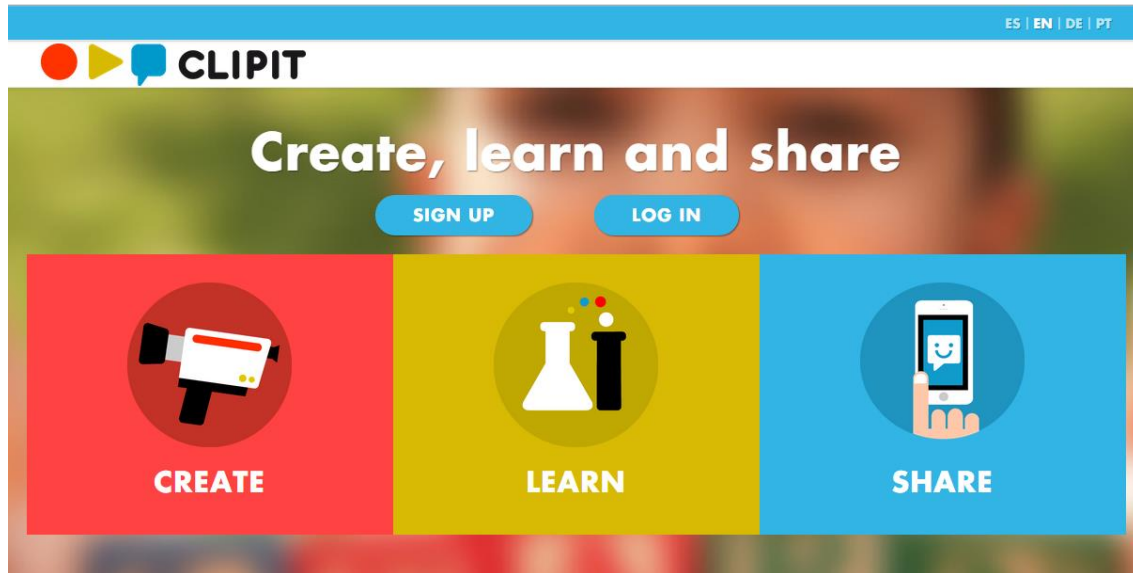
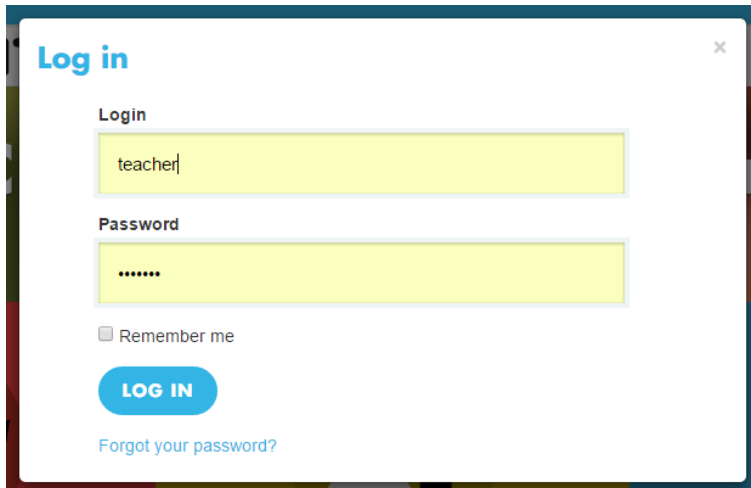


Teacher User Guide

Login Page



The first page when accessing ClipIt is the login page (above). Here we see 2 main buttons: “SIGN UP” and “LOG IN”. “SIGN UP” is only intended to create Student accounts. Teacher accounts are to be created by the site Administrator.

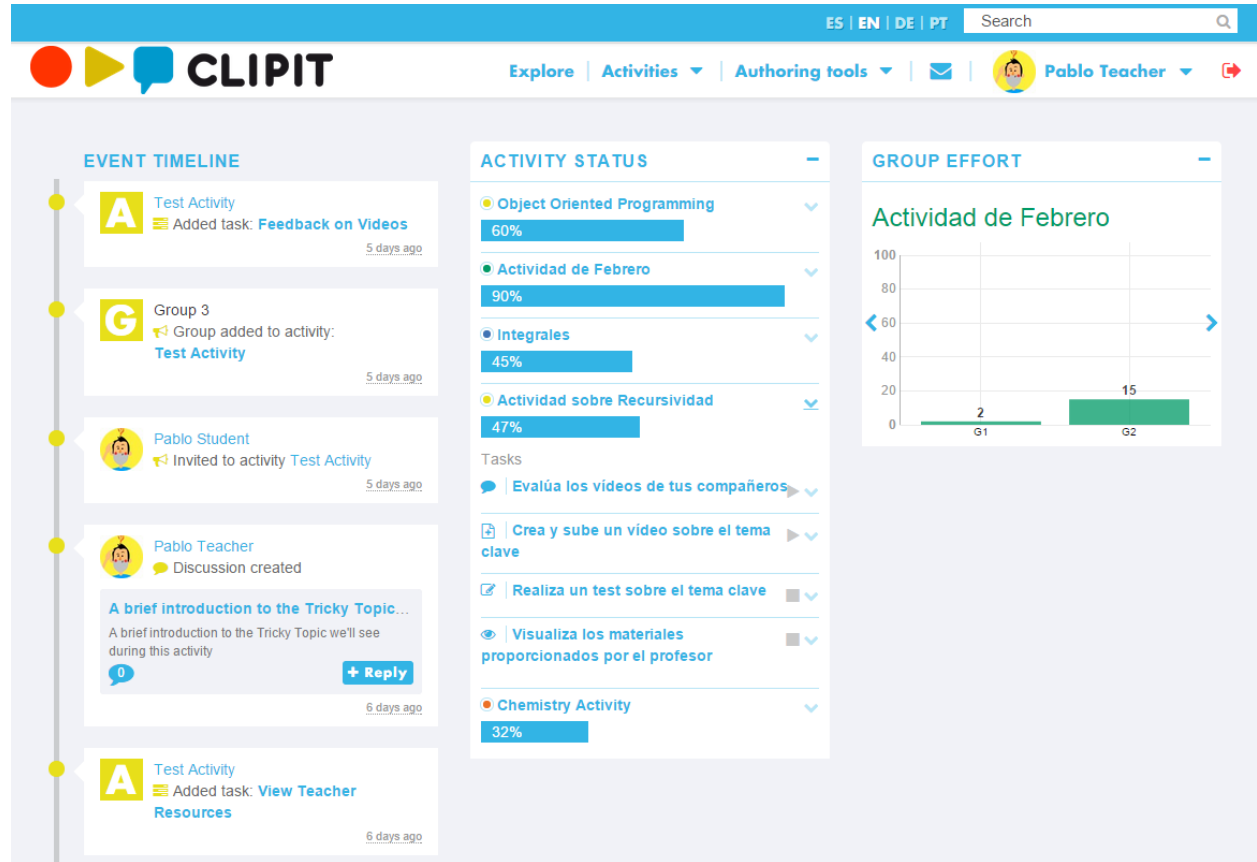
The image shows a login popup window. It has a title bar with the text "Log in" and a close button (X). Inside the popup, there is a "Login" section with a text input field containing the word "teacher". Below this is a "Password" section with a text input field containing six asterisks. There is a checkbox labeled "Remember me" which is currently unchecked. Below the checkbox is a blue button with the text "LOG IN". At the bottom of the popup, there is a link that says "Forgot your password?".

Teachers will click on “LOG IN” and enter their credentials to access ClipIt in the popup which appears (above).

The “Remember me” checkbox allows ClipIt to remember a user the next time they visit. Clicking on “Forgot your password?” will allow to get an email with a reset password URL.

Teacher User Guide

Dashboard



The main dashboard will be presented once logged into ClipIt. This screen shows summarized information about relevant ongoing activities, and is tailored to each role, and to each specific user. In this case, teacher “Pablo Teacher” is managing five activities.

From left to right we find the following widgets:

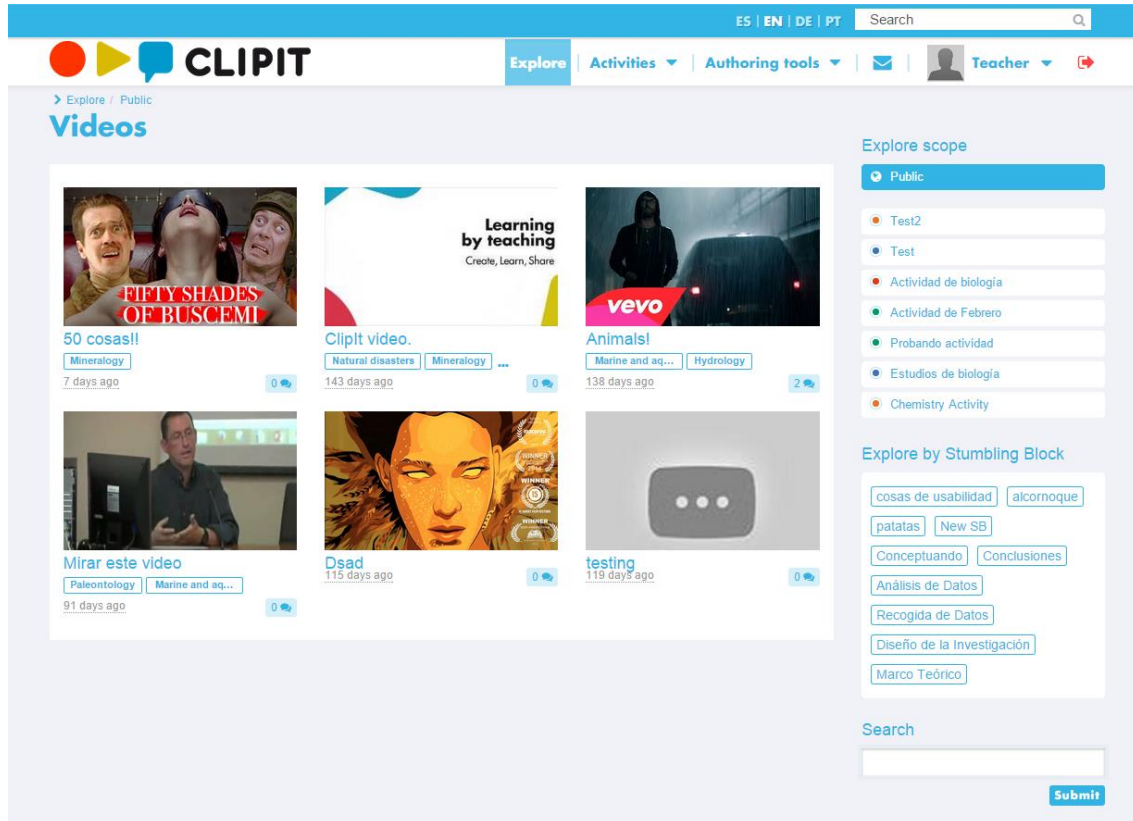
- The event timeline, with most recent events at the top, and loads in real time as we scroll down.
- The activity status widget, with a general progress bar showing the task completion progress. Activities can be expanded to show containing tasks (like shown for “Actividad sobre Recursividad”), and tasks can be expanded to show progress.
- The group effort widget, with bar charts showing per-group progress for each activity (like shown for “Actividad de Febrero”).

On the top main panel, some persistent shortcuts are always displayed: “ClipIt” (link to dashboard), “Explore”, “Activities”, “Authoring tools”, “Messages” icon (inbox + unread count), “Profile” avatar and “Logout” icon. These functionalities are described along this guide.

Teacher User Guide

Explore

The “Explore” button from the main panel allows to watch public content, including the site and activity scopes. This is the main showcase in which publications from activities and those made public can be viewed.



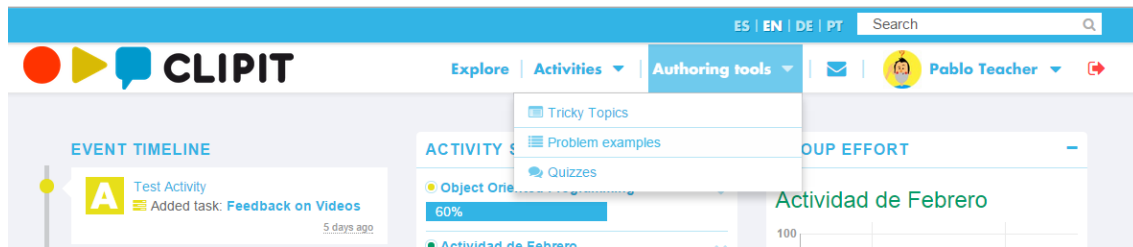
Published content is displayed according to different scopes (above). The right pane allows for scope filtering, including “Public” and individual activities. Selecting the “Public” scope will display public videos, while selecting an activity will display publications from that activity (videos and storyboards).

Below the scope filtering box there is Stumbling Block filtering and below that there is a search field which filters publications by key words contained either in their title or description.

