ClickView®

ClickView Online User Manual

Contents

What is ClickView Online? 4

How do I find ClickView Online? 4

Understanding the ClickView Online Teacher Account Screen 6

Search 8

Locating content through Folders 9

The Web Player 10

Full screen viewing in ClickView Web player 10

Playlists 11

Creating a Playlist 11

Adding a program to a Playlist 12

Removing programs from a Playlist 13

Removing a Playlist 13

Sharing a Playlist 14

Favourites 15

Adding a video to your Favourites 15

Play a video in ClickView Exchange 16

Request a program to be downloaded 17

Sharing and adding a program to a Playlist in ClickView Exchange 17

ClickView Media Store 18

Previewing a Title 18

Purchasing a video 19

Workspace 20

Uploading content to your Workspace 20

Pending 21

Editing a program in Workspace 22

Managing your Workspace 23

Deleting a video in Workspace 23

Downloading Content as MP4 23

Sharing videos within Workspace 24

Privacy Settings 24

Adding a program from Workspace to a Playlist 25

Make a link from a program in Workspace 25

Embed a program from Workspace 25

Albert 26
Using Albert 26
Adding additional curriculum links 27
Relevancy Ratings 27
ClickView Technical Support 28
Copyright Notice 28

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.com.au

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.com.au
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.

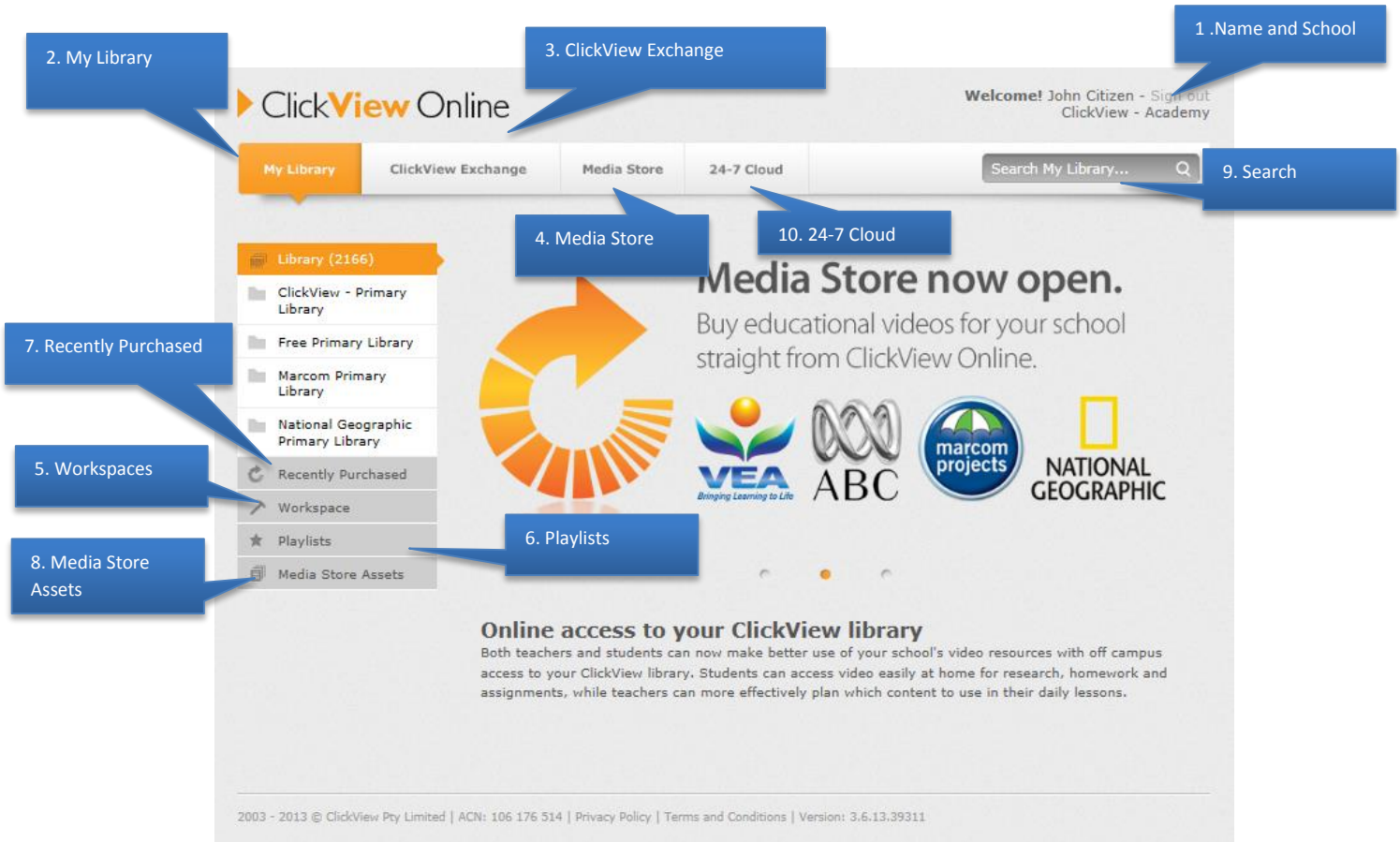
Introduction to ClickView Online Teacher Accounts

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 Australia (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
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 Australia
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 programs 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.

