



Creating, using and embedding Digital Media in your teaching

Engaging students using digital media



In this workshop we will be looking at various ways of incorporating digital media in your teaching. Included in this session are examples using audio, screen casting, video recordings and mash-ups.

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Workshop requirements

Files required for this workshop

You can access this document from <http://www.brighton.ac.uk/is/docs/>

You'll need to be registered on the wksMEDIA area of studentcentral

System and software

Mp3 recorder – e.g Sanyo A181 digital MP3 recorder

Camtasia Relay

Web cam – e.g. Microsoft LifeCam or audio input device

Portable USB video recorder – e.g. Flipcam, Busbi, or a digital camera which has a movie function.

As educators, we know that students learn better and faster when they are actively engaged and participating in activities that create learning opportunities along the way. Integrating digital media with classroom technology is a great vehicle for student engagement.

Incorporating media into your teaching can help to provide your students with a higher quality learning experience. For example, mix and matching traditional lecture styles with online recordings could help to explain things that could be complex if done by text or PowerPoint slides alone.

Adding a timely online element into your teaching and learning could also be made available to aid revision or for students who are on placement or study at a distance.

Online instruction can incorporate a broad range of information, integrating course content with the informational resources of the internet.

Online digital media content can also enhance the learning of those students with a range of disabilities.

This workshop will not really deal with creating an entire course online, but will focus on various technologies that you could add to traditional teaching

These technologies include :

- Audio – where you could record a lecture, provide feedback, record tutorials or simply share new knowledge with your students
- Screencasting – where you could provide narration to an existing PowerPoint presentation, provide feedback and explain complex ideas
- Video – where you could explain a concept which could be too complex to explain textually
- Mash-ups – where you can re-use existing material that is available on the internet through sites like Flickr, YouTube and BoB (off air recording)

When you first start to use media in your teaching it does help to :

- Have a good reason to use online content. *If you don't identify a reason it can seem like a bit of an afterthought rather than intentional and planned*
- Initiate the effort well in advance of "delivery" date. *The first time you use online delivery, it can take a while to make the adjustments from traditional teaching methods*
- Think about changing your teaching style and philosophy. *A goal could be not to transmit information from your own notes to student notes, but to help students engage and apply knowledge*
- Focus on content not technical frills. *The technologies we will be looking at in this session are mostly 'recyclable'. They are not big productions but short quick chunks of learning activities.*

One : Making and using an Audio Recording

One use for web based audio is to give your students an audio record of your lecture. It is not necessarily a replacement for a live lecture, but can help students that may have missed a class, assist with revision, or even to enable students to pre-prepare for the live lecture.

Other uses include :

- Audio feedback
- Recording student presentations
- Recording tutorials
- Anytime/ anyplace access via mobile device
- Review and revision
- Replacement for missed lectures
- Learning foreign languages

Additional technology you might need

- MP3 Recorder
- Smartphone
- USB microphone

Preparation Tips

- You may need to find a quiet time and place to record
- Write down some brief notes of what you want to say
- Break down a long presentation into smaller chunks
- Test that the device will pick up all of the voices you wish to incorporate in your recording

Exercise 1 Recording the Audio

- 1 We are going to use an MP3 device to record. On the device we will be using, simply press the REC button and start talking to your neighbour
- 2 When finished press the STOP button
- 3 Connect the cable to the MP3 recorder, you'll find this on the base of the recorder, and then connect this to your computer using one of your USB ports

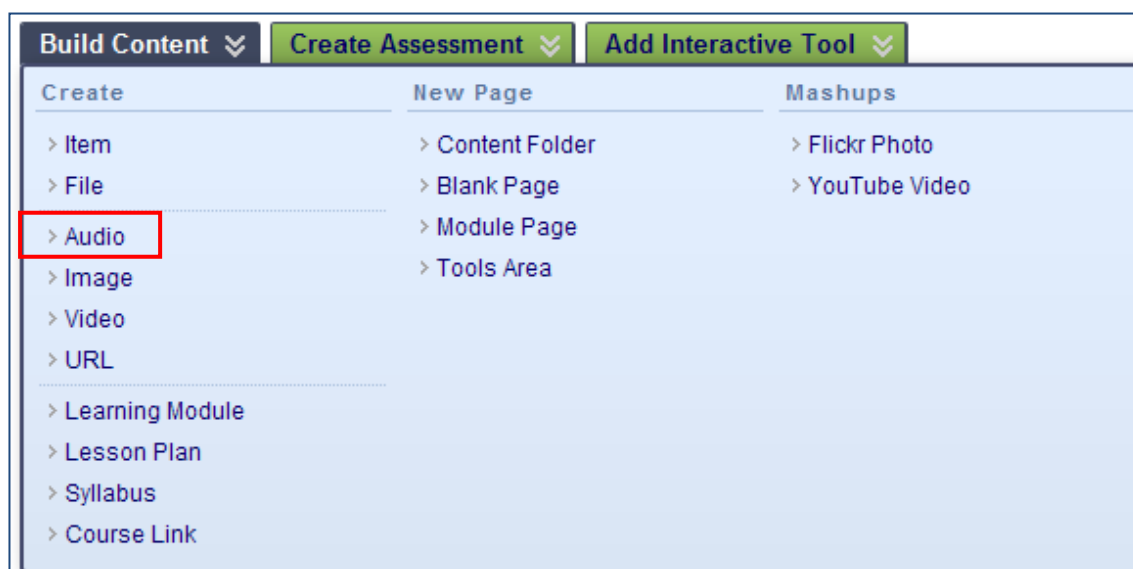


- 4 Your machine should recognise the device and open a window, if not go to 'My Computer' and locate the device and double click on the device icon to open
- 5 Open the folder called 'Voice' and go to folder A, you'll see all of the recordings on the device, and yours will be the last one
- 6 Click, hold and drag your file to the Desktop. Try double clicking on the file to open it and listen to your recording
- 7 After you have copied the file across, safely remove the device as you would a USB key

That's it, it's that easy. Now we need to get the recording online so that your students can access it.

Exercise 2 Getting your Audio lecture online

- 1 Open studentcentral and find the area called 'Using Digital Media'
- 2 Click on the menu item 'Content'
- 3 Open the folder called 'Audio'
- 4 Click the 'Build Content' button and chose **Audio**



- 5 In 1 : **Select Audio File** click **Browse My Computer**, navigate to the Desktop, locate your file and click **Open**

- 6 In the **Name** box type something like “Click this to listen to the interview”

1. **Select Audio File**

* Find File

* Name

Colour of Name Black

Include Transcript Browse to select a file containing a transcript for people who cannot hear the audio.

Note : For students with hearing disabilities, you should choose to add a transcript of the audio file if it was originally scripted

- 7 In 2 : **Audio Options** and 3 : **Standard Options**, leave everything as default
- 8 Click '**Submit**'



That's it. How easy was that! Try pressing the play button to test it works.