Teacher User Guide

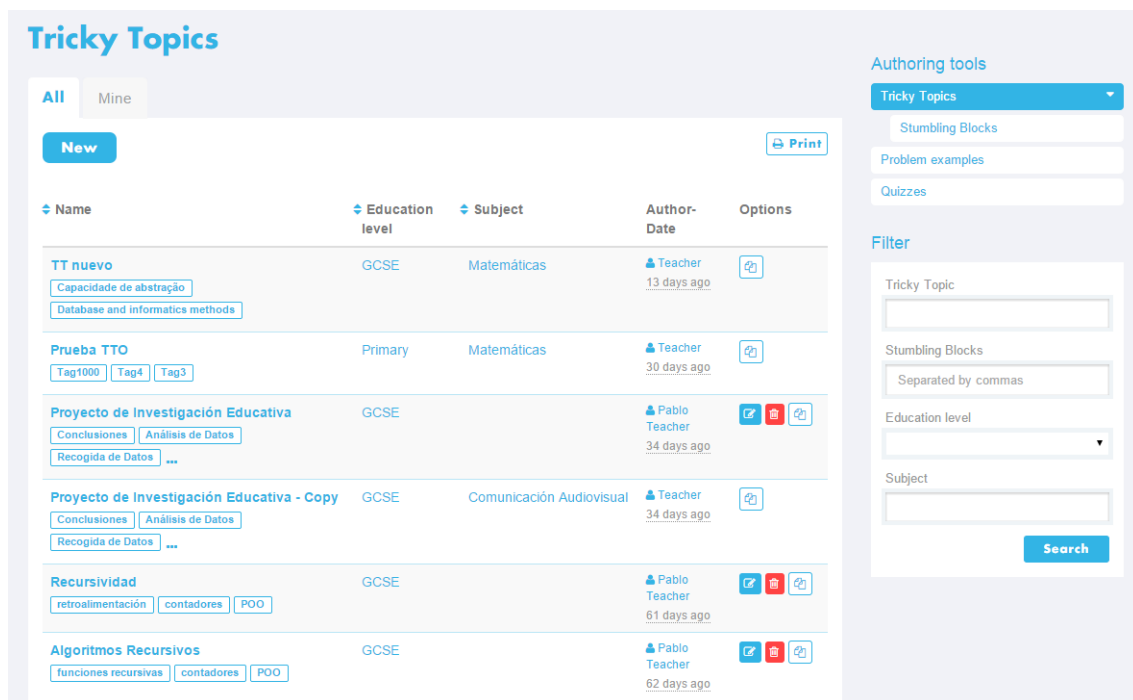
Teacher Authoring Tools

On the main panel, click on the “Authoring tools” drop-down arrow to reveal special teacher sections (below).



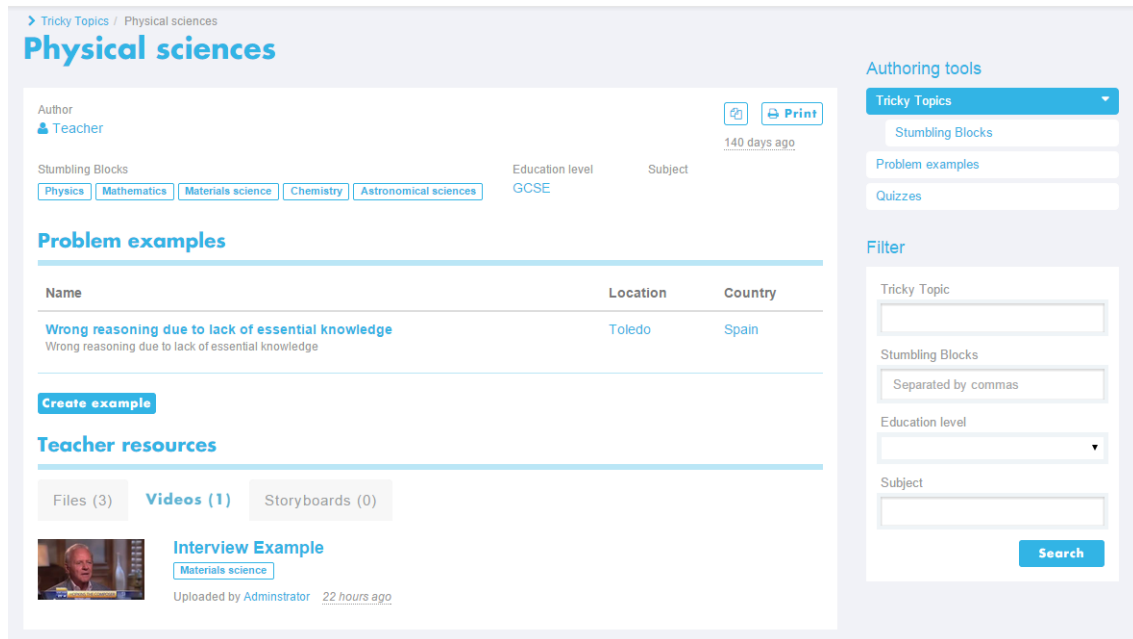
This is a collection of authoring tools to author pedagogical content with which to create activities for students: Tricky Topics (and Stumbling Blocks), Student Problem Examples and Quizzes.

Authoring Tricky Topics



The first authoring tool is for Tricky Topics (above). Here we can view existing ones, using the filters on the right panel, column sorting, or ownership using the tabs on the top. We can also create new Tricky Topics clicking on the “New” button.

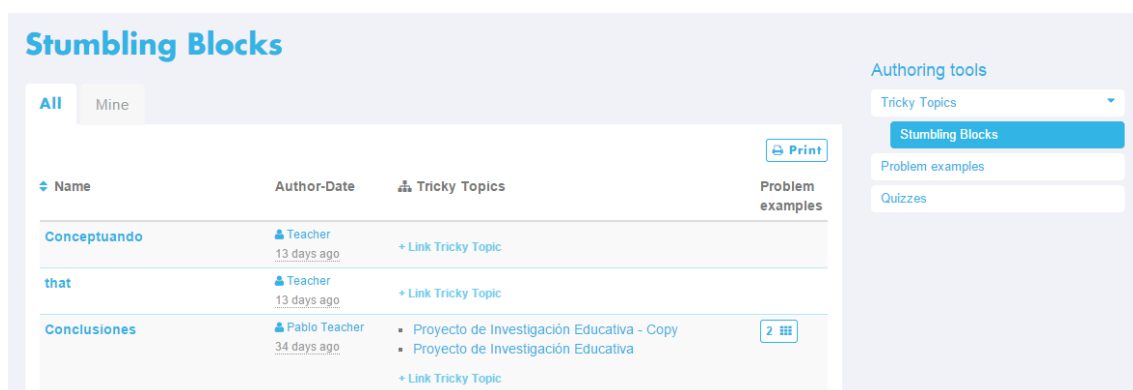
Teacher User Guide



The screenshot shows the 'Physical sciences' Tricky Topic page. At the top, it indicates the author is 'Teacher' and the topic was created '140 days ago'. Below this, there are tabs for 'Stumbling Blocks', 'Problem examples', and 'Quizzes'. The 'Problem examples' tab is active, showing a table with one example: 'Wrong reasoning due to lack of essential knowledge' by 'Toledo' in 'Spain'. To the right, there are 'Authoring tools' including a dropdown for 'Tricky Topics' (set to 'Physical sciences'), buttons for 'Stumbling Blocks', 'Problem examples', and 'Quizzes', and a 'Filter' section with input fields for 'Tricky Topic', 'Stumbling Blocks', 'Education level', and 'Subject', along with a 'Search' button.

Clicking on any Tricky Topic will open up its full view (above). From this view we can see all Tricky Topic information, as well as related student Problem Examples and Teacher Resources. The author of a Tricky Topic can edit, add Problem Examples and Teacher resources, or delete it, while other teachers can make a copy to make changes that won't affect the original one.

All Tricky Topics will be available to use for new activities, so that teachers can reuse work done by other teachers. If they want to fine-tune a Tricky Topic before using it, they can create a copy which will not alter the original one.



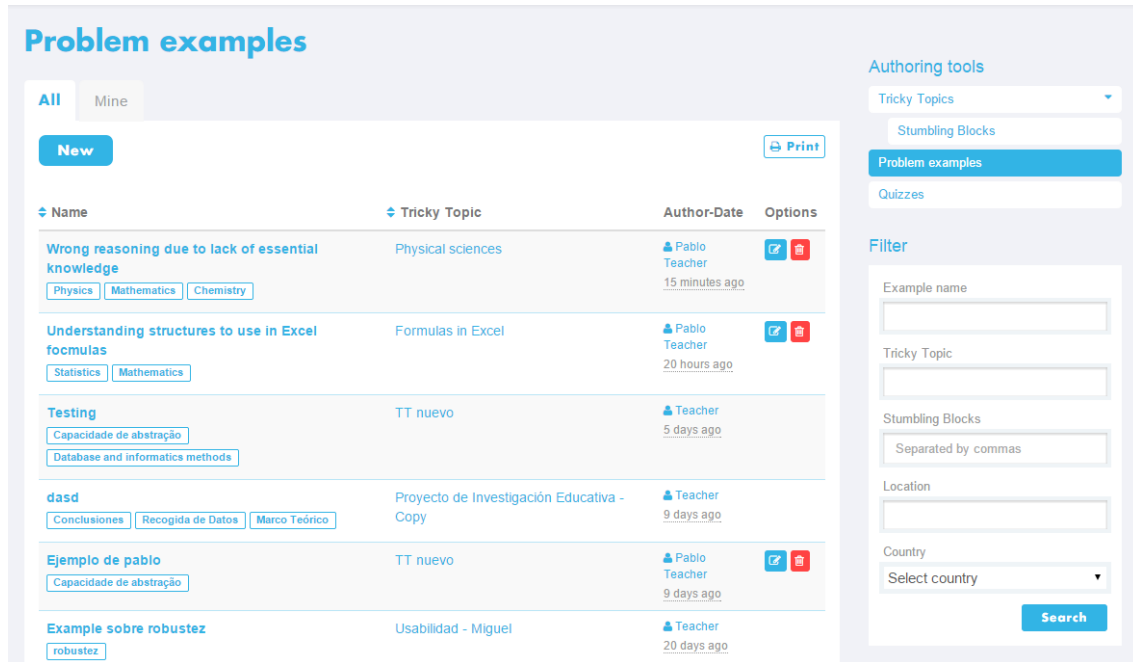
The screenshot shows the 'Stumbling Blocks' view. It has tabs for 'All' and 'Mine'. Below the tabs is a table with columns: 'Name', 'Author-Date', 'Tricky Topics', and 'Problem examples'. The table lists three items: 'Conceptuando' by 'Teacher' (13 days ago), 'that' by 'Teacher' (13 days ago), and 'Conclusiones' by 'Pablo Teacher' (34 days ago). The 'Conclusiones' item is linked to two Tricky Topics: 'Proyecto de Investigación Educativa - Copy' and 'Proyecto de Investigación Educativa'. To the right, there are 'Authoring tools' including a dropdown for 'Tricky Topics' (set to 'Stumbling Blocks'), buttons for 'Stumbling Blocks', 'Problem examples', and 'Quizzes', and a 'Filter' section with input fields for 'Tricky Topic', 'Stumbling Blocks', 'Education level', and 'Subject', along with a 'Search' button.

A sub-section of the Tricky Topic authoring tool is the Stumbling Blocks view (above). This view allows to browse Stumbling Blocks by name or ownership, showing information about author, creation date and linked Tricky Topics and Problem Examples. Stumbling Blocks are created from inside Tricky Topics, and existing Stumbling Blocks can be reused in different Tricky Topics.

Teacher User Guide

Authoring Student Problem Examples

Next is the Problem Example authoring tool (below). It has similar browsing and filtering options as the Tricky Topics authoring tool. From here we can view, edit, delete or create student Problem Examples.



The screenshot shows the 'Problem examples' interface. On the left, there's a sidebar with 'All' and 'Mine' tabs, a 'New' button, and a 'Print' button. The main area displays a table of problem examples with columns for Name, Tricky Topic, Author-Date, and Options. The table lists several examples, each with associated tags and a 'Tricky Topic'.

Name	Tricky Topic	Author-Date	Options
Wrong reasoning due to lack of essential knowledge Physics Mathematics Chemistry	Physical sciences	Pablo Teacher 15 minutes ago	[Edit] [Delete]
Understanding structures to use in Excel focmulas Statistics Mathematics	Formulas in Excel	Pablo Teacher 20 hours ago	[Edit] [Delete]
Testing Capacidade de abstração Database and informatics methods	TT nuevo	Teacher 5 days ago	
dasd Conclusiones Recogida de Datos Marco Teórico	Proyecto de Investigación Educativa - Copy	Teacher 9 days ago	
Ejemplo de pablo Capacidade de abstração	TT nuevo	Pablo Teacher 9 days ago	[Edit] [Delete]
Example sobre robustez robustez	Usabilidad - Miguel	Teacher 20 days ago	

On the right, there's a sidebar with 'Authoring tools' (Tricky Topics, Stumbling Blocks, Problem examples, Quizzes) and a 'Filter' section with input fields for Example name, Tricky Topic, Stumbling Blocks, Location, and Country, along with a 'Search' button.

To create a new Problem Example we click on “New”, and the “Create example” form shows up (below).

Teacher User Guide

Problem examples / Create example

Create example

Name

Description

B I U **☰ ☲ ☱ ☴ ☵ ☶**

New Example description

Country

Guyana

Location

Capital

Attach materials

Files (0) Videos (0) Storyboards (0)

Seleccionar archivo o-CATS-KILL-...acebook.jpg ✓

+ Add

Tricky topic

Formulas in Excel

☐ Select Stumbling blocks

☒ Statistics

☐ Mathematics

Stumbling Blocks

New SB

Stumbling Block

+ Add

Authoring tools

Tricky Topics

Stumbling Blocks

Problem examples

Quizzes

Filter

Example name

Tricky Topic

Stumbling Blocks

Separated by commas

Location

Country

Select country

Search

Problem Distiller

Why do students have this problem?

Terminology

Intuitive Beliefs

Complementary concepts

Incomplete pre-knowledge

Please tick all that apply:

☐ **One term refers to multiple concepts**
One scientific term has a different meaning depending on the context it is used in. e.g. volts and voltage in Physics. Use of the term kinetic energy in both Physics and in Biology.

