



ClickView Online

User Guide

Available with ClickView Online 3.3 and above



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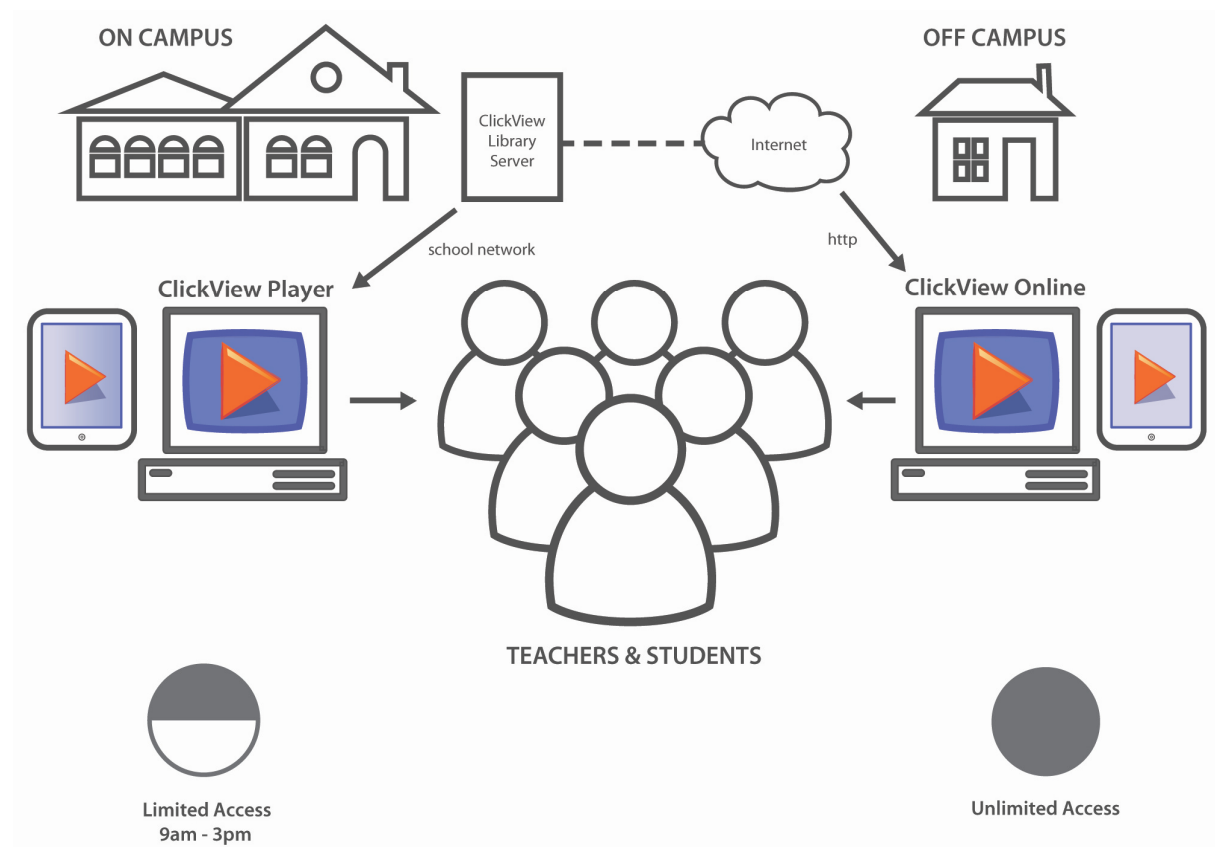
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This ClickView Online User Guide is for multiple regions and as such some functionality may differ slightly from region to region.

What is ClickView Online?

ClickView Online is a browser based video delivery system that is included as part of the standard ClickView solution with ClickView 2 and above. It is designed to work with your existing network based ClickView solution, providing a choice of video delivery methods with a wide range of devices and software products.

ClickView Online allows teachers and students access to their video library over the internet. You can choose the titles that you wish to synchronise to our server so that they can be accessible at all hours, any day of the week through an internet browser.



This manual has been designed to assist you in setting up ClickView Online at your school and provide you with the information required to manage this service.

Important information before you start

There are 4 main steps to setting up ClickView Online.

Step 1: Synchronising your existing digital video library to ClickView Online

Step 2: ClickView Online Account Creation and Management

Step 3: Sending the Teacher and Student ClickView Online Account Notification Email

Step 4: Using ClickView Online to browse, search and watch videos

These steps will require access to ClickView Library Server and a browser with internet access. You will also need to have your ClickView Online Manager account and ClickView Media Store account details assigned to your school by ClickView.

If you wish to browse, search and watch videos using ClickView Online, please go to page 17.

Please contact ClickView Customer Service in your country if you do not have these details. Contact details can be found at the end of this document.

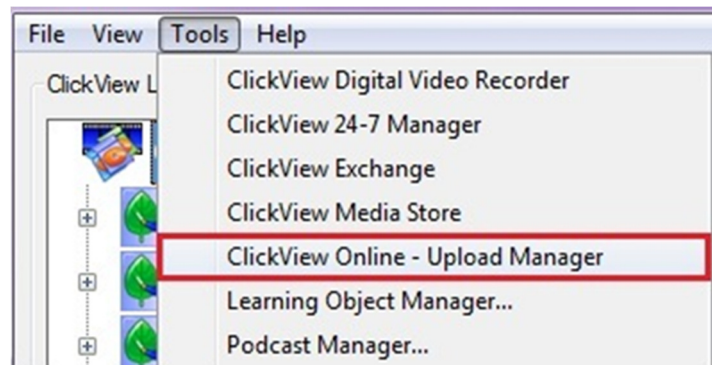
Setting up ClickView Online

Step 1: Synchronising your existing digital video library to ClickView Online

The **ClickView Online – Upload Manager** within the ClickView Library Server software is where you will be able to synchronise your library in order for it to be accessible to teachers and students online.

To locate the ClickView Online – Upload Manager:

1. Go to '**ClickView Server**' > '**Tools**' > '**ClickView Online – Upload Manager**'.



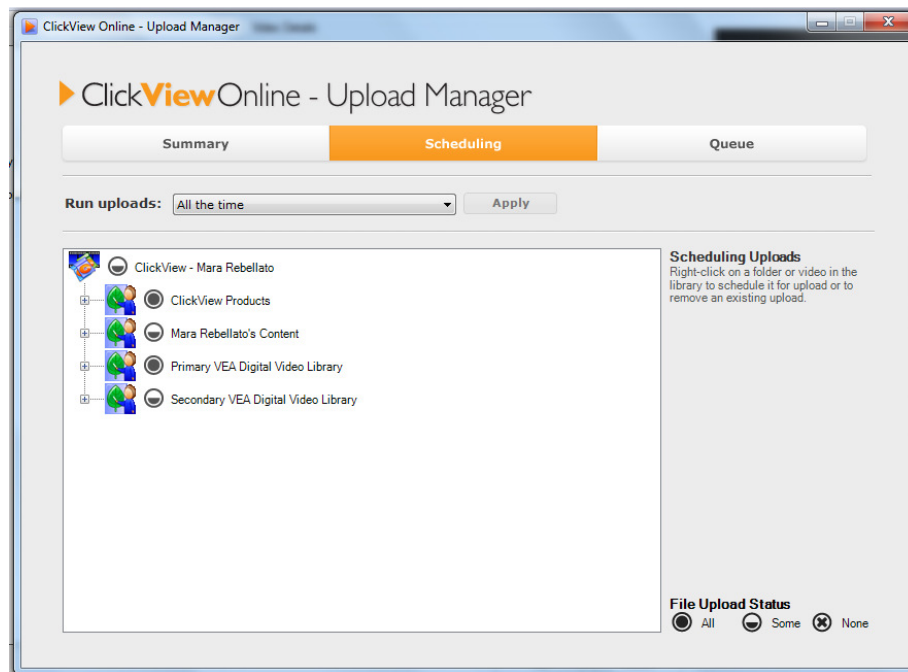
You can synchronise your library automatically, manually and on a title by title basis.

Automatic Synchronisation

Automatic ClickView Online synchronisation allows you to set a specific synchronisation time so it can be run in the background without requiring any further monitoring or management.

To set up automatic synchronisation:

1. Click the **'Scheduling'** tab
2. Choose the video folders or subfolders you would like to synchronise.
3. Right click on these folders and select **'Enable Upload'**
4. Select **'Run uploads'** drop down list to select the most suitable time to perform the synchronisation. ClickView recommends that you perform synchronisation during times of minimal usage (i.e. overnight and on weekends).

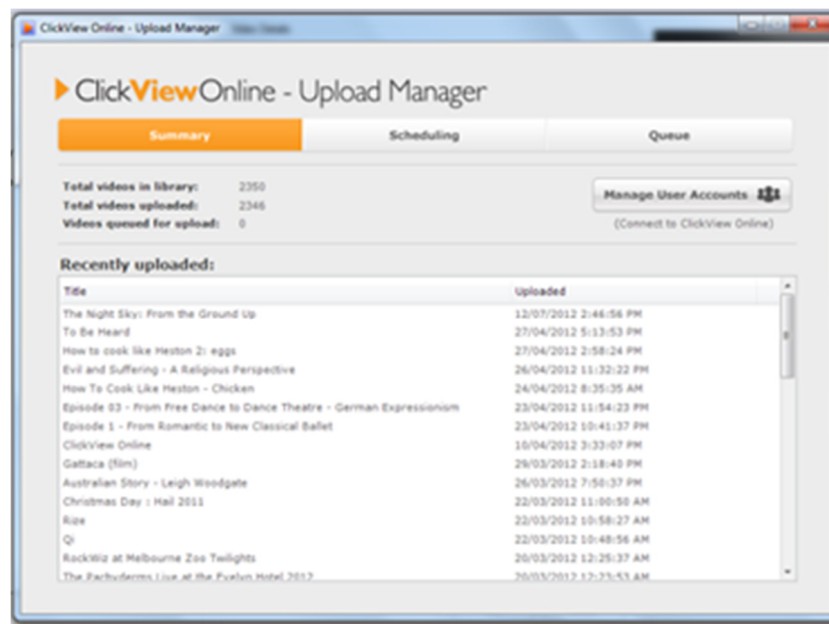


ClickView Online Upload Manager Summary and Queue Tabs

The ClickView Online Upload Manager screen also provides the **'Summary'** tab and the **'Queue'** tab to assist you in tracking which titles are ready to use and which are still awaiting synchronisation.

