

Teacher Guide to Video-Based Learning Community (VBLC)

1. Login VBLC <http://vbhc.eduhk.hk>

E.G HKIEd email abcxyz@edu.hk

Username: [abcxyz](#) or [abcxyz@edu.hk](#)

Password: [abcxyz](#)

Remarks: Please change your password for initial login

Welcome to Video-Based Learning Community



In the digital era, sharing of digital media becomes a common practice among netizens of the 21st Century. The popularity of viewing and publishing digital videos on YouTube has risen phenomenally since its founding in 2005. This well illustrates the power of using videos as a tool for communication or presentation, when shooting a video clip with a smartphone is perhaps simpler than writing a paragraph with a ballpoint pen.

In launching this pilot VBLC project, our Centre is exploring the potential usages of digital videos by staff and students in enhancing teaching and learning. We aim at developing a user-friendly web-based platform for one-stop-service of managing, editing, and sharing videos in teaching and learning. In the long run, members of the VBLC would be able to review, comment, or reflect upon the shared videos, thereby contributing to the co-construction of knowledge in a professional learning community.

Log-in

Username	<input type="text" value="abcxyz"/>
Password	<input type="text" value="abcxyz"/>

Forget Password

Email	<input type="text"/>
Username	<input type="text"/>

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

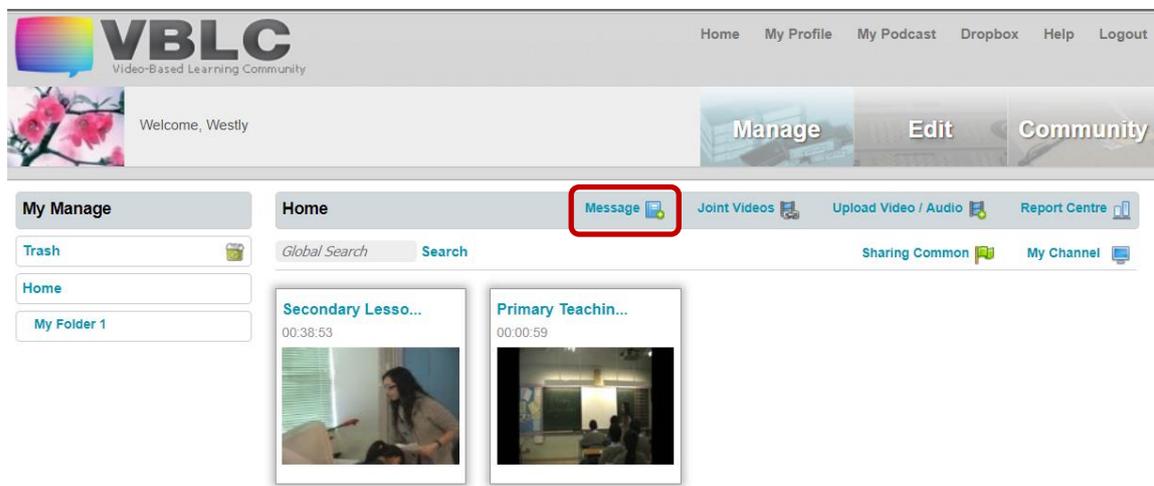
Manage your own videos and/or message boards

(Create Task Instructions)

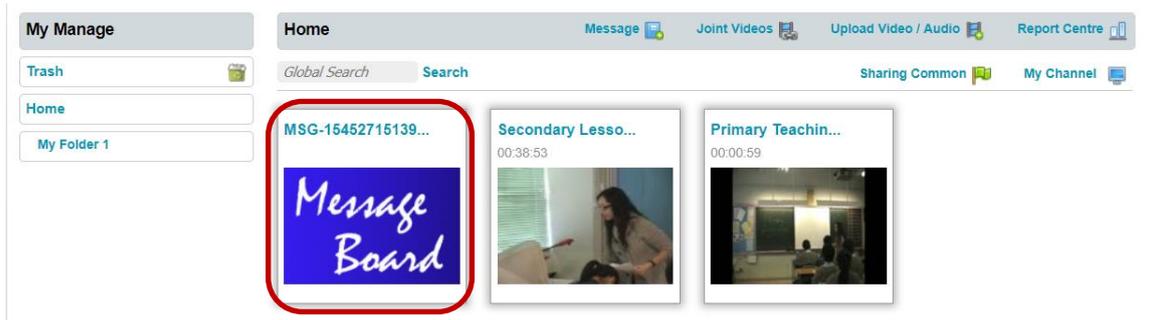
2. Click **Manage**



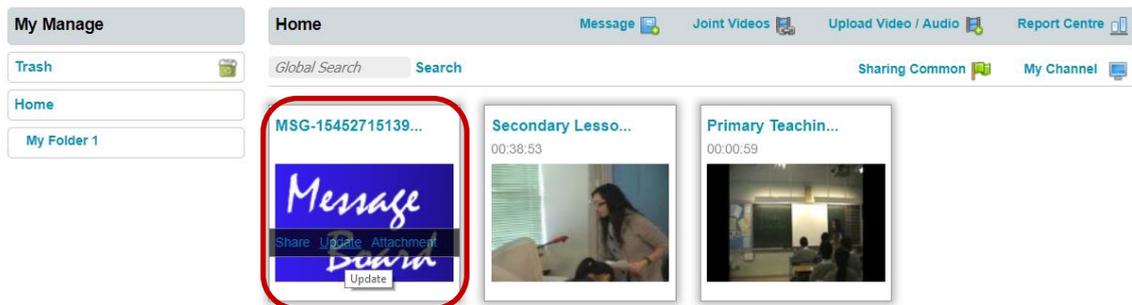
3. Click **Message** if you want to publish a task instruction



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



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



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

Task Instruction
✕

Forbidden public access

Update Message Board Status...