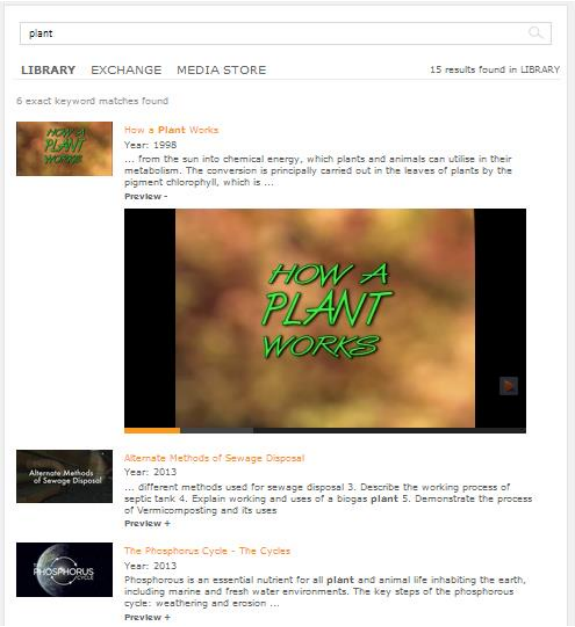
To use the search function:

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 to quickly review the content without having to click into the title.

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

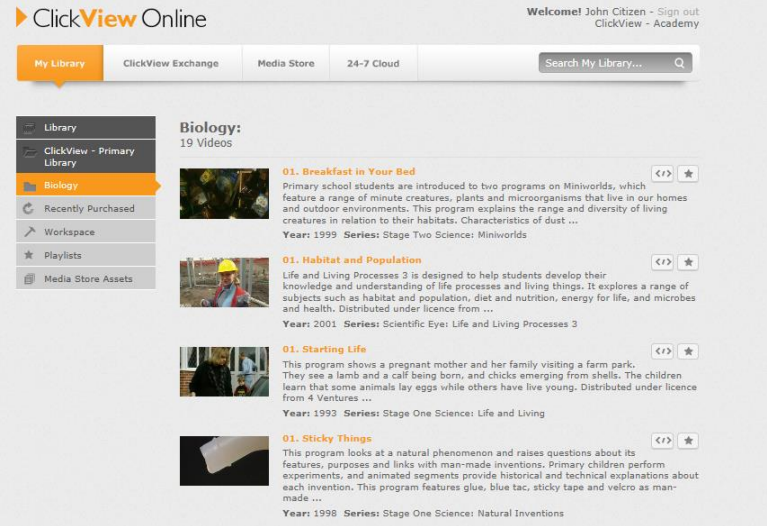


Please note, that there may be more than one page worth of results, and the page indicator at the bottom of the page will allow you to search through pages of possible titles.

Locating content through Folders

To find a title within the available folders:

1. Select the main area you wish to search (ie 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 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

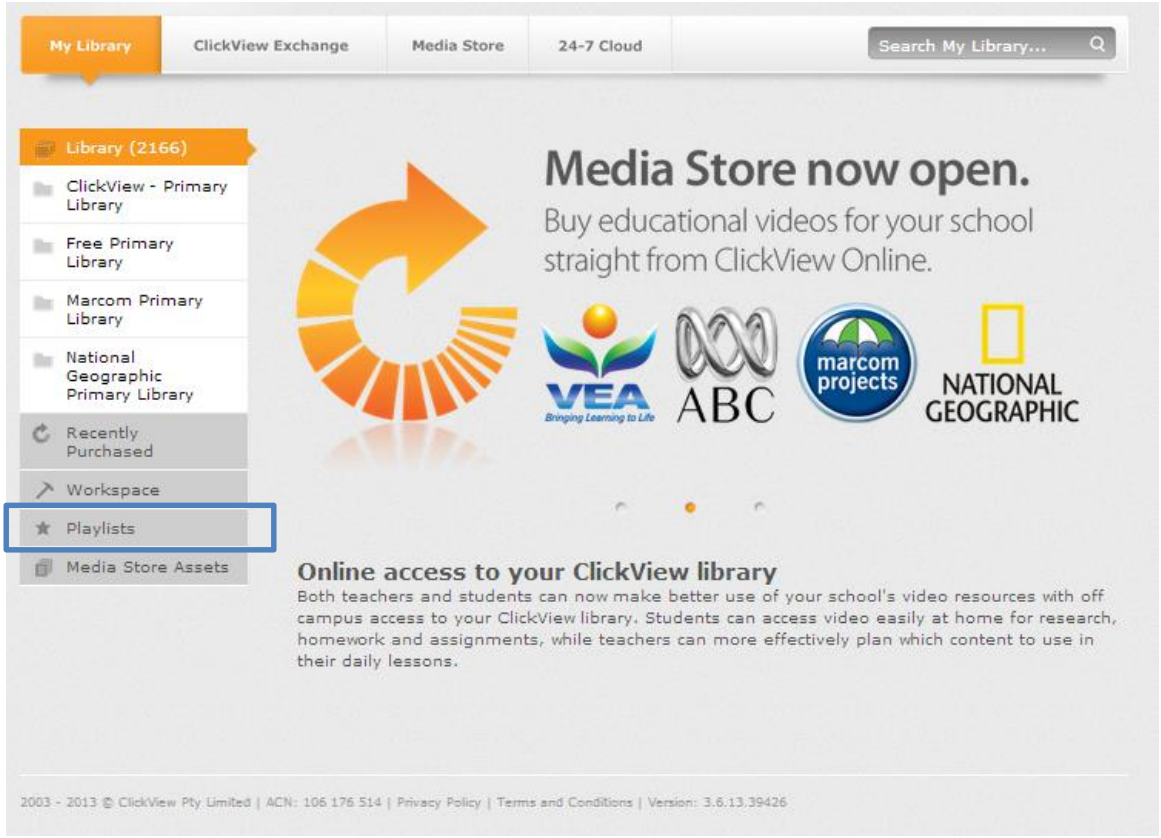
To make the web player functions visible, move your curser onto the web player screen.

