Learning Clip uses your web browser and Activexpression handsets with an internet connection, and operates independently of Activinspire.

Activinspire does not need to be running during Learning Clip sessions.

1) Getting started

- Make sure the ActivHub is plugged into your classroom computer.

- If possible shut down any unnecessary programs that are running.

- Launch the Vote Manager program on your computer desktop.
  You will see two green ticks if everything is working correctly.
  Once you have launched it you can minimise it <u>but do not close it</u>.

- Login to the web site at www.learningclip.com using your email and password .

- Select a Learning Clip activity from the content menu and click on 'Play & Vote'

(On first session of the day only) Go through Roll Call/Happy O meter steps to have student handsets join the session. If desired you can also enable students to enter their names on handsets otherwise the system will use the handset name/number that is displayed on the device (See tutorial video on FAQs page).

2) Group Voting

- Select a Learning Clip, click on the 'Play&Vote' button next to the clip to launch it.

Links to Worksheet/IWB/voting activities   **Click here to run voting**

- Show the introduction video – also show the summary video at the end of the activity.

- Click on the red button to maximise the activity panel on your whiteboard screen.

- Click on the voting Icon - bottom right hand corner to launch a voting session

- Select a level of activity (if available) and when you are ready, have the students switch on their handsets. Click on the green button on the group voting control toolbar to enable the students to start voting.
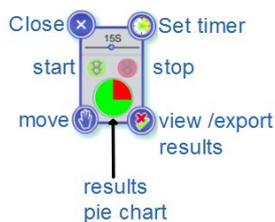
Group Voting control Toolbar

- Note the dynamic pie chart on the tool bar indicates the proportion of correct/wrong answers from the group so the teacher can remedy any misconceptions before moving to the next question. The whiteboard image also fades to reveal the correct answer to the group.

- Click on the view results button to see a detailed analysis of answers. The results can hide/show the student/handset names, also can sort students on right/wrong answers

to facilitate grouping of students for intervention. Results can also be exported to Excel however they are also automatically saved.

Results display automatically marks answers and displays progress

3) A Self Paced Learning (SPL) activity

- Consists of a whiteboard page with image and instructions for students to refer to.

- A voting control toolbar for teachers to start/stop/pause activities and view results.

- A Self-Paced activity with up to 20 questions relayed to the handsets. Note that students can work through the activities independently at their own pace.

- A pull down whiteboard blind with annotation tools to help explain things to students.

- A progress bar along the top to show proportion of right/wrong answers and status.

- An expandable teacher view of the responses as they are being received.

- Access to printouts and reports of previous self-paced learning activities.

- Access to session settings so you can adjust timing and various settings.
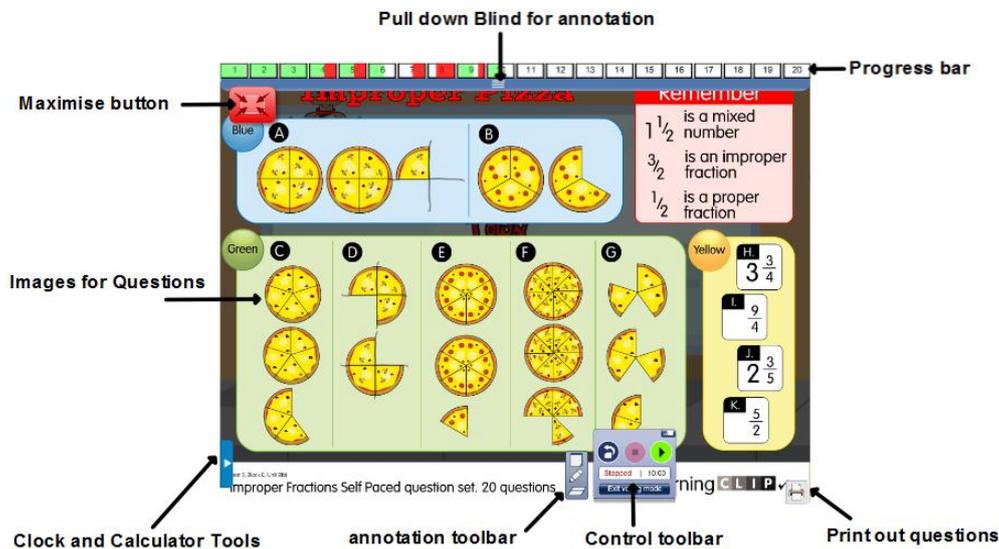
An example Self Paced Learning whiteboard image

Self-Paced Learning activity Control Toolbar

Self-Paced Learning Activity Voting control toolbar

- Move the toolbar if it covers any of the questions. Click on the green start button to begin the activity.