Message Board Name

Message Board Summary

Tags for searching
Comma as Delimiter

New Thumbnail

Closed

Auto Share
For Community Yes No

Contributed by : Westly

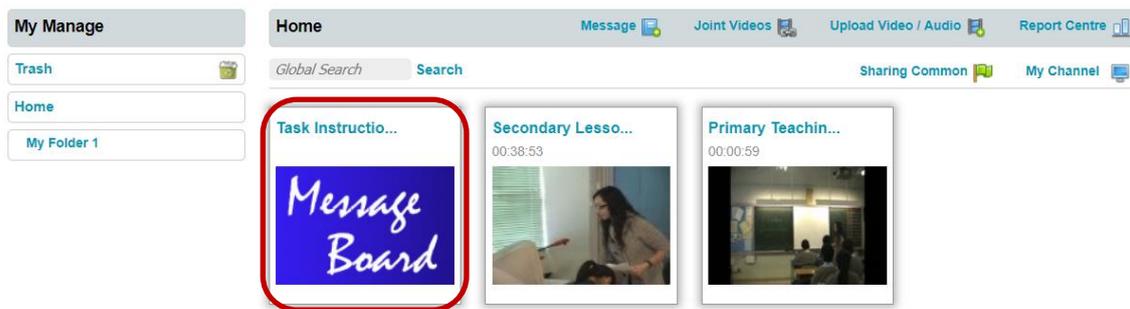
Remarks for Auto Share:

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.

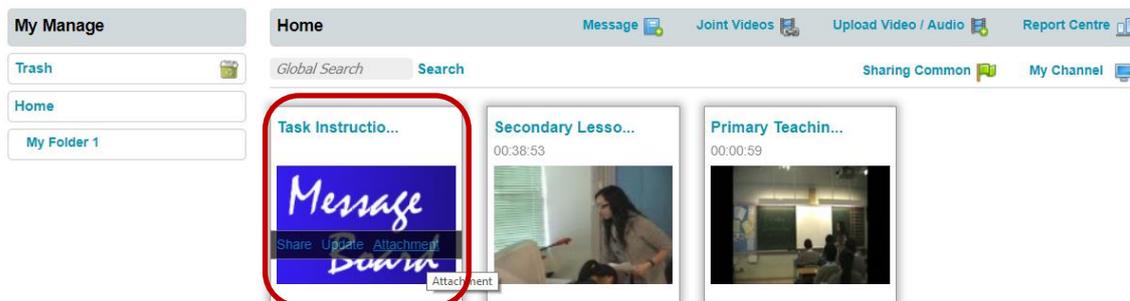
No: The documents attached in Manage will not be seen in the communities when this video is shared. If different communities apply different set of instructions, you can select **No** and upload individual instruction sets for each community.

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 Documents Status...

Task Instruction



Select File Task Instruction.docx

Document Name

Descriptions

Privacy All Members Private

 Task Instruction D

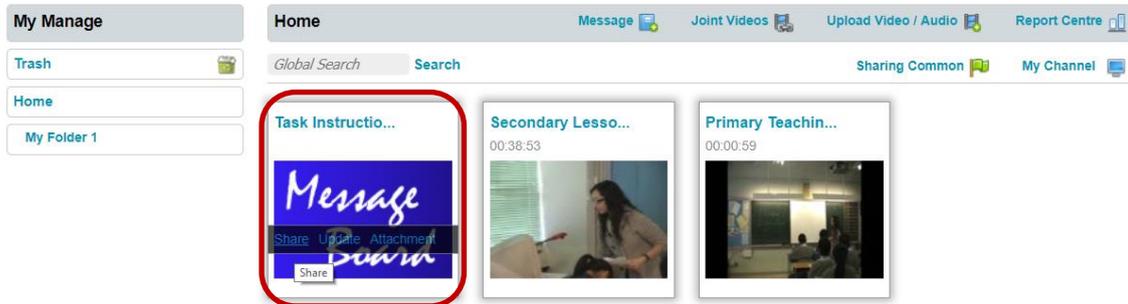
Contributed by : Westly

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

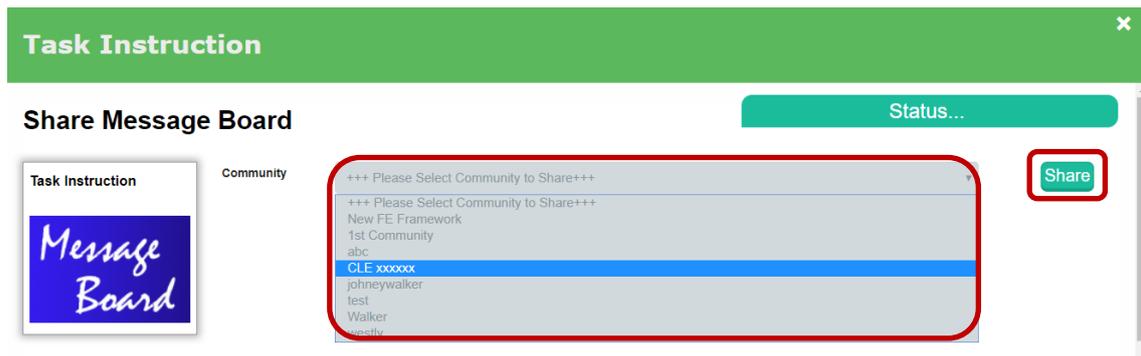
Share your Message Board to Community

(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.



