

Training Handout

- I. What is a Bulb?** [Sample Bulb](#) (We will complete this during our session, so don't peek beforehand).
- II. Ideas to Consider**
- [Best Practices for Online Lectures Bulb](#): Offers some helpful tips for creating engaging recorded lectures.
 - [Problem set demonstration \[STEM\]](#): This bulb demonstrates how PlayPosit can be used for homework review or handwritten calculations.
 - [Video instructions](#): This bulb demonstrates 3rd party video content that has been personalized with instructor images and interactions.
 - [Poetry bulb](#): Provides a narration of a poem and the text with a discussion forum for students to unpack themes in the poem.
 - [Flipping Your Prelab](#): Read how CU Boulder's Physics department flipped their course to offer prelab work in PlayPosit.
 - [Learner Made Bulbs \(LMB\)](#): Check out how CSUCI's nursing department leveraged this application for their courses.
- III. Training Checklist** -- [See pages 2 - 4](#)
- IV. Linking and Monitoring Bulbs**
- A. [Accessing PlayPosit in Canvas](#)
 - B. [Monitoring Bulbs](#)
- V. PlayPosit Academy** → [click here](#)
- VI. Weekly Standing Office Hours**
- A. [Click here to join PlayPosit's Instructional Design Team for open office hours.](#)
 1. Tuesdays @ 11:30AM ET / 8:30AM PT
 2. Thursdays @ 3:30PM ET / 12:30PM PT
- VII. Upcoming Webinars** → [register here](#)

TRAINING CHECKLIST

☐	I. Getting Started
☐	Launch PlayPosit from Canvas (Tutorial)
☐	Quickstart steps: 1. Head to a course once logged into Canvas 2. Select Assignments 3. Click Add Assignment 4. After setting up assignment, scroll down to Submission Type 5. OPTIONAL: If you would like to set up a non-graded assignment follow these instructions 6. Choose External Tool from the dropdown and find PlayPosit from popup menu 7. Click Set Bulb Link to access your account
☐	II. Add Video Content to PlayPosit (Knowledgebase Article: Building a Bulb)
☐	Select Add New bulb
☐	Add a video from Kaltura, YouTube, or Vimeo <i>Kaltura dual stream support is available - for info, click here</i>
☐	Once the video has been added: → Captions attached to the video will be pulled in automatically → Light trimming and cropping of the video can be done → Additional information on captions found here
☐	Repeat the process to add multiple videos to a single bulb
☐	II. Add Interactions (Knowledgebase Article: Building a Bulb)
☐	Choose a template from the template gallery <i>Add easy, effective engagement in one click</i> → Add multiple templates to a single bulb → Templates get placed at designated points in the bulb → Content neutral questions are applicable to any lesson → Customization of wording, timing, placement is always an option
☐	Adding a Manual Interaction → Press "Play" or drag to the point in the video you would like to add your interaction → Click "Add an Interaction" → Select the interaction type you would like to use

☐	Building an Interaction → Begin entering the question and responses of the interaction → Use our rich text editor to enhance interaction with audio, images, equations, formatting, links, and more. → Add feedback to provide additional support for learners
☐	Interaction Customization - Determine if you would like to apply advanced interaction settings → Choose where you would like the interaction to be placed → Adjust timing or create a durational interaction (if needed)
☒	III. Adjust Playback Settings and Review (Knowledgebase Article: Bulb Settings)
☐	OPTIONAL: Add tags to organize your content
☐	Adjust Learning Experience → Allow learners to rewind upon reaching interactions → Allow learners to skip interactions → Allow fast-forwarding → Allow learners to retake <i>Please note - learners' most recent attempt will be pushed to the gradebook</i> → Allow learners to export a worksheet of a bulb → Allow learners to increase playback speed
☐	Determine Level of Privacy
☐	Preview (toggle playback mode, if needed)
☒	IV. Finish Linking Bulb (Knowledgebase Article: Canvas)
☐	Click on Canvas Icon next to bulb thumbnail
☐	Choose the learner experience - <i>self-paced, broadcast, learner made bulb**</i>
☐	Newly linked bulb will display as a gray screen - <i>NOTE: only the bulb is visible to learners</i>
☐	Click on options to: → Export a CSV file of analytics collected on bulb → Preview - allows you to view discussion forum or notes → Monitor bulb - sync any grades that you may adjust (free response/discussion)
☐	Share Student Experience article with learners → Provides an understanding of PlayPosit experience

