



ClickView Online User Manual



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What is ClickView Online?

ClickView Online is a cloud-based platform that extends the reach of the ClickView resource beyond your local network. Videos from your ClickView Library are synchronised with ClickView Online and become accessible at home through any computer or mobile device. Teachers can add their own content recorded on mobile devices, add it to their ClickView Online Teacher Account and share this with students.

How do I find ClickView Online?

Before you begin using ClickView Online, you will require a ClickView Online username and password.

If your username and password is based on your email address and a password you have created, you log into ClickView Online from this site:

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

If your institution has adopted Single Sign-On for ClickView Online you will need to login via the website created by your Systems Administrator with a different username and password.

If you are unsure if Single Sign-On has been setup in your institution, contact your Systems or ClickView Administrator.

Reset passwords

If in the event you should forget your password, this is what you will need to do.

Reset password from ClickView Online homepage

To reset a password:

1. Go to <https://online.clickview.co.uk>
2. Click "Forgot your password?"
3. Enter your email address. An email will be sent to this address to reset your password
4. Go to your email account
5. Find reset password email
6. Click "Reset Password"
7. Enter new password when prompted

Single Sign-On

If your school is using Single Sign-On (SSO) please ask your system administrator to reset your password for you.

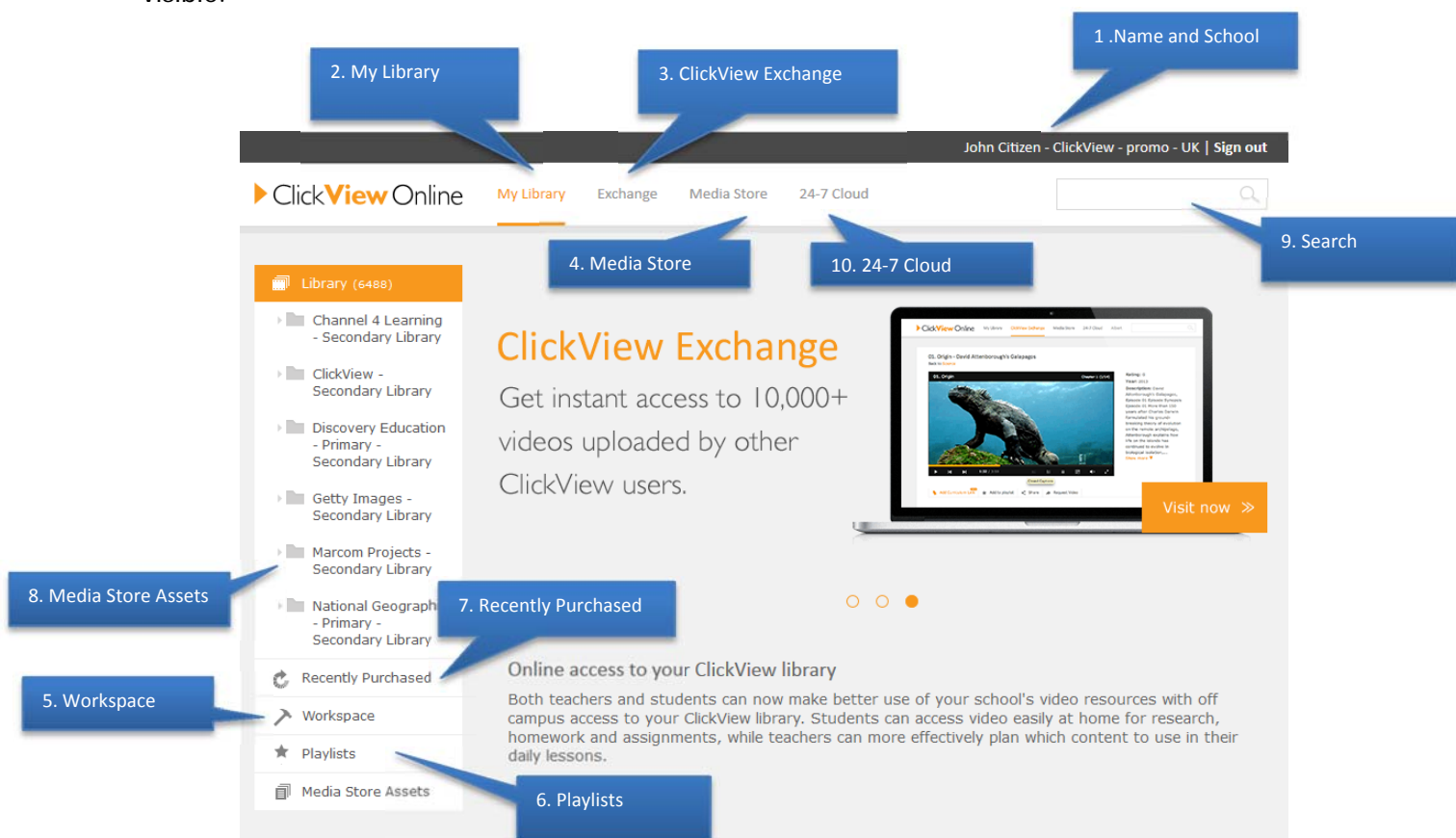
Introduction to ClickView Online Teacher Accounts

A ClickView Online Teacher Account provide teachers with the ability to review, show and share content from a variety of sources, including their own school's video collection (My Library), the ability to preview and request content from other ClickView school's across the UK (ClickView Exchange) and to preview additional content available for purchase (ClickView Media Store). Teachers can also add their own digital video files (Workspace) and to organise and share content through (Share options and Playlists).

As ClickView Online is browser based and stores content in the Cloud, access is available both on and off school premises.

