

# nanoo.tv User Manual

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- Login
- Search
- Record
- Add
- Edit
- Save
- Archive
- Play
- Share



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# 1 Introduction

The service nanoo.tv is a collaborative online-media centre and a film platform for educational establishments from primary to tertiary education.

The password-protected cloud service offers unlimited storage space and meets the copyright requirements. The platform enables teachers and schools to record, upload, edit, manage, store and share audio-visual material - be it TV or radio broadcasts, online videos, DVDs or self-produced content - with learners and other teachers.

All material curated by all participating educational institutions can also be accessed. Films from nanoo.tv can be easily inserted into teaching sequences on learning platforms such as OneNote or Moodle.

## 1.1 ABOUT THIS USER MANUAL

This user manual describes the structure of nanoo.tv and is a reference book for users. All working steps are described in this user manual and illustrated with pictures. Internal text references facilitate the search within this user manual.

- The user manual can be downloaded to your computer as a PDF file. You can find it at [www.nanoo.tv](http://www.nanoo.tv) or download it after logging in by clicking on the button **User manual** **1**.
- If you are reading this user manual on your computer, you can click on the respective references (e.g. Chapter 9) to be automatically forwarded to the requested chapter.
- If you have logged in, your **login name** **2** will appear in the bottom right corner of the screen.

- If you click on **Support** **3** you can send an e-mail to the user administrator of your school. If you are a user administrator yourself, this e-mail will be sent directly to the nanoo.tv support team.
- Click on **User manual** **1** to open and download this manual.
- Select your language **de | fr | it | en** **4**.
- Click on **Logout** **5** to exit your profile.



Fig. 1.1 Login

## 1.2 IF YOU DON'T MAKE ANY PROGRESS

If you have any questions that cannot be answered with the help of this user manual, please contact the **user administrator** or the **archive manager** of your school.

These people are not only familiar with the platform nanoo.tv, they also know the technical infrastructure of your school. That's the reason they are your first contacts.

If it is a technical problem that only the operator of nanoo.tv can solve, the responsible people of your school will contact the nanoo.tv support team.

## 2.1 TEST ACCOUNT NANOO.JETZT

You would like to register for a free nanoo.tv test account. To do so, visit the website <https://nanoo.jetzt>. Click on the button **register now** 1 to create a free test account. All you need to register is your e-mail address.

Have you already registered? Log in with your e-mail address and password on the website of nanoo.tv directly via **Login** 2 nanoo.tv.

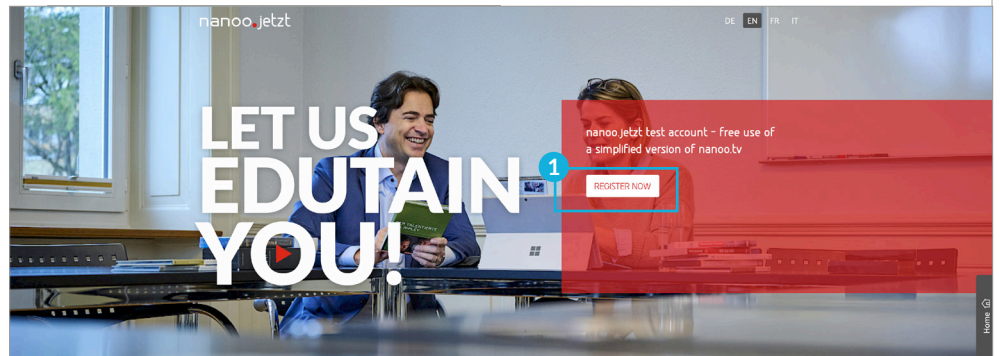


Fig. 2.1 Homepage of the website [www.nanoo.jetzt](http://www.nanoo.jetzt)

## 2.2 LOGIN

On the nanoo.tv website ([www.nanoo.tv](http://www.nanoo.tv)) you will find the Button **Login** 2 at the top right. This will take you to the login page.



Fig. 2.2 Homepage of the website [www.nanoo.tv](http://www.nanoo.tv)

If you have a nanoo.tv login, use the button **nanoo.tv** 1, if you have a nanoo.jetzt test account, use the button **nanoo.jetzt** 2 to log in.

The buttons will take you to the login screen where you can log in with your account.

- You can also log in by clicking on the corresponding single sign-on (SSO) buttons, such as via **Microsoft 365**, **Azure Active Directory**, **SWITCHhai** or via other certified services specified.
- If your educational institution has specified a special rule for logging in, please follow this.



Fig. 2.3 Login page nanoo.tv

### 2.3 FORGOTTEN PASSWORD

Have you forgotten your password?

Please contact the user administrator of your school.

# 3 The tabs

Once you have successfully logged in, you will be directed to the tab **My recordings** <sup>1</sup>. This is the only tab, in which the recorded broadcasts are processed and can be edited or recommended to your school's archive manager.

- Depending on your function, not all tabs may be visible for you. The tab **Admin** is only visible to **user administrators**.
- The first time you log in, the tab My recordings displays the following sentence: **There is nothing to display in this window** <sup>2</sup>, because you haven't recorded anything yet.

Hereinafter, the individual tabs are briefly described from right to left. The **sub-menus** <sup>3</sup> appear on the left side of each tab. By clicking on the submenus, you limit the display accordingly.

The tabs **My recordings** and **Current** are indeed very similar. Due to the small differences, they are here described individually. The tabs **TV Programme** and **Radio Programme** on the other hand are the same and are therefore discussed in a single chapter.

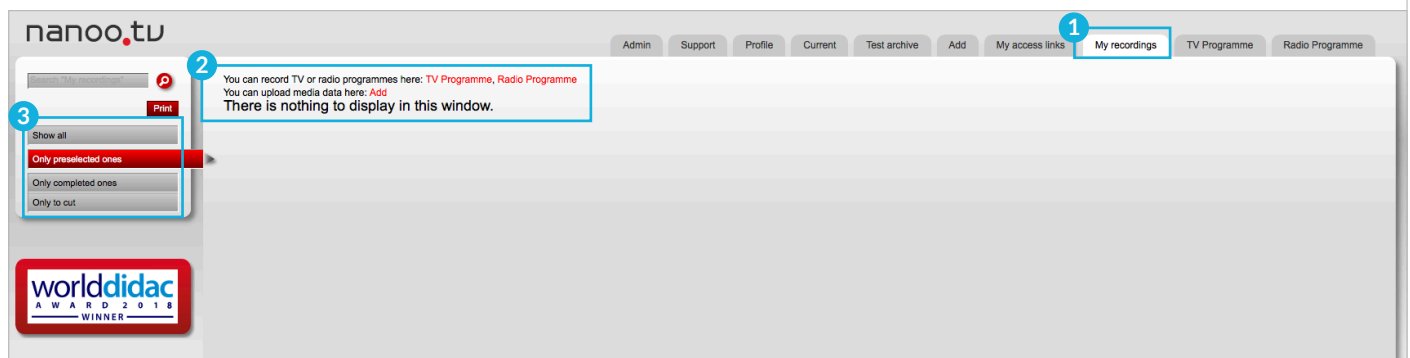


Fig. 3.1 Tab My recordings without content

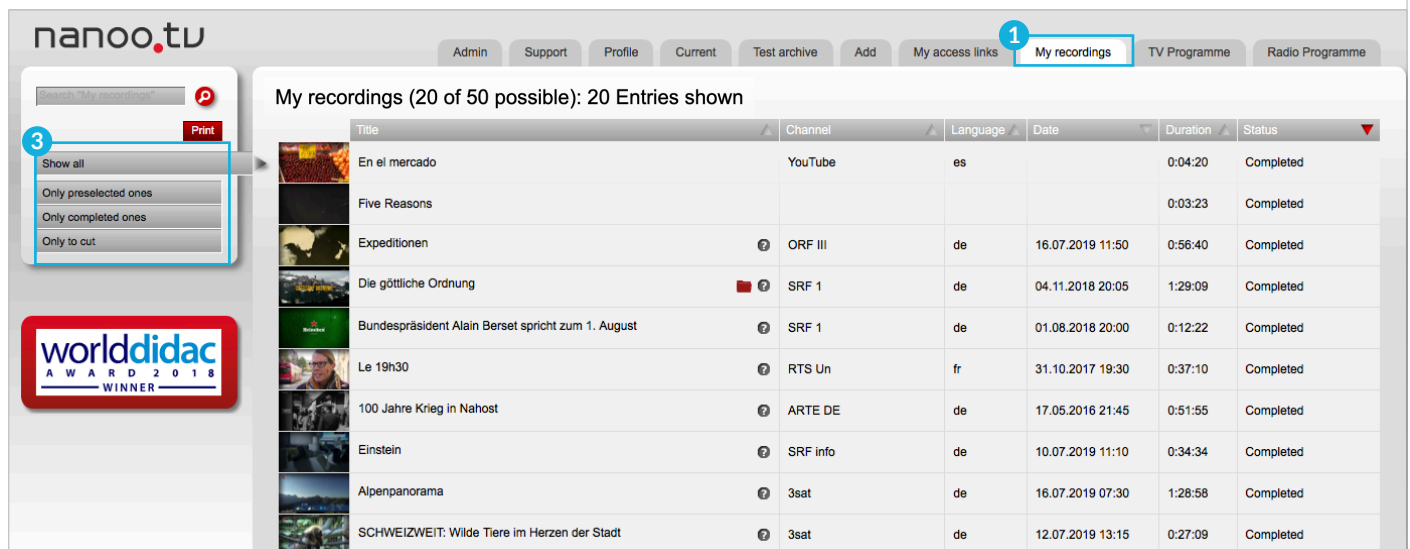


Fig. 3.2 Tab My recordings with content



### 3.1 TAB TV PROGRAMME AND RADIO PROGRAMME

These tabs contain the **TV Programme** and **Radio Programme** 1. With just a few clicks, you can search (chapter 4), select (chapter 5) and record (chapter 6) programmes from numerous TV and radio stations.

- The programme information is usually available two weeks in advance.
- With the **nanoo.tv SWISS** subscription you may record programmes up to seven days after they have been broadcast.