☒ **Obscure scientific terminology**
Scientific terms that are simply hard for students to remember.

☐ **Scientific use of everyday language**
Everyday terms that students reused in a scientific context, where their scientific meaning may be slightly different to that understood by students. e.g. in Physics, the "drop" part of "forward voltage drop", "current" related to electricity and "frequency", relating to waves. Use of the word "proof" to mean evidence.

☒ **One concept has many scientific names**
Different terms are used to refer to the same concept. e.g. voltage is also referred to as potential difference. Confusion between voltage and charge.

This form must be filled in with the new example information, including a name, description, related Tricky Topic and Stumbling Blocks, Country and Location of origin, optional attached material, and which elements from the Problem Distiller it fits with.

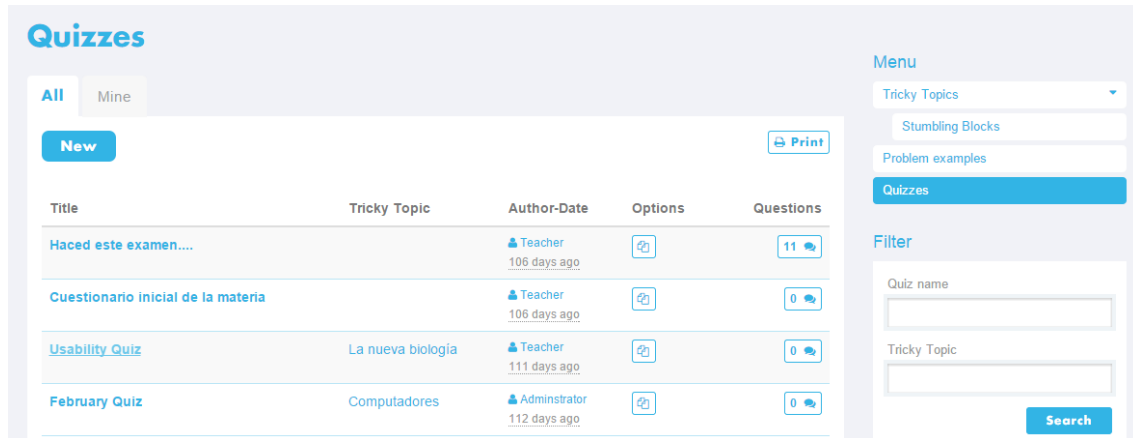
The Problem Distiller is a collection of problem types which should be checked if reflect the reasons why the problem has happened. All checked elements will be saved with the example, for future reference.

Once the new example is fully documented, we click on "Create" to add it into ClipIt.

Authoring Quizzes

The last authoring tool is for Quizzes (below). We find similar filtering mechanisms in the Quiz list as on the Tricky Topics and Examples tools. From here we can edit and delete owner quizzes, or copy existing ones from other teachers.

Teacher User Guide



Quizzes

All Mine

New [Print](#)

Title	Tricky Topic	Author-Date	Options	Questions
Haced este examen....		Teacher 106 days ago	Options	11 Questions
Cuestionario inicial de la materia		Teacher 106 days ago	Options	0 Questions
Usability Quiz	La nueva biología	Teacher 111 days ago	Options	0 Questions
February Quiz	Computadores	Administrator 112 days ago	Options	0 Questions

Menu

Tricky Topics [Tricky Topics](#)

[Stumbling Blocks](#)

[Problem examples](#)

[Quizzes](#)

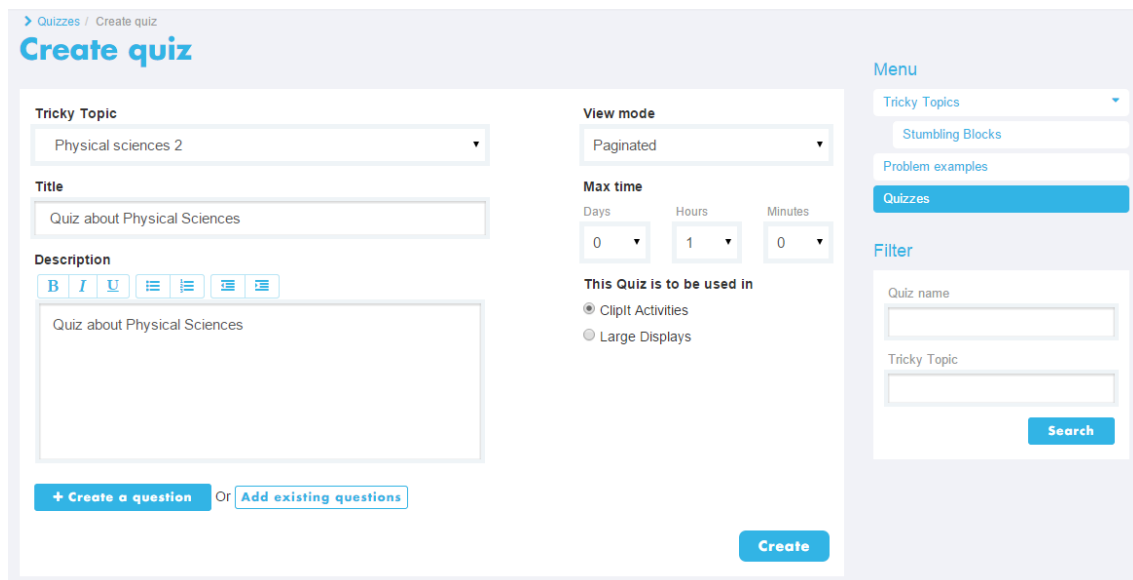
Filter

Quiz name

Tricky Topic

[Search](#)

We can also create new Quizzes using the “New” button, which brings up the new quiz form (below).



Create quiz

Tricky Topic [Physical sciences 2](#)

Title

Description [B](#) [I](#) [U](#) [List](#) [List](#) [List](#) [List](#)

[+ Create a question](#) Or [Add existing questions](#)

View mode [Paginated](#)

Max time

Days Hours Minutes

This Quiz is to be used in

☒ ClipIt Activities

☐ Large Displays

[Create](#)

Menu

Tricky Topics [Tricky Topics](#)

[Stumbling Blocks](#)

[Problem examples](#)

[Quizzes](#)

Filter

Quiz name

Tricky Topic

[Search](#)

This form needs to be filled with general quiz information like related Tricky Topic, title, description, viewing mode (all in one page or paginated), maximum time to take the quiz (from the moment each students starts) and whether the quiz is intended for ClipIt Activities, or for Large Displays.

Next, the quiz questions have to be added. ClipIt allows to either create new questions, or select existing ones. The list of existing questions will show all of those inside quizzes which relate to the same Tricky Topic as we are using. If we choose to create a new question, a form will be shown to be filled-in (below).

Teacher User Guide

1. Delete

Question

Which of these are Materials Sciences?

Additional information

B I U    

you may select more than 1

Possible answers

Multiple choice

☒ Check correct answers

☒ Physics ✗

☒ Chemistry ✗

☐ Latin ✗

[+ Add answer](#)

Difficulty

1 2 **3** 4 5 6

Related Stumbling Blocks

☐ Select all/none

☒ Physics

☐ Mathematics

☒ Materials science

☒ Chemistry

☐ Astronomical sciences

Examples related to Stumbling blocks

	Location	Country
Wrong reasoning due to lack of essential knowledge	Toledo	Spain
Wrong reasoning due to lack of essential knowledge		
 Problem Distiller	 Teacher resources (1)	

Each quiz question is composed by several fields:

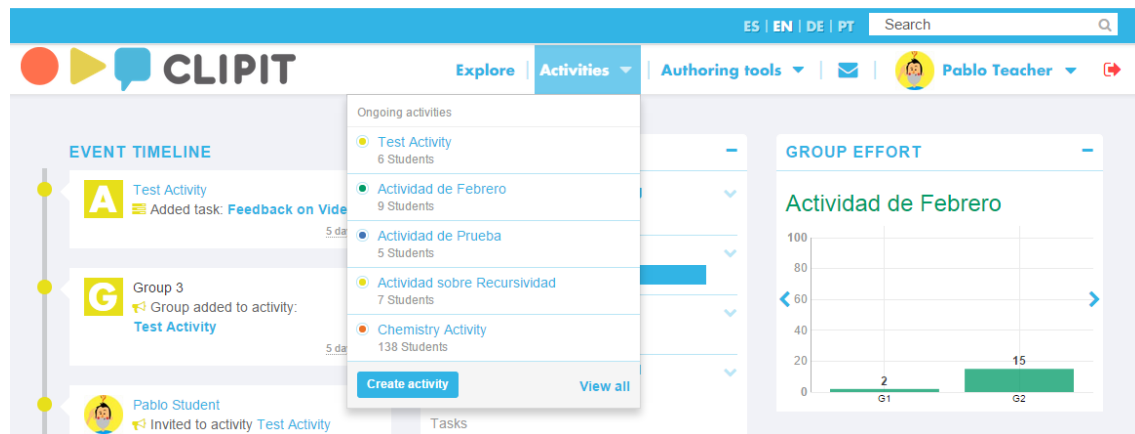
- **Question:** the main question to be answered.
- **Additional information:** Any extra information for students which is not part of the question.
- **Possible answers:** questions can have different types of answers (multiple choice, single choice, numeric or true/false). Once selected an answer type, input the possible answers, and check those which are correct.
- **Difficulty:** a value for teachers to state how difficult they consider the question.
- **Related Stumbling Blocks:** check all Stumbling Blocks related with this question. When checking the, related student problem examples will show up beneath. This helps teachers focus their questions to the example problems students have had with the Stumbling Blocks they are using.

Once all quiz questions have been added, click on “Create” to save the new quiz. Quizzes are available to use in activities, inside “Take Quiz” type tasks.

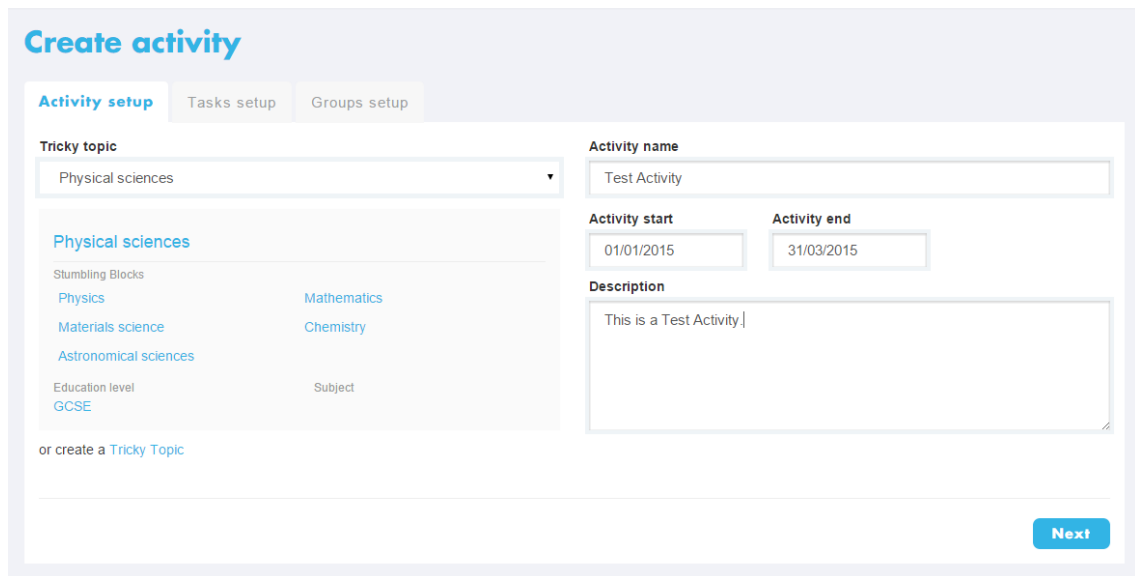
Teacher User Guide

Create an Activity

Clicking on the “Activities” dropdown from the main panel (below) will open the running activities which the logged-in teacher is managing. Clicking on the “Create activity” button will open the activity creation wizard. This guided process allows to create activities which follow the JuxtaLearn process, and configure all necessary tasks and options so that students can begin working in them.



Activity Setup



The screenshot shows the 'Create activity' wizard, specifically the 'Activity setup' tab. The form includes the following fields:

- Tricky topic:** A dropdown menu currently set to 'Physical sciences'.
- Activity name:** A text input field containing 'Test Activity'.
- Activity start:** A date input field set to '01/01/2015'.
- Activity end:** A date input field set to '31/03/2015'.
- Description:** A text area containing 'This is a Test Activity'.