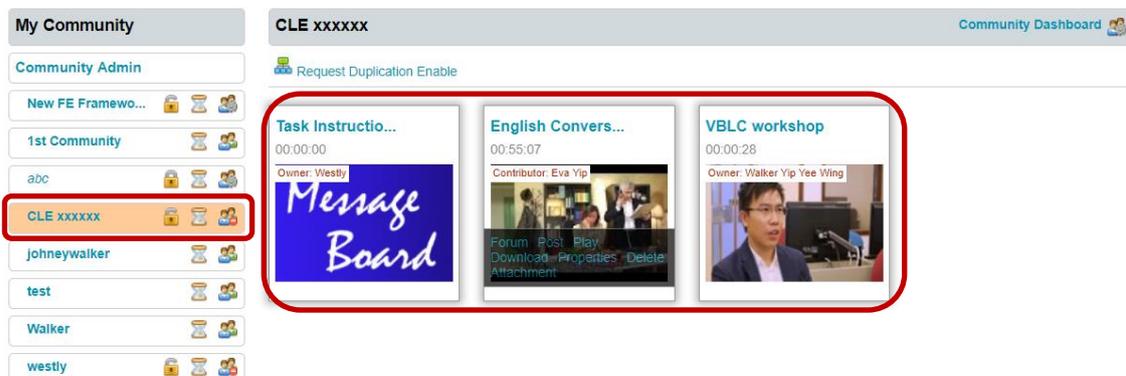
Community

(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.

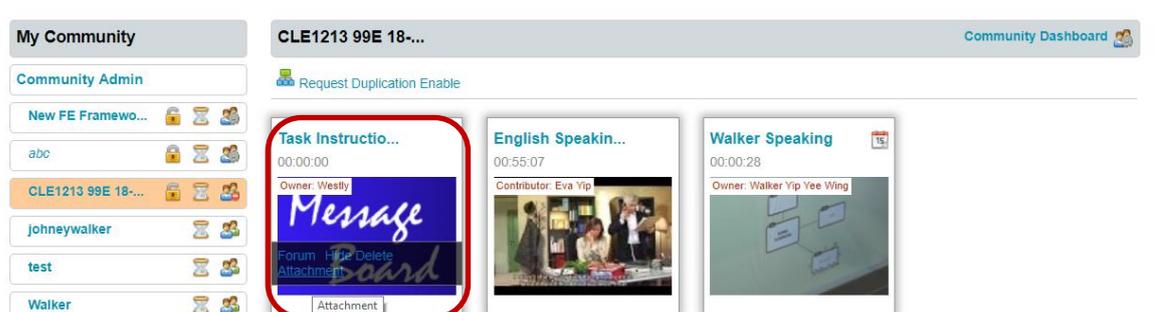


Mouse-over any video or message board, the available functions that you can implement will be shown, such as **Forum**, **Post**, **Play**, **Download**, **Properties**, **Delete** and **Attachment** which depends on the granted privileges.

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**.



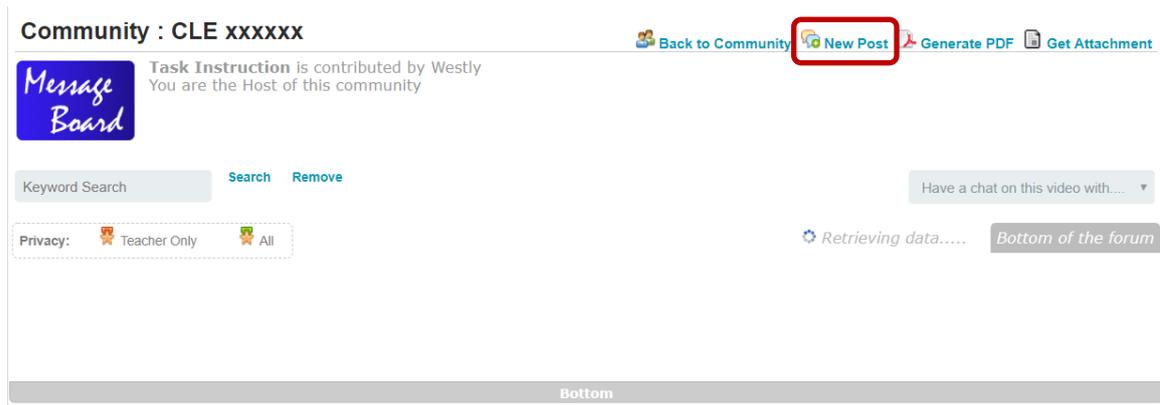
14. **Select File** from your computer, fill in the **Document Name**, select **All Members** for **Privacy** and press **Upload**. After successful upload, a document icon will be displayed.