Two : Recording and using Screencasting

As with audio recording of your lectures screencasting offers the same advantages but is enhanced with images and is therefore useful in a wider range of circumstances, especially when the lecture requires some visual referencing. e.g. skills based learning, historical and creative subject lectures

What is Screencasting?

In its simplest form it is a video recording of a computer screen that captures onscreen activity in real-time and usually includes a voiceover narration to help guide the viewer.

Sceencasts are usually used for demonstration and presentation purposes but can be used for a wide range of teaching and learning applications, e.g.:

- Delivering online lectures
- Providing feedback
- Software instruction
- Induction/welcome information

What is Camtasia Relay?

Camtasia Relay is the software name for a simple tool for recording lectures, PowerPoint presentations, or anything that appears on your computer screen, as well as audio (if you have a microphone or a webcam with a built in microphone).

It consists of a piece of 'client' software that is installed on your computer -this handles the actual screen and audio recording – and the Camtasia Relay website, which is hosted on a university server where the recording you make are saved and stored.

The recordings are converted into several different formats that are suitable various forms of delivery by either the web or mobile device.

You can visit the website to find and use the web links that have been generated for your recordings. These links can be copied and used to let others view your recordings.

If you want to use Camtasia Relay on a University computer please contact the IT helpdesk helpdesk@brighton.ac.uk to request this software is installed.

As a member of the University you can download and use Camtasia Relay on your own personal computer at home. To install it on a home computer go to <https://interact.brighton.ac.uk/relay>, log-in and click on **Download Camtasia Relay Recorders**. Choose the option from the list that matches your computer. Use the files that are downloaded to your computer to install the software as appropriate.

Camtasia Relay can be used on both **PC** and **MAC**.

Additional technology you might need

Many laptops have a built in camera and/or microphone but if you're using a desktop computer you may need some/all of the following.

WebCam or Audio Input device – we recommend using the Microsoft LifeCam although other webcams or microphones will do. We would recommend you use one with a USB connector.

JISC Digital Media have written a useful guide on choosing a USB Microphone, see:

<http://www.jiscdigitalmedia.ac.uk/audio/advice/usb-microphones-for-voice>

Preparation Tips

Here are some practical hints and tips to think about before you start recording.

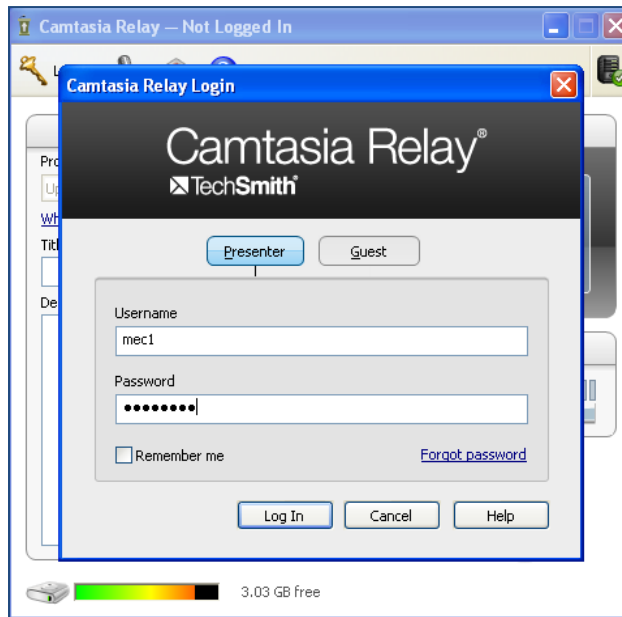
- Find a quiet space and time to record. Make sure you won't get disturbed. (Put a sign on the door.)
- Take the phone off the hook and turn your mobile phone to silent
- Close down any applications you don't want to see in the screen capture. E.g. Email.
- Write down some notes to plan what you want to say and record.
- Break down a long presentation in to smaller chunks; look to make them into short easy to record sections, so you don't have to start a recording from the beginning if something goes wrong. Short 'bite-sized' recordings are easier for students to view online and take in.

In this exercise we are going to run a lecture presentation in PowerPoint and record both the presentation and audio for the lecture using Camtasia Relay and a webcam

Exercise 3 Preparing Camtasia Relay

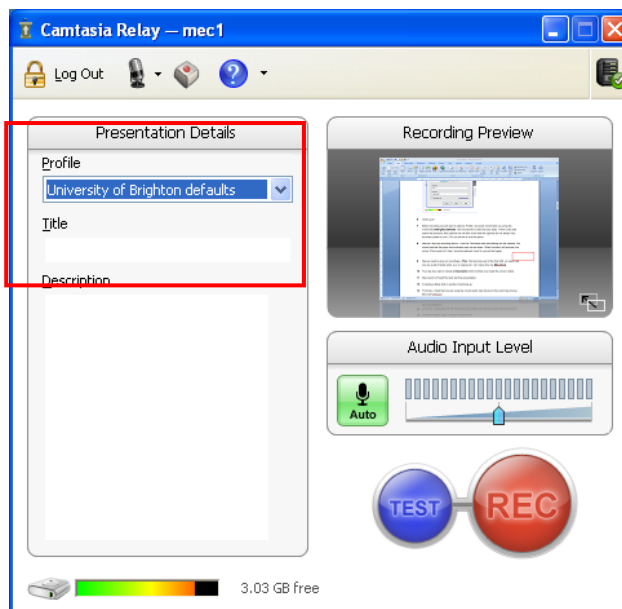
- 1 If you have brought along your own PowerPoint presentation, open that up. If you haven't got one, browse to the Desktop and locate the folder called **Workshops**. Inside that is a folder called '**Digital Media**', open that folder and then open the file '**The UK**'
- 2 Minimise the presentation and locate the **Camtasia Relay** icon on the desktop
- 3 Double click the icon to open Relay.
- 4 In the screen that opens up, you'll need to enter your university username and password



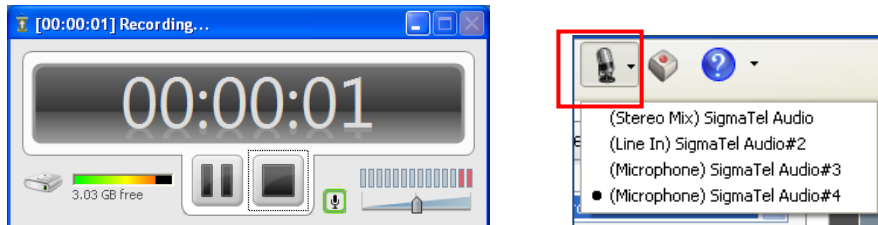


5 Click **Log In**


6 Before recording you will need to select a 'Profile', we would recommend you using the '**University of Brighton defaults**', this records the screen and your audio. There is also an option that produces text captions but we have found that the captions are not always very accurate (speak to your LTA if you decide to use this option).