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.

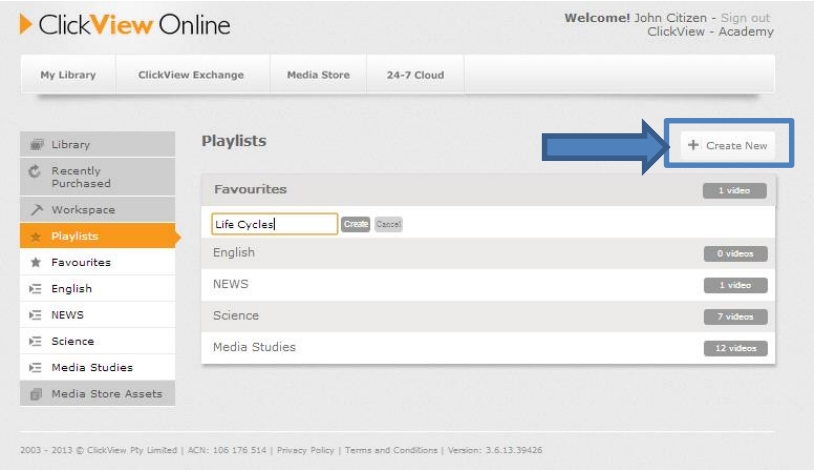


Creating a Playlist

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 program to a Playlist

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

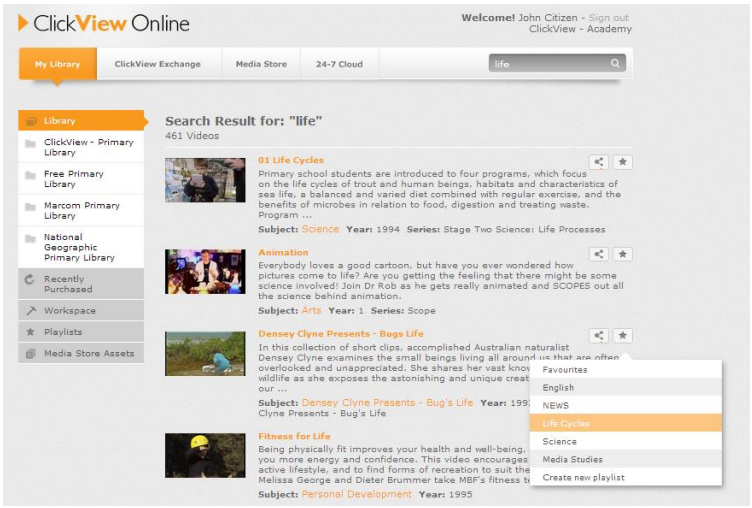
To add a title to a playlist:

1. Locate the program
2. Press the ★ icon
3. Click on the Playlist you wish to add the program 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 programs from a Playlist

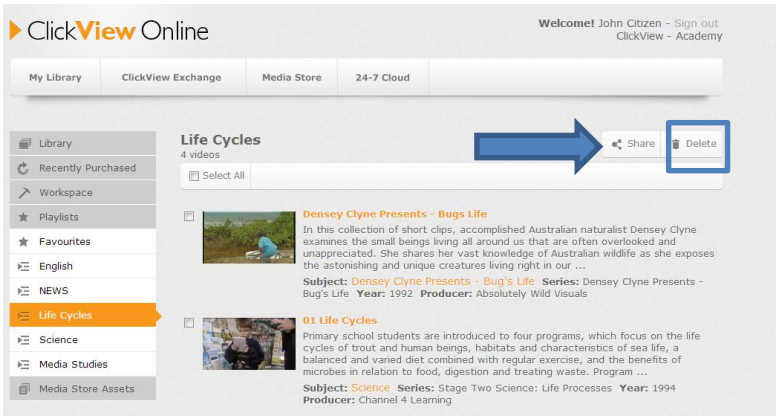
If you wish to remove a video from a playlist

1. Go to My Library
2. Click on "Playlist"
3. Click on the title of the playlist
4. Tick the box next to the program 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