Understanding the ClickView Online Teacher Account Screen

When you first enter your ClickView Online Teacher Account, the following screen will be visible.



1. **Name and school** – Sign-in details
2. **My Library** – content that has been made available by the school. This also contains access to Workspaces, Playlists, Recently Purchased and Media Store Assets.
3. **ClickView Exchange** – Teachers can preview and request content uploaded by ClickView schools across the UK
4. **Media Store** – Teachers can preview and then purchase or request additional content to be added to the schools content collection.
5. **Workspaces** – Teachers can store and edit videos from ClickView Online or add their own digital files
6. **Playlists** – Teachers can create their own personalised folder structure and link videos from My Library or Workspace within them.
7. **Recent Purchase** – Shows any content that has been recently purchased from ClickView Media Store
8. **Media Store Assets** – Shows any content that has been purchased from ClickView Media Store, with the purchase date, price and content provider indicated.
9. **Search** – Search for content by using key words.
10. **ClickView 24-7 Cloud** – View, edit and share programmes recorded from free-to-air TV. Optional product.

Search

ClickView Online provides you with several ways to locate content including a search function or by browsing through subject folders.

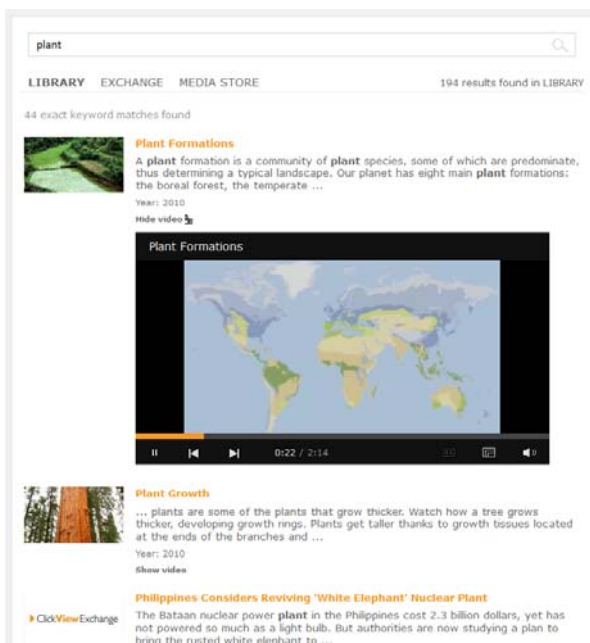
The search function is located in the top right corner of the school under your name and school details.

To use the search function:

1. Go to search panel
2. Enter keyword
3. Press enter or click on the magnifying glass icon

Results will be sorted into three headings Library, Exchange and Media Store. Each result comes with a preview option 'show video' to quickly review the content without having to click into the title.

4. Select heading
5. Click on orange title of desired programme to watch the video



Please note, that there may be more than one page worth of results, and more videos will appear as you scroll down the page. Otherwise, the indicator at the bottom of the page will allow you to search through pages of possible titles.



Locating content through Folders

To find a title within the available folders:

1. Select the main area you wish to search (i.e My Library, ClickView Exchange etc.)
2. Click on a folder
3. Click on subfolder if available
4. Scroll through available titles
5. Click on orange title to play video

The screenshot displays the ClickView Online interface. At the top, there is a navigation bar with the text "John Citizen - ClickView - promo - UK | Sign out". Below this, the main navigation includes "ClickView Online", "My Library" (highlighted), "Exchange", "Media Store", "24-7 Cloud", and "Signage". A search bar is located on the right side of the navigation bar.

The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Library (6488)", lists various folders: "Channel 4 Learning - Secondary Library", "ClickView - Secondary Library", "Discovery Education - Primary - Secondary Library", "Art" (highlighted in orange), "English", "Geography", "Health", "History", "Maths", "Music", "Research Skills", and "Science".

The main panel is titled "Art (16 Videos)" and shows a list of video titles with their descriptions and series information. Each video entry includes a play button icon, a title, a brief description, and the year and series name. The titles listed are:

- Art Since Pop**: This two-part program explores new trends in art since the emergence of pop art, including hard-edge painting, shaped canvas, industrial processes in sculpture, art and environment, Earth works, kinetic art, conceptual art, and more. **Year: 1986**
- Baroque Art and Music**: The drama and splendour of the Baroque era unfolds in this comprehensive program. This magnificent program features images from artists such as Caravaggio and Rembrandt along with the energetic music of Handel and Bach among others. The viewer will look at the time period from ... **Year: 2001 Series: The Clearvue/eav Art and Music Series**
- Composition**: This program presents a balanced still life, explains how to find compositional elements in a landscape, and emphasises the use of symmetry, shape, proportion, light, and shade. **Year: 2001 Series: Basic Drawing Instruction**
- Contour and Negative Space**: This program explains that negative space actually reinforces a subject's descriptive contours and demonstrates the connection of a subject with a continuous pencil line. **Year: 2001 Series: Basic Drawing Instruction**

The Web Player

The Web Player allows you to watch your videos through ClickView Online. Within its frame there are several useful options to maximise your viewing experience.