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

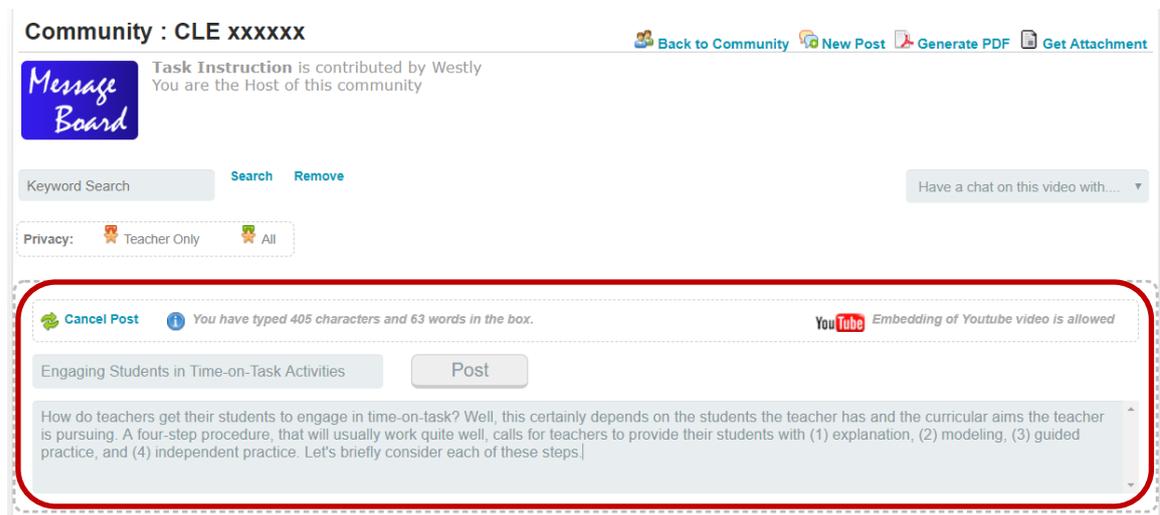
(Method 2: use Forum/Post to provide task instruction)

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**.

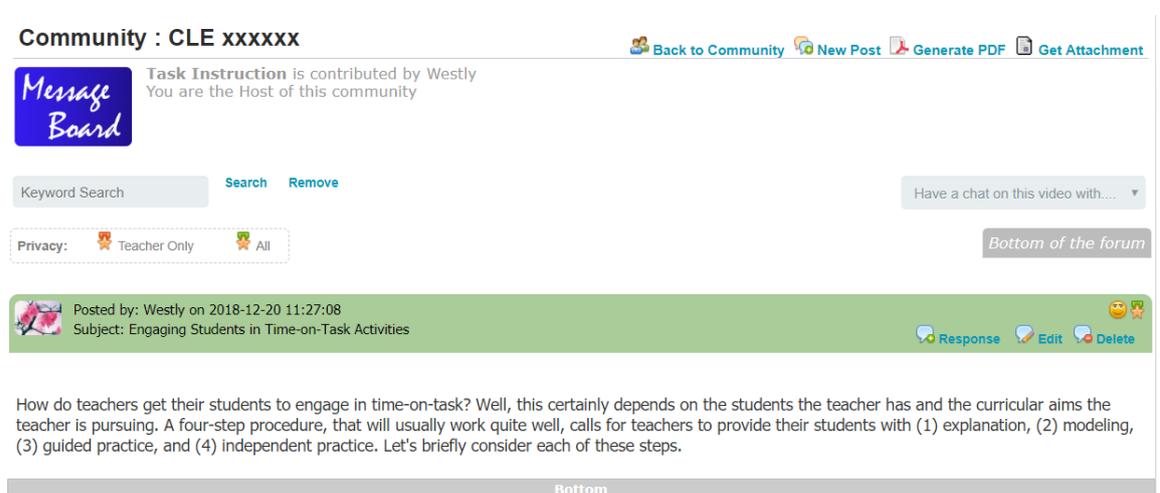
16. In the Forum Interface, Click New Post



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



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.

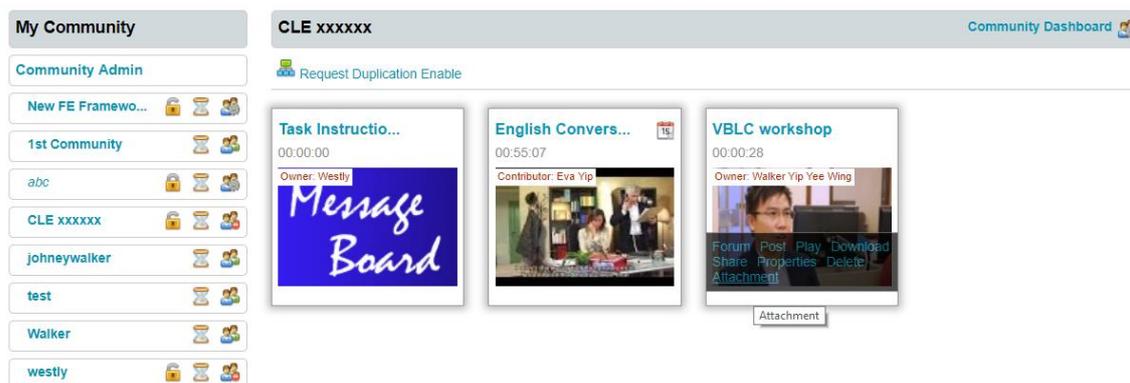


Provide feedback to student

There are two methods to provide feedback to individual student

(Method 1: Attachment)