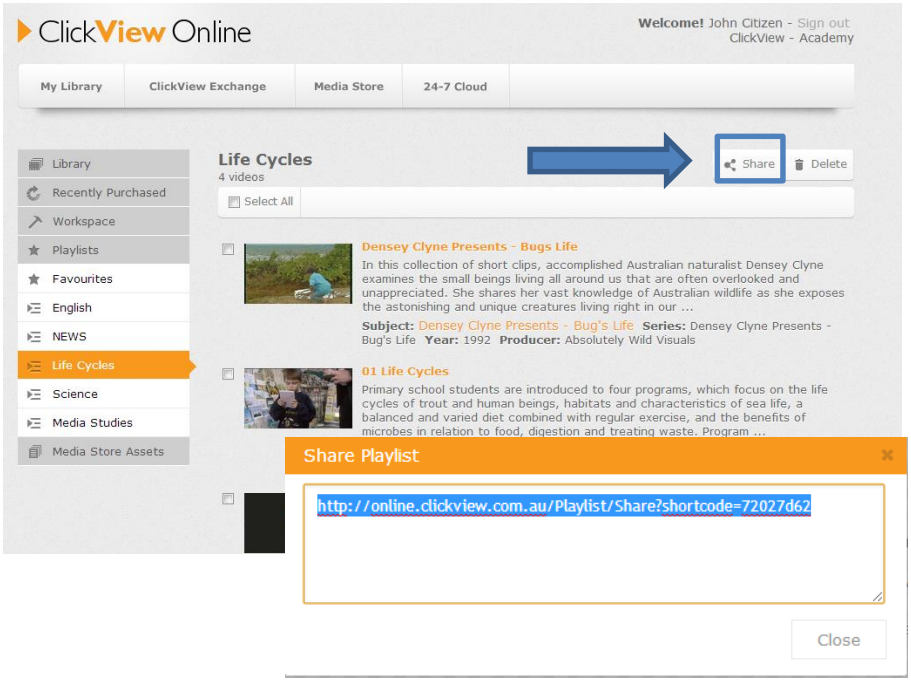


Sharing a Playlist

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

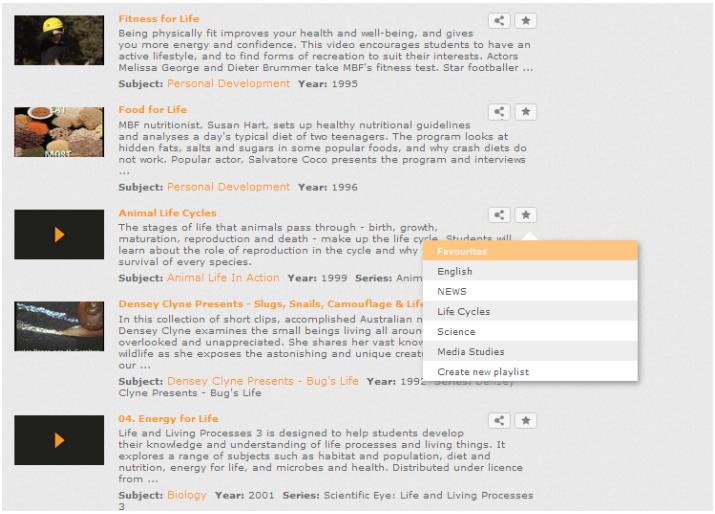
Favourites is a playlist where you can add videos you wish to keep track of or that are of important use for quick retrieval and viewing.

Adding a video to your Favourites

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

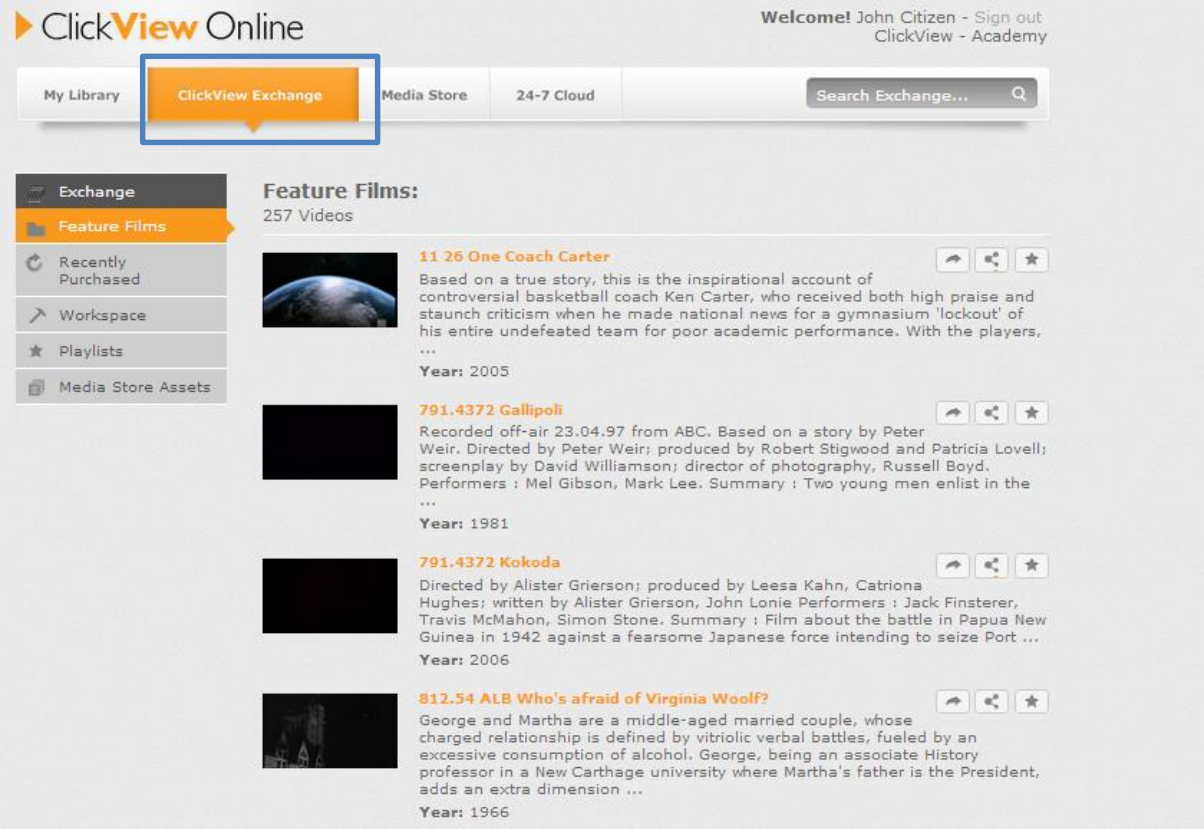
1. Locate a program
2. Click the icon
3. Select the favourites folder