Summary Tab

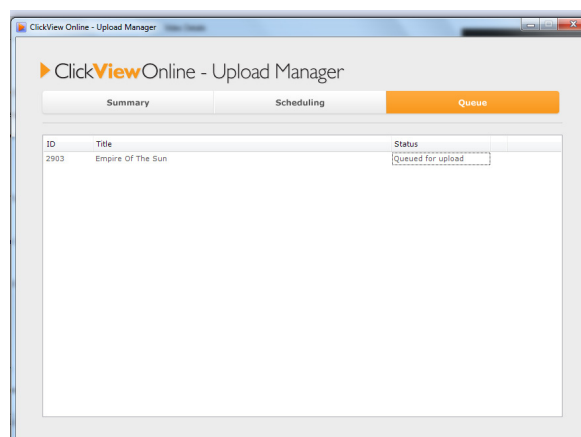
This screen provides information on how many videos have been synchronised, by title, date and number of titles.



Title	Uploaded
The Night Sky: From the Ground Up	12/07/2012 2:46:56 PM
To Be Heard	27/04/2012 5:13:53 PM
How to cook like Heston 2: eggs	27/04/2012 2:58:24 PM
Evil and Suffering - A Religious Perspective	26/04/2012 11:32:22 PM
How To Cook Like Heston - Chicken	24/04/2012 8:35:35 AM
Episode 52 - From Free Dance to Dance Theatre - German Expressionism	23/04/2012 11:54:23 PM
Episode 1 - From Romantic to New Classical Ballet	23/04/2012 10:41:37 PM
ClickView Online	16/04/2012 3:33:07 PM
Gattaca (film)	26/03/2012 2:18:40 PM
Australian Story - Leigh Woodgate	26/03/2012 7:58:37 PM
Christmas Day - Hall 2011	22/03/2012 11:00:50 AM
Rise	22/03/2012 10:58:27 AM
Qi	22/03/2012 10:48:56 AM
RockWiz at Melbourne Zoo Twilights	20/03/2012 12:25:37 AM
The Pachyderms Live at the Pavalon Hotel 2012	20/03/2012 12:23:53 AM

Queue Tab

This screen allows you to see the progress of titles waiting to be synchronised to ClickView Online.



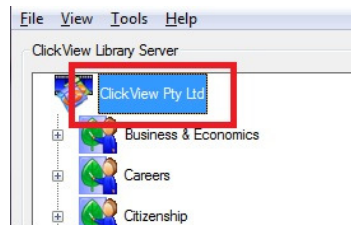
ID	Title	Status
2903	Empire Of The Sun	Queued for upload

Manual Synchronisation

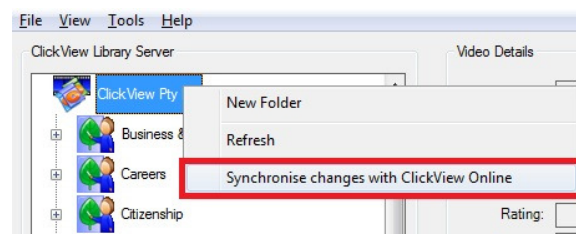
Manual Synchronisation allows you to update recent changes or new ClickView content from your ClickView Server to ClickView Online. This is necessary if you rename folders, edit metadata, change ratings or change your folder structure.

To perform a manual synchronisation:

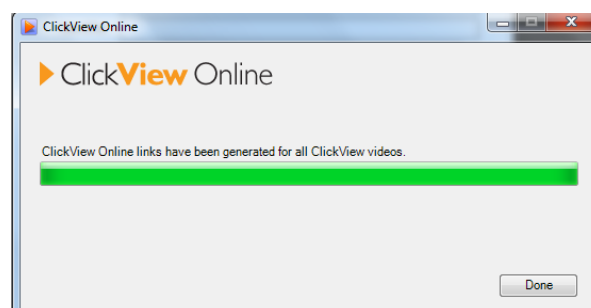
1. Right click on your ClickView Server name in the ClickView Library Server



2. Select 'Synchronise changes with ClickView Online'



ClickView Server will then update your current ClickView Server folder structure and videos. These changes will be updated on ClickView Online. The process is successful when the following message appears.

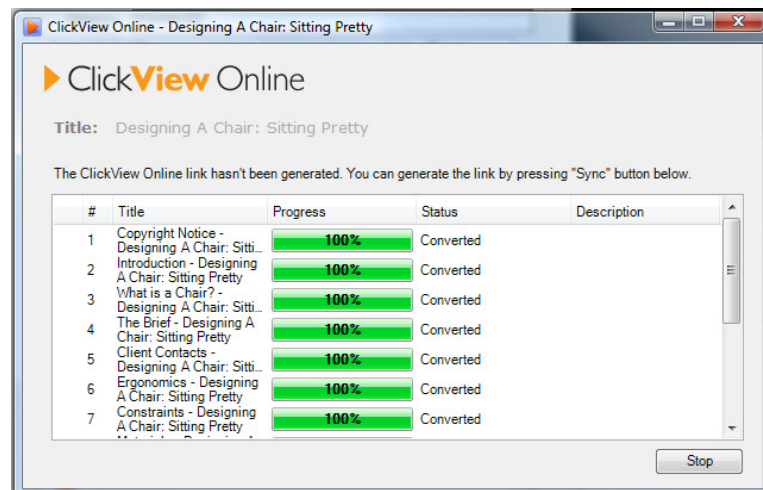


Synchronising Individual Titles

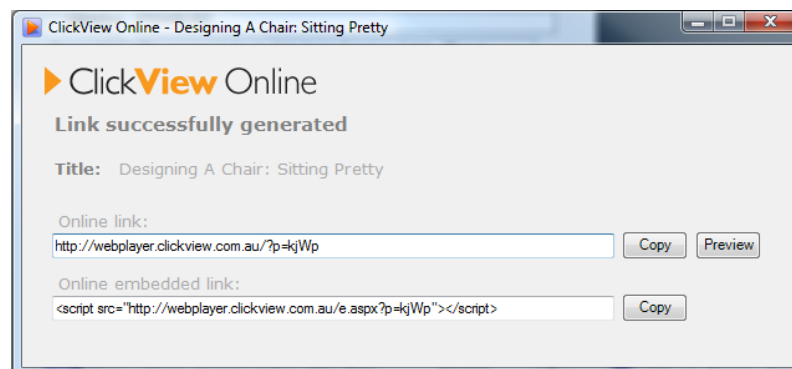
If a title requires to be made accessible on ClickView Online quickly, the automatic synchronisation process can be bypassed by synchronising an individual title.

To generate a ClickView Online URL for an individual title:

1. Open ClickView Library Server
2. Select folder or subfolder
3. Right-click on the video title
4. Select '**Generate ClickView Online URL**'.
5. Click the button '**Generate**' to begin the conversion and upload process.



Once the ClickView Online URL has been generated, the following screen will appear and your video can now be accessed online.



Once you have decided which titles to synchronise, and have started this process, you are now ready to give your teachers and students access to your ClickView Online video collection.

Step 2: ClickView Online Account Creation and Management

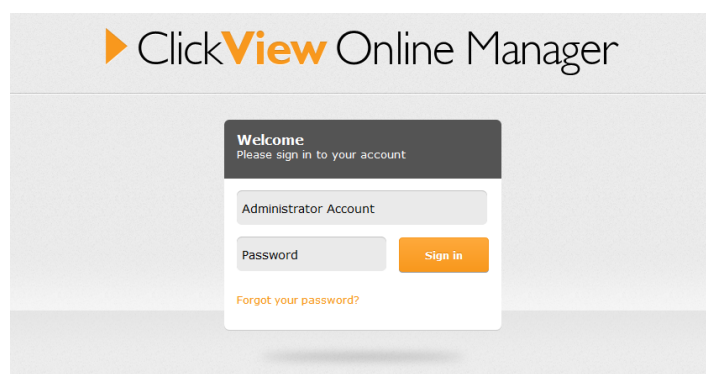
When you sign up to ClickView, you are given a ClickView Online Manager username and password. This Manager Profile will allow you to add and remove teacher and student accounts, govern Media Store purchasing power of your teachers and manage your ClickView Digital Library.

Using the ClickView Online Manager Web Interface

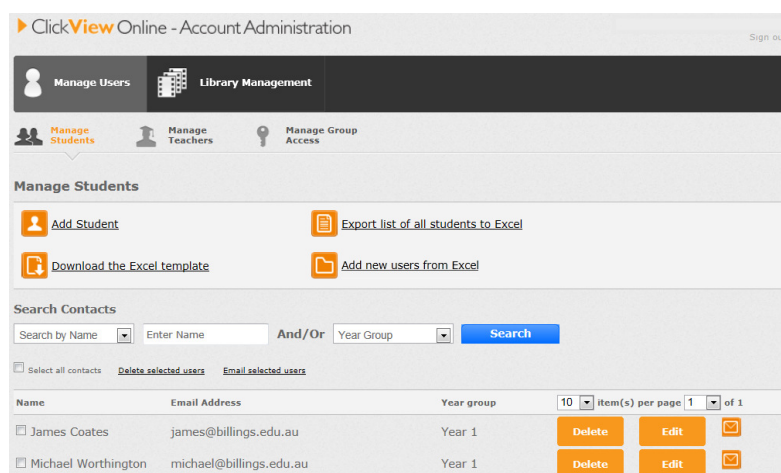
The ClickView Online web interface is used for account and library administration. You can add, edit and remove teachers/students as well as set and manage user account privileges.

To access the ClickView Online Manager:

1. Open a browser
2. Go to your ClickView Online Manager interface – e.g. for Australia, go to online.clickview.com.au/manager; for the United Kingdom go to online.clickview.co.uk/manager
3. Enter the username and password. For example:
Administrator Account: ADM76885
Password: t657gy
4. Click Sign In.



The following screen will appear. This is the ClickView Online – Account Administration screen.



The following tasks can be performed from this screen:

1. Manage Teacher Accounts: Add, edit and remove teacher accounts (p.10)
2. Manage Student Accounts: Add, edit and remove student accounts (p.12)
3. Manage Group Access: Restrict student access based on grade and video rating (p.13)
4. Govern Media Store purchasing power: enable or restrict accounts who can purchase Media Store videos (p.15)

Adding students and teachers can be done individually or by bulk, by downloading the spread sheet (see Manage Teacher Accounts).

Teacher and Student Account Basic Information

Before creating ClickView Online Accounts for your school, there is some important information you will need to know.

There are two account levels in ClickView Online; teacher and student accounts.

Teacher Accounts

The teacher account will give the user access to the ClickView Library, ClickView Exchange and ClickView Media Store tabs as well as Workspaces and Playlists. It is up to the ClickView Manager to determine if a teacher account has purchasing power at the ClickView Media Store.