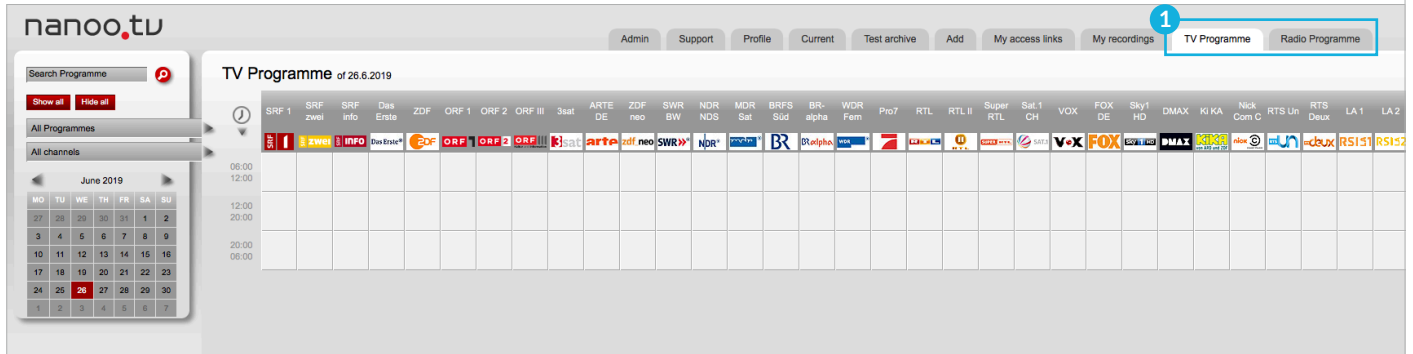


Fig. 3.3 Tab TV Programme and Radio Programme

### 3.2 TAB MY RECORDINGS

In the tab of **My recordings** 2 you will find all your pre-recorded and recorded programmes. This is your personal library. When you log in for the first time, and as long as you have not yet recorded a programme, the sentence: **There is nothing to display in this window.**

If you have recorded any programmes, the tab of **My recordings** could look something like this:

- You can only edit, cut (chapter 7.2), add and change metadata (chapter 7.3) and recommend them to the archive manager of your school (chapter 8.4) in the tab of **My recordings**.
- The number of programmes in this tab is limited to 50. If you have recommended a programme to your archive manager, you can delete it in **My recordings**. This creates space for new recordings.

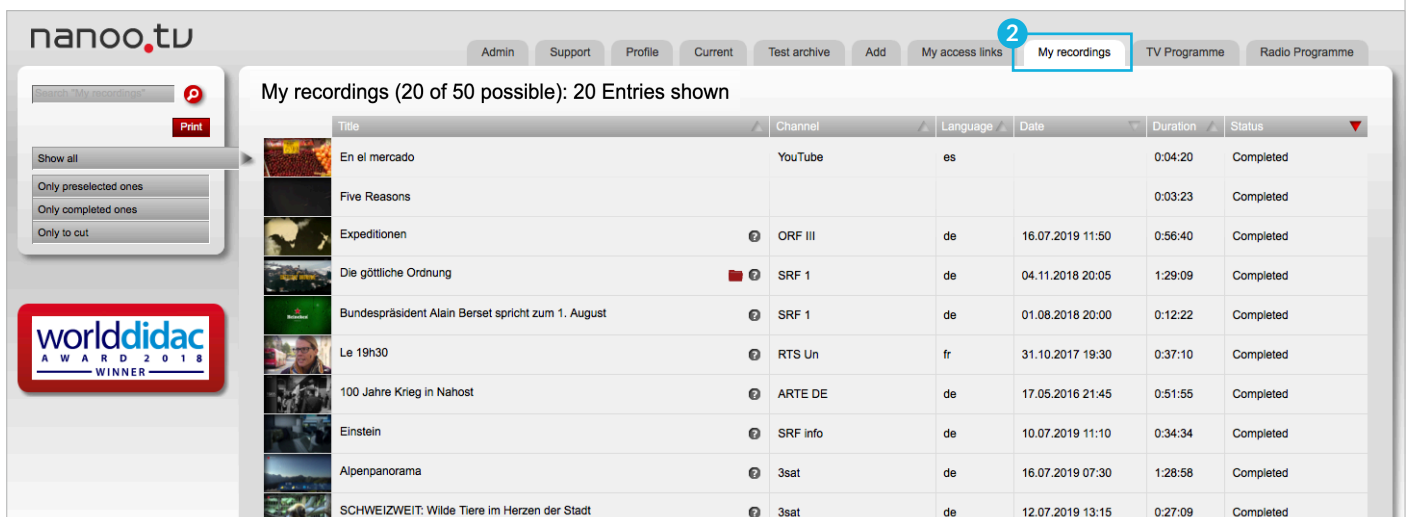


Fig. 3.4 Order of programmes in the tab My recordings

You can change the **order** of the recorded programmes.

- On the left is the **submenu** **1**. Simply click on the corresponding bar to display only those items that have the status **Preselected**, **Completed** or **To edit**. If you want to see all your recorded programmes click on the button **Show all** again.
- You can sort the listed recordings alphabetically by **Title**, **Channel**, **Language**, **Date**, **Duration** of the recording or by **Status** **2**. You can trigger the desired arrangement by simply clicking on the header of the corresponding column; if you click again the order is inverted.

You can watch recordings or listen to podcasts, read their short descriptions and process the recordings.

- **Thumbnails:** **3** If you click on a thumbnail the video player opens and you can watch the recording.
- **Edit:** Chapter 7 describes in detail how to edit your recordings.
- **Question mark:** **4** If you move your mouse over the question mark the short description of the recording is displayed.
- **Status:** **5** The recording can have the status Preselected, Completed, In Process or To edit.

**Preselected:** nanoo.tv cannot record the programme because it has not been broadcasted yet.

**Completed:** The programme has been recorded and is ready for further processing or for recommendation to the archive manager.

**In process:** The programme is being recorded or processed by nanoo.tv.

**To edit:** You have started to edit the recording but are not finished yet. Only when you click **Accept cut**, nanoo.tv will create the newly edited recording in full quality.

- **Folder symbols:** **6** The red and grey folder icons help you to organize your recordings. If a movie (red icon) or a part of a movie (grey icon) has already been recorder and stored in an archive, you will see the corresponding folder symbol.

If desired such a recording can be deleted from the tab **My recordings** since it already exists on nanoo.tv. If you did recommend this movie for storage (see chapter 8.4) the folder indicates that the archive manager has stored your movie in the archive.

Otherwise the grey icon shows you that another version of the movie exists that might be an alternative to your movie.

If you hover your mouse over the folder symbol you can see where the recording is stored. You can also open and use the recording directly or recommend it for another archive.

The screenshot shows the 'My recordings' tab in the nanoo.tv interface. At the top, there are navigation tabs: Admin, Support, Profile, Current, Test archive, Add, My access links, My recordings (selected), TV Programme, and Radio Programme. Below the tabs, there is a search bar and a 'Print' button. A submenu on the left (labeled 1) contains options: Show all, Only preselected ones, Only completed ones, and Only to cut. The main area displays a table titled 'My recordings (20 of 50 possible): 20 Entries shown'. The table has columns for Title, Channel, Language, Date, Duration, and Status. The first row is 'En el mercado' from YouTube, language 'es', duration '0:04:20', and status 'Completed'. The second row is 'Five Reasons' with duration '0:03:23' and status 'Completed'. The third row is 'Expeditionen' from ORF III, language 'de', date '16.07.2019 11:50', duration '0:56:40', and status 'Completed'. The fourth row is 'Die göttliche Ordnung' from SRF 1, language 'de', date '04.11.2018 20:05', duration '1:29:09', and status 'Completed'. The fifth row is 'Bundespräsident Alain Berset spricht zum 1. August' from SRF 1, language 'de', date '01.08.2018 20:00', duration '0:12:22', and status 'Completed'. The sixth row is 'Le 19h30' from RTS Un, language 'fr', date '31.10.2017 19:30', duration '0:37:10', and status 'Completed'. The seventh row is '100 Jahre Krieg in Nahost' from ARTE DE, language 'de', date '17.05.2016 21:45', duration '0:51:55', and status 'Completed'. The eighth row is 'Einstein' from SRF info, language 'de', date '10.07.2019 11:10', duration '0:34:34', and status 'Completed'. The ninth row is 'Alpenpanorama' from 3sat, language 'de', date '16.07.2019 07:30', duration '1:28:58', and status 'Completed'. Annotations include: 1 pointing to the submenu, 2 pointing to the table title, 3 pointing to a thumbnail, 4 pointing to a question mark icon, 5 pointing to the status column, and 6 pointing to a folder icon.

Title	Channel	Language	Date	Duration	Status
En el mercado	YouTube	es		0:04:20	Completed
Five Reasons				0:03:23	Completed
Expeditionen	ORF III	de	16.07.2019 11:50	0:56:40	Completed
Die göttliche Ordnung	SRF 1	de	04.11.2018 20:05	1:29:09	Completed
Bundespräsident Alain Berset spricht zum 1. August	SRF 1	de	01.08.2018 20:00	0:12:22	Completed
Le 19h30	RTS Un	fr	31.10.2017 19:30	0:37:10	Completed
100 Jahre Krieg in Nahost	ARTE DE	de	17.05.2016 21:45	0:51:55	Completed
Einstein	SRF info	de	10.07.2019 11:10	0:34:34	Completed
Alpenpanorama	3sat	de	16.07.2019 07:30	1:28:58	Completed

Fig. 3.5 Details in the tab My recordings

### 3.3 TAB ARCHIVE

In the **Archive** <sup>1</sup> tab you can find the archive of your school (**Test Archive**). Recordings are delivered to the structure of your school (e.g. according to subjects or school levels). At least one archive manager is responsible for each sub archive.

- **Submenus:** <sup>2</sup> If you click on a button of the submenu on the left side, the recordings of the selected sub archive are displayed on the right side.
- **Thumbnails/Stills:** <sup>3</sup> Click on the small thumbnails to open the player and watch the recording.
- **Title:** <sup>4</sup> Click on the title of a recording to open a new window with the programme details. In chapter 7 you can find the detailed descriptions of the tabs in this window. You can also include programmes from your school archive in **My recordings**. However, this only makes sense if you want to edit the recording.

- **Question mark:** <sup>5</sup> If you hover your mouse over the question mark, a short description of the recording is displayed.
- **Five-Star-Rating:** <sup>6</sup> You can rate a recording by assigning 1-5 stars (1 star = moderately suitable, 5 stars = very suitable for my lessons). The red bar below the stars indicates the average of all ratings for this show on nanoo.tv.
- **Information:** <sup>7</sup> If the recording was supplemented with further information when it was archived, e.g. a corresponding link, it is displayed in the column Information (chapter 7.3.5).

