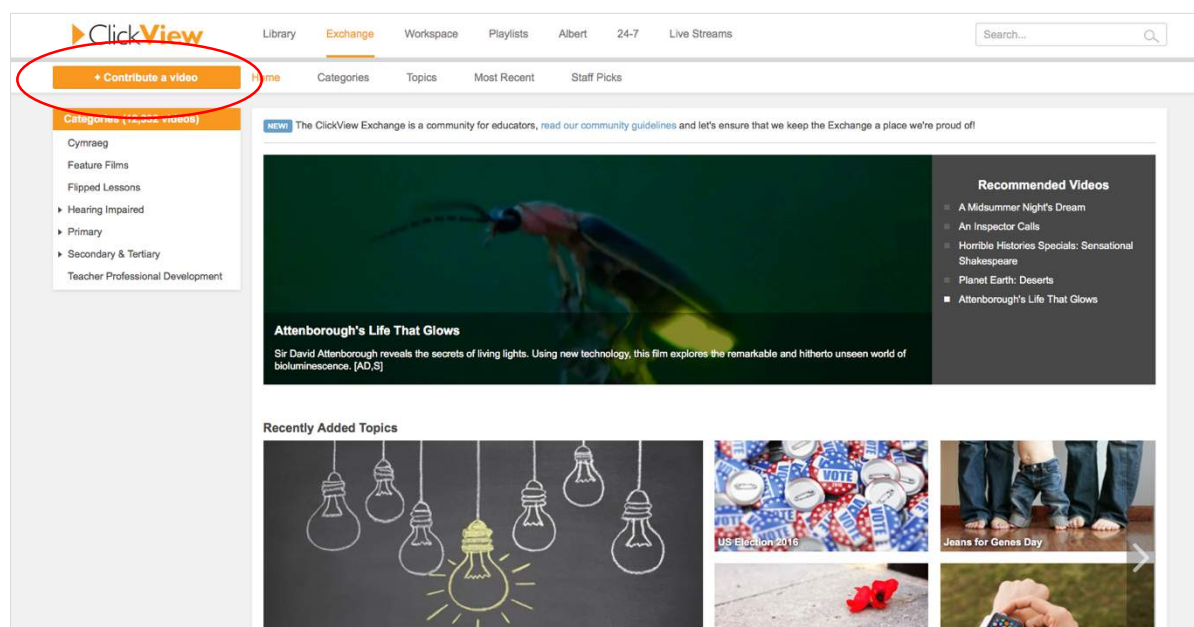
## Uploading to the ClickView Exchange

The ClickView Exchange started life as an area of ClickView Online where only users with access to the ClickView Publisher suite could upload. With more and more teachers now experimenting with flipped learning, ClickView decided to open up the ClickView Exchange to all educators to share their amazing resources with the wider educational community.

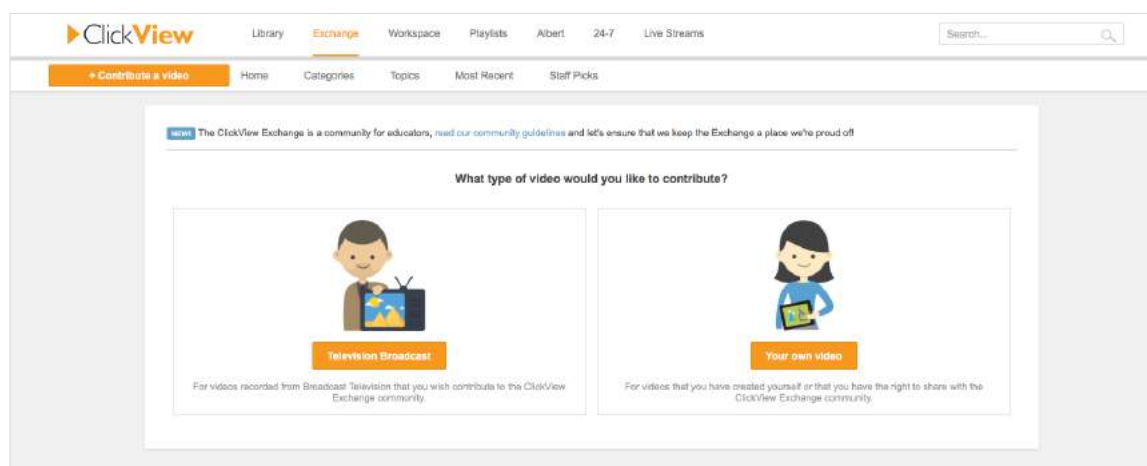
To upload a video to the ClickView Exchange please first ensure that it meets the following criteria:

- The video **does not** contain student images
- The video has been recorded from free-to-air TV, paid TV or as self-generated content.
- Intellectual Property (I.P) for the video to be uploaded is owned by the user or their institution.
- I.P. has not been copied from any other platform such as YouTube.

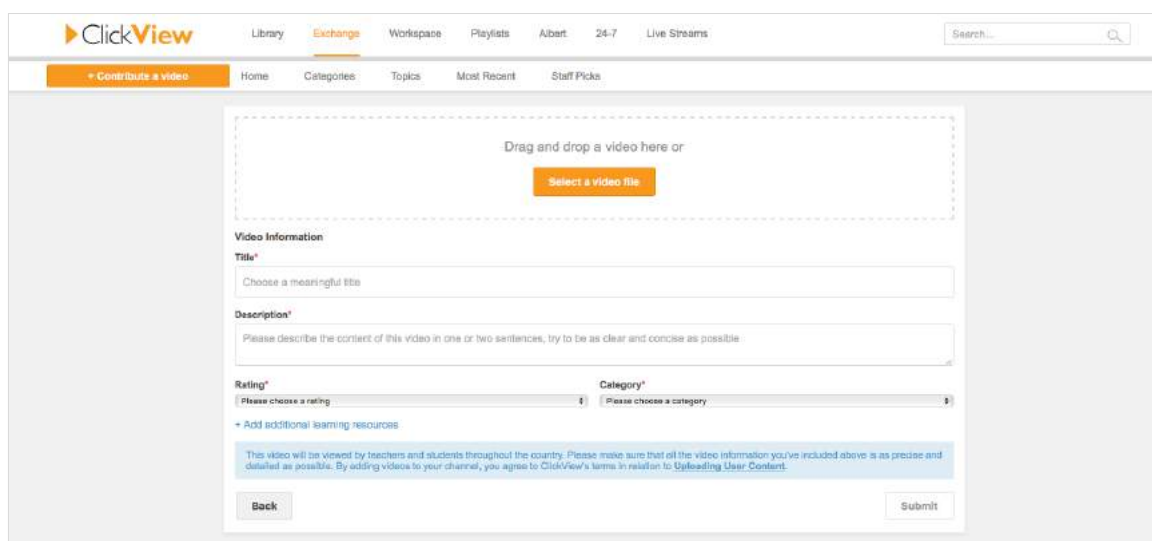
To upload your video to the ClickView Exchange select the orange '**Contribute a Video**' button.



You will now be prompted to select if you are uploading a recorded TV show or your own Flipped Classroom video.



You will now be presented with the upload screen.



The screenshot shows the ClickView 'Contribute a video' upload screen. At the top, there is a navigation bar with the ClickView logo and links to Library, Exchange (highlighted), Workspace, Playlists, Albert, 24-7, and Live Streams. Below this is a secondary navigation bar with a '+ Contribute a video' button and links to Home, Categories, Topics, Most Recent, and Staff Picks. The main content area features a large dashed box for video upload with the text 'Drag and drop a video here or' and an orange 'Select a video file' button. Below the upload box is the 'Video Information' section, which includes a 'Title\*' field with the placeholder 'Choose a meaningful title', a 'Description\*' field with the placeholder 'Please describe the content of this video in one or two sentences, try to be as clear and concise as possible', a 'Rating\*' dropdown menu with the placeholder 'Please choose a rating', and a 'Category\*' dropdown menu with the placeholder 'Please choose a category'. There is also a link to '+ Add additional learning resources'. A blue informational box states: 'This video will be viewed by teachers and students throughout the country. Please make sure that all the video information you've included above is as precise and detailed as possible. By adding videos to your channel, you agree to ClickView's terms in relation to [Uploading User Content](#).' At the bottom of the form are 'Back' and 'Submit' buttons.

To upload your video either drag the file from your computer to the upload box at the top of the page or click the orange '**Select a video file**' button.

ClickView Online will convert most modern file types into an MP4 file upon upload.

Once the file chosen has converted to an MP4 you will need to provide a Title, Description, and Rating, then suggest the category you would like the video added to.

Once you have completed all fields click the '**Submit**' button in the bottom right corner.

Your video will now be submitted to the ClickView Content Team for approval before it is added to the ClickView Exchange.

*Note: Processing times for uploads may vary. Most videos are uploaded within 48 hours of submission.*

### *Presenter Top Tips*

- It is important to emphasise the importance of using the messaging function when pushing videos. This will streamline the work flow for the System Administrator and speed up request processing times.
- Coffee and cake bribes are also great alternative methods to speed up processing times.

### *Professional Development Activity – ClickView Exchange (5 - 10 mins)*

The ClickView Exchange is a brilliant way for your staff to find new videos to grow your school library for free.

#### Task 1

1. Ask users to locate a video within their subject folder on the ClickView Exchange.
2. Each user can **'Push'** their selected video to the school's library.

#### Task 2

1. Ask each user to share a video from the ClickView Exchange with a colleague.

#### Task 3

1. Ask users to locate a video within the ClickView Exchange using a keyword search.
2. Each user can **'Push'** their selected video to the school's library.

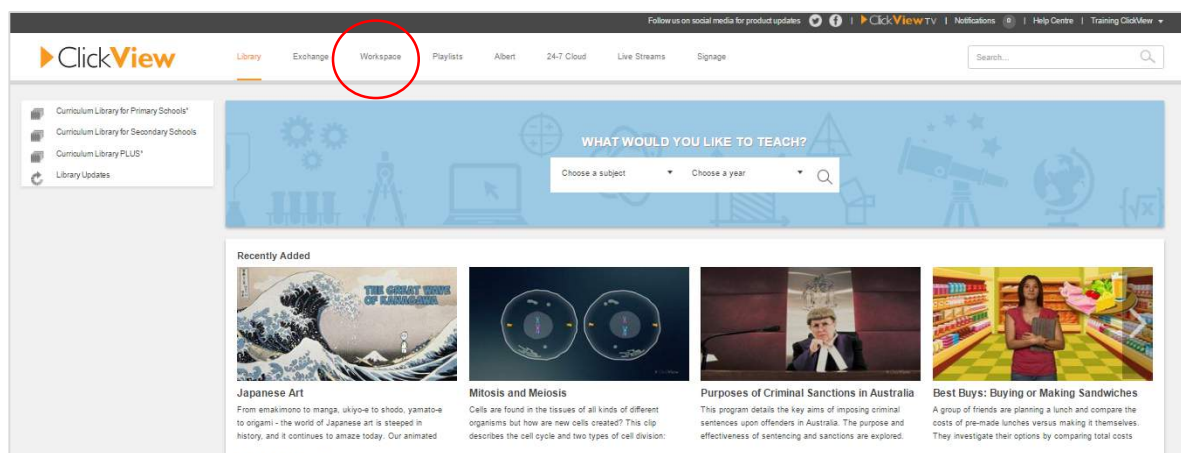
#### Extension Task

- If any of your staff are already generating Flipped Classroom videos they may like to upload one to the ClickView Exchange. This is a great way to raise awareness of the excellent practice which is happening at your school.

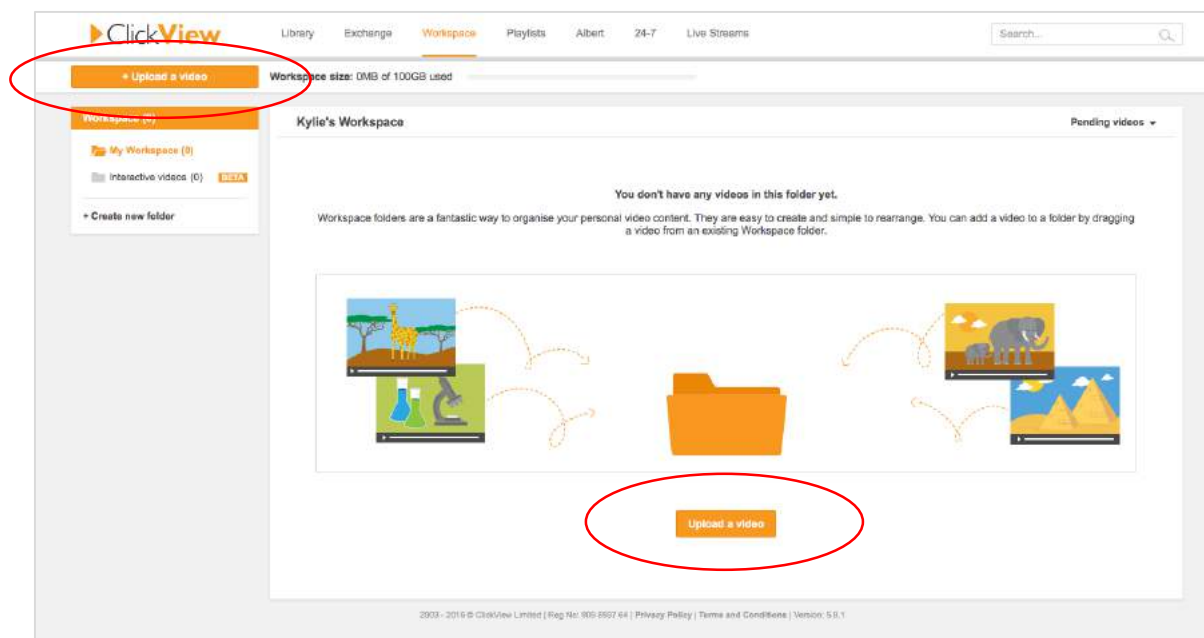
## Workspace Overview

ClickView Online contains a feature called **'Workspace'** which allows you to upload, edit, and publish content to your own private area in ClickView Online. You are able to upload video content to your Workspace from the ClickView Exchange, ClickView 24-7, your own computer, and from most new mobile devices.

To browse your Workspace area click on the **'Workspace'** tab located next to the **'Exchange'** tab on the top navigation bar.

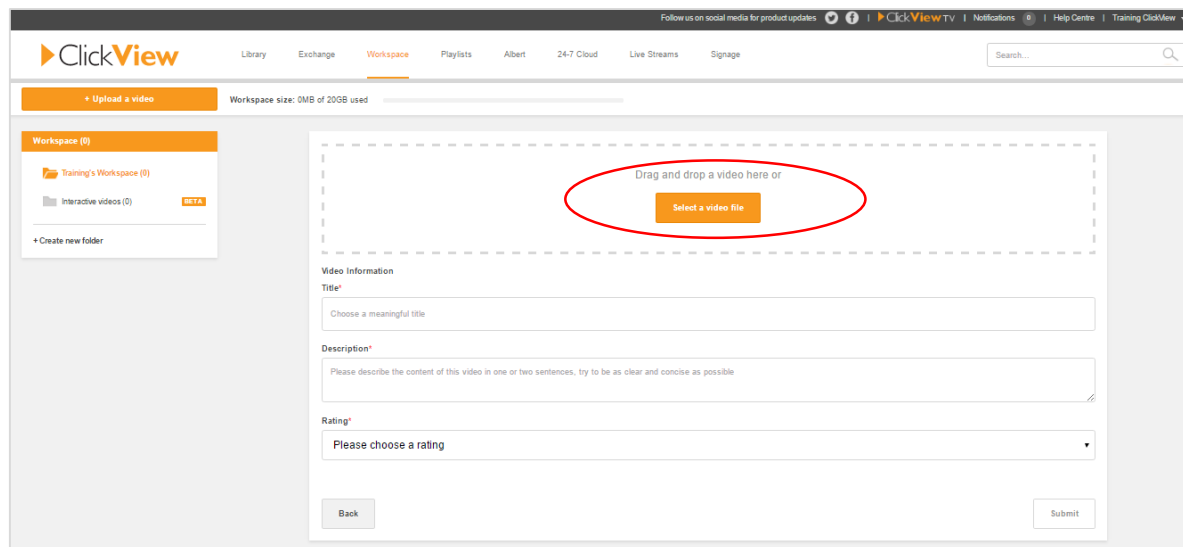


To upload a video from your local storage select the **'Upload Video'** option from the left hand side or at the bottom of the page to upload a video.



