Clickview for absolute beginners

If you have never used Clickview Online, now is the time to start as you can access it from home! This guide concentrates on the basics – next Clickview Guide I will show you how to create an interactive video from a pre-existing video/documentary/film etc. You can include questions for your students to answer – and you’ll be able to see their answers for feedback purposes. Very exciting!

But first... the basics....

To access Clickview Online, use the following link (or Google “clickview online”)


To log in, use your work email address and your password.

1) THE DASHBOARD
You’ll be presented with a dashboard like the one shown below. Note the different menu options across from Dashboard. We’ll look at each of those in turn. Before we do that, you’ll notice you can search for what you would like to teach.
Scroll down further.
There are lots of curated collections to explore.
It’s a great place to browse, find Clickview help videos and to see new content.
Note the search box at the top right hand corner – it will be there in all the main screens so you can use it if you are after something specific. It will produce different results depending on what menu you are in so if you get a negative search result, try one of the other menus (usually Exchange)

HANDY HINT: If you find a video you’re interested in watching later, just click on it. Underneath the video, the option to add to a playlist will be presented. Select this and you’ll be able to find it in your Playlist later. If the video is in a list – just use the ‘options’ dropdown menu next to each video – you can add to a playlist from that. For a proper example, read the Exchange section further on. You will also find help in sharing videos with your students there, too!
2) **LIBRARIES**
If you click on Libraries, you will be taken to a different ‘portal’ for finding videos.

You can see our School Library and also the Clickview Secondary Library. There are different ways to search. Feel free to explore here – you can’t break Clickview!
For example, if you look in the Clickview Secondary Library you will see a screen like the one below with content curated into subject areas.

3) **THE EXCHANGE**
This is where you will find videos that have been added by the Clickview community. These may be TV programs, documentaries, films etc. If it has been played on free-to-air TV it can be added here – and probably has been.
It is searchable in different ways and the top right search box is really useful in this menu screen.
The Exchange is one of the most popular sections for searching because of the sheer amount of content it contains.

**HANDY HINT:** One simple way to search is to use the search box at the top right of the screen. My search results are shown below.

To add these to a Playlist to use later, use the Options drop down menu, and choose ‘add to Playlist’. (There are other options there to explore another time...)

You will be prompted to add to your favourites or create a new playlist.

You’ll find this playlist when we get to part 5!

**BONUS HANDY HINT:** You can also share a video you’ve found with others – using the Share Option.

Select *Email this link* and you can then send it your classes, colleagues etc.
4) **WORKSPACE**

This is where we will be creating those interactive videos. As you can see, my workspace is empty (a bit like my head – if you’ve read this far you needed that ‘Dad’ joke… and deserve a medal).

![Workspace](image)

5) **PLAYLISTS**

This is where you can find the videos you saved along the way. You can curate a number of different playlists – you might like one for each subject you teach, for example. Your choice!

As you can see, my search result from before is now in my new Classic Films Playlist!

![Playlists](image)

6) **TV**

Choose the region you’re interested in – I chose Victoria (no surprises there!)

At this screen you’ll find programs from the last month or so. The dates will appear to the left as marked on the screenshot below.

![TV](image)