- Use the orange pause button to pause the activity. This can be done at any time, perhaps if you want to explain a point or annotate on the pull down blind e.g. if you notice that students are struggling. Give students a few seconds warning before you pause the activity. When you pause an activity, try to make interventions brief. The students will need to switch their handsets off and back on again so they pick up from where they left off.

- Use the Red stop button to stop the activity (or stop as a pause before re-starting) Stopping and restarting an activity on this way means that pupils do not need to switch their handsets off and on again.

- A countdown clock displays the remaining time on the activity.
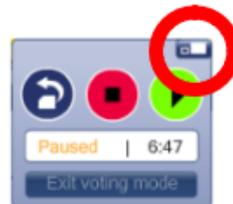
- Click on the button in the top right corner to display the detailed self paced activity responses and results. Also to access the activity Session settings.

4) Viewing Self-paced Learning (SPL) results and group voting reports

Using the progress bar to instantly track responses.

- The progress bar appears at the top of the screen showing questions 1 to 20.

- As the students respond to questions, the question number instantly fills in with red or green indicating the proportion of the class that has answered correctly (green) or incorrectly (red).

- When the question number is fully filled in you know that question has been attempted by all students.

- This visual feedback enables you to make decisions about when to intervene with the whole class, e.g. if they are struggling with a specific question, or students who may need help.

- As the progress bar fills in, you can also gauge when pupils are nearing the end of the activity.

Using the progress bar to view or explain a question.
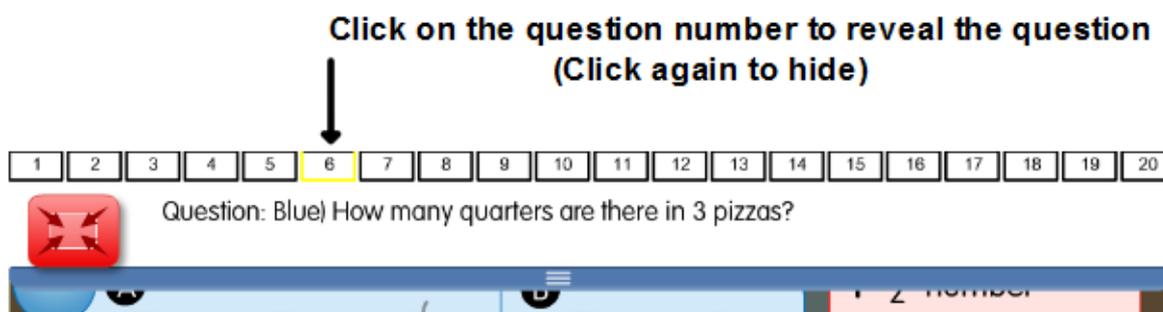
- You can also click on a question number on the Progress bar to reveal the question. Click on the number again to hide the question. This can be used to display on the Interactive Whiteboard and help explain a question during an activity.

Detailed view of student responses while a SPL activity is running
- During an activity, the toolbar will automatically display a red warning alert if any student answers 3 consecutive questions incorrectly, or 5 in aggregate. The warning also appears next to the student's name in the detailed view.

- As the activity progresses, try not to intervene too soon. If mistakes are being made it often means that students are still trying and thinking about their answers. You can use your discretion to let things run on a little before offering help to a student or the whole group.

- Note that the projector remote control 'Freeze' button (if available), can be used to freeze the projected image on your whiteboard so the students can see the information they need on the whiteboard while you simultaneously view the SPL activity feedback results in private on your PC screen. You can use the feedback to

intervene and help where it is needed most, either for an individual(s) or the whole class.

