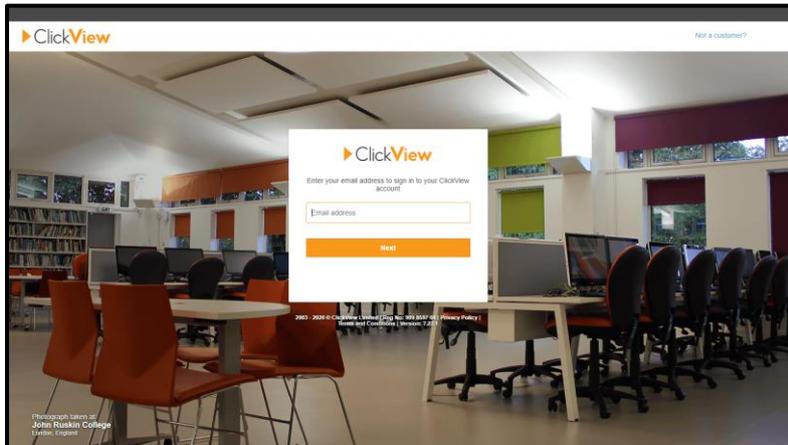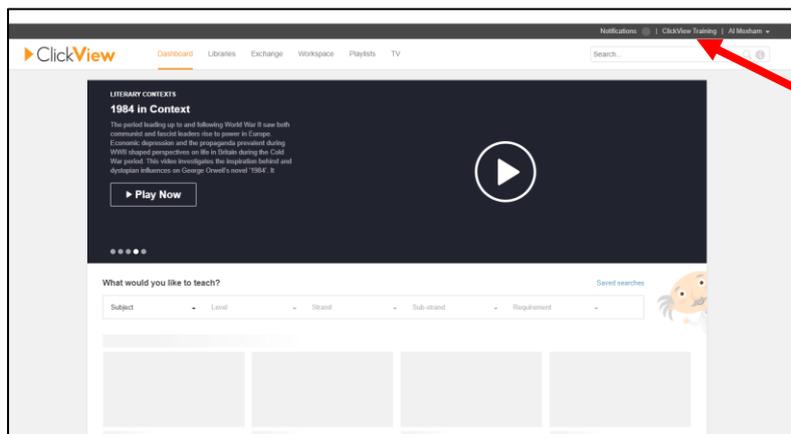## Using ClickView

1. Go to *ClickView* and sign in with your school email address:

2. Once logged in, from the *Dashboard* you can select the *ClickView Training* (make sure that you leave the window in full screen mode throughout, to see all of the options):
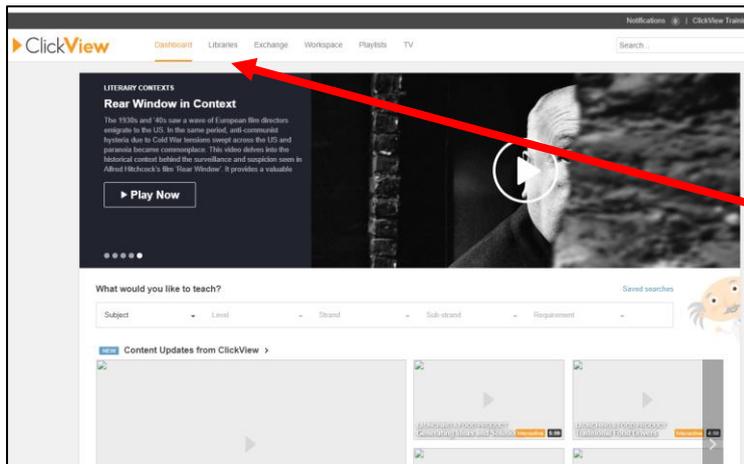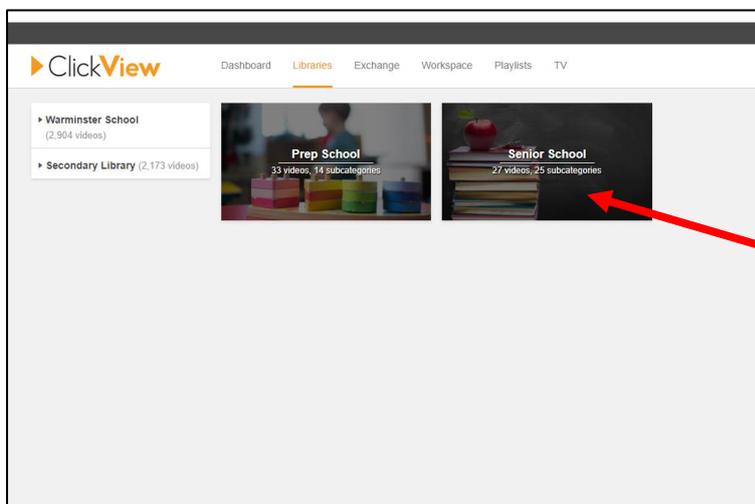

