Teacher
User Manual

Facebook YouTube Twitter
Telephone: 0191 2111 999
Email: info@gcsepod.com

What's new for GCSEPod 2.0? 2

Why use GCSEPod? 3

Getting started 4

Setting subject exam boards 5

Groups and monitoring usage 6

Resetting student passwords 8

My GCSEs 9

Assignments 11

Extras 15

Playlists 18

Sharing and deep linking podcasts 20

Downloading podcasts to Apple devices 21

Downloading podcasts to Android/Blackberry devices 25

What's new for GCSEPod 2.0?

We've taken our successful GCSEPod service, completely revamped its look and feel and added brand new content. Some of the new features include:

More content

- 700 NEW science, PE and D&T Resistant Materials podcasts with our iconic infographic style, with more topics and subjects on the way

Increased system integration

- Single sign on functionality for most VLEs: students are automatically logged in to GCSEPod when using the school VLE
- Optional data import from MIS for improved reporting, assessment and assignment setting

New teacher dashboard

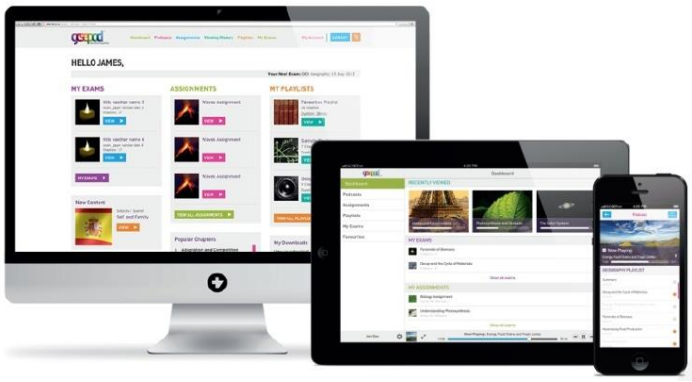
- Set assignments, monitor progress and differentiate by creating questions targeted to student needs
- Teachers add their own resources (videos, images, quizzes, past papers) for richer learning experiences
- Create playlists and send these to individuals or groups. Set exam specific revision, a weekend's homework or work for a long term absent student
- Create reports to evaluate impact by cohort, gender, pupil premium allocation…

New student dashboard

- Create bespoke playlists of content ready to view and learn offline at any time
- Includes viewing history, favouriting and sharing options
- Filters podcasts relevant to their subject and exam content

Responsive website

- Website auto-adjusts for any screen size (phone, tablet, PC, Whiteboard) when watching live or offline



Brand new Apple app

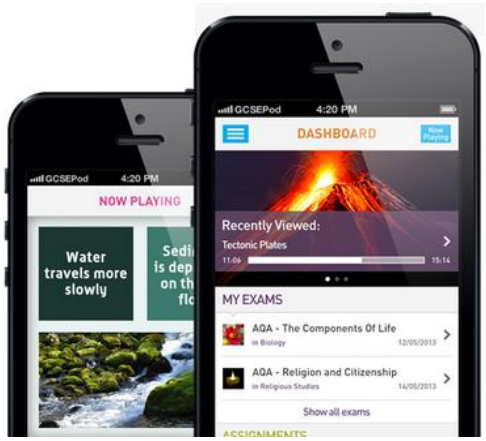
- A new GCSEPod app that seamlessly synchronises with the GCSEPod website. Usage on the app is also recorded in overall usage statistics

Facebook YouTube Twitter

Telephone: 0191 2111 999

Email: info@gcsepod.com

Teachers - Why use GCSEPod?



Load • Listen • Learn

It's convenient and effective

In 2012, GCSEPod subscribing schools achieved an average rise in attainment of 2.6% (percentage of students with at least 5 A*-C grades including English and Maths). That's 3% higher than the national average. Many subscribing schools achieve a rise of more than 10% year on year.

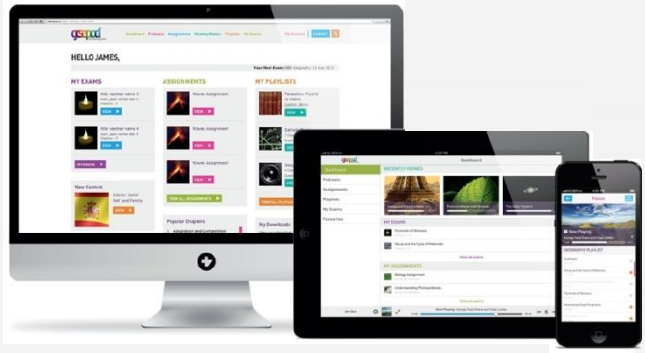
GCSEPod podcasts are designed for mobile devices so it's like your students carrying a huge pile of textbooks and revision guides around with them everywhere. Filters also ensure that your students can only view the podcasts relevant to the exam boards you use.

It will help you organise your students' learning

Create personal podcast playlists to send to students in the run-up to a test or set homework for them to complete.

Add extra resources to a podcast (quizzes, videos, images, past papers) to support the students further.

Single sign on available through your VLE so there is a seamless transition to GCSEPod from your school's online learning environment.



75% of 16-24 year olds own a smartphone*

Make use of existing and new mobile technology in your school.

Podcasts can be watched online in school, at home or downloaded to Apple, Android and Blackberry devices.

Students can listen to GCSEPod podcasts anywhere, with nobody knowing that they are working.

***(Ofcom 2013)**

Teachers - Quick Start Guide

What is it?

- One website, one Apple app, over 3,500 audio-visual podcasts
- Content produced specifically for mobile devices, tablets and PCs
- Designed to squeeze exactly the right knowledge students need for exam success into short 3-5 minutes chunks
- Helps with setting homework tasks, targeting specific students or groups of students.

How do I get it?

When your school has informed you that you have been registered with GCSEPod, you simply need to activate your account.

1) Go to www.gcsepod.com and click "login"
2) Then click "NEW HERE? GET STARTED"
3) Tick the box for "Teacher"
4) Enter your school email address
5) You will receive an email with a password to log in to the site. You can change your password to something more memorable.

Key Features

Assignments

Add questions to specific podcasts to test your students' understanding of the subject.

Allocate them to groups of students or target one specific student to support. Results are available as reports to track progress.

Groups

Organises your students into different groups and sorts by key data (e.g. amount of usage, number of logins). Compare usage between different groups (e.g. male/female split, SEN students, Pupil Premium) to evaluate impact.

Extras

Attach extra resources to a podcast to give students further knowledge and revision guidance.

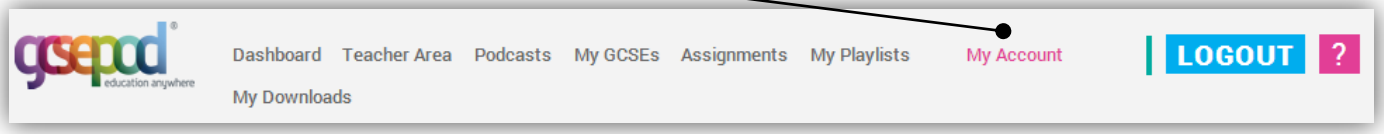
Videos, images, past papers, quizzes and web links can be added to enhance learning.

Reports

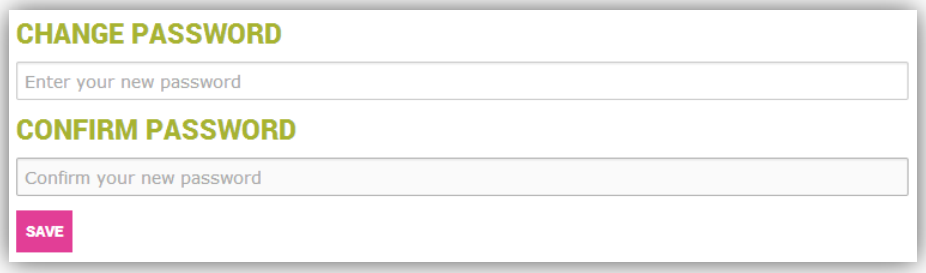
Evidence the impact of GCSEPod to OFSTED using the detailed usage reports. Monitor site usage, compare with exam results and print related assignment reports to keep track of student progress.

How to change your password

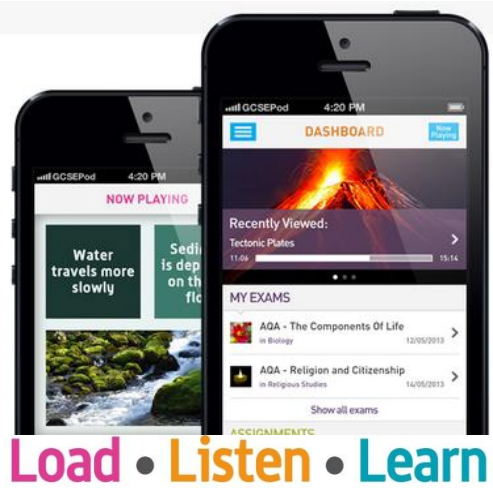
Click **My Account** in the top menu bar.



Enter your new password twice and click **Save**



Setting Exam Boards



Setting exam boards

It's important to select the exam boards your school uses for each subject area on GCSEPod as this will filter the podcasts for the students and ensure that they only see podcasts relevant to the exam board your school uses.

When you first login, you will be prompted to set the exam boards for all subject areas. Any teacher can set exam boards for any subjects; however, we recommend that if you are the Exam Coordinator you set the exams for the whole school.

Once the exam boards are set, this will limit the podcasts shown to staff and students to only those that are relevant.

Exam Boards

On your dashboard, click> **Set your subject exam boards**

You will see a list of all the subjects.

Click the plus button and then choose the exam board

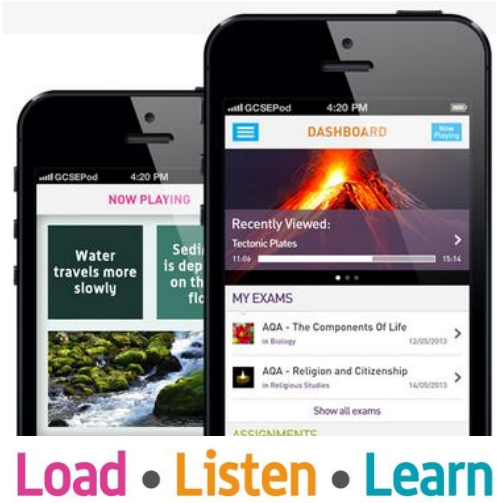
Selecting your exam boards

Click the subject name to see the list of exam boards

Click the exam board logo. Once it has been selected the logo will turn from grey to coloured.

Don't forget to Save

Viewing and Creating Groups



What is a group?

The **Groups** tab allows teachers to view and create groups containing students or teachers.

This could be used for differentiation purposes, to target certain groups of students, or even one particular student who was struggling.
Once the Group has been saved, that group will be available to select when you are setting assignments or creating reports.