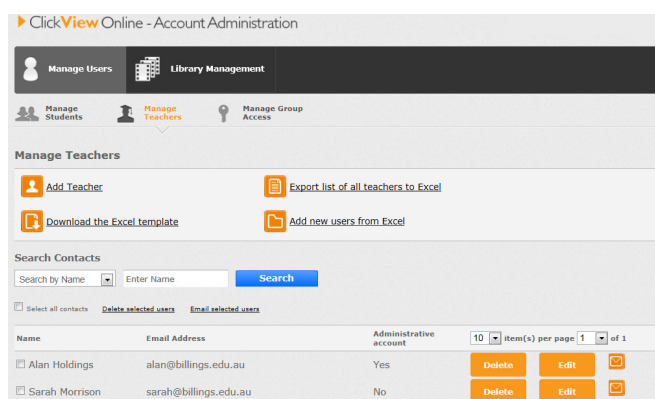
Student Account

The students can only browse, search and watch videos they have been given access to and access Workspaces and Playlists.

Manage Teacher Accounts

A teacher account will give the user access to the ClickView Library, ClickView and purchasing power at the ClickView Media Store.

From the ClickView Online Account Administration screen, the ClickView Online Manager can add an individual teacher account or bulk import an Excel spread sheet of teacher contacts into ClickView Online.



Adding an Individual Teacher:

1. Click on the **'Manage Users'** tab
2. Select **'Manage Teachers'** tab
3. Select **'Add Teacher'**
4. Fill in teacher's name, email address and temporary password. You can also select this teacher to be an Administrative Contact (see p 11)
5. Click **'Save'**

Bulk Import of Teachers

1. Click on the **'Manage Users'** tab
2. Select **'Manage Teachers'** tab
3. Download and open the Excel template under **'Download the Excel template'**.
4. Fill in teachers First Name, Surname and Email Address
5. Save file.
6. Return to the Manage Teachers Screen
7. Select **'Add new users from Excel'**
8. Browse and select the Excel template with your teacher information
9. Click **'Attach'**

Your teachers' information will then be collated and entered into your ClickView Online Account Administration screen as a contact. You can delete or edit any existing user.

You also have the ability to search for a teacher by name or by email. If a user needs their login details emailed to them, click the orange envelope next to their name.

Administrative Contacts

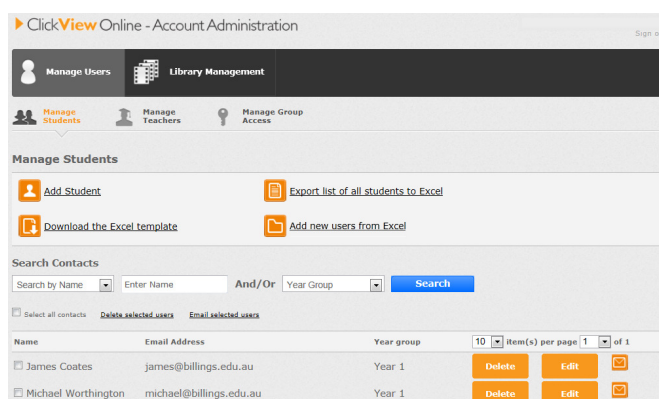
Teachers can also be marked as Administrative Contacts. This indicates those teachers that need to be notified of a Media Store purchase or ClickView Exchange request.

You can restrict Media Store purchasing to Administrative Contacts only through the **Library Management > Manage Media Store** tab.

Manage Student Accounts

From here, the ClickView Online Manager can add an individual student account or bulk import an Excel spread sheet of student contacts into ClickView Online. The Manager can download the template for bulk importing under '**Download the Excel template**'.

Note: When filling in the Year column, please ensure you type 'Year X'. Variations including 'Yr 7' and 'Yr. 7' will not be accepted upon import.



Adding an Individual Student:

To add an individual student account:

1. Click on the '**Manage User**' tab
2. Select 'Manage Student' tab
3. Select 'Add Student'
4. Fill in student's name, email address, year level and temporary password
5. Click 'Save'

To bulk import student accounts:

1. Click on the '**Manage Users**' tab
2. Select 'Manage Student' tab
3. Download and open the template under '**Download the Excel template**'.
4. Fill in students First Name, Surname, Year Level and Email Address
5. Save file.
6. Return to ClickView Online – Account Administration screen
7. Click on 'Manage Students'
8. Select 'Add new users from Excel'
9. Browse and select the Excel template with your students' information
10. Press 'Attach'

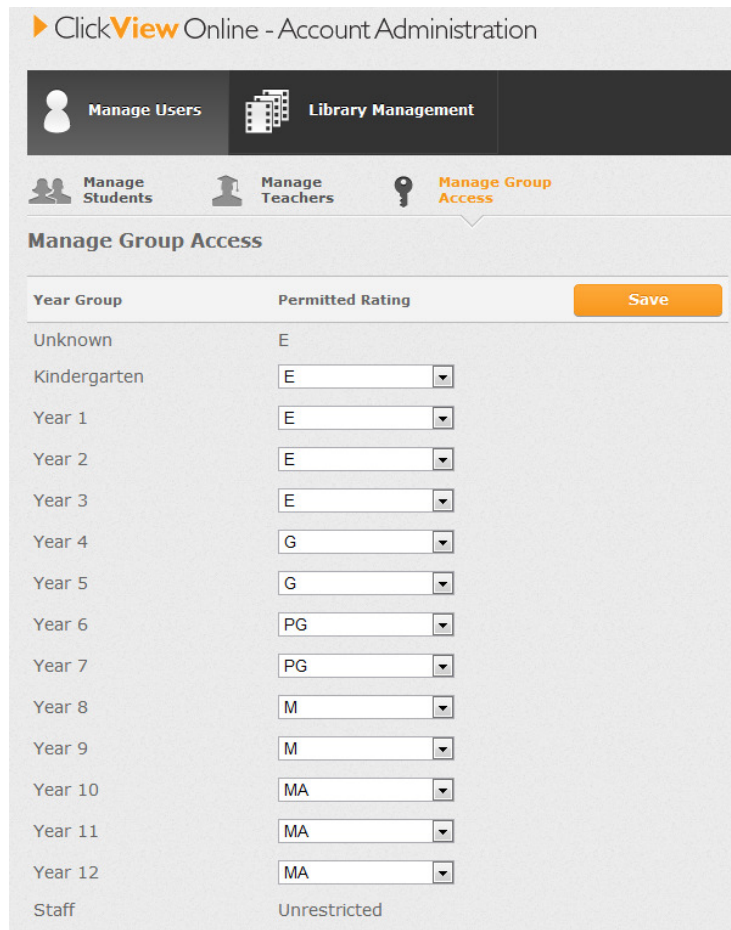
Your students' information will then be collated and entered into your ClickView Online Account Administration screen. You can delete or edit any existing user.

You also have the ability to search for a student by name or by email. If a user needs their login details emailed to them, click the orange envelope next to their name.

Manage Group Access

This tab allows content to be restricted to student based upon the **'Year group'** they are assigned in the Manage Student Accounts tab. The **'Permitted Rating'** you select for each year group will be the *maximum* level of content that the particular **'Year Group'** has access to.

The example below, a Year 7 student will have access to all videos rated E, G and PG where a Year 8 student can view all the same videos as well as those videos rated 'M'. This will differ according to your region and the video ratings available.



Year Group	Permitted Rating	Save
Unknown	E	
Kindergarten	E	
Year 1	E	
Year 2	E	
Year 3	E	
Year 4	G	
Year 5	G	
Year 6	PG	
Year 7	PG	
Year 8	M	
Year 9	M	
Year 10	MA	
Year 11	MA	
Year 12	MA	
Staff	Unrestricted	

The video ratings are set from within the ClickView Library Server. If your content does not have a rating, it will only appear for those with 'Unrestricted' group access.

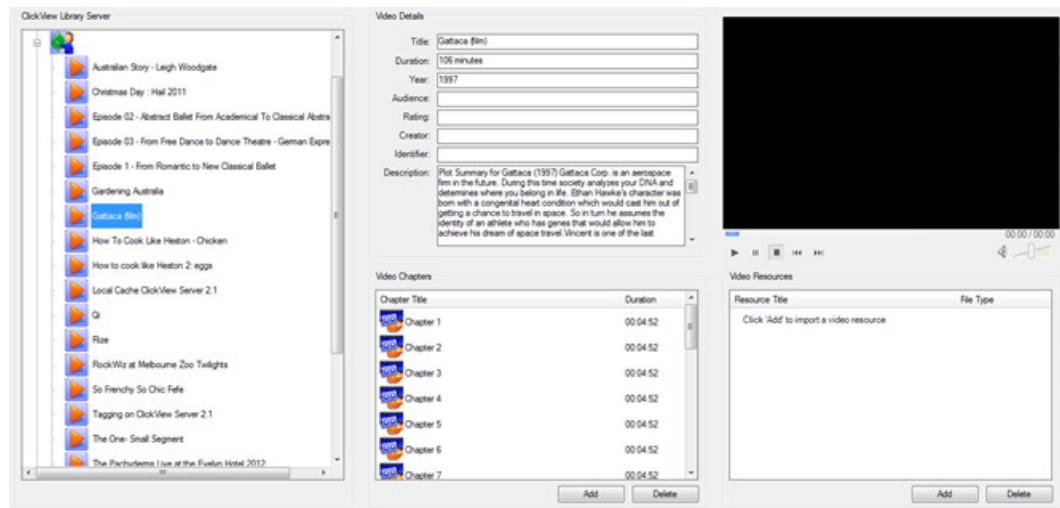
Note: ClickView offers single sign on solutions. Please contact your ClickView office for more information.

Changing the Rating Classification of a Video

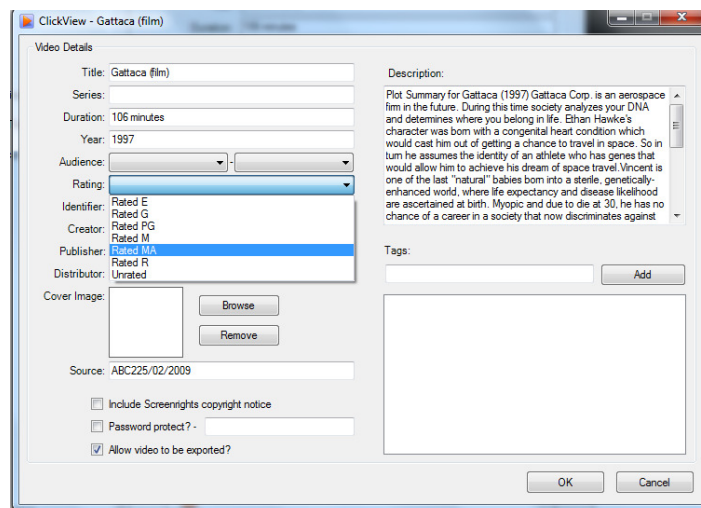
To change the rating of a video on ClickView Online, the change must first be made through the ClickView Manager software.

