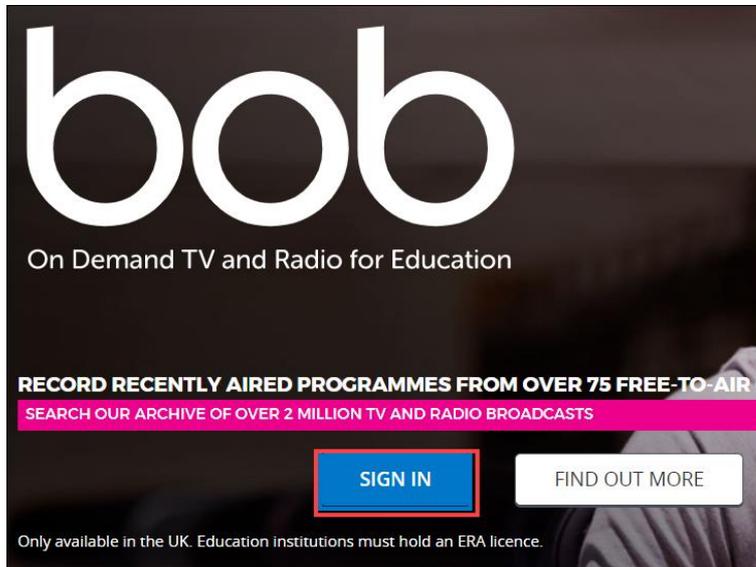


User Guide for BoB: Box of Broadcasts

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Log in to BoB and Register

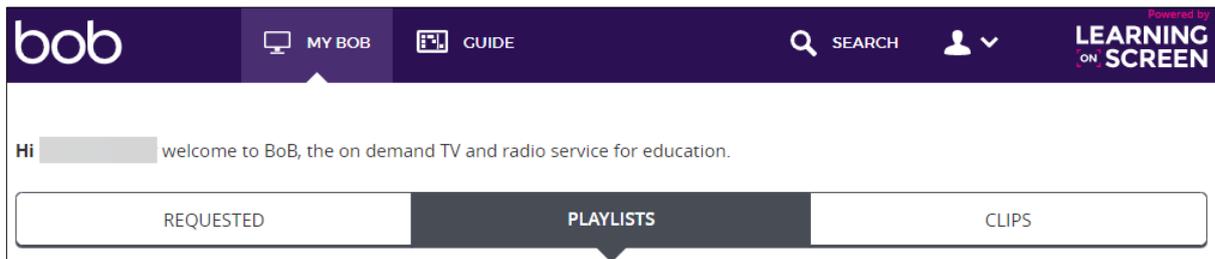
1. Go to <https://learningonscreen.ac.uk/ondemand/> and press the blue **Sign In** button.



2. In the **Where Are You From** box, start typing **Manchester**, select **University of Manchester** from the list, and press the **Go** button.

3. If you see the University central authentication page, enter your University username and password.

4. You are now logged in to BoB.



The first time you log in to BoB, you will be asked to **register**. There is a [guide available on how to register](#).

Schedule a Recording

Use the Electronic Programme Guide [EPG]