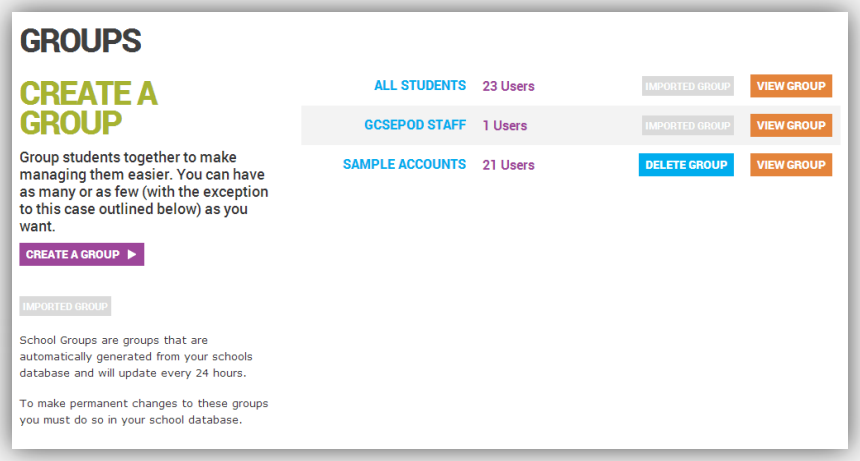
When you view a Group you can customise the information you see by selecting from a list of data including last login date, number of podcasts downloaded and more.

Different Types of Groups

Click> **Groups** along the top menu bar**.**

You will see a list of all the groups.

You may see some groups that say: "Imported Group." These are groups that have been imported from your school MIS system. You can view these groups but cannot delete or edit them.



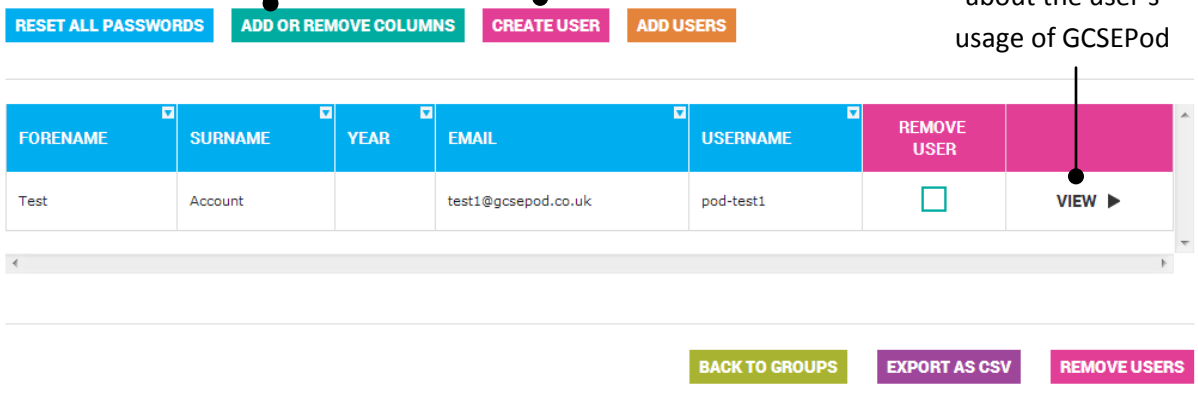
Click

Viewing a group

Click here to add more columns of information

Click here to create a new user. They will be automatically registered so they can login immediately.

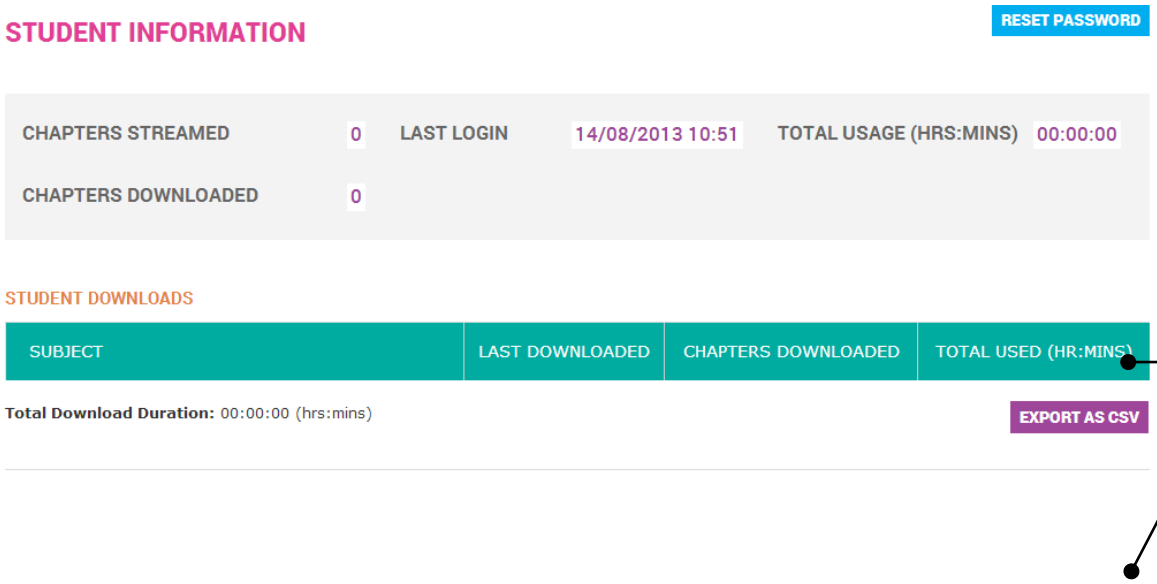
Click here to view detailed information about the user's usage of GCSEPod



Facebook YouTube Twitter
Telephone: 0191 2111 999
Email: info@gcsepod.com

Viewing and Creating Groups

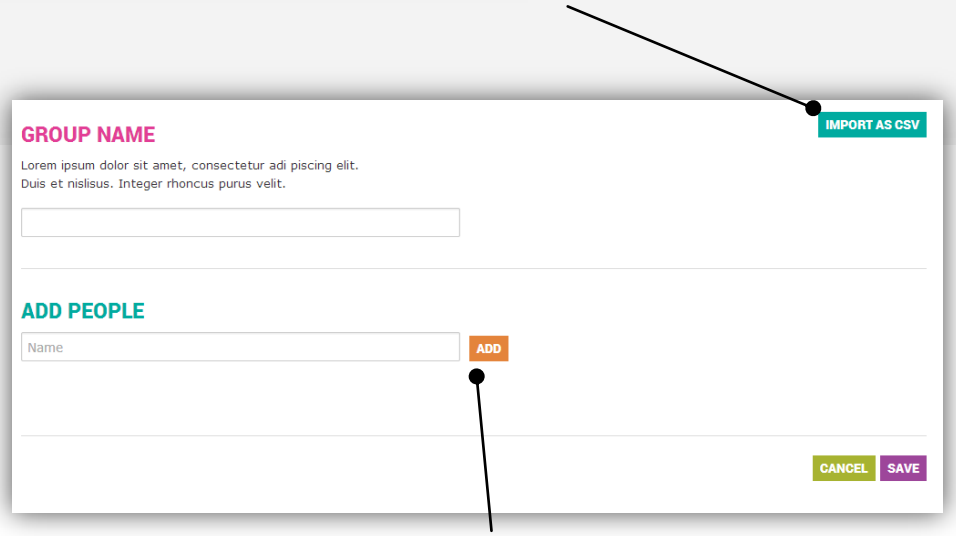
Viewing individual students in the group



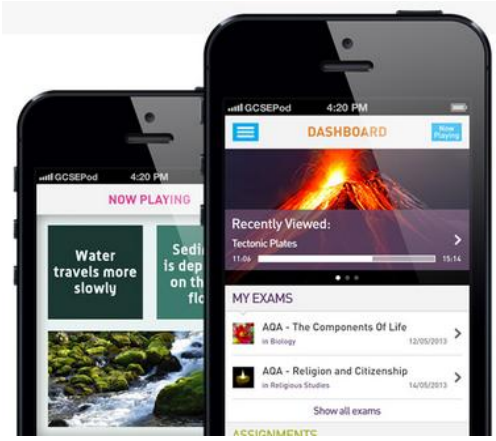
Creating a new Group

To add a group, click > **Create a Group**

If you want to import a list of students/teachers via an Excel spread sheet into the group, you can do so by clicking the "Import as CSV" button. Detailed information on how to setup your Excel spread sheet is available when you click the "Import as CSV" button. Any users you import which are not already registered with GCSEPod, will be automatically registered.



Alternatively, you can add users to the group one-by-one by searching for their names here.



Load • Listen • Learn

Resetting passwords

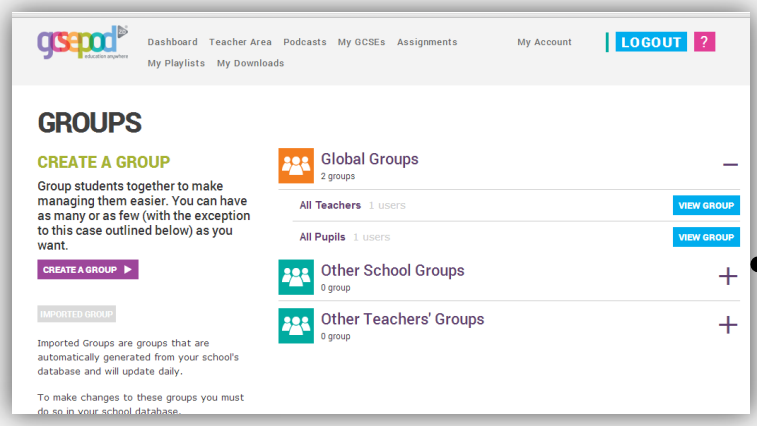
Students will be asked to set a password reminder when they choose their username and password for the first time. If they forget their password we recommend that, as a first step, they select the "Forgotten your login details?" button on the login screen. There they can enter their name and date of birth and will be shown their username and password reminder.

However, if they still cannot remember their password, you can reset it for them.

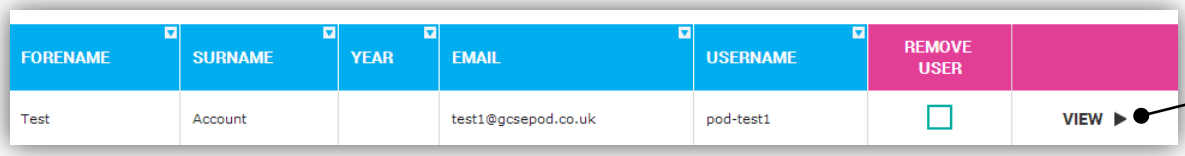
Resetting a student's password

To reset a student's password, go to the Teacher Area on the dashboard and click Manage **Groups**.

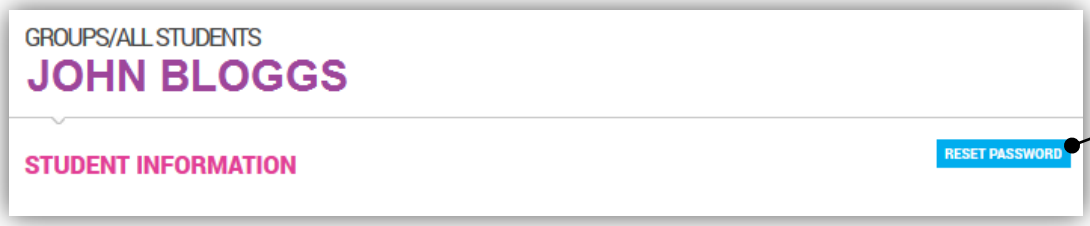
You will see a list of all the groups created and imported



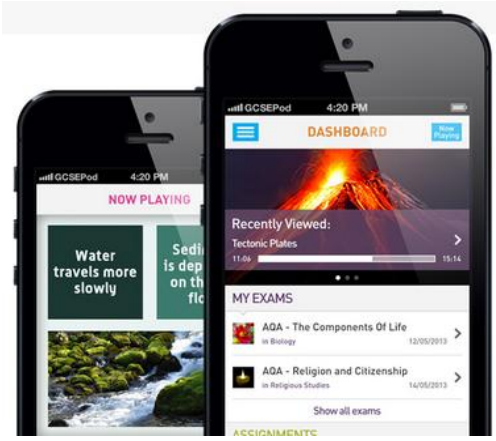
Choose a group that you know the student is a member of and click >**View Group**



Find the student in the list and click > **view**



Click >**reset password**



Load • Listen • Learn

My GCSEs

The **My GCSEs** area on the site is where you can view a list of upcoming examinations and find out which podcasts are relevant to those exams. This tool can be used to help you identify podcasts that are relevant to the exam board and exam spec that your department is using.