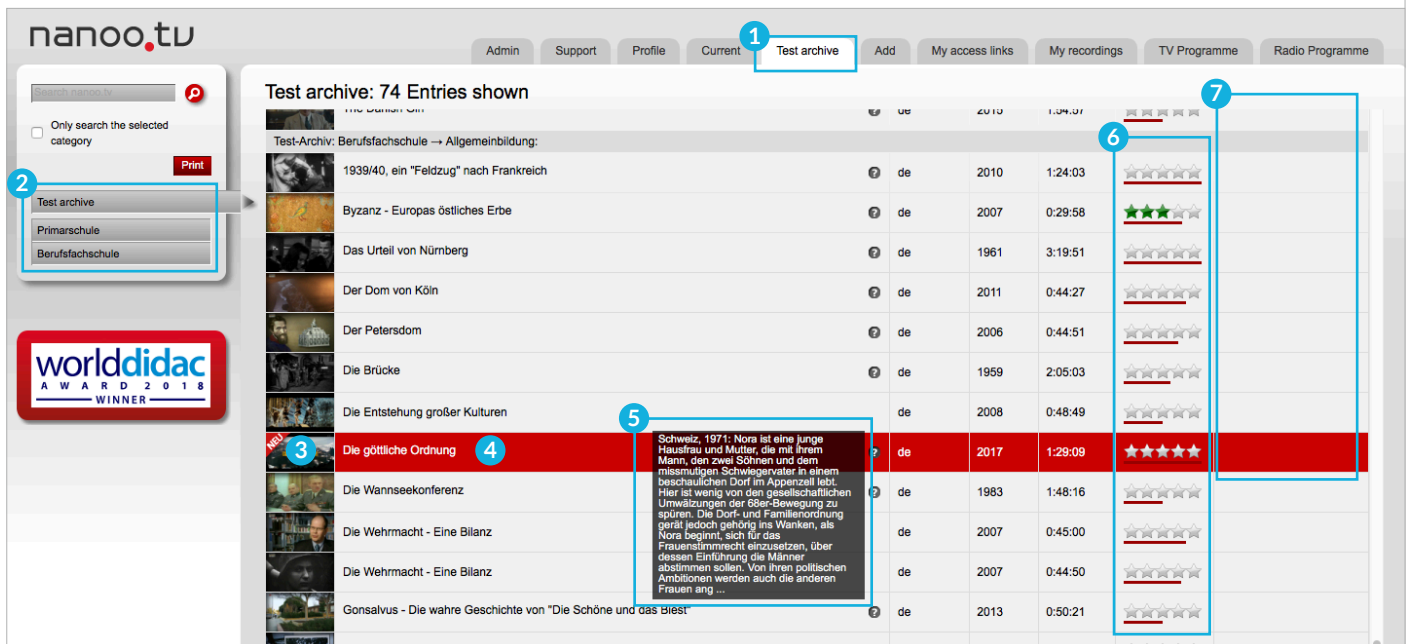


Fig. 3.6 Tab Test-Archive

### 3.4 TAB CURRENT

Recordings and podcasts that are potentially relevant for your lessons are automatically recorded in the **Current** **1**. They are available for a certain period of time: daily programmes for two weeks and monthly programmes for one month.

You can change the order of the listed recordings:

- If you click on one of the listed series of programmes in the **submenu** **2**, only the recordings of these programmes are displayed. If you want to see all the programmes listed in the tab **Current**, click on **Show all** **3**.
- You can scroll forwards or backwards with a simple click on the corresponding **page number** **4**.
- You can sort the listed recordings by **Title**, **Language** (alphabetically), according to **Date** or **Duration**.
- The desired order can be triggered by clicking on the **triangle** **5** in the corresponding column. Clicking on the triangle again inverts the order.

The screenshot shows the nanoo.tv interface. At the top, there are navigation tabs: Admin, Support, Profile, **Current** (highlighted with a blue box and '1'), Test archive, Add, My access links, My recordings, TV Programme, and Radio Programme. Below the tabs, a search bar contains 'Current' and a 'Print' button is visible. A sidebar on the left is titled 'Programmes' and lists various channels like SRF 1: 10vor10, SRF 1: Club, SRF 1: Kassensturz, SRF 1: Kulturplatz, SRF 1: MySchool, SRF 1: Rundschau, SRF 1: Schweiz Aktuell, SRF 1: Tagesschau, WDR: Planet Schule, WDR: Quarks & Co., ZDF: 37\*, and a 'Podcasts' section with items like '100 Sekunden Wissen' and '99 Sekunden Wissen - Videos der Sendung - SWR | ARD Mediathek'. The main content area is titled 'Current: 23365 Entries shown' and features a table with columns: Title, Language, Date, Duration, and Information. The table lists various audio recordings, each with an 'Audio' icon and a duration. A sorting triangle is visible in the 'Language' column header (highlighted with a blue box and '5'). At the top right of the table, there is a page navigation bar: 'Page 1 2 3 ... 234 >' (highlighted with a blue box and '4').

Fig. 3.7 Tab Current

You can watch **recordings**, listen to **podcasts** or read their **short description**.

- **Thumbnails/Stills:** 1 Click on the thumbnails to open the player and watch or listen to the movie.
- **Question mark:** 2 If you hover the mouse over the question mark a short description of the recording is displayed.

The screenshot shows the nanoo.tv interface with the 'Current' tab selected. A table lists recordings with columns for Title, Language, Date, and Duration. One row is highlighted in red, and a tooltip with a question mark icon is displayed over it, containing a short description of the recording.

Title	Language	Date	Duration
0,1 Promille: Kein Alkohol vor der Fahrt	de	02.01.2014 09:00	0:13:09
058er-Nummern: Kostenfalle verschwindet	de	30.12.2015 09:00	0:13:15
0800 wird auch für Orange-Kunden gratis - endlich	de	11.01.2013 09:00	0:11:28
08/15	de	13.02.2013 07:01	0:02:37
0900er-Nummern: Hohe Grundgebühren fördern Missbrauch	de	10.03.2016 09:00	0:13:09
100'000 an 20. Bluebells-Festival Luzern	de	29.07.2012 18:15	0:24:31
100'000 Franken vom Arbeitgeber abgezweigt	de	10.11.2015 12:16	0:07:02
1000-Franken-Note	de	09.05.2016 07:01	0:02:24
1'000 freiwillige Helfer am Luzerner Fest	de	30.06.2012 18:15	0:09:49
1000 Jahre Basler Münster – Der Audioguide	de	28.05.2019 20:03	0:50:52
1000 Jahre Basler Münster heisst auch 1000 Jahre Musik	de	14.04.2019 17:58	0:53:37
1000 Jahre mächtig – Gang durch die Geschichte eines Wahrzeichens	de	28.03.2019 17:58	1:05:05
1000 Menschen am Protestmarsch gegen «Spange Nord» in Luzern	de	11.05.2019 17:30	0:10:24
100 Feuerwehrleute oberhalb von Gersau im Einsatz	de	11.04.2017 06:44	0:04:44
100 Jahre Biene Maya	de	28.03.2012 08:08	0:02:36

Fig. 3.8 Details in the tab Current

You can have a look at the **Programme details** and copy recordings to **My recordings**.

- If you click on the **Title of the recording** 3 a new window with the **Programme details** 4 and various other details opens (chapter 7).
- Click on the red button **Record** 5 to record the movie to add the movie to **My recordings** for further processing. You can only edit, cut and recommend programmes to the archive manager of your school in the tab **My recordings** (chapter 7 and chapter 8.4).
- Click on the red button **Open video player** 6 to watch the recording.

The screenshot shows the 'Programme details' page for 'Die göttliche Ordnung (SRF 11 2018, 20:05)'. The page includes a video player, a title card, and a detailed description of the programme. The description mentions that the programme is about a young woman and her mother in a village in the Appenzel region, and it is part of the 'Test-Archiv' as Content no. 869798.

Fig. 3.9 Programme details

### 3.5 TAB PROFILE

You can change your personal details in the tab **Profile** 1.

- Click on **Settings** 2 in the submenu on the left to change your password.

- **Theme:** 3 It is possible to change the colour of nanoo.tv from a light design (nanoo\_light) to a dark design (nanoo\_dark).
- **Newsletter:** 4 Subscribe/unsubscribe from the newsletter.

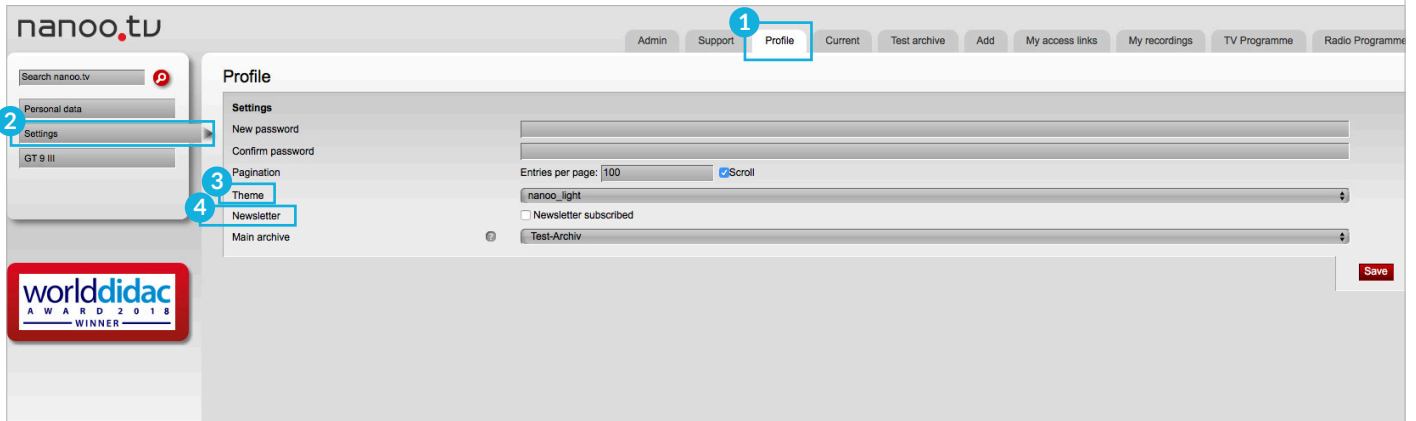


Fig. 3.10 Tab Profile

### 3.6 TAB ADMIN

The tab **Admin** 5 is exclusively for **user administrators**. All users of your educational institution are listed here. The user administrator can add new people and manage their rights. For example, they can appoint an archive manager. The **rights and duties** of the user administrators are defined in a **manual for user administrators**.

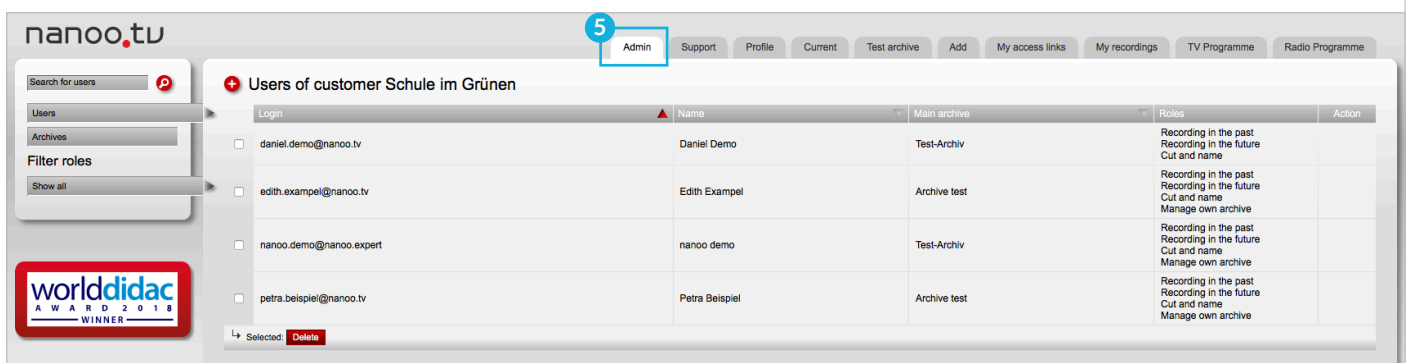


Fig. 3.11 Tab Admin

### 3.7 TAB ADD

Have a look at chapter 6.3 for all information about the tab **Add**.

### 3.8 TAB MY ACCESS LINKS

In the tab **My access links** **1** all access links you created from your recordings are listed. You can create access links in the tab **My recordings**. To open the window **programme details** **2**, click on the title of the recording.