The program 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 Australia. 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 program 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 program
3. Click the orange title
4. Play video

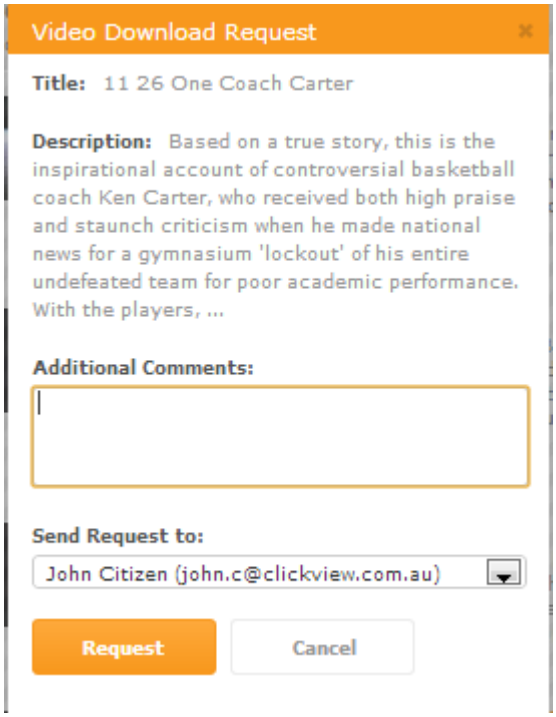
The ClickView Exchange also provides some other options for the titles.

Request a program to be downloaded

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

1. Watch program
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.



Sharing and adding a program to a Playlist in ClickView Exchange

To share a program:

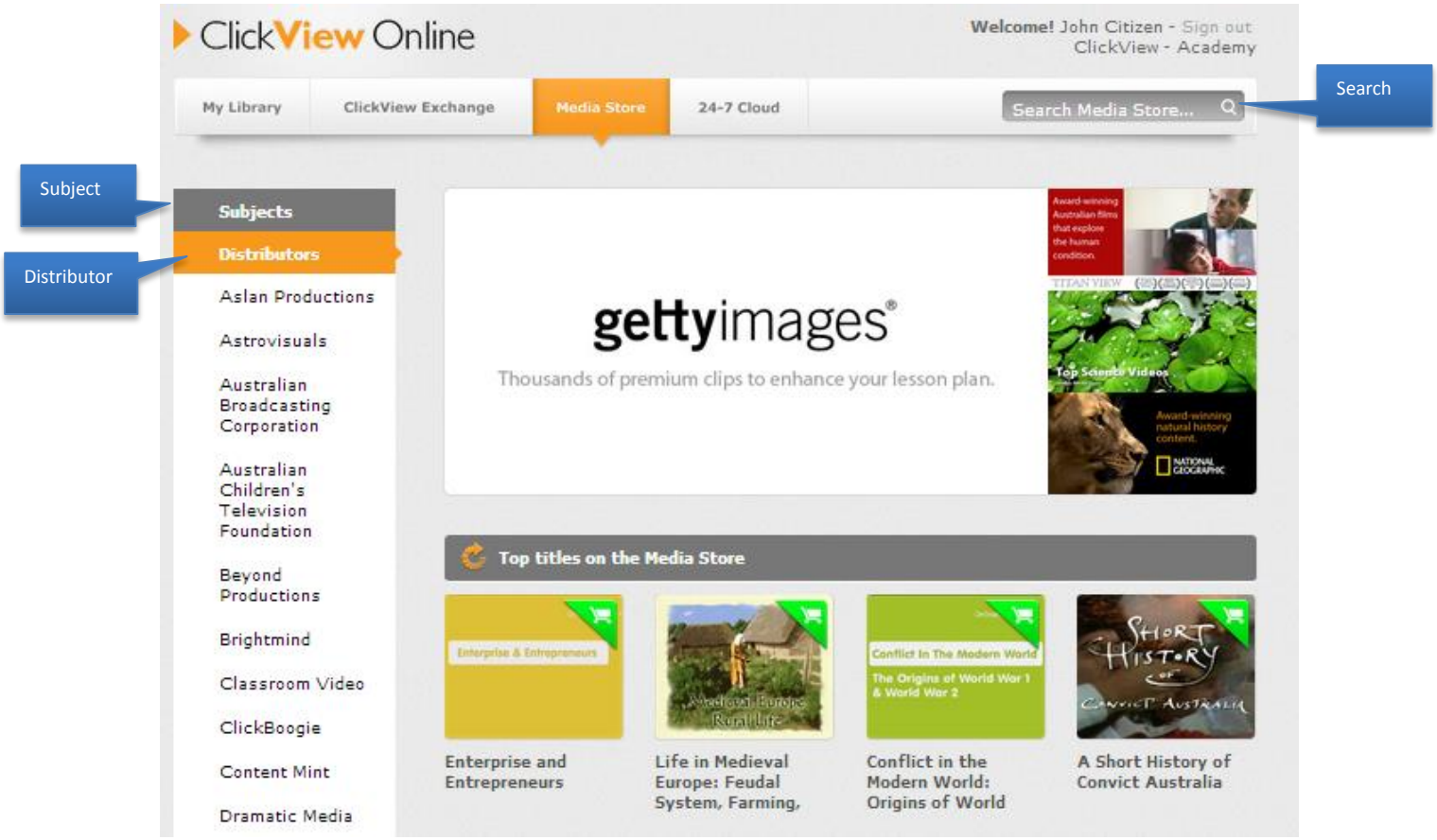
1. Locate the program
2. Press the icon
3. Copy the link or embed information
4. Paste into appropriate interface (i.e. worksheet, email, webpage or LMS).