1. Video title and Chapter name
2. Full screen – Expands the video to full screen
3. Volume – Increases or decreases the sound of the video
4. Resolution – Allows user to change resolution of the video
5. Chapters – Allows a user to play a specific chapter
6. Worksheets – Allows the user to download any associated worksheets that are provided with the video
7. Closed Captions – Turns captions on or off if available
8. Time counter – Allows user to see or high speed scrub to a location/time point within the chapter
9. Previous chapter and Next chapter
10. Pause/Play – Allows the user to pause or play the video



Full screen viewing in ClickView Web player

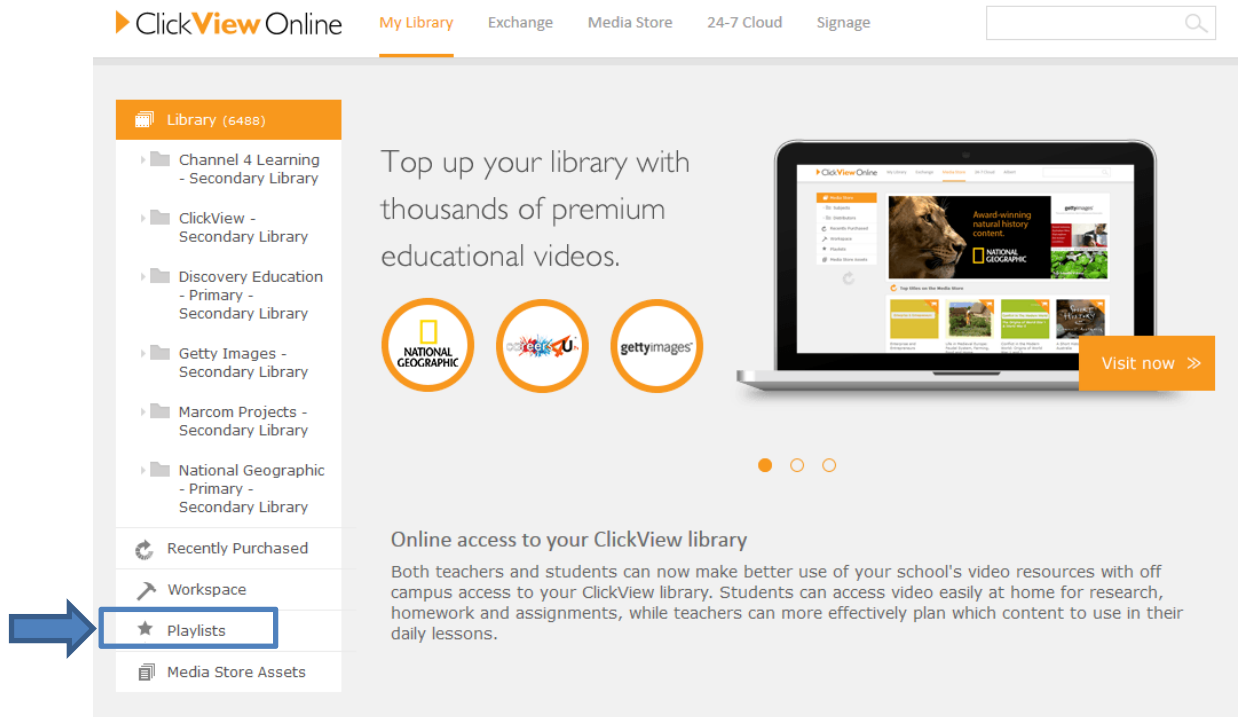
To make the web player functions visible, move your cursor onto the web player screen.

To remove the functions for a clearer display, simply move the cursor away from the web player screen.

Playlists

The Playlist function allows an individual teacher to create personalised lists or folders which they can populate with videos within ClickView Online for organisation and for sharing.


The main playlist screen can be found in the section underneath the My Library Tab.

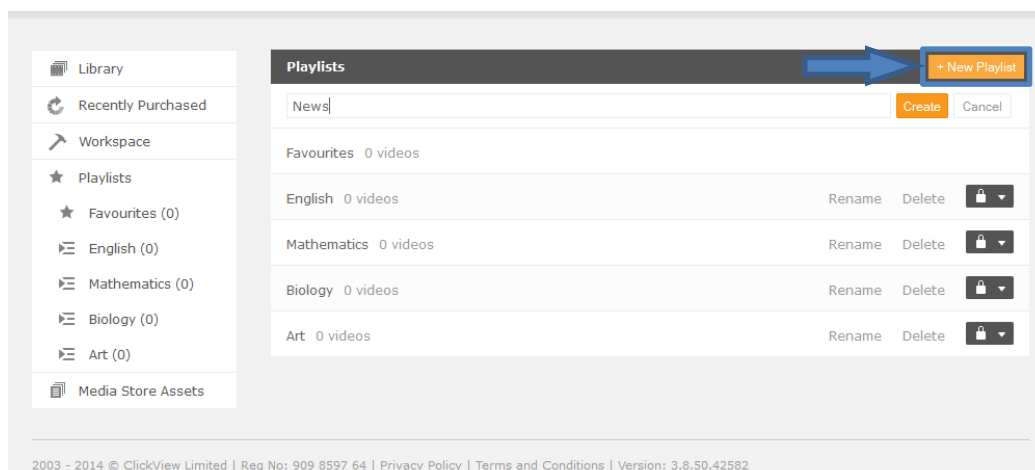


Creating a Playlist

To create a Playlist

1. Go to the My Library Tab
2. Click "Playlist"
3. Click "+ Create New"
4. Name playlist
5. Click "Create"


Once you have created a Playlist, you are able to populate them by clicking on the  next to video titles found in My Library, ClickView Exchange and in Workspaces.




Adding a programme to a Playlist

This feature will allow you to add a video to a playlist, which can then be viewed or shared with others.