- **links internal to nanoo:** **3** These links can only be watched by people who own a nanoo.tv login. Further information can also be found in the programme details but may only be used with a login. Hover over the question mark with your mouse to get details about the programme.

- **Create access links:** **4** To share your recording with people who don't have a nanoo.tv login, create an access link.

Choose a duration to set the validity period of the link and click on the button **Create**. The duration option **end of semester** is defined according to the swiss university calendar: **spring semester until the end of week 22; autumn semester until the end of week 51**.

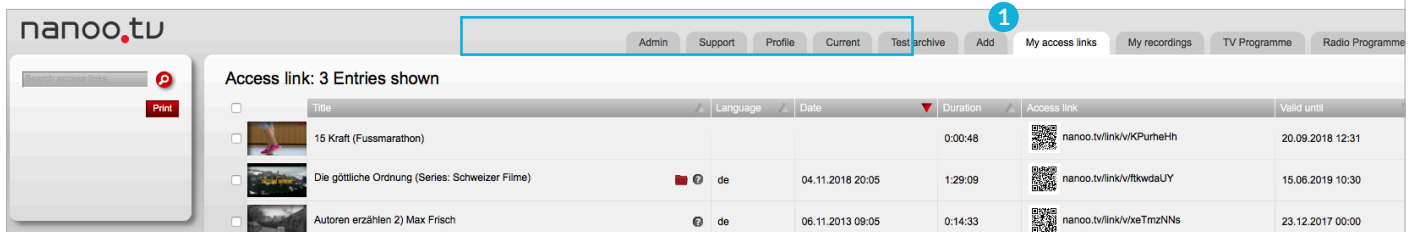


Fig. 3.12 Tab My access links

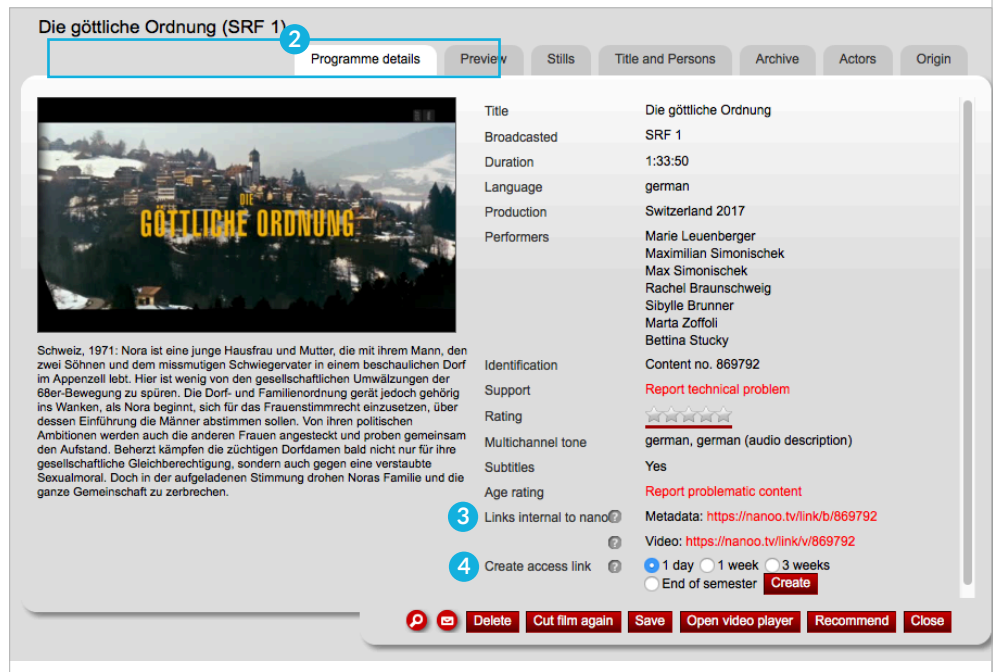


Fig. 3.13 Create access links in the window programme details

A QR code will be created. To paste the QR code into a document, copy the code by clicking on it with the right mouse button. With a corresponding app on the smartphone the code can be read, and the film can be played directly.

This link is unique and will remain even if you recommend the film to an archive. Thus, you can already finish preparing the lesson even if the film is still in the tab **My recordings**. The links may be extended later, if needed.

**NOTE:** These freely accessible links may only be used as a didactic tool within the class group or within your school. For copyright reasons they may not be distributed to external third parties.

In the tab **My access links** all your created access links and details are listed. They can be selected and used in the same way as for **My recordings**. Check boxes are also available to extend or delete the links.

**NOTE:** To extend all your links by one click, select the check box in the upper left corner to mark all recordings.

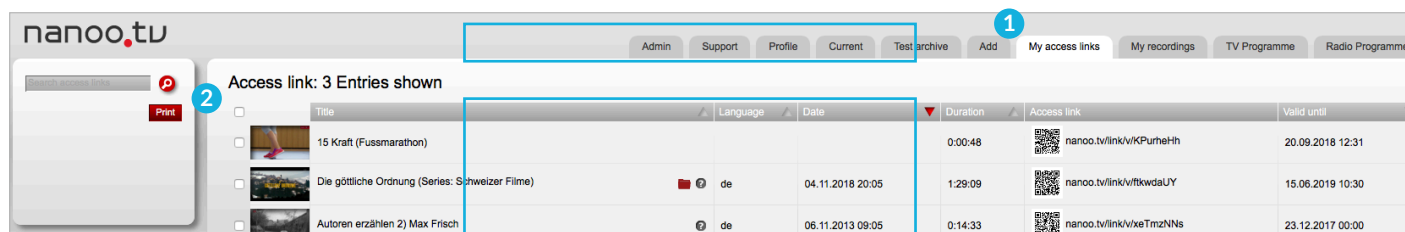


Fig. 3.14 Tab My access links

### 3.9 TAB MEETINGS

nanoo.tv offers the creation and recording of video conferences using the open source web conference system BigBlueButton. In nanoo.tv you will find the tab **Meetings**.

- Give your scheduled conference a name.
- Send the access link for participants as a link or QR code.
- Click on the Start conference button and you will be forwarded directly to the BigBlueButton tool to conduct the conference. You can also record the conference in Big BlueButton. After finishing the recording, you will automatically find it in nanoo.tv in the tab **My recordings**. Depending on the length of the recording this can take a few minutes.
- You can store conferences from the tab **My recordings** in archives, add metadata, search for conferences, but it's not possible to cut them.

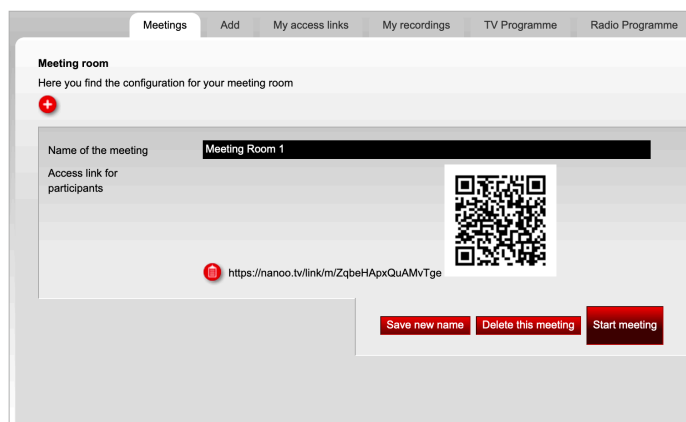


Fig. 3.15 Tab Meetings



# 4 Search

In each of the described tabs in chapter 3, you will find a search field above the submenu.

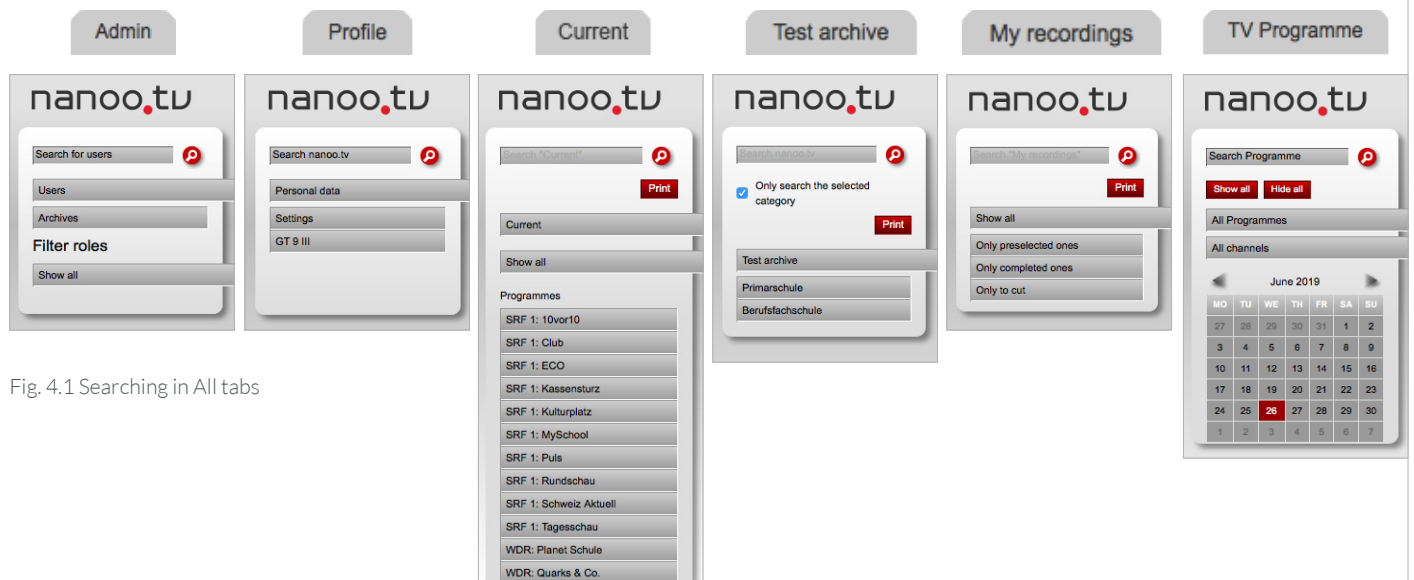


Fig. 4.1 Searching in All tabs

## 4.1 SEARCHING IN THE TABS CURRENT, ARCHIVE AND MY RECORDINGS

In the tabs **Current**, **Archive** and **My recordings** you can enter a term or the title of a programme in the search field and click on the magnifying glass to trigger the corresponding search.

All programmes of this tab will appear, if they contain this search term in the title, the short description or as keywords.

- In the archive of your school (here „Test-Archive“) you can first select a specific category and then set a checkmark in **Only search the selected category** ①. You have to set this checkmark again if you want to search in another archive.
- With the **nanoo.tv BASIC subscription** you can search in the respective tabs.
- With the **nanoo.tv SWISS subscription** you can search with the tab **Archive** on the entire nanoo.tv platform.