You can then watch the podcast playlist or download the individual podcasts to your mobile.

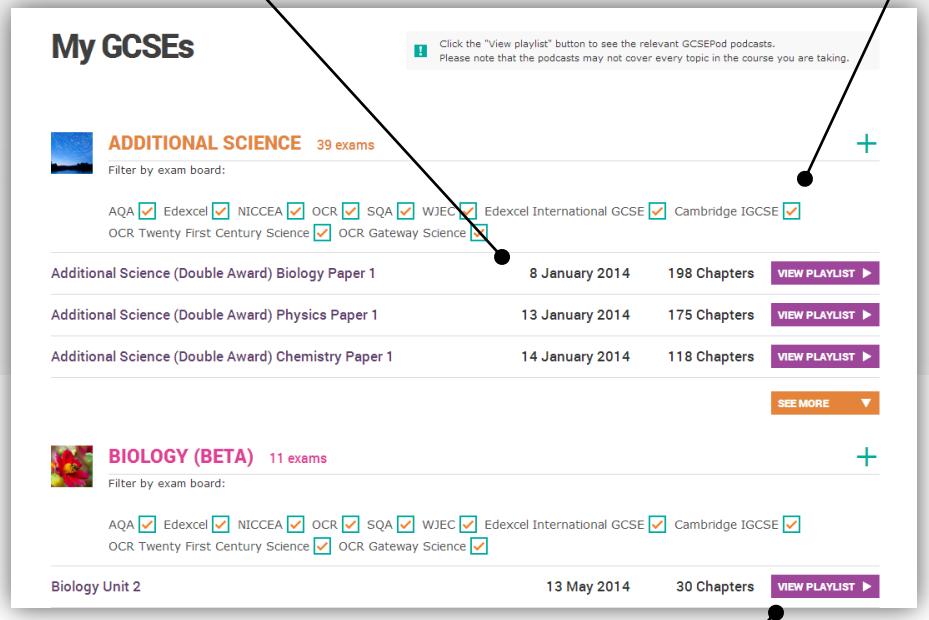
Note: the playlists may not contain information about all the topics in the exam.

Searching for your GCSE exams

Click **My GCSEs** on your dashboard. Here you can view upcoming exams by subject area.

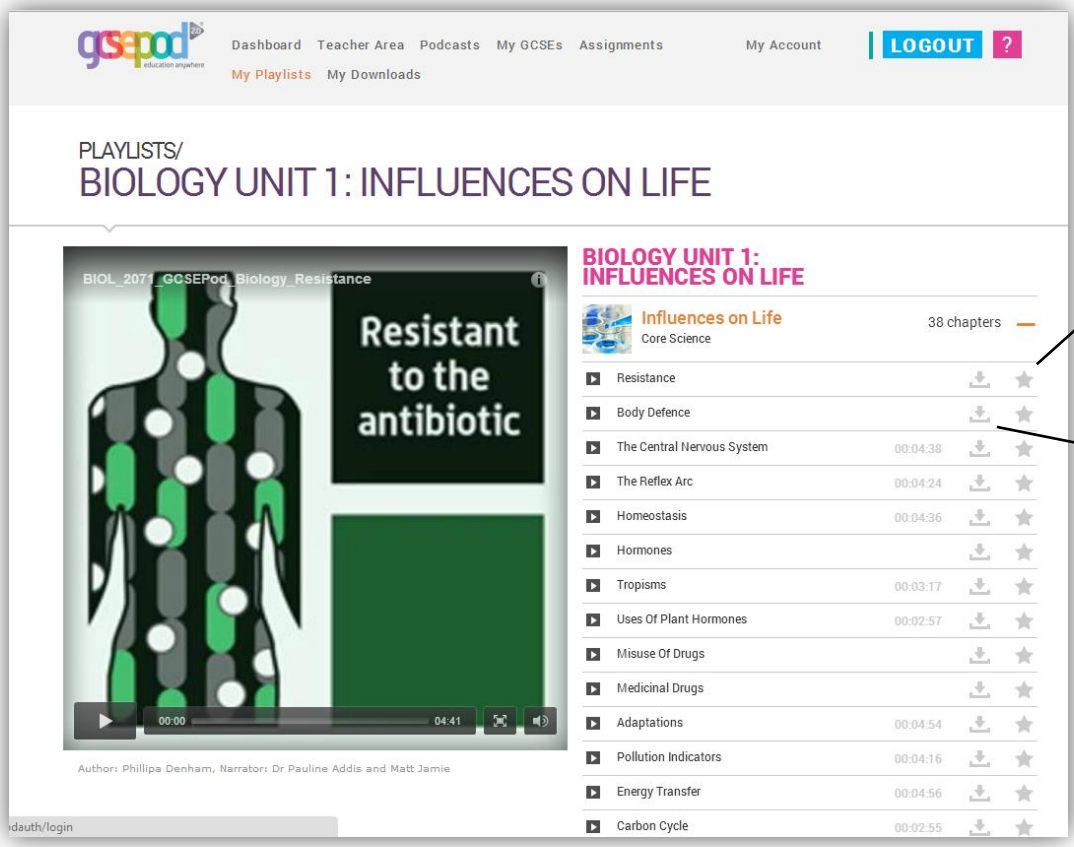
You can see the date of the exam. You can still view exam playlists even if the exam date has not been set.

If more than one exam board logo appears, you can deselect exam boards to remove those exams from your list.



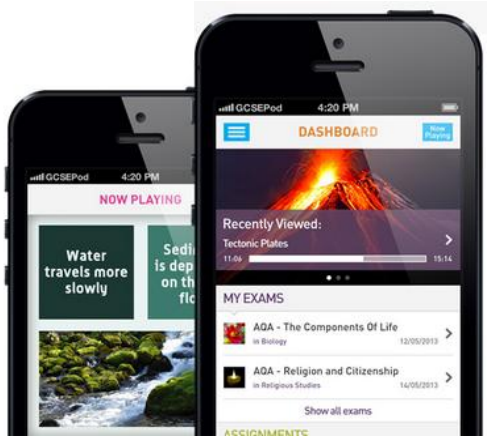
Click **view playlist** to watch all the podcasts relevant to that exam.

Viewing the GCSE playlist



Click here to add a chapter to your **favourites playlist**

Click here to download one chapter



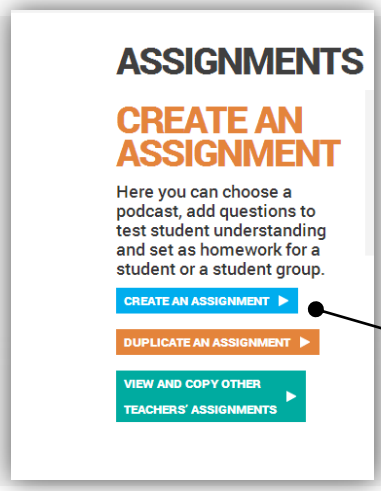
Load • Listen • Learn

What is an assignment?

An assignment allows you to identify podcasts that you wish your students to watch and then set this as a task for the students to complete.

You can also add auto-marking questions to help the students test their knowledge and help you to identify knowledge gaps for an individual or within a group.

Use the assignment feature to set homework, help students organise their revision or as an end of lesson task.

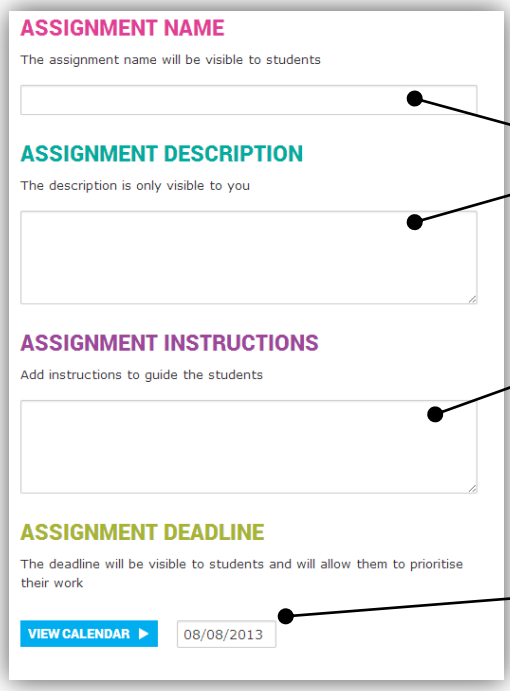


How to create an assignment

Click the **assignments** tab or quick link. Here you will see all your **published** or **draft** assignments and reports attached to them.

You can choose whether to create a new assignment, duplicate an existing assignment or view and copy another teacher's assignment.

Click **create an assignment.**



Personalise your assignment

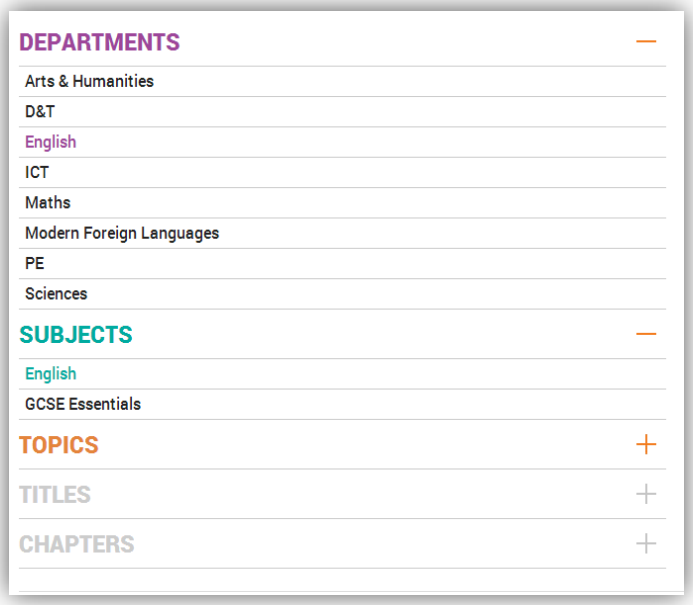
Give the assignment a name and a description

You can then add instructions for the students

Add a deadline for students to work towards

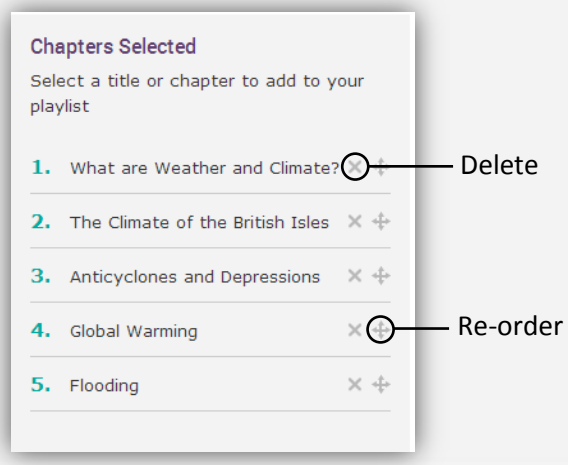
Select the podcasts

Click **next: select chapters** NEXT: SELECT CHAPTERS ▶



Add the chapters that you would like the students to listen to by clicking the **Department > Subject >Topic >Title >Chapter** and then add the chapter or chapters.