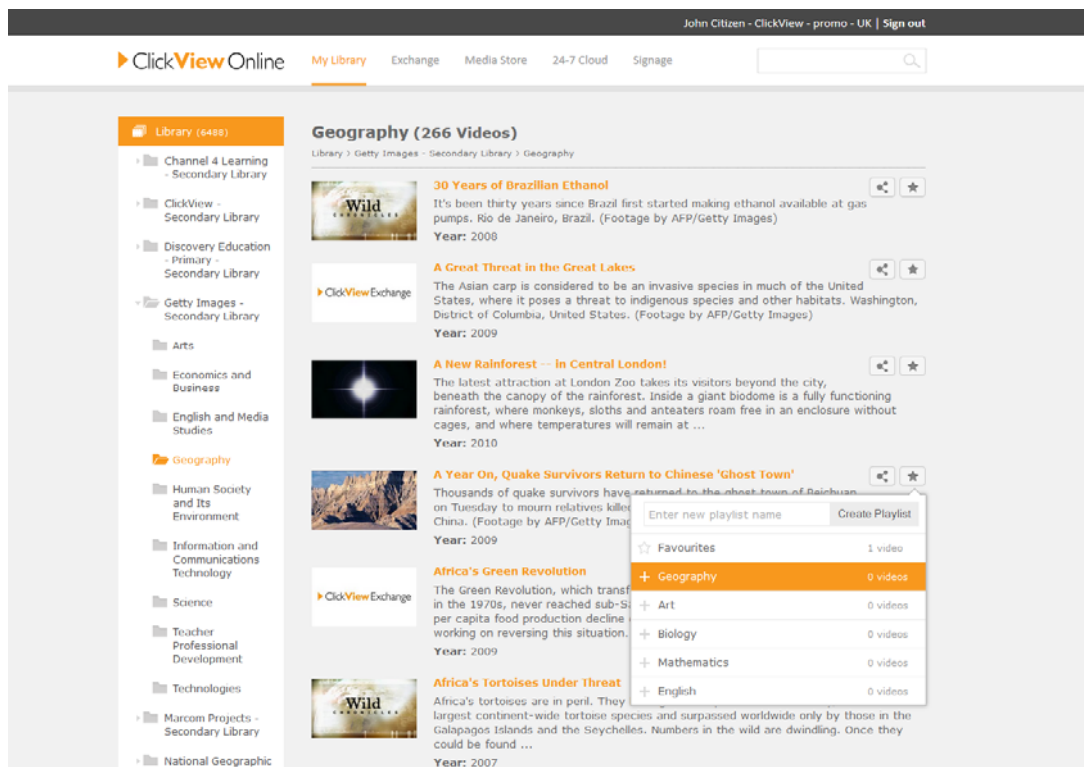
To add a title to a playlist:

1. Locate the programme
2. Press the  icon
3. Click on the Playlist you wish to add the programme to

If a suitable playlist does not exist, a new Playlist can be created by:

1. Press the icon 
2. Select "Add new playlist"
3. Name new playlist title

The title can then be added to the new playlist.



Removing programmes from a Playlist

If you wish to remove a video from a playlist

1. Go to My Library
2. Click on "Playlist"
3. Click on the title of the playlist
4. Tick the box next to the programme you wish to remove
5. Click on "remove"

Removing a Playlist

To remove a playlist:


1. Go to My Library
2. Click "Playlist"
3. Click on title of playlist
4. Click  Delete

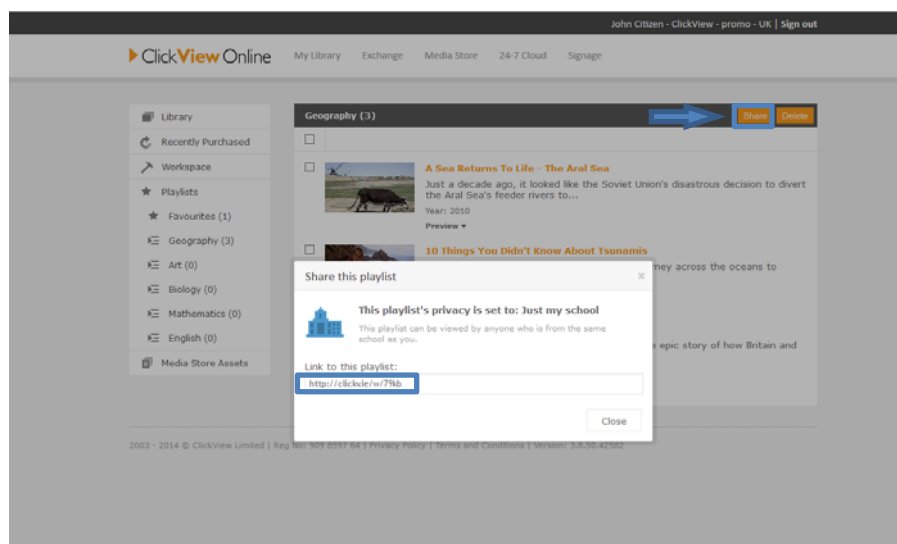


Sharing a Playlist

The benefit of having personalised playlists is that the list can be shared with others at your school. Students and teachers will require a ClickView Online account to view any shared content.

To share a playlist:

1. Go to My Library
2. Click on "Playlists"
3. Click title of Playlist
4. Click Share icon 
5. Copy Share link
6. Paste in worksheet, email or learning management system.




Favourites

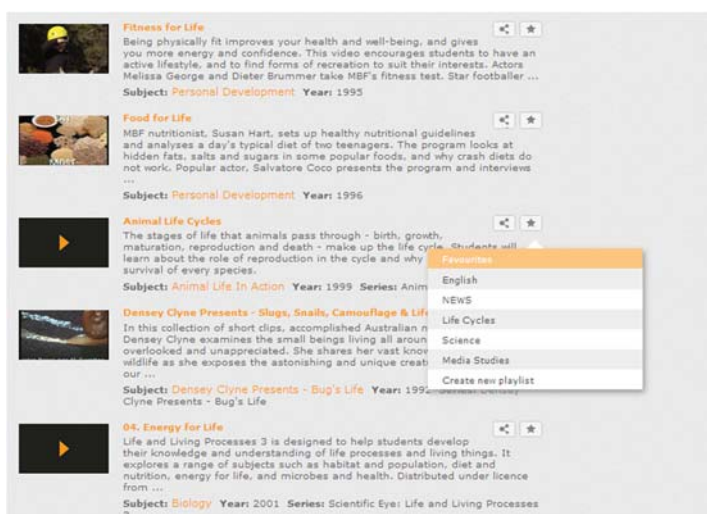
Favourites is a playlist where you can add videos you wish to keep track of or that are of important use for quick retrieval and viewing.

