## Teacher Guide to Video-Based Learning Community (VBLC)

1. Login VBLC <u>http://vblc.eduhk.hk</u>

E.G HKIEd email abcxyz@eduhk.hk

Username: abcxyz or abcxyz@eduhk.hk

Password: abcxyz

Remarks: Please change your password for initial login

Welcome to Video-Based Learning Community Log-in
Welcome to Video-Based Learning Community         Image: Stress of the Video in the stress of the video in the stress of the video in the share video in the share video in the video in the share video in the video in the video in the share video in the video i

Remarks: For video upload, please refer to the "General User Guide to Video-Based Learning Community (VBLC)".

#### This document includes:

- **Start from 2:** Create a Message Board for attaching general Task Instructions (in file format, such as word, ppt, etc)
- **Start from 9:** Share the Message Board (Task Instructions) to community
- **Start from 11:** Access the shared videos/message boards in community
- **Start from 13:** Two different methods to provide community specific Task Instructions
- **Start from 19:** Two different methods to provide feedback to individual student
- **Start from 24:** Enable Video Submission Deadline and Enable Attachment Submission Deadline in community dashboard
- Start from 27: Check students' feedback or submission statuses

## Manage your own videos and/or message boards

(Create Task Instructions)

#### 2. Click Manage



3. Click **Message** if you want to publish a task instruction

	Community		Home My Pro	ofile My Podcast Dropb	ox Help Logout
Welcome, Wes	tly		Manag	e Edit	Community
My Manage	Home	Message 🕞	Joint Videos 🛃	Upload Video / Audio 📙	Report Centre
Trash	Global Search Search	h		Sharing Common 📕	My Channel
Home			1		
My Folder 1	00:38:53	00:00:59			

A **Message Board** with system generated name will be created as follows, in which you can attach document or post task instruction.

My Manage	Home	Message 📑	Joint Videos 🛃	Upload Video / Audio 民	Report Centre
Trash 👸	Global Search Search			Sharing Common 🎮	My Channel 📕
Home	MSG-15452715139	Secondary Lesso	Primary Teachi	<b>P</b>	
My Folder 1	M3G-10402710105	00:38:53	00:00:59		
	Messale				
	P	- NO		R	
	Doara	- Part			

4. Mouse-over the **Message Board** and click **Update** to change the name of the message board

My Manage	Home	Message 🕞	Joint Videos 🛃	Upload Video / Audio 関	Report Centre
Trash 📸	Global Search Search			Sharing Common 🎮	My Channel 📕
Home My Folder 1	MSG-15452715139	Secondary Lesso 00:38:53	Primary Teach	in	
	Message Share Update Attachment				
	Update	- And			

5. Enter a meaningful name for the **Message Board Name**, then close this window.



#### **Remarks for Auto Share**:

**Yes:** Any documents attached in Manage will be automatically seen in the communities when this video is shared. This is more convenient for different communities share the same set of instructions.

**No:** The documents attached in Manage will not be seen in the communities when this video is shared. If different communities apply different set of instructions, you can select **No** and upload individual instruction sets for each community.

Go to Step 7 for how to attach documents for a video or message board in Manage.



6. The Message Board will then be renamed

7. Mouse-over the **Message Board** and click **Attachment** if you want to attach general or task instruction related documents for the communities this video shared. Then all the communities can share the same in set of instructions and you don't need to upload the same set of instructions for different communities (provided that the **Auto Share** is set as **Yes** in Step 5)



8. Select File from your computer, fill in the **Document Name**, select All **Members** for **Privacy** and press **Upload**. After successful upload, a document icon will be displayed.

Task Instruction			×
Attach Supplementary Docu	ments		Status
Task Instruction	Select File	Choose File Task Instruction.docx	
Message	Document Name	Task Instruction	
Board	Descriptions	Optional Descriptions	
	Privacy	All Members   Private	
M Task instruction		Upload	
Contributed by : Westly			

If you still have other documents to be attached, repeat Step 8. Otherwise close this window.

## **Share your Message Board to Community**

(Provide Task Instructions to students)

9. Mouse-over the Message Board and click Share



10. Select the community you want this **Message Board** to be shared and then press **Share**. A status message will be displayed for successful share, then close this window.