Once the chapters are selected you can re-order or delete them.



Add your questions

Click **next: questions** NEXT: QUESTIONS ▶

You have a choice of **multiple choice** or **free text** questions. Multiple choice questions are auto-marked so if you want students to receive instant feedback, choose this option. Free text questions need to be reviewed by you and marked separately, giving you the opportunity to provide the student with valuable feedback.

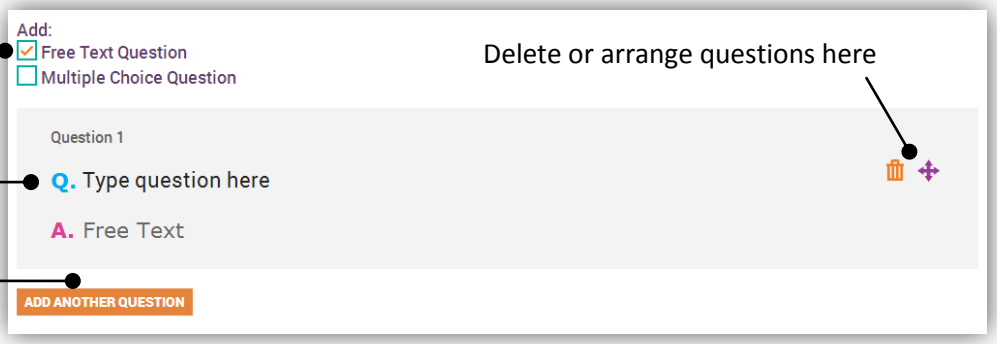
You can **save and quit** at any time – this will create a **draft** assignment that you can return to later.

Free text questions

Choose free text

Type your question

Add another question



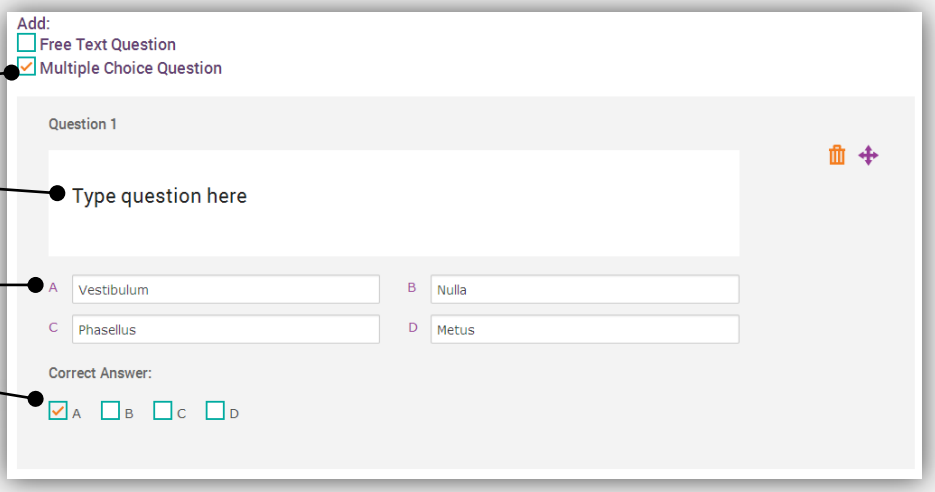
Multiple choice questions

Choose multiple choice

Type your question

Add your answer options

Select the correct answer here



Don't forget to select the correct answer for any multiple choice questions

Assigning to groups

Click **next: assign groups**

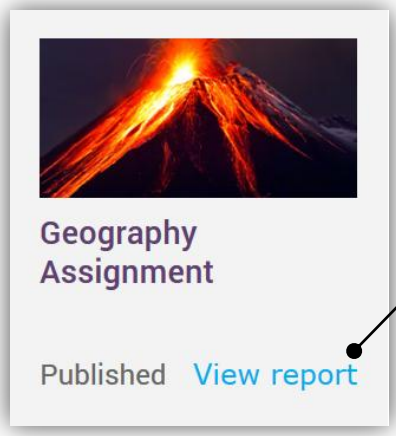
If your school has chosen to integrate GCSEPod with your school MIS then your MIS groups will be shown here. If not, you can easily create your own groups and then set the assignment.

Groups

Click to create a new group, for example "gifted and talented" or "after school maths class".

Preview and publish

Now you can preview the assignment. Once you have previewed the assignment you can save and quit for later or publish and assign to the students in the group.

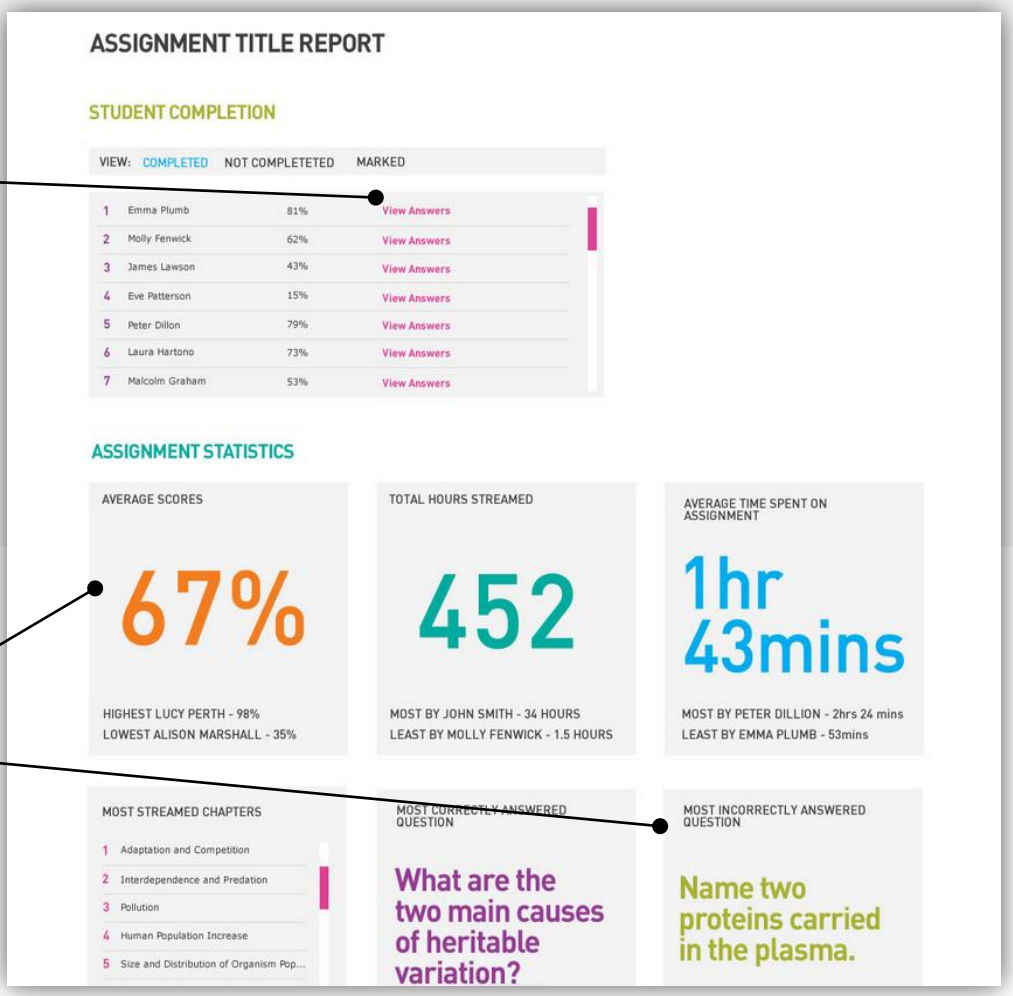


When you are ready to view the results and mark any free text questions you have added, you will see a **view report** button on the assignment. This will take you to the reports section.

Marking the assignment and viewing your assignment report

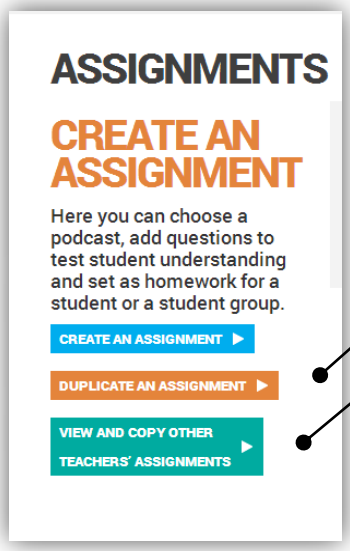
Click **view answers** to view the answers the students gave to multiple choice questions. If you have set free text questions, click "requires marking" to mark this.

You can see a summary of the assignment, including the average score and which question the students struggled with the most.



Duplicating Assignments

Now you can duplicate both your past assignments and other teacher's assignments.

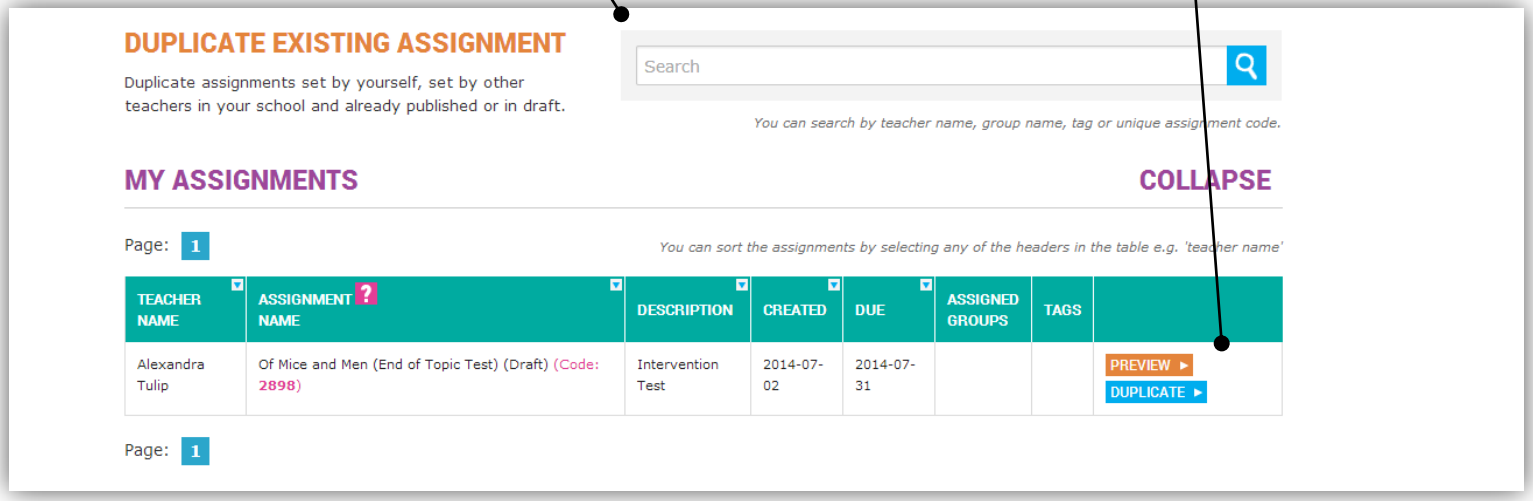


Click the **assignments** tab or quick link. Here you can choose whether to duplicate an existing assignment or view and copy other teachers' assignments.