To change the rating of a video:

1. Open 'ClickView Manager' or 'ClickView Server'.
2. Select the folder or subfolder.
3. Select the video title you wish to edit.
4. Double click on the **'Video Details'**.



5. Click on the **'Ratings'** drop down list.
6. Select the desired rating.
7. Press **OK**.

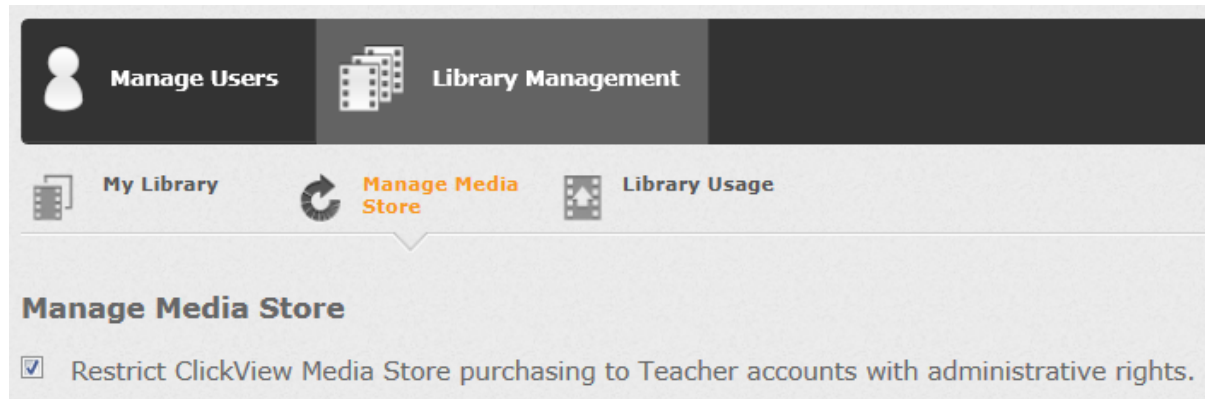


8. Complete **'Manual Synchronisation'** to update this information to ClickView Online (see page 6).

Media Store Purchasing

By default, all teacher accounts will have the ability to purchase video from ClickView Media Store. You have the ability to restrict purchasing to those Teachers marked as Administrative Contacts only. To do this:

1. Login to ClickView Online Manager
2. Go to **'Library Management' > 'Manage Media Store'**
3. Tick the 'Restrict ClickView Media Store purchasing to Teacher accounts with administrative rights' box to allow this feature.



Note: Unchecking this will give all teacher accounts access to purchase Media Store videos.

Library Usage

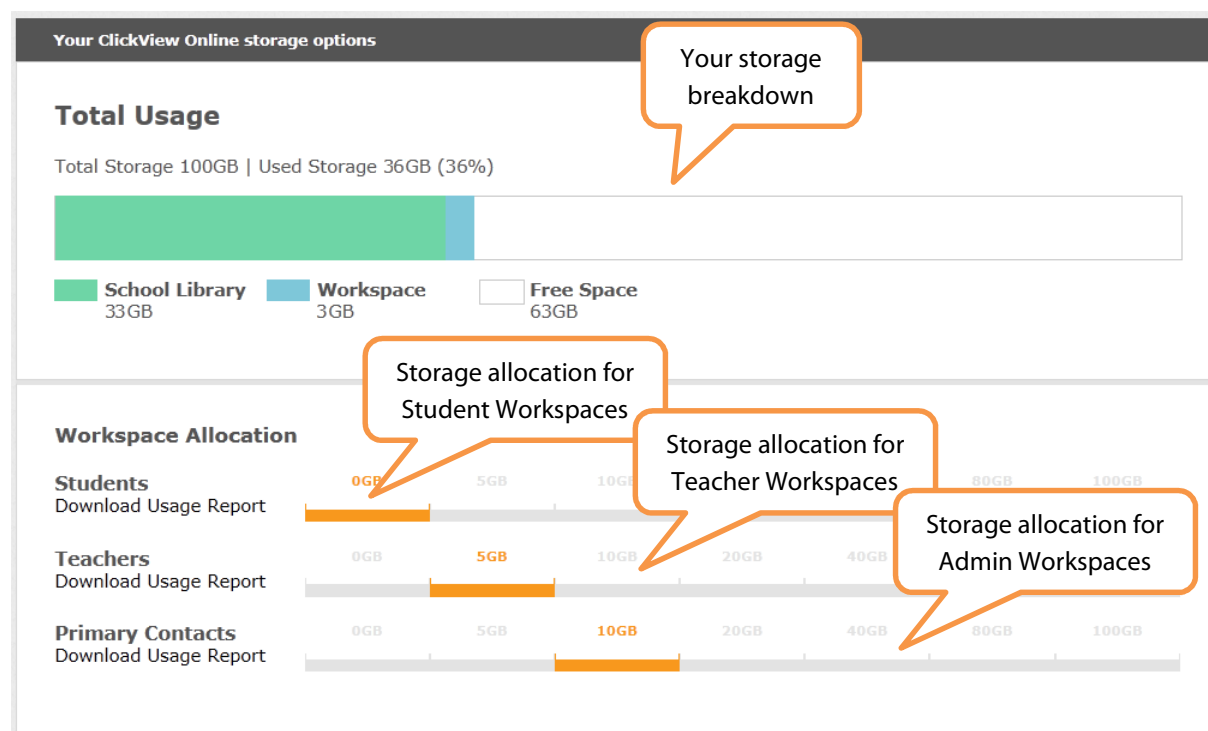
ClickView Online institutions can choose the storage size of their online Library. With ClickView Media Suites Essentials, institutions are given 100GB of storage by default and ClickView Media Suites Advanced are given 1TB with the option of purchasing more storage as needed. This storage can be allocated to student, teacher and Administrator workspaces or left completely dedicated to the institutions ClickView Online library.

All videos that have been added by the school's ClickView users contributes towards the usage of this storage.

Note: All ClickView videos including libraries and Media Store purchases do not contribute to the overall storage usage.

To view your current ClickView Online storage breakdown:

1. Log into the ClickView Online Administration account using your Administrator details.
2. Go to '**Library Management**' > '**Library Usage**'.
3. You will be shown the breakdown of storage space as well as the maximum space given to each student, teacher and Primary Contacts workspace. A Primary Contact is anyone who has had the Administrator check box ticked (see page 13).



To allocate the storage space available for students, teachers or Primary Contacts, select the storage bracket on the corresponding bar. It will save automatically.


Note: If you reduce the Workspace Allocation and there are ClickView Online Users who have exceeded the new storage size, they will not be able to add anymore videos until some content has been removed from their workspace and they are under the limit again.

At any time, you can download a usage report which will show the breakdown of each ClickView Online user's Workspace Storage. To download a report, click on the '**Download Usage Report**' link under the Student, Teacher or Primary Contact heading.

Step 3: Sending ClickView Online Users an Account Notification Email

When a teacher or student has their ClickView Online Account created you can send a notification email to the user with their ClickView Online Account username and password details.

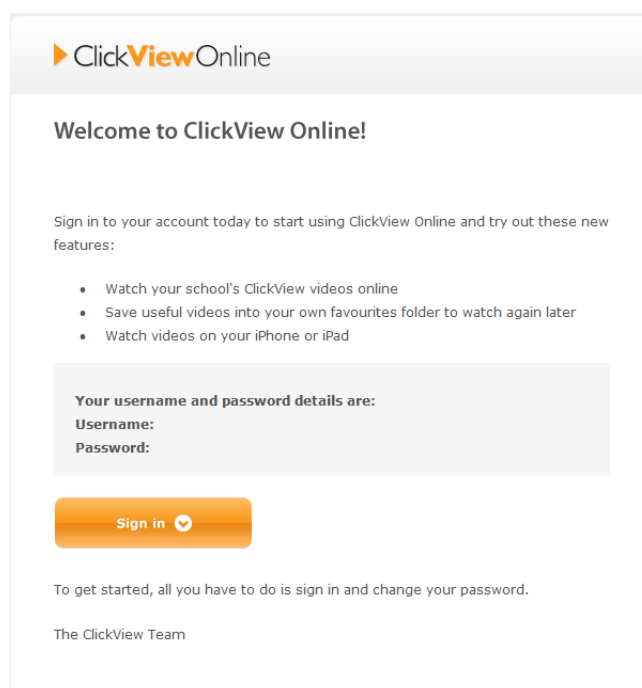
To send an individual Teacher or Student email notification:

1. Access ClickView Online Manager interface
2. Select **'Manage Users'** in the ClickView Online Account Administration screen
3. Select either the **'Manage Student'** or **'Manage Teacher'** tab
4. Select user by ticking the box next to their name
5. Click the email icon next to user name 

To send bulk Teacher or Student ClickView Online Account Details:

1. Access ClickView Online Manager interface
2. Select **'Manage Users'** in the ClickView Online Account Administration screen
3. Select either the **'Manage Student'** or **'Manage Teacher'** tab
4. Click **'Select all contacts'** link
5. Click **'Email selected contacts'** link

An email is sent to the teacher or student. The resulting email looks like this.

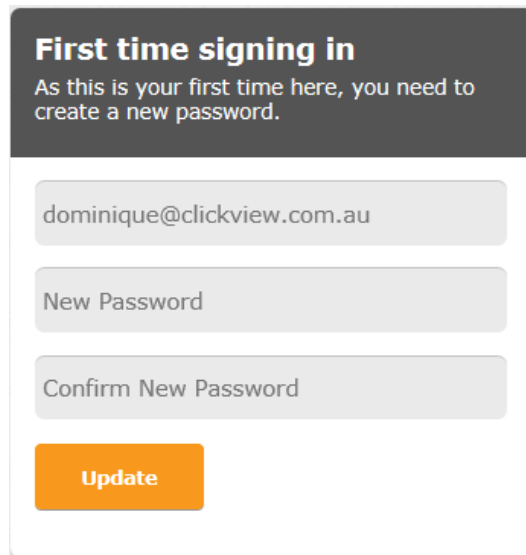


Teachers and students will be asked to change their password when they first log into ClickView Online. If this email does not arrive, please get your students and teachers to check their junk-mail folder, or ensure that ClickView has been whitelisted in your institutions spam filter.

