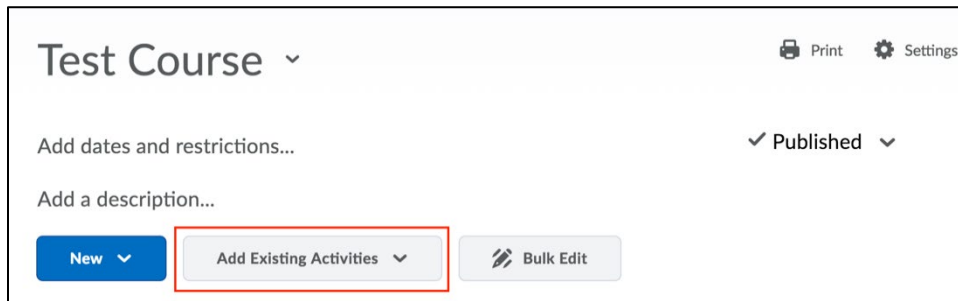




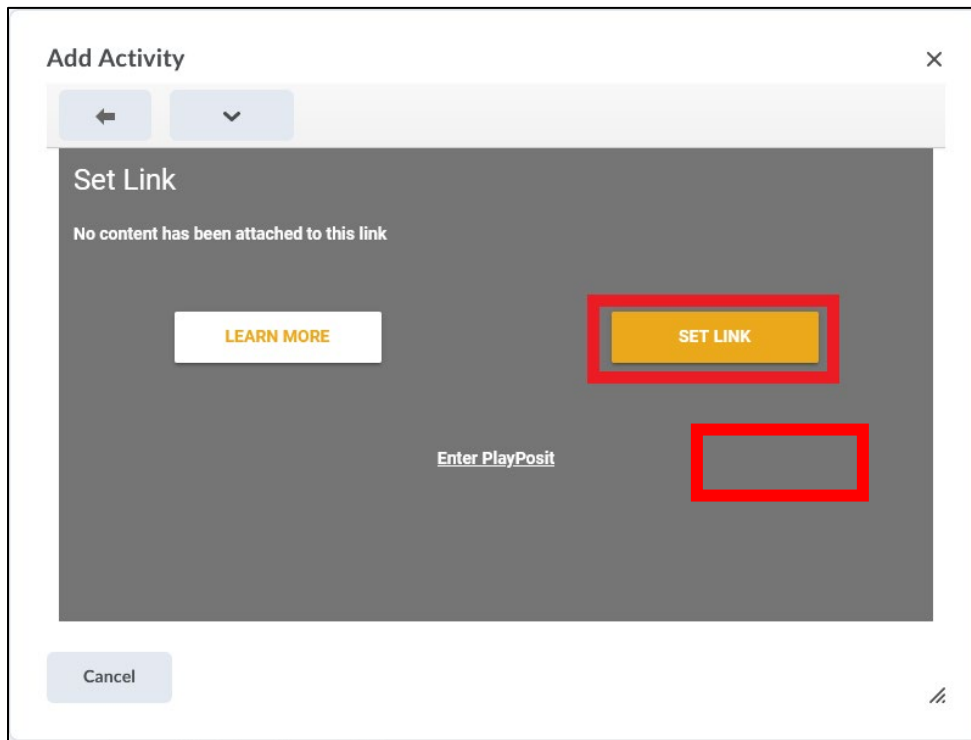
Instructions for Accessing and Using PlayPosit in BeachBoard

ACCESS PLAYPOSIT

1. Enter your BeachBoard course.
2. Select the **Content** link in the navigation bar.
3. Select a module (if course is empty, select **Add a module...**)
4. Select the **Add Existing Activities** button, then scroll down the drop-down menu and select **PlayPosit Interactive Video**:



5. Select **Enter PlayPosit** or **Set Link** to open your PlayPosit account page



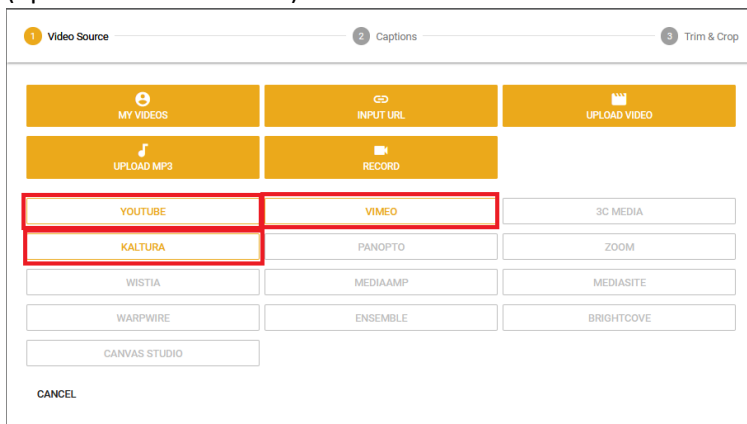


BUILD A BULB

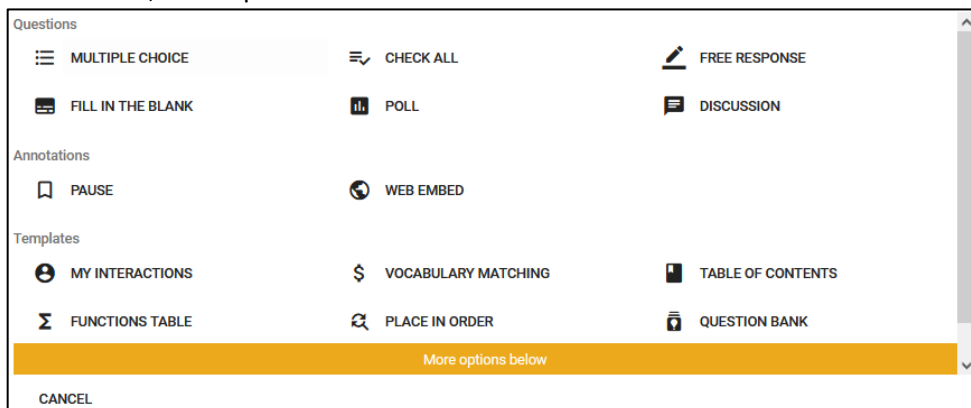
1. In your PlayPosit account page, open the bulb editor by selecting **Add New Bulb**:



2. Locate a video using the buttons for **YouTube**, **Vimeo**, **Kaltura** (BeachBoard Media), or [Zoom cloud recordings](#) (open link for directions):



3. Select **Done**. Note: if desired, instead select the **Customize** button to change the captions, and select it again to [trim and crop the video](#)
4. Play the video or drag the dot on the progress bar to locate a point in the video to insert an interaction
5. Select the **Add an Interaction** button to choose from the list of interaction types, including questions, annotations, or templates:



6. After creating the question, select the **Advanced** link to view options. By default, interactions will pause the video, and are required to advance. Additional options vary by interaction type.
7. Select **Done**. By default, interactions appear in a sidebar. To place the interaction over the video, or have the interaction continue during playback, select the **Customize** button on the right.



8. Adjust the point value using the **triple dots** on the right. By default:
 - **3 points:** Free response
 - **1 point:** Multiple choice, fill-in-the-blank, or check all
 - **0 points:** Discussion, web embed, poll, or reflective pause
9. Repeat steps 4-8 to add interactions until it is complete
10. Select the **Review** tab at the top
11. Finalize the title, playback options, and privacy settings:
 - **Playback options:** by default, learners are allowed to increase playback speed, but are not allowed to rewind, fast forward, skip interactions, or retake the bulb.
 - **Privacy:** by default, the bulb is not visible to any students, but is visible to other instructors at CSULB through the **Premade Bulbs** option in the PlayPosit menu bar.
12. Select **Preview** to view your bulb, or **Save** to return to your PlayPosit account page.