# **Community**

(Access the shared videos/message boards in Community)

### 11. Click Community



12. Select the concerned community in **My Community** column, all the videos or message boards shared by you or the community members will be displayed.



Mouse-over any video or message board, the available functions that you can implement will be shown, such as **Forum**, **Post**, **Play**, **Download**, **Properties**, **Delete** and **Attachment** which depends on the granted privileges.

### Two different methods to provide community specific Task Instructions

### (Method 1: use attachment to provide task instruction documents)

13. Other than the general task instructions attached in **Manage** as stated before, you may upload any documents to this message board or video for this **Community.** Mouse-over the video or message board then click **Attachment.** 



7

14. Select File from your computer, fill in the Document Name, select All Members for Privacy and press Upload. After successful upload, a document icon will be displayed.

Task Instruction			×
Attach Supplementary Docu	uments		Status
Task Instruction	Deadline	Submisssion 2019-01-09 00:00:00 is open	
Message	Select File	Choose File Special Information.pdf	
Board	Document Name	Special document for Group 99E	
Check Submission	Descriptions	Optional Descriptions	
	Privacy	All Members   Private	
		- Roset Upload	
Group 00E			
Contributed by : Westly			

**Remark:** Any attached document via the community is community dependent. It can only be seen/accessed in this community involved.

### (Method 2: use Forum/Post to provide task instruction)

15. You may also write up the task instructions for your students within this community via the **Forum**. You can mouse-over the concerned message board and click **Forum**.



#### 16. In the Forum Interface, Click New Post

Community : CLE xxxxxx	📽 Back to Community 🛜 New Post 🔉 Generate PDF 📓 Get Attachment
Message       Task Instruction is contributed by Westly         You are the Host of this community	
Keyword Search Remove	Have a chat on this video with *
Privacy: 🦉 Teacher Only 🛛 🦉 All	CREtrieving data Bottom of the forum
E	iottom

17. A dialogue box will be slided down. Enter the subject and new message/instructions in the relevant boxes, then press **Post**. Press **Canel Post** to exit if finished.

	E XXXXXX		🚨 Back to Community 🛛 😡 New Pos	t 📴 Generate PDF 🔋 Get Attachment
Yemage You ar Board	Instruction is contribute the Host of this comm	ted by Westly nunity		
leyword Search	Search Remove			Have a chat on this video with
rivacy: 🤻 Teacher Only	r 🦉 All			
参 Cancel Post 👔 )	/ou have typed 405 characters	and 63 words in the box.	You Tube	mbedding of Youtube video is allowed
Students in T	<i>You have typed 405 characters</i> Time-on-Task Activities	and 63 words in the box. Post	You Tube	imbedding of Youtube video is allowed
Cancel Post (1) Engaging Students in T How do teachers get th is pursuing. A four-step practice, and (4) indepe	You have typed 405 characters ime-on-Task Activities eir students to engage in ti procedure, that will usually andent practice. Let's briefly	Post Post work quite well, calls for teach consider each of these steps	You the students the teacher has a depends on the students the teacher has a ers to provide their students with (1) explan	imbedding of Youtube video is allowed nd the curricular aims the teacher ation, (2) modeling, (3) guided

18. Task Instructions will be posted in the forum and your students/members can read or even response to this post. You can also create new posts at anytime you want.



## **Provide feedback to student**

There are two methods to provide feedback to individual student

#### (Method 1: Attachment)

19. You can prepare your feedback in written format such as Word, PPT or Excel, audio format or video format, then attach the file to the student's video.



20. Select the **File**, enter the **Document Name**, select **Private** and then press **Upload**. *All Members:* Your feedback attachment can be seen to all community members **Private:** Your feedback attachment can only be seen to you and the student concerned.

VBLC workshop			×
Attach Supplementary Do	cuments		Status
VBLC workshop 00:00:28	Select File	Choose File FeedBack for Student.docx	
	Document Name	Feedback For Student	J
	Descriptions	Optional Descriptions	
	Privacy	All Members 🔍 Private 🖲	
		Reset Upload	
CC CC 1 Teaching Plan	2		
Contributed by : Walker Yip	Yee Wing		

Remarks: the privacy setting is a tool to determine who can access your comment.