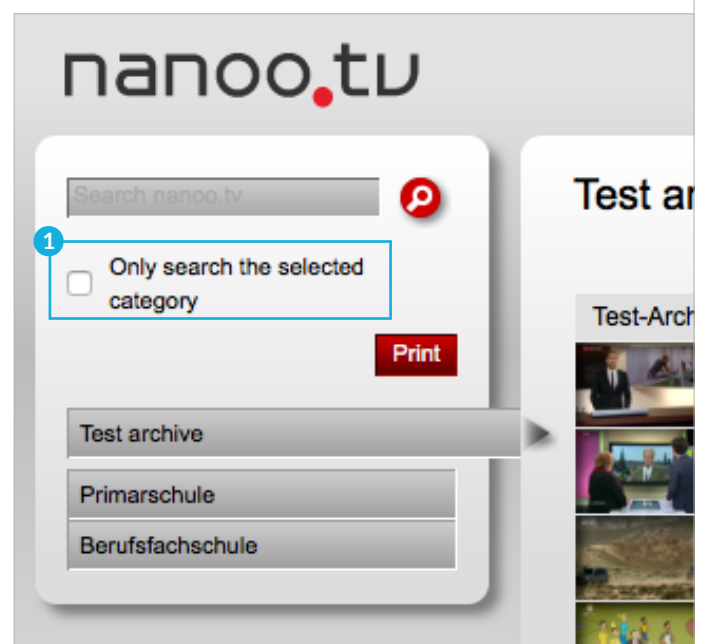


Fig. 4.2 Searching in tab Test archive

In the search result, the recordings of your school will be displayed first and under the bar with the inscription **The following films from other archives correspond with your search query:** 1 the recordings of all archives from nanoo.tv. The recordings from other school archives appear without any additional documents (Info column is empty).

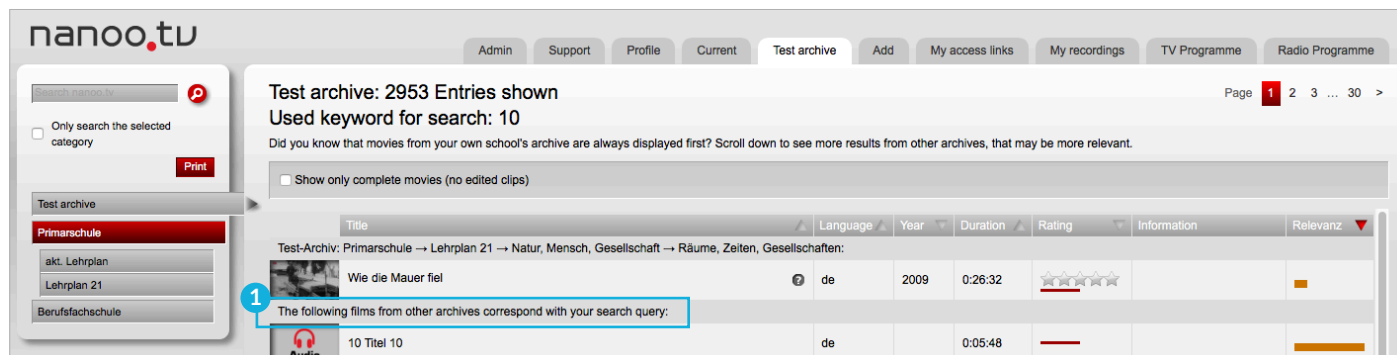


Fig. 4.3 Searching in the tab Test archive: films from other archives of your school

## 4.2 SEARCHING IN TV PROGRAMME AND RADIO PROGRAMME

You can also search for a specific recording in the tabs **TV Programme** and **Radio Programme**. Depending on your subscription, you can search for current, future and past programmes or podcasts:

With the **nanoo.tv BASIC subscription**, you can search for current programmes and programmes that will be broadcast in the next two weeks.

The **nanoo.tv SWISS subscription** also allows you to search for programmes which were broadcasted during the past seven days. The search process is the same for both subscriptions:

- In the tab **TV Programme** enter a term or programme title (here: Tatort) in the field **Search Programme** 2 and click on the magnifying glass. A list of search results will be displayed.
- All programmes containing the search term in the title or in the short description and broadcast in the time window from which you can record programmes, will appear in the **Search results** 3.

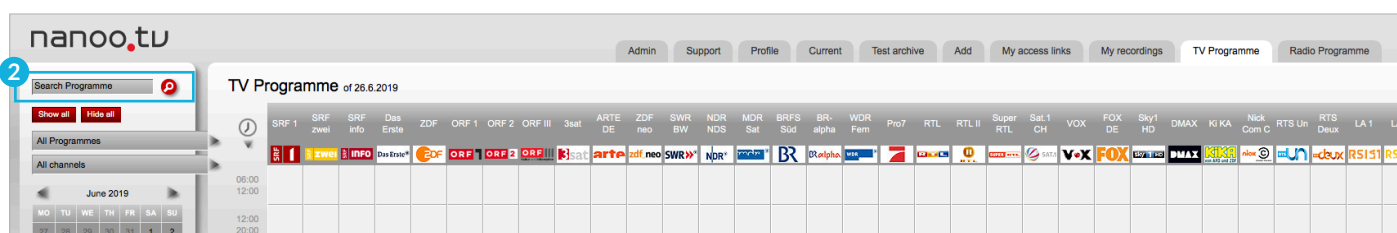


Fig. 4.4 Searching in the tab TV Programme

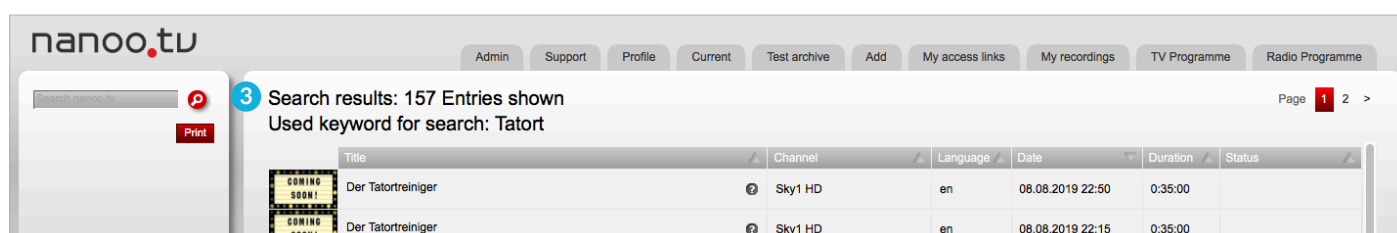


Fig. 4.5 Searching results in the tab TV Programme

## 4.3 SEARCH RESULTS

You can sort the **search results** <sup>1</sup> according to **Title, Language, Date, Duration** of the recording, **Information** and **Relevance**. In the tabs **My recording** and **TV Programme/Radio Programme** you can sort by **Channel**.

The desired arrangement can be selected by simply clicking on the **header of the corresponding column** or on the **triangle**. <sup>2</sup> By clicking again, the order is inverted.

The **relevance** (orange bar) is calculated according to an automatic algorithm. The wider the bar, the more relevant the film will be for you.

You can also limit the search to whole movies. Only movies containing more than 80% of the original movie or manually marked as **whole movie** will be displayed.

Please note that the filters on the left side remain active for the search.

You can have a look to the programmes of the **search results** and read their **short descriptions**.

- **Thumbnails/Stills:** <sup>3</sup> By clicking on the thumbnail the video player opens and you can watch the movie.
- **Question mark:** <sup>4</sup> If you hover the mouse over the question mark, a short description of the recording is displayed.

You can display details of the programme and record programmes. These will be shown in the tab **My recordings** where they can be edited.

- If you click on the **title of the recording** a new window with the **programme details** (described in chapter 7) opens. In this window, click on the red button **Record** to save it to **My recordings**.

**1** Current: 35 Entries shown  
Used keyword for search: Tatort

Did you know that movies from your own school's archive are always displayed first? Scroll down to see more results from other archives, that may be more relevant.

Show only complete movies (no edited clips)

	<b>2</b> Title	Language	Date	Duration	Information	Relevanz
Aktuell:	Die Tatorte der Reformation	de	30.10.2018 09:20	0:18:36		
Audio	Die ARD-Reihe "Tatort"	de	23.03.2012 09:04	0:01:52		
Audio	Die ARD-Reihe "Tatort"	de	23.03.2012 09:04	0:01:52		
Audio	Der «Tatort» kommt nach Zürich	de	05.04.2018 12:03	0:06:41		
<b>3</b>	<b>Tatorte der Reformation: Erschlagen bei Zürich</b>	de	16.04.2019 09:45	0:22:45		
Audio	«Tatort Märchen. Eine juristische und medizinische An...	de	06.12.2015 17:58	0:54:55		
Audio	Tatort Internet: Mehr digitale Delikte von Zürcher Juge...	de	17.08.2018 17:30	0:25:35		
Audio	Grosse Freude in Zürich nach «Tatorts»-Verlegung durch SRF	de	05.04.2018 17:30	0:21:40		
Audio	Tatort Luzern von Dani Levy – Neunzig Minuten ohne Schnitt	de	30.07.2018 17:58	0:56:01		
	Verfolgt in Genf	de	02.11.2018 09:40	0:16:00		
	Verdächtigt in Erfurt	de	30.10.2018 09:35	0:18:50		
	Angeklagt zu Worms	de	31.10.2018 09:25	0:18:22		
	Ausgehungert in Münster	de	31.10.2018 09:40	0:18:32		
	Gefangen in Köln	de	01.11.2018 09:25	0:18:30		

**4** Die Zeit der Reformation: eine Welt im Umbruch. Viele Reformationsgeschichten sind Stoff für spannende Krimis. Zum Beispiel in Zürich, wo Heinrich Zwingli vor 500 Jahren in Zürich hingerichtet und 12 Jahre später in Kappel geviertheilt wurde. Der junge Schauspieler Julian Sengelmann auf Tatortbesuch.

Fig. 4.6 Searching results in the tab Current

# 5 Select recordings in TV and Radio Programme

You can select a programme in the tab **TV Programme** or tab **Radio Programme** **1** which you then can pre-record or record (chapter 6). The procedure in the tab **TV Programme** is described here, the selection in the tab **Radio Programme** is identical.

In the calendar view **2** on the left-hand side click on the date on which the desired programme is or was broadcast. The selected date is now highlighted in red.

- The default (and each time you return to the tab **TV Programme**) is the date of the current day and highlighted in red.
- With the nanoo.tv SWISS subscription you can also record programmes that have been broadcast over the past seven days. Programmes which are further back will still be listed, but you will no longer be able to watch or record them.

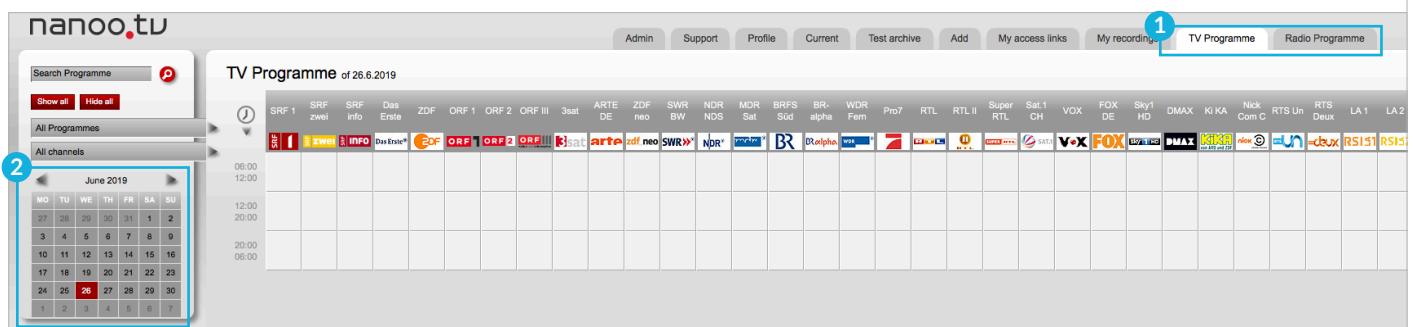


Fig. 5.1 Order in the tab TV Programme

Click on the **logo** or **title** **3** of a TV channel, the entire daily programme of this television station on the selected date, is displayed.