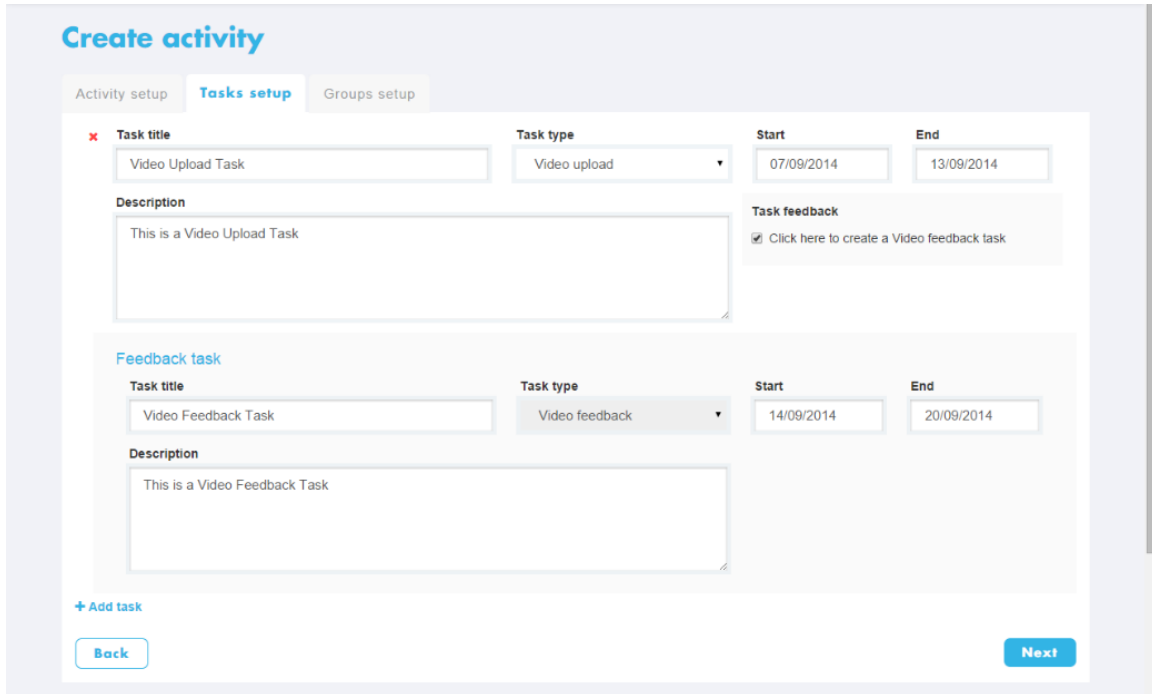
Below the 'Tricky topic' dropdown, there is a list of subjects: Physical sciences, Mathematics, Materials science, Chemistry, Astronomical sciences, and Education level GCSE. A link 'or create a Tricky Topic' is also present. A 'Next' button is located at the bottom right of the form.

The first step/tab is the “Activity setup” (above). Here we select the Tricky Topic to use for the activity. If the desired Tricky Topic has not been yet created, there is a link below to add a new one. The full functionality for authoring Tricky Topics can be found in the Tricky Topics authoring page which will be covered later on.

Teacher User Guide

Once a TT is selected, the contained Stumbling Blocks are displayed. On the right we must fill in the activity name, its start and end dates, and the activity description. The description may contain general information, but tasks should not be described here, as they have their own description which will be inserted in the next step.

Tasks setup



Create activity

Activity setup **Tasks setup** Groups setup

Task title ✖ Video Upload Task **Task type** Video upload **Start** 07/09/2014 **End** 13/09/2014

Description
This is a Video Upload Task

Task feedback
☒ Click here to create a Video feedback task

Feedback task

Task title Video Feedback Task **Task type** Video feedback **Start** 14/09/2014 **End** 20/09/2014

Description
This is a Video Feedback Task

[+ Add task](#)

[Back](#) [Next](#)

The next tab is the task setup (above). Here, the teacher must define each task to be carried out by students, either individually or in groups, depending on the task type. Tasks are recommended to be carried out in the order they are described below, although which tasks to add, and how many of each, is up to the teacher.

There are 5 main task types, two of which have associated sub-tasks:

- **View Teacher resources:** This type of task allows for teachers to select some (or all) of the teacher resources related to the activity Tricky Topic, and set a timeframe in which students must view and/or download them. Teacher materials can be added to Tricky Topics from the Tricky Topic authoring page seen before, or from the activity “Teacher Resources” section that will be explained further on. ClipIt tracks each student accessing teacher resources, and will set the task as “completed” when all contained resources have been viewed.
- **Take quiz:** For this task, students will be asked to take a quiz. The teacher can define the start and end date to carry out this task, and a list of quizzes related to the activity Tricky Topic will be

Teacher User Guide

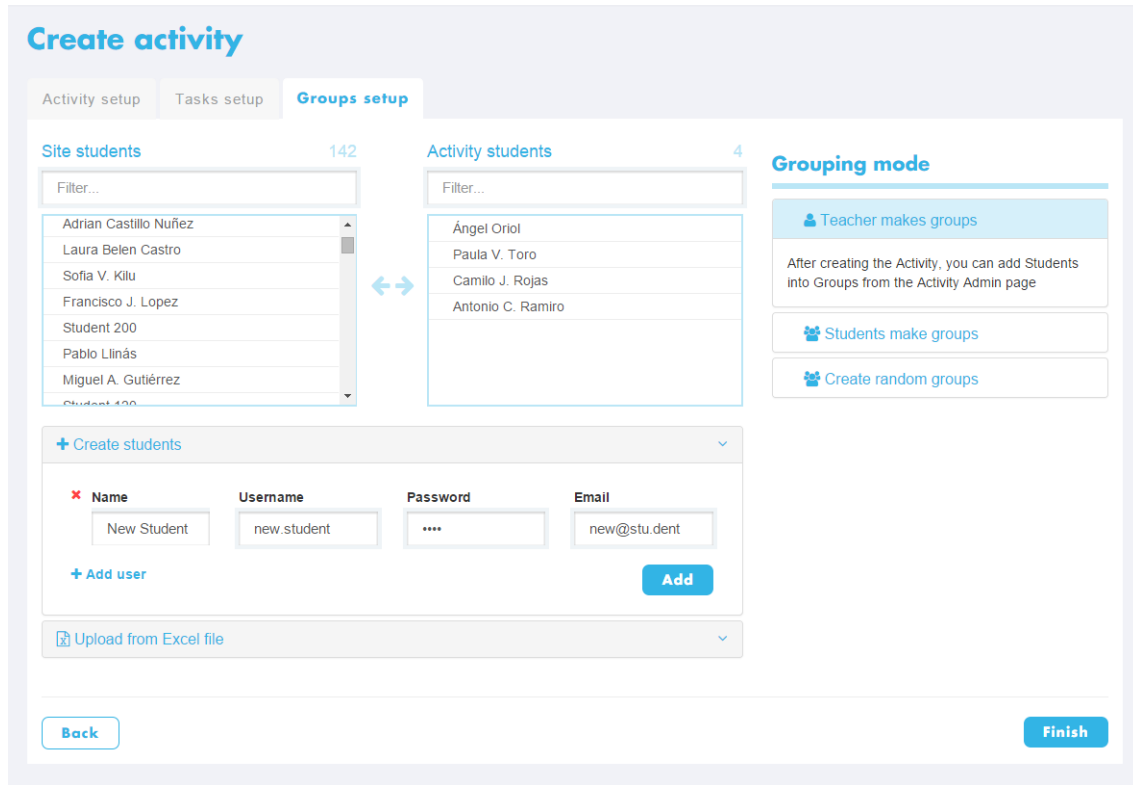
displayed for the teacher to choose one. Quizzes should be created beforehand using the Quiz Authoring tool described previously (see Tricky Topic and Quiz authoring).

- Create storyboard: Students work in groups (which will be configured on next step) to create a single storyboard which plans out the final video explaining one or more Stumbling Blocks from the activity Tricky Topic. One storyboard per group should be published into the task before the task end date.
 - Storyboard feedback: This is a sub-task linked to a “Create storyboard” task. Students must individually give feedback on the storyboards published into the “Create storyboard” task by other groups. They must use the scaffolded commenting and rating mechanism enabled by ClipIt to give their opinion, and they will also receive peer feedback for their storyboard.
- Create video: Students work in groups to perform and compose a video describing the Stumbling Blocks as planned in their storyboard. The final video can have minor modifications in the SBs used. One video per group should be published towards the task before the task end date.
 - Video feedback: This is a sub-task linked to a “Create video” task. Students must individually give feedback on the videos published into the “Create video” task by other groups. They must use the scaffolded commenting and rating mechanism enabled by ClipIt to give their opinion, and they will also receive peer feedback for their video.
- Other: This is a general task type in which the teacher must define the task to carry out in the description. The task also contains start and end dates in which to complete it.

Groups Setup

Now that tasks are configured, the next step is to setup student groups (below). The teacher needs to add all students which will take part in the activity from the left “Site students” box into the “Activity students” box. If new students need to be added to the site, the “Create students” box allows to add single users, and the “Upload from Excel file” box allows to add multiple users from an Excel document. For this last option, an Excel template is provided, which needs to be filled in and uploaded. Groups will be formed next, from the list of “Activity students” selected here.

Teacher User Guide



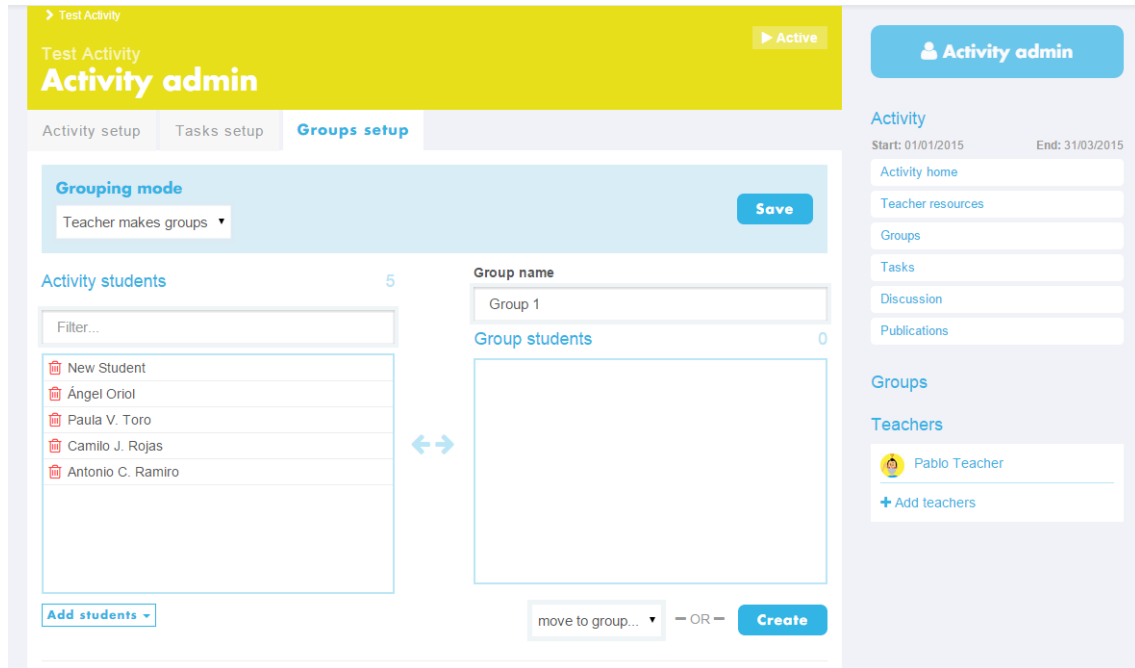
The screenshot shows the 'Create activity' interface with the 'Groups setup' tab selected. It features two columns of student lists: 'Site students' (142) and 'Activity students' (4). A double-headed arrow indicates the transfer of students between these lists. Below the lists is a 'Create students' section with fields for Name, Username, Password, and Email, and an 'Add' button. To the right, the 'Grouping mode' section offers three options: 'Teacher makes groups', 'Students make groups', and 'Create random groups'. The 'Teacher makes groups' option is currently selected. At the bottom, there are 'Back' and 'Finish' buttons.

There are 3 grouping modes from which the teacher has to select one (above, right panel):

- Teacher makes groups: the teacher creates and fills groups with students.
- Students make groups: the teacher sets a maximum number of students per group, and students choose how to join to form groups.
- Create random groups: the teacher sets a maximum number of students per group, and ClipIt randomly creates groups from the activity students.

Clicking on “Finish” will create the activity, although depending on the grouping mode, some extra steps may be needed.

Teacher User Guide



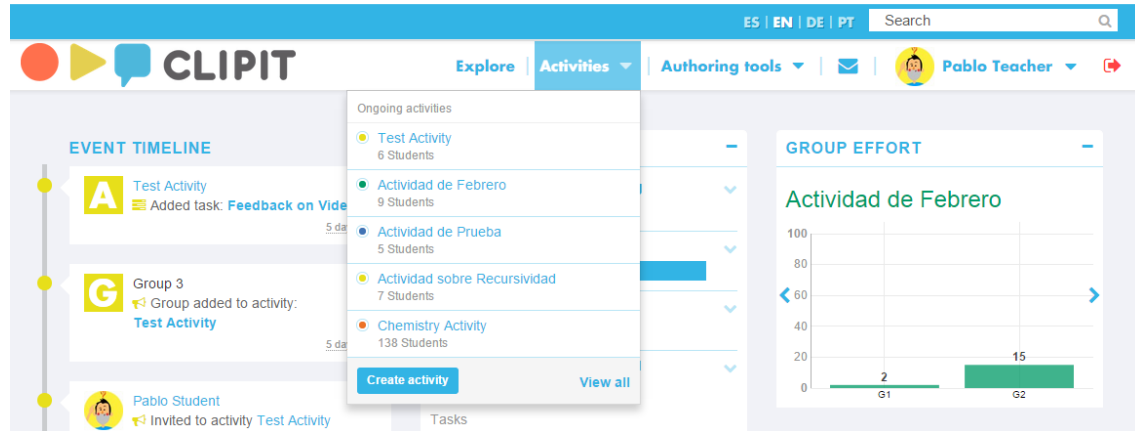
The screenshot shows the 'Activity admin' interface for a 'Test Activity'. The top navigation bar is yellow with the text 'Test Activity' and 'Activity admin'. A 'Groups setup' tab is selected, showing a 'Grouping mode' dropdown set to 'Teacher makes groups'. Below this, there are two main sections: 'Activity students' (with 5 students listed) and 'Group students' (with 0 students). A 'Group name' field is set to 'Group 1'. A 'Create' button is visible at the bottom right of the 'Group students' section. The right sidebar contains links for 'Activity home', 'Teacher resources', 'Groups', 'Tasks', 'Discussion', and 'Publications'. The bottom of the sidebar shows the user 'Pablo Teacher' and an 'Add teachers' button.