- Now let's test the recording device – click the blue **Test** button and start talking into the microphone. When finished it will preview your movie, if the sound isn't clear or there is no sound, click '**Close**' and do one of the following:
 - If the sound quality is poor move the microphone closer to you and test again.
 - If there is no sound check you have the correct audio input device selected by going to the '**Microphone**' button on the toolbar.



- If you are happy with the test recording get ready to record
- Give your recording a **Title**. This becomes part of the final URL so make sure you use a web friendly name, e.g. no spaces etc. Let's name this one **Week1Lecture**
- You may also want to include a **Description** which will help you locate the correct videos

NOTE: Camtasia Relay only has basic controls start, stop and pause. Use the following keys to carry out the actions (note these keys can be customised from the HotKey button  on the toolbar.

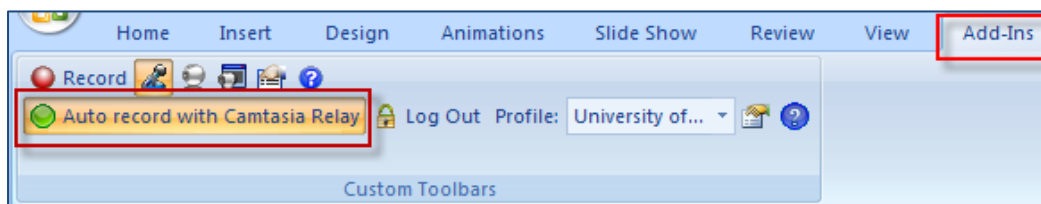
- Start: **F9**
- Pause: **F9**
- Restart: **F9**
- Stop: **F10**

Exercise 4 Recording your presentation

Camtasia Relay can record straight from PowerPoint capturing each slide along with what you say with them in a presentation.

Once installed, Camtasia Relay interacts with PowerPoint and you'll be prompted to record each time you run your presentation as a SlideShow.

- Open **PowerPoint** and under **Add-Ins** make sure the **Auto record with Camtasia Relay** option is highlighted. (Click to select it if it isn't highlighted.)

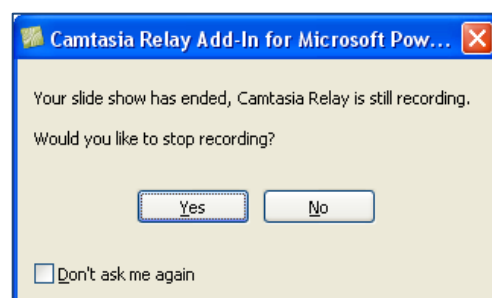


- 2 Bring up your PowerPoint presentation as a **Slideshow** on your computer. A pop up box will appear asking you if you want to make a recording of the slideshow.
- 3 When you're ready to go, click **Record Slide Show** or press the **F9** Key.
- 4 You'll see a 3 second countdown and then you will be recording live and on air. Please do not swear!

Note: You can pause to take a break during recording, this can be useful should you want to change what is being displayed on your screen, e.g. jump to a different slide; but if you make a mistake you'll need to start again.





- 5 Click through the presentation and talk into the microphone.
- 6 When you get to the end of the presentation click **Yes to Stop Recording**.
- 7 You will then be returned to **Camtasia Relay** where you can preview your recorded lecture before sending it to the website for publishing to the web.

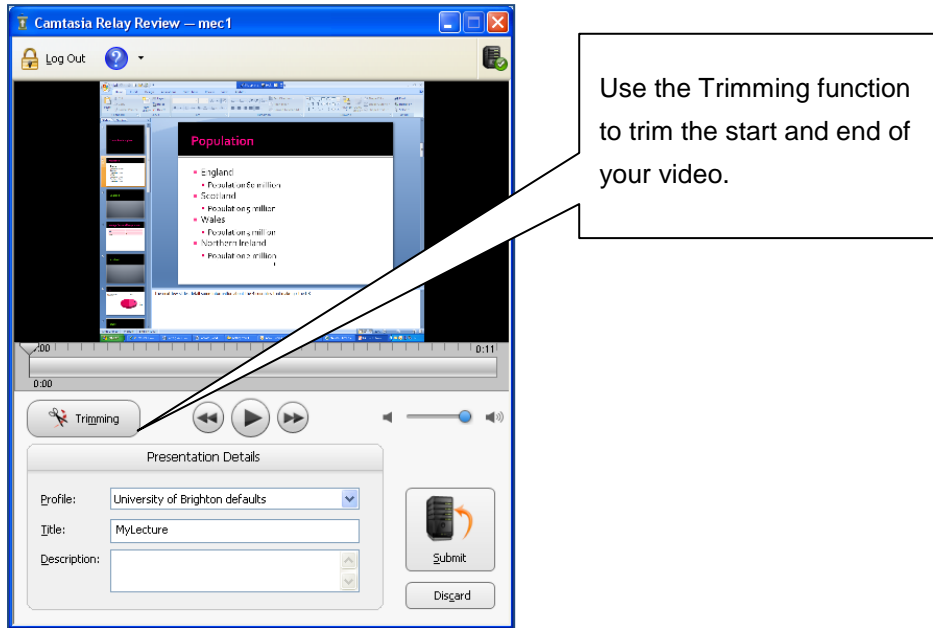


Exercise 5 Preview and editing your recording




Editing options are limited in Camtasia Relay. If you have a shaky start or end you can remove this from the recording using the **Trimming** button.

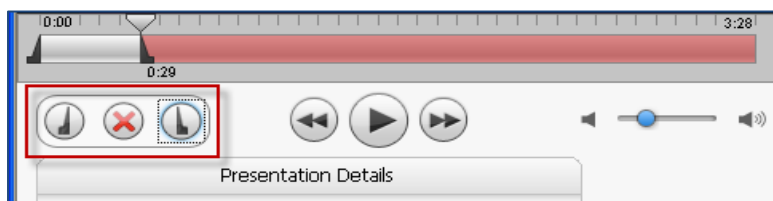
When you've just finished, your recording is shown in a preview window with playback controls and a timeline to indicate the position in the recording.

- 1 Preview your recording by clicking the **Play** button. 
- 2 **Pause** the recording using the Pause button  restart by clicking the play button again.
- 3 Click the **Trimming** button to show the editing buttons and use these to cut out the unwanted recording.



4 Click on either:

- The left hand **Set Presentation Start**  button, to highlight in red, the part of the recording on the timeline you want to remove up to the point you paused in the preview,
- Or the right hand **Set Presentation End**  button, to highlight in red, the part of the recording on the timeline you want to remove after the point you paused in the preview.
- Click the **Cancel Trim** button  if you've made a mistake to and don't want to edit.