Click on *ClickView Training*

On this page, there are various 'How to' guides for you to watch including how to create interactive videos and how to request a recording of live TV:
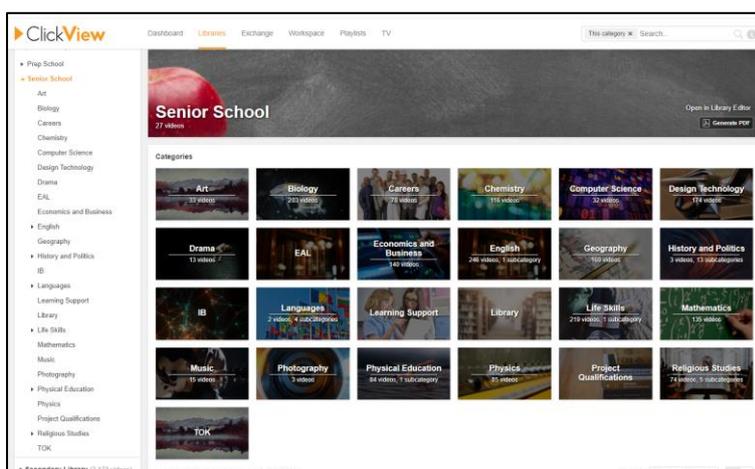
3. Go back to the *Dashboard* and click on *Libraries*:
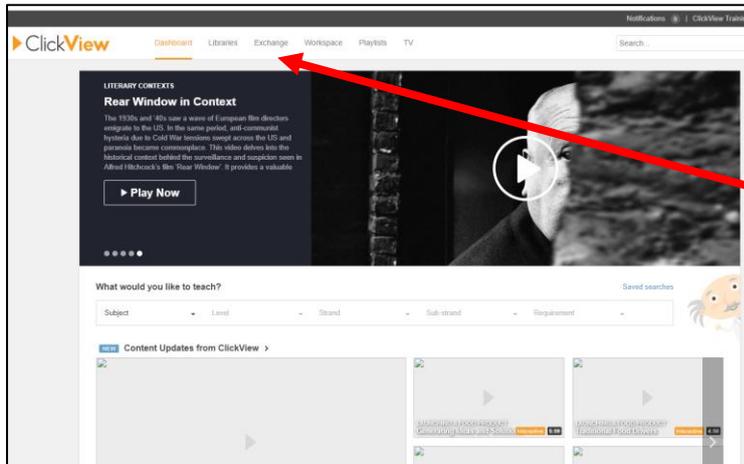

Click on *Libraries*

Click on *Senior School*

Click on your subject area to see the films that have been put into your folder by your department (at some point!)

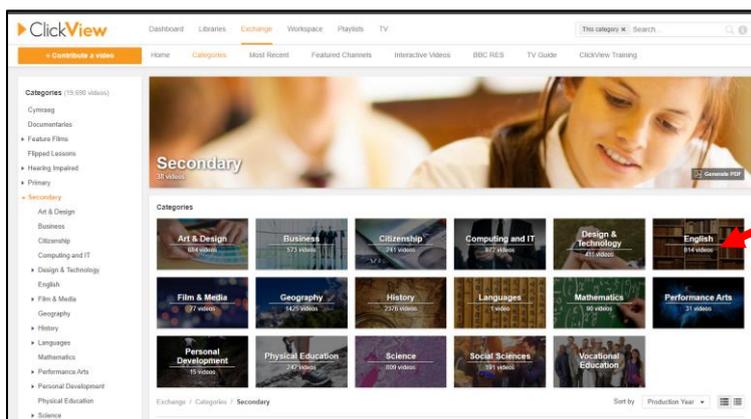If you wish to remove any films, please let me know