ASSIGN THE BULB TO STUDENTS

For graded bulbs:

1. In BeachBoard, open the content module for the bulb link.
2. Select **Add Existing Activities** and scroll down to **PlayPosit Interactive Video**.
3. Find the bulb you want to link to this assignment and click the **D2L icon**.
4. Select the learner experience (by default, it is **Self Paced**, meaning learners take the bulb on their own time).
5. Select **Link**. The bulb link and an associated grade item are added to BeachBoard.
6. To set the due date, click the **drop-down arrow** next to the bulb link and select **Edit Properties In-place**, then choose the date.
7. To set the bulb points, navigate to **Grades**.
8. Under the **Manage Grades** tab, find the new grade item at the bottom.
9. Next to the bulb title, click on the **drop-down arrow** then **Edit**.
10. Scroll down to the **Maximum Points** box and change it. Bulb points are converted proportionally into grade item points. By default, the grade item is set to 100, so for example, a score of 8 out of 10 bulb points becomes 80/100 in BeachBoard.

For ungraded bulbs:

- Option 1: Follow the directions above, then [hide and exclude the grade item](#).
- Option 2: [Share as a URL link or with embed code \(login optional\)](#).

Notes:

- Make sure you are completely finished creating a bulb before assigning it to students. Otherwise, there will be grade discrepancies, as when changing an exam after some students have already taken it.
- Students may experience an error if you create an interaction at the last second of a YouTube video.
- After adding the bulb to the Content module, instructors can open the link to see the gray “Manage Link” box. However, students will see the actual PlayPosit bulb.



GRADE AND VIEW LEARNER PROGRESS

1. In BeachBoard, click on the bulb link for which you want to view data
2. Click **Monitor** to view and score learner responses and data:

Learner Name	Score	Status	00:00:00	00:00:16	00:00:33	00:00:50
Andrews, Jill		Not Started	-	-	-	-
Baker, John		Not Started	-	-	-	-
Cole, Sam	50%	Completed	B	A	A	A
Dawson, Craig	0%	In Progress	B	-	-	-
Englebert, Annie	100%	Completed	A	C	A	B
Fogle, Kory		Not Started	-	-	-	-
Gates, Sharon		Not Started	-	-	-	-

3. Any auto-graded questions (multiple choice, check-all-that-apply, fill-in-the-blank), post points automatically to BeachBoard. For free response questions or other manual grading, you must score learner responses by selecting the yellow boxes under the question column:

The screenshot shows a question: "What traits do you think you inherited from your parents?" with a response: "I inherited my height, my eye color, and my skin color from my parents." The question is worth 3 points. The grading interface shows a score of 0 out of 3 points, with a yellow box around the score input field.

Or, grade all responses at once by selecting the column header button, then **Grade All**:

The screenshot shows the 'Grade All' button highlighted with a red box. The button is located in the column header area of the table. Below it, the 'Interaction Data' button is also visible.



4. After any changes, select **Sync Grades** to post grades to BeachBoard. Optionally, click the **drop-down arrow** next to Sync Grades to check the status. It may take a few minutes to push all updated scores to the gradebook.

Notes:

- View learner notes by selecting the BeachBoard link to view the “Manage Link” box, then select **Preview**. Play and then pause the bulb, and in the sidebar, select the **Notes** tab at the top.
- By default, learners must watch the bulb until the end for an attempt score to transfer to BeachBoard (they will see a green checkmark). If desired, push grades for incomplete attempts to BeachBoard by clicking the **Sync Grades** option. Attempts that are not started do not sync, so a 0 for a bulb that is not attempted must be entered manually in BeachBoard.
- If a bulb has both auto-graded and manually graded questions, students will see an initial grade that includes only auto-graded questions. Let them know in advance when to expect the total grade to calm concerns.
- Never make manual adjustments to bulb grades in the BeachBoard gradebook, since they will be automatically overwritten by the grades from the PlayPosit Dashboard.