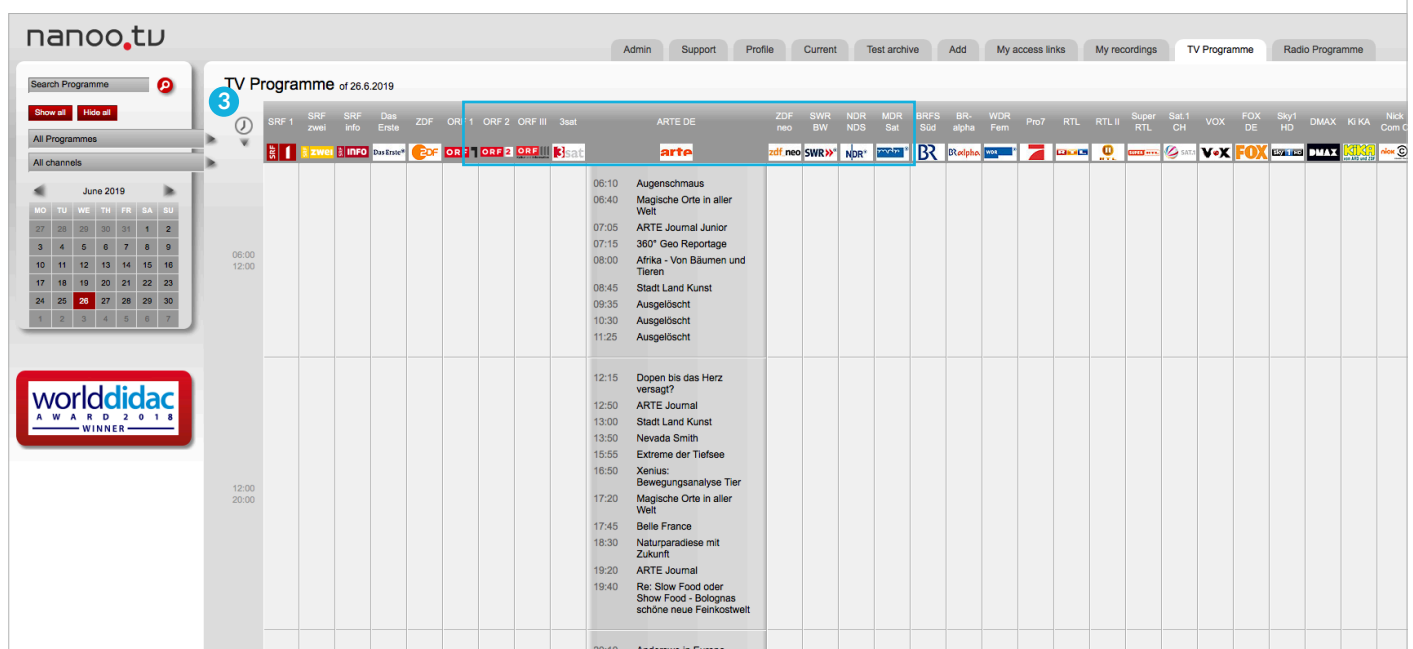


Fig. 5.2 Channels in the tab TV Programme

Click on one of the **three time slots (8 am - 12 am | 12 am - 8 pm | 8 pm - 8 am)** ①, the programmes of all TV stations on the selected date and time is displayed ②.

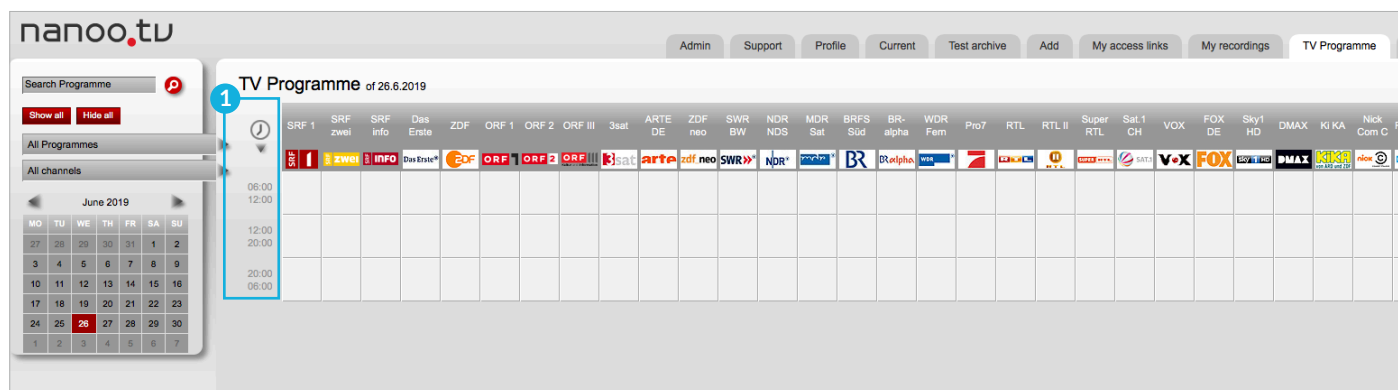


Fig. 5.3 Time slots in the tab TV Programme

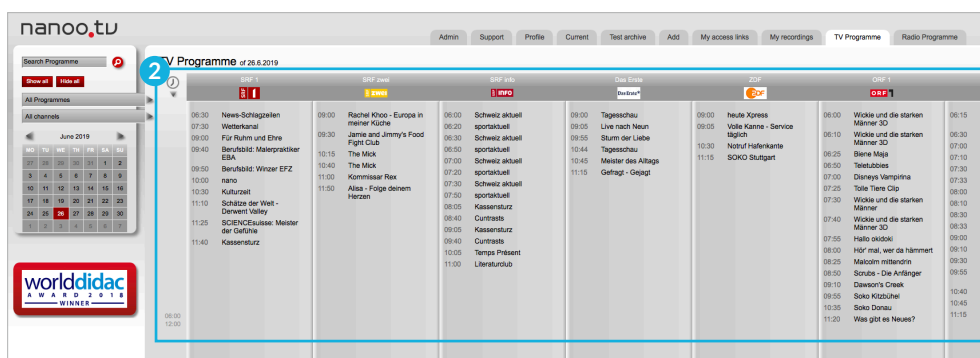


Fig. 5.4 View of expanded time slot 8:00 am to 12:00 am

If you click directly into the timetable, the TV channel of the selected channel appears on the selected date and time ③.

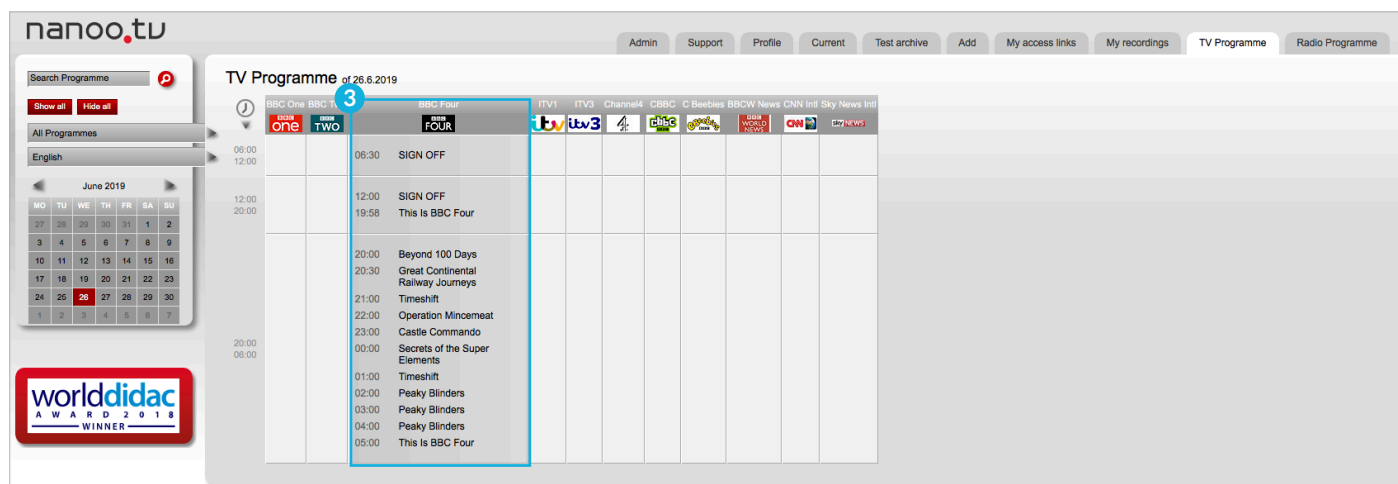


Fig. 5.5 Direct selection of date and time in the tab TV Programme

## 5.1 SUBMENUS IN THE TAB TV PROGRAMME AND RADIO PROGRAMME

You can restrict the display using the **submenus** **1** in the tab **TV Programme** or **Radio Programme**.

The following describes the **Search Programme**, **Show all/Hide all**, **All Programmes** and **All channels**:

- **Search Programme:** **2** You can also search for terms or programme titles in the tab **TV Programme** or **Radio Programme**. Enter a search term in the **Search Programme** search field and then click on the magnifying glass to display the corresponding list of programmes (chapter 4.2).
- **Show all/Hide all:** **3** Click on **Show all** to expand all the time slots of all channels of the selected date. Use the scroll bars at the bottom right of the screen to move the TV-Programme. All contents can be hidden again with **Hide all**.
- **All Programmes:** **4** Click and hold the left mouse button on the field **All Programmes**. A list of different programme categories is displayed (**Education, Documentation, Information, News, Report, Economy, Show, Live show, Film, Series, Other**).
- If you want to select a **category** **5**, hold down the left mouse button and move to the desired category and release. Please note: Not all TV channels provide the categories for all programmes.



