

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

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*Training Manual
for ClickView Library
Manager*

PART A: CLICKVIEW LIBRARY MANAGER - GENERAL ADMINISTRATION

1.	Introduction to the ClickView Library Manager	2
2.	Editing the metadata	4
3.	Password protecting a video	5
4.	Watching a password protected video	6
5.	Adding resources to ClickView	7
6.	Creating folders	8
7.	Moving items and folders	9
8.	Create a duplicate video	10
9.	Merging folders	11
10.	Receiving your DVD update and installing the videos	12
11.	Deleting folders	13
12.	Lesson Manager	14
	a. Create a folder	14
	b. Edit existing lessons/ Change a lesson password	15
	c. Remove a lesson	16
	d. Move a lesson	16
13.	The Usage Monitor	17
14.	Finding a video	18

PART B: ADDING CONTENT TO CLICKVIEW

1.	The ClickView Digital Video Recorder	2
2.	Opening the Digital Video Recorder	3
3.	Recording free-to-air television manually	4
4.	Recording for a set duration	5
5.	Scheduling a recording	6
6.	Scheduling multiple recordings	7
7.	Removing a scheduled recording	8
8.	ClickView Exchange	9
9.	Searching the ClickView Exchange	10
10.	Downloading a video from the ClickView Exchange	11
11.	Importing a downloaded video into your ClickView Library	12
12.	Uploading a video to the ClickView Exchange	13
13.	Removing videos from ClickView Exchange	15
14.	Using ClickView Exchange Search website	16
15.	Adding an existing recording in another digital format	17
16.	The Podcast Download Manager	20
17.	Adding an image	24
18.	Adding a worksheet	25

PART C: EDITING CONTENT IN CLICKVIEW

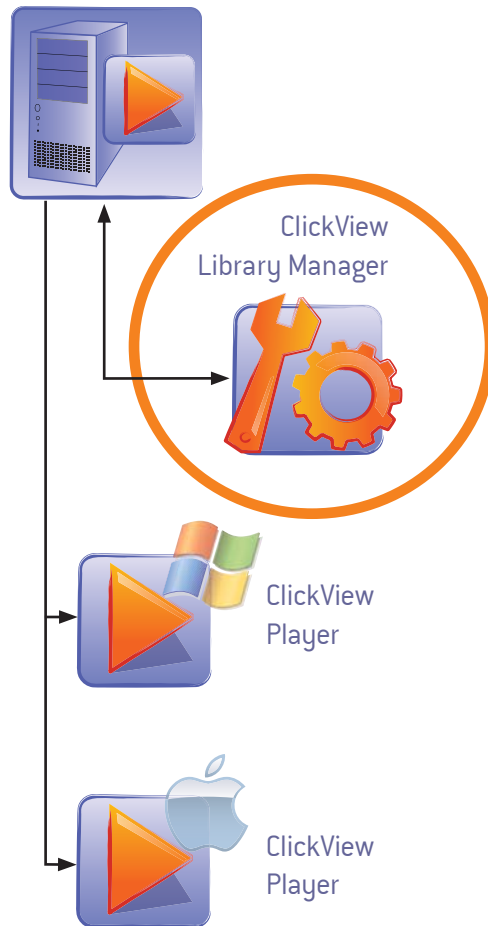
1.	Complete overview to basic editing	2
2.	Chapter placement	5
3.	Creating chapters automatically	6
4.	Merging chapters	8
5.	Editing the length of programmes	9
6.	Deleting original recordings	11
7.	Adding recordings to your library	12
8.	Exporting videos out of ClickView	13
	Further Library Manager Resources	14



PART A: CLICKVIEW LIBRARY MANAGER - GENERAL ADMINISTRATION



ClickView Library Server which holds the Digital Video Library



1. Introduction to the ClickView Library Manager

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

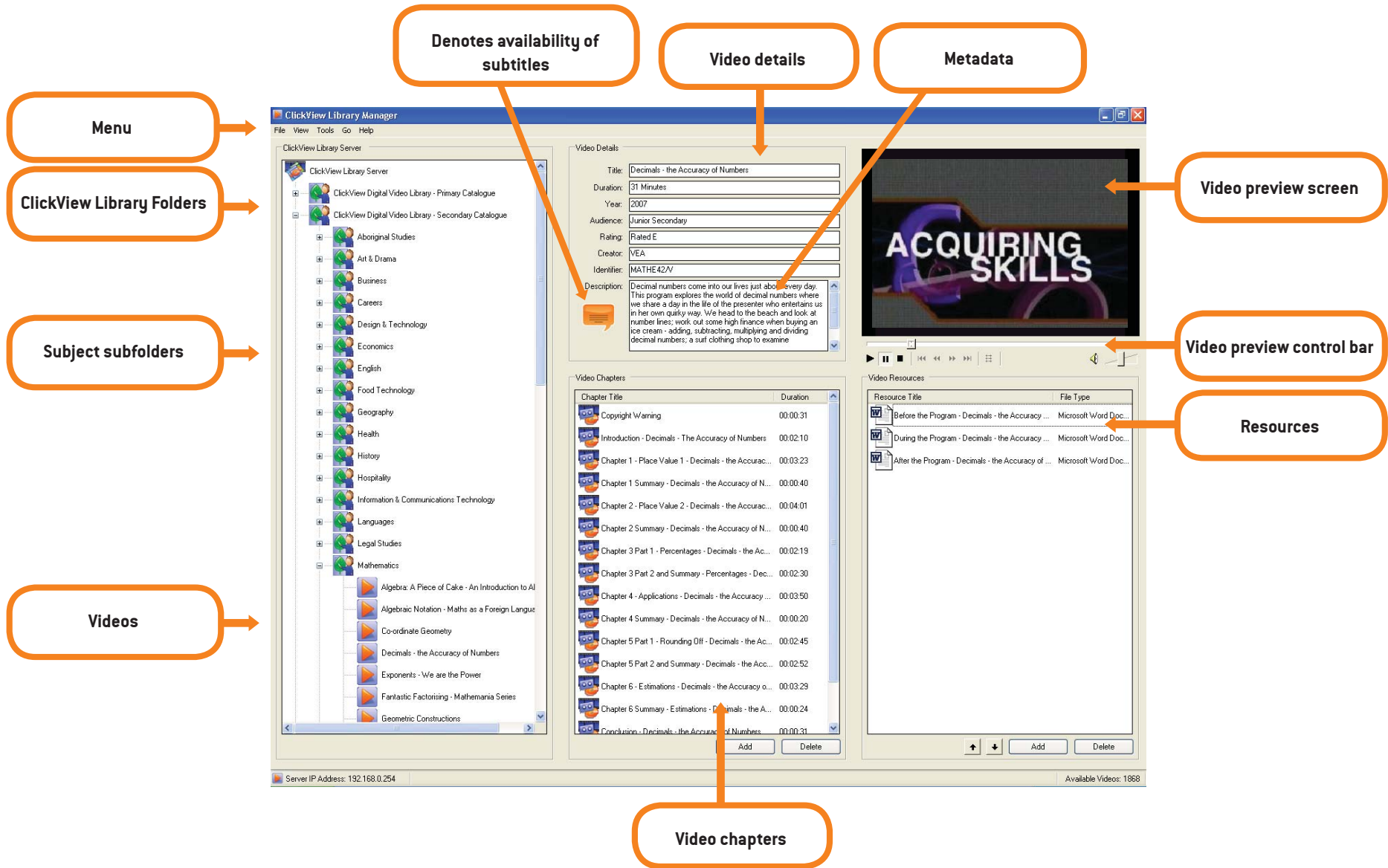
The contents of your ClickView software are housed on the ClickView Library Server. The ClickView Library Manager is the content management system that we use to remotely manage and add the files.