Duplicating Existing Assignments

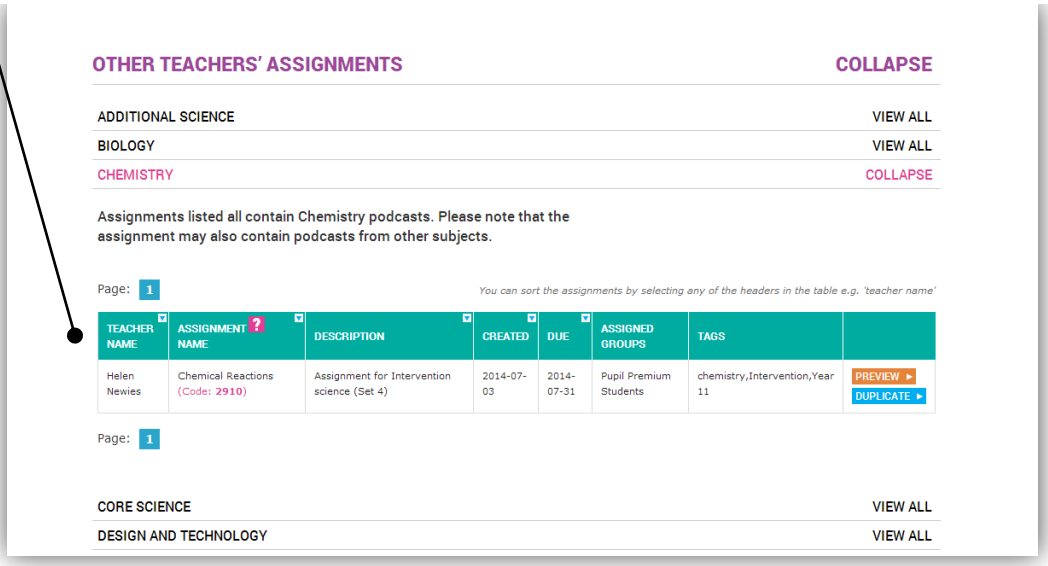
To search for an assignment to duplicate you can search by teacher name, group name, tag or unique assignment code.

You can also choose to duplicate one of your existing assignments from a drop down list under the title "My Assignments". Then simply click **preview** or **duplicate** depending on whether you want to view or copy the assignment.



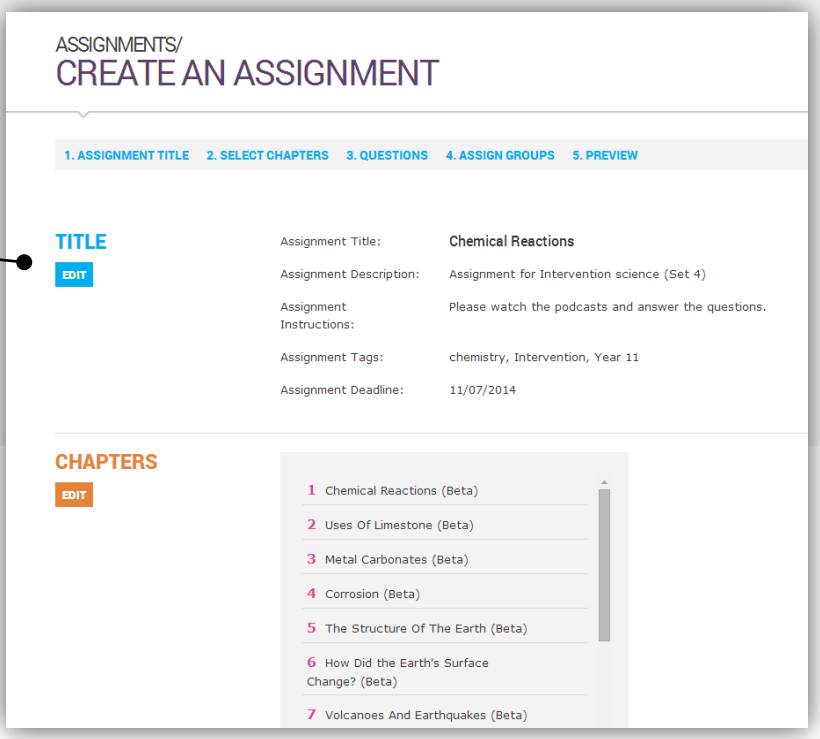
Duplicating Other Teachers' Assignments

You can duplicate other teachers' assignments by clicking on the drop down list entitled "Other Teachers' Assignments". You will see a list of all subjects. Pick a subject and all the available assignments for that subject will be visible. Then simply click **preview** or **duplicate** depending on whether you want to view or copy the assignment.



When you choose to duplicate an assignment you will go straight to the assignment preview page.

Use the **edit** buttons beside each section of the assignment if you want to make changes.



Please note that you must assign this to "all pupils" or at least one group to publish successfully.

The assignment due date will be set. You can change this in the "Title" section. Once you are ready, click **publish** and **assign** at the bottom of this page to set the assignment.

Load • Listen • Learn

What is an extra?

Extras are additional resources which you may want your students to have access to, alongside the GCSEPod podcasts. Perhaps you have a **video** on your VLE of a science experiment and you want to add it beside the relevant podcast. Or, you might want to add a **link** to a useful website. Extras can be **videos**, **images**, **quizzes**, **past papers** or **useful web-links** and, once published, the extras will appear next to the associated podcast for all students and teachers in your school.

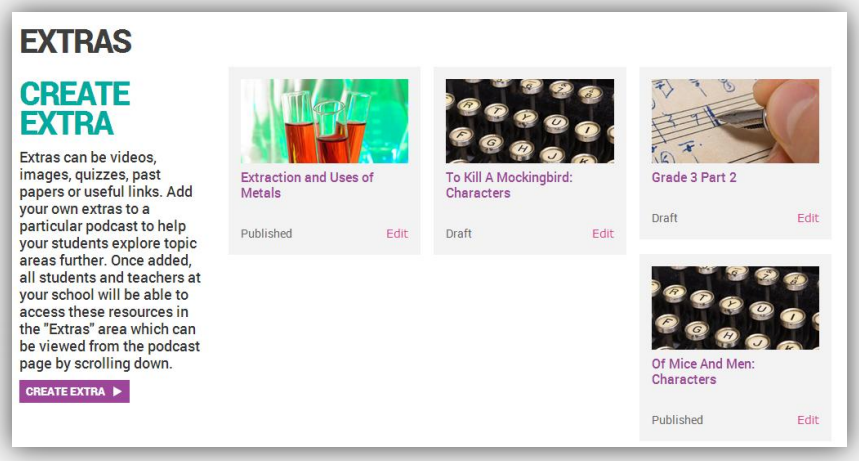
To adhere to copyright regulations, please note that you cannot upload files (e.g. video, images) as Extras. Instead you can copy and paste the link or embed code for a resource that is hosted on another website (e.g. your VLE/YouTube).

How to create an Extra

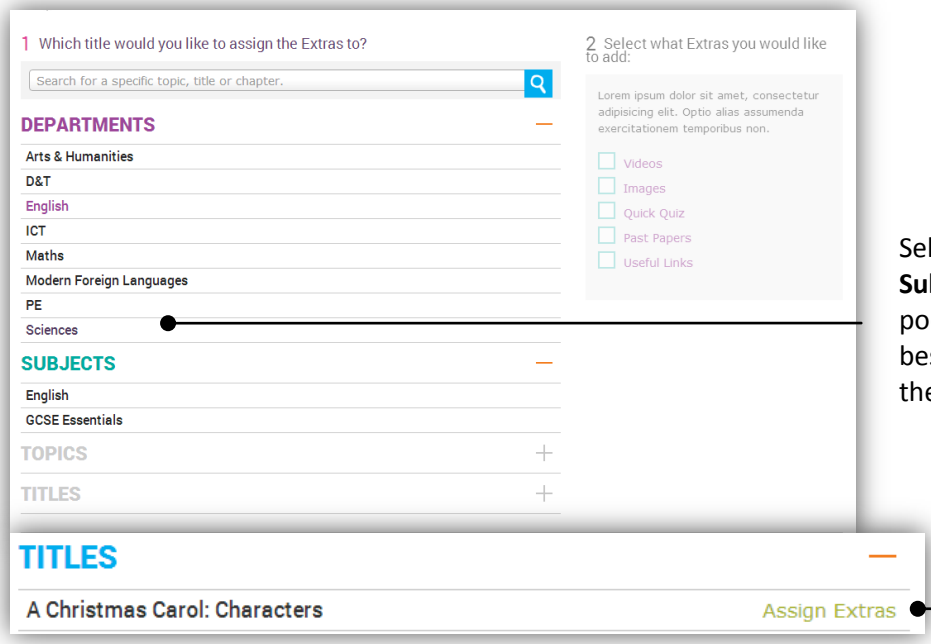
Click the **extras** tab or quick link. Here you will see all your **published** or **draft** extras.

Published means that you have allocated it to a podcast. You can edit extras even when they have been published.

Click **create extra.** CREATE EXTRA ▶



Personalise your extra



Select the **Department > Subject>Topic>Title** to choose the podcast you want the extra to appear beside or use the search bar if you know the name of the title.

Click **assign extras**

Select your content

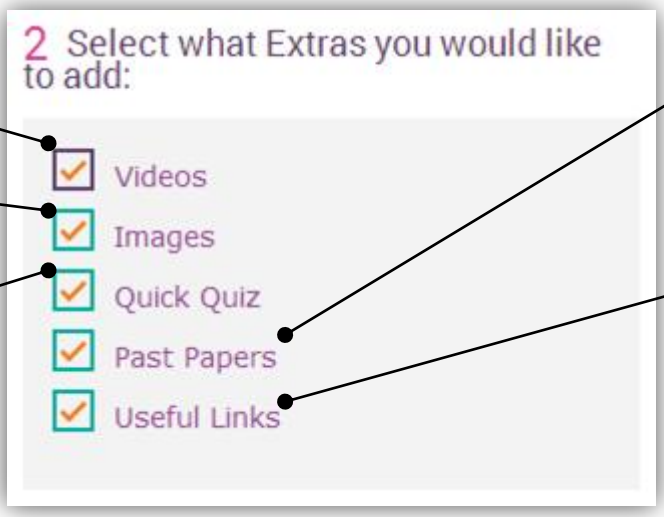
Tick the relevant box(es) to choose what type of extra(s) you want to add.

You can embed the video code or use the web-link

You can copy the web-link to an image

Quizzes are simple multiple choice questions and are auto-marked

Note: Student quiz results are not recorded or visible in the reports section at this time. If you would like to test a student's knowledge of a subject, we suggest setting an assignment.