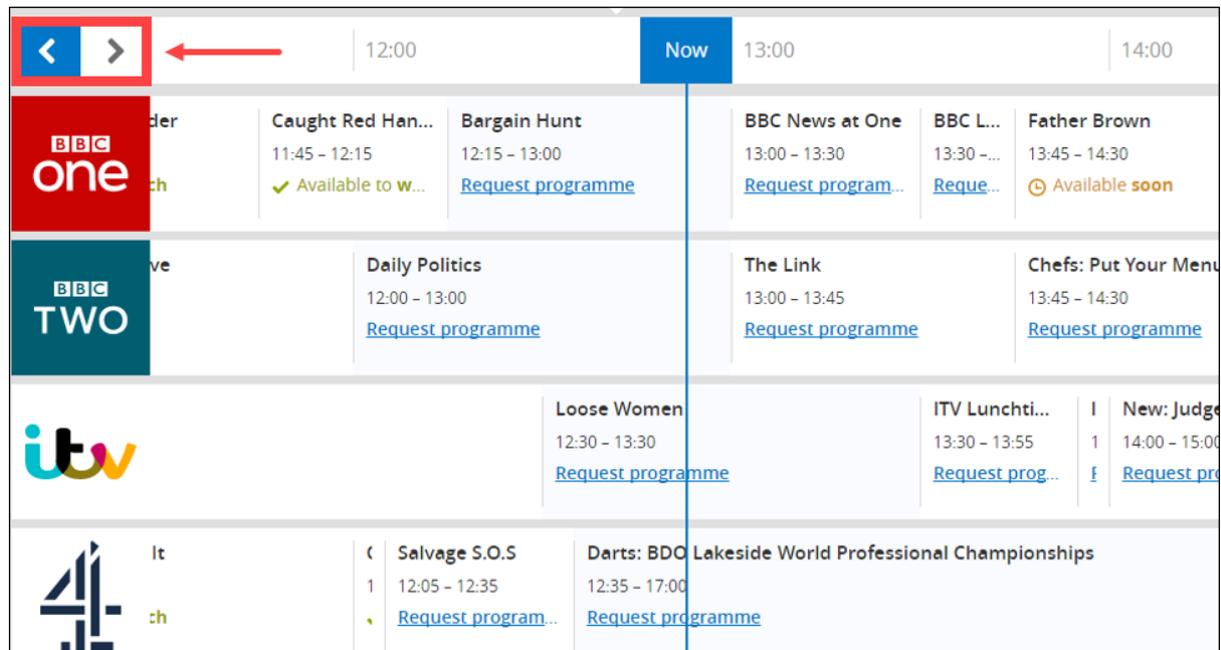
You can make **up to 5 recordings in a 6-hour period**. This includes clip creation. That's **20 recordings/clips in any 24-hour period**.

1. Click on the **GUIDE** link at the top of the screen.



The familiar EPG will be displayed.

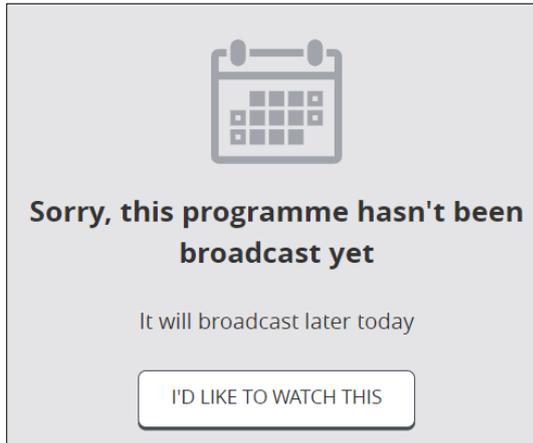
2. Click the arrows **left and right** to **move backwards and forwards in time**, and **scroll up and down** to **view all available channels**.



Request a Programme

In the Future ...

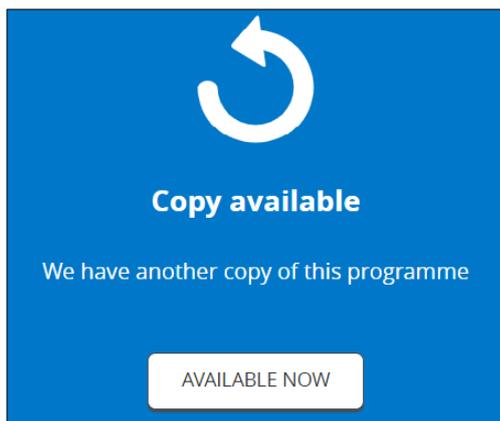
If the programme you wish to record has **not yet been broadcast** and has **not been requested by any other BoB user**, press the **Request Programme** link and then press the **I'd Like To Watch This** button.



You will **receive an email** when the programme is ready to view, and you will find it on the **Requested** tab in the **My BoB** section of the website.

Occasionally, you may see a message informing you that a **previous broadcast of the programme has already been recorded** and a **copy** is available now.

Press the **Available Now** button to **view the recording** immediately.

