

Teacher's manual

e-learning video archive

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Introduction

With the e-learning video archive, you can give your students access to video lectures from world class experts even if your they don't always have access to the internet. Here's how it works.

It's best to do these steps on a laptop or computer with free and unfettered access to the internet, for example on a computer connected to the university network.

Which lectures to share?

The first thing we need to figure out, is which lectures we want to share with our students. With the e-learning video archive, you can share video lectures from a number of large and renowned e-learning sites, such as Coursera¹ and edX², but also from many other video sites such as YouTube³ or Vimeo⁴.

Sharing from Coursera

To share video lectures from Coursera, you first need to create an account at Coursera.



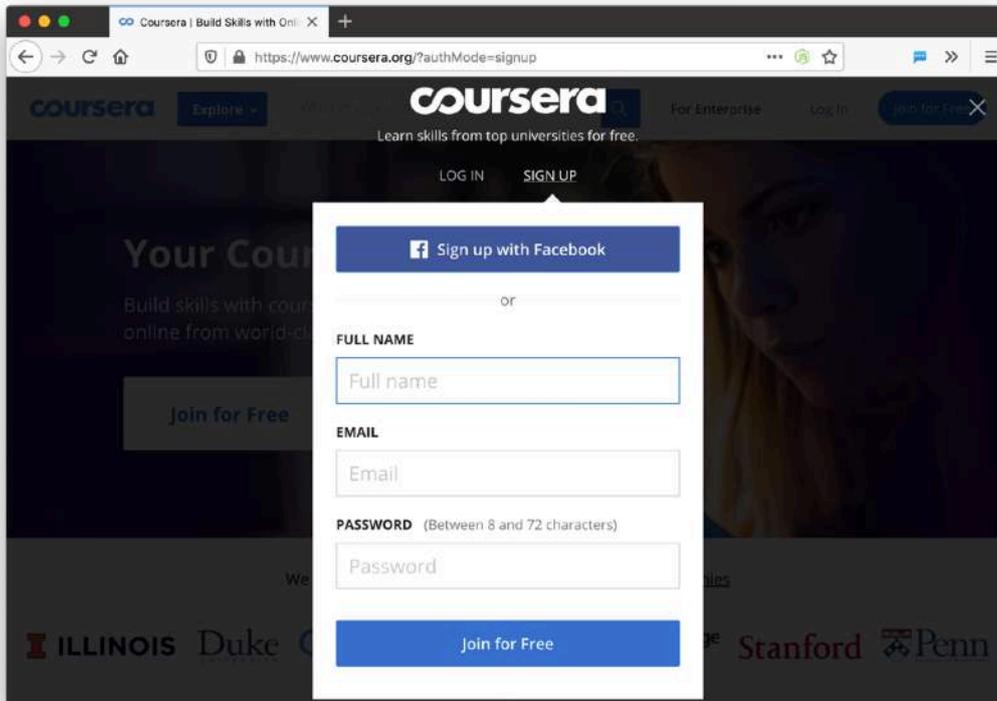
¹ <https://www.coursera.org/>

² <https://www.edx.org/>

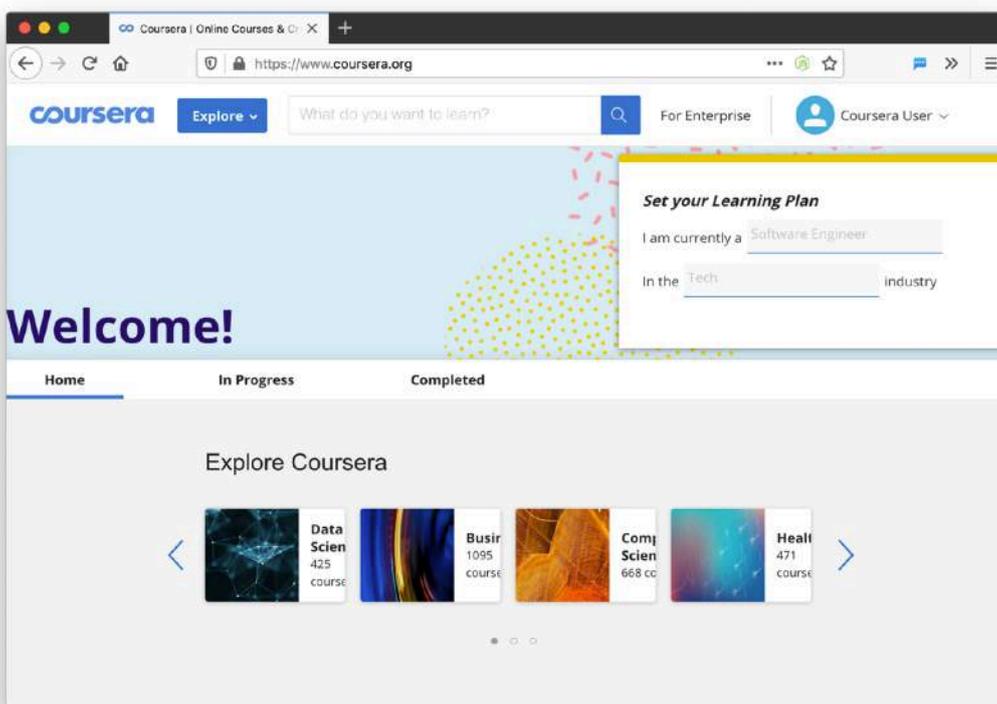
³ <https://www.youtube.com/>

⁴ <https://www.vimeo.com/>

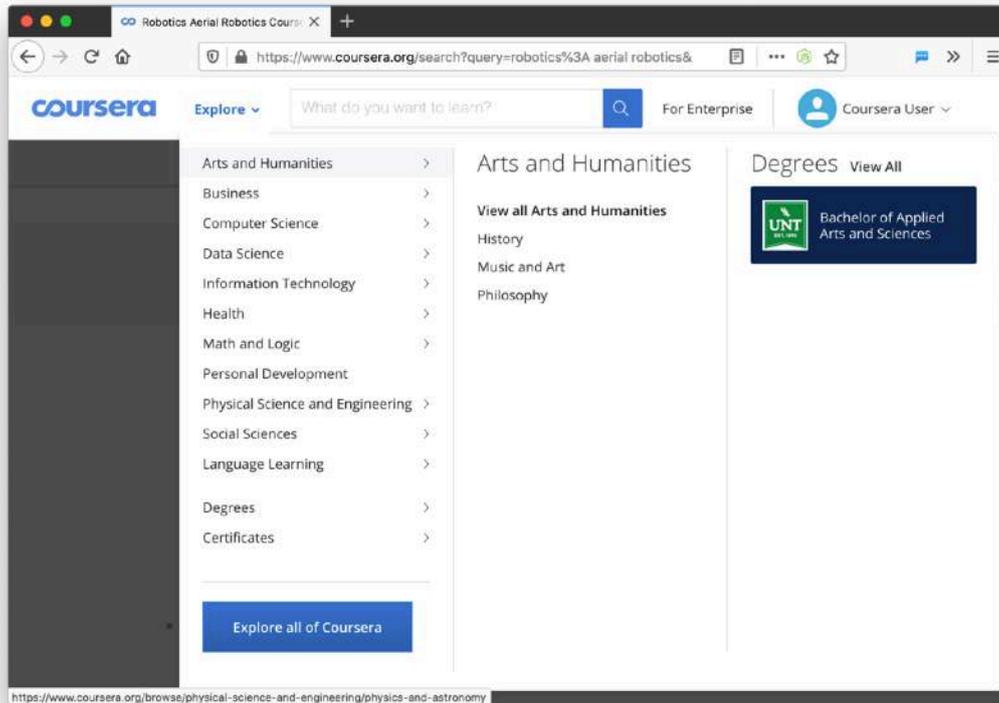
Go to <https://www.coursera.org/> and click on the **Join for Free** button. If you already have an account, click on **Log In**.
Enter your name and email, and choose a password — then click **Join for Free**.



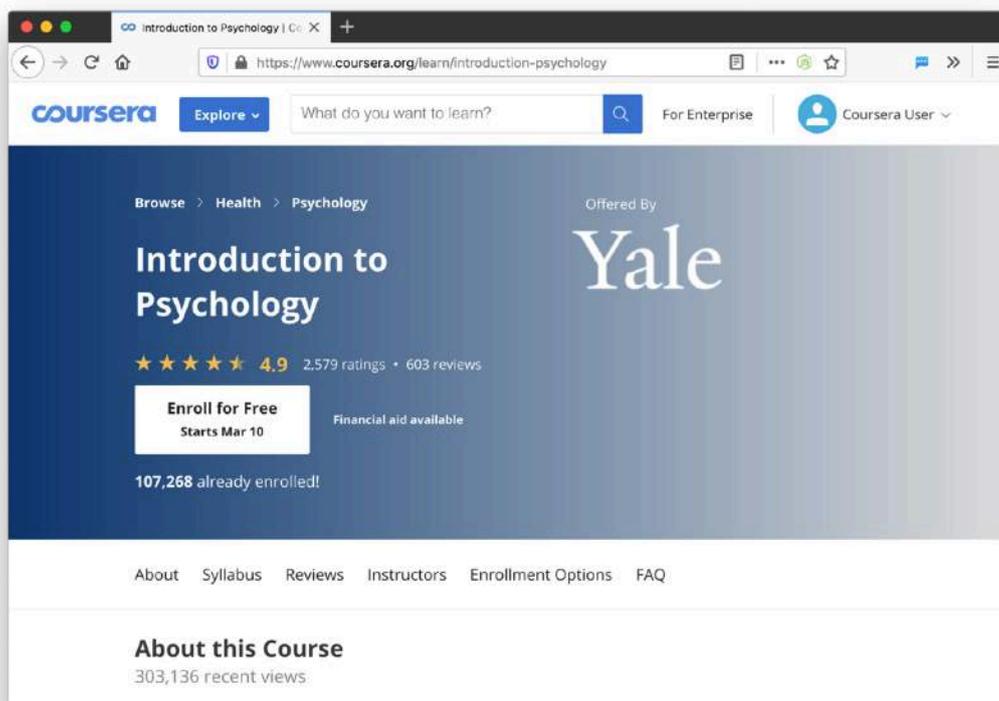
After you created an account, or after you've logged in, you should be able to see the main Coursera screen.



If you move your mouse over the **Explore** button, you can see all the courses they offer, organised by discipline.



Here, I've selected the course **Introduction to Psychology** from Yale University.