Note, you can click the **Discard** button if you've made a total mess(!!) and need to rerecord. The recording is deleted and cannot be recovered.

- 5 Once you are happy with the recording, click '**Submit**'. Note, you can also Discard if you made a total mess (!!) and need to rerecord

Exercise 6 Publishing your recording

There are two ways of retrieving your work, the easiest option is to wait for the various emails which will arrive, and each will include a URL that accesses your recording, one sent for each format.

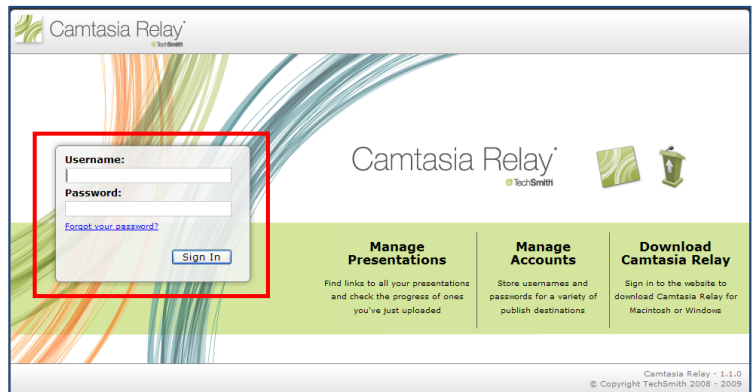
You also have a web based area that lets you retrieve the recordings. The following instructions guide you through this.

- 1 At the top right of the Relay dialogue box you'll see a button that gives you access to the website, click the button.

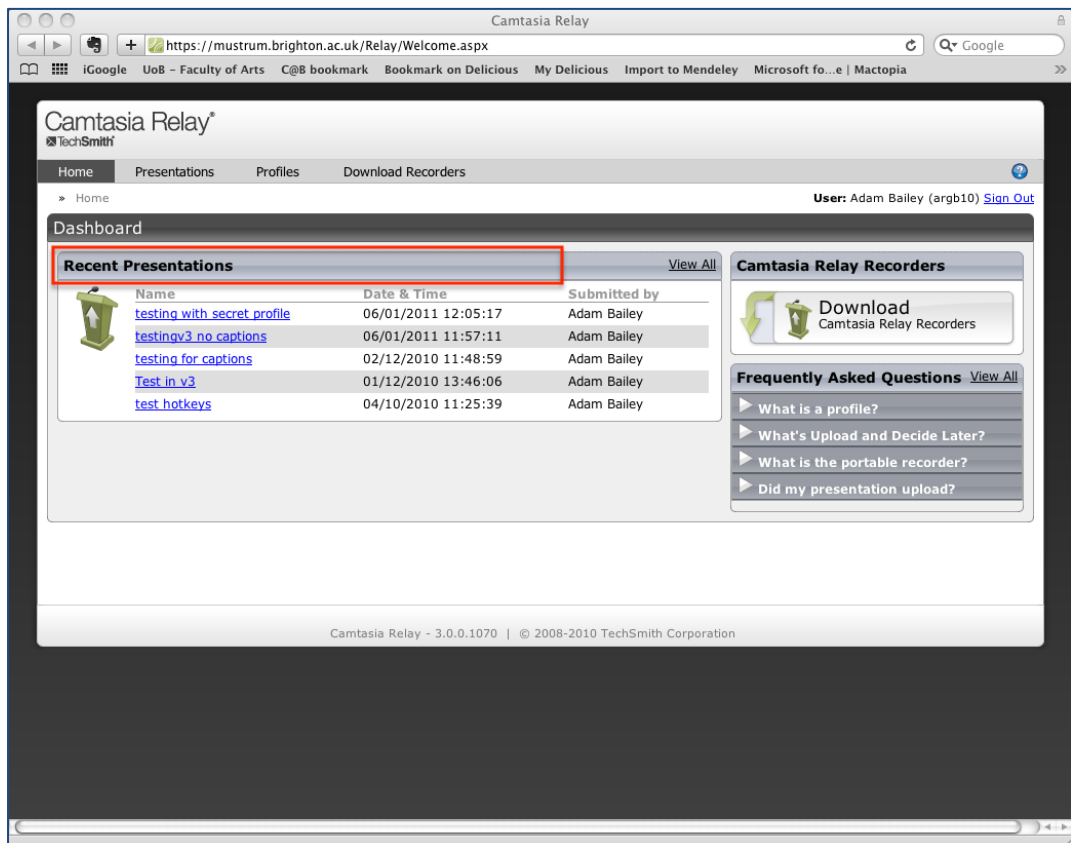


Or go to <https://interact.brighton.ac.uk/relay> to access the website directly.

- 2 A browser window will open and you should now see the Relay page. You will need to **login** to access your video. Use your University username and password.



- 3 You'll now see a list of your most **Recent Presentations** on the opening page and clicking on the **Presentations** tab will show all of your recordings.





- Click on the title of a presentation to see the details and find out if it has been processed. This will show you links to the finished video in its various formats.

The screenshot shows the Camtasia Relay web interface. On the left, a list of presentations is shown, with 'Lecture1-Costings' selected. On the right, a detailed view of this presentation is displayed, including submission and recording metadata. Below this, a table lists various video formats and their processing status.

Type	Destination	Status	Progress
Camtasia for Mac Recording		Processed	100%
Camtasia for Mac Recording	Default location - mustrum with web links	Processed	[View...]
Camtasia Studio Recording		Processed	100%
Camtasia Studio Recording	Default location - mustrum with web links	Processed	[View...]
Flash (Medium)		Processed	100%
Flash (Medium)	Default location - mustrum with web links	Processed	[View...]
Flash (Original Size)		Processed	100%
Flash (Original Size)	Default location - mustrum with web links	Processed	[View...]
iPod and iPhone		Processed	100%
iPod and iPhone	Default location - mustrum with web links	Processed	[View...]
MP3 (Radio Quality)		Processed	100%
MP3 (Radio Quality)	Default location - mustrum with web links	Processed	[View...]
Windows Portable Media Device		Processed	100%
Windows Portable Media Device	Default location - mustrum with web links	Processed	[View...]
YouTube		Processed	100%
YouTube	Default location - mustrum with web links	Processed	[View...]
Email Server	Presenter Email Message	Processed	100%

A speech bubble labeled 'Videos' points to the table of video formats.