You will now be presented with the video upload window. Use the '**Select a video file**' button to select or drag a file icon into the upload box from your computer. As your file uploads ClickView Online will transcode it into an H.264 MP4 format.

Note: ClickView Online accepts most modern video file formats up to 2GB in size.



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ClickView

Library Exchange **Workspace** Playlists Albert 24-7 Cloud Live Streams Signage

Search...

Upload a video Workspace size: 0MB of 20GB used

Workspace (0)

Training's Workspace (0)

Interactive videos (0) BETA

Create new folder

Drag and drop a video here or

Select a video file

Video Information

Title\*

Choose a meaningful title

Description\*

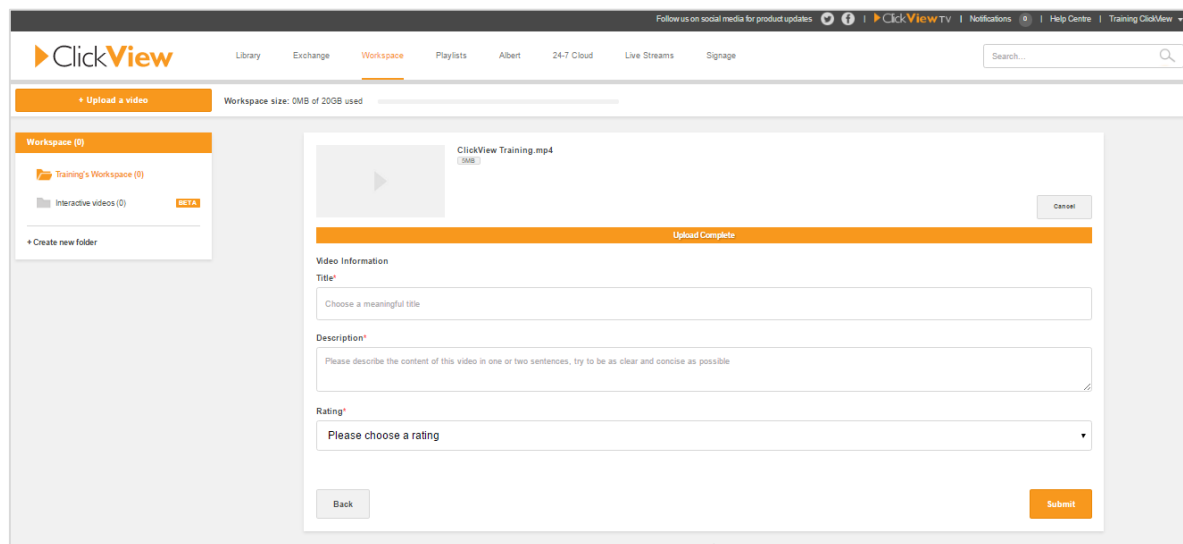
Please describe the content of this video in one or two sentences, try to be as clear and concise as possible

Rating\*

Please choose a rating

Back Submit

Once you have selected the video you would like to upload add a Title, Description and Rating in the relevant fields.



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ClickView

Library Exchange **Workspace** Playlists Albert 24-7 Cloud Live Streams Signage

Search...

Upload a video Workspace size: 0MB of 20GB used

Workspace (0)

Training's Workspace (0)

Interactive videos (0) BETA

Create new folder

ClickView Training.mp4 (3MB)

Upload Complete

Video Information

Title\*

Choose a meaningful title

Description\*

Please describe the content of this video in one or two sentences, try to be as clear and concise as possible

Rating\*

Please choose a rating

Back Submit

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Once all fields are complete, click **'Submit'**. Once the upload has completed a prompt box will come up advising that it has been added to the pending queue and will shortly be available in your Workspace.

ClickView Professional Development  
Version 2 of ClickView's excellent teacher professional development series

**Upload Complete**

Video Information

Title\*

ClickView Professional Development

Description\*

Version 2 of ClickView's excellent teacher professional development series

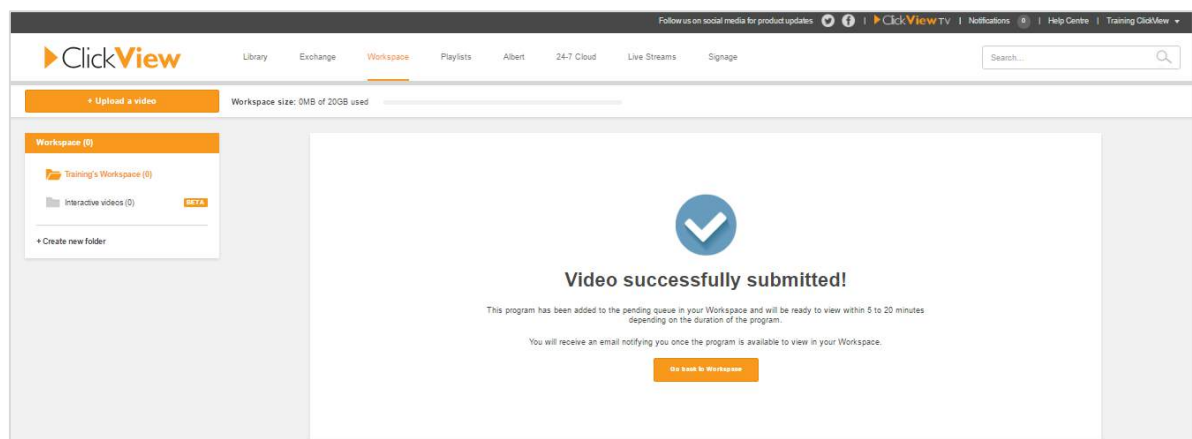
Rating\*

Parental Guidance (PG)

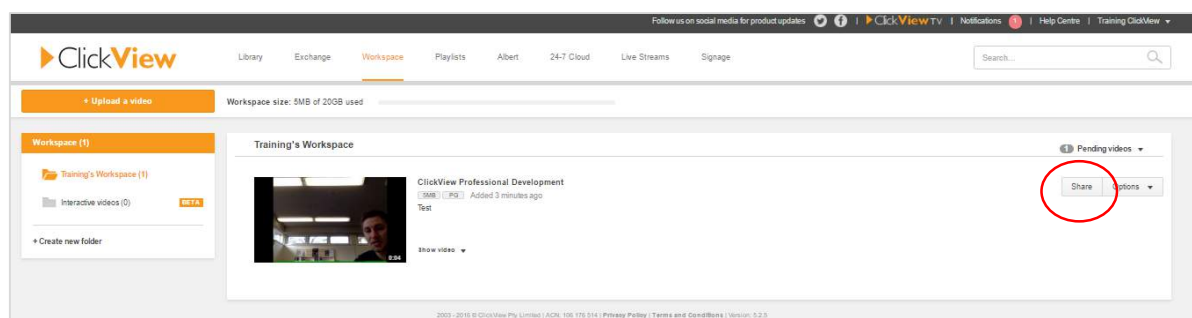
Back Submit

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When the video has finished transcoding it will appear in your Workspace.

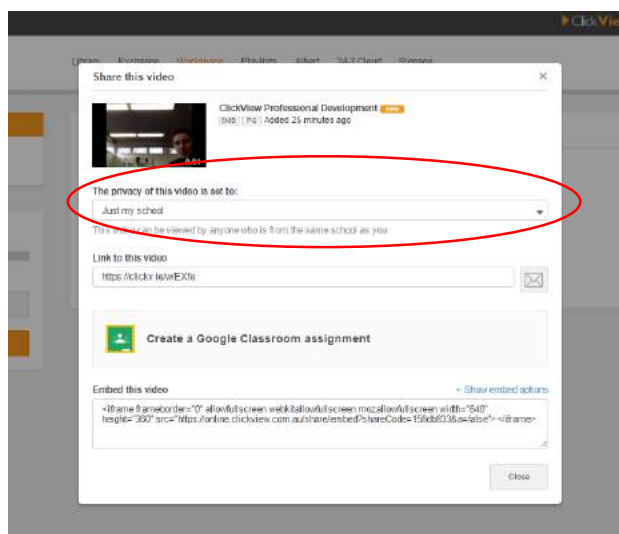


Once the video has been added to your Workspace you can create a direct link to the video by selecting your preferred sharing method by clicking on the share button on the right hand side.



*Note: Upload times may vary depending on video quality/ size and Internet connection speeds.*

By altering the privacy level for the video in the options at the top of the pop up menu you can regulate who has access to the video. You will be presented with the options of '**Private**', '**My School**' or '**Public**'.



You can choose from three security levels for each video and these options can be changed at any time to activate or deactivate access to the video.

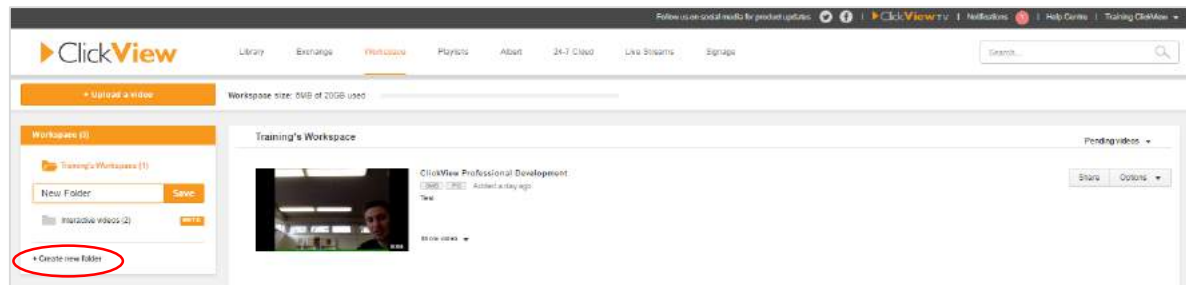
- **Private** - The video is only accessible from your Workspace and cannot be accessed via a direct link.
- **My School** - The video can be accessed by a direct web link or embedded in a web page, but can only be accessed by your school's ClickView Online users.
- **Public** - The video can be accessed by a direct web link or embedded in a web page and can be accessed publicly with no login required to view the video.

*Note:*

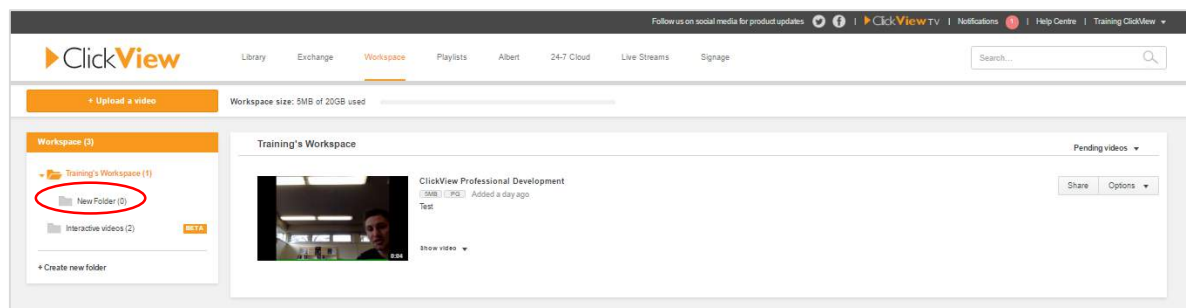
- Only teachers can share material publicly by default - students have the privacy options of '**Private**' and '**My School**'.
- Students can be enabled for Public Sharing via the school's Online Administrator suite.
- The same security options are also available to regulate Playlist access.

## Creating Folders in Workspace

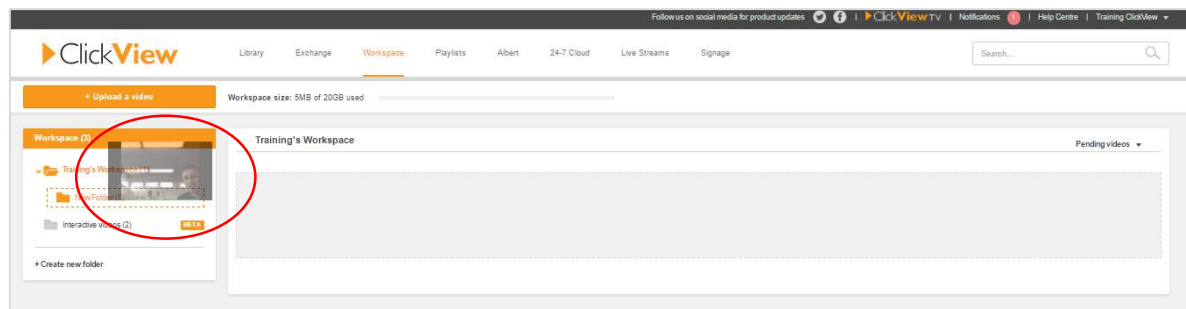
To enable users to organise their Workspaces, ClickView has now enabled folder creation. To create subfolders within your Workspace select **'Create new folder'**.



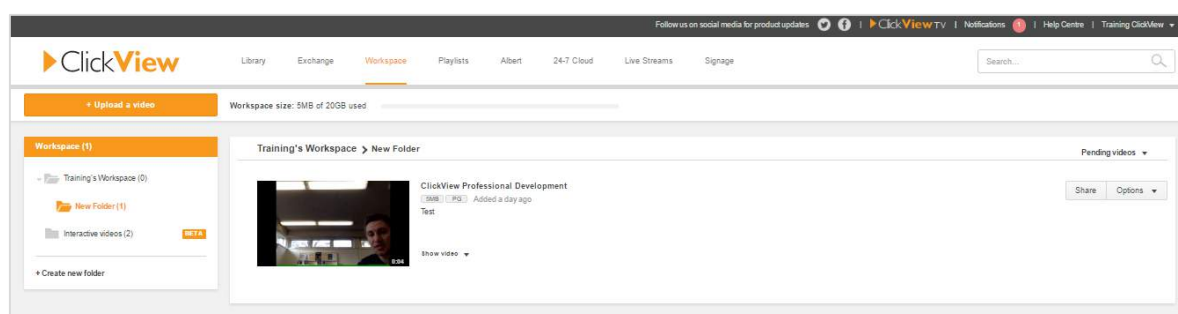
Enter the name for your folder in the input box and click **'Save'**.



Your new folder will now appear in the Workspace folder listing on the left hand side. You can now grab any video thumbnail within the Workspace and drag it into your preferred folder.

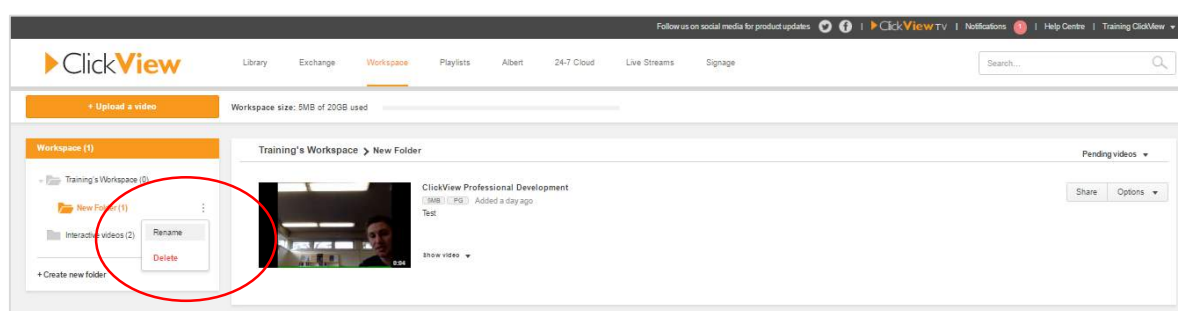


Once complete, your video will disappear from its original location and appear in the new folder.



*Note: Interactive videos cannot be added to any folder other than the 'Interactive videos' folder.*

Folders can be renamed or deleted at any stage by clicking on the three dots next to the folder.



### **Presenter Top Tips**

- By changing the privacy setting you can set time sensitive assignments or revision tasks.