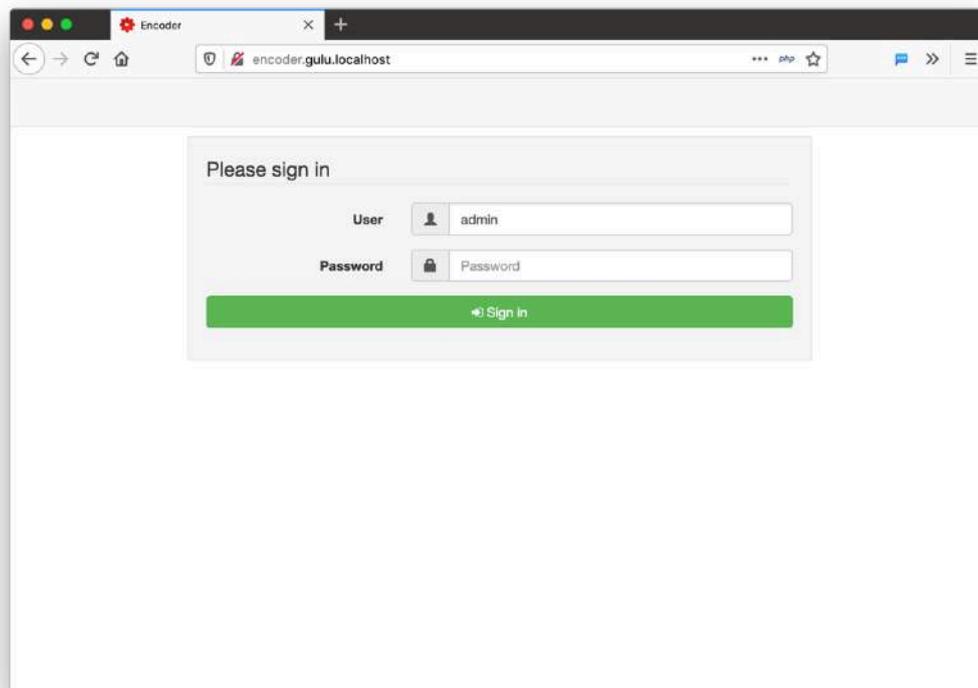


Now, to share the video lectures from this course with our students, we do the following.

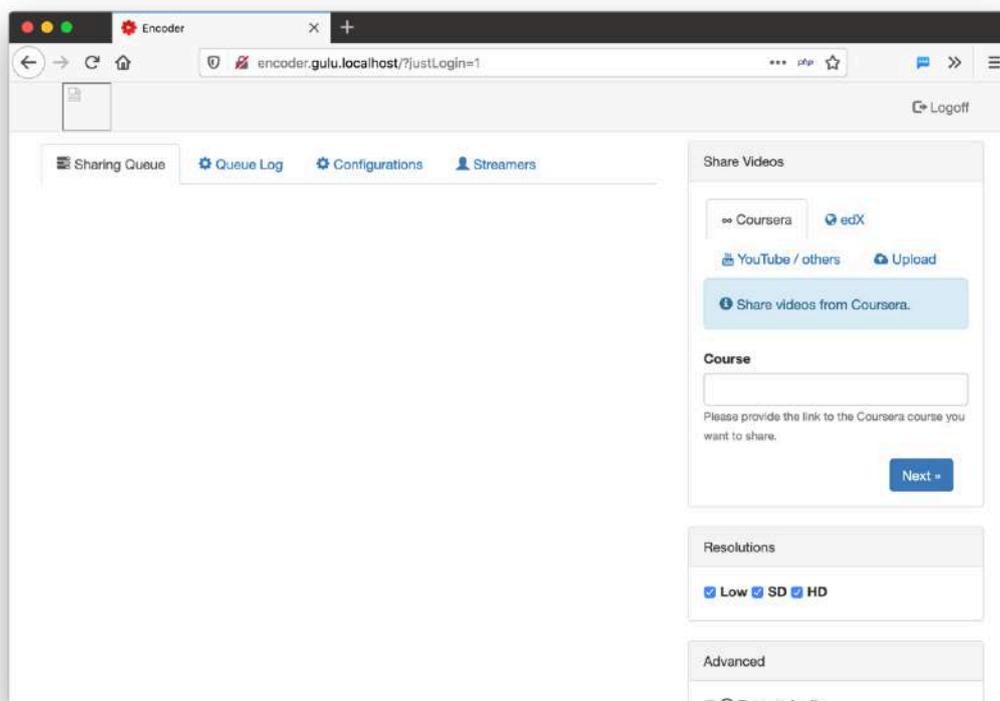
Step 1: The “encoder” website

We now go to the “encoder” website, which is where we can download lectures for our students. Your IT network administrator should have given you the address of this website, and should have given you login details as well.

The login screen should look something like this.



Once you are logged in, you should see this page.



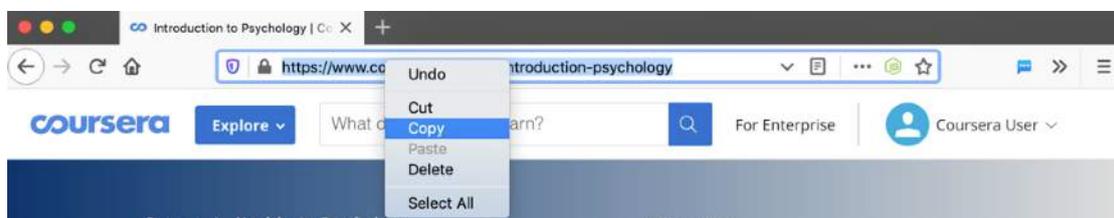
Now, go back to the Coursera page, and copy the link of the page. So, click on the part where you usually start typing to search or to go to a page:



And then click on the part where it says **https://www.coursera.org/learn/...** It should now look something like this:

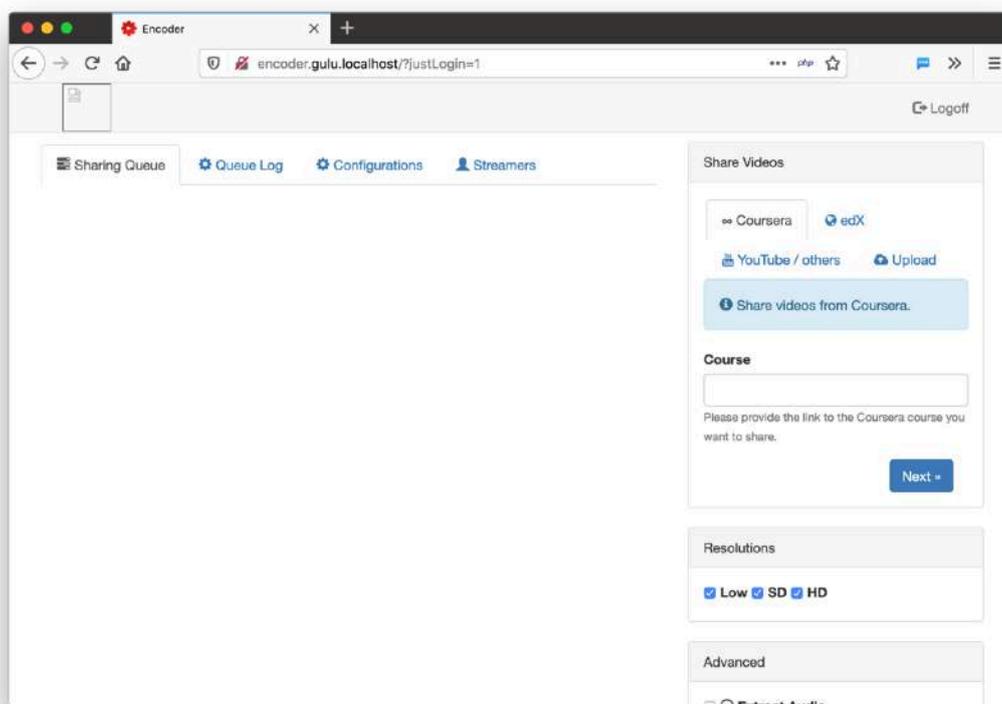


Then, copy that text to your clipboard:



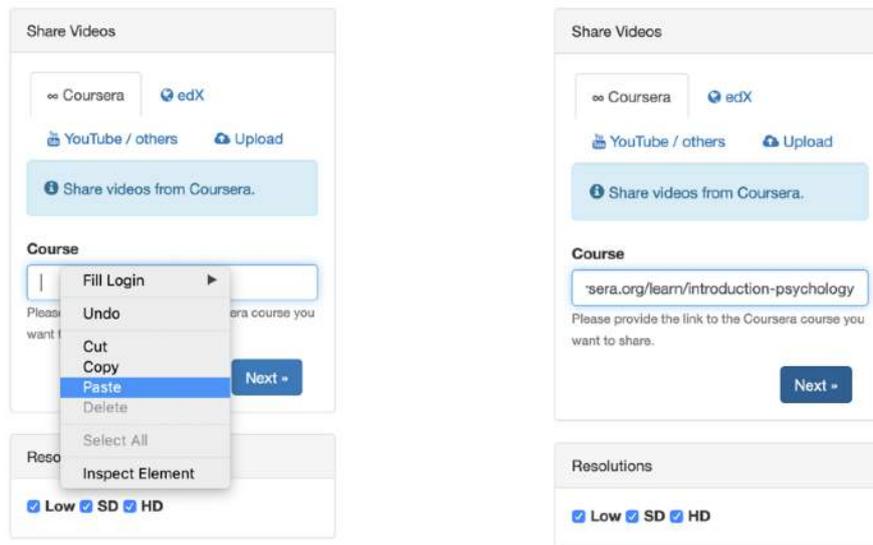
Now that we have the link to the course we can use that to download the video lectures!

Go back to the encoder website. It still looks like this:

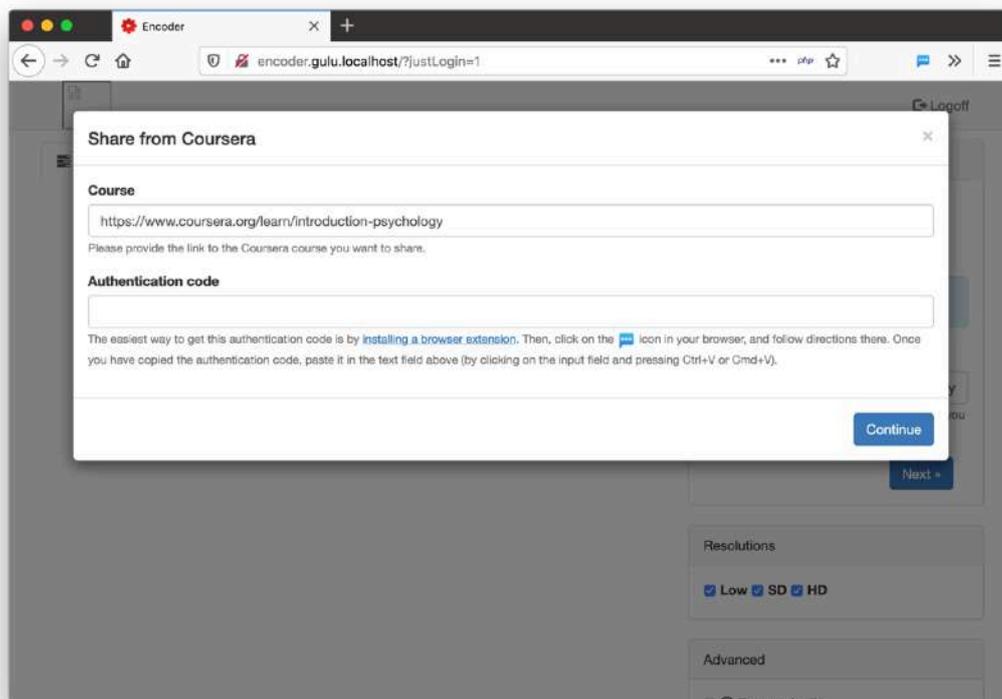


Now, click on the text box under **Course** on the right hand side, under the **Share videos from Coursera** text.