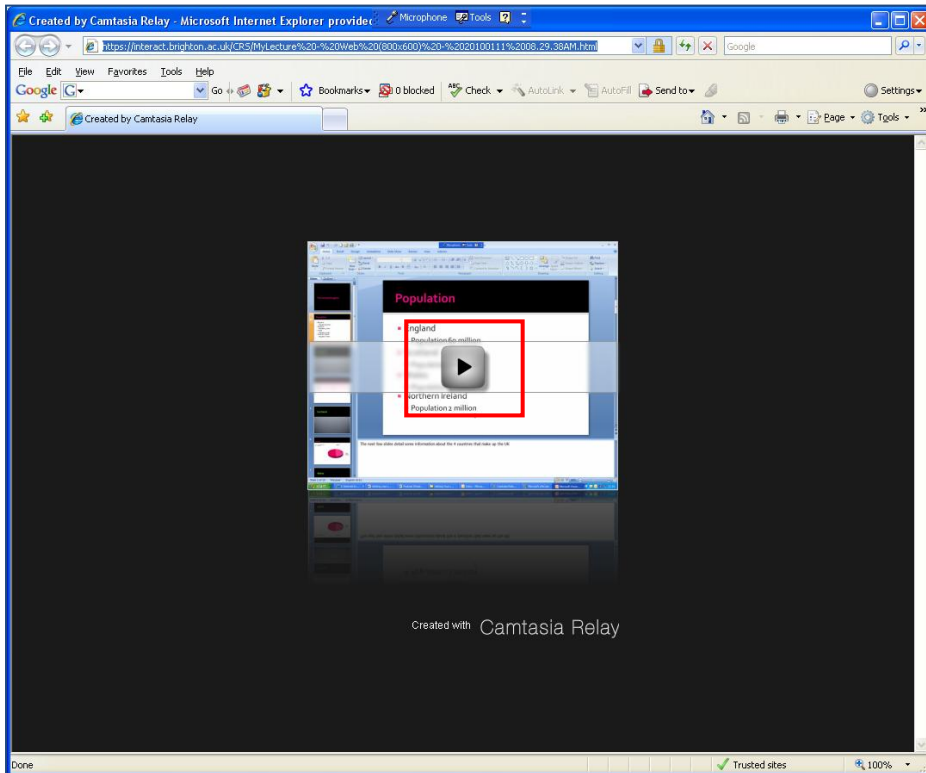
- If your presentation is still being processed you see a blue processing icon  next to the title of your recording. When the presentation has successfully been processed a green tick icon  is shown.

Note: You will receive an email to your University account to inform you when the processing of your recording has been completed. The web links to the different video formats are available in this email.

- The following formats are available:

- Camtasia for MAC and Camtasia Studio Recording (PC)** – produces zip files for using in the Camtasia Studio software.
- Flash (Medium)** – produces a video with a standard dimension (**800x600**) that will fit on all computer screens. This is the recommended size for viewing on the web and using in studentcentral.
- Flash (Original size)** – produces a video using the original dimensions of the recording and is suitable for viewing on the web.
- iPod and iPhone** – is a format suitable for Apple mobile devices.
- MP3** – contains the audio only.
- Windows Portable Mobile Device** – is a format suitable for PDAs or similar mobile devices.

- **YouTube** – produces a downloadable file in a format (MP4) that can be used for editing in other software or uploaded to YouTube.
- 7 Click the **(View...)** link next to a format to open and view the presentation on screen.
 - 8 The video will open in a new browser window. Let's test the video....click the **Play** button in the middle of the preview.



- 9 The web address in the browser Address Bar can be placed on the Internet and studentcentral or sent to people you want to see the presentation video.
- 10 Keep this window open as we will need it for the next exercise.

We have explained how to record a PowerPoint presentation. For details of other types of capturing and how to incorporate text captions, see

www.brighton.ac.uk/isdocs/docdetails.php?docnumber=is002 and

www.brighton.ac.uk/is/tii/cr

Exercise 7 Getting your Video lecture online

- 1 Open studentcentral and find the area called 'Using Digital Media'

- 2 Click on the menu item '**Content**'
- 3 Open the folder called '**Camtasia Relay**'
- 4 We are going to create a link to the Relay movie so click **Build Content > URL**
- 5 In **1 : URL Information**, type an appropriate 'friendly' name for the video
- 6 Return to the Movie page you opened earlier and copy the URL (CTRL + C)
- 7 Return to student**central** and paste that into the **URL** box (CTRL + V)
- 8 In the **Text** area you may want to include a description and instructions for your students
- 9 Skip over **2 : Attachments**

1. URL Information

Name: The PowerPoint lecture

URL: https://interact.brighton.ac.uk/CRS/LO_ad
For example, http://www.myschool.edu/

Text

Visual Editor is: ON

This video is an explanation of the PowerPoint presentation that is online in the Learning Materials area

Path: body

Save as HTML Object

- 10 In **3 : Options**, click **Yes** for '**Open in New Window**'

3. Options

Permit Users to View this Content: Yes No

Open in New Window: Yes No

Track Number of Views: Yes No

Select Date and Time Restrictions: Display After [] [] [] [] []
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until [] [] [] [] []
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

4. Submit

Cancel Submit

- 11 Click **Submit**
- 12 That's it! Now click on the link to test the Movie

Three : Recording and using a Video clip from a simple device (e.g. digital camera, usb camcorder or video enabled mobile phone)

Using video offers an alternative to the screen recorder software and can be used for a wider range of learning and teaching activities, e.g. –

- Demonstrating processes: e.g. sequential movements in science experiments
- Observing with no risk: e.g. an eclipse of the Sun
- Dramatization: e.g. scenarios in social sciences & language arts
- Presenting cases for problem-solving
- Interviews with guest speakers
- Documentary as student research projects
- Training of public speech skills
- Video casting of procedural progress of a class project
- Visual portfolio of work
- Capturing of group discussions
- Recording and evaluating foreign language competencies

Additional technology you might need

USB Video Camera – Flip, Busby, Muvi, digital camera with movie facilities, video enabled mobile phone (e.g. smartphone with a video app) etc

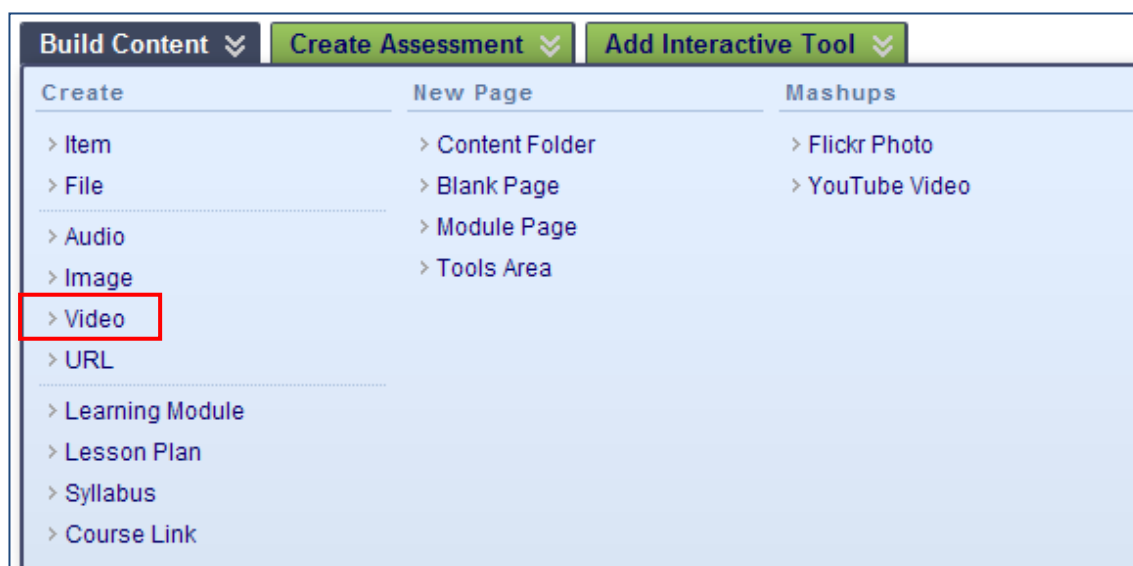
For this part of the workshop we are going to prepare a short video on a technique that would be quite hard to explain in a Word document