### **Professional Development Activity – Workspace (10 - 20 mins)**

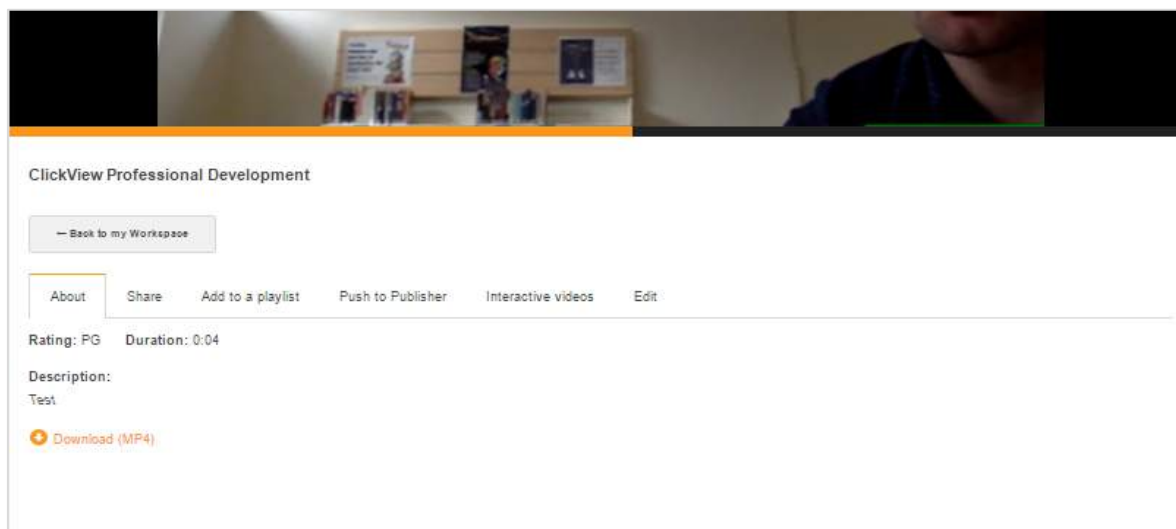
Learning to use the ClickView Workspace effectively will enable your staff to quickly and easily adopt modern teaching techniques such as flipping the classroom, creating an e-catalogue of best practice, or adding their own videos to your virtual learning environment (VLE).

#### **Task 1**

1. Add a video to your Workspace from the local storage on your computer.
2. Share that video with a colleague.
3. Push that video to the school library.

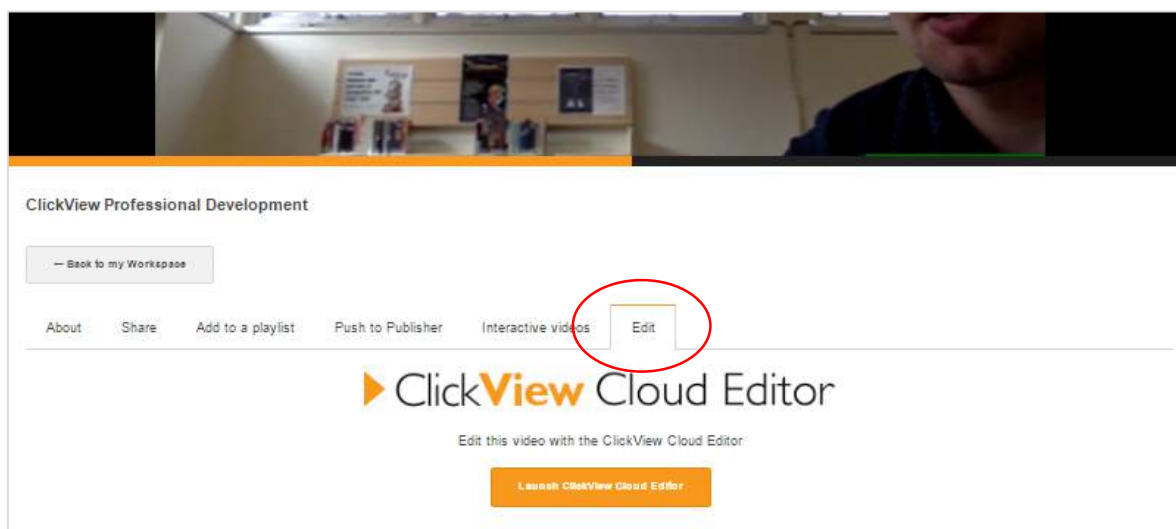
## Editing Videos in Workspace

Videos uploaded into a user's Workspace can be edited using the ClickView Cloud Editor. To access the Cloud Editor select the video you would like to edit from your Workspace. This will open the video playback window.



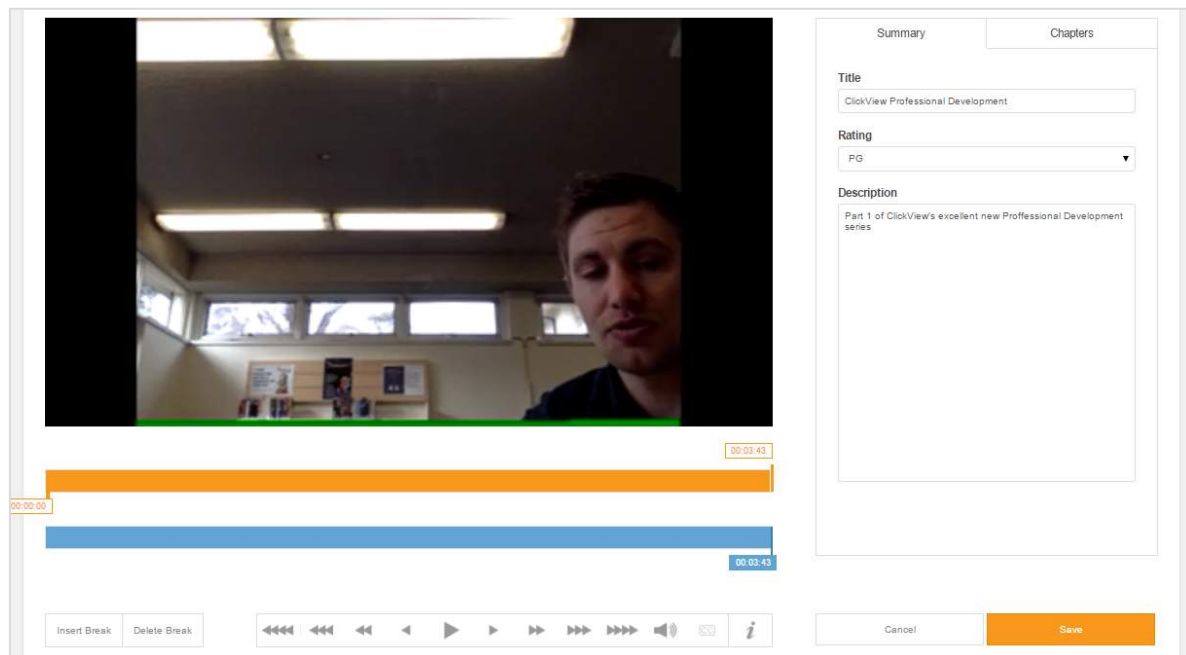
*Note: Users are able to download videos stored in their Workspace from the 'About' tab. Beneath the video description you will find the option to download the video from ClickView as an MP4 or CLK file.*

To edit a video within a user's Workspace select the '**Edit**' tab found next to the '**Push to**' tab.

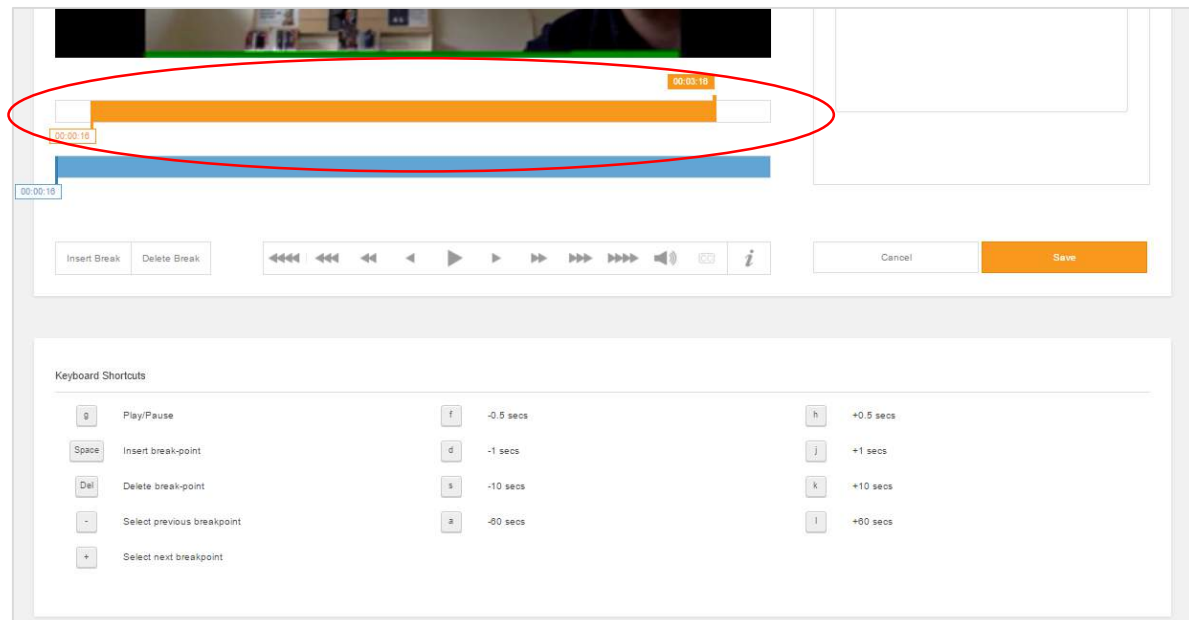


To launch the ClickView Cloud Editor select the orange launch button. When the Cloud Editor launches it will load a 480p resolution copy of the video to save bandwidth whilst editing. Once the edit has been completed, all the original resolutions will be available for the edited version.

When the Cloud Editor has loaded you will be presented with the editing suite. To ensure you do not overwrite the original file you will need to give the edit a new title and check/amend the rating and description.



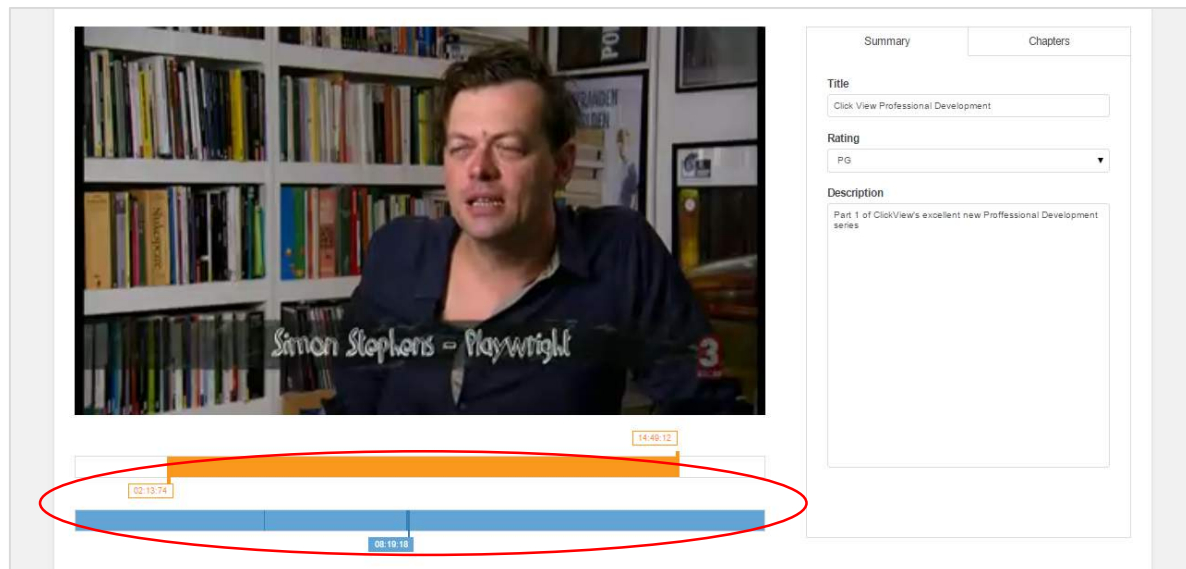
To begin editing your selected video, select your start and end points using the orange bar.



*Note: You can make fine adjustments to your edit by using the Keyboard Shortcuts beneath the editing suite.*



To add chapters to your edit, select the end of your first chapter using the blue bar then click the **'Insert Break'** button. To select the start point for your next chapter, move the break point cursor through the video to your chapter start location then click the Insert Break button. This will split your video into three chapters.



This process can be repeated as many times as necessary.

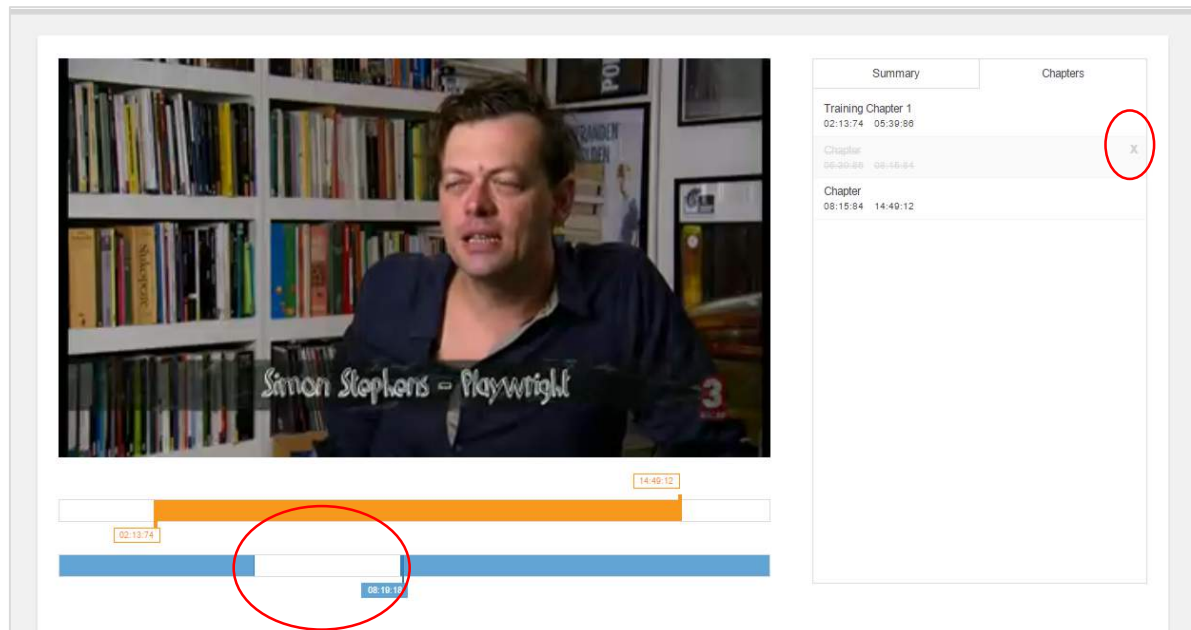
*Note: Chapters can be a minimum of 3 seconds long.*

The chapters created will now be displayed in the **'Chapters'** tab located next to the **'Summary'** tab where the title was amended.



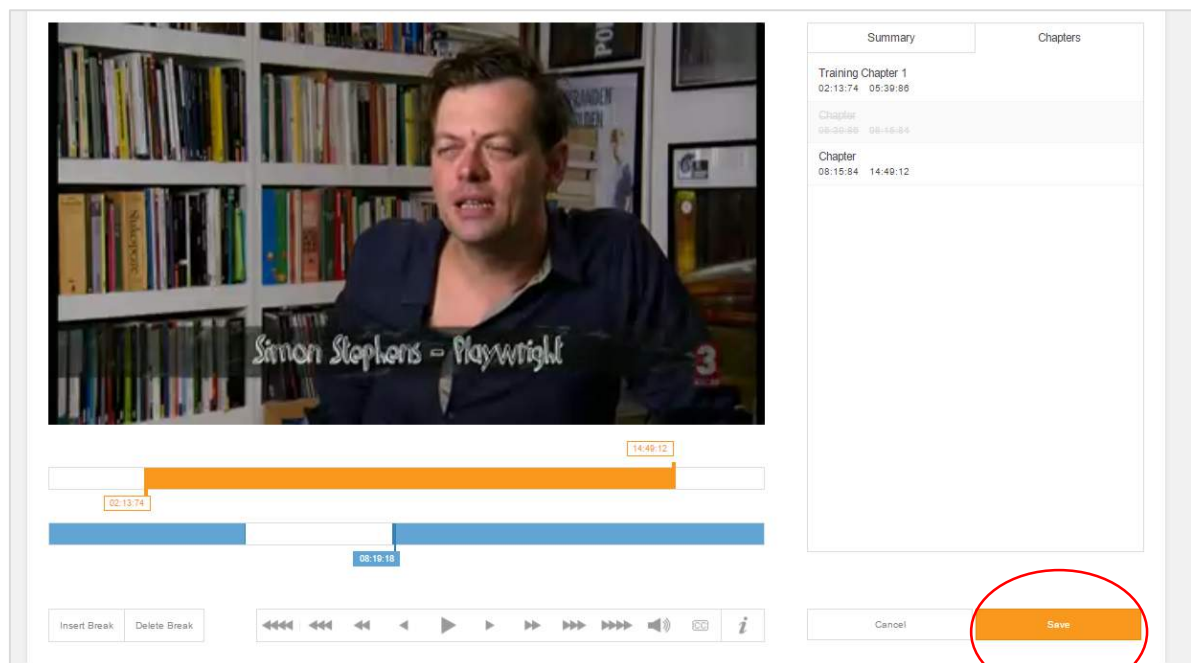
You can rename the Chapters by clicking on the Chapter name and typing your new title.