There, paste the link from the clipboard.. and click the **Next >>** button.



The following screen appears:



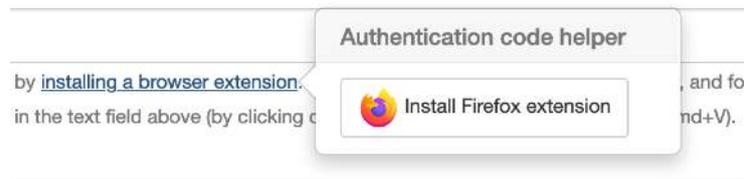
To download the video lecture, we need an authentication code. We can get this authentication code by installing a browser extension⁵.

If you haven't installed the browser extension yet, then click on the blue **installing a browser extension** text. If you have already installed the extension you can skip the next step.

⁵ There is really no way around this

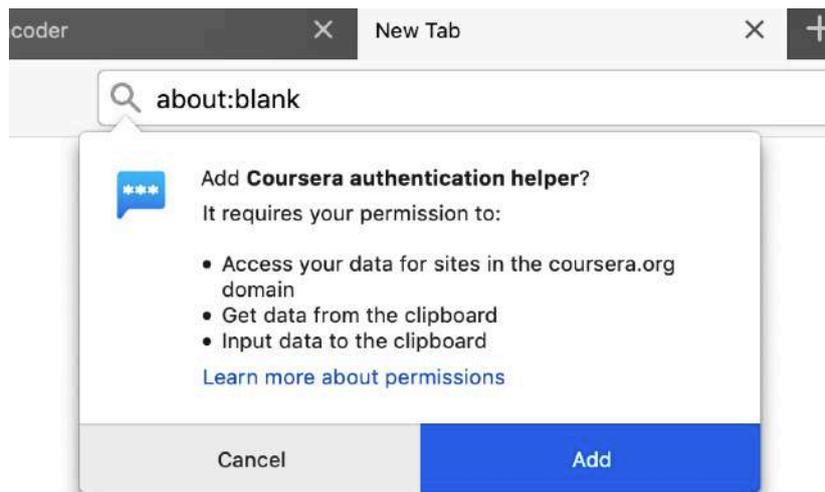
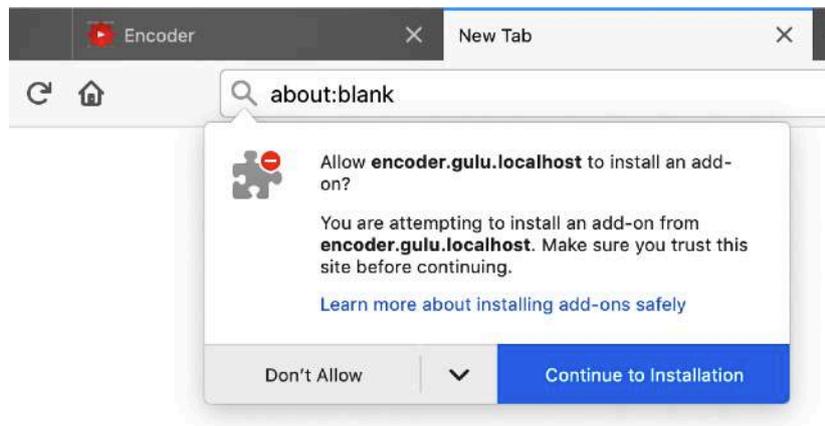
Step 2: Installing the browser extension (only once)

The following popup appears⁶. Click on the **Install Firefox/Chrome extension** button.



When you click that button, it will open a new window and ask for permission to install an extension:

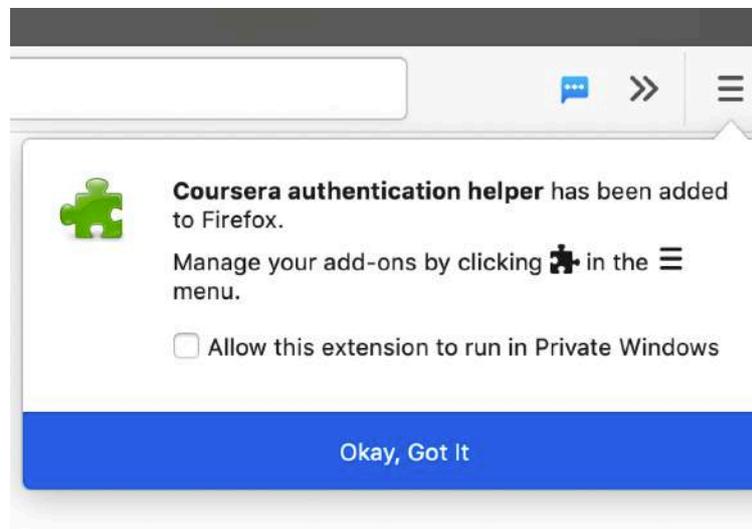
Click on the blue **Continue to installation** button.



⁶ If you have Google Chrome, it will offer to install the Google Chrome extension. This extension is not available for other browsers than Chrome or Firefox.

Then click on the blue **Add** button.

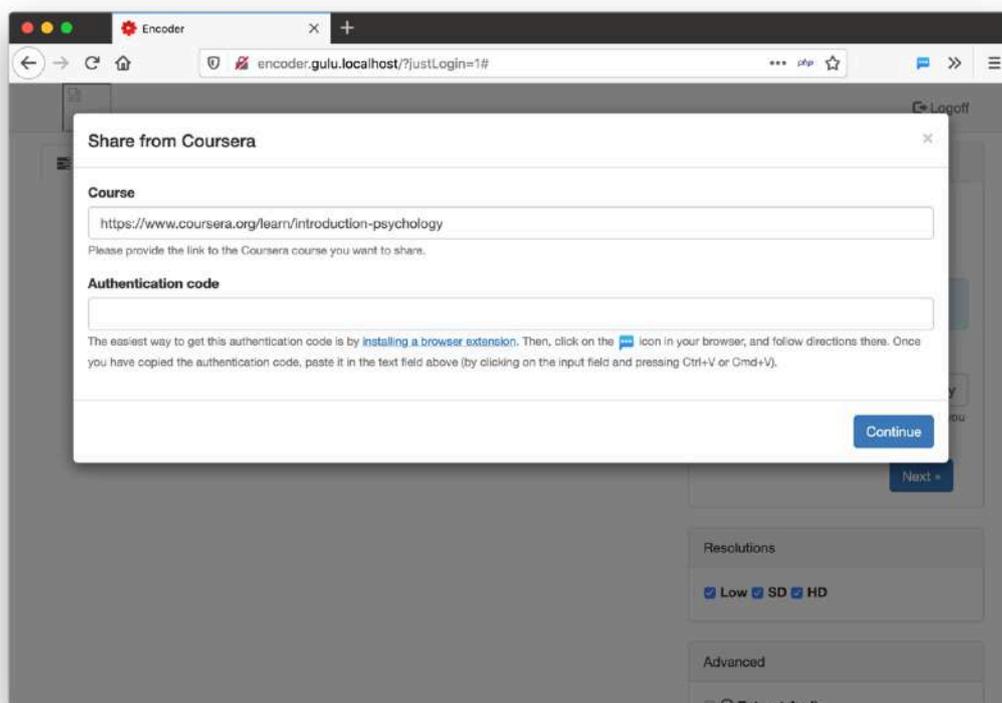
The extension is now installed.



If you have Google Chrome the process is different but comparable.

Step 3: The authentication code

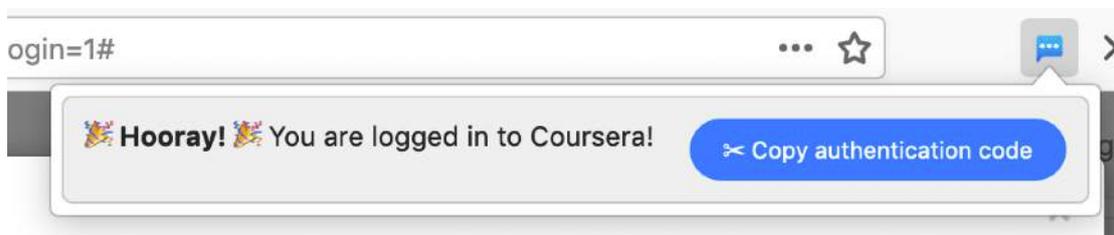
Now that we've installed the browser extension, we can continue downloading the Coursera video lectures. Go back to this screen:



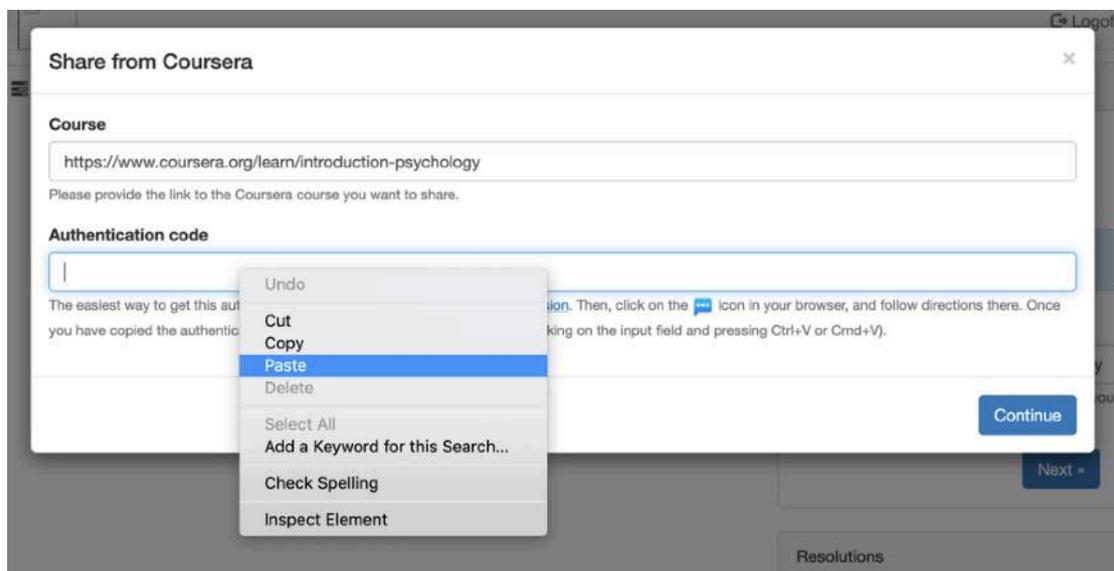
Now, click on the browser extension you've just installed. It looks like a blue speech bubble, as shown in the red circle here:



Click that blue speech bubble. Since you are already logged in to Coursera⁷, it will show you the following:



Click the blue **Copy authentication code** button. Now paste it in the authentication code field as shown below.