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

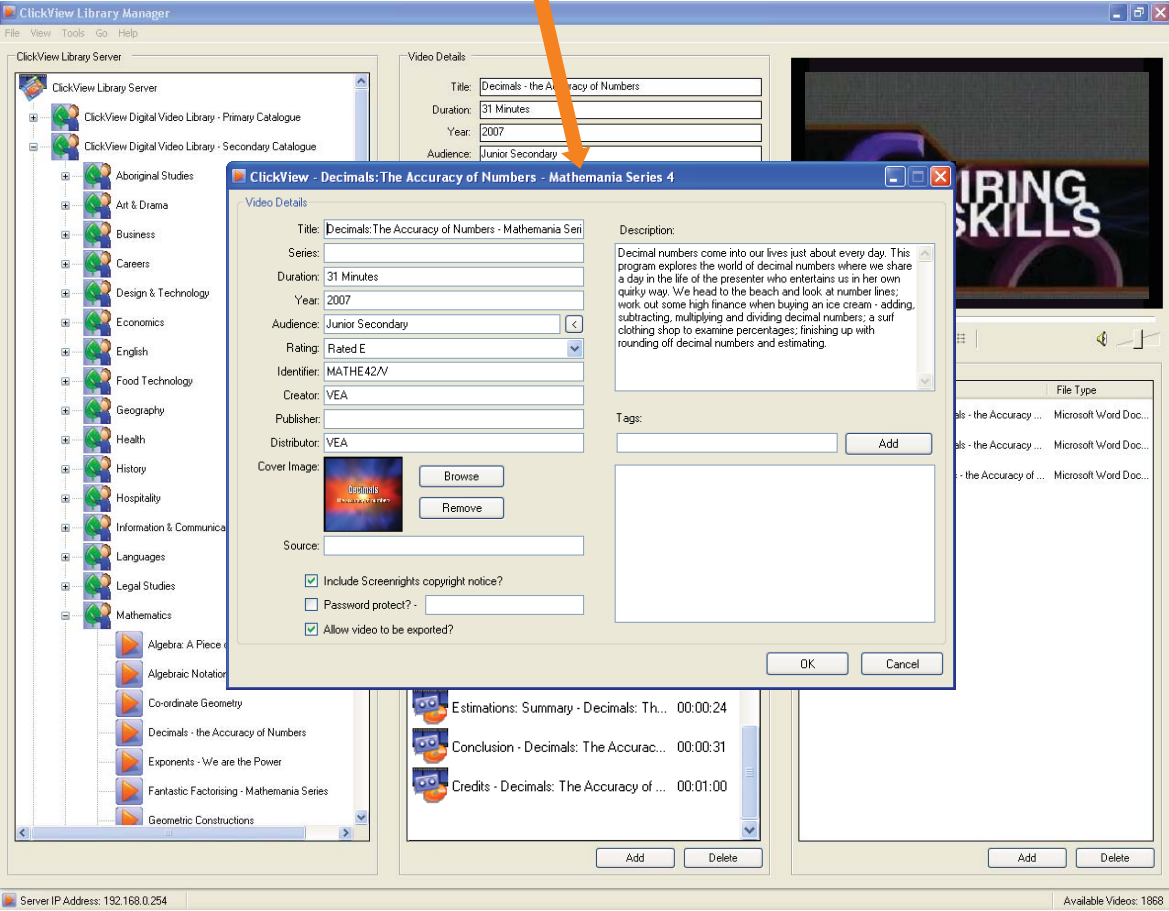
All the changes made to ClickView Library Manager are reflected in the ClickView Player.

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

The ClickView Library Manager:



Pop up box appears allowing you to edit the metadata instantly

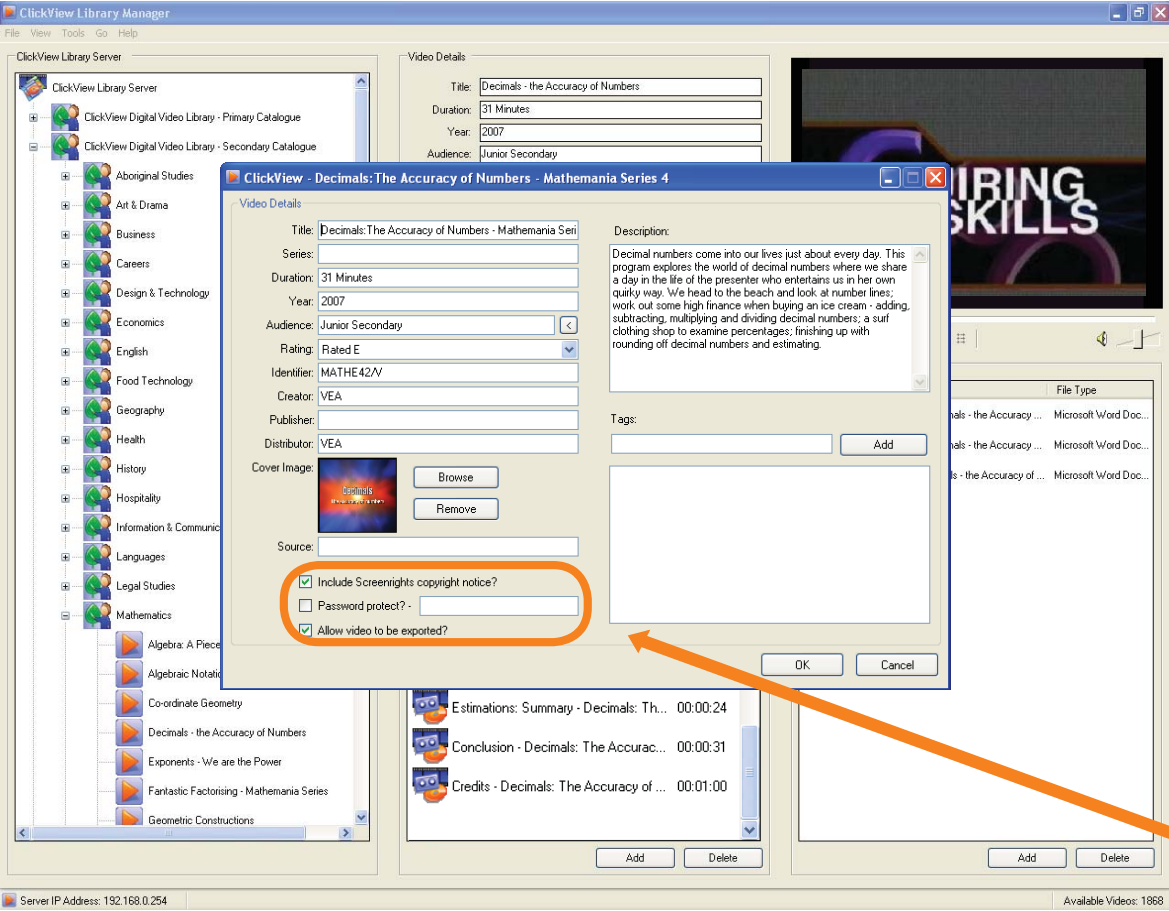


2. Editing the metadata

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

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

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



3. Password protecting a video

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

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

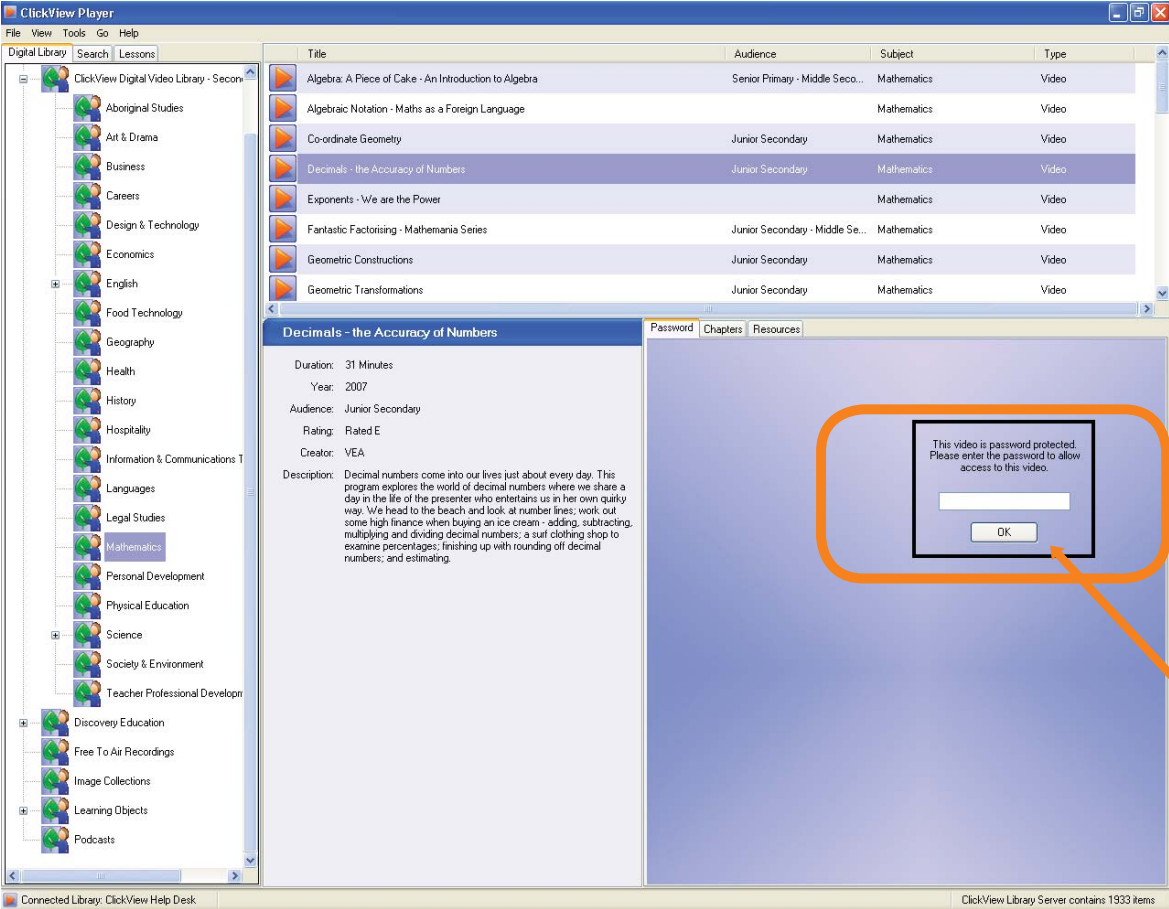
1. Open ClickView Library Manager
2. Select the video you would like to edit
3. Check the box 'Password protect?'
4. Type in the password for that video

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

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



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



4. Watching a password protected video

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

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

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

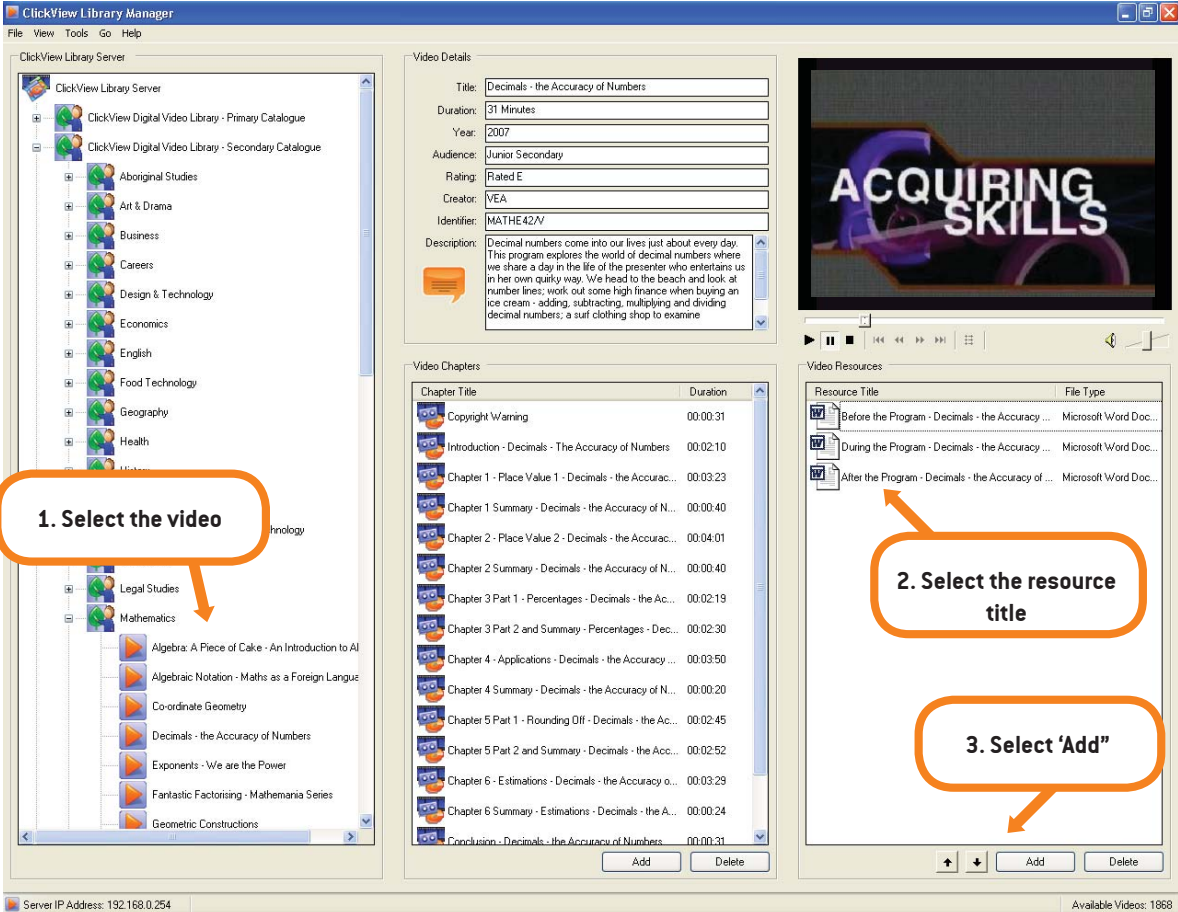
If the password is correct, you should then be able to view the video.