To remove chapters, click on the X at the end of the chapter listing or double click on the section of the blue bar you wish to remove.

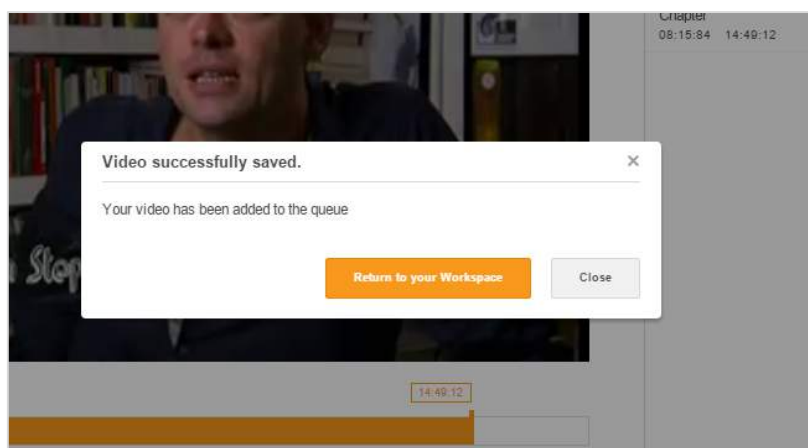


If a mistake is made, the removed chapter can be reinserted by clicking on the X at the end of the chapter listing or double clicking on the section of the blue bar you wish to reinsert.

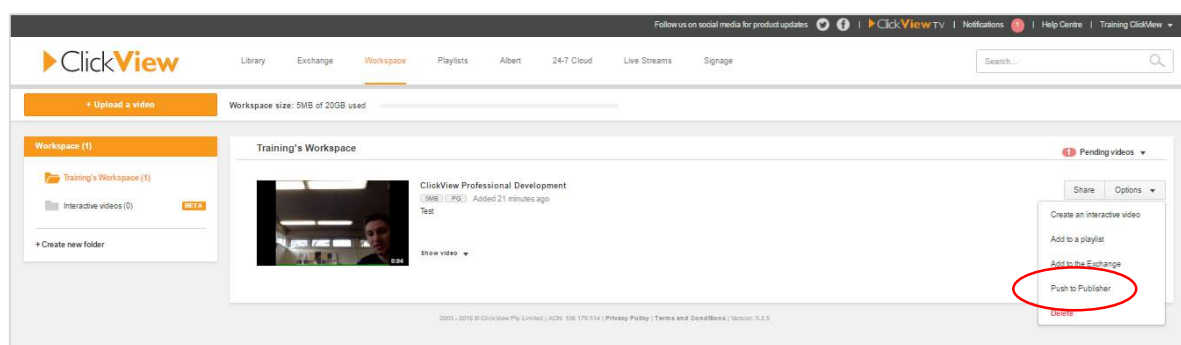
To finalise your edit click the **'Save'** button.



Your chapters will be spliced together and any removed chapters will not be present in your edited copy. Once complete you will be prompted to return to your Workspace.



If you would like to add a video from your Workspace to the school's library select the **'Push to Publisher'** tab in the video playback window or you can push direct from the Workspace by selecting the **'Push to Publisher'** option on the right hand options.



### Presenter Top Tips

- Ensure you have a selection of videos available in your Workspace to demo the Cloud Editor before beginning this tutorial.
- Always rename your edited video to ensure the original copy is retained in case mistakes are made.

### ***Professional Development Activity – Cloud Editor (15 - 20 mins)***

Learning to use the ClickView Cloud Editor effectively will enable your staff to quickly and easily adapt video content to the ability level or age range of their students by enabling them to remove inappropriate scenes.

#### **Task 1**

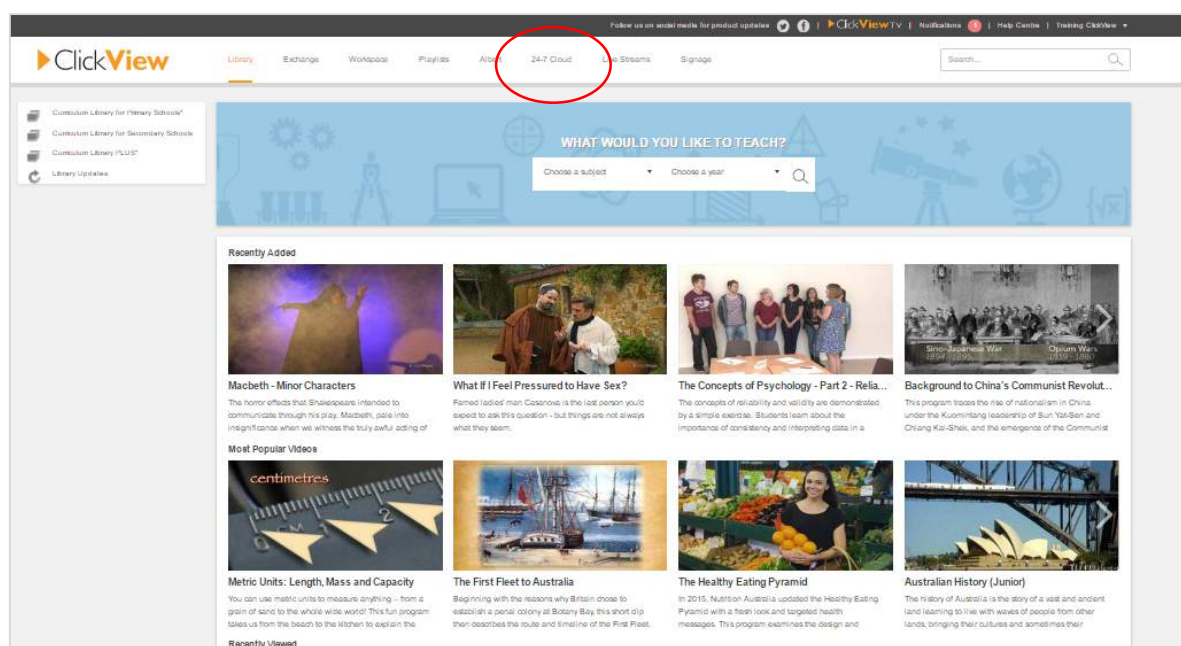
1. Add a video to your Workspace from the local storage on your computer.
2. Open the ClickView Cloud Editor.
3. Modify the Metadata for the video e.g. Title, Rating and Description.
4. Insert 4 break points into the edit.
5. Remove Chapters 2 and 4.
6. Rename Chapters 1, 3 and 5.
7. Save the edit to the user's Workspace.
8. Push the edited video to the school's library.

## ClickView 24-7

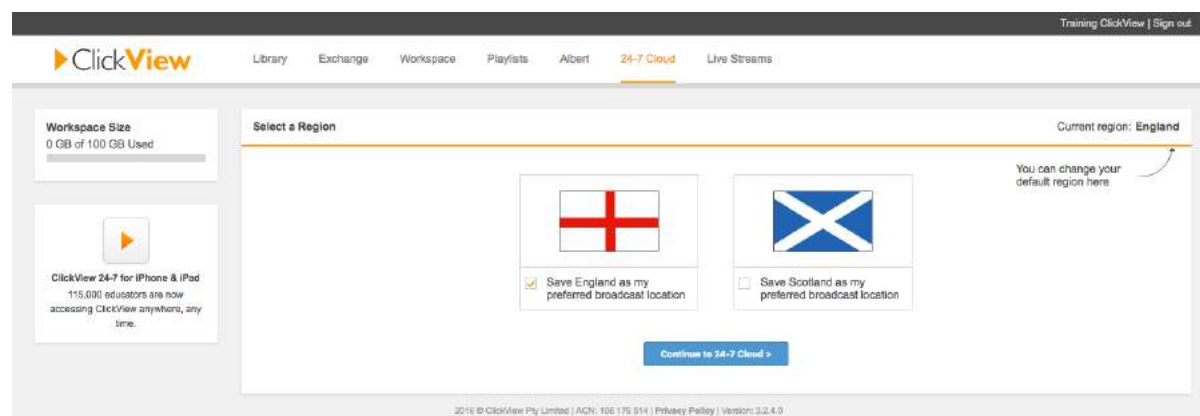
ClickView 24-7 is a TV recording service that allows you to go back in time up to 30 days and choose from thousands of TV programmes recorded from free-to-air digital channels. You can edit, share, and download any programme from ClickView 24-7 or even push them to your school's Library Server/Publisher.

The sheer variety of content available makes ClickView 24-7 invaluable when sourcing educational videos. Finding programmes is made easy by allowing you to browse by popularity, programme name, channel, and even keywords in subtitle text.

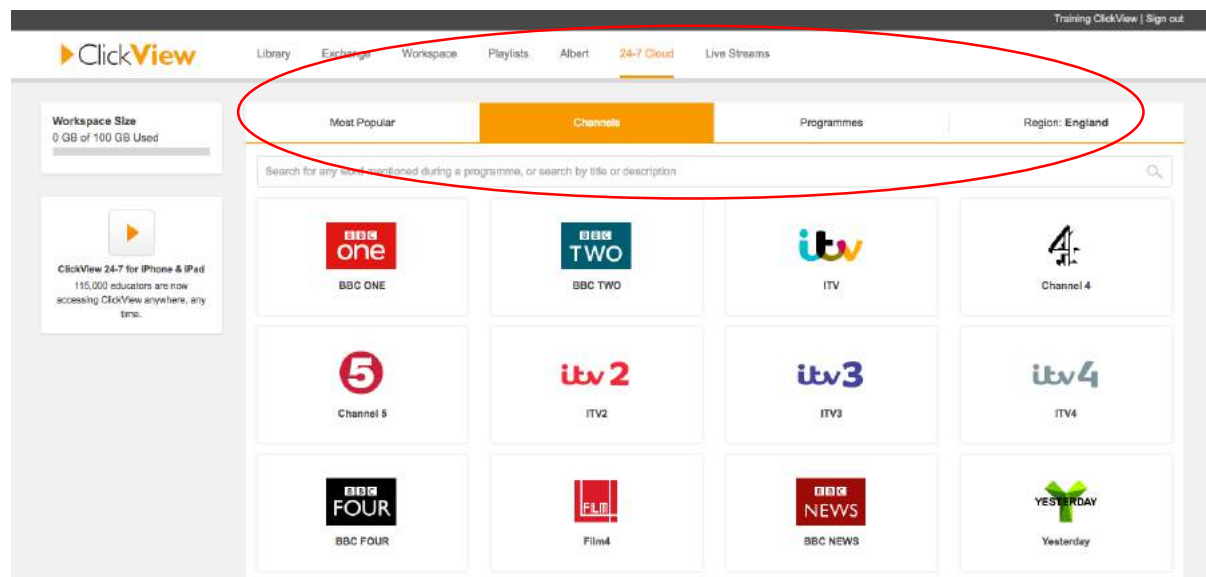
To add videos to your Workspace from ClickView 24-7, first click on the **'24-7 Cloud'** tab in the navigation bar at the top of the page.



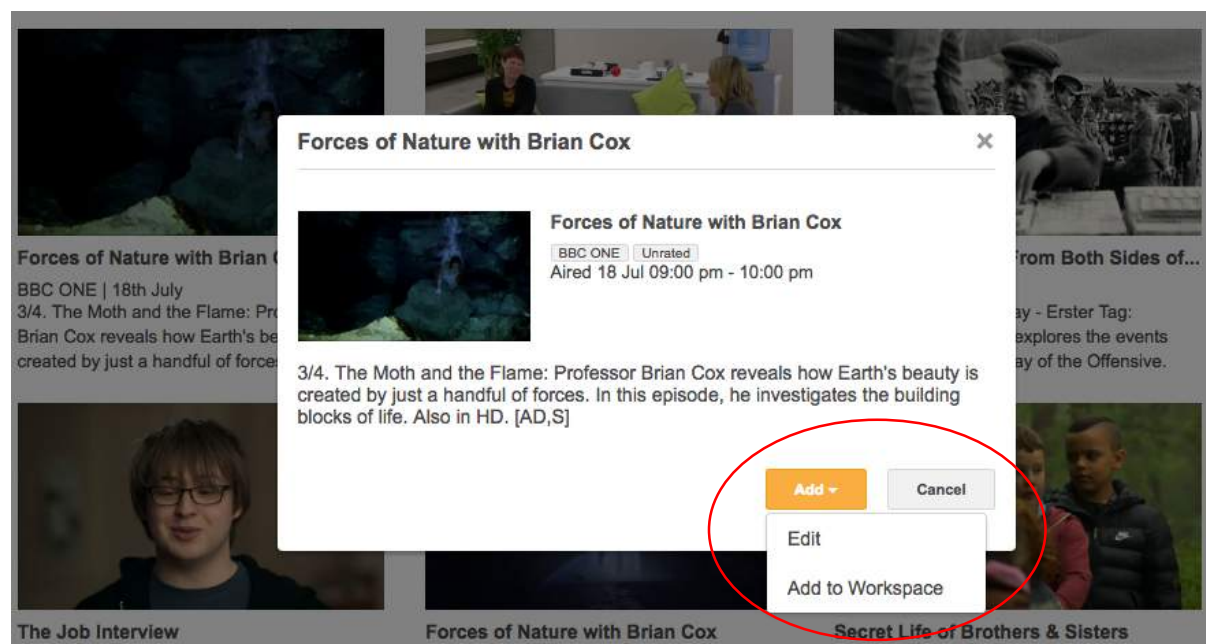
Select your region from the menu.



Select a video through any of the browsing methods. You can search based on popularity, channel, programme name or even keywords in subtitle text.



When you have selected a video, click on the '**Add to Workspace**' button in the information window that appears.



It may take a couple of minutes for the video to become available in your Workspace depending on its size. While the video is uploading, you can monitor its progress through the '**Pending Videos**' tab of the Workspace page.

*Note: Once a show has been added to your Workspace from ClickView 24-7 it is no longer subject to the 30 day recording window.*



### **Presenter Top Tips**

- ClickView 24-7 captures all shows available on free-to-air TV up to the last 30 days.
- All shows transmitted with Closed Captions will have these available by default in ClickView 24-7.
- All programmes will need to be mapped to the curriculum as they are added to the school library.
- All shows are available in every resolution the channel transmits in.

### **Professional Development Activity – 24-7 Cloud (15 - 20 mins)**

It is important to familiarise your staff with ClickView 24-7 import procedure. This will streamline programme capture requests and reduce the workload for the System Administrator.

Ask session participants to login and open ClickView 24-7.

#### **Task 1 Channel list search**

1. Ask participants to locate a show on a given channel at a given time (do not give the name of the show).
2. Once the show has been located, add the show to the users' **'Workspace'**.

#### **Task 2 Alphabetical Listing search**

1. Ask participants to locate a specific show using the alphabetical listing (give the name of a show you are sure has been on in the last two weeks).
2. Once the show has been located, add the show to the users' **'Workspace'**.

#### **Task 3 Keyword search**

1. Ask participants to locate a specific show using a keyword.
2. Once the show has been located, add the show to the users' **'Workspace'**.

*Note: Keyword search will also search the closed captions.*

#### **Extension Task Advert removal**

1. Ask participants to locate a show from a commercial channel.
2. Once the show has been located, add the show to the users' **'Workspace'**.
3. Remove the adverts using the ClickView Cloud Editor.

## ClickView Interactive Videos

ClickView Interactive Videos beta was launched at the end of 2015 as an exciting new addition to ClickView Online. Designed to make video more engaging for students, ClickView Interactive Videos enable teachers to set quick informal assessments for the topic they are covering.

ClickView is now proud to announce our new ClickView Interactive Videos publishing suite. All the great interactive videos you have grown to love are still available, however the interactive videos have now moved to take their rightful place as an integral part of the ClickView Online platform. You can now find the interactive videos tab as part of the playback window for all videos in your school's ClickView Library, the ClickView Exchange or your Workspace.