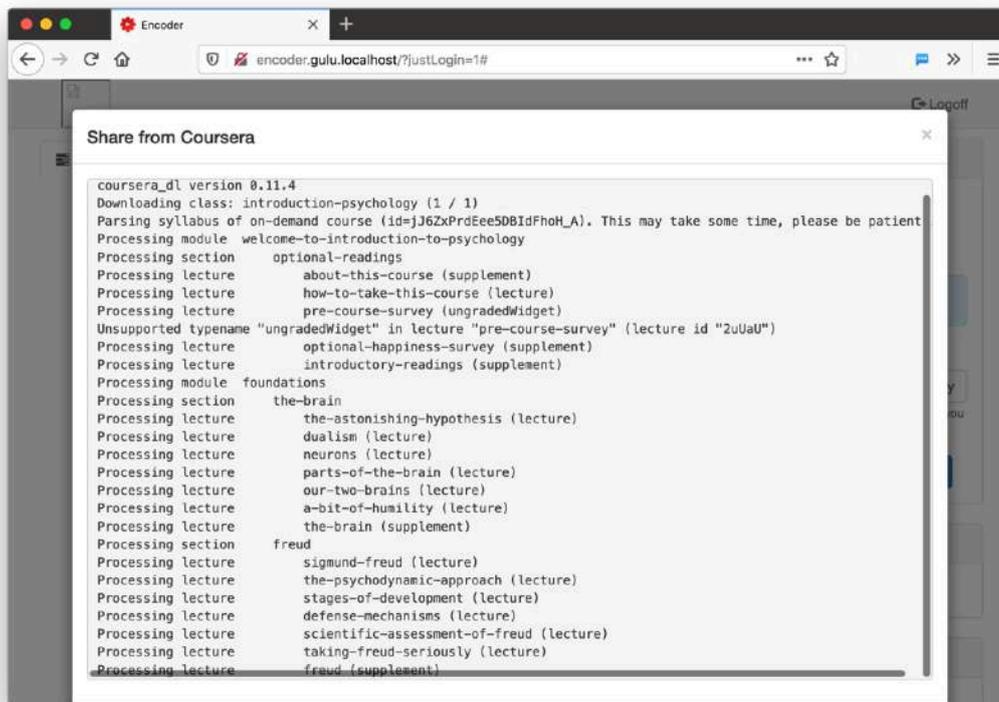


Then, press **Continue**.

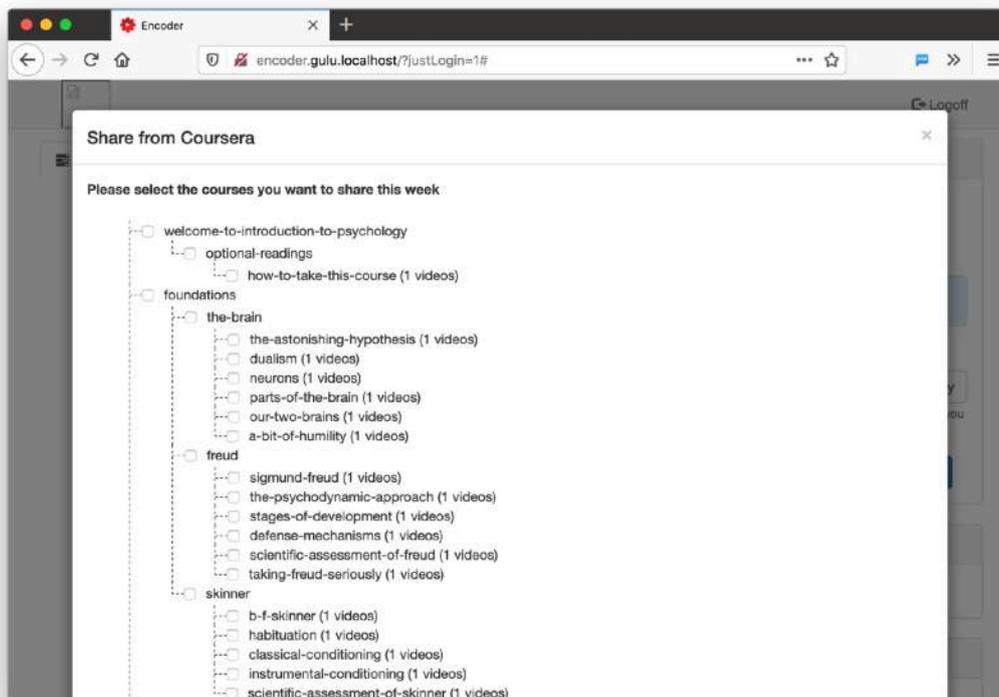
⁷ If you are not logged in to Coursera yet, it will offer you to do that now. Once you've done that, continue where you left off.

Step 4: Selecting & downloading videos

Once you've entered the authentication code, the system will start downloading the syllabus of the course, as shown in the next screen.

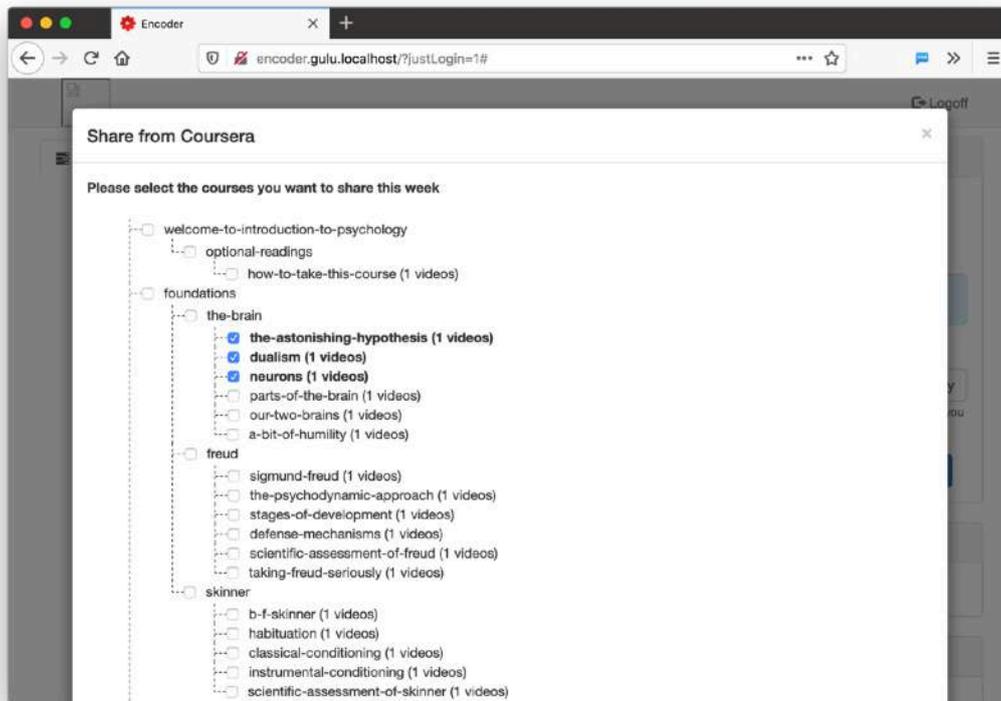


Once it has downloaded the syllabus, you can choose which video lectures you want to share with your students.

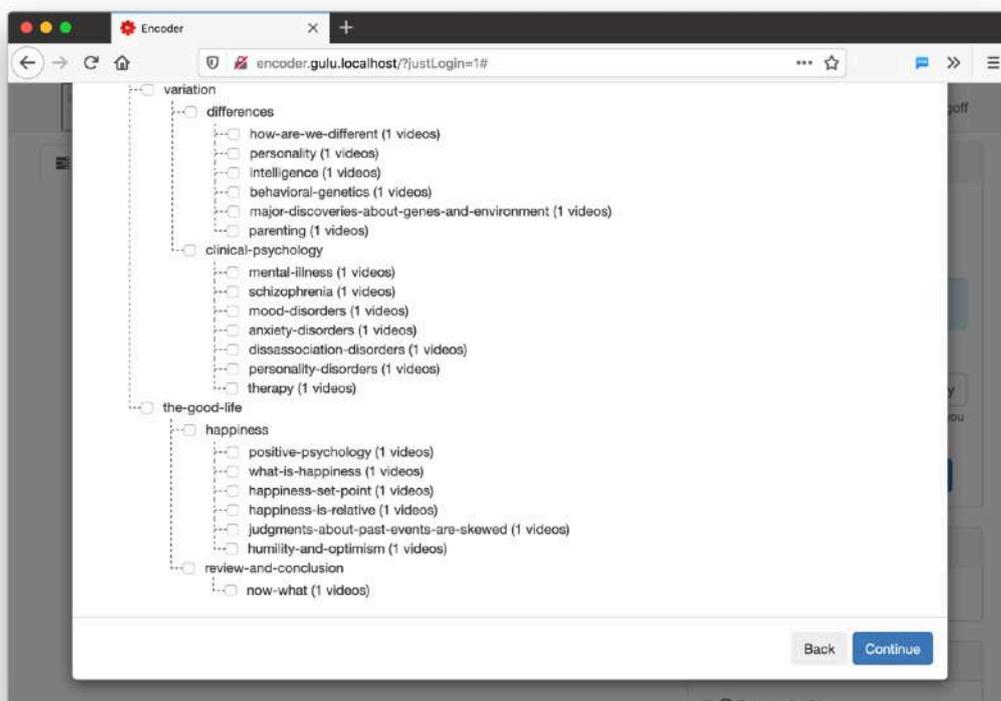


There's a responsibility on each individual teacher to make sure to not download too many videos at once. This will not only take a very long time to download, but it will also take up a lot of disk space. Be prepared that your IT system administrator might delete your videos if you decide to not be prudent in this area.