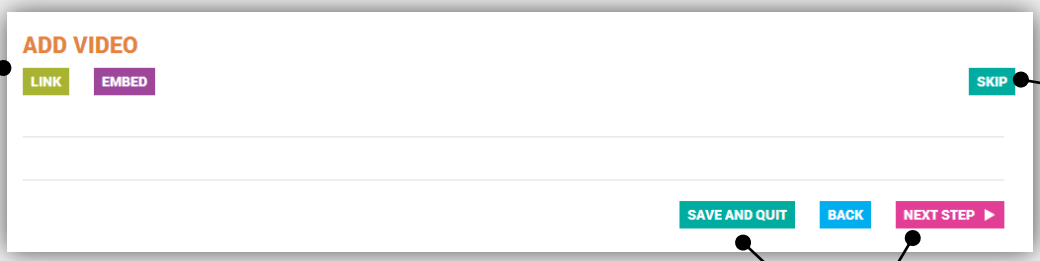


You can copy the web-link to a past papers

You can copy the web-link to a useful website

Add your content

Click **link** to add link (and **embed** for embedding a video)

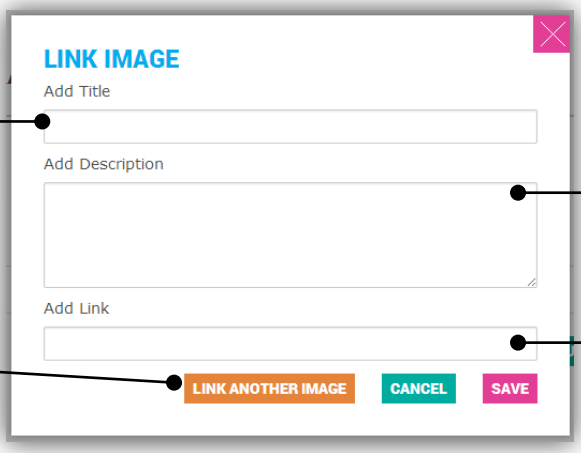


Skip here if you don't want to add anything

Save and quit or move to next Extra

Add a title for the image

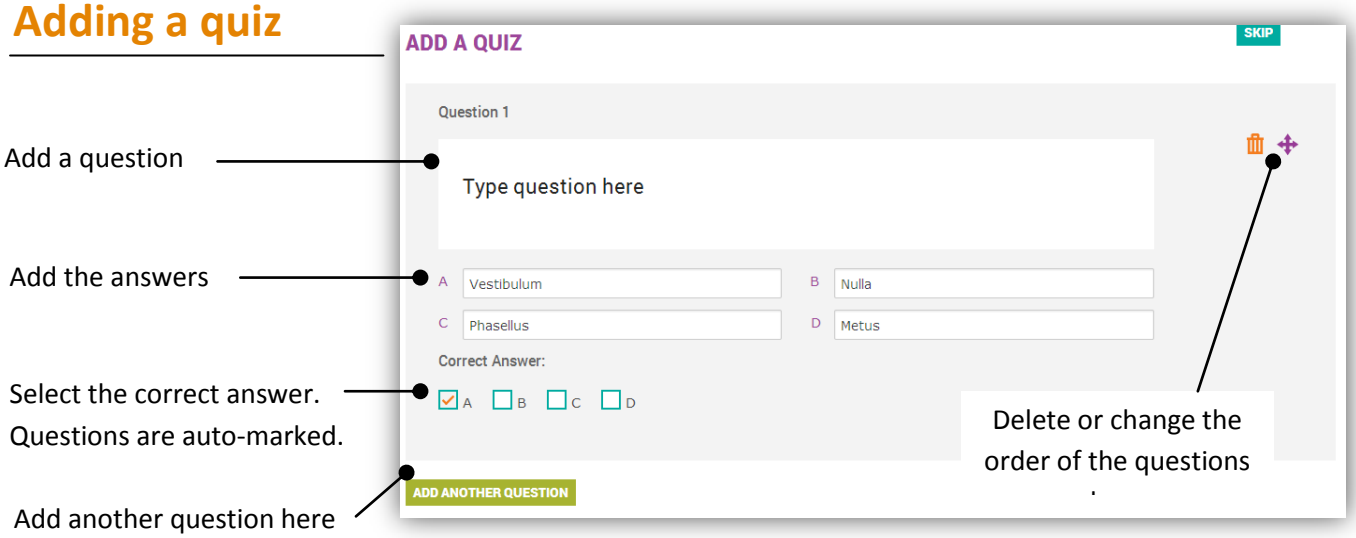
Add another image



Add a description here. This will be visible alongside the image when published.

Copy and paste link here

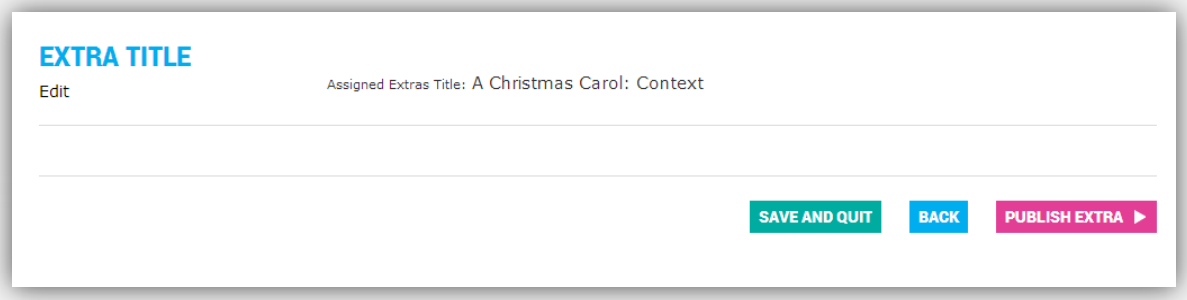
Adding a quiz



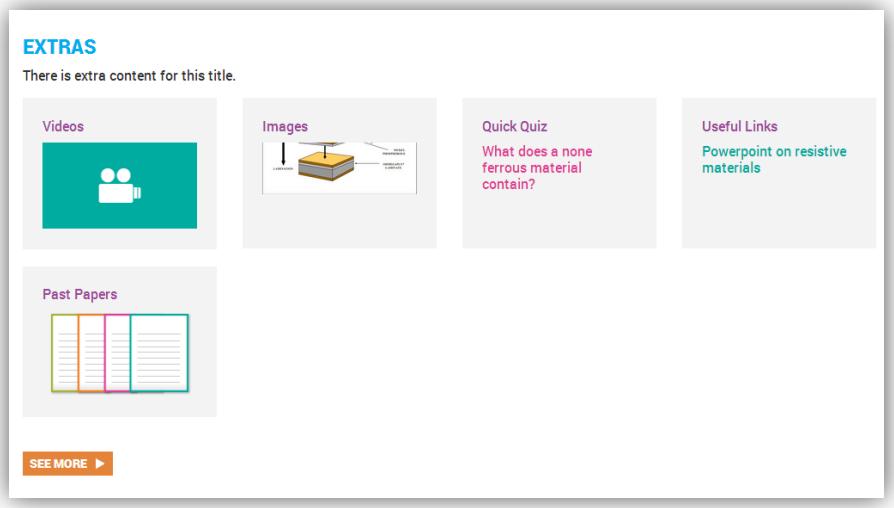
Remember, quizzes are auto marked but will not show in the reports section.

Publishing your extra

Once you have added your extras – click **publish extras** and your extras will be added to the podcast page. You can edit extras when they are published or just as draft.



The extras will appear next to the podcast so that the student can refer to them at any time.



Load • Listen • Learn

What is a playlist?

A playlist is a group of podcasts that have been saved together, just like you may create a music playlist on your smart-phone.

You can quickly and easily create a playlist to download to your mobile phone or computer or to watch later.

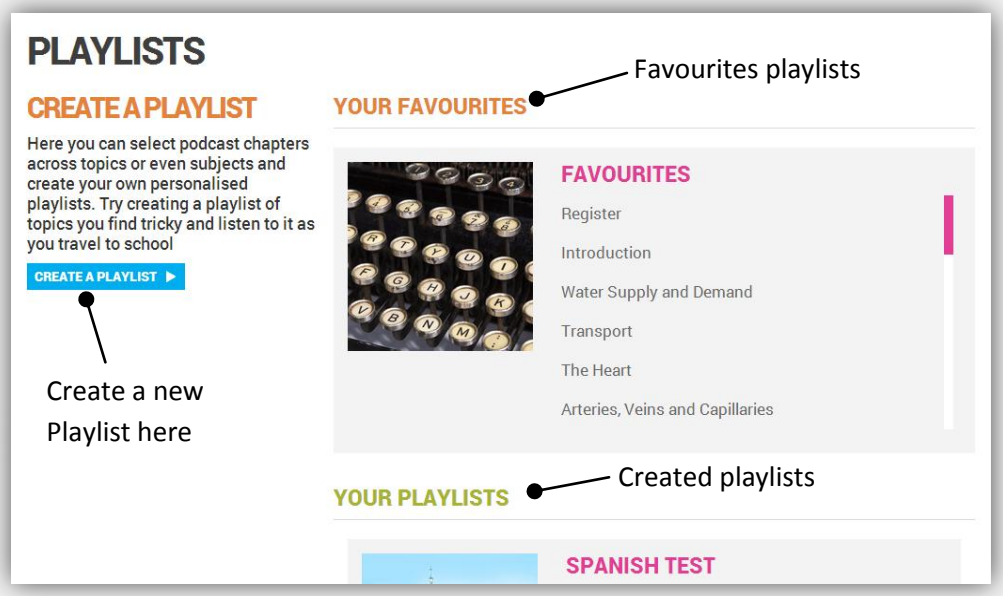
Your playlists

Click > **My playlists**
Here you will find all your playlists that have been created.

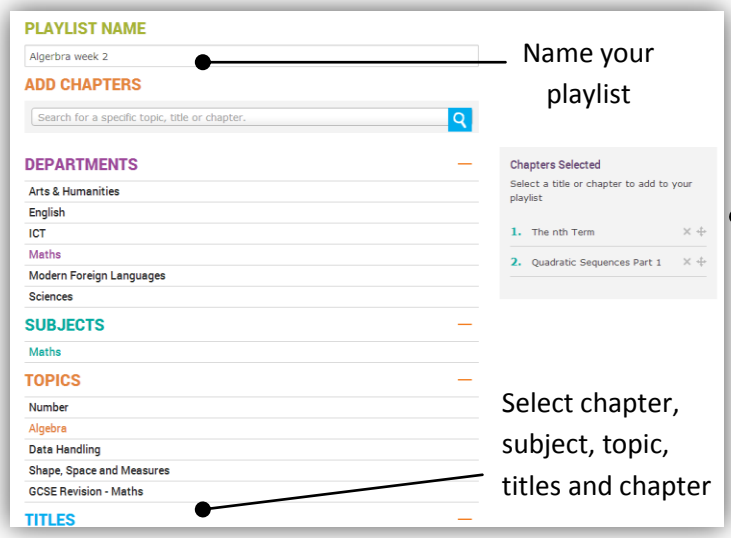
You will also see a favourites playlist which you can add to quickly when listening to a podcast.