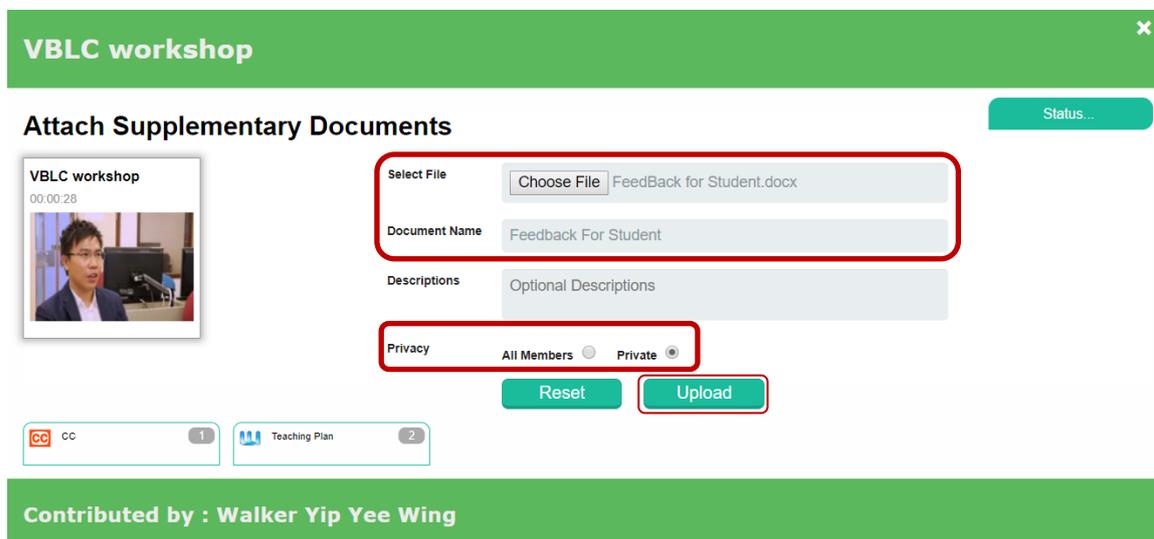
19. You can prepare your feedback in written format such as Word, PPT or Excel, audio format or video format, then attach the file to the student's video.



20. Select the **File**, enter the **Document Name**, select **Private** and then press **Upload**.

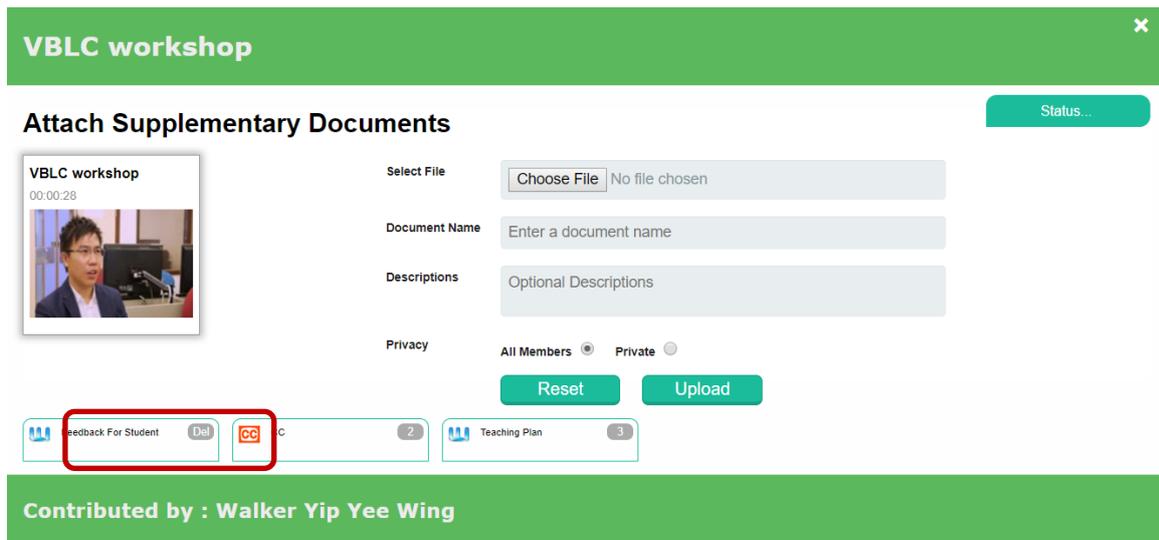
All Members: Your feedback attachment can be seen to all community members

Private: Your feedback attachment can only be seen to you and the student concerned.



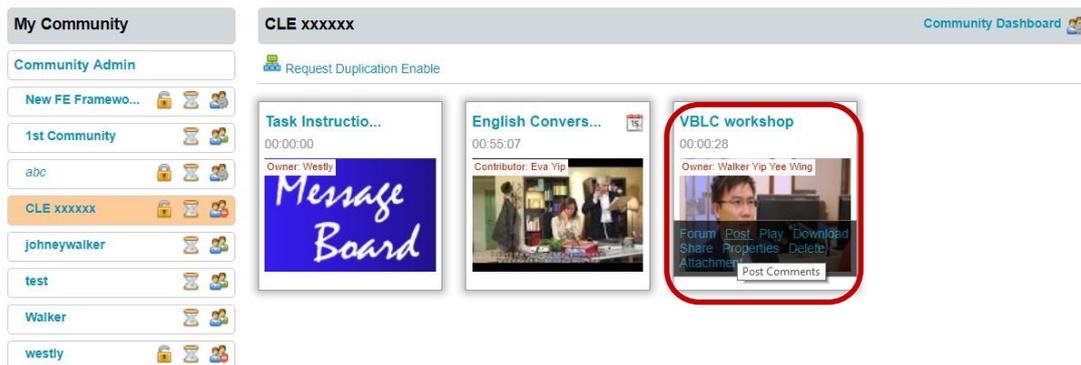
Remarks: the privacy setting is a tool to determine who can access your comment.