To add a title to a playlist:

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



Previewing a Title

Before purchasing or requesting a program 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

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.

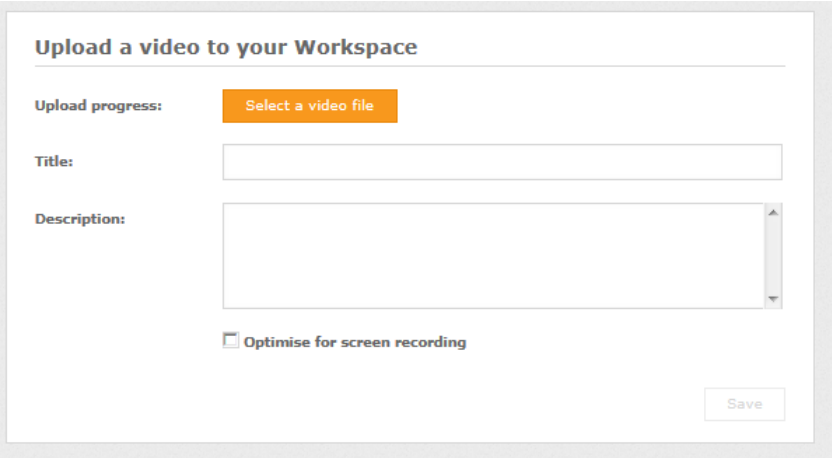
The title will be immediately available for viewing through the Recently Purchased tab under My Library.

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.

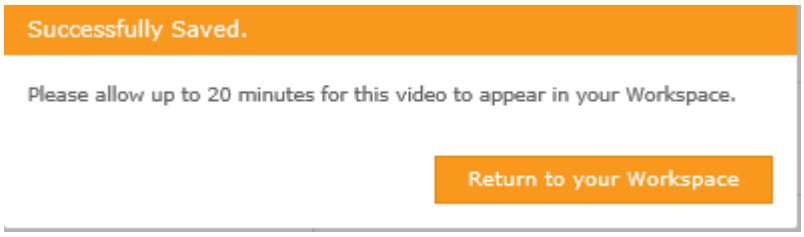


To upload your own content:

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.

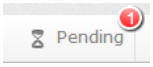
This message will appear if your file has been successfully saved. When you return to your workspace your video will be in the pending folder.

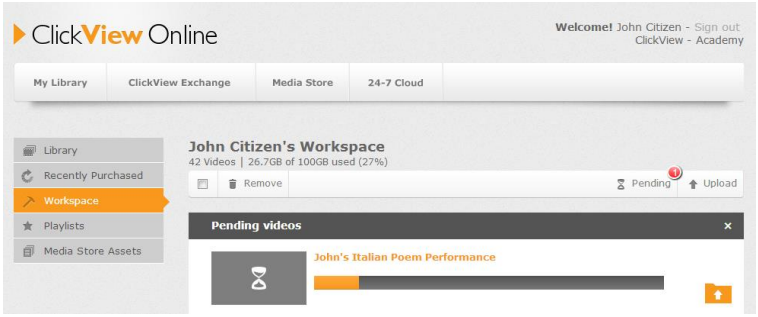


Pending

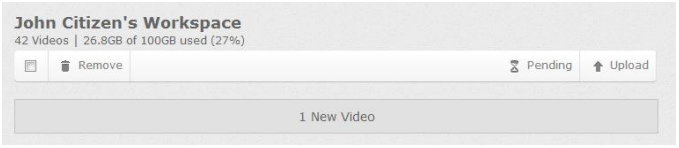
Once you have saved your file, the file will appear temporarily pending whilst it is processing. The number of videos pending is indicated by a number in a red dot that appears above the pending button. The speed at which videos are processed will depend on the size of the video file and your current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