Click > **Create a playlist** to create new playlist

CREATE A PLAYLIST ▶

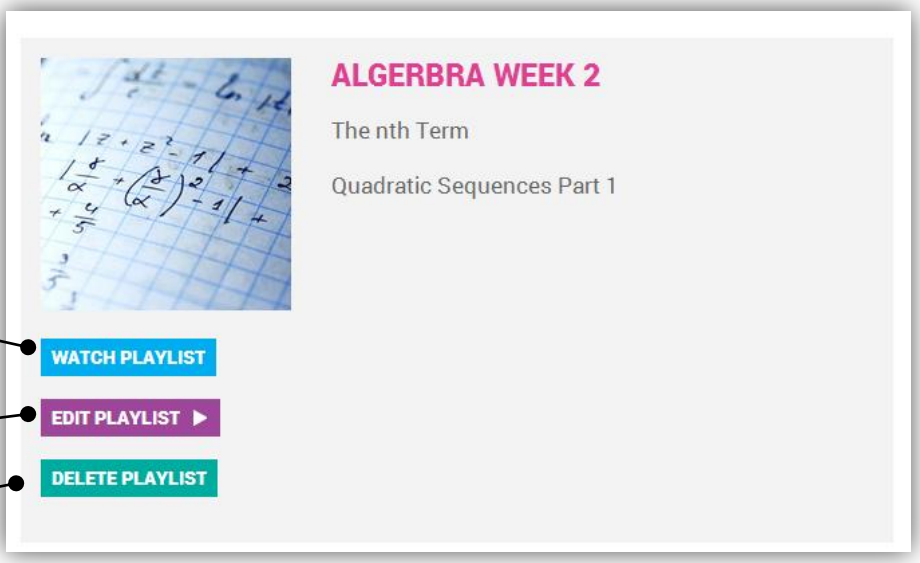


Creating a Playlist



Don't forget to save your playlist.

Managing playlists



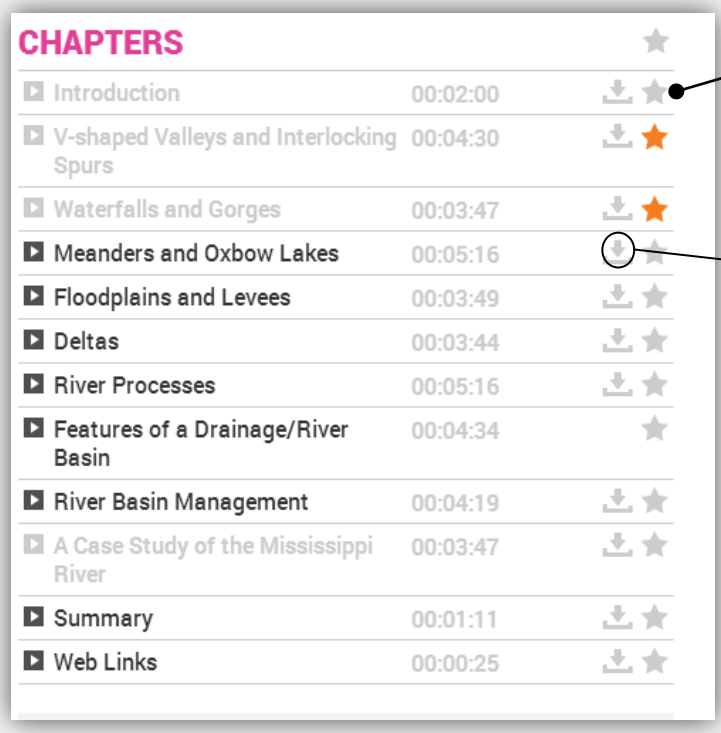
Watch and download your playlist

Edit your playlist

Delete your playlist

Once your playlist is created

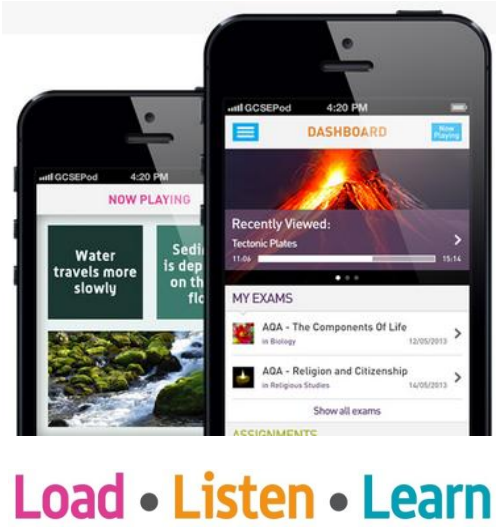
You can also add a chapter to your favourites playlist when listening to a chapter online.



Select the star to add to favourites playlist

Click here to download single chapters

Click here to download the whole playlist



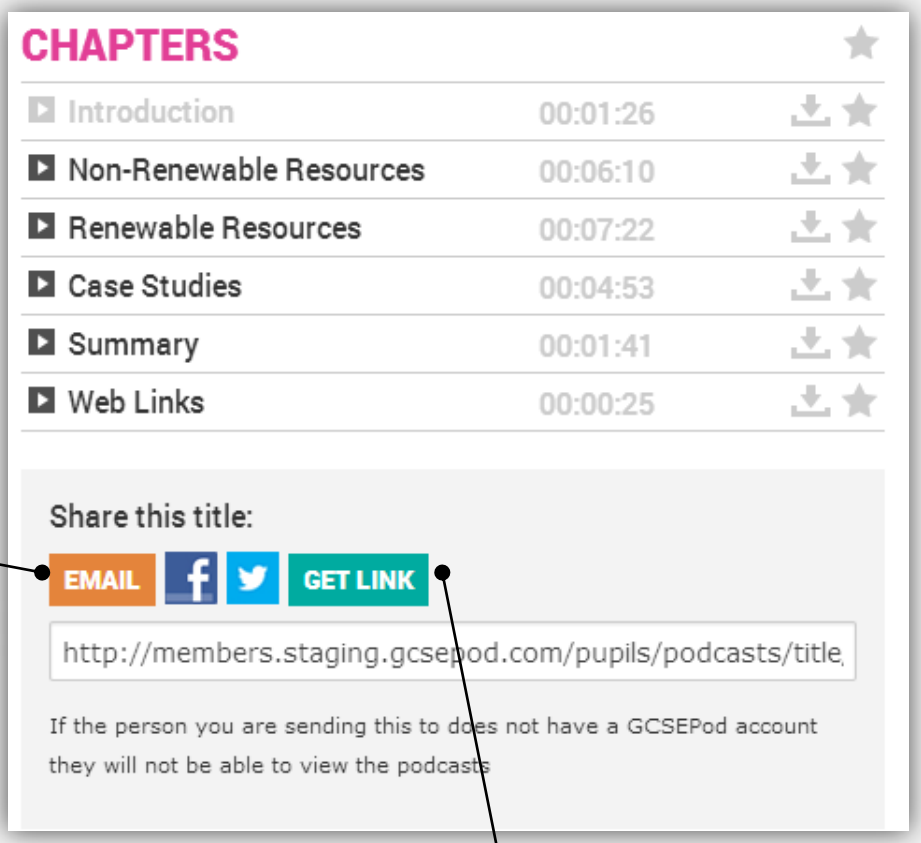
Load • Listen • Learn

Sharing Content

You can share a chapter that you think your students or colleagues may be interested in to a range of different social media sites.

The individual with whom you share the podcast will be asked to login to GCSEPod before being redirected to the correct podcast page.

You could copy the link to post onto a school VLE, staff online notice board or into a Word document to share with colleagues.



Click here to share via email, Facebook or Twitter

Click here to see the link to copy onto a Word document, school VLE, blog or other sharing facility

Load • Listen • Learn

Downloading to Apple devices

There are two ways to download GCSEPod podcasts to an Apple device:

1) Download the GCSEPod App from the AppStore. This allows you to select a podcast and click "save podcast for offline listening" which enables you to download the podcast onto your device.

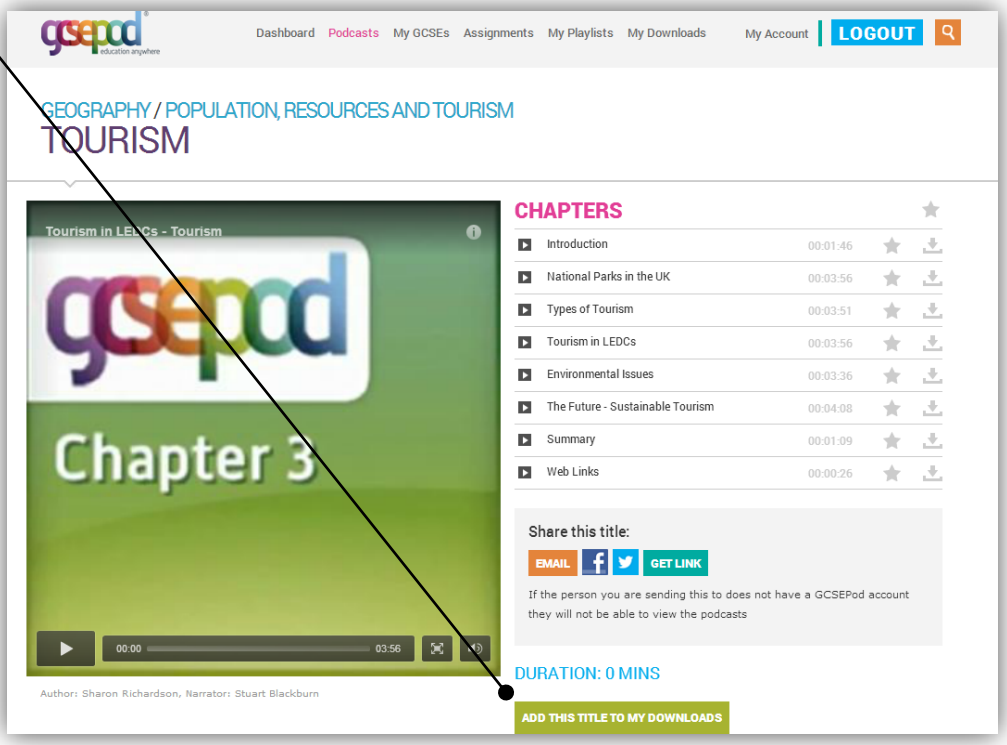
2) Download the podcasts to iTunes on your computer first and then sync iTunes with your device. This is particularly useful if you do not have access to the App or if you do not have an internet enabled Apple device (for example an iPod Nano). Follow the steps below to get started.

Download via computer & sync

Choose chapters you wish to download and click the 'download' icon to the right of its title's name.

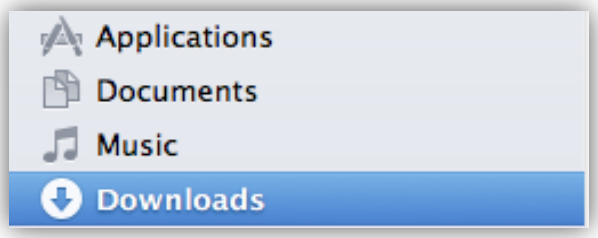
The download icon looks like this:

Alternatively, choose the 'add this title to My Downloads' button to download the entire title.



Adding to your Apple device for Mac users

Once the podcast has finished downloading, go to the Finder and view 'downloads'



Click on the podcast(s) and they will automatically save into the 'Films' section of iTunes.

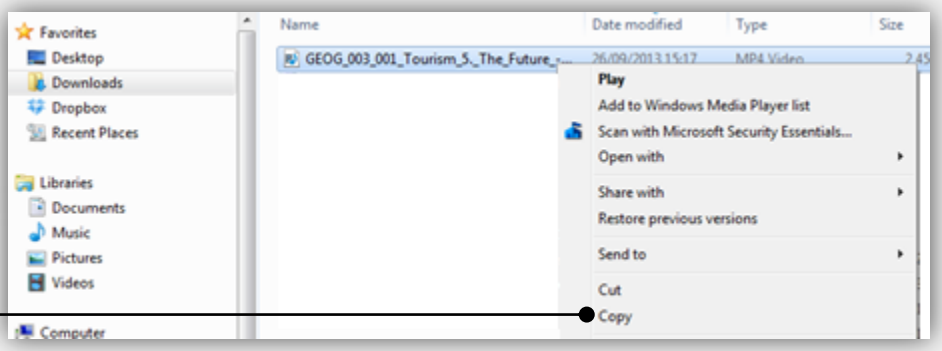
From there, sync your mobile device through iTunes.