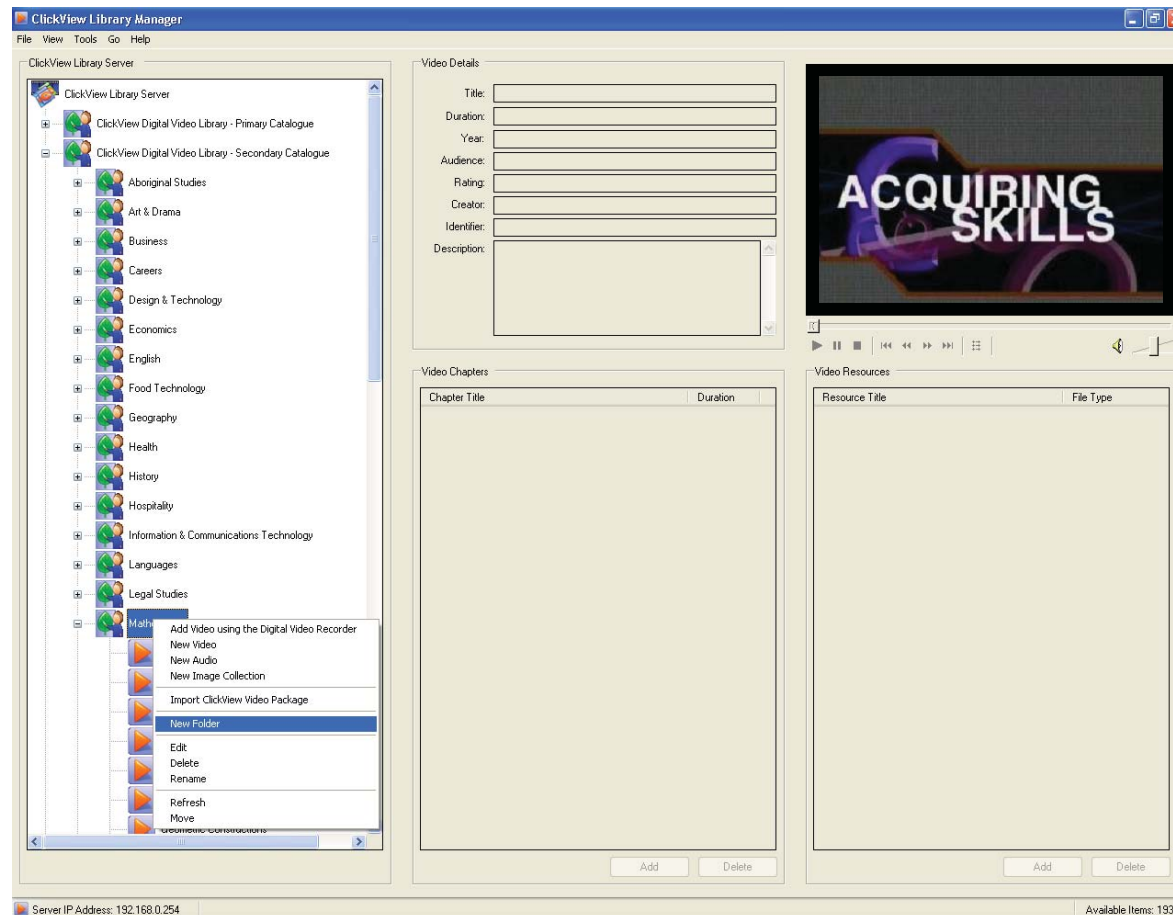
5. Adding resources to ClickView

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

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

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



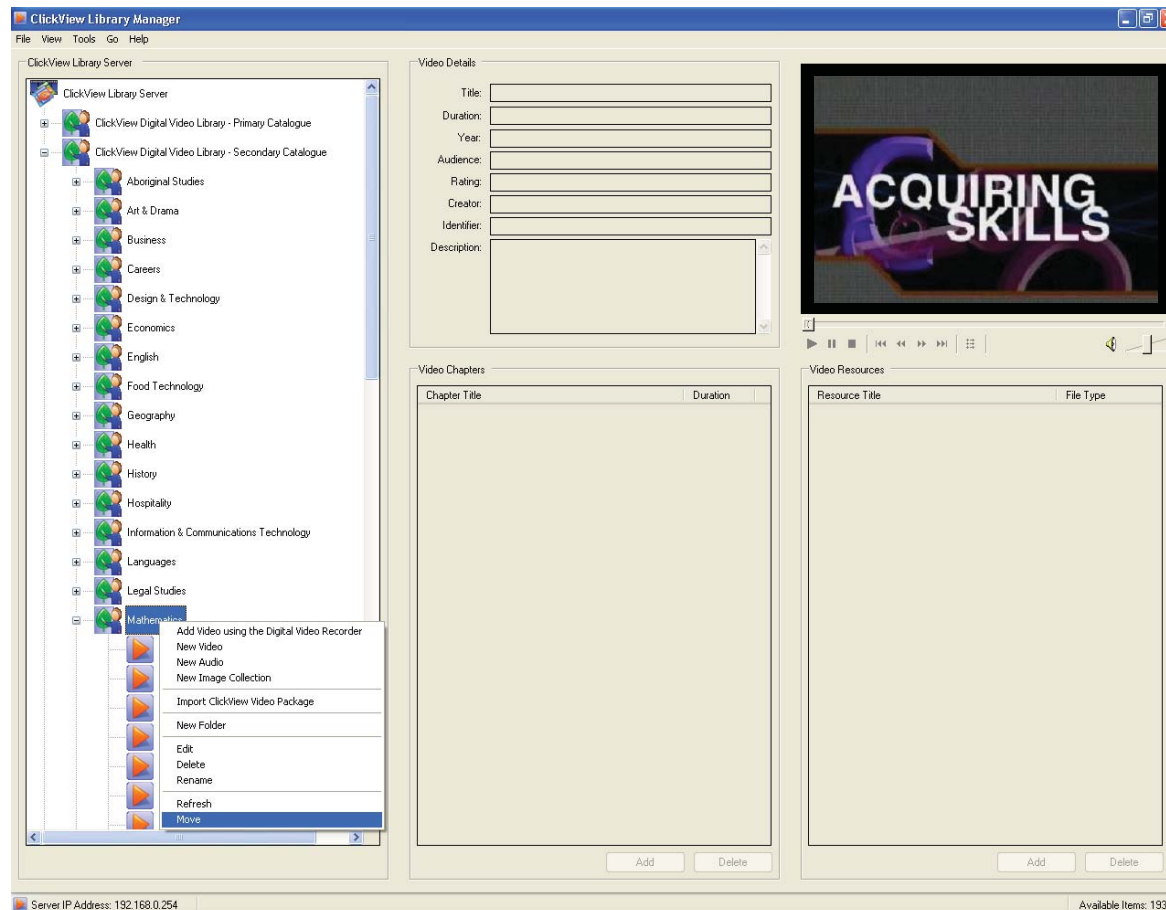


6. Creating folders

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

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