As part of the new ClickView Interactive Videos suite, teachers now have the ability to observe analytics for each interactive video they share using our simple analytics tools, teachers can quickly identify learning gaps for one particular student or for the entire class, making it a valuable tool to improve learning outcomes.

*Note: Before beginning this section of the Train the Trainer guide please ensure you have completed the Library, ClickView Exchange and Workspace sections of this guide.*

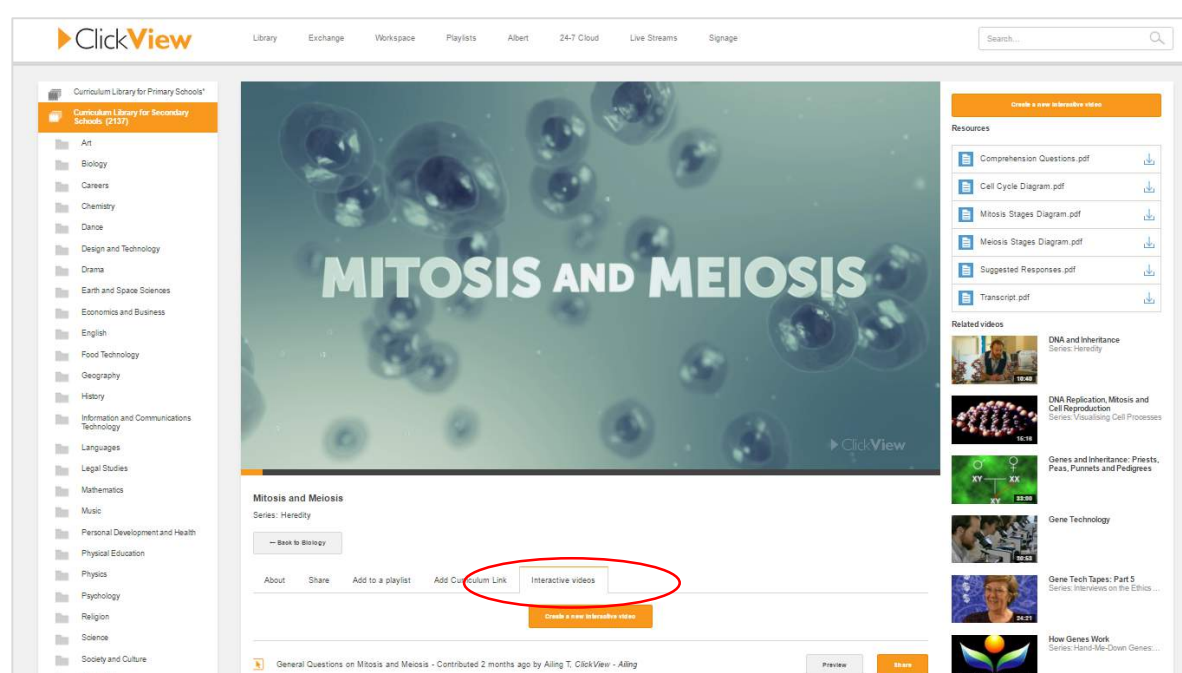
## Using an Existing Interactive Video

Many of the videos available within the ClickView Curriculum Libraries, FE Libraries and the ClickView Exchange already have interactive videos available with them.

You can easily see if a video has an interactive element available by looking for the Interactive logo in the video information.



To discover the interactive elements available for your selected video click the **'Interactive videos'** tab in the video playback window.




Where the interactive video was created will dictate who can view, share and edit that interactive video. This is summarised below:

- |  |  |
|--|--|
| <b>Created in the school's ClickView Library</b> | - Available to all teachers with access to the school's ClickView Library. |
| <b>Created in the ClickView Exchange</b>         | - Available to all teachers with access to the ClickView Exchange.         |
| <b>Created in the user's Workspace</b>           | - Available only to the user who created the interactive video.            |

*Note: You will need to ensure your students are set up with individual user accounts or single sign on (SSO) before using interactive videos.*

Any available interactive videos will now be listed in the **‘Interactive videos’** tab.




The diagram illustrates the stages of meiosis. Meiosis I includes Prophase I, Metaphase I, and Anaphase I. Meiosis II includes Metaphase II and Anaphase II, leading to the formation of Gametes. The ClickView logo is visible in the bottom right corner of the diagram.

**Mitosis and Meiosis**  
Series: Heredity

[← Back to Biology](#)

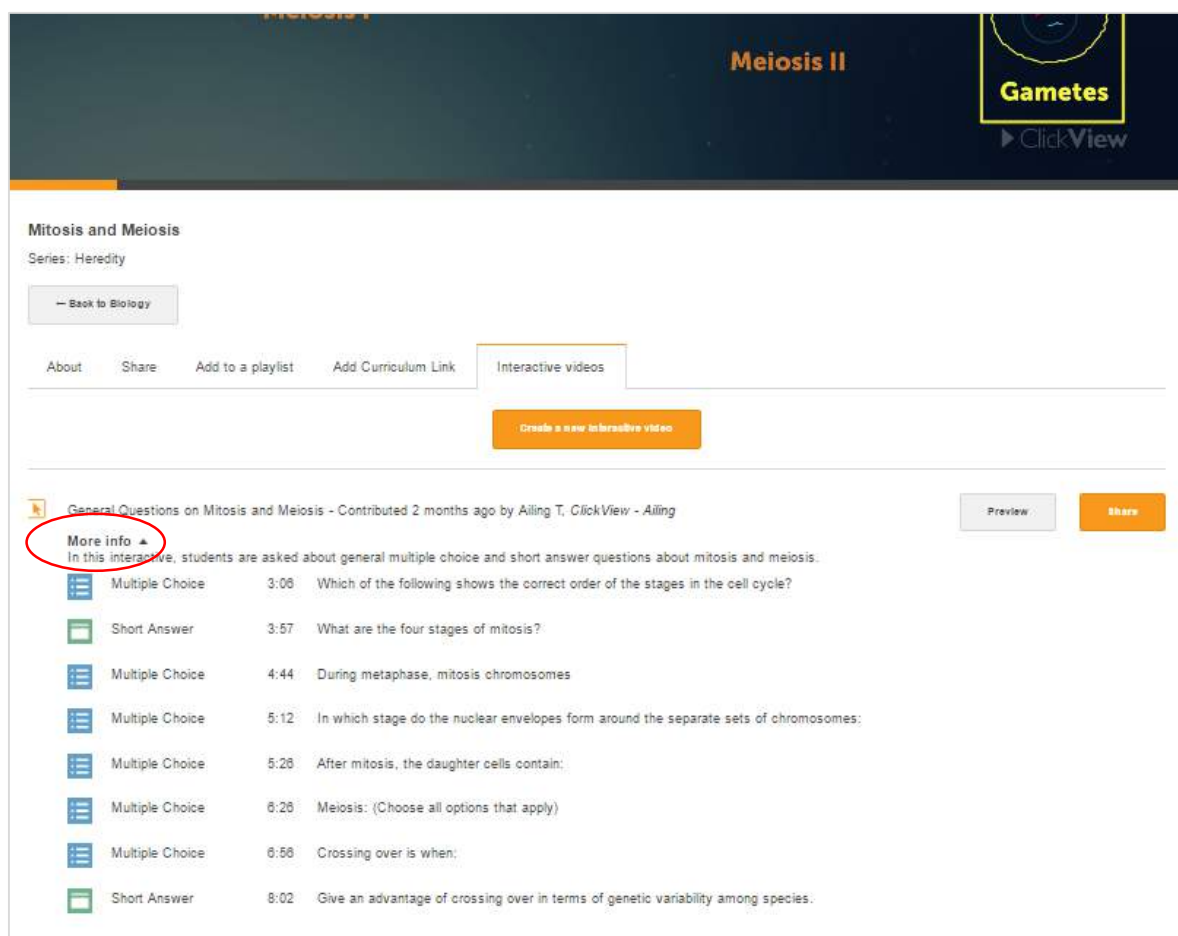
[About](#) [Share](#) [Add to a playlist](#) [Add Curriculum Link](#) [Interactive videos](#)

[Create a new interactive video](#)

 General Questions on Mitosis and Meiosis - Contributed 2 months ago by Ailing T, ClickView - Ailing

[More info ▼](#) [Preview](#) [Share](#)

To quickly view a summary of the questions an interactive video contains click on '**More info**'.



**Mitosis and Meiosis**  
Series: Heredity

[Back to Biology](#)

[About](#) [Share](#) [Add to a playlist](#) [Add Curriculum Link](#) [Interactive videos](#)

[Create a new interactive video](#)

**General Questions on Mitosis and Meiosis** - Contributed 2 months ago by Ailing T, ClickView - Ailing

[Preview](#) [Share](#)

**More info** ▲  
In this interactive, students are asked about general multiple choice and short answer questions about mitosis and meiosis.

Multiple Choice	3:06	Which of the following shows the correct order of the stages in the cell cycle?
Short Answer	3:57	What are the four stages of mitosis?
Multiple Choice	4:44	During metaphase, mitosis chromosomes
Multiple Choice	5:12	In which stage do the nuclear envelopes form around the separate sets of chromosomes?
Multiple Choice	5:26	After mitosis, the daughter cells contain:
Multiple Choice	6:26	Meiosis: (Choose all options that apply)
Multiple Choice	6:56	Crossing over is when:
Short Answer	8:02	Give an advantage of crossing over in terms of genetic variability among species.

To preview the video from the students' view, click on the '**Preview**' button on the right hand side.



General Questions on Mitosis and Meiosis

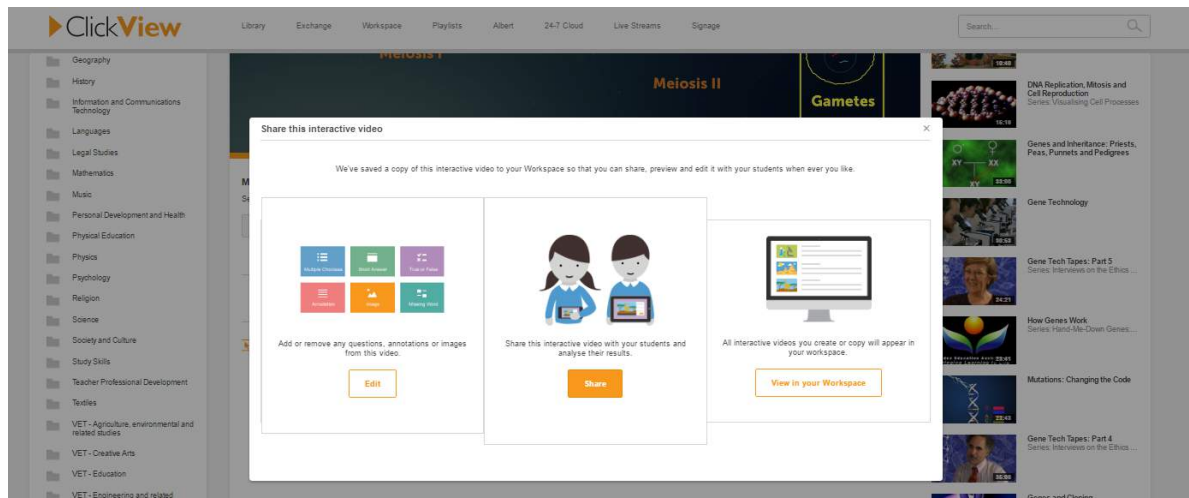
**MITOSIS AND MEIOSIS**

ClickView

0:10 / 9:56

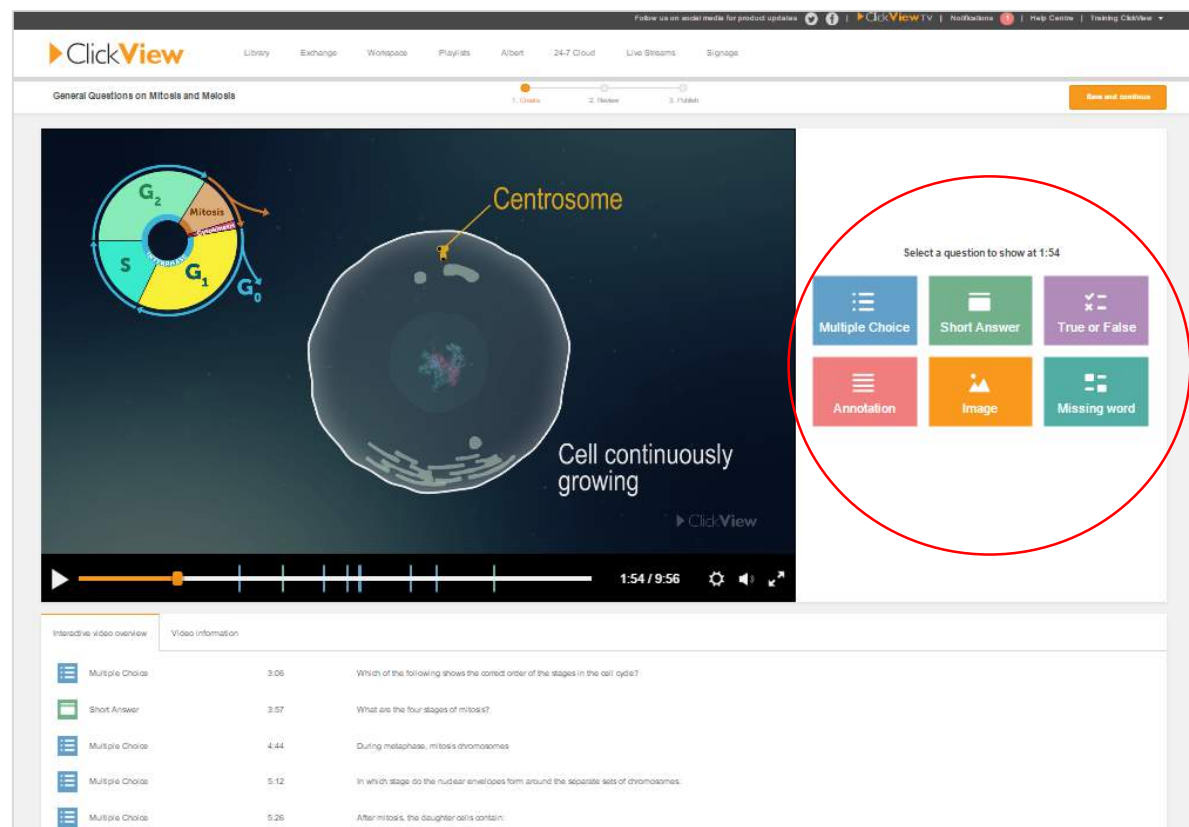
*Note: The coloured bars on the chapter progress bar dictate where questions will appear. Different coloured bars correspond to different question formats.*

To edit or share an existing interactive video select the orange **'Share'** button on the right hand side. You will now be presented with three options.



## Edit

Selecting the **'Edit'** option will enable you to add, modify or differentiate the existing questions to meet your lesson format or the level of the students on your class.





To add a new question, pause the video at the point you wish to insert the question. Select the question type you would like to add from the six types available on the right.

Enter your question and any applicable information e.g. answers for multiple choice.

If you need to modify the time at which the question appears you can achieve this using the time stamp adjustment function at the bottom of the question panel.

To complete the question click the orange 'Save' button at the bottom of the question panel.

The screenshot shows the ClickView web interface. On the left is a video player displaying a cell cycle diagram with phases G<sub>0</sub>, G<sub>1</sub>, S, G<sub>2</sub>, and Mitosis, alongside a diagram of a cell with a centrosome. The video is paused at 1:54 / 9:56. On the right is a 'Multiple Choice' question panel, which is circled in red. The panel contains the following text:

Question\*

What is generated at the Centrosomes?