Adding a video to your Favourites

If you wish to add a video to your favourite list:

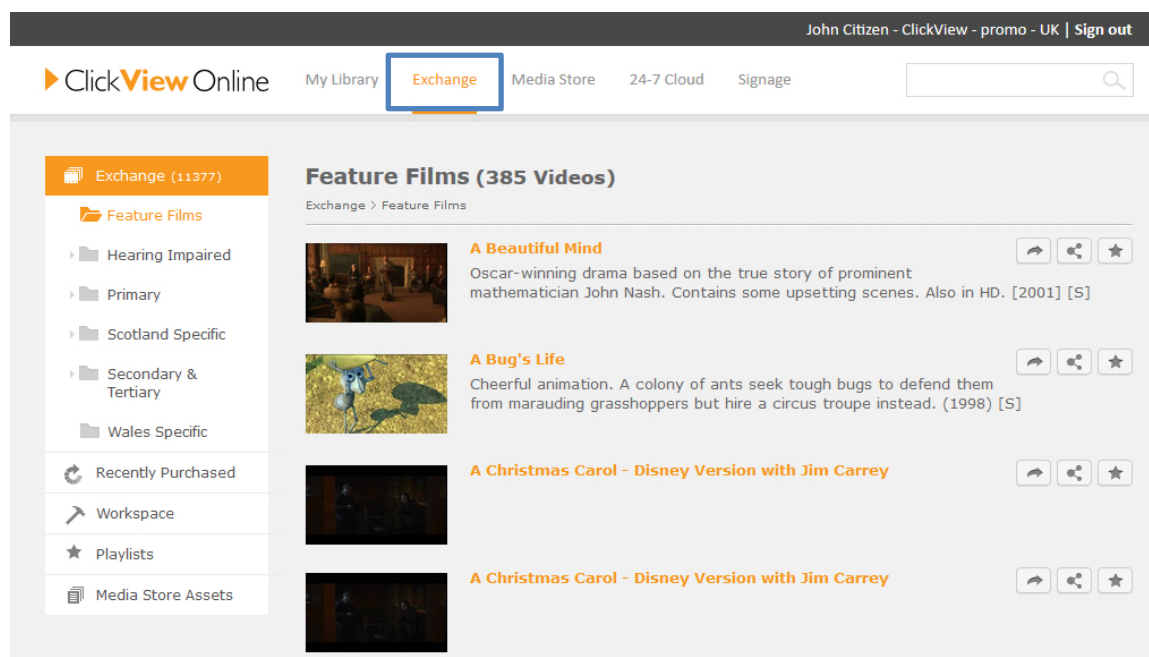
1. Locate a programme
2. Click the icon 
3. Select the favourites folder

The programme will then be placed in the Favourite folder.



ClickView Exchange

ClickView Exchange allows teachers to view free-to-air content uploaded by ClickView schools across the UK. This sharing community can help a school to increase the number of titles available in their school's digital video collection. If a teacher wishes, a request can be sent to the ClickView Manager for the programme to be downloaded locally or added by the teacher to their personal playlist.



Play a video in ClickView Exchange


To play a video

1. Click the ClickView Exchange tab
2. Search for programme
3. Click the orange title
4. Play video

The ClickView Exchange also provides some other options for the titles.

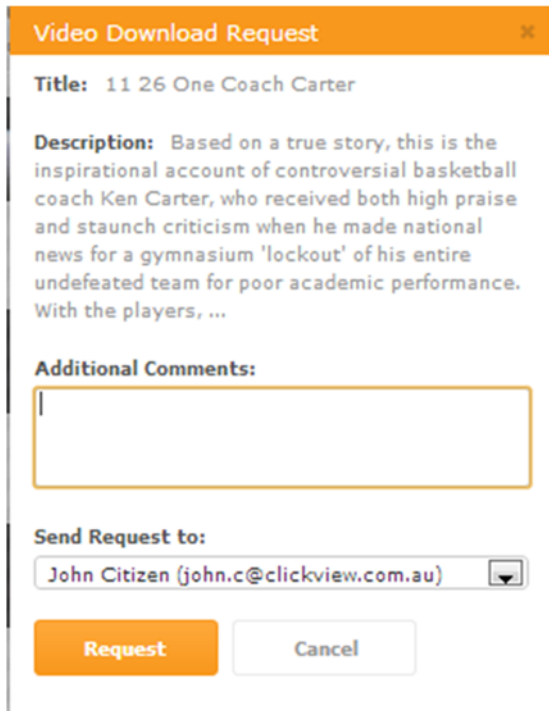
Request a programme to be downloaded

This icon allows you to request for the programme to be downloaded to the ClickView Library Server for viewing by students

1. Watch programme
2. Click on this icon 
3. Fill out additional comments field

4. Select email address of your ClickView Manager under send request to drop-down list
5. Press Request

An email will then be sent to your ClickView Manager for review.



Video Download Request

Title: 11 26 One Coach Carter

Description: Based on a true story, this is the inspirational account of controversial basketball coach Ken Carter, who received both high praise and staunch criticism when he made national news for a gymnasium 'lockout' of his entire undefeated team for poor academic performance. With the players, ...