4. Go back to the *ClickView Dashboard* and click on *Exchange*, where you will find videos that have been shared by other users and *ClickView*'s own content:
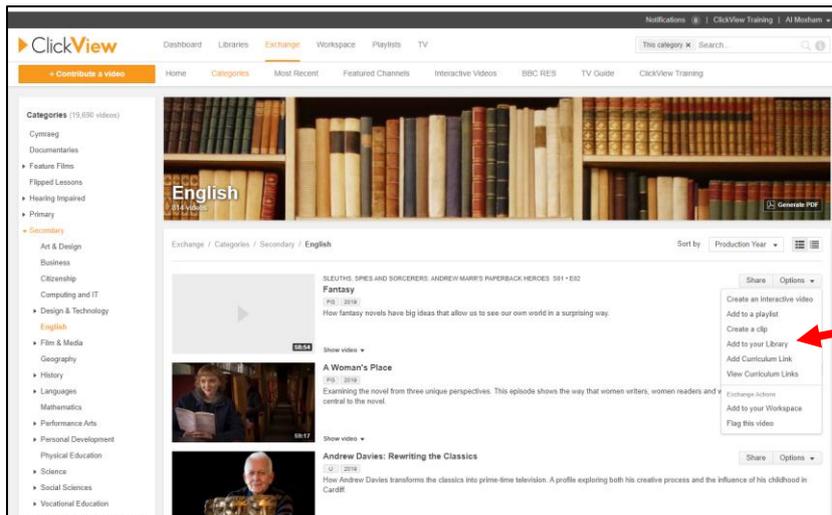

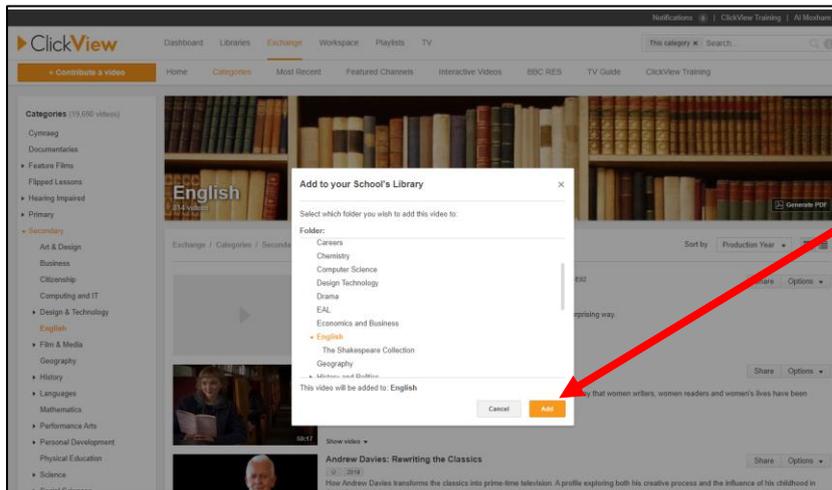Click on *Exchange*
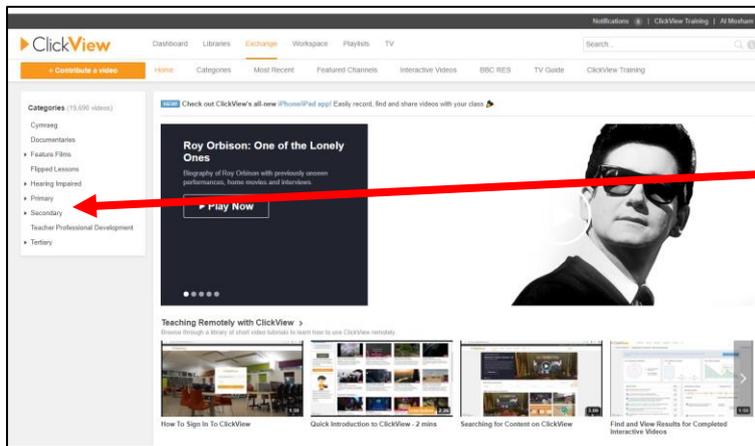
Now click on *Secondary*

Select your subject area to see the films added to *ClickView* by other users and by *ClickView* themselves (or alternatively use the search function to find something)