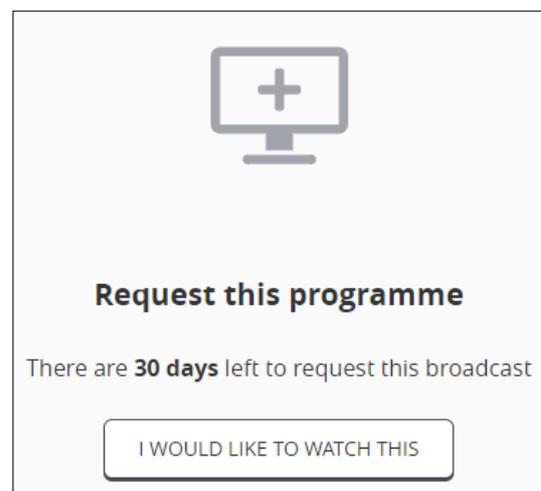


In the Past ...

You can request a programme **up to 30 days** before the current date.

If the programme you wish to record **has already been broadcast but has not been requested** by any other BoB user, press the **Request Programme** link and then press the **I'd Like To Watch This** button.

You will **receive an email** when the programme is ready to view



Available Soon and Available to Watch

Both these options mean that a programme has already been scheduled to record by another BoB user.

- **Available Soon** programmes are still in the process of being prepared for viewing.
Click the title of the programme and press the **I'd Like To Watch This** button.
 You will receive an email when the programme is ready to view.
- **Available to Watch** programmes are ready to view immediately.
Click the title of the programme to **view it now**.

Change the Date

Press the **Search** link at the top of the screen.

The EPG will still be displayed but now with a **row of dates** above it.

You can change the date by **clicking on the date you want**.

You can search **8 days ahead** of today's date, and the **previous 30 days' broadcasts**.

Search for a Programme

Press the **Search** link at the top of the screen, then press the **Search Options** link to the right. A variety of search options will be displayed.

You can search by Programme or Playlist **title**, filter by **TV or Radio**, and filter by **date**.

To see all results for the programme you are searching for – including repeats – tick the **Show Repeat Broadcasts** box.

Q

Programmes
Public Playlists
Search options ^

AVAILABILITY	Available now <input checked="" type="radio"/>	All results <input type="radio"/>
SEARCH	All fields <input type="radio"/>	Exclude transcripts <input type="radio"/>
CHANNEL	All <input type="radio"/>	TV only <input checked="" type="radio"/>
	Popular <input type="radio"/>	Radio only <input type="radio"/>
		Custom <input type="radio"/>
DATE	All-time <input type="radio"/>	Within last year <input type="radio"/>
	Within last month <input type="radio"/>	Within last week <input type="radio"/>
		Custom date range <input checked="" type="radio"/>

SELECT DATES

Date start: January v 01 v 2023 v **Time:** 00 v 00 v

Date end: February v 24 v 2023 v **Time:** 23 v 59 v

FILTER Show repeat broadcasts

SEARCH

Finally, press the **Search** button.

You will be presented with a list of matching programmes which you can re-order.