Additional Comments:

Send Request to:
John Citizen (john.c@clickview.com.au)


Request **Cancel**

Sharing and adding a programme to a Playlist in ClickView Exchange

To share a programme:

1. Locate the programme
2. Press the  icon
3. Copy the link or embed information
4. Paste into appropriate interface (i.e. worksheet, email, webpage or VLE).

To add a title to a playlist:

1. Press the  icon
2. Click on the Playlist you wish to add the programme to

ClickView Media Store

ClickView Media Store allows you to preview, request or purchase (if function is available) additional content to add to your school's ClickView digital video collection. To search for available content you can use the search feature, search subject folders or search by Distributors.

John Citizen - ClickView - promo - UK | Sign out

ClickView Online My Library Exchange Media Store 24-7 Cloud Signage Search

Media Store

Subject

Distributor

Subjects

Distributors

Recently Purchased

Workspace

Playlists

Media Store Assets

Award-winning natural history content.

NATIONAL GEOGRAPHIC

gettyimages®

Thousands of premium clips to enhance your lesson plans.

Top Science Videos

For Insights into the World of Work

careers4u.tv

LOOKING AHEAD

Recently Added See all

Masters of Design and Decoration Series 3 Episode 18 - Marie Retpen, Jean-Luc Baroni

Masters of Design and Decoration Series 3 Episode 12 - Jordy Fu, Bernard de Grunne and

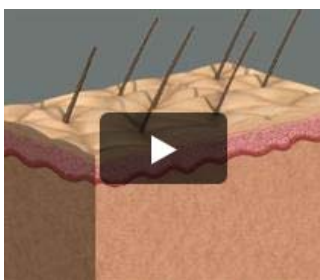
Masters of Design and Decoration Series 3 Episode 14 - Wolfgang Bauer, Serge

Masters of Design and Decoration Series 3 Episode 06 - Hans Hollein and David Elliott

Previewing a Title

Before purchasing or requesting a programme to be purchased, you are able to preview the title.

To preview the video, click on the play button found on the image of the video.



Purchasing a video

John Citizen - ClickView - promo - UK | [Sign out](#)

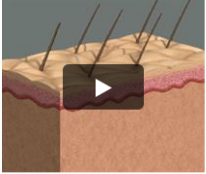
ClickView Online My Library Exchange **Media Store** 24-7 Cloud Signage

Media Store

- Subjects
- Distributors
- Recently Purchased
- Workspace
- Playlists
- Media Store Assets

The Skin

Biology







Subject	Biology
Audience	Senior Primary - Adult
Classification	E
Duration	1 Minute
Production Year	2010
Distributor	National Geographic
Global ID	13770
Closed Caption	Not Available

Description

AVAILABLE AS PART OF THE NATIONAL GEOGRAPHIC LIBRARY. The skin is the largest organ in the body and acts as our protective envelope. Because of the different kinds of cells it contains, it protects us from the environment around us. Its two layers, the dermis and epidermis, shield us from many things, including ultra-violet rays.

Buy Video £3.99

Related Videos:

-  Tracking the Great White Shark
-  Animal Olympians Shorts Long Jump Champion: Kangaroo
-  The Anatomy of Flowering Plants
-  The Blood Vessels

To purchase:

1. Press "Buy Video" button below the title preview screen.
2. Agree to the terms and conditions
3. Add Purchase order number (optional)
4. Press purchase

An email will be sent to purchaser and an invoice will be sent to the school shortly.

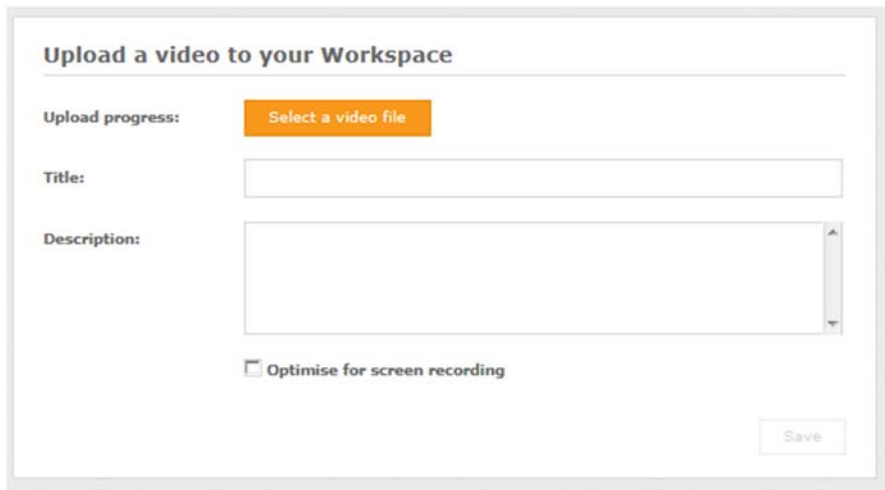
The title will be immediately available for viewing through the Recently Purchased tab under My Library.

Workspace

Workspace provides the ability for teachers to upload, edit store and share their own videos with other teachers and students from your school. Workspace can be found beneath the My Library Tab.

Uploading content to your Workspace

Workspace can allows you to add your existing digital video content in a variety of file types including MP4, MOV, WMV and AVI.



The screenshot shows a web form titled "Upload a video to your Workspace". It includes an "Upload progress:" section with a button labeled "Select a video file". Below this are input fields for "Title:" and "Description:". At the bottom, there is a checkbox labeled "Optimise for screen recording" and a "Save" button.