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





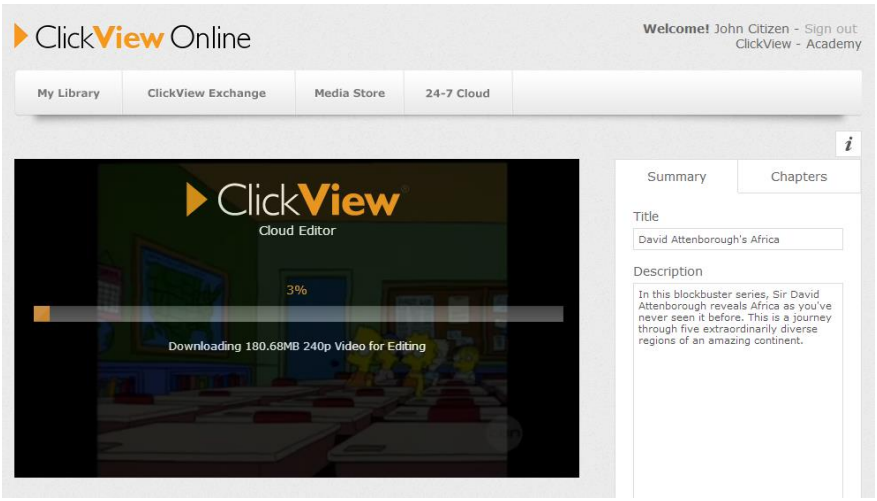
When the process has finished, you will be alerted that a new video is ready with a clickable grey alert indicating that one new video is ready.



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

Editing a program in Workspace

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

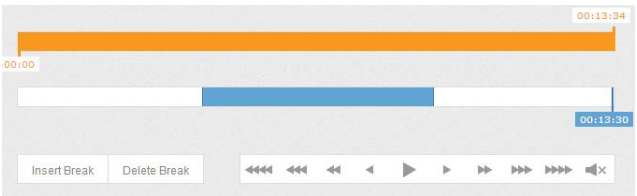


To edit a program:

1. Tick the box next to the program
2. Click 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 program 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 program 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 program and chapter names
9. Press "Save"

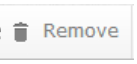


Managing your Workspace

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

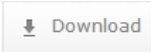
1. Click on the tick box next to the video title
2. Click remove 

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

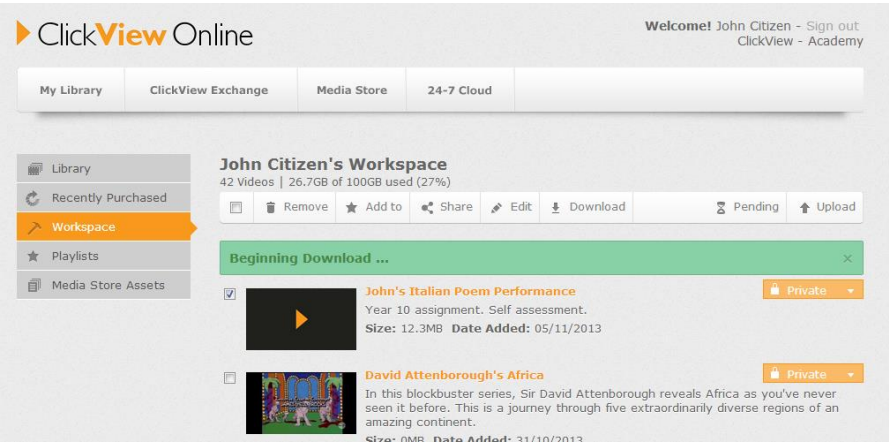
To download a video as MP4

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 green "Beginning Download strip that appears on the Workspace screen.

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



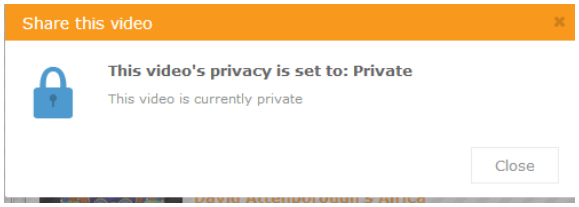
Sharing videos within Workspace

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 program 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

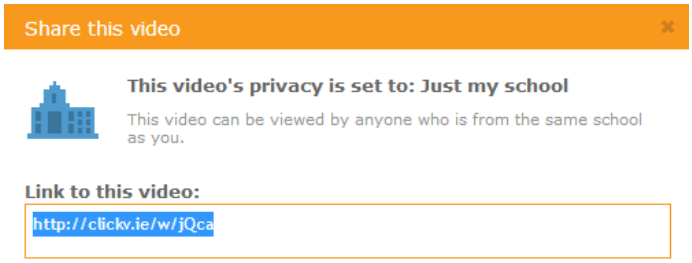
Adding a program from Workspace to a Playlist