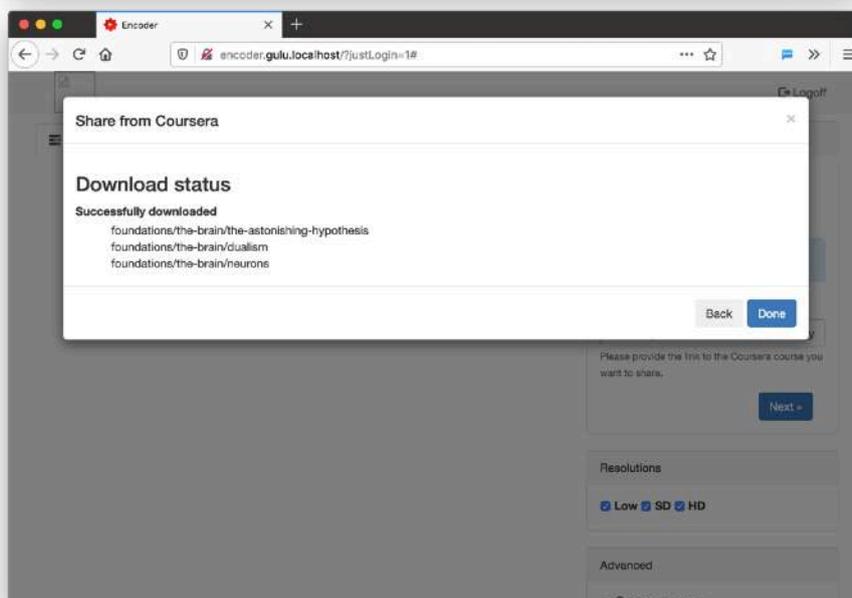
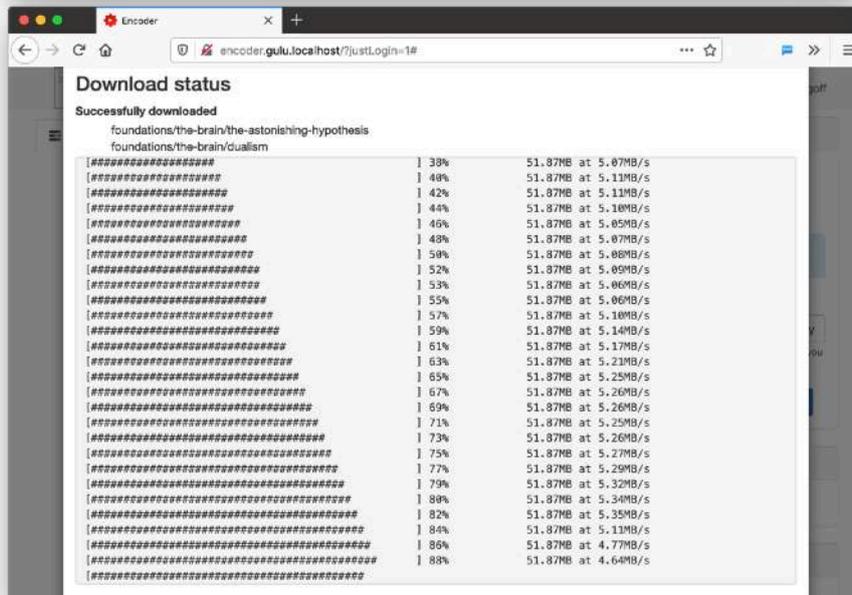
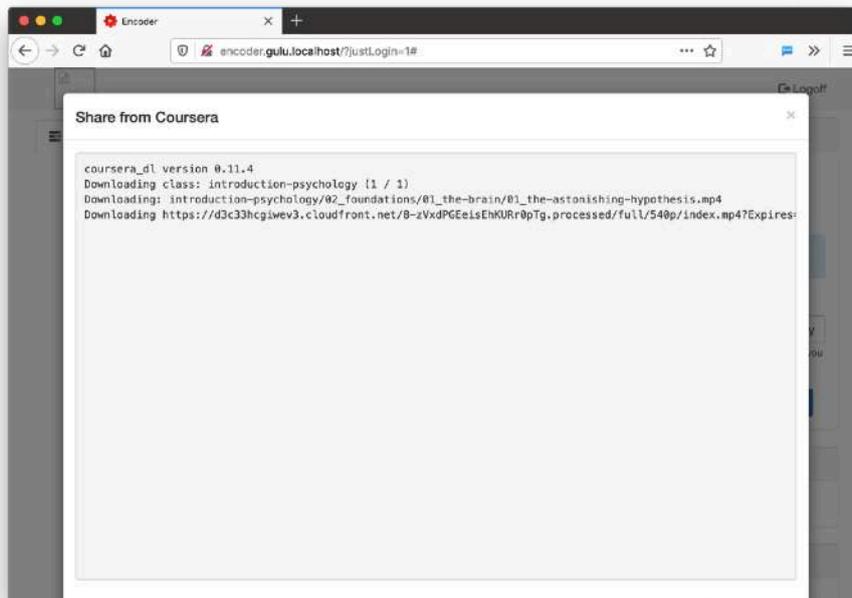
So, we decide that we want to share the first few videos with our students.



Then, scroll down to the bottom of the page, and click on the **Continue** button.



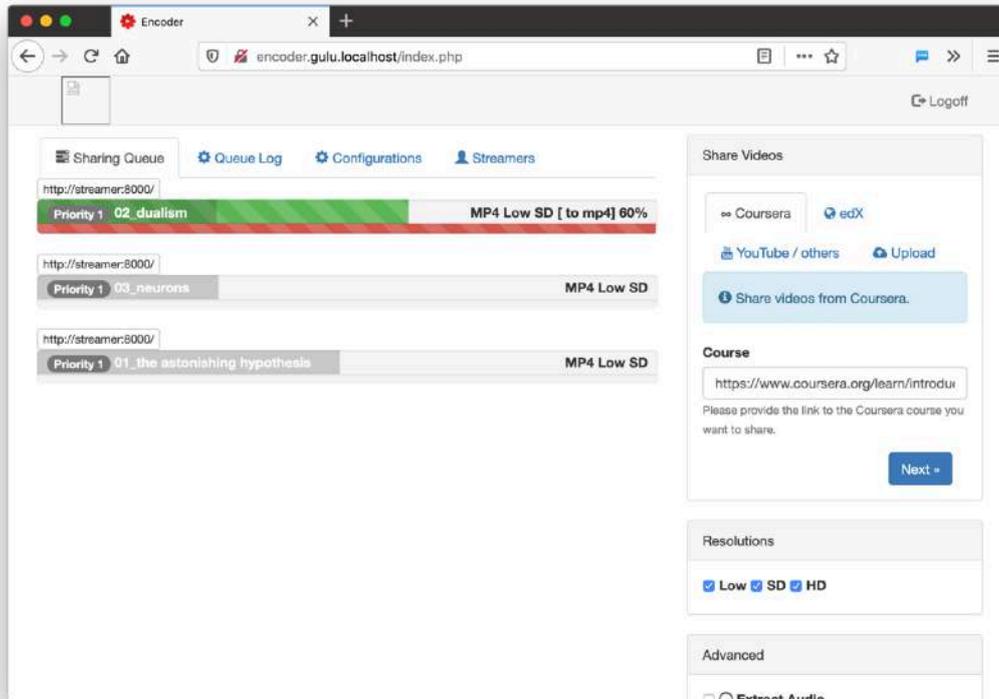
It will now start downloading the video lectures.



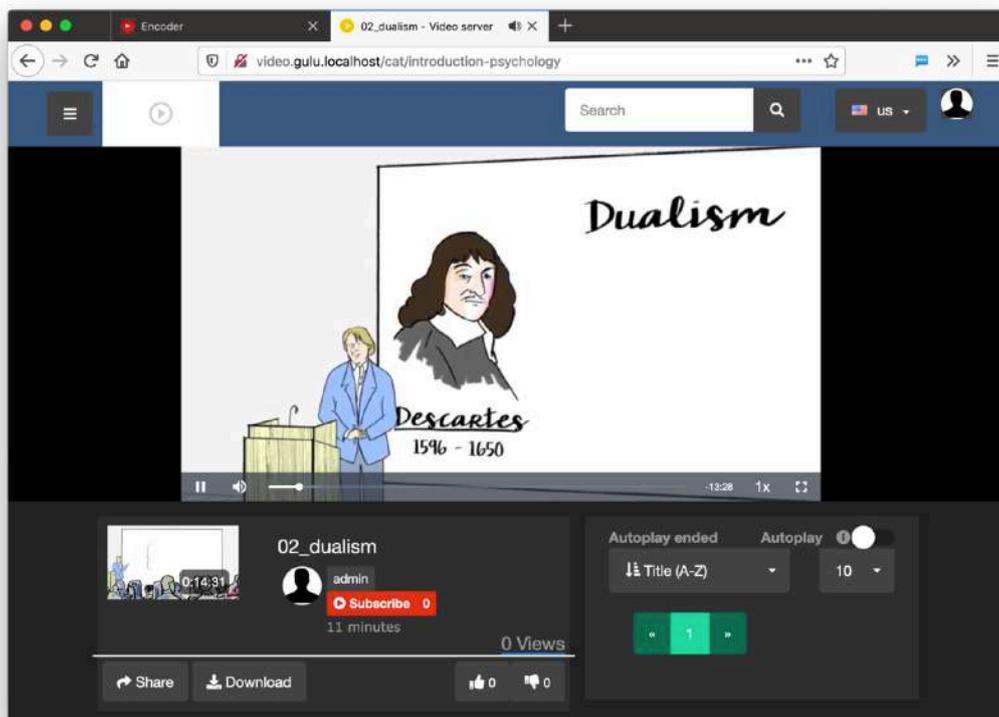
Once the downloads are done, click on the **Done** button.

Step 5: Almost done

The software will now prepare the videos for different screen sizes and in different video qualities.



Once this is finally done (it can take quite a while), you should be able to see the videos on the student website. You are done!



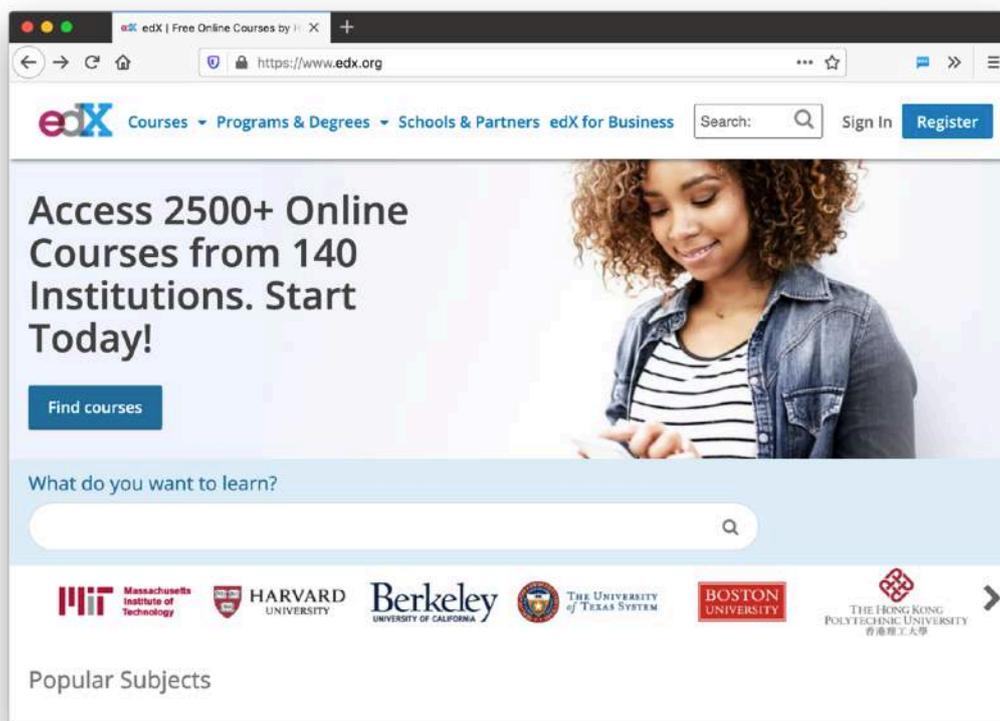
You have successfully downloaded videos from Coursera to the e-learning video archive. The students can download these videos on their mobile phone or laptop and watch them at home, even if they have no or limited internet there. See the student manual for an explanation on how a student can download these lectures to their mobile phones.