Step 4: Using ClickView Online to browse, search and watch videos

To access a ClickView Online Account for either a teacher or student

1. Open a browser.
2. Navigate to your ClickView Online interface (e.g. for Australia, go to online.clickview.com.au; for the United Kingdom go to online.clickview.co.uk).
3. Enter in the details that have been emailed to you and click **Sign In**. If it is your first time logging in, you will be required to change your password.



The screenshot shows a 'First time signing in' form. At the top, a dark grey header contains the title 'First time signing in' in white, followed by the instruction 'As this is your first time here, you need to create a new password.' in a smaller white font. Below the header, the form has three light grey input fields: the first contains the email 'dominique@clickview.com.au', the second is labeled 'New Password', and the third is labeled 'Confirm New Password'. At the bottom of the form is an orange button with the text 'Update' in white.

4. Select the **'My Library'** tab to begin browsing your school's own digital video collection.

Playing a ClickView Online Video using ClickView Online Account

1. Click on a folder or subfolder or type in a search term

ClickView Online

Welcome! Screen Shot testing - Sign out
Clickview - John Bonnyman

My Library ClickView Exchange Media Store Favourites Search My Library...

2284 Videos

Recently Added

- Art
- Biology
- Business & Economics
- Careers
- Chemistry
- Citizenship
- Design and Technology
- Food Technology
- Geography

Media Store now open.

Buy educational videos for your school straight from ClickView Online.

VEA ABC marcom projects NATIONAL GEOGRAPHIC

Online access to your ClickView library

Both teachers and students can now make better use of your school's video resources with off campus access to your ClickView library. Students can access video easily at home for research, homework and assignments, while teachers can more effectively plan which content to use in their daily lessons.

2. Click on the title to select the video.

Chemistry:
58 Videos

Acids and Bases

This program features: Arrhenius and Lowry-Bronsted, Valence structures, exposed protons and proton transfer, diprotic and triprotic acids, the pH scale, conjugate pairs, standard reactions: acid + metal, + oxide, + carbonate, + hydrogen carbonate.

Year: 2005 Producer: VEA

3. Watch the video. It will begin to play automatically.

Acids and Bases in the Home

Back to Chemistry

ACIDS AND BASES AROUND THE HOME

00:03 / 00:54

Producer: Classroom Video
Rating: E
Year: 2009
Description: This program familiarises students with the features of acids and bases, and discusses their physical and chemical properties. The pH scale is introduced with examples of strong and weak acids and bases and the concept of neutral substances is explored. The use of indicators to test the pH of acids and bases is explained, as well as showing the variety of indicators available and their specific...

ClickView Online Web Player Features



The buttons within the ClickView Web Player allows you to perform the following functions:

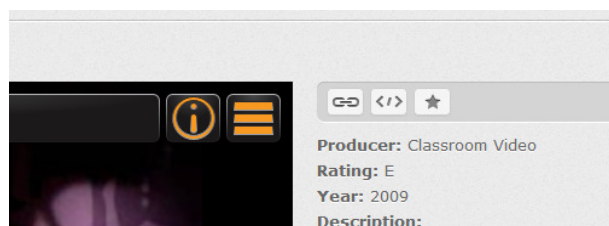


The **'Resources + Chapters'** tab allows you to view both the **'Resources'** and **'Chapters'** tabs.

The Chapter tab lists the videos available chapters and the chapter currently playing will be displayed in orange. Clicking the Resources tab will display the available resource documents for the current video (PPT, Word, Excel and PDF). To download a resource, simply click on it.



The **'Video information'** button allows you to see all the available video data including a description of the video's contents.



The buttons to the right of each video allow you to perform the following functions:



ClickView Online allows you to quickly embed ClickView videos within a Learning Management System, Intranet or Blog, giving you greater flexibility with your ClickView library. You can retrieve the URL of a video by clicking on the "Link" button.



If you wish to embed the video, click on the "Embed" button. The ClickView Online URL is already in HTML tags, ready for you to embed in your page.



Click the orange star to add your video to your Favourites (found within your Playlists) for reference at a later stage.

ClickView Exchange Online Tab

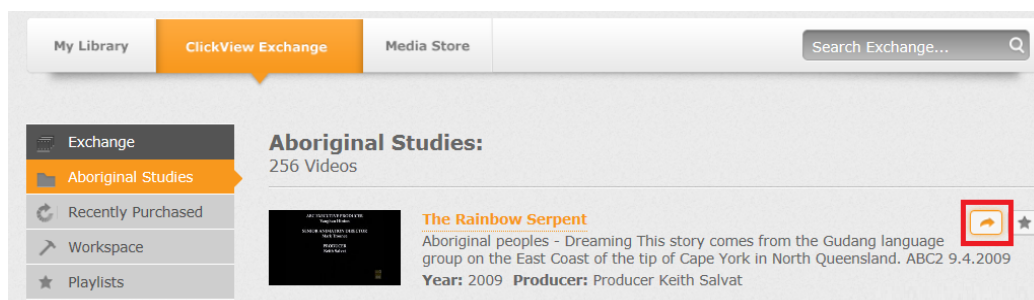
Teachers now have the ability to access all ClickView Exchange videos online, without having to download them locally. The ClickView Exchange tab can be found next to the **My Library** tab on the navigation panel.

This feature is not available for student accounts. In order to store the video locally for editing, the ClickView Manager will need to download the ClickView Exchange video to their local ClickView Library Server and then synchronise to ClickView Online to allow students online video access.



For teachers to request that a ClickView Exchange video be downloaded locally:

1. Click the **'Request Video'** icon to the right of the video. A new screen will appear.



2. Select **'Send Request To'** from the drop down list to find the name of your ClickView Manager to receive the email request.
3. Add any additional notes you wish your school ClickView Manager to know. Click **'Request'**.

Video Download Request ✕

Title: 02/12/2009

Description: Following on from the award-winning first series: Facing new cases, new dilemmas, Aboriginal lawyer Drew Ellis' sweaty, dusty journey on the travelling court is interrupted by tragic news.

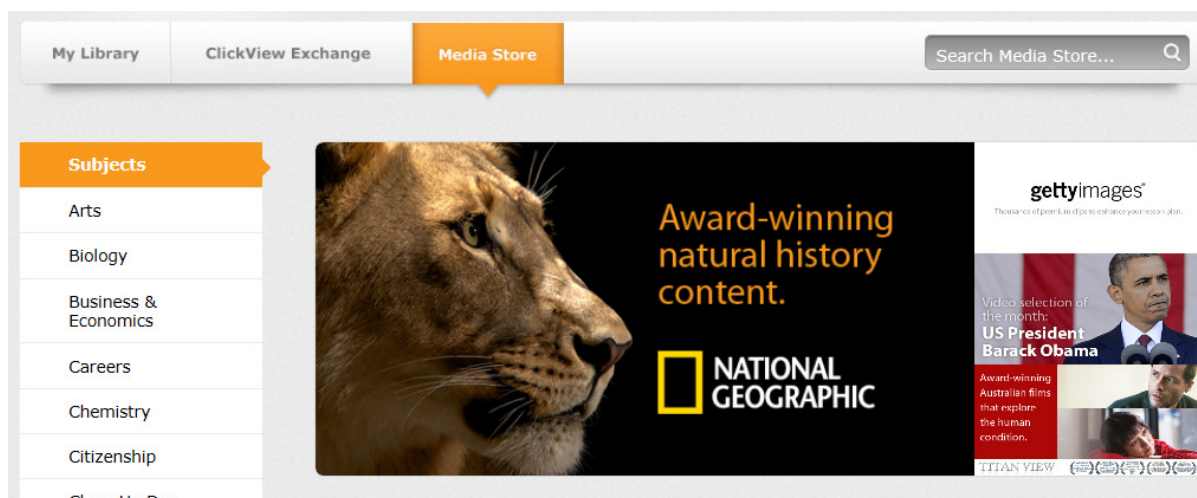
Additional Comments:

Send Request to:

Your ClickView Manager will receive your ClickView Exchange download request will and download the content on your behalf. Students will then have access to these titles if necessary, through their own ClickView Online Student Account, under the **'My Library'** tab or through the ClickView Player at school.

ClickView Media Store

Teachers can now purchase videos directly within the ClickView Online interface through the Media Store tab. **This feature is not available for student accounts.**



Once a teacher purchases a video from Media Store, it is immediately available to all teachers and students within the school under the **'Recently Added'** category in **'My Library'**.

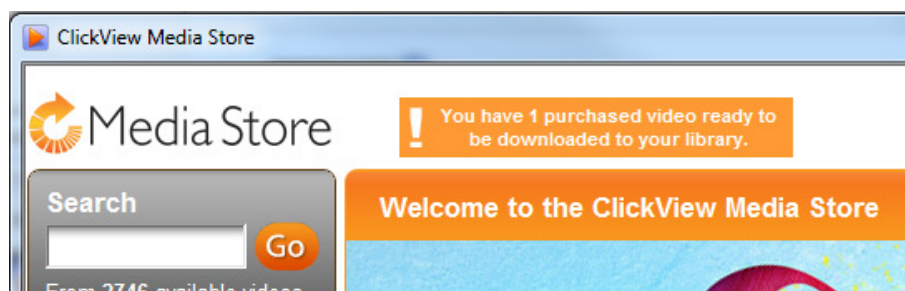
Note: By default all teacher accounts have the ability to purchase any video directly from Media Store. ClickView Online Managers can disable teacher purchasing via the ClickView Online Manager interface (see below). If disabled, teachers can still see Media Store however they can only request videos for Administrative users to approve/purchase.

The purchase of a ClickView video from the Media Store is final and we recommend obtaining a Purchase Order before committing to the purchase. If you believe that a video has been purchased in error, please call ClickView Customer Service immediately.