To add a program 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

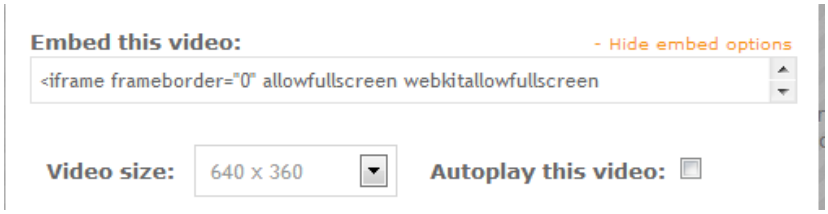
Make a link from a program in Workspace

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



Embed a program 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



Albert

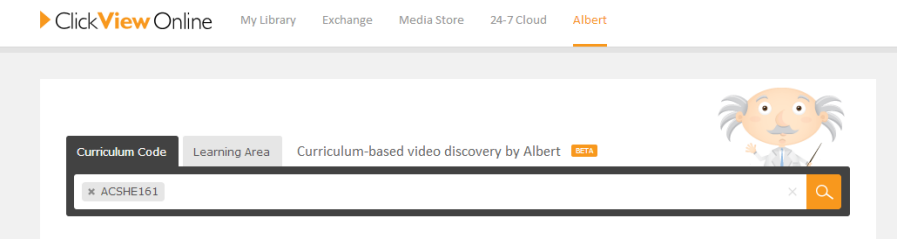
Albert is ClickView's Curriculum Specialist. Albert helps teachers find the perfect video using Australian Curriculum codes and learning areas. Albert will search for any relevant content in a school's Library, the Exchange and in Media Store. Albert can be found next to the Search tab in a ClickView Online Teacher Account.

Using Albert

There are two main ways of using Albert. The first is by entering specific curriculum codes. The next is searching by learning areas.

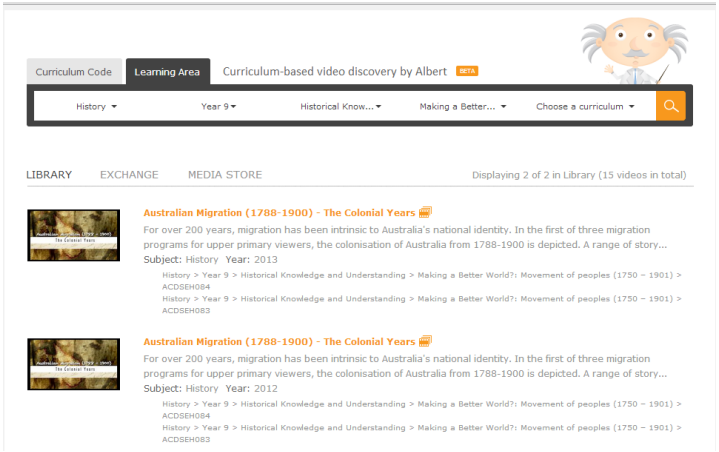
To search a particular curriculum outcome:

1. Click on the Albert link
2. Select Curriculum Code tab
3. Enter curriculum code or multiple codes
4. Press the magnifying glass
5. Select results in either Library, Exchange or Media Store.
6. Click on program title to play video.



To search by subject area:

1. Click on Learning Area tab
2. Select subject from drop down list
3. Select year level from drop down list
4. Select from strand, and curriculum code (if known)
5. Press the magnifying glass
7. Select results in either Library, Exchange or Media Store.
8. Click on program title to play video.



Adding additional curriculum links

Teachers can link titles in their school's ClickView library or added from ClickView 24-7 Cloud, ClickView Exchange or Media Store to a curriculum code.

To map a video to a curriculum code:

1. Click on the video title
2. Select the Add Curriculum link button
3. Click on "Add New Link"
4. Map the video by selecting the appropriate subject areas, year levels, streams and code.
5. Press "Save Selected Codes"

This link will now be made available to other teachers in your school.

Relevancy Ratings

As a teacher you can endorse the strength or relevancy of the curriculum link to the content by rating the relevancy of the content to the curriculum code. This is achieved by selecting a star rating. One star indicates that the video is not relevant to the chosen outcome, five stars indicates a completely relevant video for the chosen outcome.

To endorse a video by using relevancy rating:

1. Click on a video title
2. Click on the number of stars you wish to give each code.

As more connections and links are rated, the titles with the stronger results will appear more predominately when searched.

ClickView Technical Support

For more information go to the ClickView Website www.clickview.com.au

If you require Technical Support contact our team on 02 9509 2600.

Copyright Notice

Copyright 2014 ClickView Pty. Ltd. ABN: 78 106 175 514 - All rights reserved. ClickView, ClickView 24-7 Cloud, ClickView Live, ClickView Exchange, ClickView Library Manager, ClickView Player, ClickView Media Store and ClickView Online are trademarks or registered trademarks of ClickView Pty. Ltd. in Australia and/or other countries. All other product and company names mentioned herein may be trademarks or registered trademarks of their respective owners. ClickView reserves the right to change technical specifications and design at any time without notice.