Answers\*

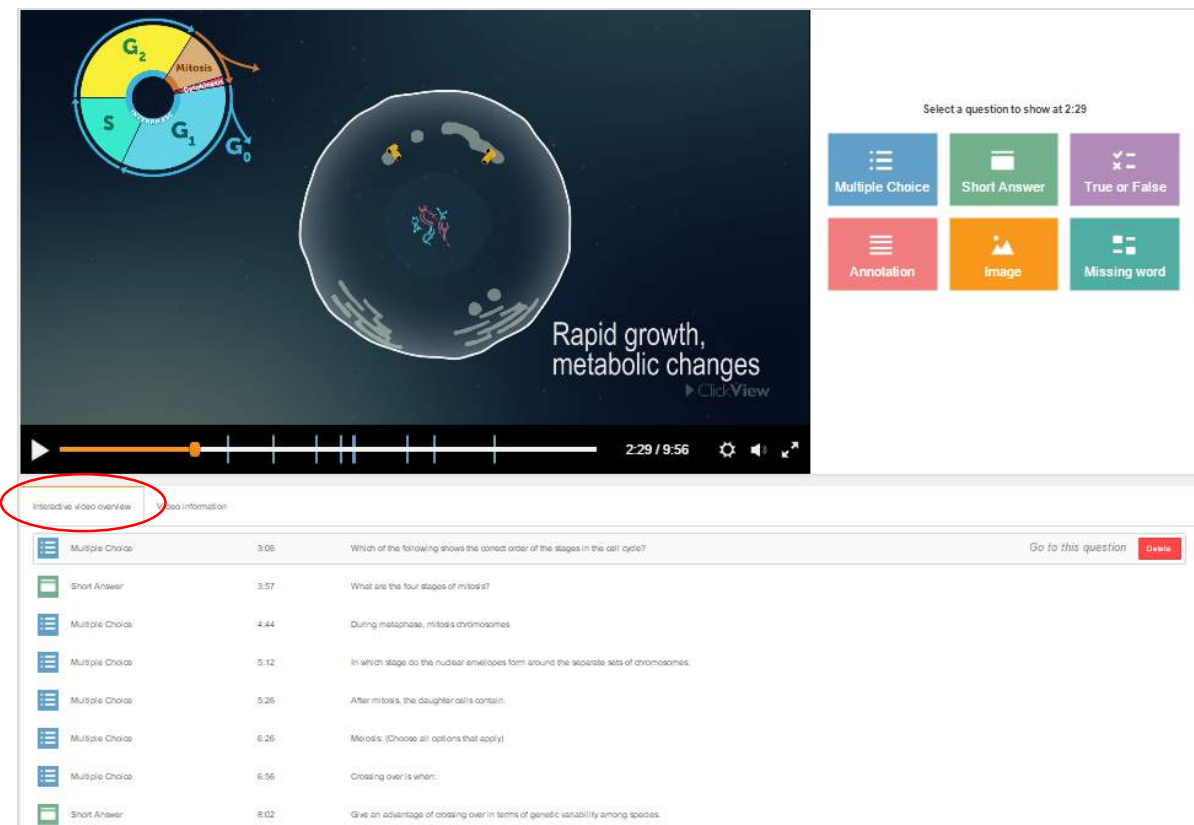
Spindle Fibres	<input checked="" type="checkbox"/>
ATP	<input type="checkbox"/>
DNA	<input type="checkbox"/>
RNA	<input type="checkbox"/>

This question will appear at 1:54.

Save

Your question will now be time stamped against that part of the video.

To amend an existing question select the question you wish to change from the **'Interactive video overview'** tab beneath the Web Player window.



Select a question to show at 2:29

Multiple Choice Short Answer True or False Annotation Image Missing word

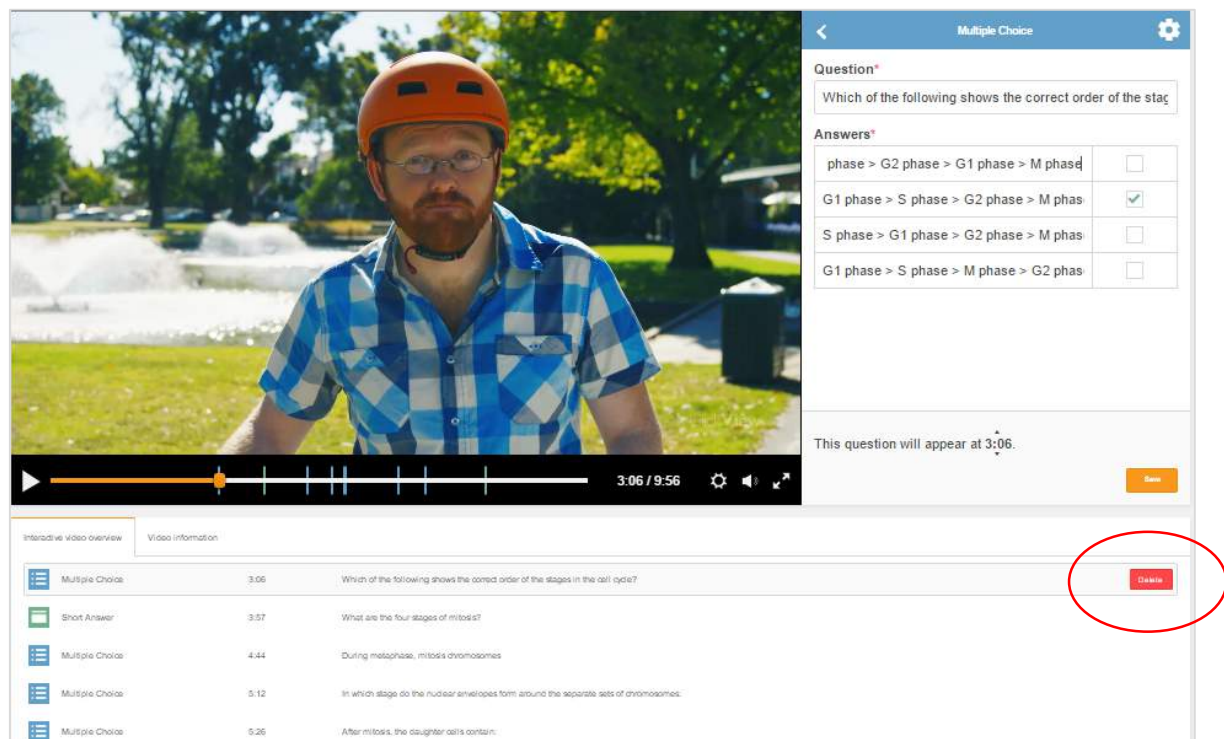
Rapid growth, metabolic changes

2:29 / 9:56

Interactive video overview Video information

Question Type	Timestamp	Question Text	Action
Multiple Choice	3:06	Which of the following shows the correct order of the stages in the cell cycle?	Go to this question <b>Delete</b>
Short Answer	3:57	What are the four stages of mitosis?	
Multiple Choice	4:44	During metaphase, mitosis chromosomes	
Multiple Choice	5:12	In which stage do the nuclear envelopes form around the separate sets of chromosomes?	
Multiple Choice	5:26	After mitosis, the daughter cells contain:	
Multiple Choice	6:26	Meiosis (Choose all options that apply)	
Multiple Choice	6:56	Crossing over is when:	
Short Answer	8:02	Give an advantage of crossing over in terms of genetic variability among species.	

To delete the question in its entirety select the red **'Delete'** button on the right hand side.



Multiple Choice

Question\*

Which of the following shows the correct order of the stages in the cell cycle?

Answers\*

phase > G2 phase > G1 phase > M phase	<input type="checkbox"/>
G1 phase > S phase > G2 phase > M phase	<input checked="" type="checkbox"/>
S phase > G1 phase > G2 phase > M phase	<input type="checkbox"/>
G1 phase > S phase > M phase > G2 phase	<input type="checkbox"/>

This question will appear at 3:06.

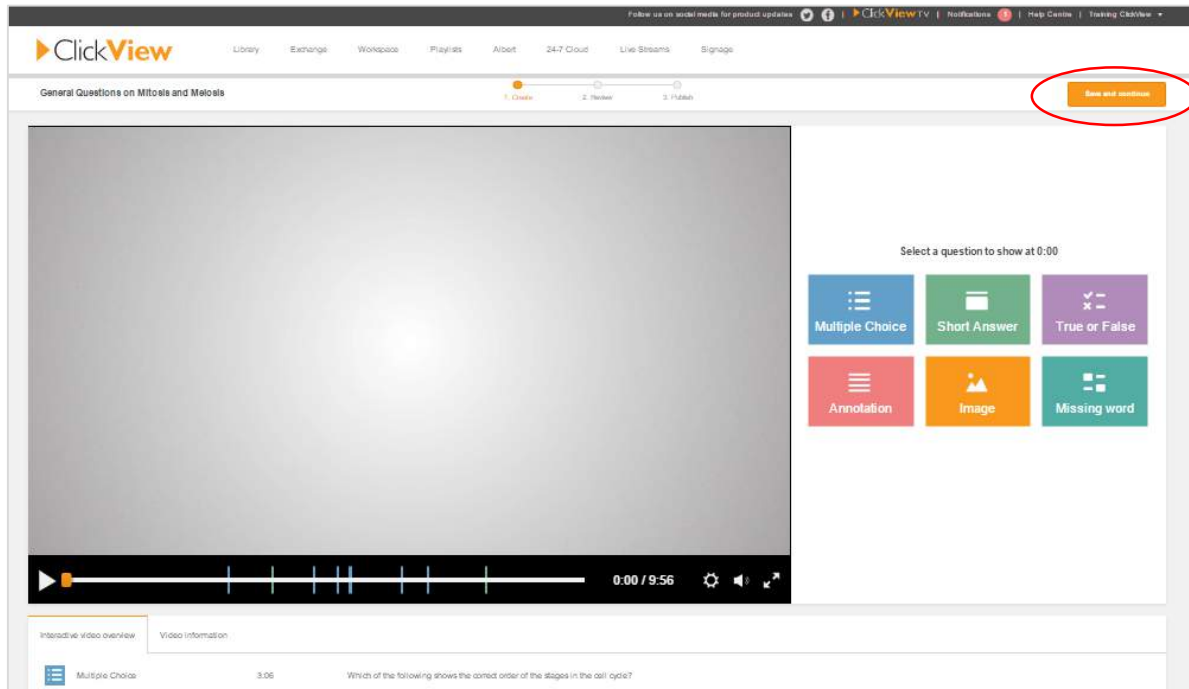
**Delete**

Interactive video overview Video information

Question Type	Timestamp	Question Text	Action
Multiple Choice	3:06	Which of the following shows the correct order of the stages in the cell cycle?	<b>Delete</b>
Short Answer	3:57	What are the four stages of mitosis?	
Multiple Choice	4:44	During metaphase, mitosis chromosomes	
Multiple Choice	5:12	In which stage do the nuclear envelopes form around the separate sets of chromosomes?	
Multiple Choice	5:26	After mitosis, the daughter cells contain:	

Selecting the question will open up the editing panel where you can change the wording, answers or adjust the timing. Ensure you click the **'Save'** button once you have completed your changes.

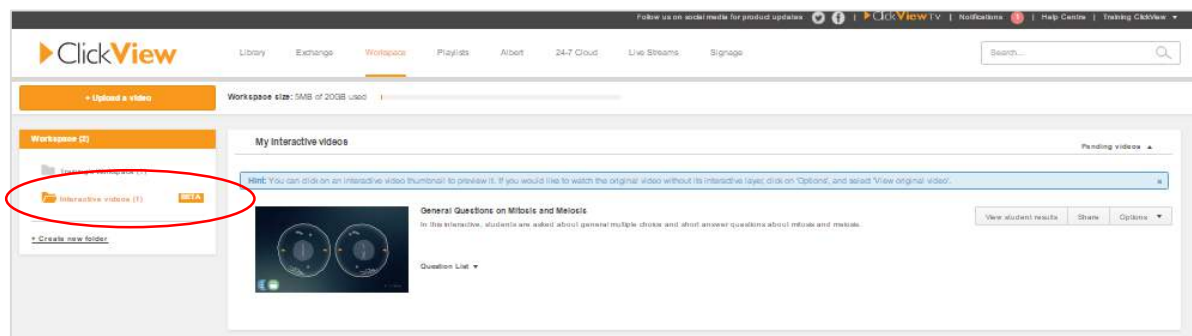
Once you have completed your changes to the interactive video you can save this to your Workspace as a new version by selecting the **'Save and Publish'** button.



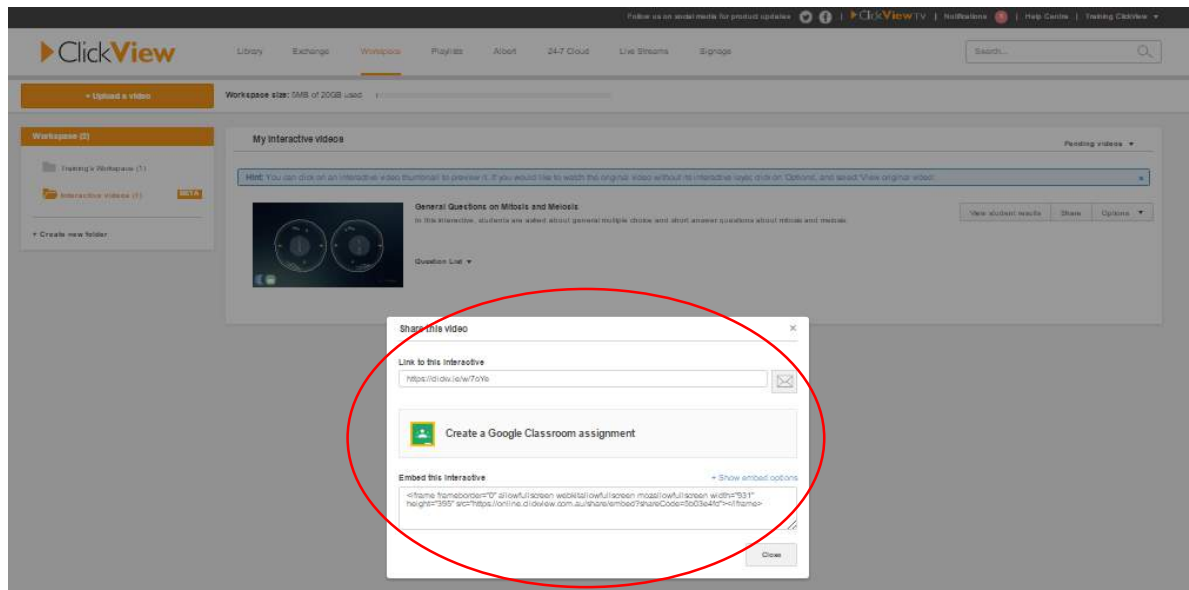
Your amended video can now be found in your **'Interactive videos'** folder in your Workspace.

## View in your Workspace

By selecting the **'View in your Workspace'** option an unchanged copy of the interactive video will be copied to your **'Interactive videos'** folder.



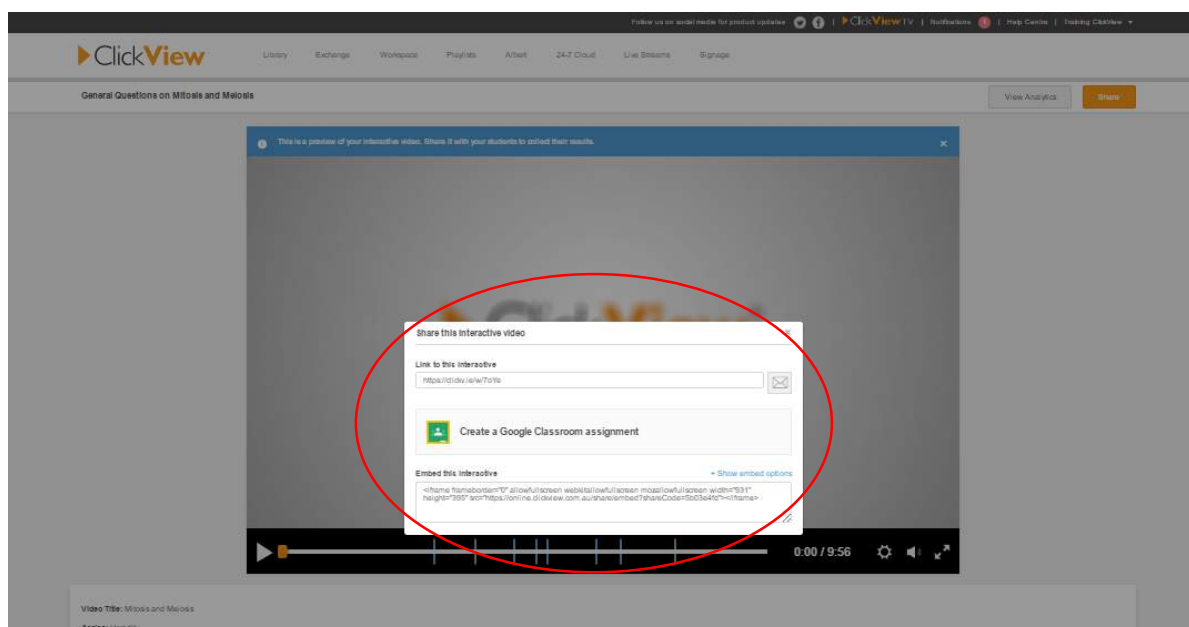
You can now share videos from your **'Interactive videos'** folder by selecting the **'Share'** option on the right hand side.