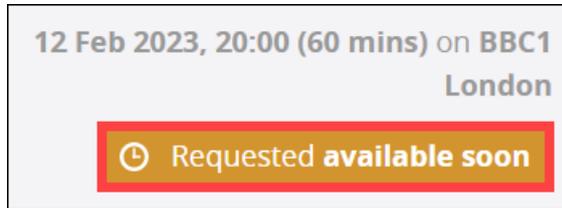
9 results

Sort by
 Relevance v
 Newest
 Oldest
 Title
 Relevance

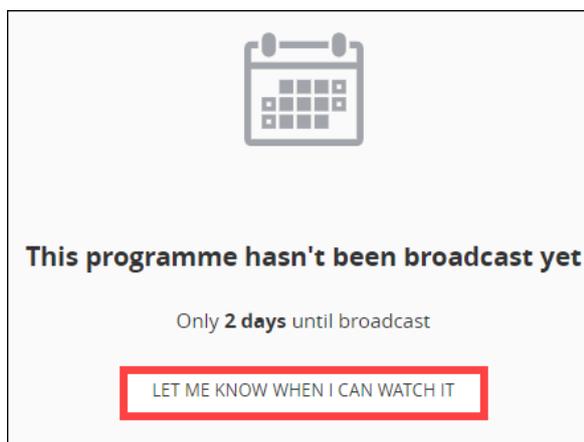
	<p>Call the Midwife</p> <p style="font-size: small;">Drama about a newly trained midwife in 1950s London. As Jenny Lee settles into her role, there is a new arrival at Nonnatus House, named Chummy. A welcome pair of extra hands, Chummy sets about showing her...</p>	<p>8 Jan 2023, 18:20 (80 m)</p> <p style="background-color: #76923c; color: white; padding: 2px 5px; font-weight: bold;">Available to watch now</p>
	<p>Call the Midwife</p> <p style="font-size: small;">Drama based on the memoirs of Jennifer Worth, giving an insight into the colourful world of midwifery and family life in London's East End during the 1950s. In the spring of 1957, newly qualified midwife...</p>	<p>8 Jan 2023, 17:00 (80 mins) on Drama</p> <p style="background-color: #76923c; color: white; padding: 2px 5px; font-weight: bold;">Available to watch now</p>
	<p>Call the Midwife</p> <p style="font-size: small;">The maternity home is thrown into chaos by an outbreak of gastroenteritis, and Nurse Crane fights to save her career. Meanwhile, Cyril encourages Reggie to seek help.</p>	<p>22 Jan 2023, 20:00 (60 mins) on BBC1 London</p> <p style="background-color: #76923c; color: white; padding: 2px 5px; font-weight: bold;">Available to watch now</p>

Click on the **thumbnail image** or **title** to view your chosen programme.

Occasionally, you may see **Requested – Available Soon**. This means another BoB user has requested the programme but it is not yet ready to view.



Press the **corresponding title** for the **Available Soon** option, then the **Let Me Know When I Can Watch It** link.



You will receive an **email** letting you know when the programme is **ready to view**.

Embedding BoB Media into Blackboard

Use this method if you want the BoB programme to be displayed **within** your Blackboard course.

NB: We strongly recommend working in Chrome or Firefox (rather than Internet Explorer) for this activity.

1. Browse to the programme or clip you want to embed into your Blackboard course.
2. Press the **Share** button beneath the player.



3. Select the **Embed** option (3rd) and **copy all the code** in the box.

Share this programme

Link, for use in email, blog posts, instant messengers, etc.

<https://learningonscreen.ac.uk/ondemand/index.php/prog/062DD0BF?bcast=105195108>

WAYFless Link, like the regular link but more convenient if sharing only within your organisation.

<https://login.learningonscreen.ac.uk/wayfless.php?entityID=https%3A%2F%2Fshib.manchester.ac.uk%2Fshibboleth&>

Embed, for displaying the content on your own site.

```
<iframe src="https://learningonscreen.ac.uk/ondemand/embed/prog/062DD0BF?bcast=105195108"
frameborder="0" webkitallowfullscreen="" mozallowfullscreen="" allowfullscreen=""></iframe>
```

4. Go to your Blackboard Course.
5. Navigate to the **Content Area** in which you want the BoB media to appear.
6. With **Edit Mode On**, select **Build Content** on the Action Bar and choose **Create Item**.
7. Enter a **Name** for the item.
8. In the Text Editor, click on the **HTML button** < > in the Toolbar. A **Source Code** window pops up that allows you to view and edit **HTML code** directly.

Can't see the HTML button? Make sure you can see **all** the Toolbars by clicking the **three dots** at the right-hand side of the Text Editor.

CONTENT INFORMATION

* Name 1

Colour of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with various icons for text formatting, alignment, and insertion. A red box highlights the source code icon (<>), and a purple circle with the number 2 is placed below it.

Click **Submit** to proceed. Cancel **Submit**

9. **Paste the embed code** you copied from BoB into the **Source Code popup window**, and press the **Save** button.

Source code

```
1 <iframe src="https://learningonscreen.ac.uk/ondemand/embed/prog/0246A1F7?bcast=138144389" frameborder="0" webkitallowfullscreen="" mozallowfullscreen="" allowfullscreen="" style="width:640px;height:360px"></iframe>
```

Cancel **Save**

You will now see your embedded media displayed.

10. Press **Submit**.

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with various icons for text formatting, alignment, and insertion. The source code icon (<>) is now disabled.