Your feedback attachment is uploaded and shown as below.

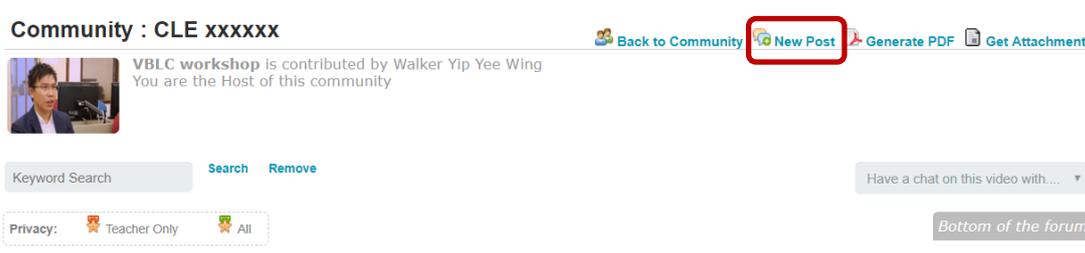


(Method 2: Forum or Post)

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.

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

Back to Forum Back to Community You have typed 52 characters and 9 words in the box.

VBLC workshop

In Point 00 : 00 : 05

Out Point 00 : 00 : 17

Subject Student Engagement

Comment I find the students actively involving in the class.

Privacy All Teachers Only

Add new comment

Step1, 4 Step2 Step5 Step3 Step6 Step7 Step8 Step9 Step10

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.

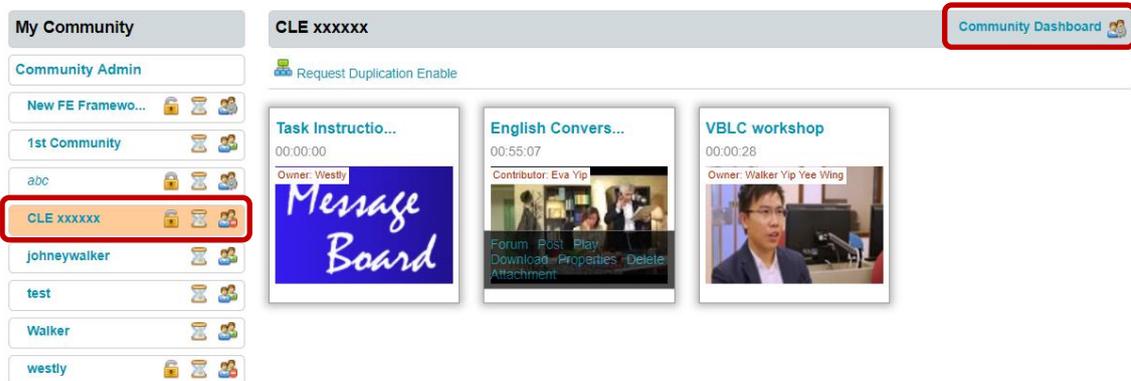
Community Dash Board

(Settings for community)