Fig. 5.6 Submenu in the tab TV Programme

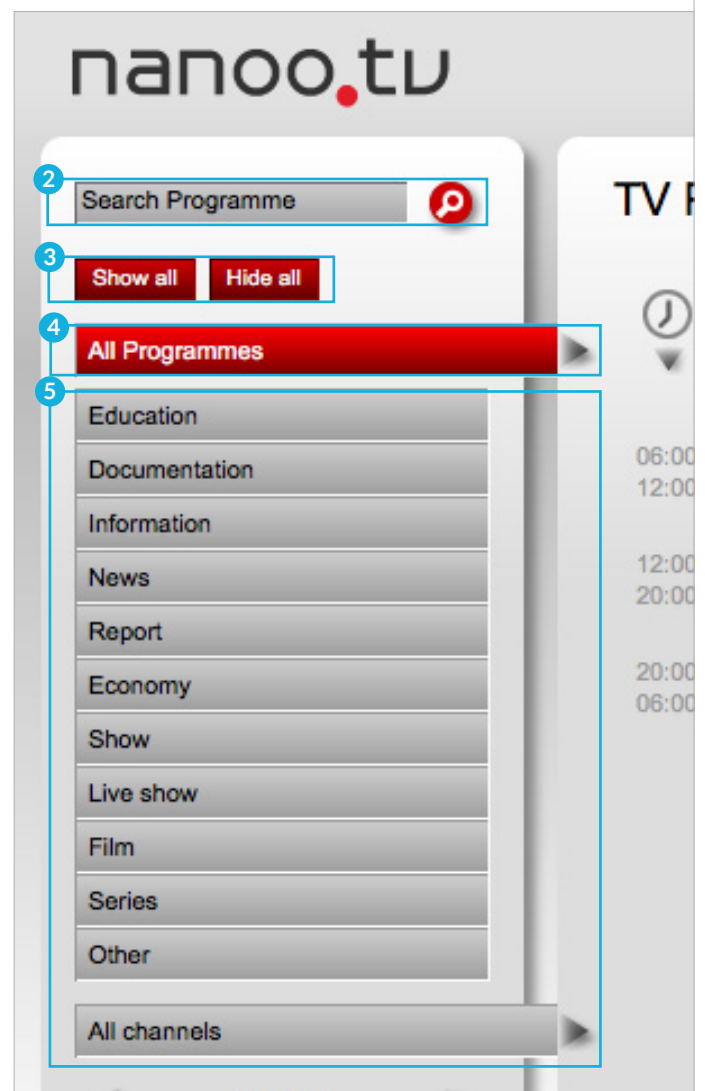


Fig. 5.7 Programme in the submenu of the tab TV Programme

Only those channels will be listed in the TV Programme, which broadcast a programme of your selected **category 1** on the selected date.

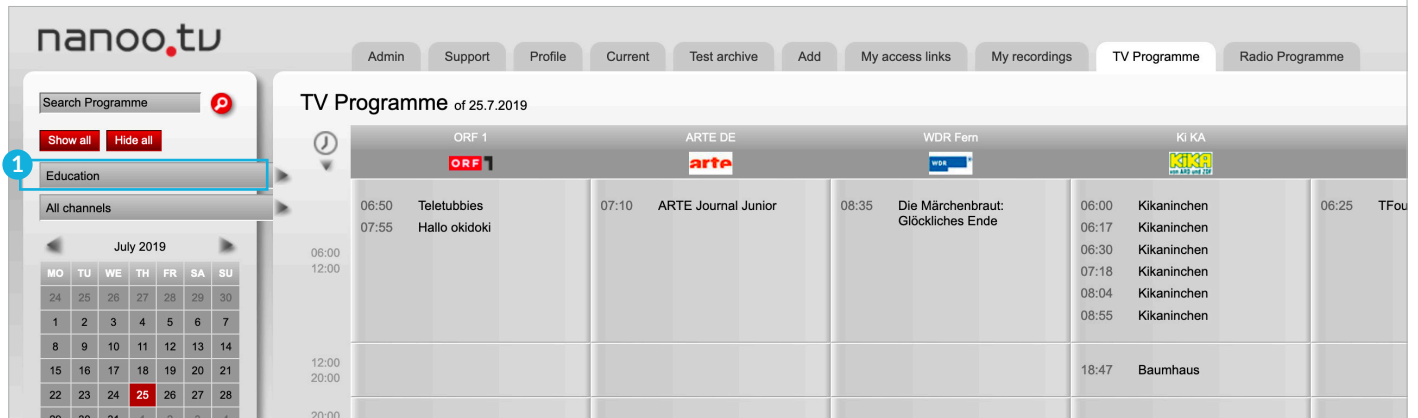


Fig. 5.8 Show all channels in the submenu of the tab TV Programme

- If you now click on **Show all 2**, the details of the selected program are displayed.
- **All channels: 3** Click with the left mouse button on the Field **All channels** and keep the mouse button pressed, a list of different station categories is displayed (**Main channels only, Germany, French/Italian, News/Info**). If you would like to select one of the categories, hold down the left mouse button, then move to the desired category and release.
- Only those channels in the TV-Programme, which belong to the selected category, will be displayed.
- Here, you can also see the **details of the channels** by clicking on **Show all 2**.
- The two filter functions **All Programmes 3** and **All channels 4** can also be combined.
- For more detailed information about a programme or to record it, click on its **Title 5**.



Fig. 5.9 Channels in the submenu of the tab TV Programme

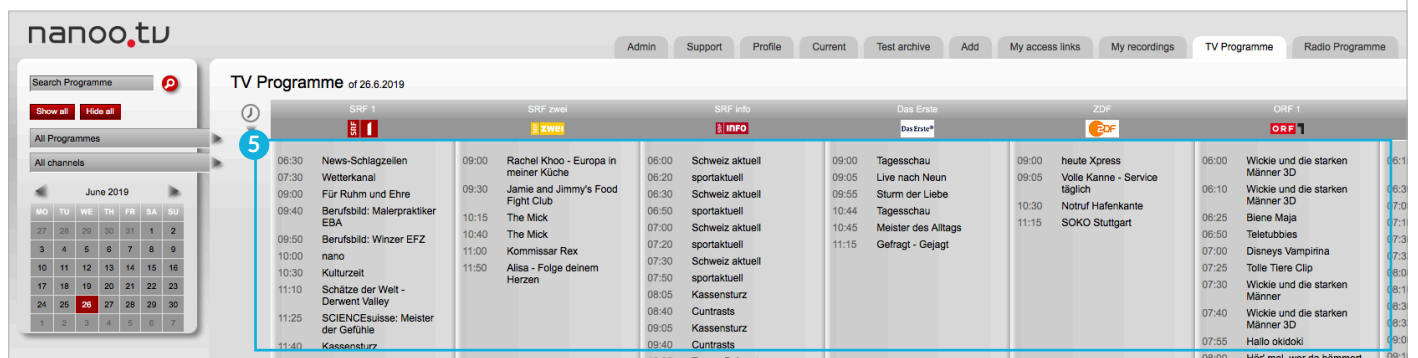


Fig. 5.10 All channels and in the submenu of the tab TV Programme

# 6 Prerecording and recording programmes

You can record a programme or if the broadcast time is set in the future make a note of it. Click either on the tab **TV Programme** or **Radio Programme** or **Current**.

If you click on the **Title** of the desired programme a separate window will appear with information about the **Programme details** **1**. It contains information about the content of the programme, as well as some details about the actors, location, duration and more.

## 6.1 RECORDING TOOLS

In the new window, which is displayed after you have clicked on the title of a programme you can work with the red buttons at the bottom. These buttons are explained below.

- **Magnifying glass:** **2** If you click on the magnifying glass, an EPG search mask is displayed in a new window. With this, you start a new search in nanoo.tv.
- **Letter:** **3** The user administrator of your school can send an e-mail to the nanoo.tv support team by clicking on the letter icon. The subject of the e-mail will already contain the most important data and information about the recording. A corresponding e-mail can also be triggered by clicking on the red link next to **Support**.
- **Record:** **4** If you would like to record the programme click on the red button **Record**.

It is also possible to record programmes which have already started.

Programmes that will be broadcasted within the next two weeks can be marked by clicking on **Record**.

If you have a **nanoo.tv SWISS subscription** you can also record programmes that have been broadcast in the past seven days.

- **Close:** **5** Click the **Close** button if you do not wish to record the programme and wish to return to the TV Programme or the list.

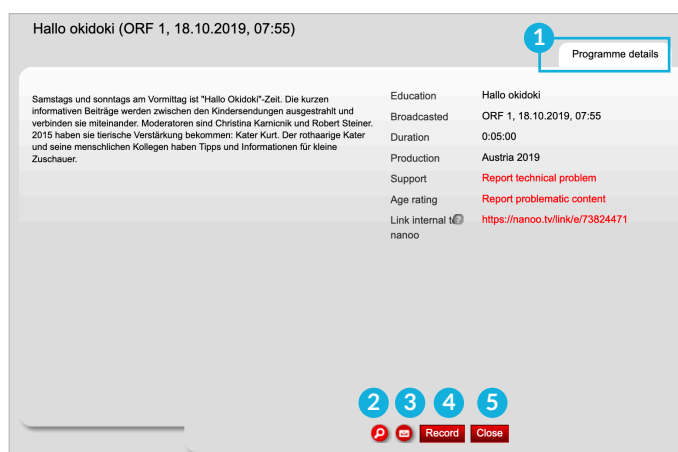


Fig. 6.1 Programme details in the tab TV Programme

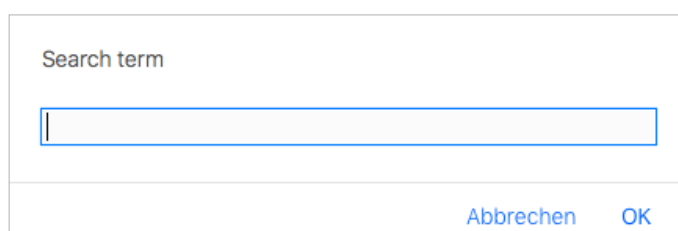


Fig. 6.2 EPG search mask



Fig. 6.3 Support



## 6.2 RECORDING FROM TV AND RADIO PROGRAMME

You have selected a programme in the TV Programme or Radio Programme clicked on its title and clicked on **Record** in the new window with the programme details.

You will now automatically be redirected to the view with the entire TV Programme. Each programme you have recorded or preselected is now highlighted in red **1**.

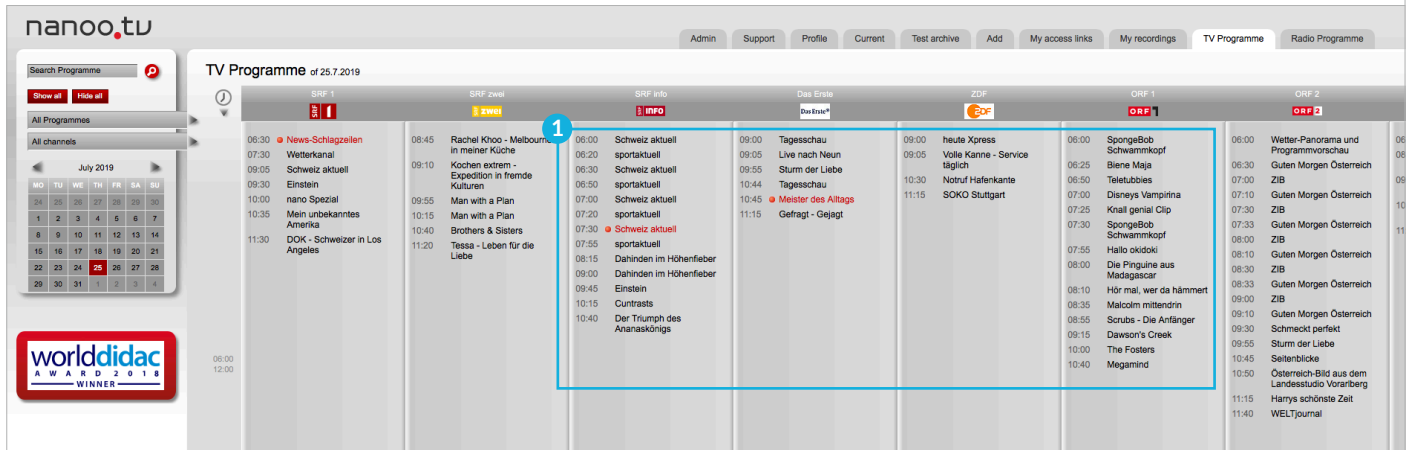


Fig. 6.4 Marked programmes in the tab TV Programme

In the tab **My recordings** **2** the programmes you have recorded will be marked with the status **Preselected**. You cannot yet edit recordings with this status. As soon as the recording is finished the status changes to **Completed** **3**.