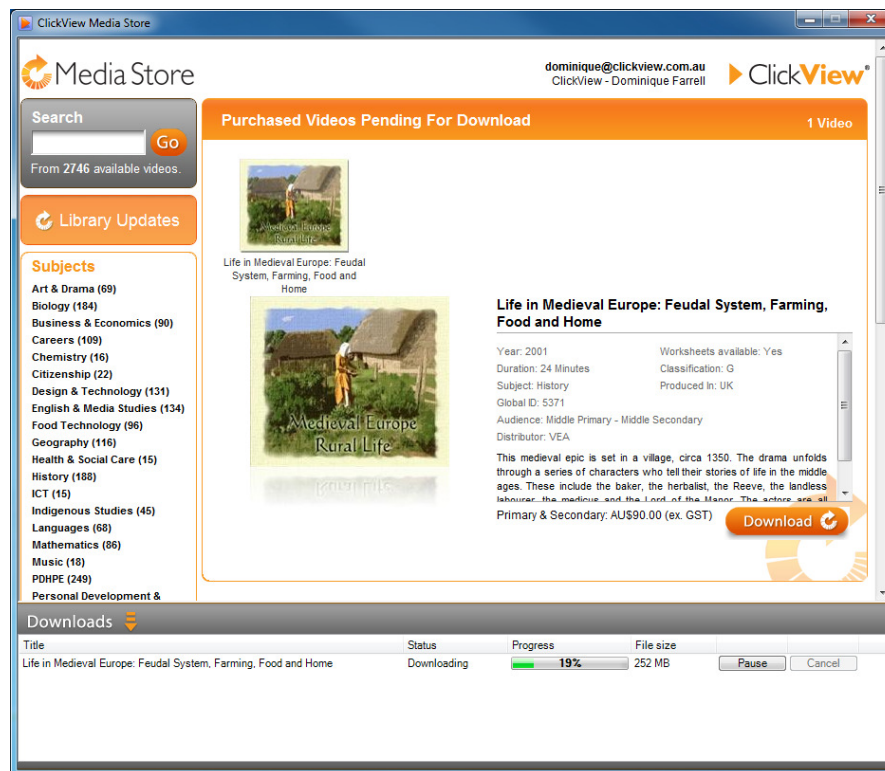
After the video has been purchased by a teacher, the ClickView Manager will need to download it to the local ClickView Library Server and to apply the appropriate ratings to the video. This can be done through the ClickView Library Manager.

To download a network version of a purchased ClickView Media Store title by a teacher:

1. Open ClickView Manager
2. Go to 'Tools'
3. Select 'ClickView Media Store'
4. Sign into 'ClickView Media Store'
5. Select a folder to store any new video titles
6. Click on the orange message alerting you to any new purchased titles



- Download the available titles found at the bottom of the screen.



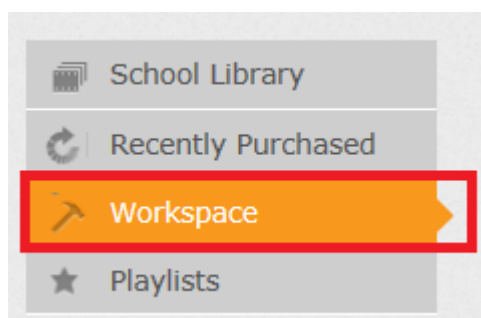
- Refresh the ClickView Manager screen (press F5).
- Click selected folder and title review video, change metadata or ratings.
- Manually synchronise ClickView Library to ClickView Online (page 6).

ClickView Workspaces

ClickView Workspaces are a personal area inside ClickView Online where users can upload and edit videos as well as import videos from Cloud 24-7. Videos can also be downloaded from workspaces in CLK/MP4 format to be added to your ClickView Library Server.

To access your ClickView Workspace:

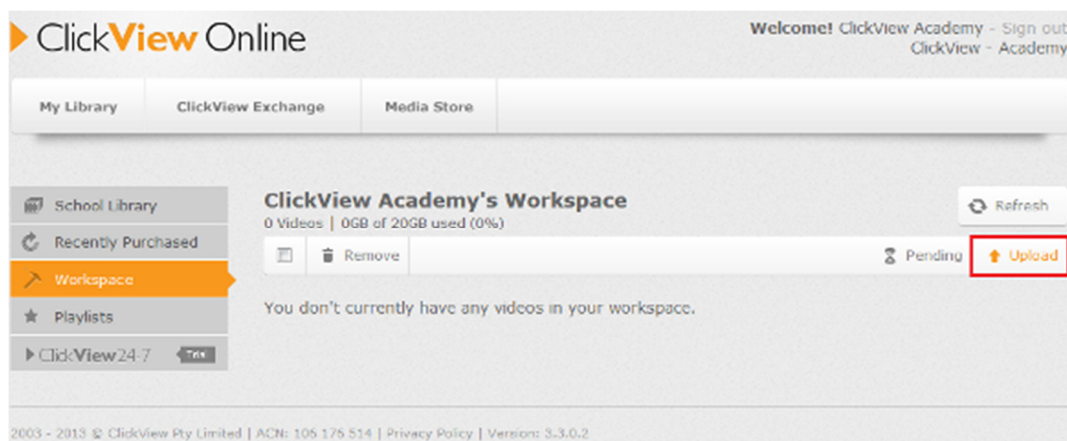
1. Log on to ClickView Online e.g. for Australia, go to online.clickview.com.au; for the United Kingdom go to online.clickview.co.uk.
2. Click on the Workspaces tab on the left hand side of the browser window



Uploading your own content to your ClickView Workspace

You can upload your own content to ClickView Online through your ClickView Workspace. To upload your own content:

1. Log onto ClickView Online and navigate to the Workspaces on the left hand navigation menu.
2. Click the 'Upload' button.



3. Click **'Upload File'**.

The screenshot shows the 'Video Uploader' interface. On the left is a sidebar with navigation links: 'My Library' (highlighted), 'ClickView Exchange', and 'Media Store'. Below these are 'School Library', 'Recently Purchased', 'Workspace', 'Playlists', and 'ClickView 24-7'. A storage status box indicates 'Available Workspace storage: 0.0GB of 20GB Used'. The main area is titled 'Video Uploader' and contains an 'Upload progress' section with a red-bordered 'Upload file' button. Below this are text input fields for 'Title' and 'Description'. A 'Save Changes' button is at the bottom right.

4. Select the video from its location and the upload will begin.

This screenshot shows the 'Video Uploader' interface with the upload progress bar at 1%. The 'Upload file' button is no longer visible, indicating the upload process has started. The 'Title' and 'Description' fields remain empty.

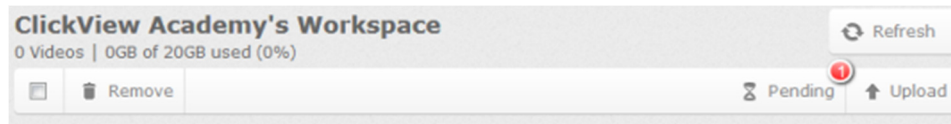
5. Add a title and description and once the video has completed uploading select **'Save Changes'**.

This screenshot shows the 'Video Uploader' interface with the upload progress bar at 100%. The 'Title' field now contains the text 'Becker' and the 'Description' field contains the text 'A sitcom about an ill tempered doctor in New York, his daily struggles with incompetent staff, nicotine addiction and his friends'. The 'Save Changes' button is highlighted with a red box.

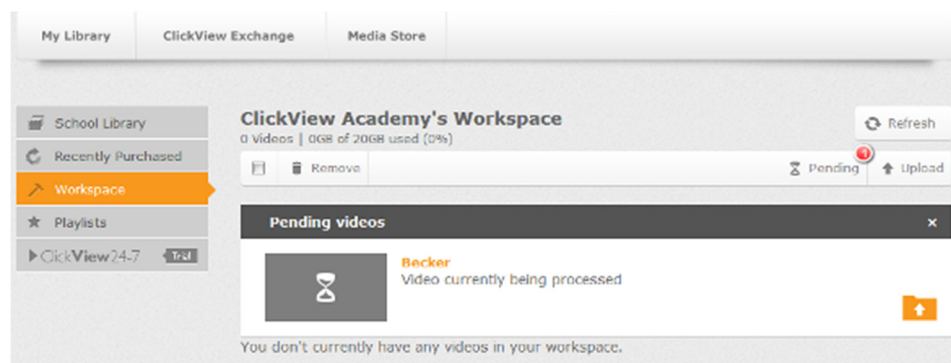
6. When the upload is complete the following message will appear.

Saved. please give up to 20 minutes for this video to appear in your workspace.

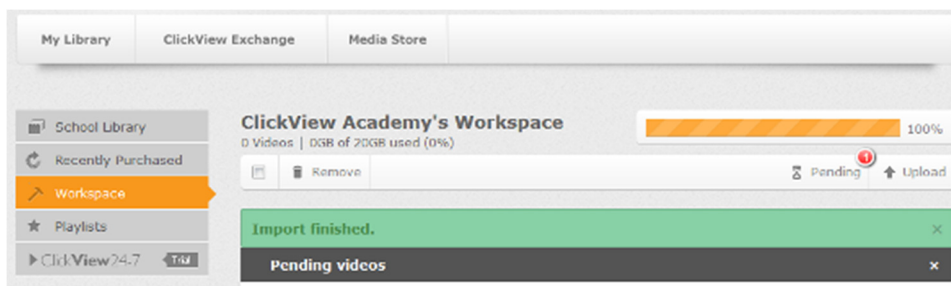
7. Click **'Back to Workspace'** to continue.
8. You will now see your video in the **Pending** queue.



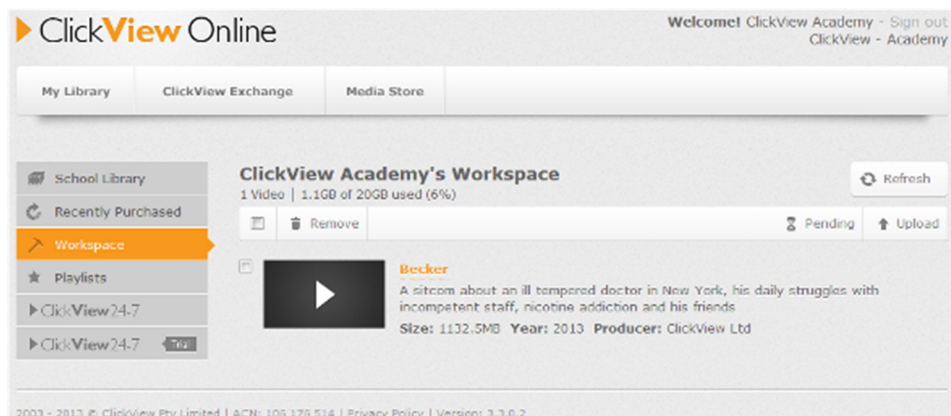
9. To view the status of the video, click **Pending**.