Sharing from edX

In many ways, it's not so different to share video lectures from edX. Here's how it works.

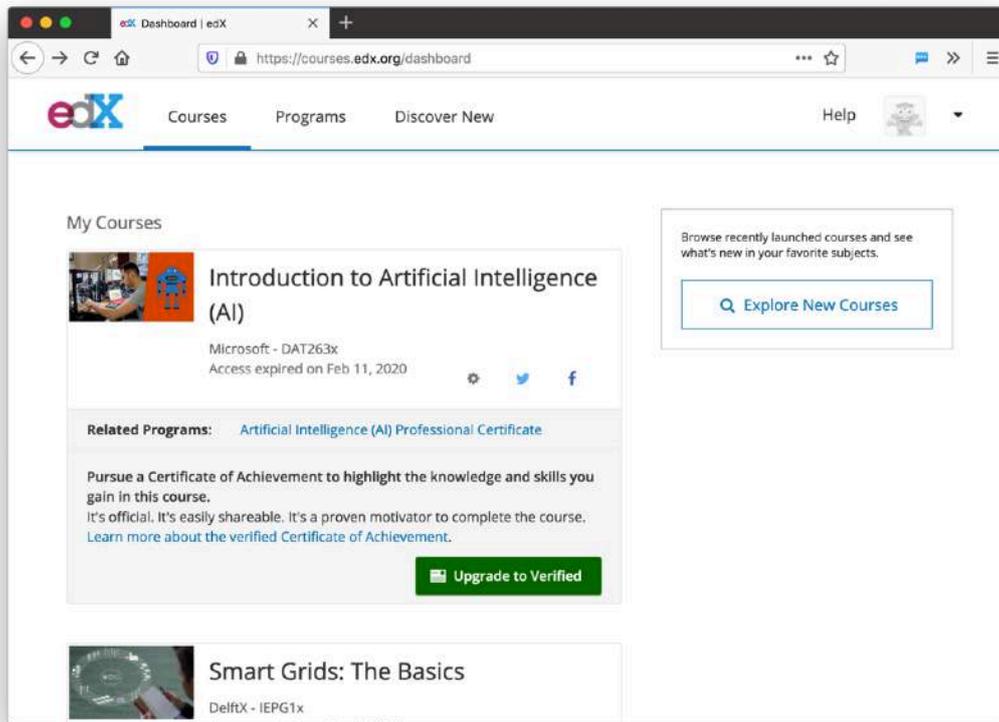
Step 1: Finding a course to share

First, go to [edx.org](https://www.edx.org), or any other edX website (there are many edX websites that are compatible).

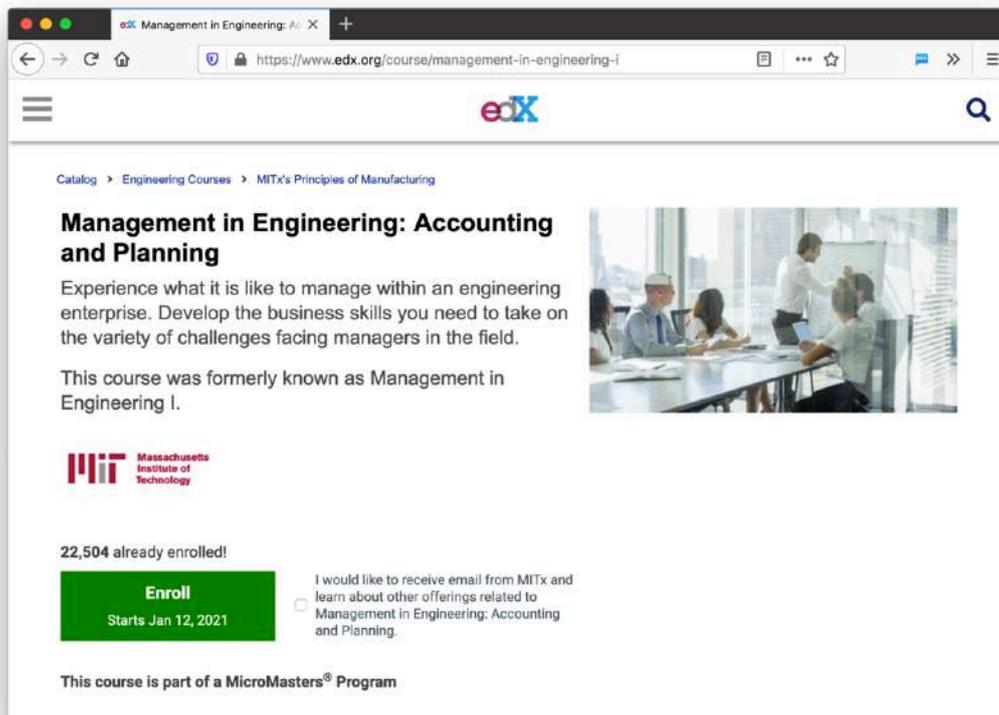


Either sign in, or register for a new account.

Once you've logged in, you will see the main edX page.



Browse the website until you've found a course you'd like to share with your students. I've selected a course on **Management in Engineering** from MIT.



Click on the big green **Enroll** button, which will take you to the following screen. Here, click on the blue **Audit This Course** button.

The screenshot shows the edX website interface. At the top left is the edX logo. At the top right is a 'Help' link with a user icon and a dropdown arrow. Below the header, a blue heading reads 'Congratulations! You are now enrolled in Management in Engineering: Accounting and Planning'. A green bookmark icon is in the top right corner of the main content area. The main content is divided into two sections. The first section is titled 'Pursue the Verified Track' and includes a description, a list of benefits, and a green button labeled 'Pursue the Verified Track (\$175 USD)'. The second section is titled 'Audit This Course (No Certificate)' and includes a description and a blue button labeled 'Audit This Course'. The word 'or' is centered between the two sections.

edX Help

Congratulations! You are now enrolled in Management in Engineering: Accounting and Planning

Pursue the Verified Track

Highlight your new knowledge and skills with a verified certificate. Use this valuable credential to improve your job prospects and advance your career, or highlight your certificate in school applications.

Benefits of the Verified Track

- **Unlimited Course Access:** Learn at your own pace, and access materials anytime to brush up on what you've learned.
- **Graded Assignments:** Build your skills through graded assignments and projects.
- **Easily Sharable:** Add the certificate to your CV or resume, or post it directly on LinkedIn.
- **Support our Mission:** EdX, a non-profit, relies on verified certificates to help fund affordable education to everyone globally.

Pursue the Verified Track (\$175 USD)

or

Audit This Course (No Certificate)

Audit this course for free and have access to course materials and discussions forums. **This track does not include graded assignments, or unlimited course access.**

Audit This Course

The footer contains the edX logo on the left. It is organized into four columns: 'About edX for Business', 'Legal' (with links to Terms of Service & Honor Code, Privacy Policy, and Accessibility Policy), 'Connect' (with links to Blog, Contact Us, and Help Center), and a social media section with icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube. Below the social media icons are buttons for 'Download on the App Store' and 'GET IT ON Google play'. At the bottom right, there is a copyright notice: '© 2020 edX Inc. All rights reserved. | 深圳市恒宇博科技有限公司 粤ICP备17044299号-2'.

edX

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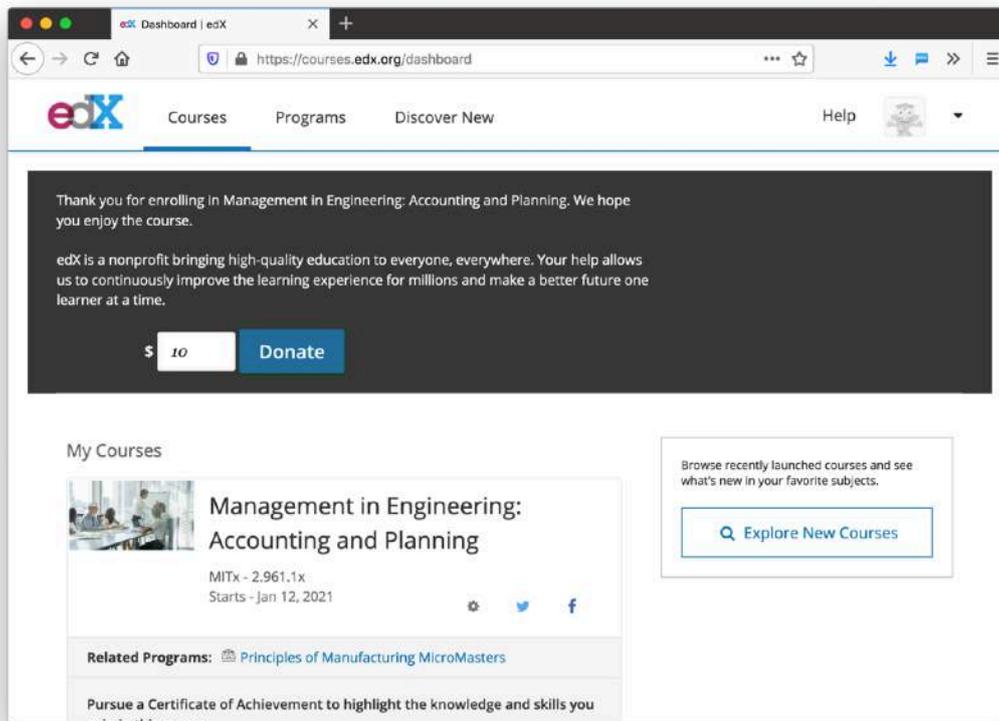
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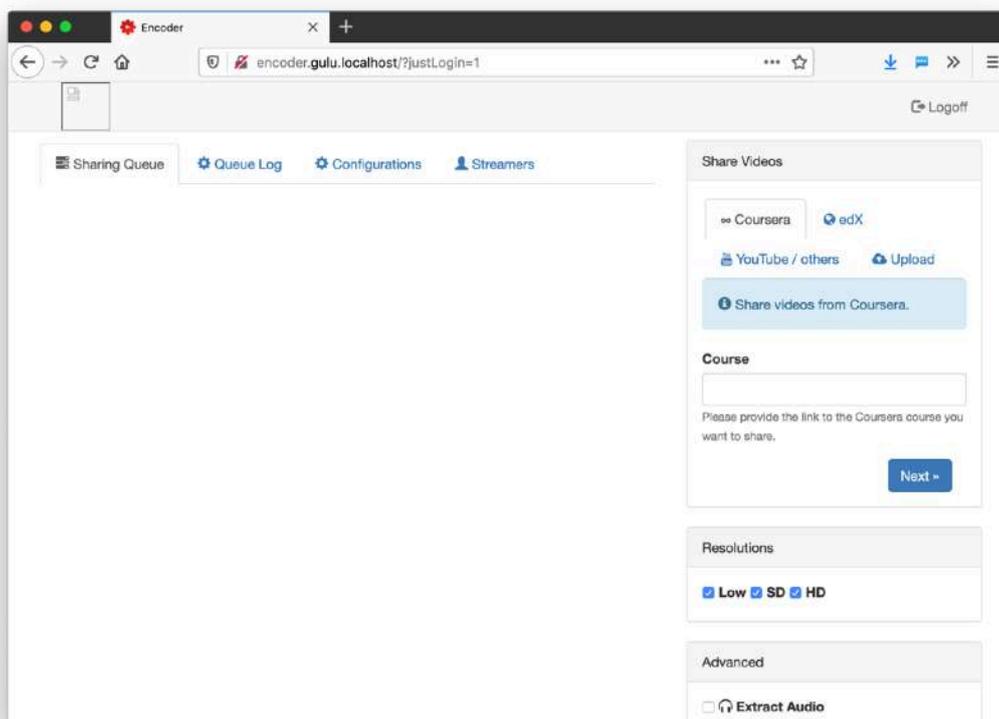
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| 深圳市恒宇博科技有限公司 粤ICP备17044299号-2