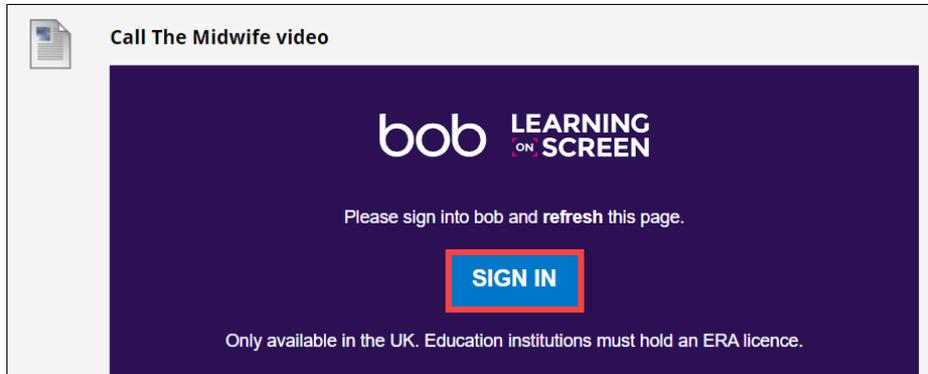
Embedded video player showing a dark scene with a play button in the center.

Click **Submit** to proceed. Cancel **Submit**

Your embedded media will now be displayed in the Content area you chose.

Important Information for your Students:

- When first viewing any embedded media from BoB in their Blackboard course(s), students will see a **Sign In** link.



- Pressing this link opens a **new tab** where your students should **log in to BoB** by **typing Manchester** then selecting **University of Manchester** from the list of organisations. This will automatically log them in to BoB. They can then close the BoB tab.

N.B. The **first time** they **access** BoB, they will [need to register](#).

- Back in Blackboard, they should **refresh** the page.
- The **Play** button will now appear on the viewer.



Make a Clip

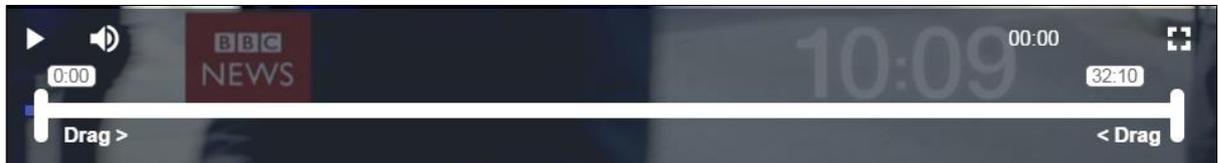
Rather than asking your students to watch a long programme or whole film, you can direct them to a **series of clips** taken from the longer programme. This helps with **student engagement**.

To create a clip:

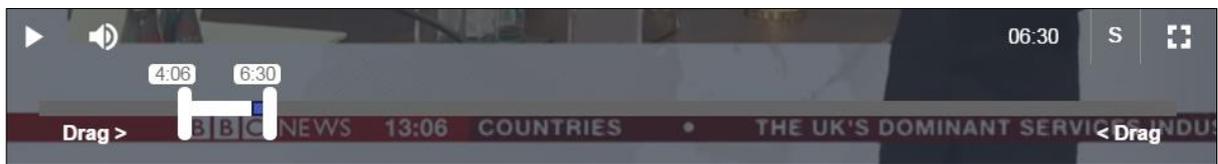
1. In BoB, browse to the programme from which you want to make a clip.
2. Beneath the player, press the Make Clip button.



3. The timeline changes – white drag handles appear at the beginning and end of it.



4. **Drag the handles** to mark the **beginning** and **end** of your desired clip and press the **Save Clip** button.



5. Give your clip a **title** and **optional description**.
6. Your clip will now be displayed and you will have the option to edit the clip, delete it, add it to a playlist, or share it.



All your clips will be available on the **My Clips** tab of **My BoB**.

Clips can be embedded into Blackboard in the same way as programmes.

Create a Playlist

1. Click on the **MyBoB** link then the **Playlists** tab.
2. Click the **New Playlist** button.



3. Give your new playlist a **name** and **optional description**.
4. Decide whether to make the playlist **visible to all BoB users or only you**.
5. Press the **Create Playlist** button. (This will be greyed out until you give your Playlist a name.)