Exercise 8 Recording the lecture

- 1 Using whatever video technology you have available, create a short video clip with your neighbour explaining how to tie a knot in a shoelace

Exercise 9 Getting your video online

- 1 Open studentcentral and find the area called 'Using Digital Media'.
- 2 Click on the menu item 'Content'.
- 3 Open the folder called 'Video'
- 4 Click the 'Build Content' button and chose Video



- 5 In 1 : **Select Video File** click **Browse My Computer**, navigate to the Desktop, locate your file and click **Open**
- 6 In the **Name** box type something like “Click this to watch the video”
- 7 Scroll to the top or bottom of the screen and click **Preview**
- 8 If the size of the video on the screen is OK, then you can leave everything else as default and click **Submit**
- 9 If the size of the video on the screen is too large, click **Custom** in 2 : **Video Options** and choose **640 x 480**

Again...easy! The video is automatically embedded so try pressing the play button to test it works.

You may want to do some basic editing to the video. Most video formats can be edited using Windows Movie Maker which is a simple, but effective, editing tool. There are a couple of versions available within the University depending which operating software you have installed and which update version. If you have Windows 7 at home you may have an even more recent version. The best thing to do is to try it – it is quite self-explanatory. You can even add titles, captions, transitions to really flash it up – but all these things take extra time so often just using the original video is all you need.

Four : Using Mashups available in studentcentral (Flickr and YouTube)

Defined simply, a mashup is the combination of two or more data sources to create a unique result. Often a mashup involves a map, photo, video and/or news. They are a popular topic of discussion amongst developers, but why do they matter to education? They matter because they are:

- Current, up to date, and so consistently relevant
- Interactive and can immerse the student in the educational experience. Google Earth, for example, provides the ability to traverse ancient Rome or visually follow the growth of the world's population
- Engaging because they are relevant and immersive, and because they bring students into the learning process

In Blackboard it is not quite as technical. The mashup tool simply pulls in contents from another site and allows you to display that directly in the study area. However, this tool is very useful and the content can be used in a variety of ways in your teaching:

- as a standalone piece of Course Content (to explain a concept quickly to save you making a video or taking a picture)
- as a topic on a Discussion Board or blog (to encourage discussion about something. For example, you could add a YouTube clip about a topic and then ask the students to discuss that topic. Or you could add a picture from Flickr and ask students questions about that image)
- as part of a test question
- as part of an assignment.

studentcentral currently supports adding content from the following sources:

Flickr: a site for viewing and sharing photographic images.

YouTube: a site for viewing and sharing online videos.

Please Note: Flickr and SlideShare content have various licences for their use. When using these tools ensure that you only use content which has an appropriate licence.

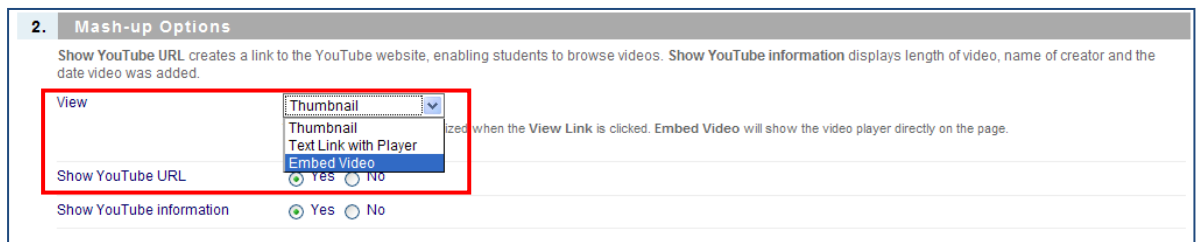
Exercise 10 Using the mashup tool

- 1 Open studentcentral and find the area called '**Using Digital Media**'
- 2 Click on the menu item '**Content**'
- 3 Open the folder called '**Mashups**'
- 4 Select **Build Content > Mashups** and choose **YouTube video**

- 5 In the **Search** box type a keyword that is appropriate to your own teaching and click **Go**
- 6 Note that you can **filter** by all the words, one of the words, exact phrase etc
- 7 Hopefully you will come up with a few examples but if you are stuck try the word **Brighton** as that does return several thousand items
- 8 Note that you can now **sort** by relevance, date etc.
- 9 Choose one that you want and **Preview** it to make sure it is OK to put on your study area (Some of the clips might not be suitable for work!!)



- 10 When you have found a suitable clip, choose **Select** under the clip
- 11 Note that you could add some explanatory text in **1 : Add YouTube Content to Course**
- 12 In **2 : Mash-up Options** you can choose whether to show the thumbnail (a small video) or actually embed the video. Choose **Embed Video**
- 13 Also choose to **Show YouTube URL**



- 14 Leave the other option as default
- 15 Skip over the rest and click **Submit**

That gives you the actual clip, some information about it and a link to the appropriate YouTube page where the video came from

Using the mash-up tool to link to Flickr Photo is a similar process but instead of a video your search returns an image. There are also more options and information on the licence with a link to an explanation of the Flickr Creative Commons Licence.

Note : If you don't find the images you want in Flickr it would be worth going to the "Using images and video" page of the Visual learning website at <http://www.brighton.ac.uk/visuallearning/using-images-and-video/>

As well as links to the obvious resources like Digital Media there are also various image and video databases which have loads of useful stuff for you to use in your teaching

This Digital Media site, from JISC, is also full of useful information about still images, movies and sounds

<http://www.jiscdigitalmedia.ac.uk/>

You'll find case studies as well as guides to managing and finding your resources

Five : Embedding a movie clip from BoB (Box of Broadcasts)

BoB is an off-air recording system designed to be accessed by large numbers of users on a network. Simple to use, BoB allows any authorised user to schedule a recording of a programme appearing on the freeview spectrum or on free to air satellite services. It displays digital tv and radio broadcast information for the next seven days on a web browser based programme guide. The guide also offers search facilities and will search for programmes by name, key word or phrase.