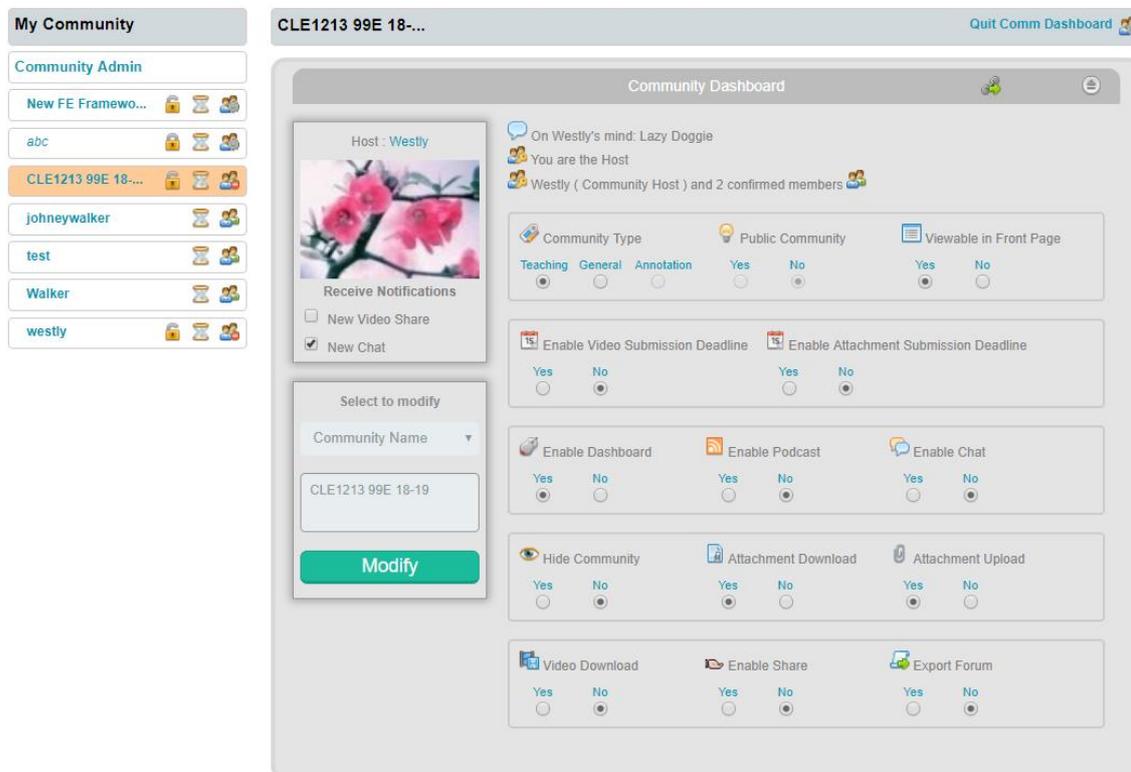
22. Click **Community**



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



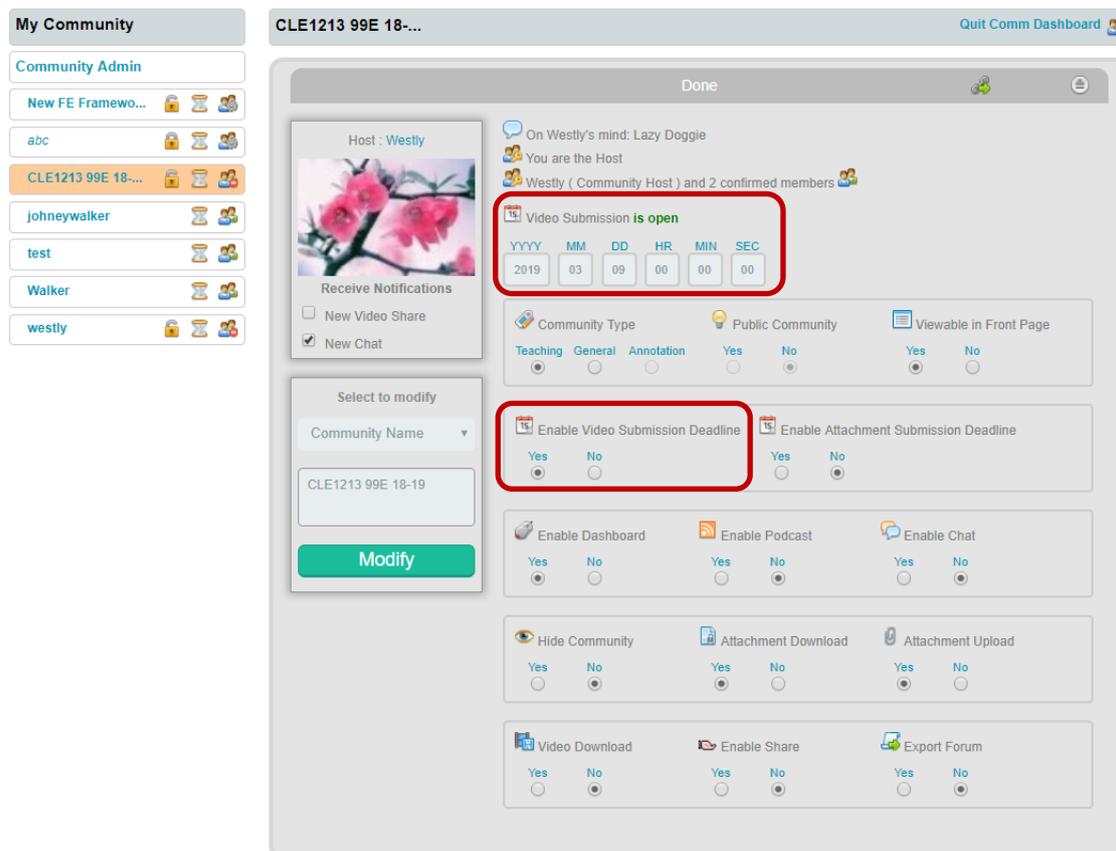
24. The **Community Dashboard** will be displayed as follows. By default, the settings are fine for any teaching community.



General settings in Dashboard:

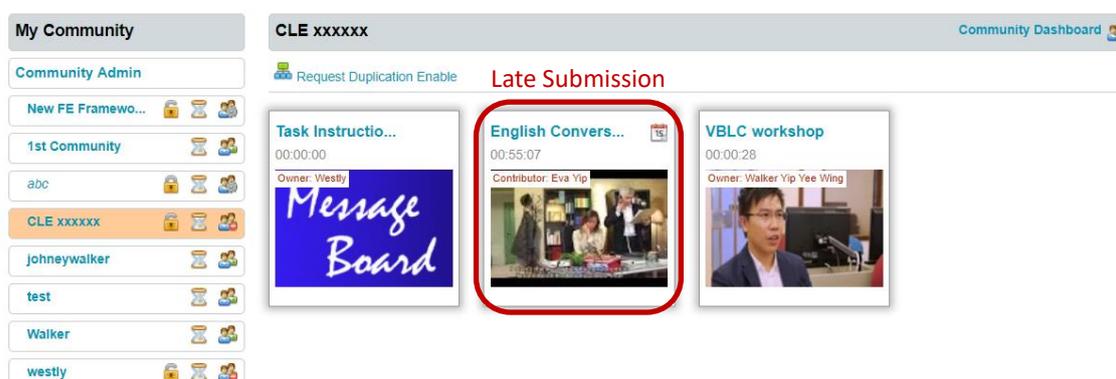
- **Enable Dashboard:** If you have one/more assistant hosts to manage the communities, you can enable this feature.
- **Hide Community:** You can hide the community at any time. Then all the general members cannot access the community. It is useful during the initial setup of a community or when it 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.