10. Once the upload has completed, click **'Refresh'**

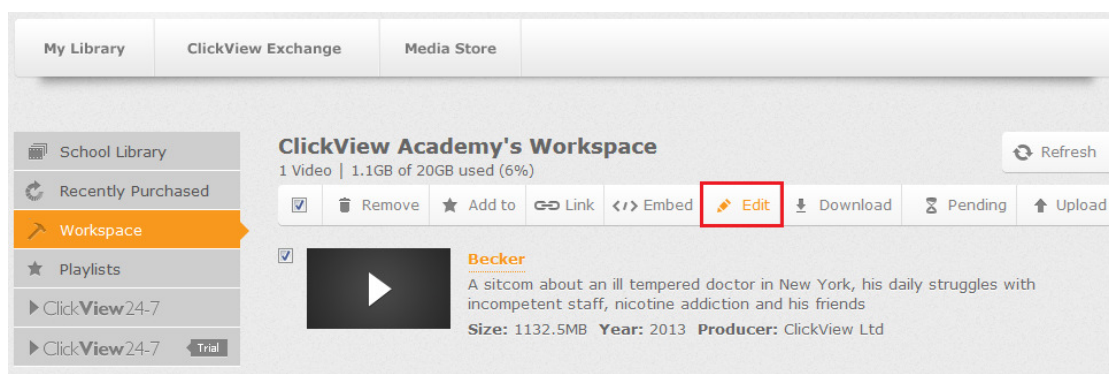


11. The video should now appear in your Workspace.

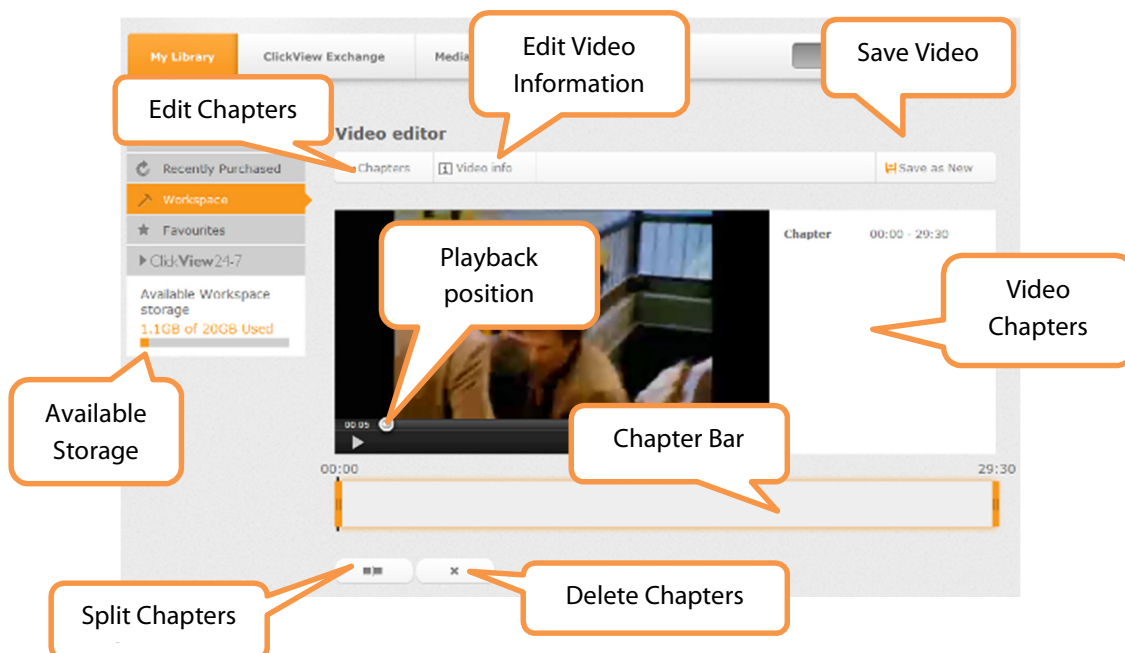


Editing your own content within your ClickView Workspace

1. Log onto ClickView Online and navigate to the Workspaces on the left hand navigation menu.
2. Select the video by clicking on the check box to the left of the video and click 'Edit'.

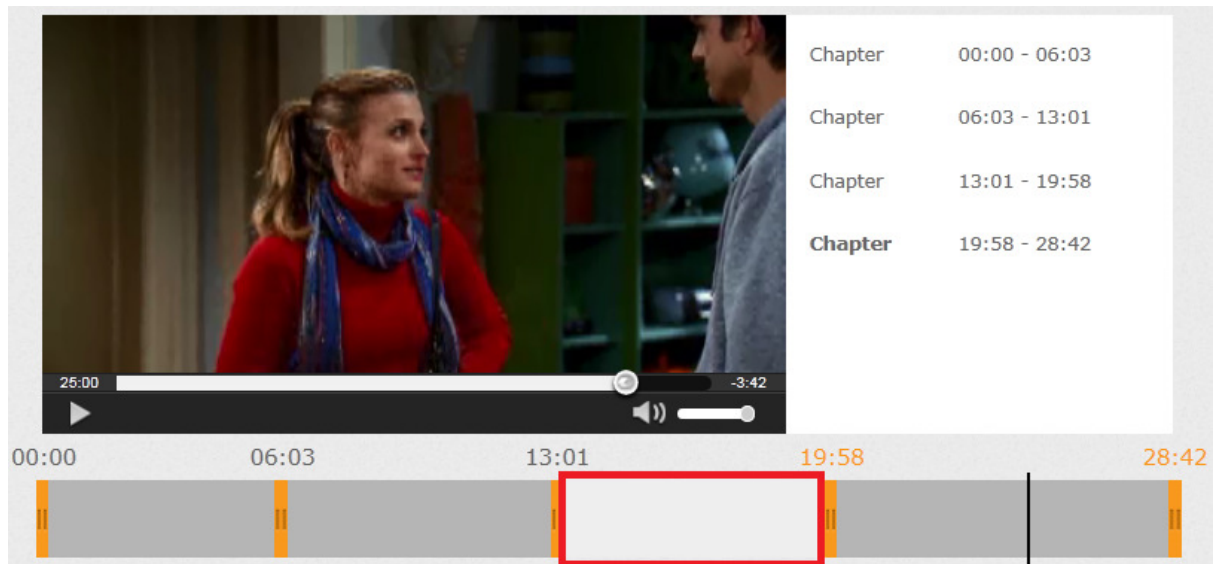


3. You will be directed to the ClickView Online Video Editor.



1. To add a chapter, click the '**Chapter**' button. This will split the current chapter in half. If you wish to change the length of the chapter, you can do so by dragging the orange splice points.
2. If you wish to split another chapter, select the chapter you want to split and it will change to a light grey colour. Click the '**Chapter**' button again.

Note: The selected chapter will be a light grey (in red below). The unselected chapters will be a dark grey.

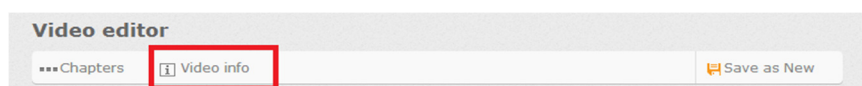


Note: For the best experience, ClickView recommends 5 minute chapters.

3. To delete a chapter, select the chapter you wish to delete and it will turn a light grey colour. Select the **Delete** button (in red below).



4. To edit the program's meta-data, select the '**Video info**' tab above the video playback screen.

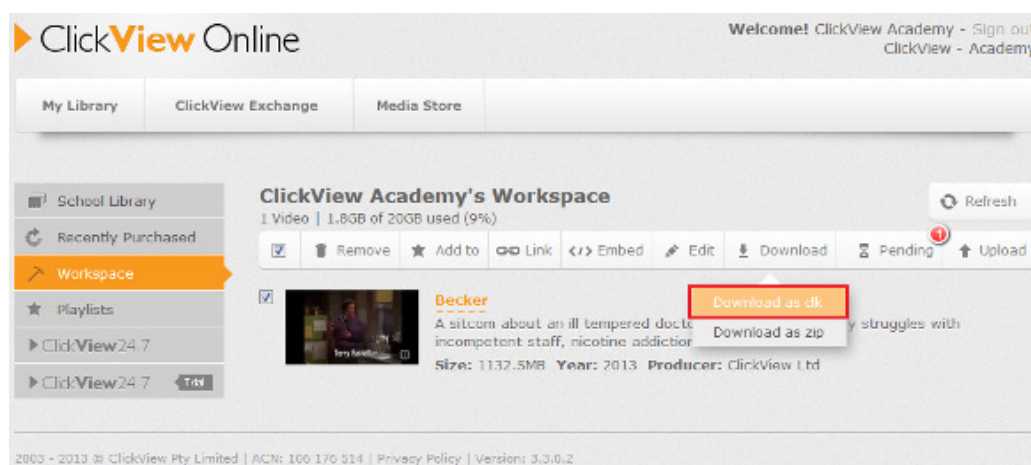


5. The video's **Title** and **Description** will become editable. Once you have finished editing your video, you are now ready to save.
6. To save the video, click '**Save as new**'. As the original program is stored, the new program title must be different from the original. A confirmation message will pop up once the video has been sent to your Workspace.
7. To view the new program, go back to your Workspace and click **Refresh**.

Downloading content from your ClickView Workspace

Content can be downloaded from your ClickView Workspace as a CLK to be added to your ClickView Library Server or as an MP4 to play on most media players. To download a video:

1. Log into ClickView Online and navigate to your ClickView Workspace.
2. Select the videos you want to download by clicking the check box next to the video.
3. Select **'Download'**.
 - a. If you wish to add the video to your ClickView Library Server, select **'Download as CLK'**.
 - b. If you wish to watch the video outside of ClickView, select **'Download as ZIP'**.



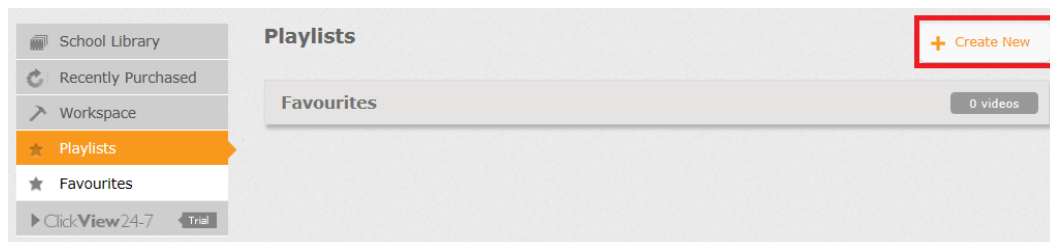
If you have downloaded the video in CLK format simply drag the file into your ClickView Library Server/Manager over the folder you want it to sit in and the video will be imported into your library. If you have downloaded the ZIP file, you can extract the video and play in a media player (e.g. VLC or Windows Media Player).