In case “Teacher makes groups” was selected (above), teachers will have to move students by selecting them from the “Activity students” box into the “Group students” box, and give each group a name before clicking on “Create”.

In case “Students make groups” was selected, students will have to join a group from the activity page when they log into ClipIt (see Student User Guide).

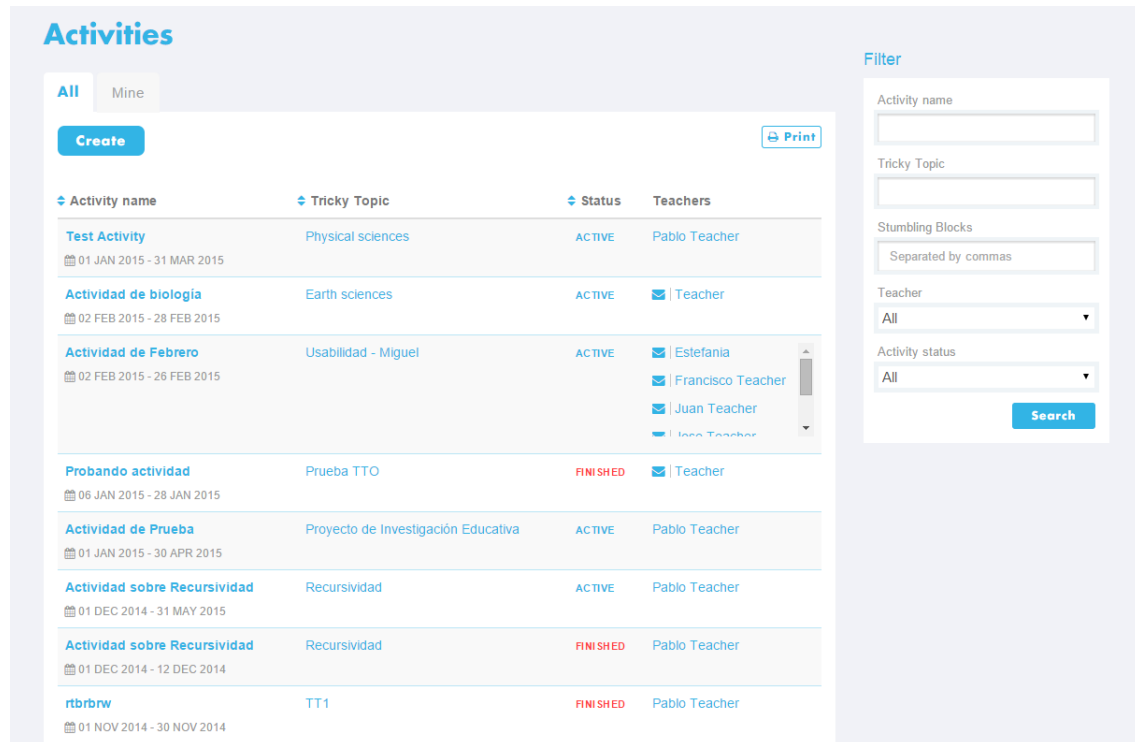
Teacher User Guide

Activity Administration



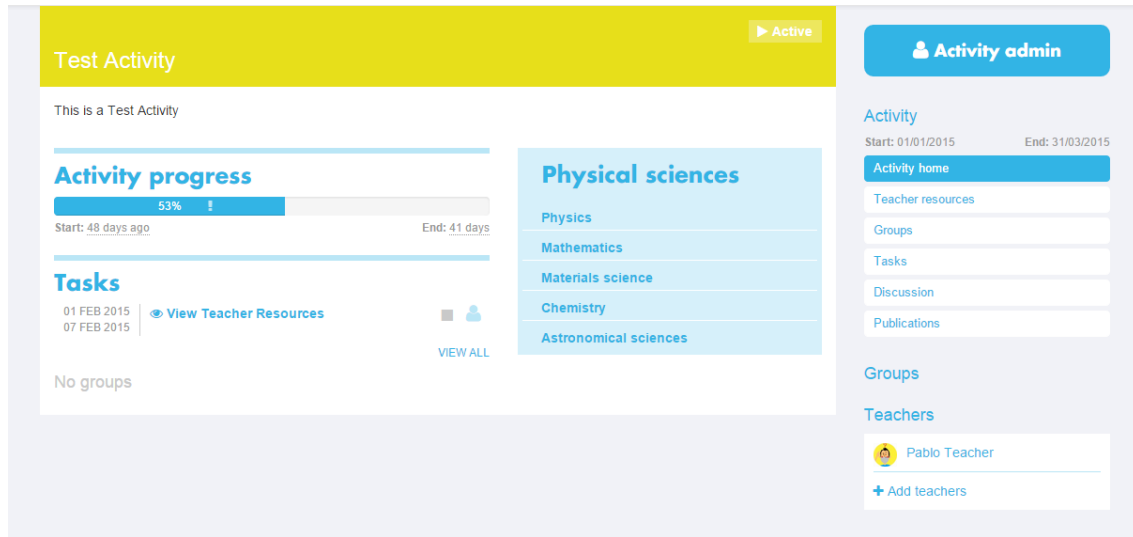
The “Activities” dropdown from the main bar (above) shows the list of running activities, and clicking on “View all” opens a page with all of the activities created and/or managed by the logged in teacher (below).

There are columns which can be ordered, and filtering fields on the right sidebar. Also, a “Mine” tab which only shows those activities created by the logged-in teacher.

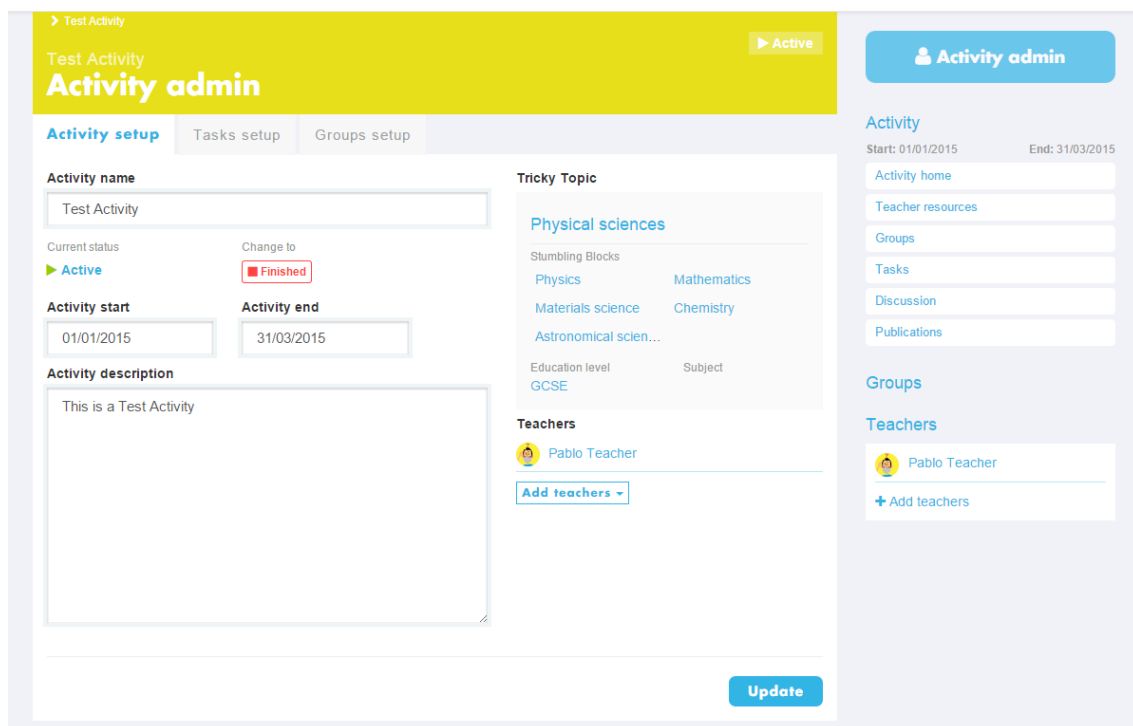


Clicking on any activity name will open the “Activity home” page (below).

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This is the Activity home page, with general information for teachers about the activity. The sections on the right will be covered later on, in the “Activity Moderation” chapter. Clicking the “Activity admin” button on the top-right leads to the activity administration page (below).

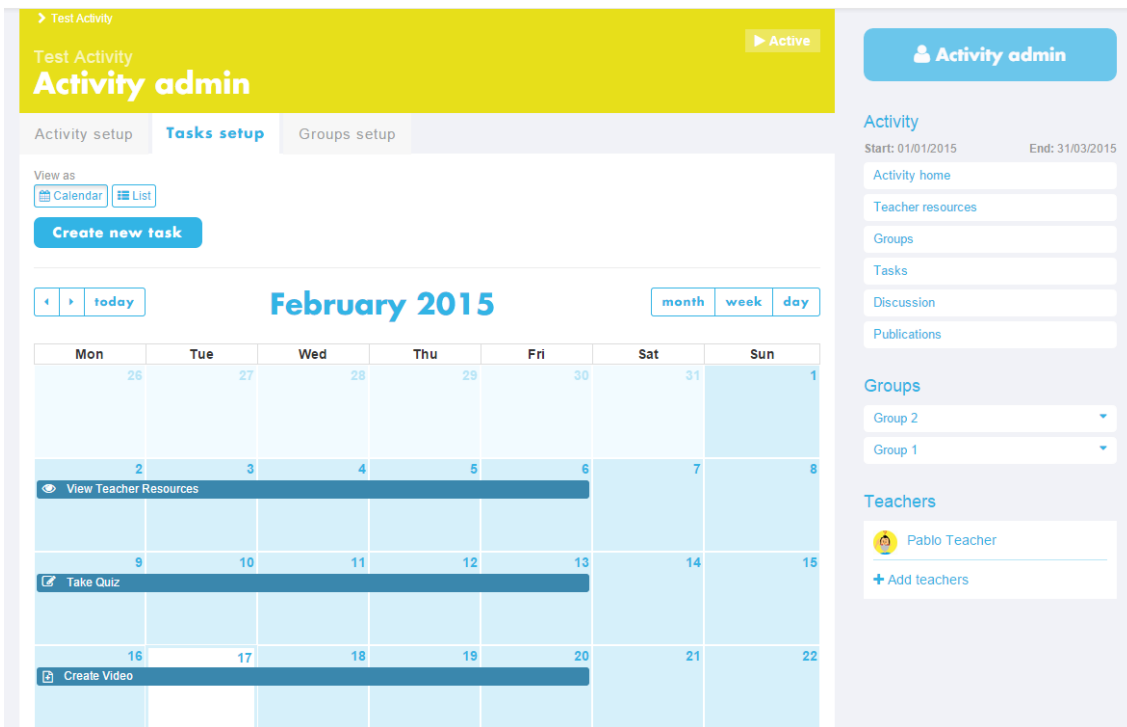


The “Activity setup” tab (above) allows to review and change the general information and status of the activity:

Teacher User Guide

- Activity name and description: Change the name and description of the activity. The Tricky Topic used cannot be changed once the activity has been created.
- Current status: If the activity start date has not yet started, the status is “Enrolling”. From the start date to the end date, the activity will be in “Active” state. When the end date is met, the activity state is set to “Finished”. The activity status can be altered by either changing the start and end dates, or by clicking on the status change icon below “Change to:” which in this case would set the state from “Active” to “Finished”.
- Start and End dates: Modify the activity start and end dates. Only between these two dates will students be able to perform tasks.
- Teachers: Teachers can add other teachers as supervisors for the activity. Added teachers will have the same access to the activity as the one who created it.

Next is the “Task setup” tab (below), where teachers can review create, delete and edit tasks using two views: “Calendar” and “List”.



The screenshot displays the 'Test Activity' interface with the 'Activity admin' header. The 'Tasks setup' tab is active, showing a calendar view for February 2015. The calendar has columns for days of the week and rows for dates. Tasks are represented as horizontal bars across the calendar days:

- View Teacher Resources:** A blue bar spanning from Monday, Feb 2 to Friday, Feb 6.
- Take Quiz:** A blue bar spanning from Monday, Feb 9 to Friday, Feb 13.
- Create Video:** A blue bar spanning from Monday, Feb 16 to Friday, Feb 20.