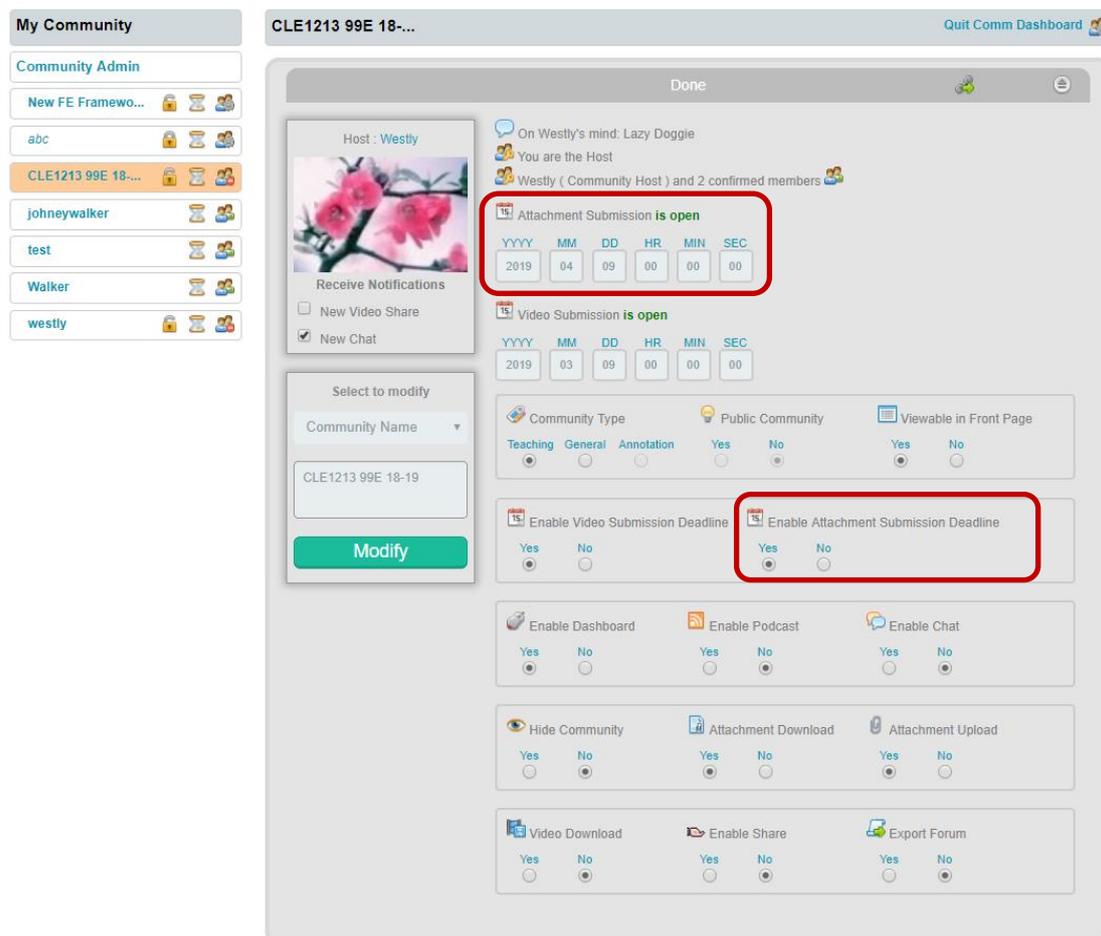


Remark: You can modify the settings at any time.

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

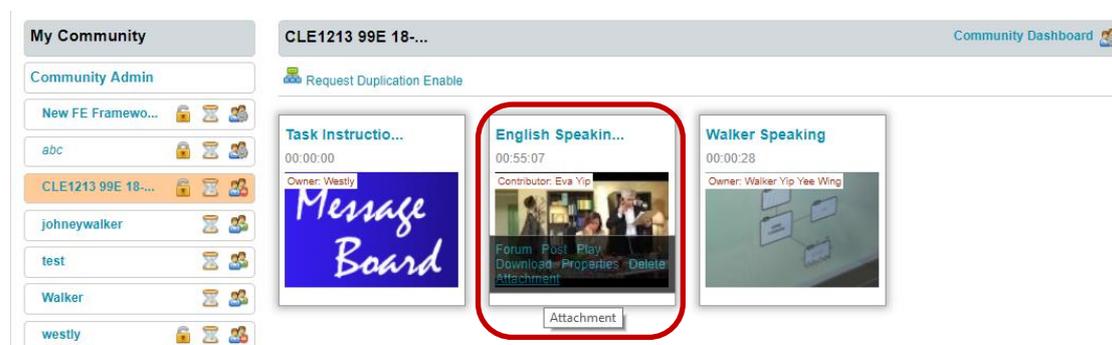


26. If you want to enable the **Attachment Submission Deadline**, you can tick the corresponding **Yes** radio button and change the submission deadline on the relevant boxes, i.e **YYYY MM DD HR MIN SEC**. System will check and tag late attachment submissions.



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.

English Speaking ✕

Attach Supplementary Documents Status...

English Speaking
00:55:07



Check Submission

Feedback from Walker Del

Members Submitted Attachment/Feedback before deadline:
Walker Yip Yee Wing,

Contributed by : Eva Yip