The 'New Playlist' form has a title 'New Playlist' and a 'CANCEL' link. It contains the following fields and options:

- Playlist's name ***: A text input field with the placeholder 'Give your playlist a useful, easy to find name' and a circled '1' next to it.
- Playlist's description**: A larger text area with the placeholder 'Give your playlist a description.' and a circled '2' next to it.
- Visibility settings**: Two radio button options: 'Everyone' (selected, with a circled '3') and 'Only me'.
- CREATE PLAYLIST**: A button at the bottom right, highlighted with a red box and a circled '4' next to it.

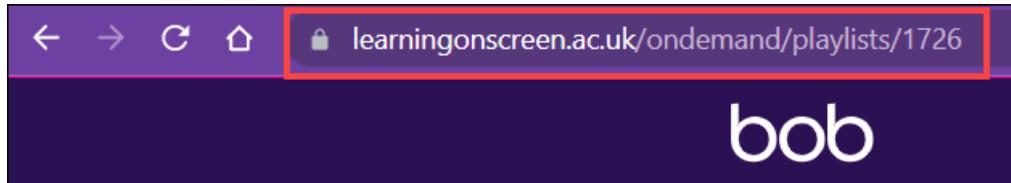
N.B. You can add as many programmes and clips to a playlist as you wish.

The screenshot shows a playlist page for 'MUSC30542' with 18 items. At the top right, there is a 'Visibility settings' section with 'Everyone' selected and 'Only me' as an option. Below this are 'SORT LIST' and 'FILTER LIST' links, and an 'EDIT LIST' button. The main content is a list of programmes:

- Vertigo**: 10 Feb 2013, 18:25 (155 mins) on ITV3. Description: 'Classic drama. An ex-police officer who suffers from an intense fear of heights is hired to prevent an old friend's wife from committing suicide, but all is not as it seems. Hitchcock's haunting...' Available to watch now.
- The 39 Steps**: 28 Jul 2007, 13:15 (85 mins) on BBC2 England. Description: 'Classic Hitchcock mystery based on John Buchan's novel. A man is pursued by the police for a murder he did not commit, and by an international spy ring for information he does not possess. He finds himself...' Available to watch now.
- Up**: 1 Jan 2013, 18:30 (90 mins) on BBC1 London. Description: 'Animation telling the story of 78-year-old Carl, who ties thousands of balloons to his house and floats off to South America to fulfil his lifelong dream. Only when he is up in the air does he realise he has...' Available to watch now.
- The Shining**: 27 Apr 2012, 22:00 (150 mins) on ITV4.

Create a Link in Blackboard to your BoB Playlist.

1. **Copy the web address** (URL) of your playlist in BoB.



2. In the relevant Content area of your Blackboard course, select **Build Content** then **Web link**.
3. Give the link a **name**.
4. **Paste the URL** you copied from BoB.
5. Press **Submit**.

WEB LINK INFORMATION

* Name 1

* URL 2
For example, <http://www.myuniversity.ac.uk>

This link is to a Tool Provider. [What's a Tool Provider?](#)

DESCRIPTION

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

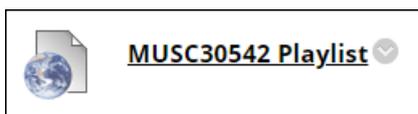
B I U Paragraph Open Sans.sa... 10pt

ABC

3

Click **Submit** to proceed.

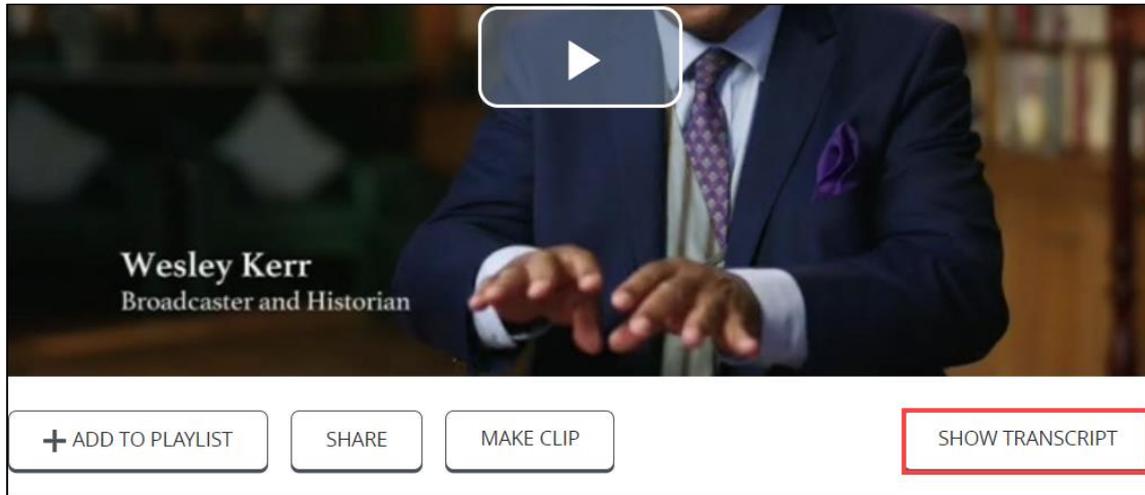
The link to your BoB playlist will be displayed in your Blackboard course.