You will now be presented with the sharing options.

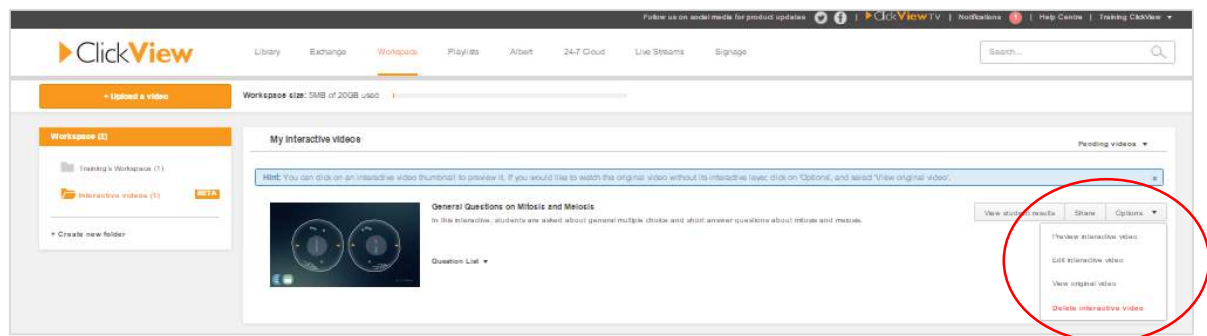
## Share

Selecting the **'Share'** option will present you with the same options as clicking on the share options in the Workspace. In addition, a copy of the video will be added to your Workspace's **'Interactive videos'** folder.



## Interactive Videos in the Workspace

You can **'Preview', 'Edit', 'View Original Video'** or **'Delete interactive videos'** from your Workspace at any time by selecting the Options button on the far right.

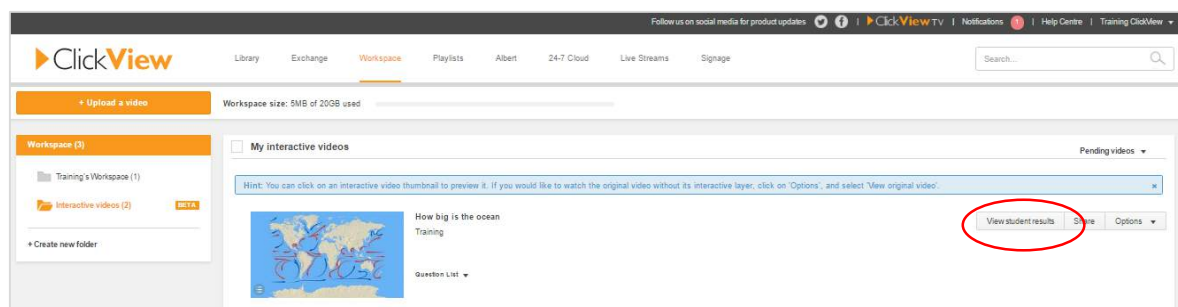


*Important: If an interactive video is deleted from a user's Workspace, any student results attached to that video will be deleted with the video.*

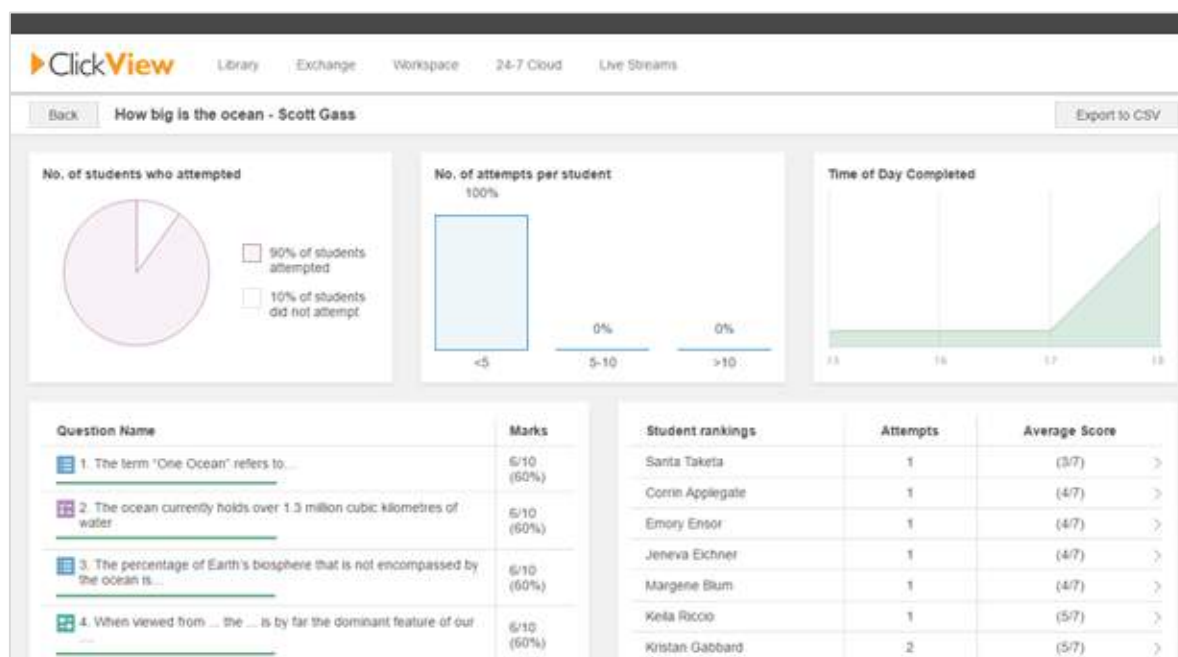
## Student Results

One of the greatest features of our ClickView Interactive Videos is the ability to monitor student performance. The interactive video analytics tools allows teachers to gain a detailed understanding of student results, and identify gaps in learning.

To view the student results for an interactive video, select the **'Interactive videos'** folder in the Workspace. Then click on **'View Student Results'** for the interactive video you wish to view the results from.



You will now be presented with the class results for that video.



ClickView Interactive Videos are designed as an informal assessment tool, consequently students can answer the questions as many times as they like. Each attempt at a question will be logged in the student results page.



To view an individual student's results and leave feedback select an individual student from the class list on the right hand side. This will open the individual student's results.

Henry Barela's Results

1st Attempt 7/7, 100%

Interactive timeline

Question	Correct answer	Student answer
The term "One Ocean" refers to...	The Pacific, Atlantic, Indian, Arctic and Southern	The Pacific, Atlantic, Indian, Arctic and Southern
The ocean currently holds over 1.3 million cubic kilometres of water	False	False
The percentage of Earth's biosphere that is not encompassed by the ocean is...	1%	1%

If a student has not viewed the entire video there will be black gaps in their interactive timeline. This feature allows the teacher to quickly identify gaps in student knowledge and redirect the student to an appropriate resource.

ClickView

Library Exchange Workspace 24-7 Cloud Live Streams

Back

How big is the ocean - Scott Gass

Export to CSV

No. of students who attempted

No. of attempts per student

Time of Day Completed

Question Name	Marks
1. The term "One Ocean" refers to...	6/10 (60%)
2. The ocean currently holds over 1.3 million cubic kilometres of water	6/10 (60%)
3. The percentage of Earth's biosphere that is not encompassed by the ocean is...	6/10 (60%)
4. When viewed from ... the ... is by far the dominant feature of our ...	6/10 (60%)

Student rankings	Attempts	Average Score
Santa Taketa	1	(3/7) >
Corrin Applegate	1	(4/7) >
Emory Ensor	1	(4/7) >
Jeneva Eichner	1	(4/7) >
Margene Blum	1	(4/7) >
Kella Riccio	1	(5/7) >
Kristan Gabbard	2	(5/7) >

Selecting the 'Export as CSV' button at the top of the results screen allows the class results to be exported to be added to a mark book.

*Note: Students do not receive automated results at the end of the video.*

### *Presenter Top Tips*

- If you are going to be using multiple interactive videos with the same class create new copies for each video.

### *Professional Development Activity – Interactive Videos (30 mins)*

It is important to familiarise your staff with the interactive video set up procedure. Divide the session participants into pairs. We are going to practice the set up procedure.

#### Task 1

- 1: Ask session participants to locate an existing interactive video.
- 2: Ask session participants to share their selected video with their partner for them to answer.
- 3: Ask session participants to review their partner's answers in the student results page and email them feedback.

#### Task 2

- 1: Ask session participants to locate an existing interactive video.
- 2: Ask session participants to modify their selected video.
- 3: Participants can share the modified video with their partner for them to answer.
- 4: Ask session participants to review their partner's answers in the student results page and email them feedback.

## **ClickView Live**

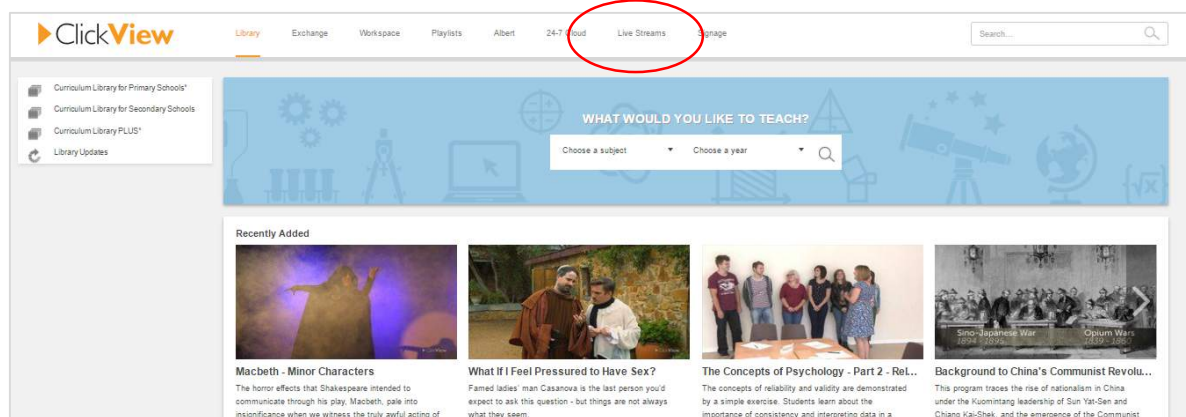
ClickView Live is a cloud-based recording tool that allows you to broadcast school events to your wider school community. It can be used to record sport day, drama productions, school assemblies or anything that teachers, students or parents would like to watch live.

All material streamed using ClickView Live is recorded. Upon the conclusion of the live stream, the initiating user can access the video in their Workspace. If they wish to keep it, they have 30 days to do so.

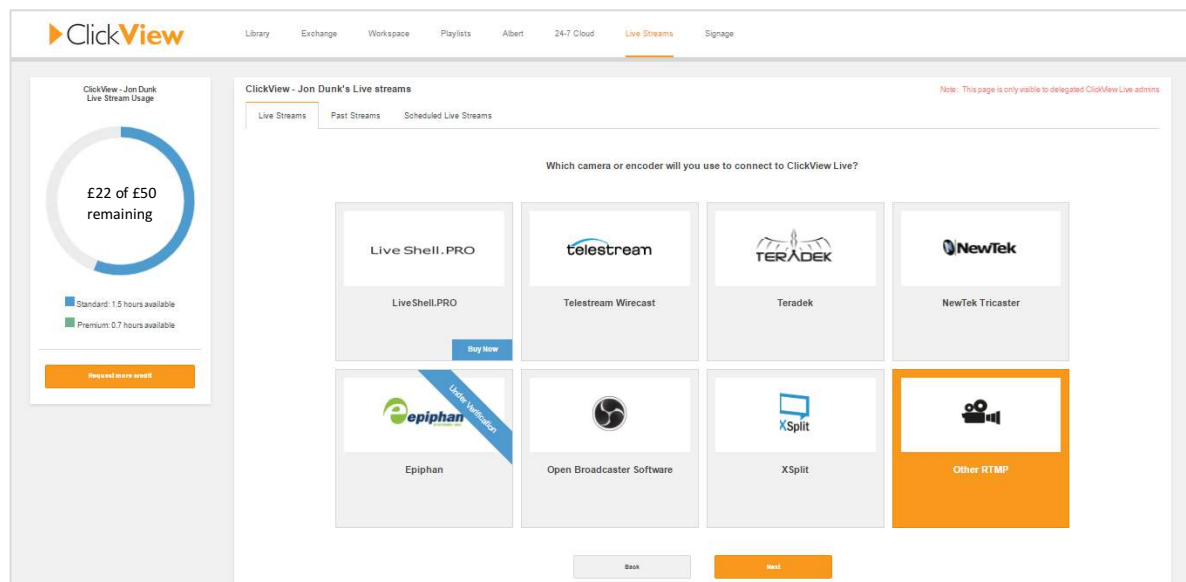
*Note: To set up a ClickView Live stream you will first need:*

- Live streaming enabled for your ClickView user account via your school admin suite.
- Live streaming credit for your school's account (all schools have been given £50 free credit).
- A suitable IP encoder device.

To set up a live stream click the **'Live Streams'** tab on the top navigation bar.



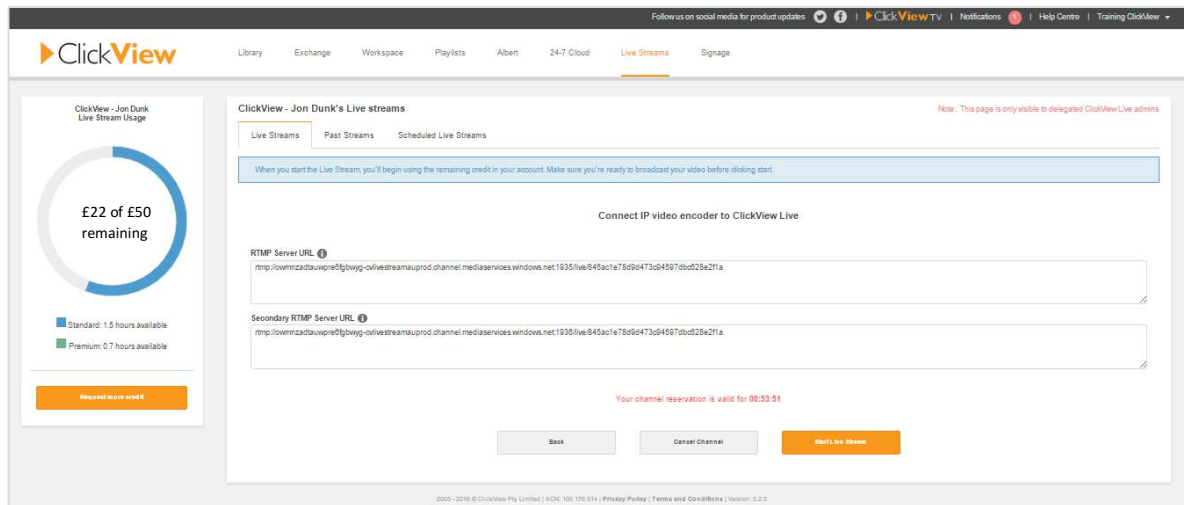
To initiate a live stream you will first need to connect your chosen camera or recording device to your IP encoder. Select your IP encoder from the list of approved devices.



If your IP encoder does not appear on the list, select **'Other RTMP'**.

Click the **'Next'** button.

You will now need to copy the RTMP server URL provided into the relevant area of your IP Encoder device manager software.