All the recorded items are stored in a database of programmes and can be accessed by anyone on the BoB network which includes all staff and students at the University of Brighton. This means that not only can you search for programmes due to be broadcast in the next seven days, it is also possible to search the archive for relevant programmes previously recorded. You can search each others playlists and tag programmes to make it easier for others to find them.

If an important broadcast is missed, BoB buffers the user's favourite channels in a rolling archive (up to seven days), so the programme is not lost.

The key to this working as an embedded link is that you and your students must login to BoB first. Then, when you go to studentcentral, you'll still be logged in and the clip will play in the actual study area. If you don't login, you get into an endless loop of trying to login to the BoB server.

Exercise 11 Embedding videos using BoB

- 1 Go to the Online Library tab of studentcentral and click the link to Bob (Box of Broadcasts)
- 2 In the **Log In > Where Are You From** box, type **University of Brighton**
- 3 Click **Submit** when BoB recognises that institution

BOX OF BROADCASTS FOR
bob national

LOG IN >

Where Are You From?
Please begin entering the name of your institution to access this resource:

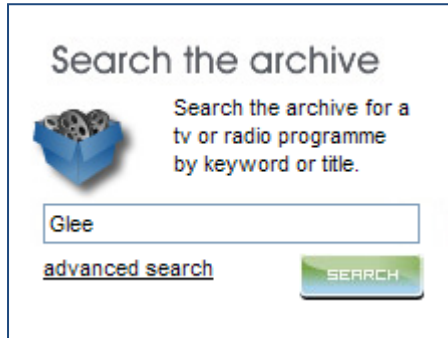
University of Brighton

SUBMIT

What's this?
More information
Email login

BoB National is brought to you by the British Universities Film & Video Council - www.buafc.ac.uk

- 4 You will be asked to login again – this time use your University username and password
- 5 You'll now see a screen with the latest archives, the most popular playlists and a search box
- 6 Search for your favourite TV programme in the **Search the archive** box and click **Search**



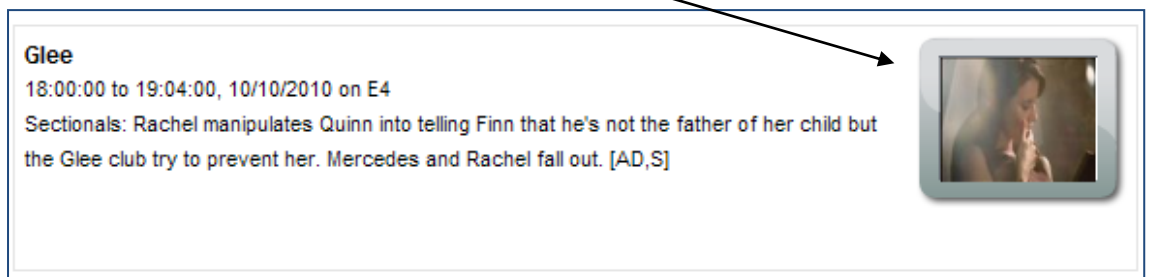
Search the archive

Search the archive for a tv or radio programme by keyword or title.

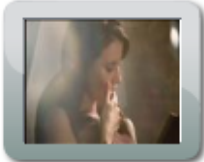
Glee

[advanced search](#)

- 7 When you find a suitable clip, click the small thumbnail to expand that selection



Glee
18:00:00 to 19:04:00, 10/10/2010 on E4
Sectionals: Rachel manipulates Quinn into telling Finn that he's not the father of her child but the Glee club try to prevent her. Mercedes and Rachel fall out. [AD,S]



- 8 Over on the left, you'll see an **Embed** box with a rather long string of code



Glee

[Add to My BoB](#)

[Add to Playlist](#)


Sectionals: Rachel manipulates Quinn into telling Finn that he's not the father of her child but the Glee club try to prevent her. Mercedes and Rachel fall out. [AD,S]

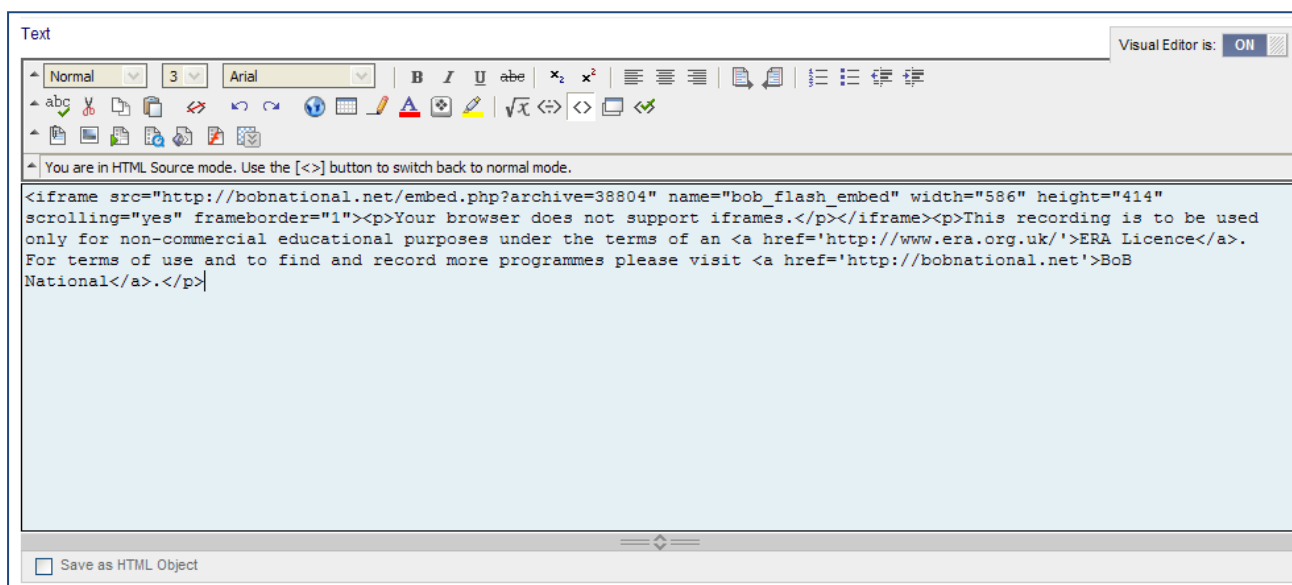
Embed: ⓘ

Show rating: ★★★★★

Rate this record: ▼

Tags
none
[Add Tags](#)

- 9 Click into that box and copy that code using **CTRL + C** to make sure you get it all
- 10 studentcentral should be still be open in the previous tab so go to it – you may have to click the **Home** tab once you have returned to studentcentral
- 11 Find the area called '**Using Digital Media**'
- 12 Click on the menu item '**Content**'
- 13 Open the folder called '**Mashups**'
- 14 Select **Build Content > Item**
- 15 In 1 : **Content Information**, type an appropriate **Name**
- 16 In the **Text** box click the **Toggle HTML Source Mode** button (looks like 2 chevrons)  on the second row of the toolbar
- 17 Paste the code from BoB into the box that comes up using CTRL + V to make sure you get it all



- 18 Click the **Toggle HTML Source Mode** button again to close it
- 19 The video will be embedded
- 20 Click **Submit** and sit watch and watch!