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



7. Moving items and folders

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

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

8. Create a duplicate video

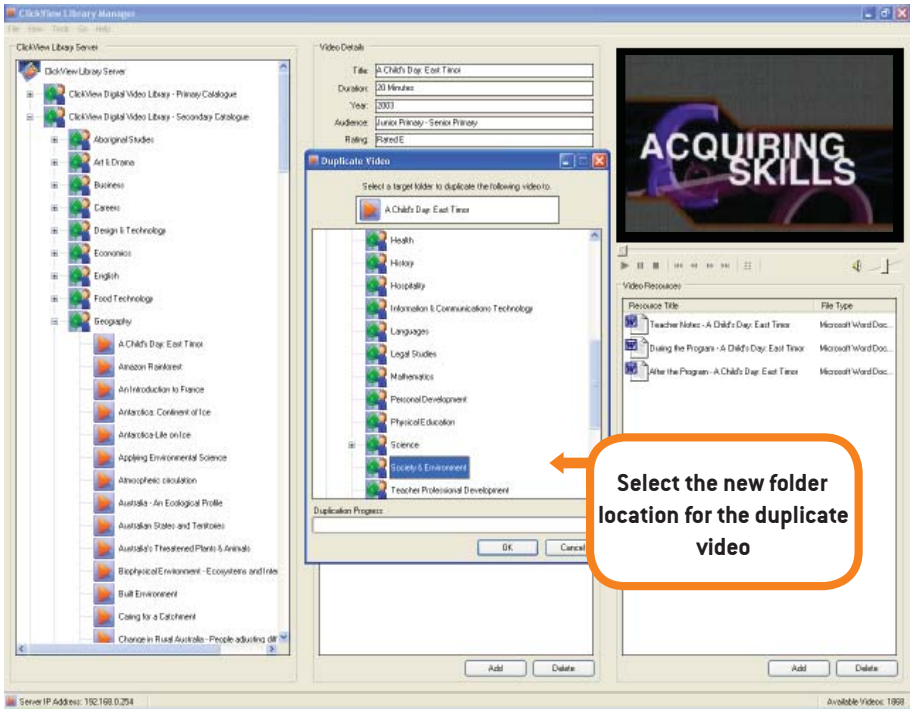
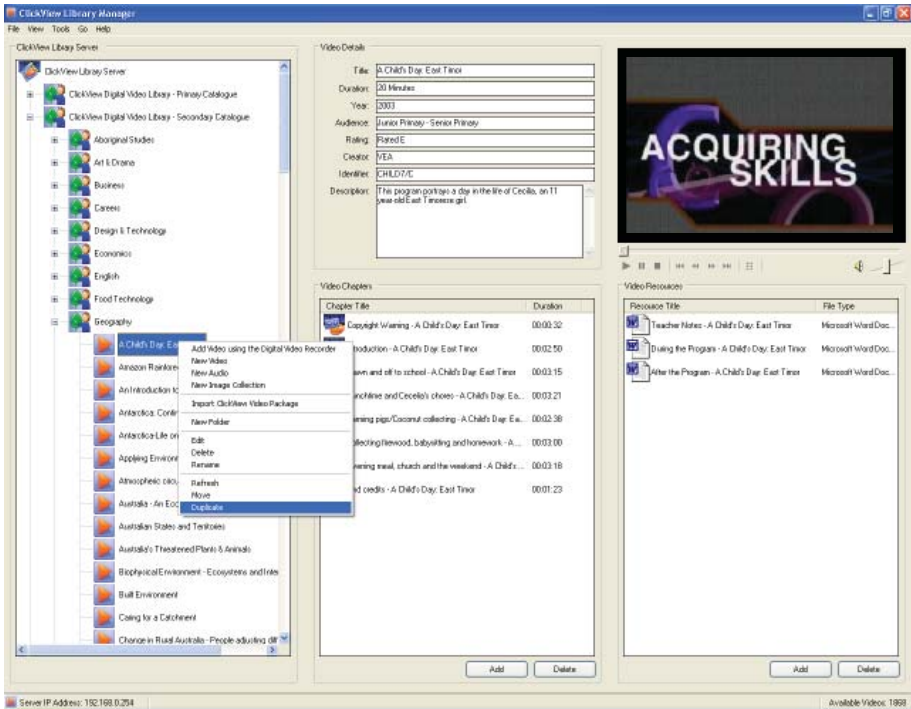
Creating a duplicate video allows you to store a video in more than one folder. This is useful when you have videos relevant to multiple subject areas.