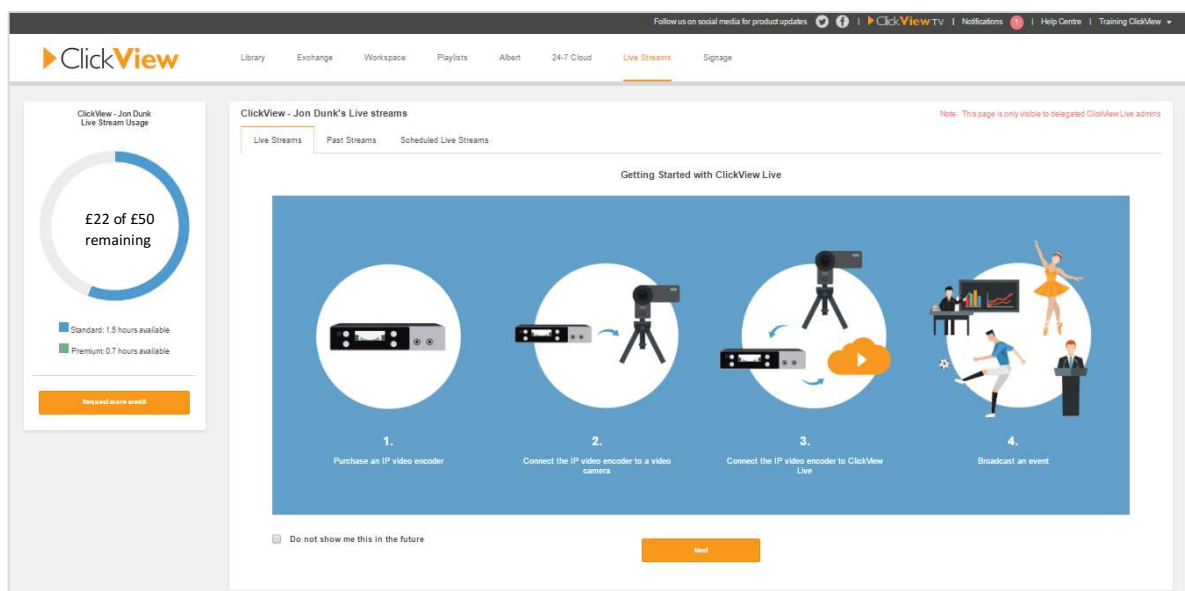


If your IP encoder is capable of accepting a back-up Secondary RTMP Server URL this can be found on the same page. A Secondary RTMP Server URL is used to prevent signal interruption or drop out.

*Note: If your school does not currently own an IP encoder contact your ClickView Advisor to borrow a testing unit.*

Once you have connected your IP encoder, check the amount of credit your school has available. This is displayed on the left side of the live streaming page. If your school's credit is low you can request a top-up before beginning your live stream.

Once you are ready to begin select the orange '**Next**' button at the bottom of the screen.



You will now be presented with the ClickView Live stream initiation page where you will need to apply the following key information:

## Tier of Streaming:

Select from:

### Standard stream: £15/hr

- Pass through streaming e.g. broadcast resolution received by all viewers.
- Broadcast recording deposited in initiating user's ClickView Workspace after event.
- Unlimited viewer connections.

### Premium stream: £30/hr

- Dynamically scaled streaming e.g. optimum resolution provided based on viewer's connection speed.
- Content distribution to worldwide data centres to ensure reliable local signal source.
- Broadcast recording deposited in the initiating user's ClickView Workspace after event.
- Unlimited viewer connections.

## Who will be able to see this live stream?

Select from:

- Test Mode (Visible to owner only)
- Just my school
- Everyone (Public)

## When would you like your live stream to start?

Select from:

- **Start Live Stream now** – Your stream will begin as soon as setup has been completed.
- **Schedule Live Stream** – This enables you to schedule a live stream to start in the future and email a link to a countdown page to all participants.

Once you have completed all fields, click the orange **'Next'** button.

The screenshot shows the ClickView 'Live Streams' setup page. On the left, a circular progress indicator shows '£22 of £50 remaining' for standard streaming, with a 'Request more credit' button below it. The main area is titled 'ClickView - Jon Dunk's Live streams' and has tabs for 'Live Streams', 'Past Streams', and 'Scheduled Live Streams'. A red note at the top right states: 'Note: This page is only visible to delegated ClickView Live admins'. The form is titled 'Fill in the details for your Live Stream' and contains the following fields:

- 'Which tier of streaming would you like to use?': Two radio buttons, 'Use standard streaming' (selected) and 'Use premium streaming'.
- 'Live Stream title\*': A text input field containing 'ClickView Live Professional learning Live'.
- 'Description\*': A text input field containing 'Live Professional Learning session on how to set up ClickView Live'.
- 'Who will be able to see this Live Stream?': A dropdown menu set to 'Everyone (Public)'.
- 'When would you like your Live Stream to start?': Two radio buttons, 'Start Live Stream now' and 'Schedule Live Stream' (selected). A date/time picker shows '15/07/2016 3:30 PM'.

An orange 'Next' button is located at the bottom center of the form.

You will now be presented with your embedding options page below.

The i-frame (playback window) for your stream can be embedded into your school website or VLE using these codes. Once you have embedded your i-frame click the **'Save'** button to initiate/schedule your stream.

ClickView - Jon Dunk Live Stream Usage

£22 of £50 remaining

Standard: 1.5 hours available  
Premium: 0.7 hours available

Request more credit

ClickView - Jon Dunk's Live streams

Note: This page is only visible to delegated ClickView Live admins

Live Streams Past Streams Scheduled Live Streams

Confirm your Scheduled Live Stream

If all the information below is correct, click 'Save' to schedule your Live Stream.

Title:  
ClickView Live Professional learning Live

Description:  
Live Professional Learning session on how to set up ClickView Live

Stream Type: Standard

Embed this broadcast

Embed this broadcast using my channel

Embed this broadcast using a single use embed code

Video size: 640 x 360

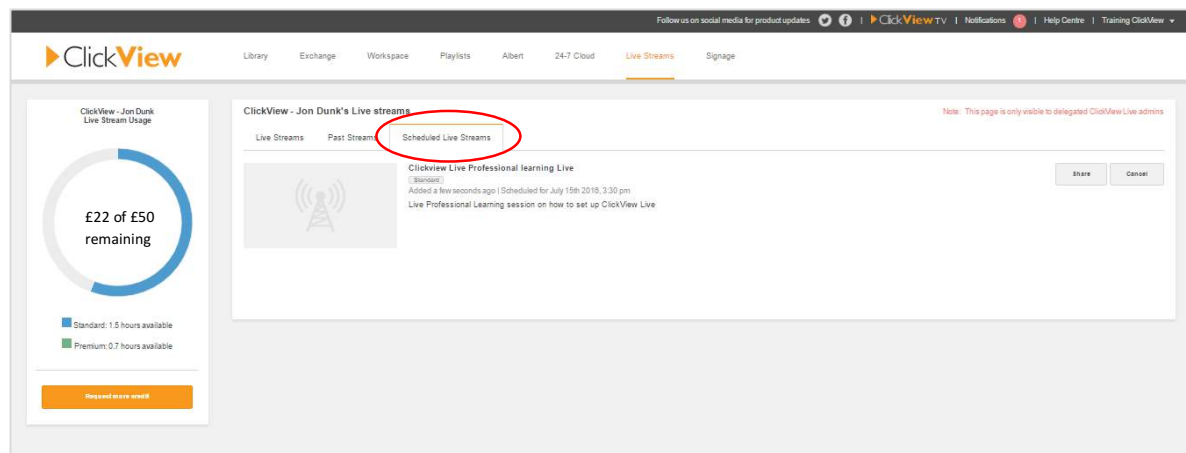
☒ HTTPS

☒ Display Public Broadcasts

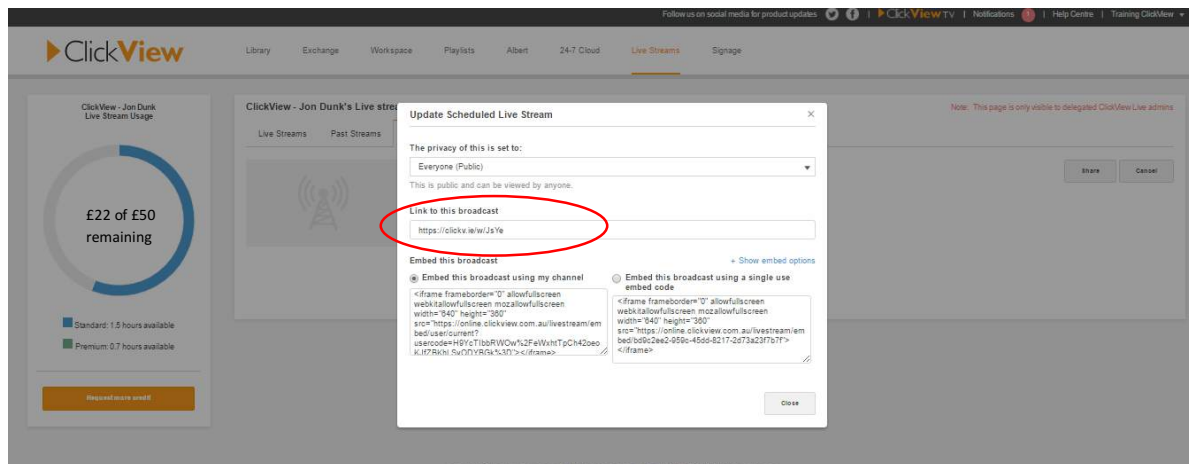
We'll notify you via email before the stream begins. Is this the correct email?  
training@clickview.com

Back Save

You can amend your scheduled streams at any time by going to the **'Scheduled Live Streams'** tab and clicking on the share option button. If you need to cancel your stream at any point you can also do this by clicking on the cancel button.



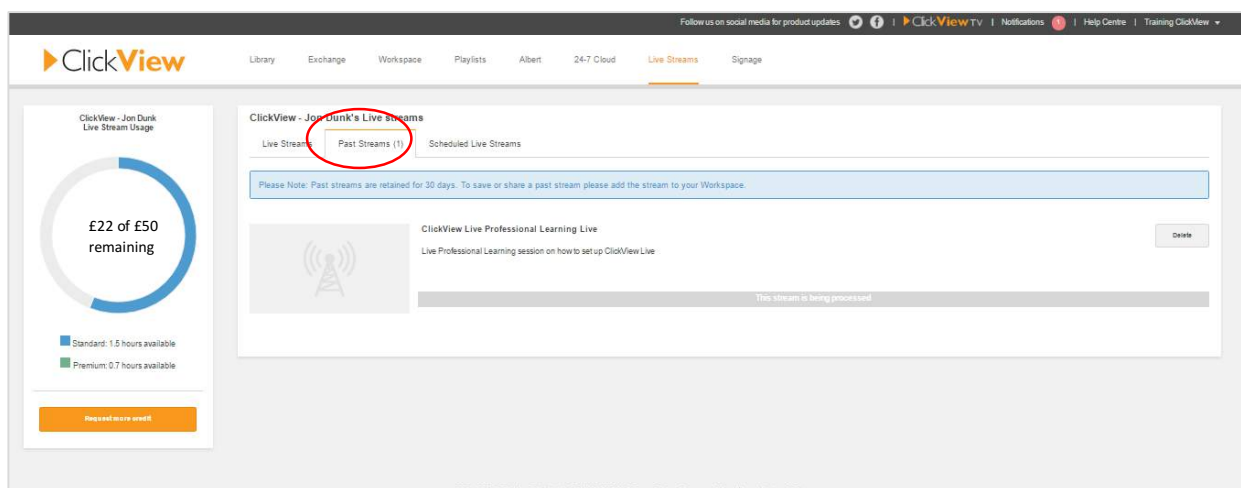
If you choose not to embed your stream, your participants can still access the stream via a ClickView landing page accessed by the direct URL found in the **'Link to Broadcast'** box found in the **'Share options'**.



### Presenter Top Tips

- When initiating a live stream always run a test of the set up prior to your event.
- ClickView Technical Support is available on 0333 207 6596 to assist with configuring your live stream.
- Once configured always initiate the stream 10 mins prior to the first event to be displayed to ensure the stream is fully functional.

Your past streams can be found in the **'Past Streams'** tab, any past streams can be added to your Workspace.



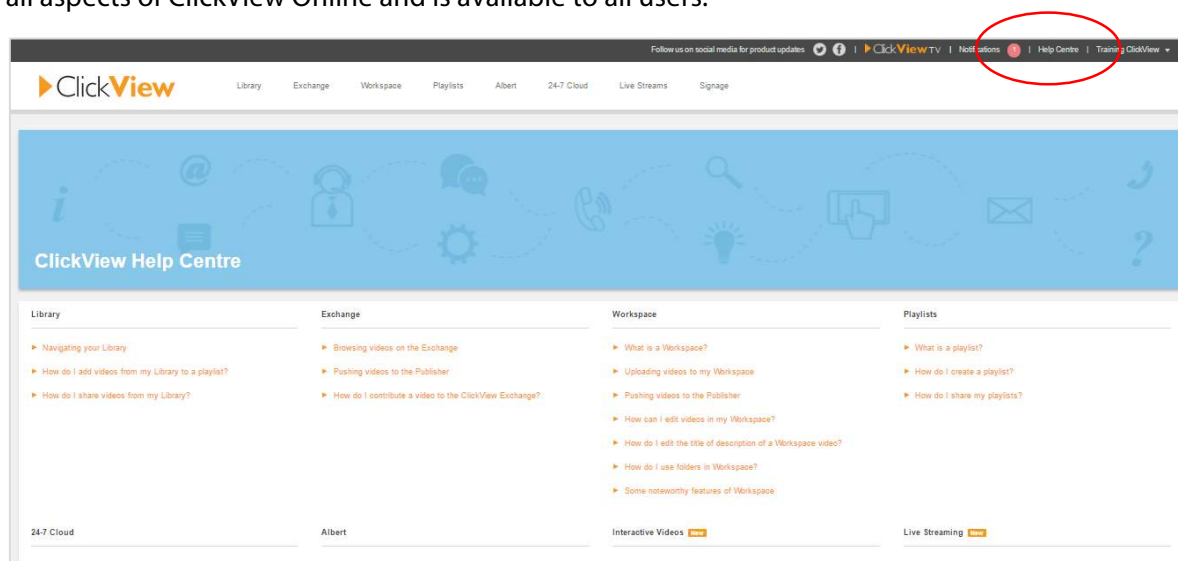


## Additional Resources

At ClickView we are proud of the intuitive nature of our solution, however we also understand adopting new technology can take a little time to get used to. To assist your staff in getting up to speed with ClickView, we also provide a number of other free Professional Development resources including:

### ClickView Online Help Centre

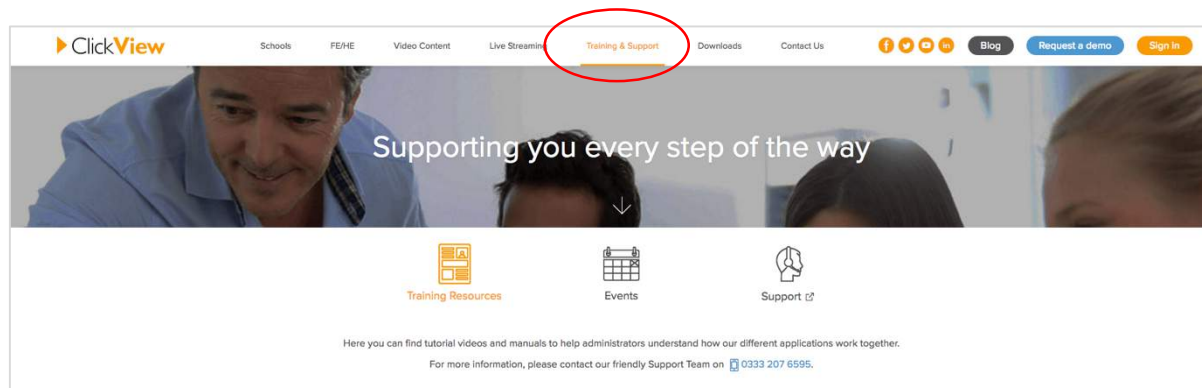
This can be found by selecting from the black bar across the top of your ClickView Online home screen. The ClickView Online Help Centre contains a wealth of information and how-to guides on all aspects of ClickView Online and is available to all users.



## ClickView Training and Support Web Page

This can be accessed at: [www.clickview.co.uk/training-and-support](http://www.clickview.co.uk/training-and-support)

This page contains pdf guides, how-to videos and all information concerning our latest library updates.



*Note: All new information regarding library updates will also be sent to your school's designated school contacts via email.*

## ClickView Technical Support Team



ClickView Technical Support are there to help you every step of the way. If you have any questions regarding your school's ClickView set up, please do not hesitate to contact Joe or the Support Team:

ClickView Technical Support: 0333 207 6596

ClickView Technical Support understand that schools are busy places so we have now introduced our Technical Support appointments system, so you can get the help that you need at a time that is convenient for you. To book an appointment go to:

[appointments.clickviewsupport.com](http://appointments.clickviewsupport.com)

## ClickView Advisor

Your dedicated ClickView Advisor is here to help arrange onsite Professional Development, assist you in increasing awareness across your school, and to make sure you get the most out of your school's ClickView subscription. If you are unsure who your ClickView Advisor is please contact:

[info@clickview.co.uk](mailto:info@clickview.co.uk)

## Onsite Professional Development

To arrange onsite Professional Development for your team with a ClickView Trainer please contact your ClickView Advisor or the ClickView Forum:

[info@clickview.co.uk](mailto:info@clickview.co.uk)

T: 0333 207 6595

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