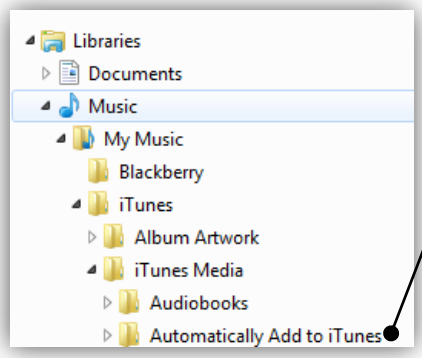
IMPORTANT - you'll now find the GCSEPod podcasts in "Videos" on your device. For iOS7 devices go to "Videos" and then "Home Videos".

Adding to your Apple device for PC users

Find your podcast on your PC. If your browser downloaded it without asking for a location, it will likely be in your 'downloads' folder – otherwise it will be in the location you saved it at.

Right-click on the podcast and press 'copy.'





Copy the podcast to **My Documents\Music\iTunes\iTunes Media (or iTunes Music)\Automatically Add to iTunes.** Right click on the folder and press 'paste'

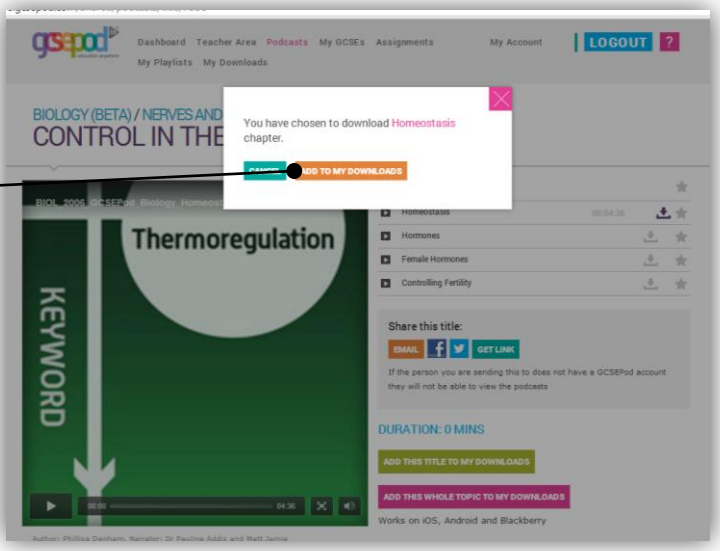
Connect your device to your computer with the supplied USB cable and open iTunes. Click on your named device from the list on the left then click the 'Films' tab.

Ensure the podcasts are ticked to be included when the device is synced. Click 'apply' at the bottom right of your screen. Once your device has finished syncing you can disconnect it from your computer.

IMPORTANT - you'll now find the GCSEPod podcasts in "Videos" on your device. For iOS7 devices go to "Videos" and then "Home Videos".

Adding to your 'My Downloads' section

If you'd like to download your podcasts later, choose the 'add to My Downloads' option.



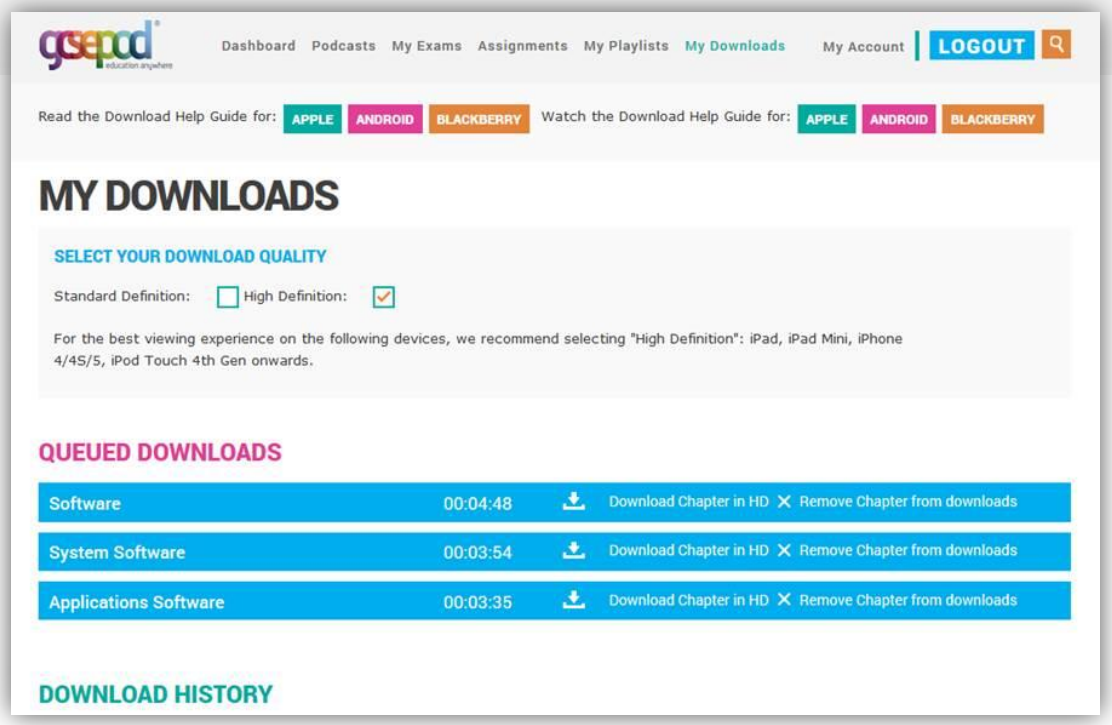
This will place your chosen podcasts in your 'my downloads' section.

Downloading from the 'My Downloads' section

If you want to download podcasts you've placed in the 'My Downloads' section, press 'My Downloads' at the top of the screen.

From there, you can choose to download the podcasts by pressing the download button to the right of the chapter name. The download button looks like this:

You can choose to download in either standard of high definition. We recommend high definition for use on iPad, iPad Mini, iPhones 4/4S/5, and iPod Touch 4th Gen onwards.



Download direct to your device

There are two ways to download a GCSEPod podcast to an Android or Blackberry device.

1) Open the GCSEPod website on your device and download the podcasts directly.

2) Download the podcasts to your computer first and then connect your device to your computer and copy the podcasts to your device.

Instructions for both options can be found below.

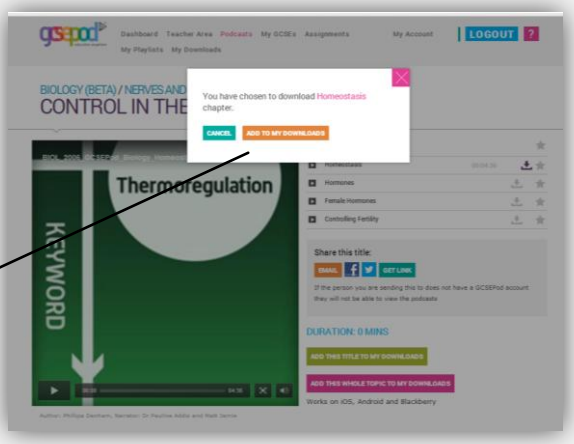
Downloading direct to your device

Go to www.gcsepod.com on your device's browser and login.

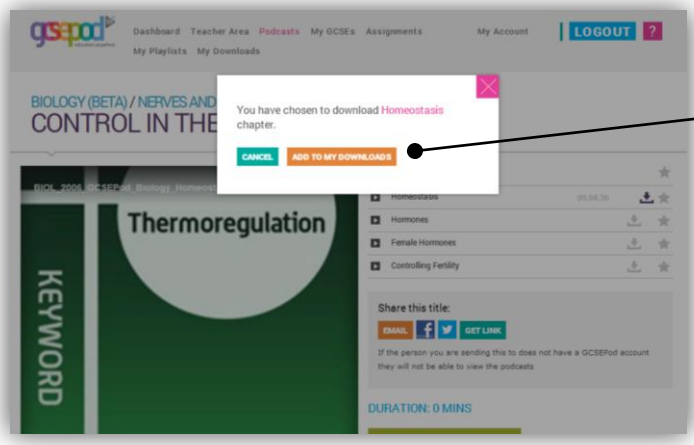
Choose the chapter you wish you download and click the 'download' icon to the right of the chapter's name. The download icon looks like this:

Once you've pressed the download icon click Add to My Downloads.

The podcast will automatically download to your phone. Choose the video application on your phone to open it.



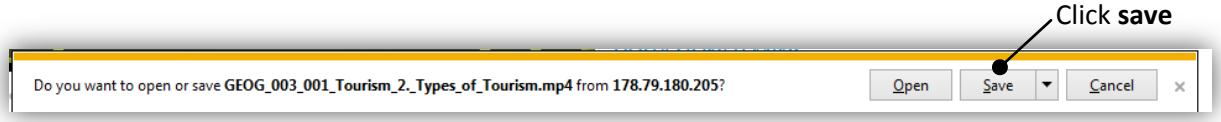
Downloading via a computer



The download process is exactly the same on your computer. Click the download icon of the chapter you want then choose Add to My Downloads

If your browser gives you the option, choose the 'save' option rather than to 'open.' Choose a location you'll remember.

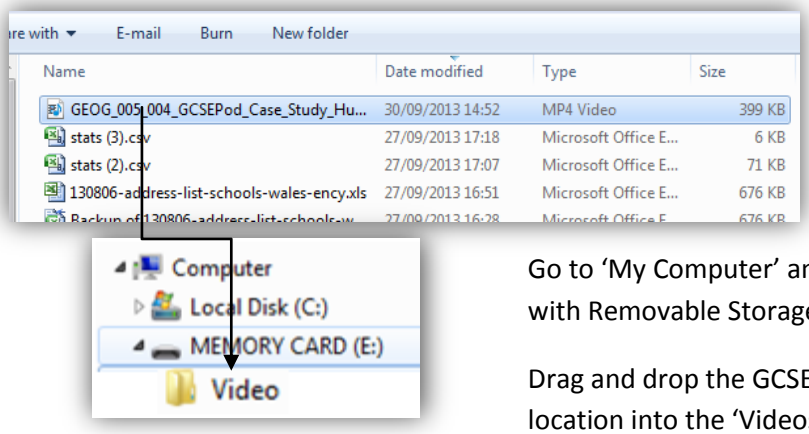
If your browser does not give you the option (i.e. Chrome) the file will likely be in your 'downloads' folder.



Move the file from your computer to your device

Connect your device to your computer via the supplied USB cable. If you're using a BlackBerry, it may ask you if you want to turn on mass storage mode. Click 'yes.'

If you're using an Android device, you may be prompted to choose which type of connection you wish to make. Choose the 'mounted' connection type.



Go to 'My Computer' and look for your device, possibly in the 'Devices with Removable Storage' section under 'Removable Disk'.

Drag and drop the GCSEPod file that you downloaded from its saved location into the 'Videos' folder in your device. For Android users, this is often the 'DCIM' folder.

Disconnect your device safely from your computer and then watch the podcast in the "Videos" section of your device.