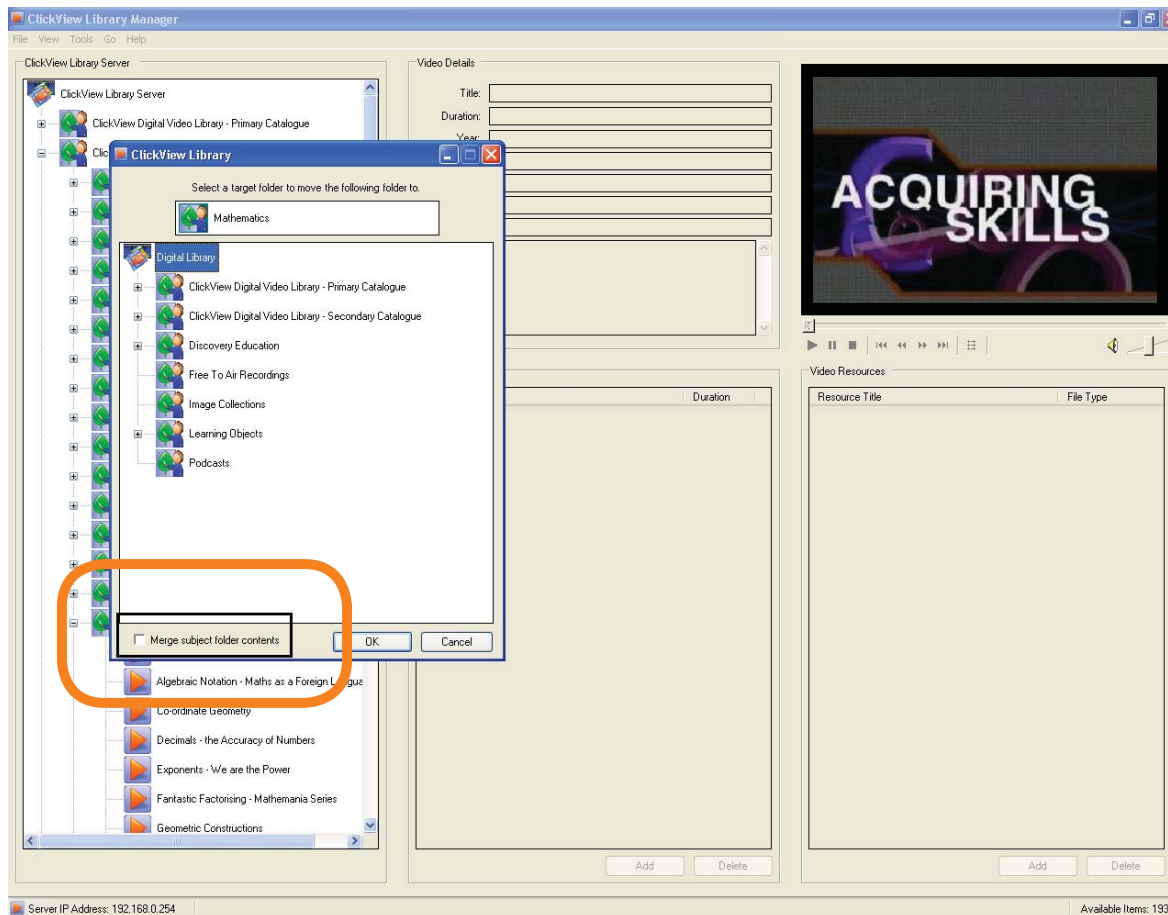
Note: When you duplicate a video, extra storage space will be taken by the duplicate video.

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

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

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





9. Merging folders

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

10. Receiving your DVD update and installing the videos

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

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

Internet Connection

Access the internet using an HTTP proxy server

Manual Proxy configuration

Address: Port:

Automatic script configuration

Address:

Requires User Authentication

Username:

Password:

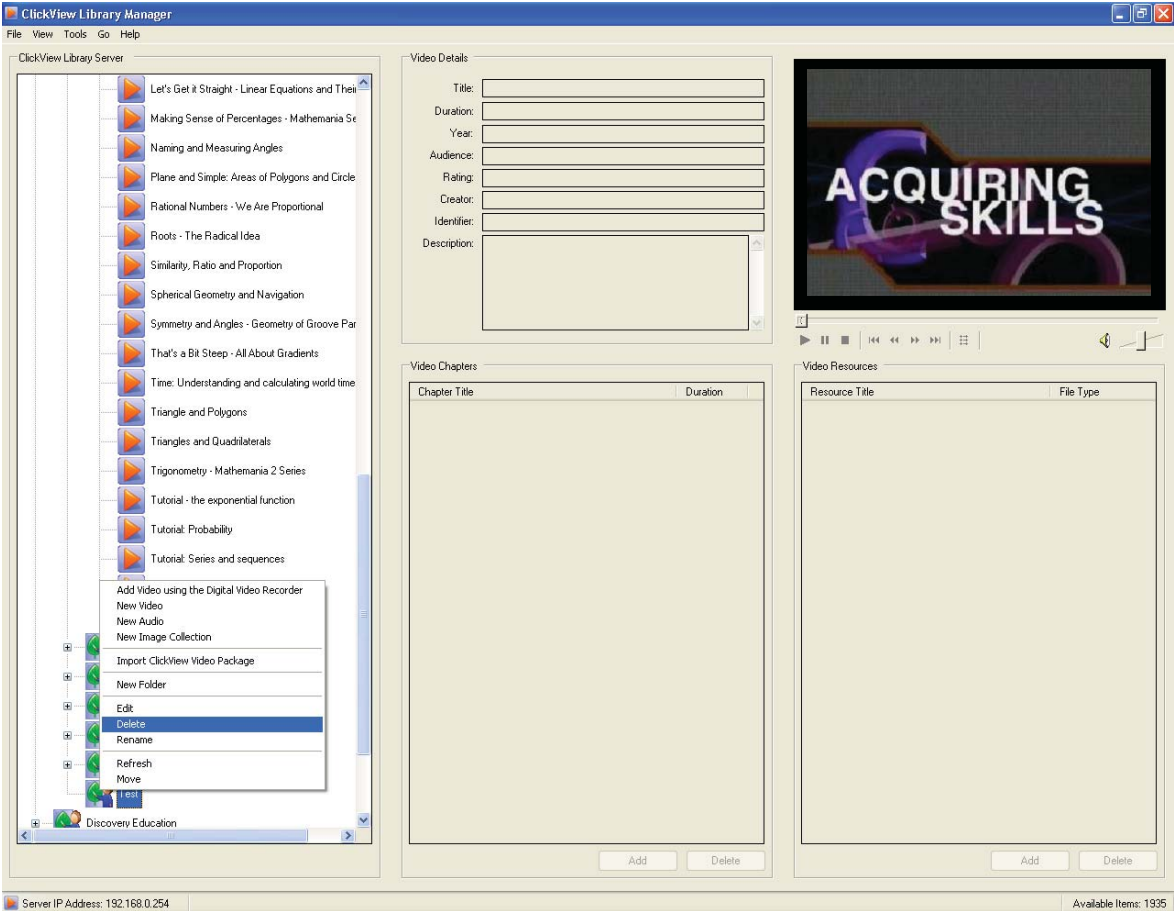
Test Proxy Connection

OK Cancel Apply

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

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

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



11. Deleting folders

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

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

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

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

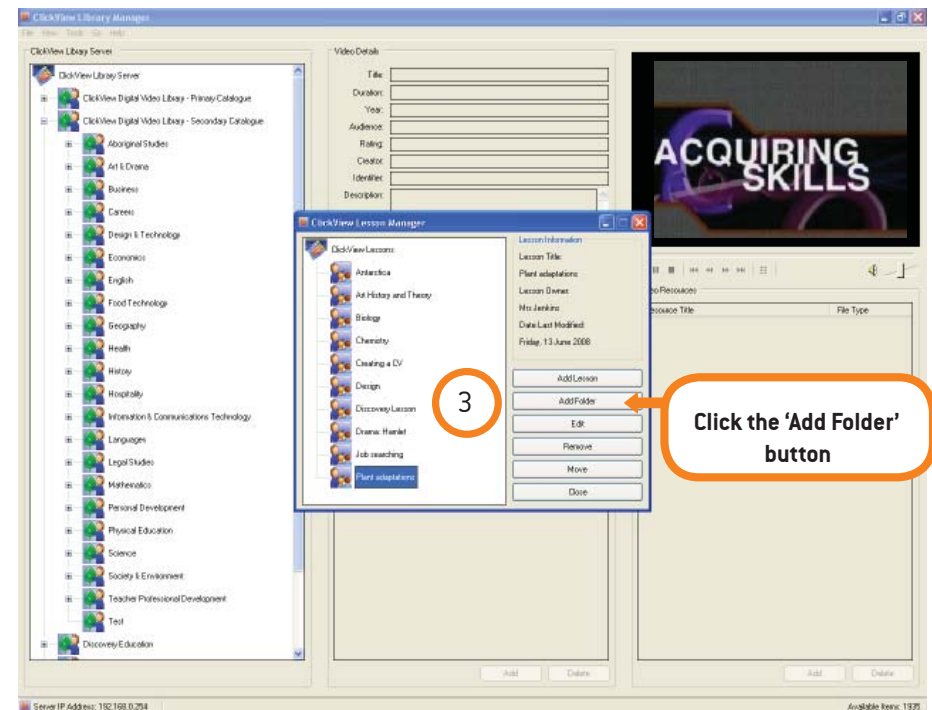
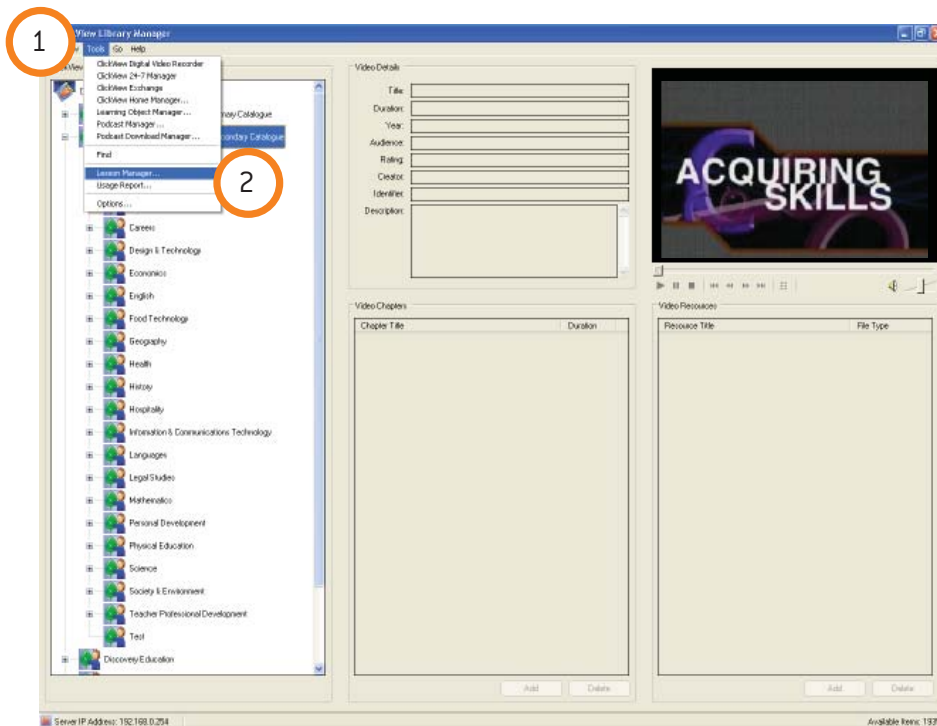
12. Lesson Manager

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

a. Create a folder

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

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



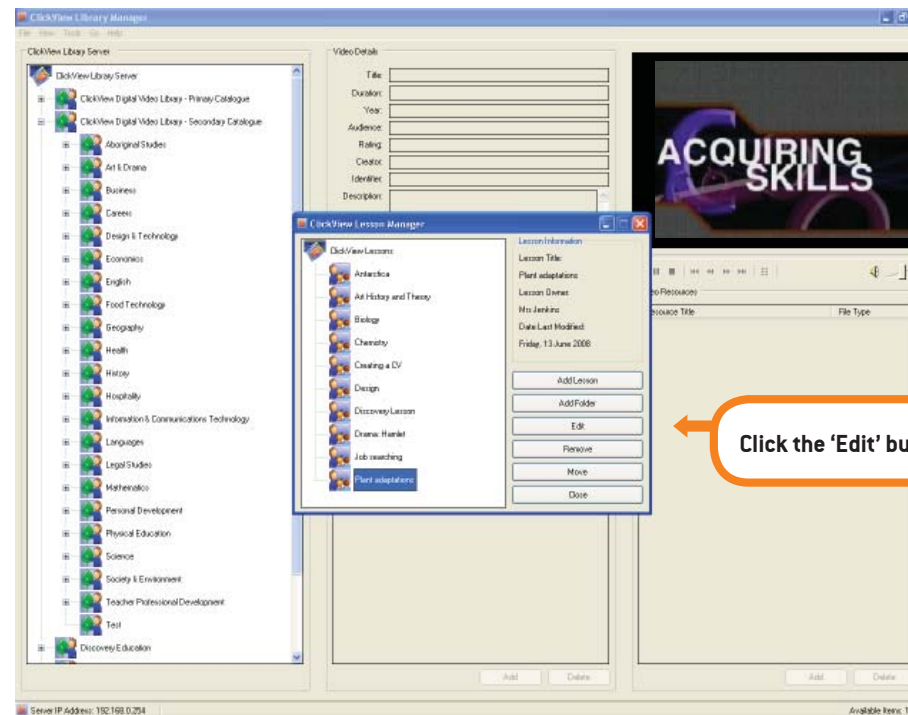
b. Edit existing lessons/ Change a lesson password

This feature is useful if a teacher has forgotten their password to their lesson and can't edit it themselves.