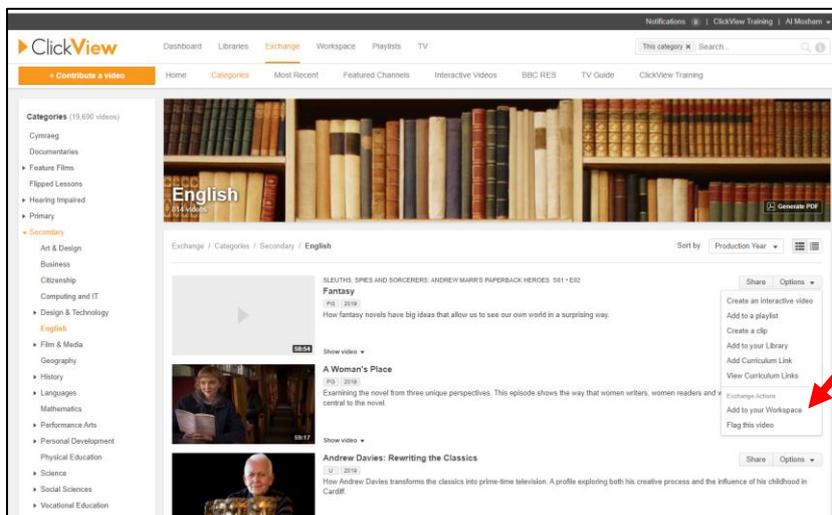5. When you find a video that you like, you can click on the *Options* tab to add it to your *Library*:
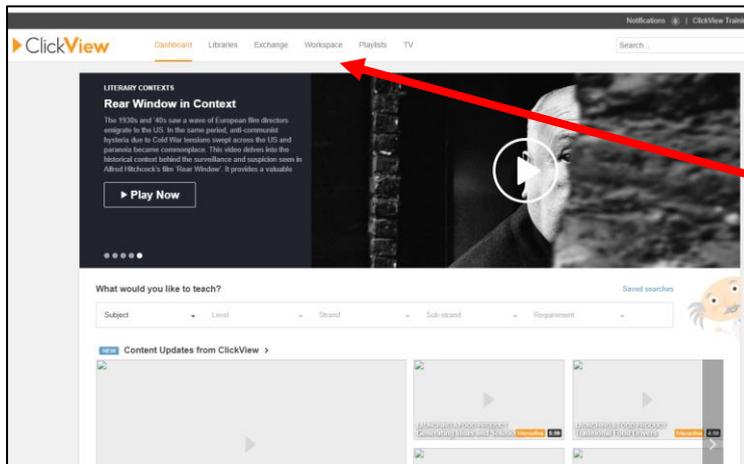

Click on *Add to Library*

Select your subject folder and click *Add*

Alternatively, if you want to edit the video, then select *Add to your Workspace*:
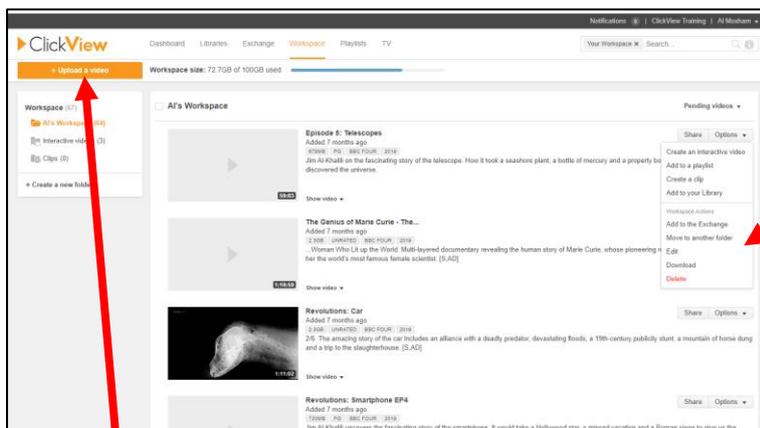

Click on *Add to Workspace*

6. Go back to the *ClickView Dashboard* and click on *Workspace*.

Click on *Workspace*

You can now edit the video by clicking on *Edit*, then *Add to your Library* when done

You can also upload your own video content, including lesson material (for example practical demonstrations and talk-throughs of PowerPoint slides), and *Edit* then *Add to your Library* in exactly the same way. However, care must be taken that staff producing any such films safeguard themselves and their family: they should include no personal information, family members or locations (a neutral background must be used).