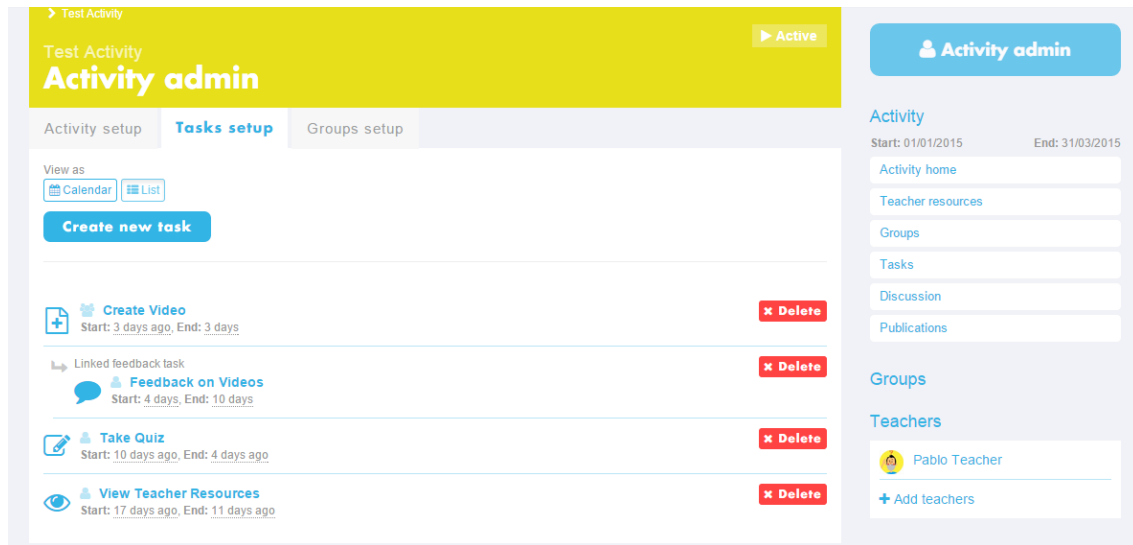
On the right side of the interface, there is a sidebar with the following sections:

- Activity admin:** A blue button.
- Activity:**
 - Start: 01/01/2015, End: 31/03/2015
 - Activity home
 - Teacher resources
 - Groups
 - Tasks
 - Discussion
 - Publications
- Groups:**
 - Group 2 (selected)
 - Group 1
- Teachers:**
 - Pablo Teacher (with profile icon)
 - + Add teachers

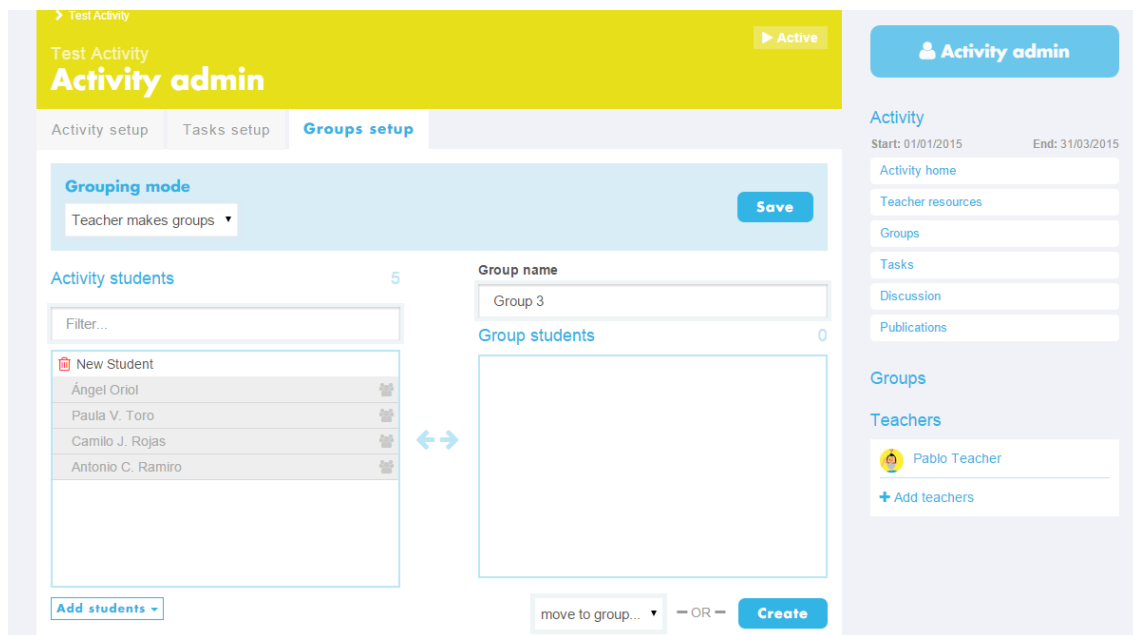
Using the Calendar view (above) shows task agendas drawn on a calendar.

On the List view (below) we see tasks listed chronologically. In either view we can edit tasks, clicking on their name, to modify properties such as name, description, type, or start and end dates.

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The “Groups setup” tab (below) allows to modify activity groups, regardless of the grouping mode selected when creating the activity.

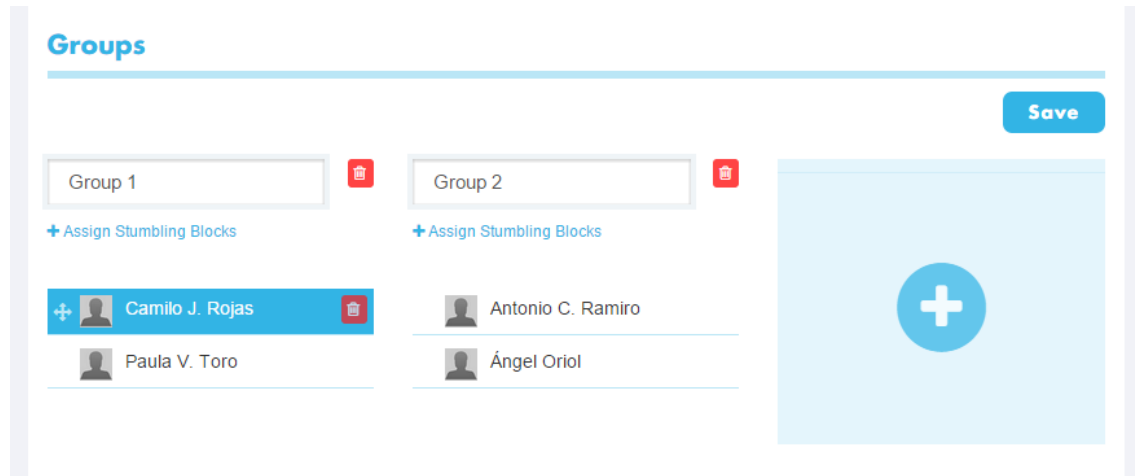


To create new groups, choose students from the left “Activity students” box, and click to move them to the “Group students” box on the right. New students can be added to the activity by clicking on “Add students”, the same way as when creating the Activity. Give the group a name, and click “Create” to create a new group.

To add students to an existing group, first move them to the “Group students” box, and then use the

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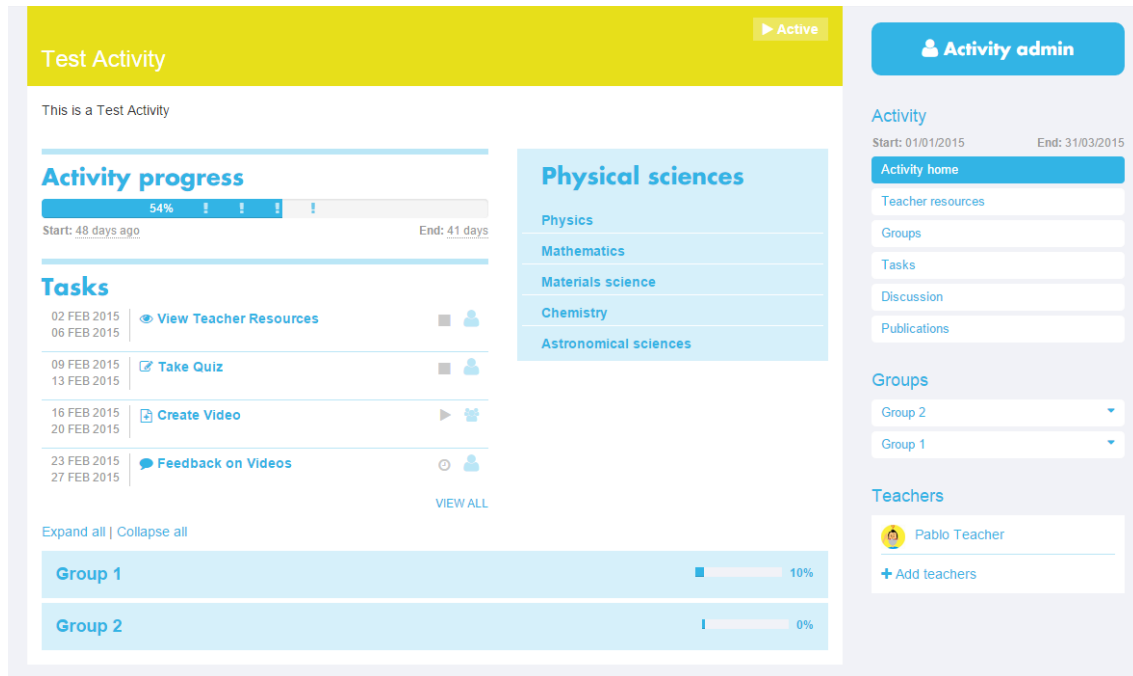
“move to group...” drop-down, and select which group to add them to.



Existing groups (above) can be modified by dragging students around, or clicking the “delete” icon for individual students, or a whole group. Groups can be renamed and assigned with Stumbling Blocks to work on. Assigning Stumbling Blocks to groups is used to automatically tag all group publications with the Stumbling Blocks selected, although content authors can alter the tags before publishing. Teachers should make clear in the activity description whether the use of the linked Stumbling Blocks is optional or compulsory.

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Activity Moderation



Test Activity ▶ Active

This is a Test Activity

Activity progress
54%
Start: 48 days ago End: 41 days

Tasks

02 FEB 2015 06 FEB 2015	View Teacher Resources	■	👤
09 FEB 2015 13 FEB 2015	Take Quiz	■	👤
16 FEB 2015 20 FEB 2015	Create Video	▶	👤
23 FEB 2015 27 FEB 2015	Feedback on Videos	🕒	👤

[VIEW ALL](#)

Expand all | Collapse all

Group 1 10%

Group 2 0%

Physical sciences

- Physics
- Mathematics
- Materials science
- Chemistry
- Astronomical sciences

Activity admin

Activity
Start: 01/01/2015 End: 31/03/2015

Activity home

- Teacher resources
- Groups
- Tasks
- Discussion
- Publications

Groups

Group 2

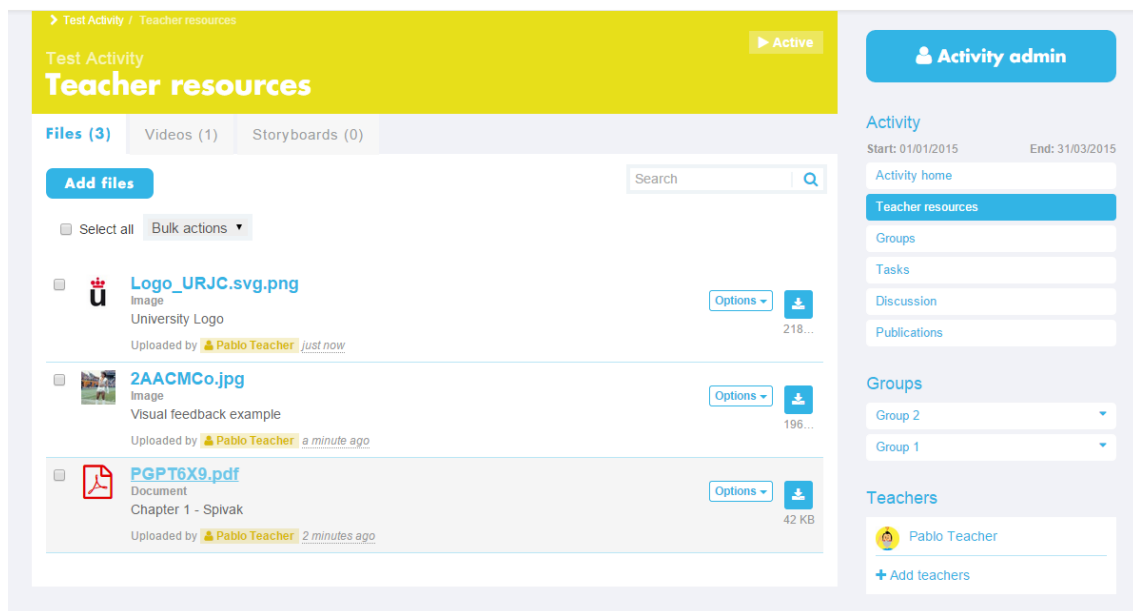
Group 1

Teachers

Pablo Teacher

+ Add teachers

Returning to the activity home (above), we can review the activity progress, contained tasks, the related Tricky Topic, and participating groups. On the right we have the activity pages, the groups list with their individual pages, and the teachers list. This is the first of the activity pages: “Activity home”.