1. Open Lesson Manager as per (a)
2. Select the lesson you wish to edit
3. Select the 'Edit' button

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

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



c. Remove a lesson

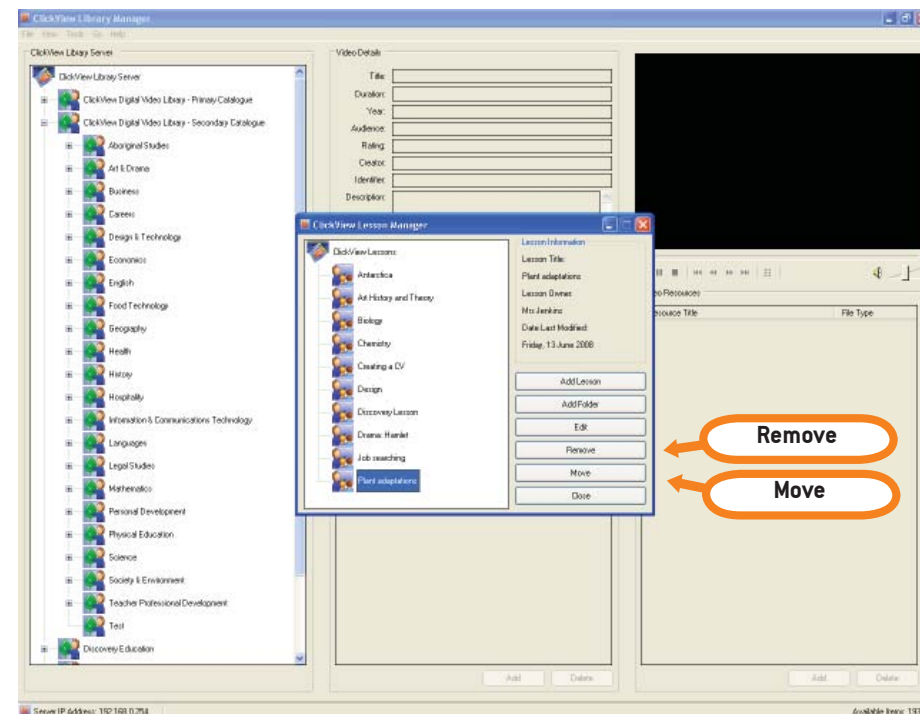
This feature is used if a teacher wants to delete a lesson altogether.

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

d. Move a lesson

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

1. Open Lesson Manager as per (a)
2. Select the lesson you wish to move
3. Select the 'Move' button
4. Select the new destination folder
The lesson will now be relocated and accessible by ClickView Player.

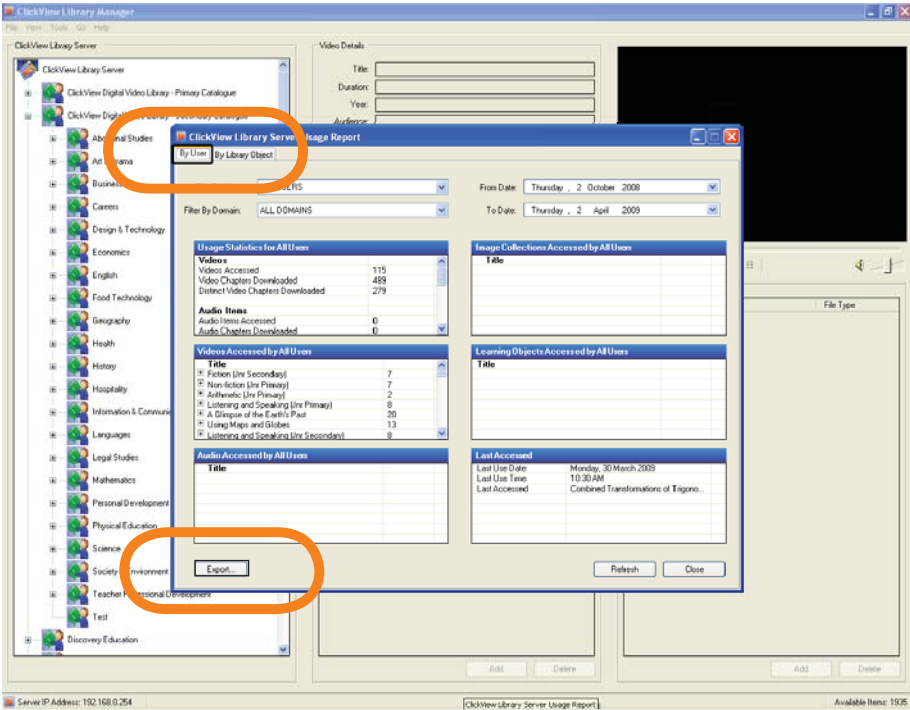
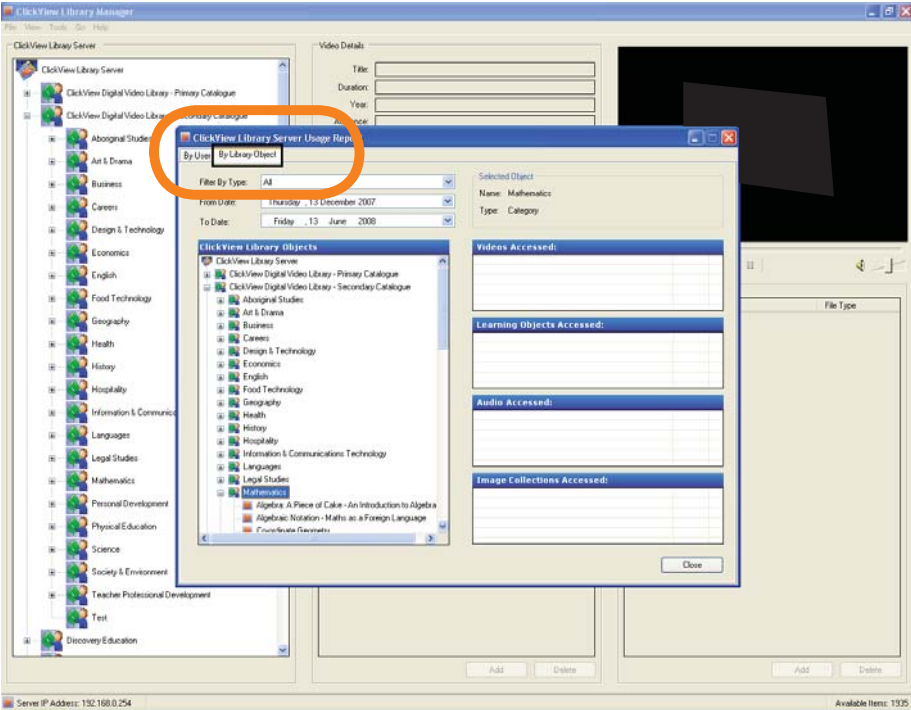


13. The Usage Monitor

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

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

The Usage Monitor will open showing you usage 'By User' by default. You can also see the usage based on a specific library object by selecting the 'By Library Object' tab in the Usage Monitor.



14. Finding a video

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

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

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