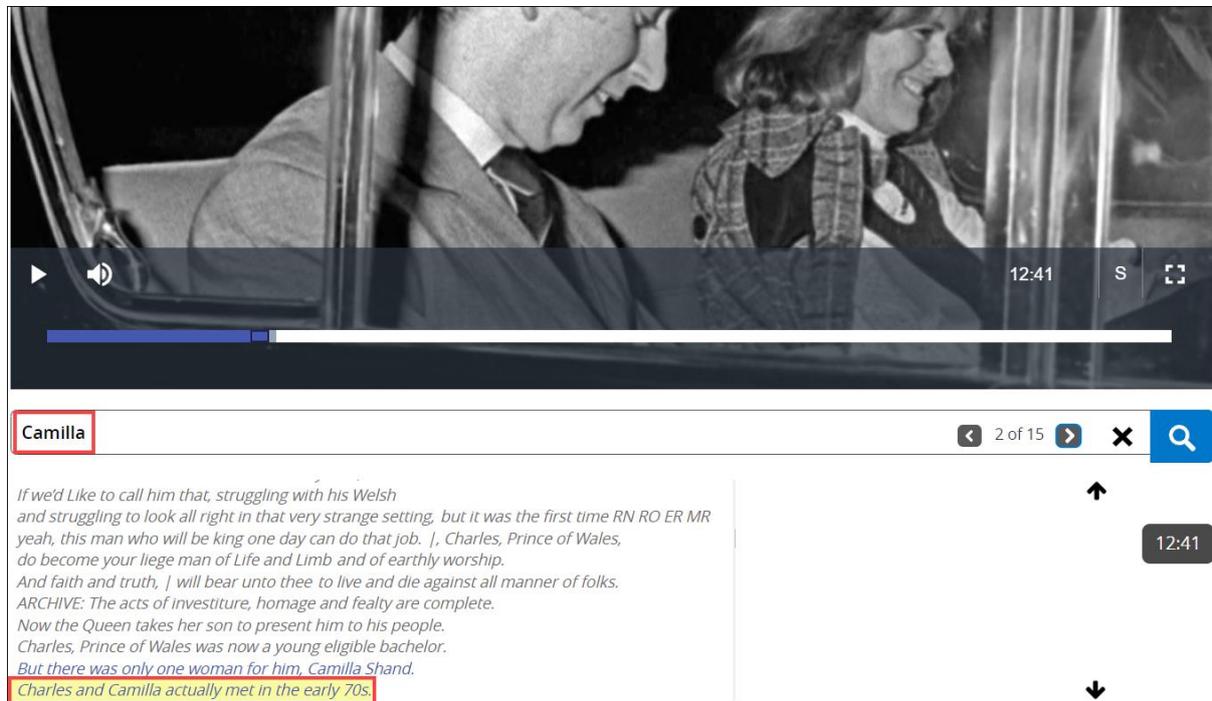
When your students click this link, they will be taken to your playlist in BoB.

Transcripts

BoB gives the option to show a transcript as you watch. If a transcript is available, click the **Show Transcript** button below the video.



You can type in and search for keywords within the transcript and then jump right to that point in the programme by clicking on the highlighted word in the transcript.



Subtitles

In addition to transcripts, most of the media in BoB has **subtitles**. You can **turn on subtitles** by pressing the **S** in the bottom-right corner of the video player.



Pressing the **S** again will **turn subtitles off**.