Test Activity / Teacher resources ▶ Active

Test Activity
Teacher resources

Files (3) Videos (1) Storyboards (0)

Add files

☐ Select all **Bulk actions**

	Logo_URJC.svg.png Image University Logo Uploaded by Pablo Teacher just now	Options	Download 218...
	2AACMCo.jpg Image Visual feedback example Uploaded by Pablo Teacher a minute ago	Options	Download 196...
	PGPT6X9.pdf Document Chapter 1 - Spivak Uploaded by Pablo Teacher 2 minutes ago	Options	Download 42 KB

Activity admin

Activity
Start: 01/01/2015 End: 31/03/2015

Activity home

- Teacher resources
- Groups
- Tasks
- Discussion
- Publications

Groups

Group 2

Group 1

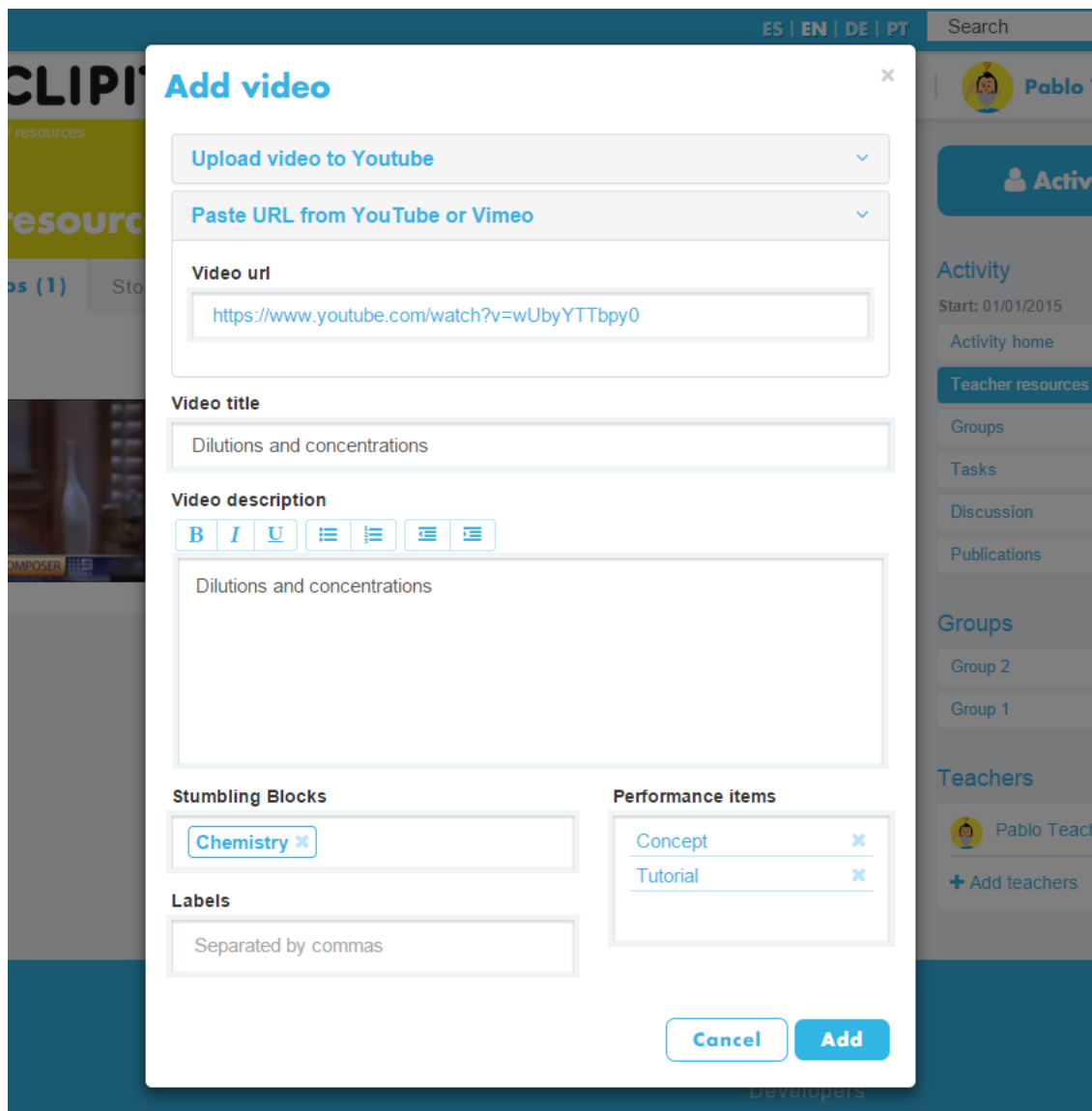
Teachers

Pablo Teacher

+ Add teachers

Teacher User Guide

The next activity page from the right panel is the “Teacher resources” (above), where files, videos and storyboards can be uploaded by teachers to help students with their tasks. Available material is exposed filtered by type, and more material can be uploaded clicking on “Add files”, “Add videos” or “Add storyboards” respectively.



The screenshot shows the 'Add video' popup form. At the top, there are two tabs: 'Upload video to Youtube' (selected) and 'Paste URL from YouTube or Vimeo'. Below the tabs, there is a 'Video url' input field containing the URL 'https://www.youtube.com/watch?v=wUbyYTTbpy0'. Below the URL field is a 'Video title' input field containing 'Dilutions and concentrations'. Below the title field is a 'Video description' input field with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink) and the text 'Dilutions and concentrations'. Below the description field are two sections: 'Stumbling Blocks' and 'Performance items'. The 'Stumbling Blocks' section has a text input field containing 'Chemistry'. The 'Performance items' section has a list box containing 'Concept' and 'Tutorial'. Below these sections is a 'Labels' section with a text input field containing 'Separated by commas'. At the bottom right of the form are 'Cancel' and 'Add' buttons.

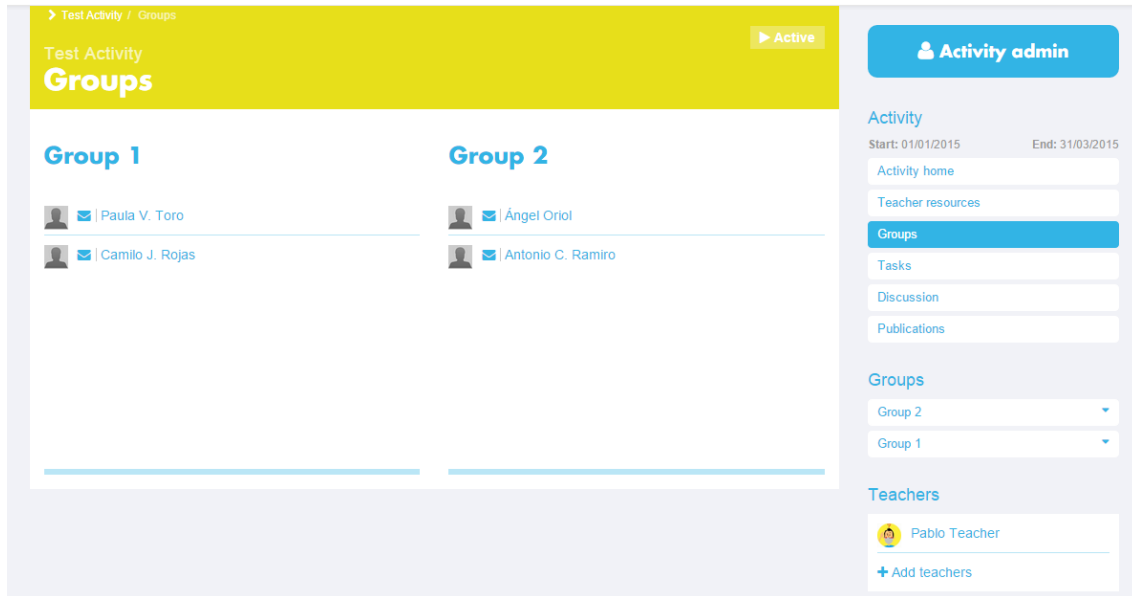
These buttons open a corresponding popup form in which to select the material to upload, and give it a name and a description. In the case of videos (above), there are two ways of uploading them:

- Upload video to YouTube: this allows us to select a local video file, and ClipIt will take care of uploading it to its associated YouTube channel for us. The site administrator is in charge of setting up the associated YouTube account for each ClipIt site.

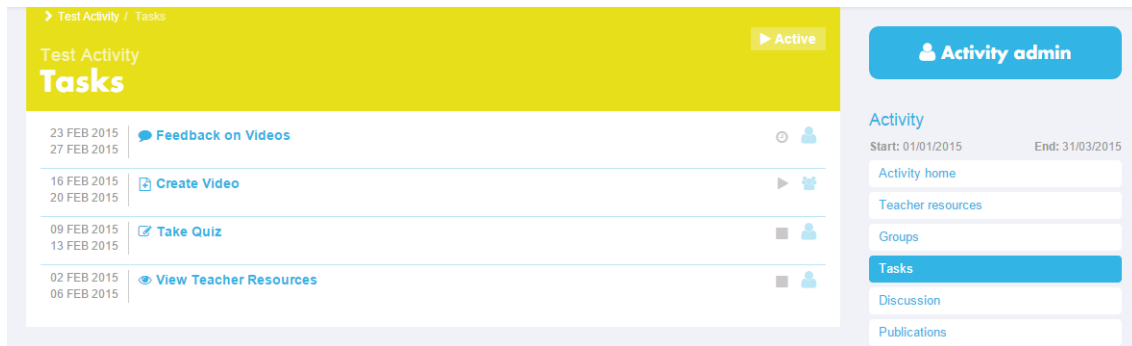
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- Paste URL from YouTube or Vimeo: if the video is already uploaded onto YouTube or Vimeo, we can paste its URL in this field to add it to ClipIt.

Once the form is filled in, click on “Add” to input the new teacher material.

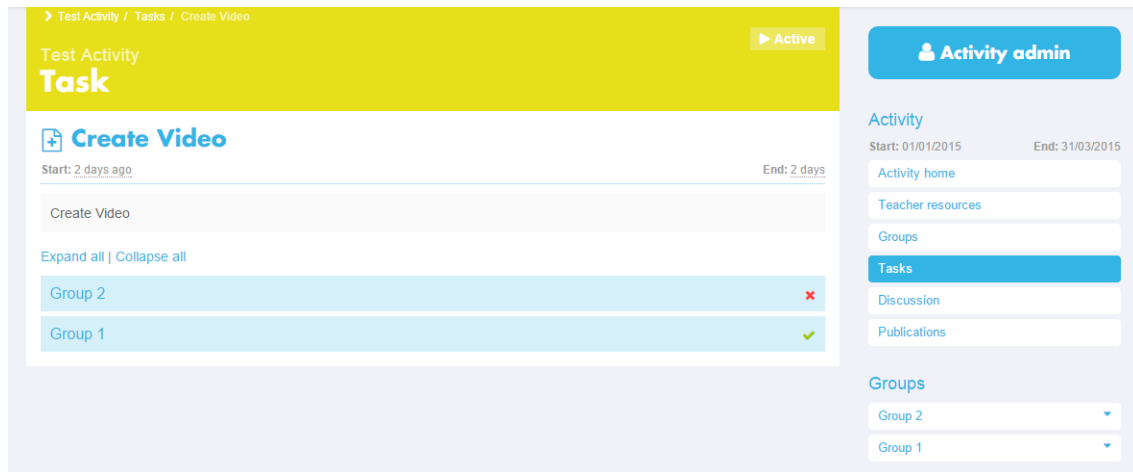


The next section is “Groups” (above), where teachers get a student list per group, so they can message them and view their profiles.

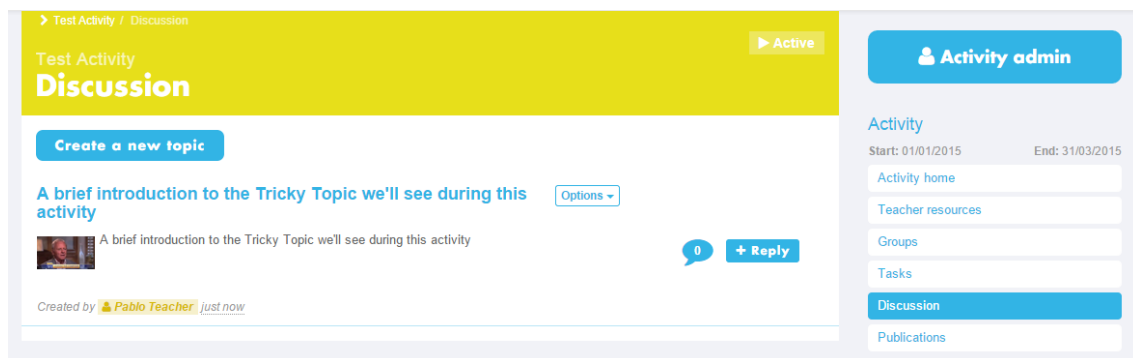


Next is “Tasks”, which lists the activity task details: start/end dates, type (icon), name, status (icon) and individual/collective (icon). Clicking on a task’s name will open the full task page (below). Here the complete details are shown, as well as information about whether each student has completed the task or not right to their name (red cross = no, green tick = yes).

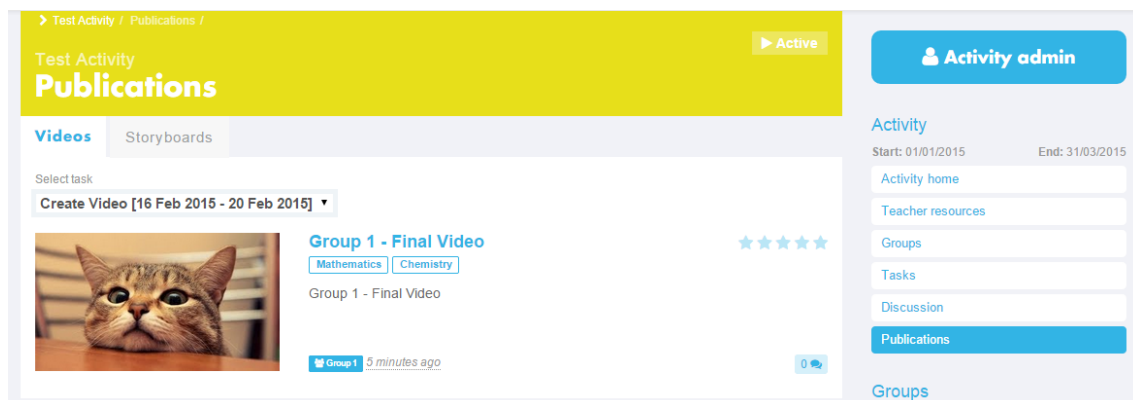
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The “Discussion” page (below) is used for activity-wide conversations between students and/or teachers. Topics can be created, replied, edited and removed; functionality is similar to that found in any standard forum site.