To upload your own content:

1. Go to Workspace
2. Click on "Upload"
3. Add title and description
4. Click on "Select Video File"
5. Find file
6. Click on "Open"
7. Wait until file loads and status bar reaches 100%
8. Press "Save Changes"

Video files uploaded to your Workspace can now be 'optimised for screen recording'. This option is suitable for videos which are recordings of screencasts/webinars or on-screen demonstrations/tutorials. It allows a smaller version of the video to be available online without compromising quality.

This message will appear if your file has been successfully saved. When you return to your workspace your video will be in the pending folder.

Successfully Saved.

Please allow up to 20 minutes for this video to appear in your Workspace.

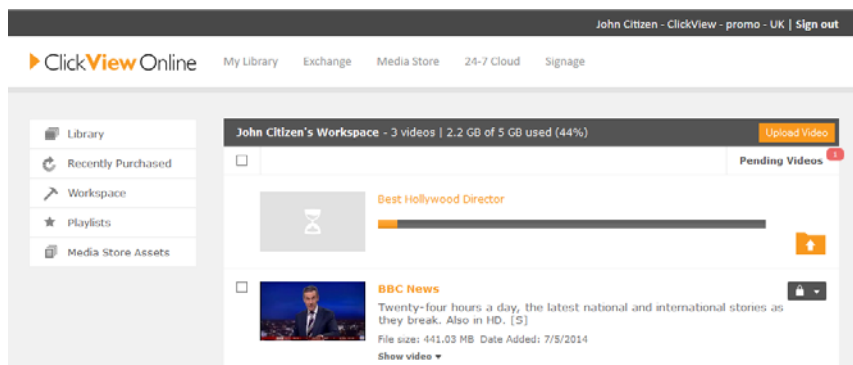
Return to your Workspace

Pending

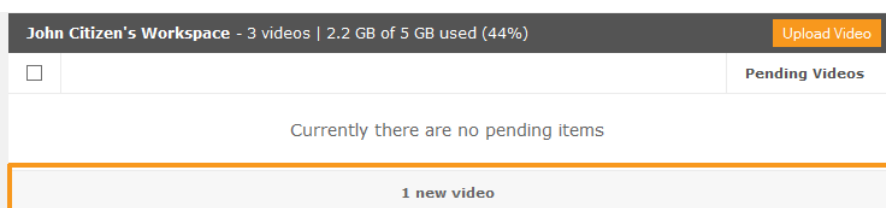
Once you have saved your file, the file will appear temporarily pending whilst it is processing. The number of videos pending is indicated by a number in a red dot that appears above the pending button. The speed at which videos are processed will depend on the size of the video file and your current internet connection.

To view the progress of the video in the pending folder, click on the pending icon.

Pending Videos 1



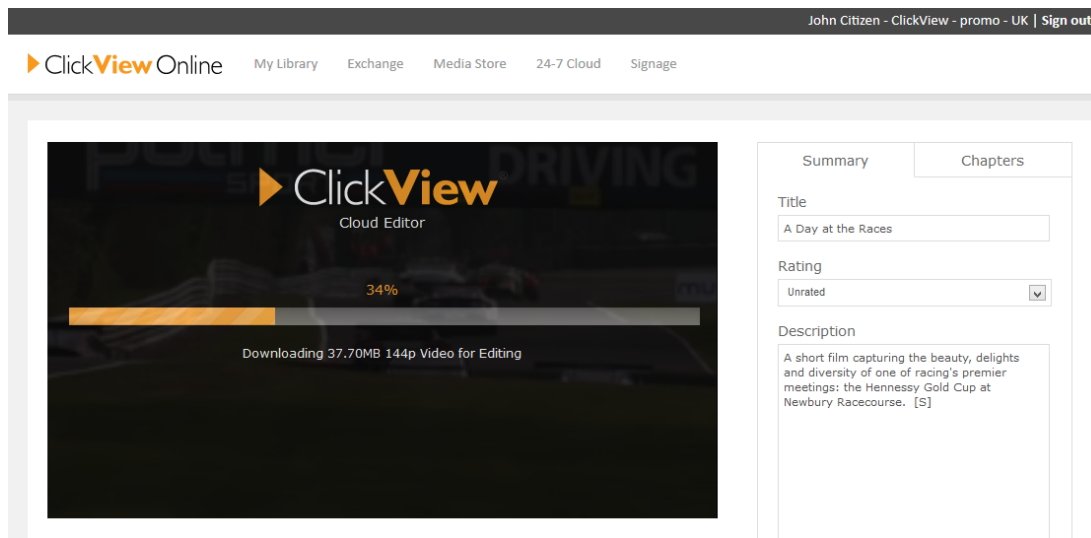
When the process has finished, you will be alerted that a new video is ready with a clickable grey alert indicating that one new video is ready.




You will also be sent an email letting you know that the video is now ready to use.

Editing a programme in Workspace

If a programme has been previously unedited, ClickView Cloud Editor can be used to edit a programme.