After you clicked the **Audit This Course** button, you are shown this screen.

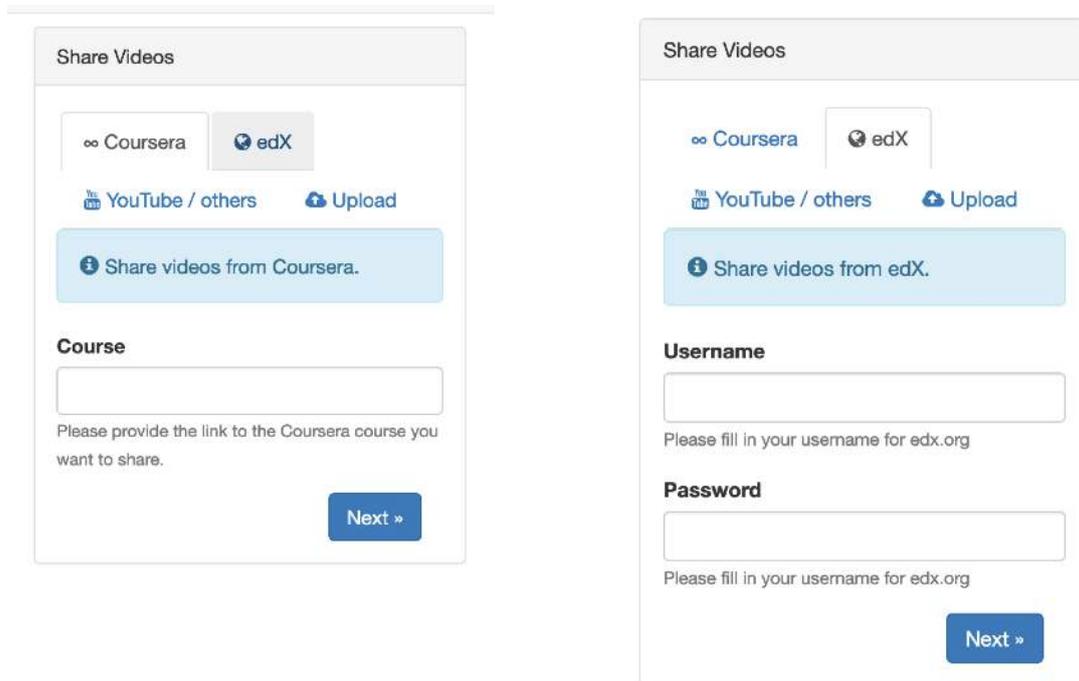


Step 2: The “encoder” website.

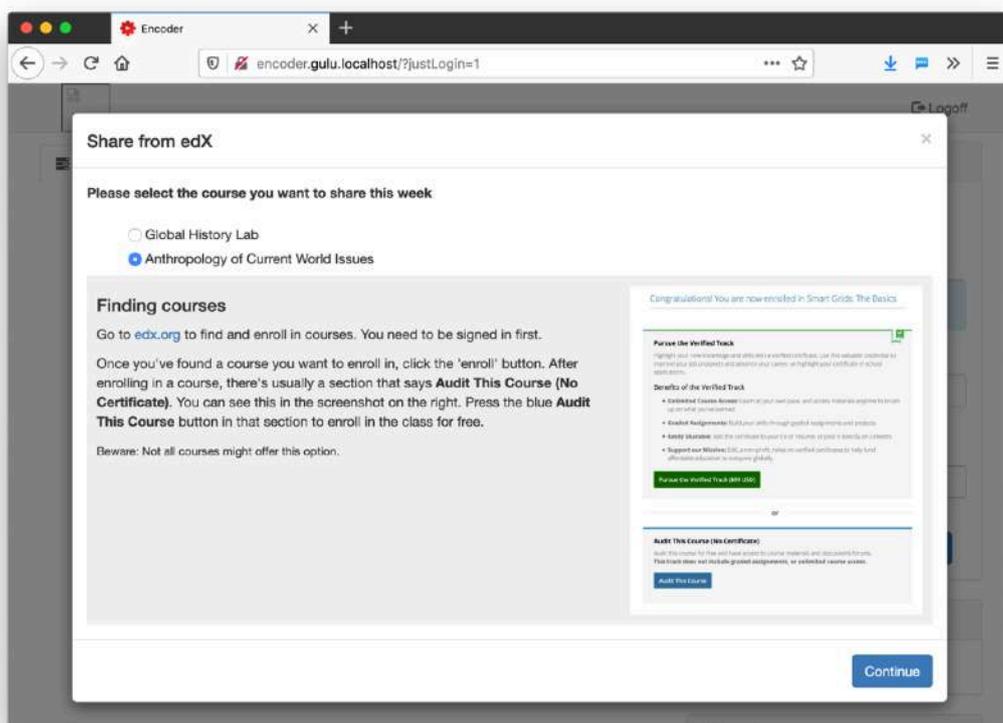
Now, go back to the encoder site first mentioned in the beginning of this document. Your IT system administrator should have given you the address for this site, and the login details. It looks like this.



To start importing the video lectures from edX, first click on the edX button on the right. The **Coursera** section will disappear, and the **edX** section will become visible.



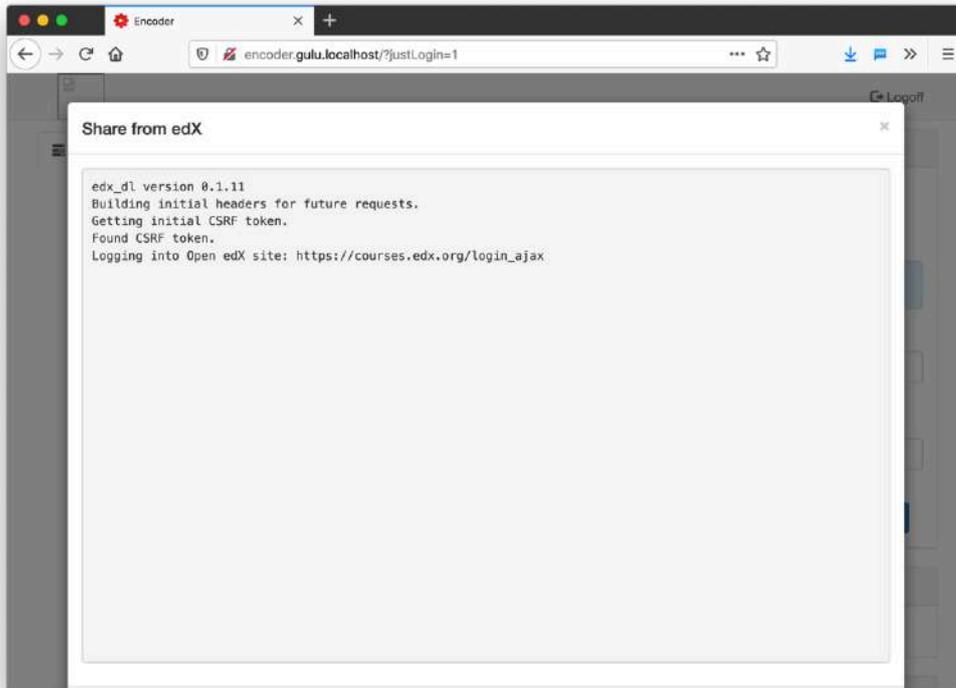
In the section below the text **Share videos from edX**, enter your edX.org username and password. Then, click the **Next >>** button.



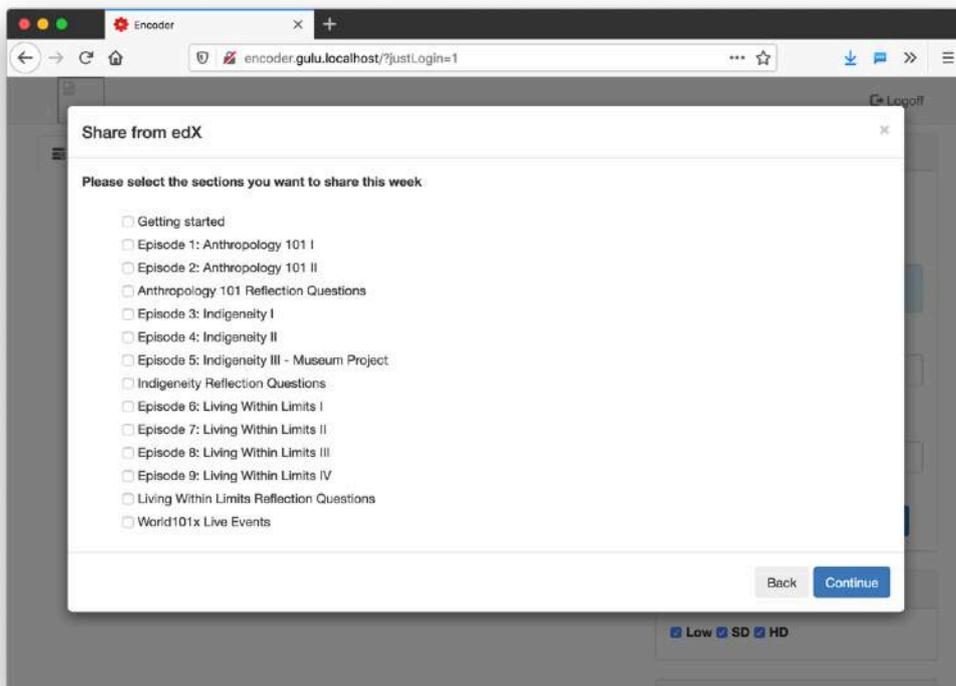
In this screen, select the course you want to share.