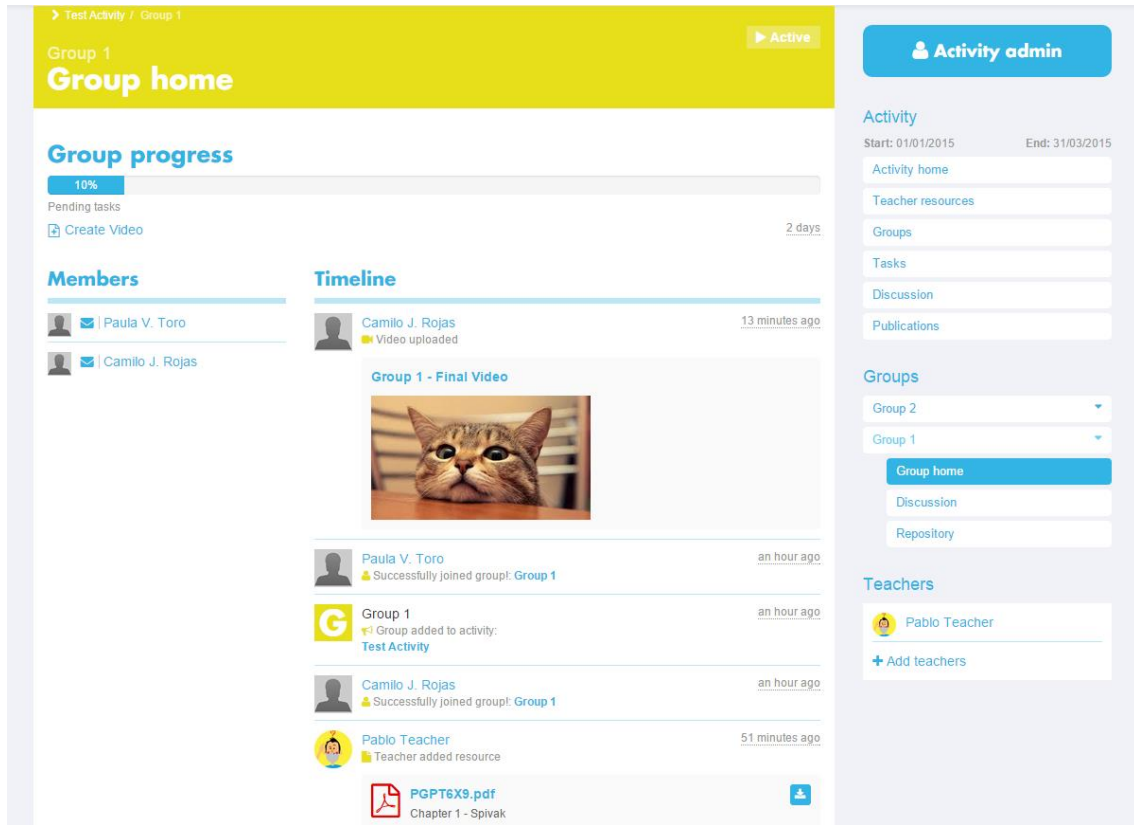
Finally is the “Publications” page (below), where material published towards tasks is displayed. There is a type filter on the top (Videos or Storyboards), and a drop-down with the activity tasks. Selecting a task will show the publications received for it.



Teacher User Guide

Group Moderation

Clicking on any group from the right “Groups” box (below) opens the group home page. Here we get an overview of the group’s progress, members, and the events timeline.

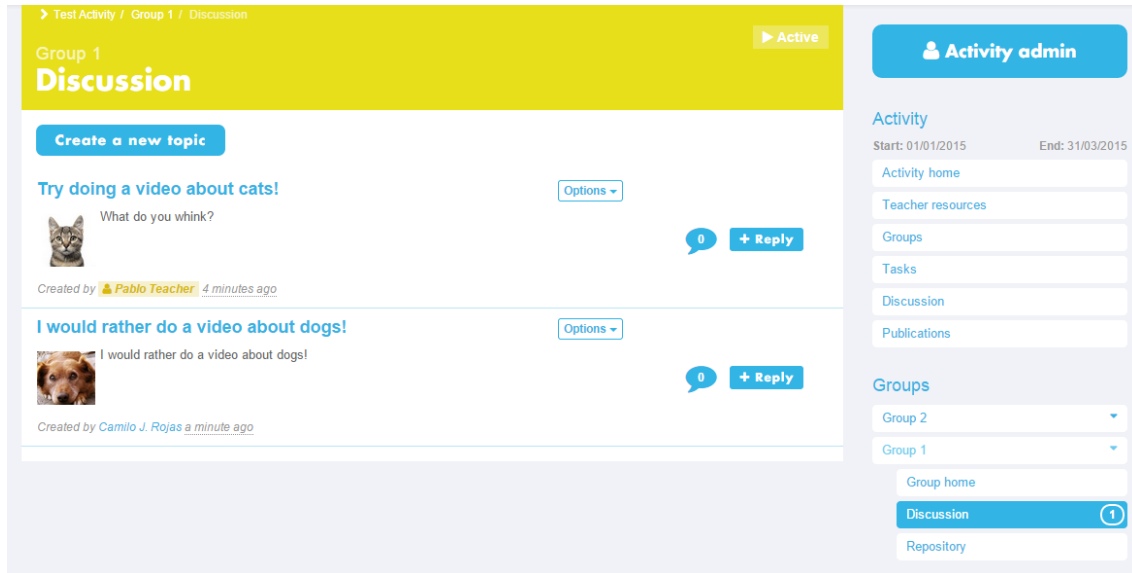


The screenshot displays the 'Group home' page for 'Group 1' under the 'Test Activity'. The page is divided into several sections:

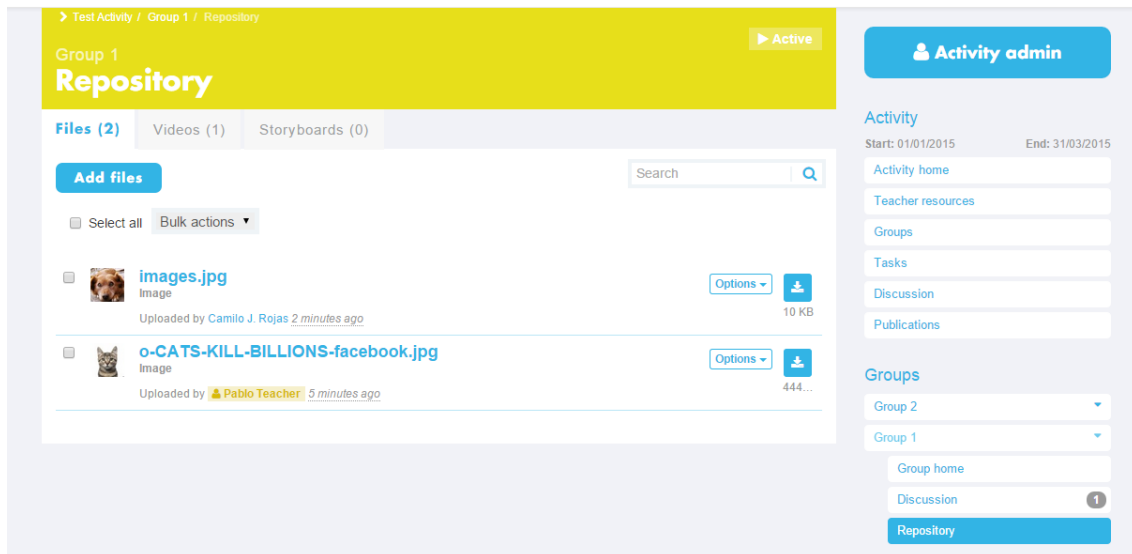
- Header:** Shows 'Group 1' and 'Group home' with an 'Active' status indicator.
- Group progress:** A progress bar at 10% with a 'Create Video' button and a '2 days' timer.
- Members:** Lists two members: Paula V. Toro and Camilo J. Rojas.
- Timeline:** A central feed of events including:
 - Camilo J. Rojas uploading a video 13 minutes ago.
 - Group 1 - Final Video (a cat image).
 - Paula V. Toro successfully joining the group an hour ago.
 - Group 1 added to the activity 'Test Activity' an hour ago.
 - Camilo J. Rojas successfully joining the group an hour ago.
 - Pablo Teacher adding a resource 51 minutes ago: 'PGPT6X9.pdf Chapter 1 - Spivak'.
- Activity admin:** A button to manage the activity.
- Activity:** Shows start and end dates (01/01/2015 to 31/03/2015) and a list of links: Activity home, Teacher resources, Groups, Tasks, Discussion, and Publications.
- Groups:** A list of groups with 'Group 1' selected, showing options for 'Group home', 'Discussion', and 'Repository'.
- Teachers:** Lists 'Pablo Teacher' and an option to '+ Add teachers'.

The group represents the inner-most scope, where students have two main private pages: “Discussion” and “Repository”.

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Clicking on the “Discussion” page of a group (above) brings up a similar page as the activity discussion, but this page is only visible to group members and teachers managing the activity.

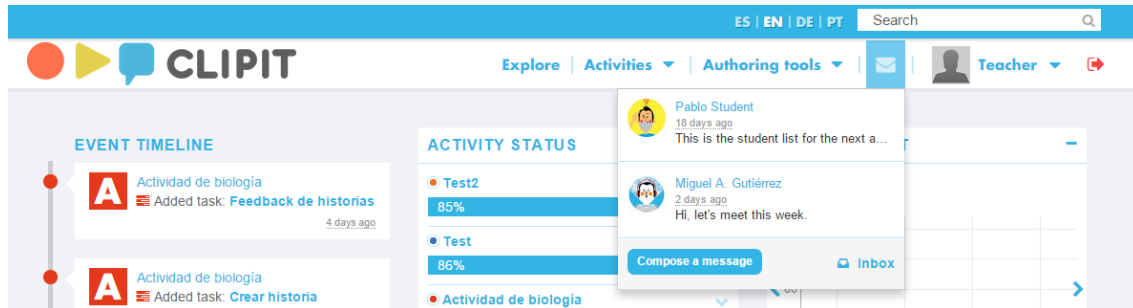


The last group page is the “Repository”, where students can upload files, videos and storyboards, which can be draft or final versions, in order to store the required material to compose their final work. Teachers can also upload content into a group’s repository to help them with their tasks.

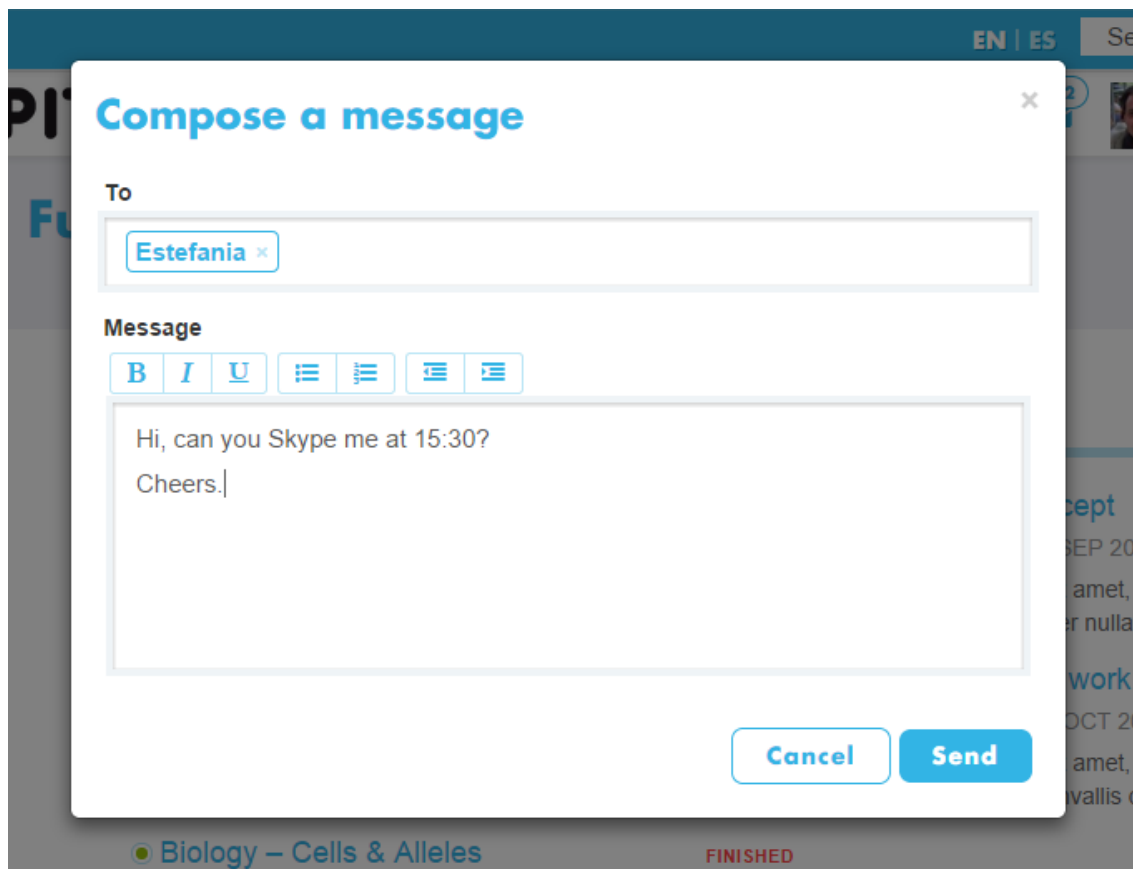
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Messaging

The messaging functionality allows for teachers to communicate between them, or with students. Clipit's main dashboard (below) has a messaging icon on the permanent top bar, which shows an unread count in case the user has unread messages. Clicking it shows a floating list with the inbox message list, as well as buttons to compose a new message, and a shortcut to the message inbox.



Clicking on “Compose a message” opens the message composing form (below). This simple form allows to input recipients, and a message body.



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The inbox links to the full inbox page (below), where messages can be read, replied or deleted. On the right are the sent mail and trash links to the respective pages.