Your feedback attachment is uploaded and shown as below.

VBLC workshop			×			
Attach Supplementary Do	cuments		Status			
VBLC workshop 00:00:28	Select File	Choose File No file chosen				
	Document Name	Enter a document name				
	Descriptions	Optional Descriptions				
	Privacy	All Members 🖲 Private				
		Reset Upload				
eedback For Student Del	2 U Te	aching Plan 3				
Contributed by : Walker Yip Yee Wing						

## (Method 2: Forum or Post)

21. Either in the Community, mouse-over the student's video and click Post



or in Forum, click New Post. You will be directed to a Video Marker Interface.



Both will guide you to the same **Video Marker Interface** for marking up video segment and posting comments.

Back to Forum Back to Community	You ha	ave typed 52 characters and 9 words in the box.
VBLC workshop	In Point	00 : 00 : 05 Step3
	Out Point	00 : 00 : 17 Step6
	Subject	Student Engagement Step7
	Comment	I find the students actively involving in the class.
	Step9	
► 00:17 00:27 · ··································	Privacy	All   Teachers Only
Stan1 4 Stan2 Stan5		Add new comment Step10
Step1, 4 Step2 Step5		

#### Video Marker Interface (provide comment for particular video segment)

Procedures to feedback to the student concerned in Video Marker Interface

- For feedback for any specific video segment, following step 1 to step 10
- For general feedback for the whole video, following step 7 to step 10

#### Step1: Press "Play" button

**Step2:** Press "**Mark-In**" button at the point where is the start point you want to provide comments to the video segment.

**Step3:** The corresponding time-code for the video segment In-point will then be registered. **Step4:** Press "**Play**" button again

**Step5:** Press "**Mark-Out**" button at the point where is the end point you want to provide comments to the video segment.

**Step6:** The corresponding time-code for the video segment Out-point will then be registered.

**Step7:** Enter subject of your comment.

Step8: Enter your comments.

**Step9:** Select the privacy for your comment. It is either open for every members or solely for the community teachers. If this comment can be open for all the community members, select "**All**". However, if this comment is solely for the teacher and the student concerned, select "**Teachers Only**".

**Step10:** You can fine tune the time-codes and comments from Step1 to Step9 before pressing "Add New Comment"

**Remarks:** the privacy setting is a tool to determine who can access your comment.

# **Community Dash Board**

(Settings for community)

### 22. Click **Community**



23. Select the community in **My Community** column, then click **Community Dashboard** at the top right of community menu-bar.

My Community	CLE XXXXXX			Community Dashboard 🌉
Community Admin	Request Duplication Enable			
New FE Framewo 🔓 🗏 🔮				
1st Community 🔶 💈	Task Instructio 00:00:00	English Convers 00:55:07	VBLC workshop 00:00:28	
abc 🔒 📓 📓	Owner: Westly	Contributor: Eva Yip	Owner: Walker Yip Yee Wing	
CLE XXXXXX 🔋 🛣 🖉	Message			
johneywalker 🛛 🗏 🖁	Board	Forum Post Play Download Properties Delete		
test 🛛 🗏 💈		Angennen		
Walker 🛛 🖉 🖉				
westly 🔓 🔀 🔮				

24. The **Community Dashboard** will be displayed as follows. By default, the settings are fine for any teaching community.

My Community	CLE1213 99E 18			Quit Comm Das	hboa
Community Admin		Communit	v Dashboard	Å	(1)
New FE Framewo 🔓 🗏 🎒					
abc 🔒 📓 🌋	Host : Westly	On Westly's mind: Lazy Dogo	gie		
CLE1213 99E 18 🔓 🔀 🚜	1 Card	B Westly ( Community Host ) a	nd 2 confirmed members 🍰		
johneywalker 🗏 🍰	27.37	Community Type	Public Community	Viewable in Front Page	
test 📃 🌋		Teaching General Annotation	Yes No	Yes No	
Walker 🛛 🖉 🍰	Receive Notifications	• • •	0 0	• •	
westly 🔓 😤 🎎	New Video Share     New Chat	Enable Video Submission I	Deadline 📴 Enable Attachi	ment Submission Deadline	
	Select to modify	Yes No	Yes No		
	Community Name 🔻	Senable Dashboard	Enable Podcast	Chat Enable Chat	
	CLE1213 99E 18-19	Yes No	Ves No O O	Yes No O	
	Modify	Hide Community	Attachment Download	Ø Attachment Upload	
		Yes No	Yes No	Yes No	
		Video Download 🗈 Enable Share		Export Forum	
		Yes No	Yes No	Yes No	