7. Back in Firefly, click *Edit Page* and select *ClickView Video*:
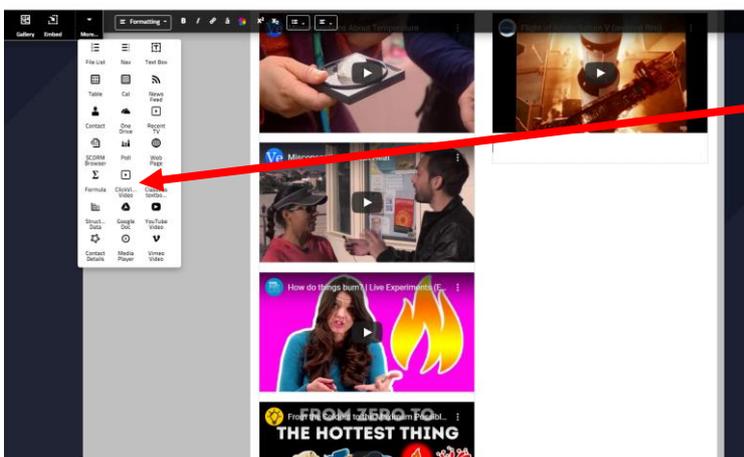
Select *ClickView Video*

When prompted, navigate to your department's *Library* folder, select the video that you want and click *Done* add it to your page.
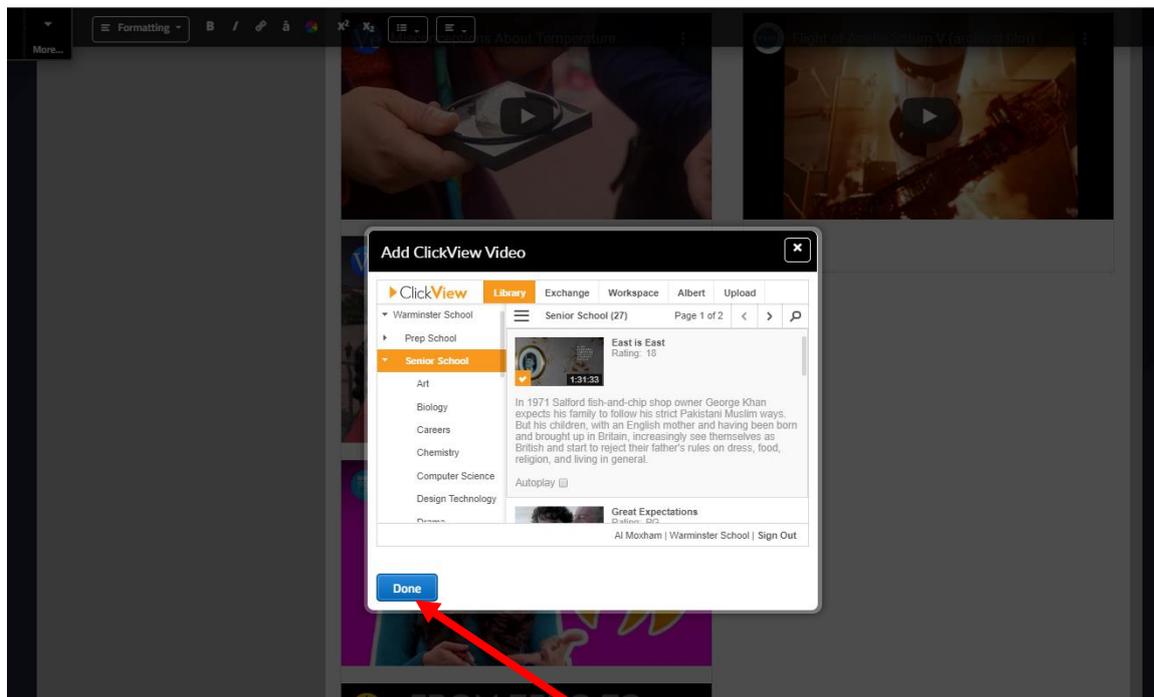
Click *Done* to add the video to your Firefly page