ClickView Playlists

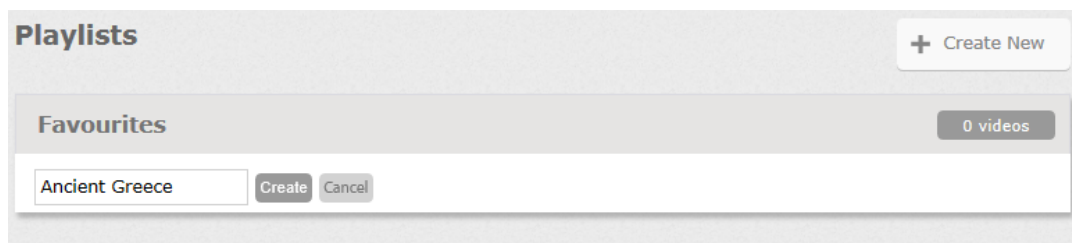
ClickView Playlists gives users the opportunity to create a Playlists of videos for you to access and edit any time you want. This is also where you will now find your Favourites tab. To access Playlists, click on the Playlist menu option on the left hand navigation bar.

To create a new Playlist from the Playlist tab:

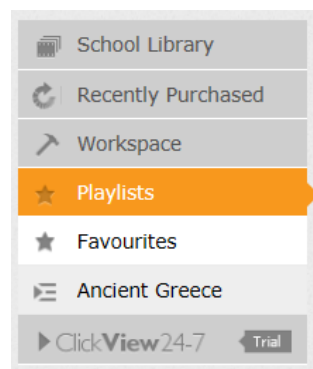
1. Click on **'Playlists'**.
2. Click the Create New button.



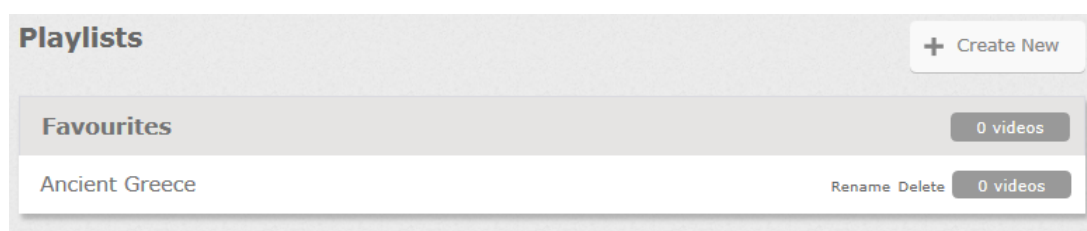
3. A new line will appear below the Favourites Playlist. Type in the name of your new Playlist.



4. Click Create. You have now created a Playlist called 'Ancient Greece' and it will appear below the Favourites Playlist.




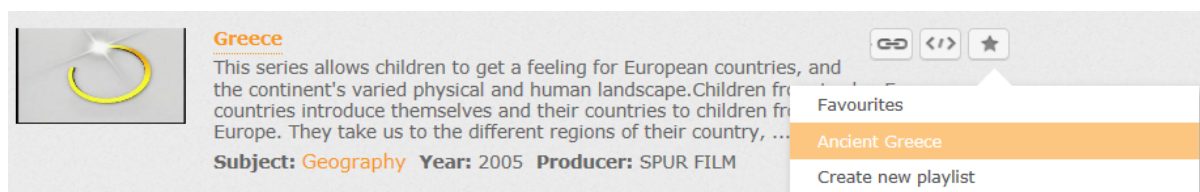
Note: You can rename or delete the Playlist by hovering over the Playlist and the rename and delete options will appear.



Adding a video to a Playlist

Once you have created your Playlist, you can now add a video. To add a video to a Playlist:

1. Click on a folder or search for a title.
2. Click the button  to the right of the video title. You will notice that all current Playlists appear, including the Favourites tab.



3. Select the Playlist you wish to add the video to and you will receive a confirmation once it has been added.

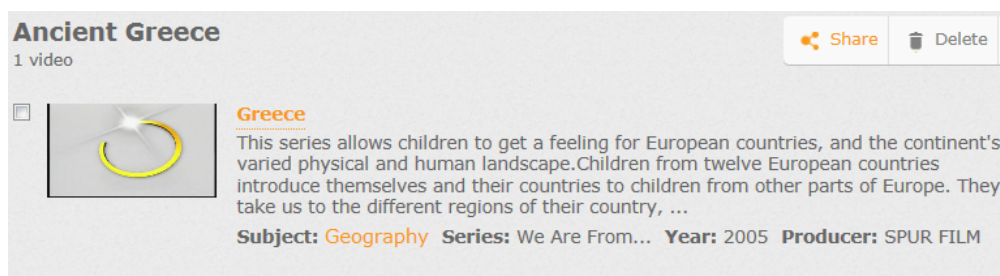
Note: This process only adds the video to the Playlist, it does not duplicate the video.

4. The star will only turn orange if the video has been added to the **Favourites** Playlist.

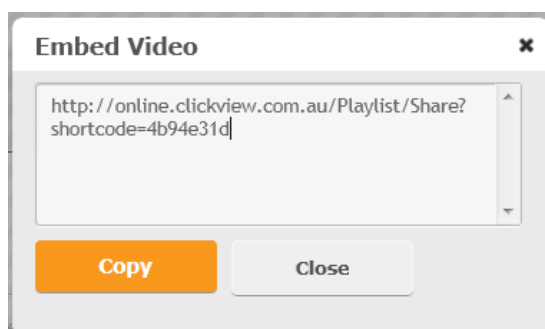
Sharing your Playlists

Once you have created your Playlist, you may wish to share this with other ClickView Online users. To share your Playlist:

1. Locate the Playlist from the left hand navigation menu.
2. Click on the **Share** button.



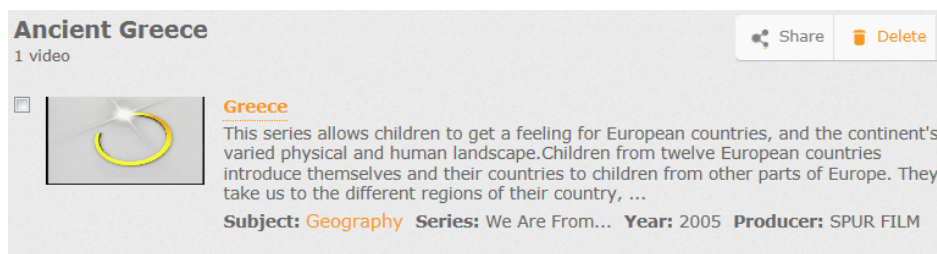
3. You will be presented with a popup screen and a link. This link is unique to your Playlist and can be shared with anyone within your institution's ClickView Online account.



Deleting a Playlist

Once you have finished with the Playlist, you may wish to remove it from your list. To delete a Playlist:

1. Locate the Playlist from the left hand navigation menu.
2. Click on the **Delete** button



3. Once you have confirmed the delete, the Playlist will be removed.

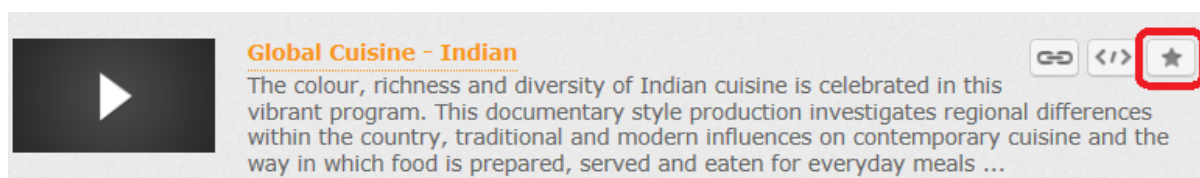
Note: This action does not delete the videos associated with the Playlist, only the Playlist itself.


ClickView Favourites

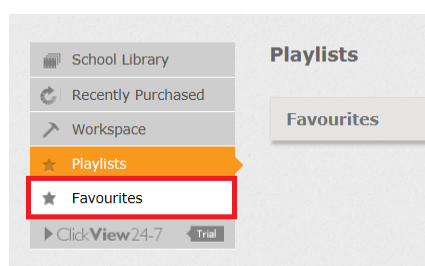
The Favourites tab is designed to hold the videos that you access frequently or those that you are currently working with. This feature is available for all accounts.

To place a title in your Favourites Tab:

1. Click on a folder or search for a title.
2. To the right of the video title are three buttons; a link, a tag and a star. If the star is orange it exists in your Favourites playlist, if it is grey, it does not.



3. Click the star to add it to your Favourites playlist. The button changes to orange  when the video has been successfully added.
4. Click the **'Favourites'** tab found under the **'Playlists'** menu option in the left navigation bar to see your favourite titles.

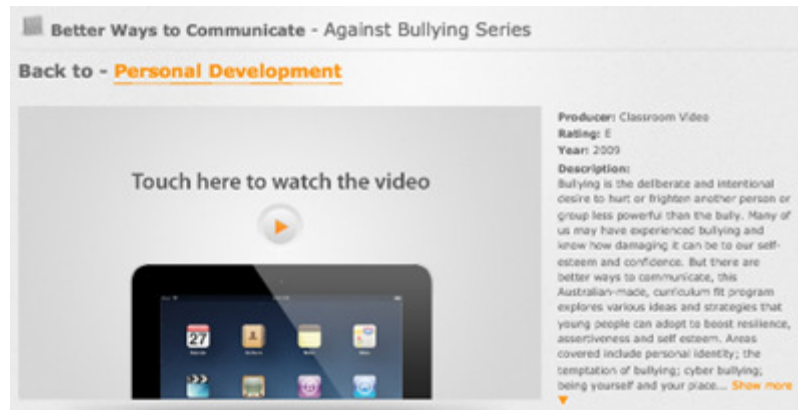


If you wish to remove a title from your Favourites tab, navigate to **'Playlists' > 'Favourites'**, click the checkbox next to the video and click **'Remove'**.

ClickView Player App for iPad/iPhone

Users can now view their ClickView digital video library on their iPad and iPhone – all you need is a ClickView Online account.

1. Download the ClickView Player App
2. Open a Safari browser and go to your ClickView Online interface e.g. for Australia, go to online.clickview.com.au; for the United Kingdom go to online.clickview.co.uk.
3. Log into ClickView Online using your account details
4. Navigate to the video that you want to watch
5. Click on the orange arrow



The ClickView Player app will launch and play the video. When you want to close the video, you will be returned to ClickView Online

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