General settings in Dashboard:

- Enable Dashboard: If you have one/more assistant hosts to manage the communities, you can enable this feature.
- **Hide Community:** You can hide the community at any time. Then all the general members cannot access the community. It is useful during the initial setup of a community or when it is not available.
- Attachment Download: Except the document owner, other members cannot download the attached document.
- Attachment Upload: Whenever Attachment Download is enabled, the Attachment Upload will be enabled.
- Enable Video Submission Deadline: For checking the late video submission
- Enable Attachment Submission Deadline: For checking the late feedback/attachment submissions.

25. If you want to enable the **Video Submission Deadline**, you can tick the corresponding **Yes** radio button and change the submission deadline on the relevant boxes, i.e **YYYY MM DD HR MIN SEC**. System will check and tag late video submissions.

My Community			CLE1213 99E 18						Quit Comm Das	hboard <u>ø</u>
Community Admin						Done			æ	۲
New FE Framewo	6 2	s 🔊								U
abc	8 2	3	Host : Westly	On We	stly's mind: Lazy Dog	jgie				
CLE1213 99E 18	6 2	28	Yer-	Mestly	( Community Host ) :	and 2 confirr	ned members 🍰			
johneywalker	2	\$	121 21	🗓 Video S	Submission is open					
test	2	\$		2019	MM DD HR 03 09 00	MIN SEC	2			
Walker	2	. 28	Receive Notifications							
westly	6 2	3	New Video Share	🎯 Com	munity Type	💡 Pub	lic Community	🔳 Vie	wable in Front Page	
			C New Chat	Teaching	General Annotation	Yes	No	Yes	No	
			Select to modify							
			Community Name 🔻	🗄 Enab	le Video Submission	Deadline	Enable Attach	ment Submis	sion Deadline	
				Yes	No		Yes No			
			CLE1213 99E 18-19	•	0		•			
				🖉 Enab	le Dashboard	Enable	e Podcast	🗭 Enab	le Chat	
			Modify	Yes	No	Yes	No	Yes	No	
					0	0			٢	
				• Hide	Community	🔒 Attach	iment Download	Ø Attac	hment Upload	
				Yes	No	Yes	No	Yes	No	
					۲	۲	0	۲	0	
				tideo	o Download	🕒 Enable	e Share	<b>Б</b> Ехро	rt Forum	
				Yes	No	Yes	No	Yes	No	
					٢	0	٢	0	٢	

Remark: You can modify the settings at any time.

Any late video submission in the community will be tagged as follows.



26. If you want to enable the Attachment Submission Deadline, you can tick the corresponding Yes radio button and change the submission deadline on the relevant boxes, i.e YYYY MM DD HR MIN SEC. System will check and tag late attachment submissions.

My Community	CLE1213 99E 18			Quit Comm Dashboard 🧾
Community Admin				a (a)
New FE Framewo <ul> <li></li></ul>	Host: Westly         Image: State of the state of th	Community Type	pen MIN SEC 00 00 Public Community	▲ ▲ ■ </td
	CLE1213 99E 18-19 Modify	Teaching General Annotation	Ves No Deadline Yes No O	Yes No
		Enable Dashboard	Enable Podcast	Chat Enable Chat
		Yes No	Yes No	Yes No O O
		S Hide Community	Attachment Download	Ø Attachment Upload
		Yes No	Yes No	Yes No
		Video Download	Enable Share	Export Forum
		Yes No	Yes No	Yes No O O

Remark: You can modify the settings at any time.

27. To check the students' feedback or submission statuses for a video in the community, mouse over the video and click **Attachment** 



Then click the **Check Submission** *(if the Attachment Submission Deadline is enabled in the Community Dashboard)* button to display the submission statuses, in which includes the students submitted on/before the deadline, after the deadline and the students who have not yet submitted.