To edit a programme:

1. Tick the box next to the programme
2. Click Edit  Edit

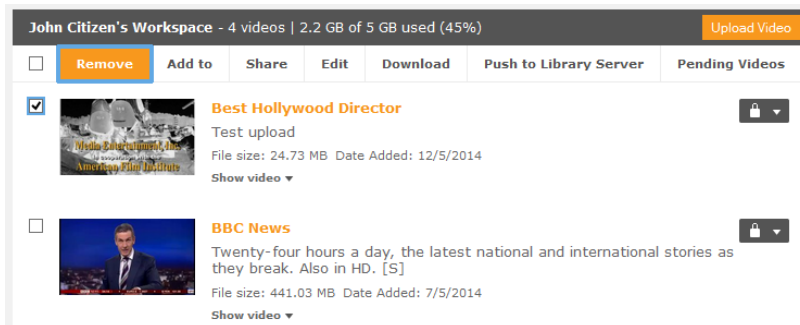
This will open the ClickView Cloud Editor. The blue bar beneath the ClickView Cloud editor is your main editing bar

3. Left mouse click and hold the time indicator and drag to the start point of the segment of programme you wish to edit
4. Click Insert break
5. Left mouse click and hold the time indicator and drag to the end point of the segment of programme you wish to edit.
6. Click Insert break
7. Double click on the segments you wish to remove or not keep. They will turn white
8. Rename title of programme and chapter names
9. Press "Save"



Managing your Workspace

As you have a limited amount of Cloud storage available to you, you may need to remove videos from your Workspace to make space for new content.



Deleting a video in Workspace

To delete any videos within the Workspace


1. Click on the tick box next to the video title
2. Click remove

You will be asked by your browser if you are sure you wish to proceed with the removal of this video. When prompted, select yes.

Downloading Content as MP4

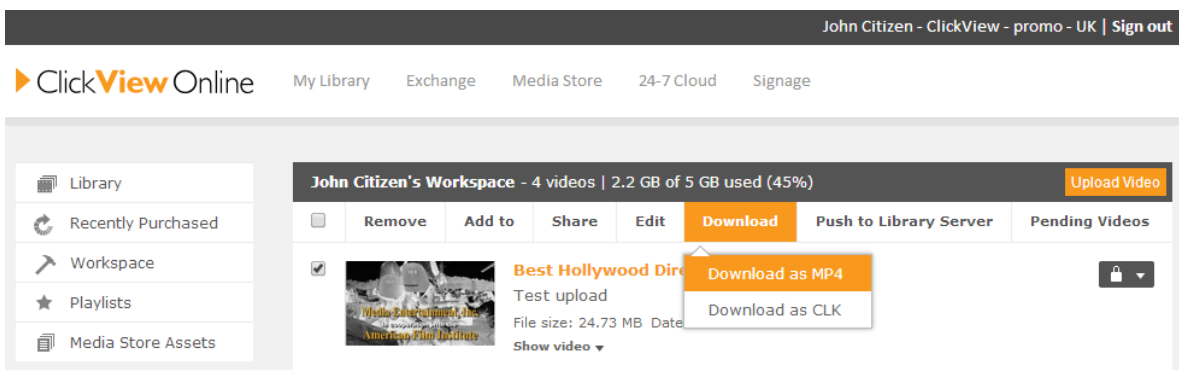
If you do not wish to delete content, you have the option of downloading a version to MP4

To download a video as MP4

1. Tick box next to video title
2. Click Download icon 
3. Select "Download as MP4"

The browser will then begin to download the file indicated by the Download status that appears on your browser.

When complete, your browser will indicate where you can retrieve your file.

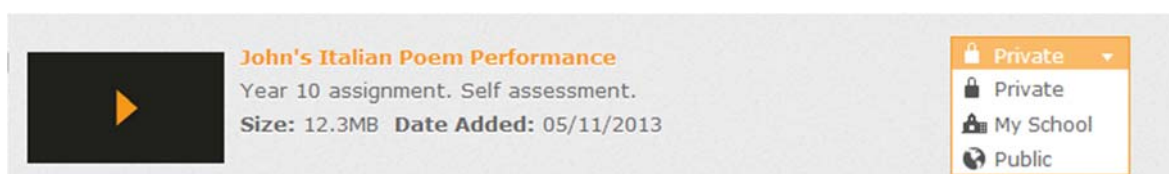


Sharing videos within Workspace

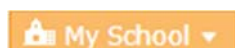
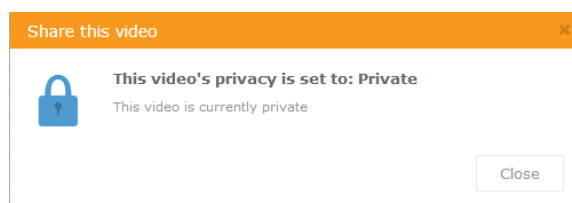
When a video is added to your Workspace it can be shared with others at your school in a variety of ways, through playlists, links and embed links. However, before you begin sharing you need to adjust the privacy setting for each programme within your Workspace.

Privacy Settings

Each video has a privacy level. Before a video can be shared, you need to adjust the privacy level to reflect how you wish to use and share the content. You have three options: Private, My School and Public



Private indicates that no one else can see the content except for you. This is the default setting. If you try to share content that is set to private you will see this message



My School restricts access to only those that have a ClickView online account from your school.




Public allows anyone to view your content.

To change privacy settings


1. Click on the  drop down list
2. Choose your option

Adding a programme from Workspace to a Playlist


To add a programme to a playlist:

1. Locate video title
2. Tick the box next to the title
3. Press the  Add to icon
4. Select the Playlist you wish to add the title to

Make a link from a programme in Workspace

1. Locate video title
2. Tick the box next to the title
3. Press the  Share icon
4. Copy the top link
5. Paste the link


Share this video ✕

 **This video's privacy is set to: Just my school**
This video can be viewed by anyone who is from the same school as you.

Link to this video:


<http://clickv.ie/w/jQca>

Embed a programme from Workspace

1. Locate video title
2. Tick the box next to the title
3. Press the  Share icon
4. Copy the embed link
5. Paste the link

Embed this video: - Hide embed options

`<iframe frameborder="0" allowfullscreen webkitallowfullscreen`

Video size: 

Autoplay this video:

ClickView Technical Support

For more information go to the ClickView Website www.clickview.co.uk

If you require Technical Support, please contact our team on 01223 327926.

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