BEWARE: Only courses that have already started will be listed here!!! So the “Management in Engineering” course I had selected is not listed, because it will only start in January of next year. Instead, it shows two courses I have registered for before and that did start already.

Once you have selected a course to share, press the blue **Continue** button. It will start downloading the syllabus.

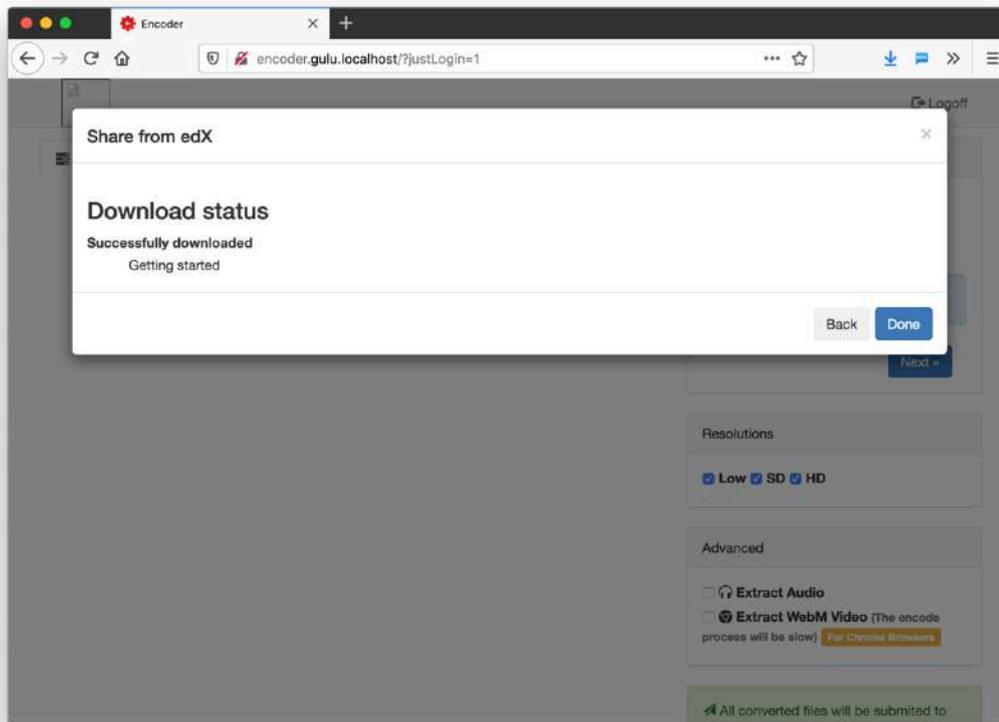


You can then select which sections you want to share with your students.

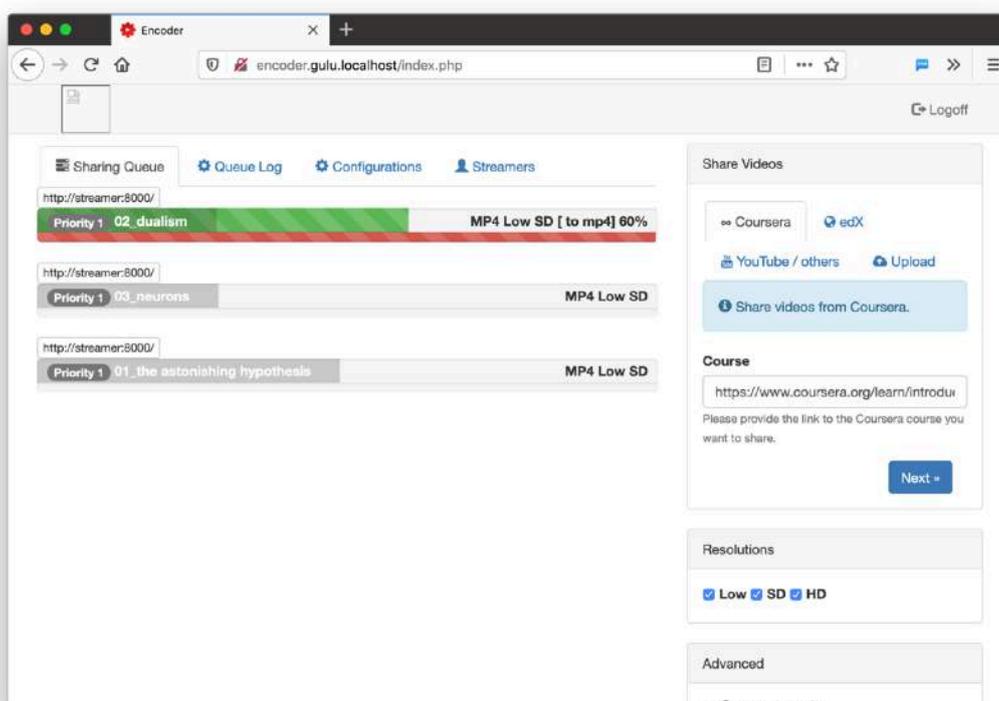


There's a responsibility on each individual teacher to make sure to not download too many videos at once. This will not only take a very long time to download, but it will also take up a lot of disk space. Be prepared that your IT system administrator might delete your videos if you decide to not be prudent in this area.

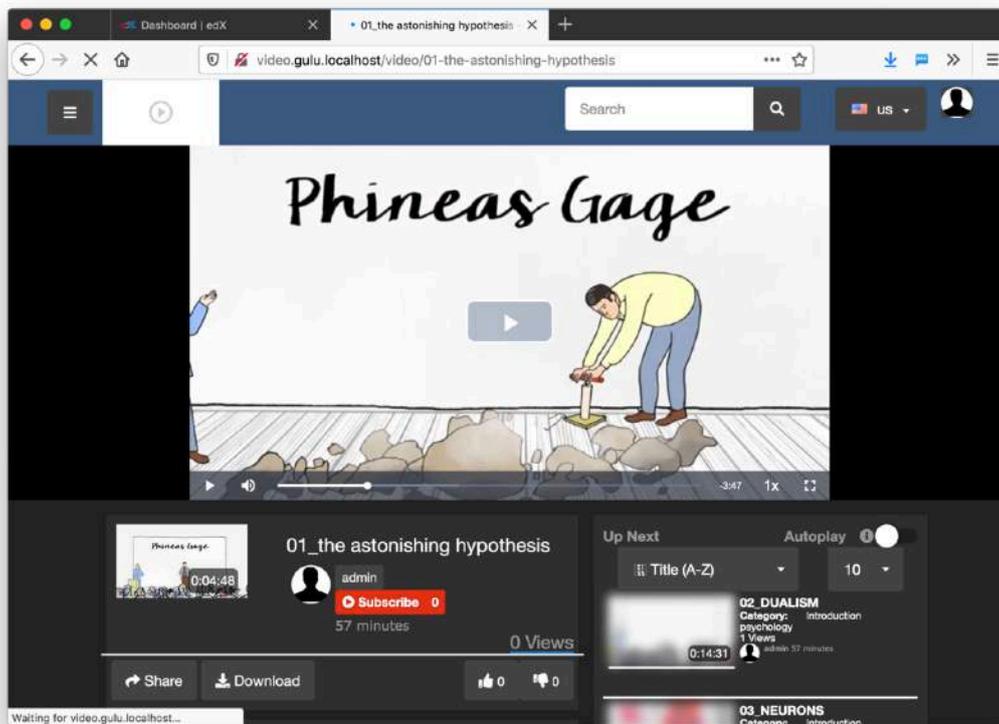
Once you made a selection, press the blue **Continue** button. It will now download the videos and display the following screen upon completion.



Now, click the blue **Done** button. It will now start encoding the lectures in different formats. This might take a while.



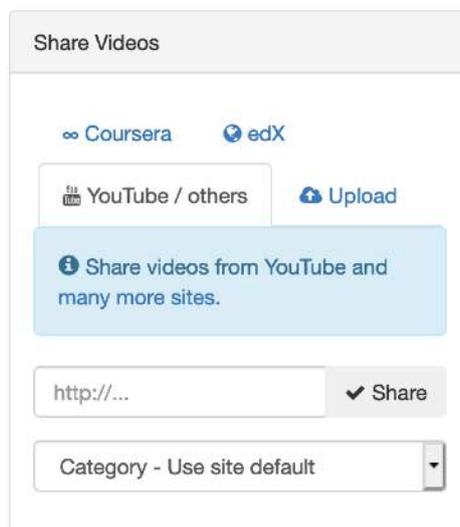
Once this is finally done (it can take quite a while), you should be able to see the videos on the student website. You are done!



You have successfully downloaded videos from edX to the e-learning video archive. The students can download these videos on their mobile phone or laptop and watch them at home, even if they have no or limited internet there. See the student manual for an explanation on how a student can download these lectures to their mobile phones.

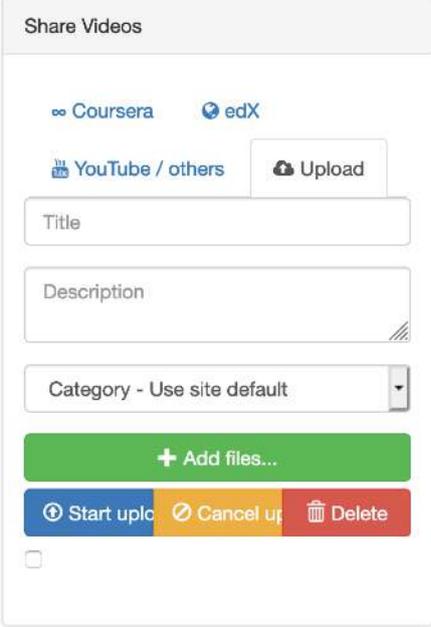
Videos from YouTube and others

You can also share videos from YouTube and other video sites. To do this, click on the **YouTube / others** section. Then, put a YouTube link in, and click on the **Share** button.



Uploading your own videos

Finally, it is possible to upload your own videos. To do this, click on the **Upload** section.



The screenshot shows a 'Share Videos' form with the following elements:

- Platform selection: Coursera, edX, YouTube / others, and Upload.
- Text input fields for Title and Description.
- A dropdown menu for Category, currently set to 'Use site default'.
- A green button labeled '+ Add files...'.
- A row of three buttons: 'Start upload' (blue), 'Cancel upload' (yellow), and 'Delete' (red).
- A small square checkbox at the bottom left.

Then, enter a title and description, choose a category, and click on the green **Add files** button.