☐	V. Advanced Options
☐	Crop video segments (knowledgebase article)
☐	Create durational interactions (knowledgebase article)
☐	Adjust the placement of interactions (knowledgebase article)
☐	Share a bulb from “My Bulbs” using the triple dot action menu (knowledgebase article)
☐	Assign Learner Made Bulbs (knowledgebase article)
☐	Launch bulbs via Broadcast - synchronous delivery → Broadcast in person → Broadcast remotely

FAQ

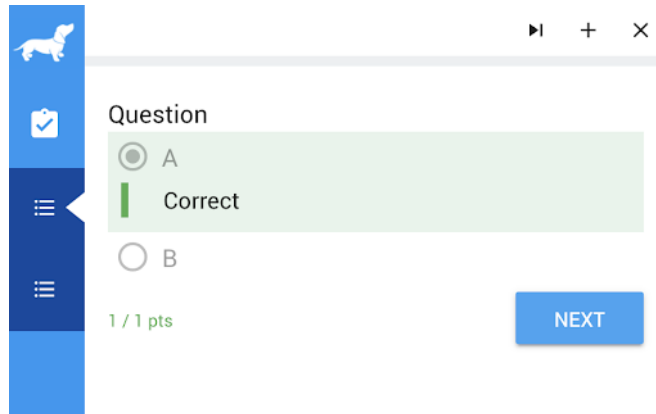
- **How do captions work with PlayPosit?**
 - *PlayPosit will pull in any captions that are already attached to the video (with the exception of auto-generated YouTube captions). If you have caption files to upload separately, you can upload your own .srt or .vtt files. More information on captioning found [here](#).*
- **I want my learners to retake a bulb, what are my options?**
 - You have two different options as far as bulb or interaction retakes go -
 - i. **Allow Retries on Interactions:** Use PlayPosit's [advanced settings](#) to allow multiple attempts on individual interactions.
 - ii. **Allow Retries on the Bulb:** If you would like to allow learners to retake a bulb *entirely*, you can select that option on the [bulb playback options](#). Please be aware, PlayPosit will push the **most recent** attempt to the gradebook, not necessarily, their best attempt. As soon as a learner selects "[retry bulb](#)" it will reset and archive their previous attempt, which can be viewed in the [data export](#).
 - *Please note: Even if you do **not** allow retries on a bulb, as long as the Canvas assignment is **open**, learners will be able to rewatch the bulb and review their previous responses.*
- **How does grading work between PlayPosit and Canvas?**
 - *PlayPosit will send bulb grades as a percentage to equal the score of the Canvas assignment. Because of this, there is no need to make sure that the bulb's value is equal to the Canvas assignment's grade.*

FAQ

- **Are the grades on my bulbs going to sync to Canvas?**
 - If you link your bulb as an assignment through the external tool following [these instructions](#), then the grades collected on your bulb will automatically sync to the Canvas gradebook. If you link through the Rich Text Editor following [these instructions](#), your grades will **not** sync.
 - i. Please note - if you include free response interactions that are worth 1 or more points OR manually graded discussion forums, you will need to go into the [monitor screen](#) to manually assess scores using our [grade all mode](#) before selecting “sync grades”.
- **If a learner is not able to finish a bulb in one sitting, can they resume where they left off?**
 - When you have your bulbs linked in Canvas, it will allow learners to leave and resume from where they left off when they return. Please note: Learners may have to fast forward to the point in the video that they left off at.
- **Why are my learners being marked as “in progress?”**
 - Learners are marked as complete in the gradebook and their scores are synced **only** when they reach the very end of the bulb. Learners will need to see a “complete” screen, indicating that they are finished with the bulb and allowing their scores to sync. Please share [this learner experience article](#) with your learners to ensure that they are aware of this procedure.
 - If there are many learners who completed all of the interactions, but they did not reach the complete screen, feel free to head to the [monitor screen](#) and select “sync grades” to push their current score to the Canvas gradebook.
- **Can I use my bulbs each semester?**
 - You can! PlayPosit supports Canvas course copy, so feel free to reuse your bulbs each semester. More information found [here](#).
- **Is PlayPosit accessible?**
 - PlayPosit is fully accessible. [Click here](#) for more information on accessibility.

- ***Can the highlighting colors be changed? Red/Green colorblind students might have problems differentiating.***

- Answer highlighting cannot be changed. We include the word "Correct" and "Incorrect" for learning who may have trouble viewing the highlighted colors.



- ***Can we type foreign languages?***

- Foreign languages can be typed into the designer. We have clients who use PlayPosit in many different languages