Six : What else can be embedded?

Many programs, such as SlideShare, Prezi, Google Maps, Google Forms, Vimeo etc enable you to embed their content onto a webpage in a way similar to the above.

We are going to use one quick example using Google Maps but remember wherever you see an embed code you can copy the process in this exercise

Exercise 12 Embedding a map from Google Maps

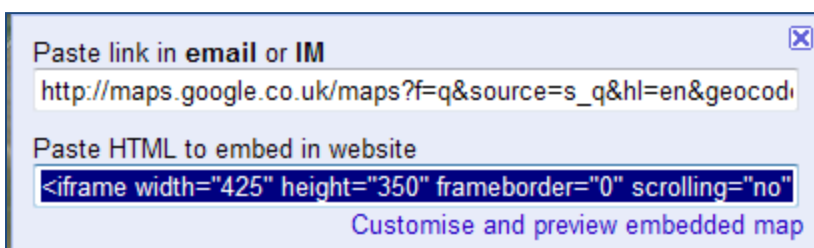
- 1 Open a new tab in your browser and go to <http://www.google.co.uk> and click the **Maps** link at the top



- 2 In the **Search** box type your home post code
- 3 Click **Search Maps**
- 4 Click **Link** at the top right



- 5 Click on the box "**Paste HTML to embed in website**" to select it and click **CTRL + C** to copy it



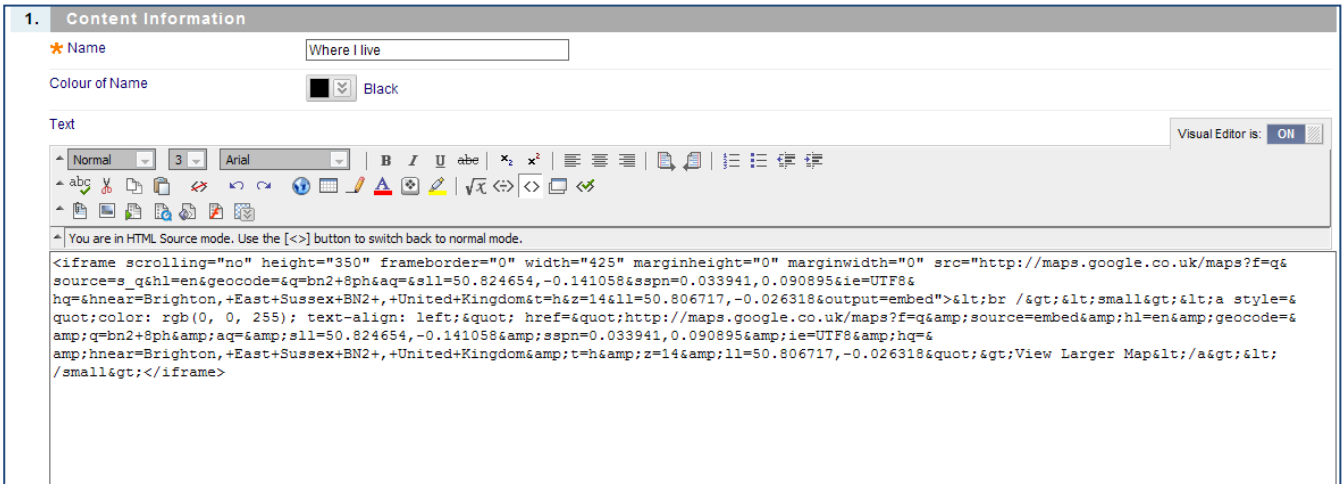
- 6 studentcentral should still be open in the previous tab so go to it – you may have to click the **Home** tab once you have returned to studentcentral
- 7 Find the area called '**Using Digital Media**'
- 8 Click on the menu item '**Content**'
- 9 Open the folder called '**Mashups**'
- 10 Select **Build Content > Item**

11 In **1 : Content Information**, type an appropriate **Name**, such as **'Where I live'**

12 In the **Text** box click the **Toggle HTML Source Mode** button (looks like 2 chevrons) on the second row of the toolbar

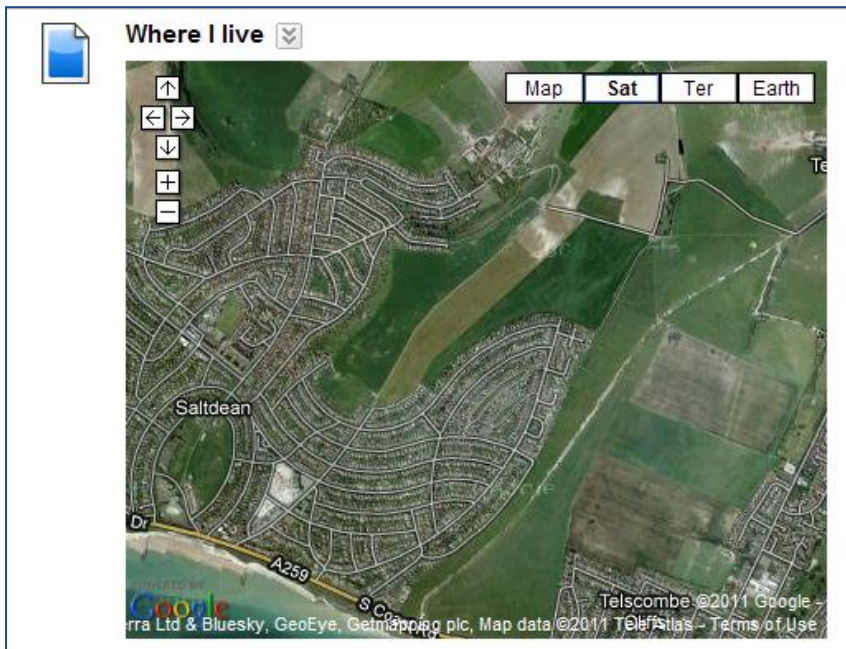


13 Paste the code from Google Maps into the box that comes up using CTRL + V to make sure you get it all



14 Click the **Toggle HTML Source Mode** button again to close it

15 The map will be embedded along with options to change the view – map, satellite, terrain and earth



If you get stuck at any time in the future don't hesitate to give us a call.

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