- To view the detailed SPL activity feedback results during the session click on the corner button to display the results.

- The detailed results view shows the feedback from all students in the group. Correct answers in green and incorrect answers in red. If the response box displays a number inside, that indicates the number of attempts the student took to answer the question.

- Click on any question number along the top and you can then roll your mouse over the column of results boxes and see in detail how each student responded to that question. If the column shows a lot of red, this indicates that students are struggling with the question.

- Click on any student/handset name along the left and you can then roll your mouse over the row of results boxes and see in detail how the student responded to each question. If the row shows a lot of red, this indicates a struggling student.

- Use the buttons on the right to sort and group students according to their progress. On the right you can see which questions had the most incorrect answers.

- Use the 'Session Setup' button to deselect any questions that you do not want to include in the activity. You can also adjust the overall time allowed for the session (default is 10 minutes). If the session times out at the end of 10 minutes you will be

prompted to end or extend the session. You can also create an instant export of the results to an Excel table that will be stored in your My Documents folder. You can only export data to Excel during the activity however the system automatically saves a record of the data for you to view later.

Viewing SPL and group voting session results after an activity has ended

- Results are automatically recorded and saved so you can view what happened in any previous activity. Click on 'Student Results' button on the home page.
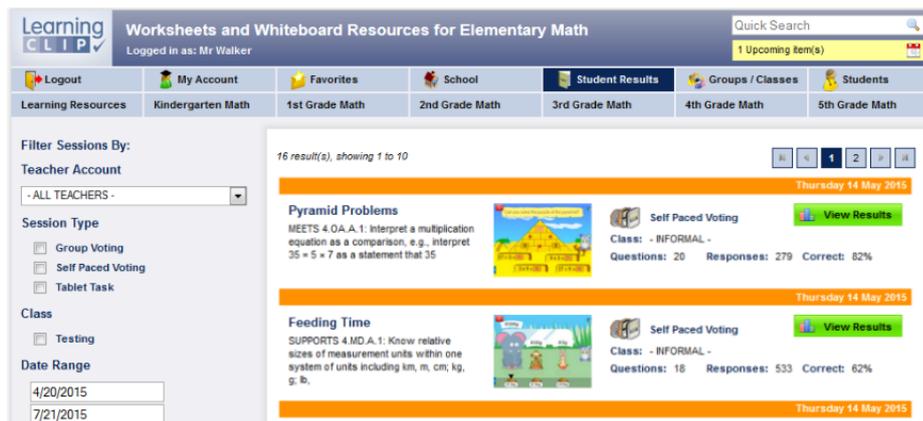
5) Forward planning lessons using the Planning Calendar

- You can save planning time by pre-selecting activities and adding them to your Learning Clip teaching planning calendar. This just takes a few clicks and adds a date link to the Planning Calendar box on the website. This enables you to click on the link in the Planning Calendar Box to take you directly to the planned activity when the day arrives. This means that you do not need to navigate through the content menu to find the Learning Clip.
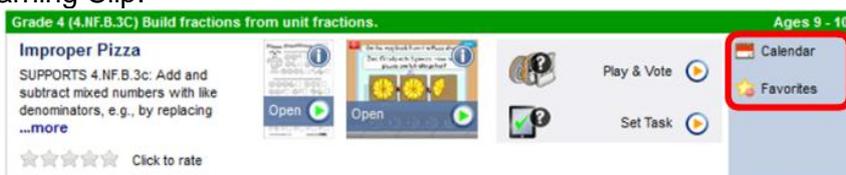
- Add a Learning Clip to your calendar simply by clicking on the Calendar button next to the activity and then select the date to place the activity into. When you do this, the Learning Clip activity is added to the Upcoming Item(s) list and can be easily accessed using the date link that appears in the planning calendar box on the top right hand column of the web site of the web page.

6) Support contacts

Please refer to the short tutorial videos and documents on the Learning Clip FAQ page – click on the FAQ link at the foot of the web page to access these.

In the event of any difficulties, in the first instance please contact your school co-ordinator who trained you or your District co-ordinator with any issues.

Contact	Telephone	Email
District		
Genesis Collaboration		
Learning Clip		support@learningclip.co.uk

6) Support contacts