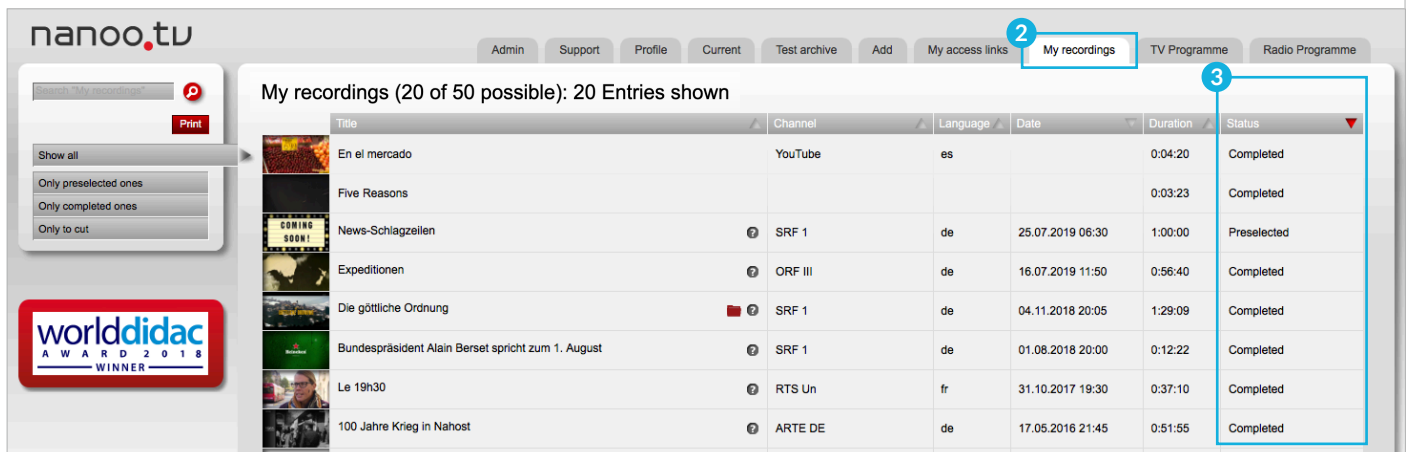


Fig. 6.5 Status in the tab My recordings

- You can only edit recordings that have the status **Completed**, **To edit** or **Processing**.
- The more recordings you order at the same time, the longer it takes for the programmes to be recorded and released by nanoo.tv for processing.
- A maximum of 50 recordings can be included in **My recordings**. If you try to record more than 50 programmes or podcasts the error message **You have reached the maximum number of 50 recordings** will appear. You can provide new space for further recordings by recommending old recordings to the archive and then deleting them from **My recordings**.

### 6.2.1 RECORDING PROGRAMMES FROM PAST

You can only prerecord broadcasts with the **nanoo.tv SWISS subscription**. In the TV Programme you can select a programme that was broadcasted up to seven days ago. For doing this click on the corresponding date and select channel and broadcasting time. Then click on the title of the desired programme. In the window with the programme details which opens click on the red **Record** button.

- Only programmes broadcasted up to three or seven days (depending on the channel) before the current time can be recorded. All programmes that are further back can be seen in the TV Programme but can no longer be played back or recorded.

### 6.3 IMPORT VIDEOS FROM YOUTUBE

The tab **Add** **1** allows you to import movies from YouTube and other online videos and integrate them into **My recordings**.

In the line **YouTube link** **2**, you can simply insert the link from YouTube. This link is displayed in the address bar of your browser when you select the video on YouTube. It must have the following form:

<http://www.youtube.com/watch?v=xxxxx>

- With the line **Title** **3** give the video a name. You can change the title again when editing later.
- Click the **Add** button. After a short time, you will automatically be forwarded to the tab **My recordings** where the YouTube programme will be displayed, but still with the status **Processing**. As soon as the status changes to **Completed** you can continue editing the YouTube programme.
- You can immediately go back to the tab **Add** and import more videos. The videos will automatically be imported from YouTube one at a time.

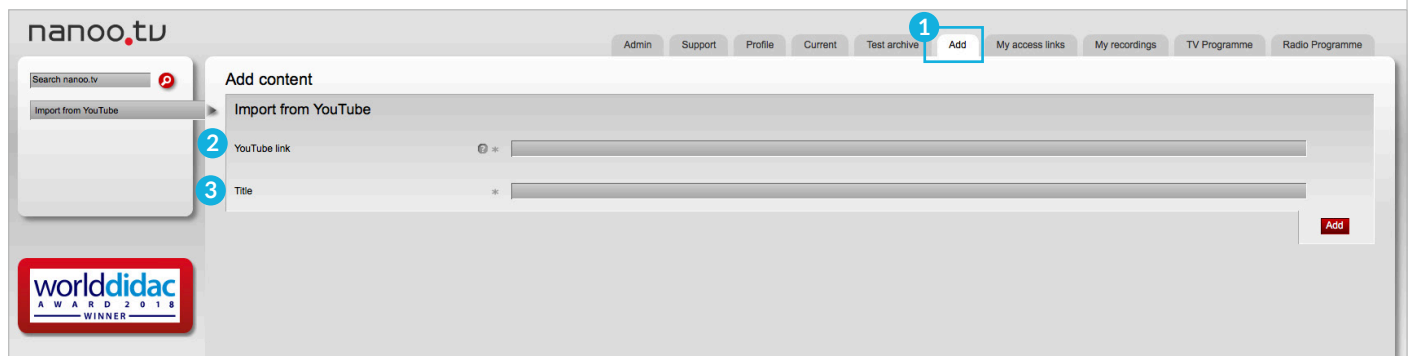


Fig. 6.6 Import movies from YouTube

You want to edit a programme that you have previously recorded. Go to the tab **My recordings** and click on the title of the corresponding programme.

Programmes that you have just recorded show the status **Preselected**. You cannot edit them yet. You can only edit recordings with the status **Processing**, **Completed** or **To edit**.

If you have clicked on the title of the recording, a new window is displayed **1**. The tabs **Programme details**, **Preview**, **Stills**, **Title and People**, **Archive**, **Actors** and **Origin** already contain some information. This information can be added and changed (chapter 7.3).

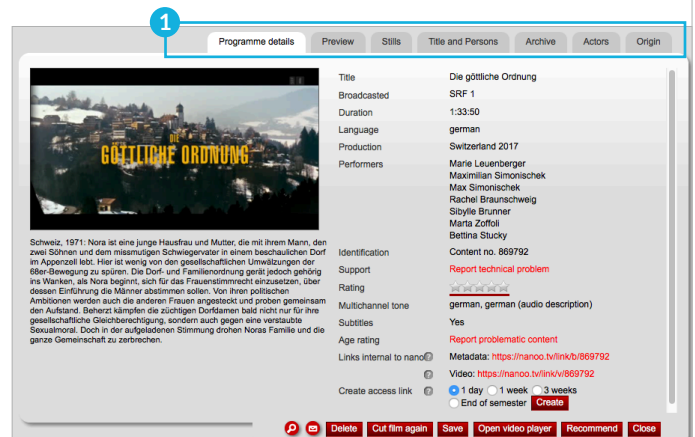


Fig. 7.1 Programme details in the tab My recordings

## 7.1 EDITING TOOLS

The description of the individual tabs of this window can be found in chapter 7.3. The red buttons in the lower part of the window are used to edit the recordings. They are explained individually below.

- **Magnifying glass:** **2** If you click on the magnifying glass an EPG search mask, is displayed in a new window. With this EPG search mask, you can start a new search in nanoo.tv.
- **Letter:** **3** The user administrator of your school can send an e-mail to the nanoo.tv support team by clicking on the letter icon. The subject of the e-mail will already contain the most important data and information about the recording. (A corresponding e-mail can also be triggered by clicking on the red link next to Support.)
- **Delete:** **4** Delete this recording from the tab **My recordings**.
- **Cut film again:** **5** A new window is displayed with the title **New cut** and then the **name of the recording**. In this window you can cut and edit the recording (chapters 7.2 and 7.3).
- **Save:** **6** Save the changes which you have made.
- **Open video player:** **7** You can watch the show with the video player. However, you cannot edit with it.



Fig. 7.2 Editing tools

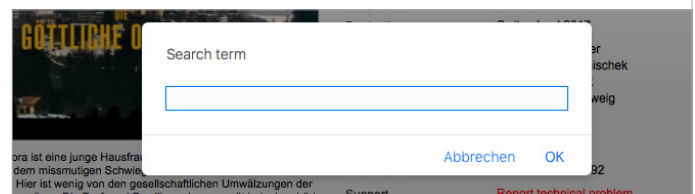


Fig. 7.3 EPG search mask



Fig. 7.4 Support

- **Recommend:** **8** If you have edited the recording and added metadata (chapter 7.3) you can recommend it to the archive manager of your school (chapter 8.4).
- **Close:** **9** Close the window.

## 7.2 CUTTING

In **My recordings** you have clicked on the title of the desired recording and a new window with the detailed descriptions of the recording has opened. If you click on the red button **Cut Film** again a new window will open with the title **New cut Name of Programme** 1. Instead of the tab Preview you will now find the tab Cut.

You have two options for editing the recording:

- In the tab **Cut**: 2 If you click on the tab **Cut** no new window opens. You cut directly in the already opened window. The bar with the playback functions and the cutting tools are displayed below the current recording as soon as you move the mouse over it. The size of the window with the programme details cannot be changed, but you can switch to full screen mode.
- In the **video editor**: 3 You open the video editor by clicking the red **Open Video Editor** button. The video editor opens in a new window. Here you can play and edit the recording. You can enlarge or reduce the size of the video editor by moving the mouse over the edges of the window until a double arrow appears.
- You can simultaneously edit the recording in the video editor and edit further details in the programme details window. **Do not cut in both windows, only one cut will be saved.**
- If you click outside the video editor, it disappears into the background. With the key combination Alt-Tab you can select the individual open windows on your computer.

**! NOTE:** After the cut **Accept cut** it takes a few minutes until a new version is created. As soon as this version is created, the status **Completed** is displayed and the desired section can be played.

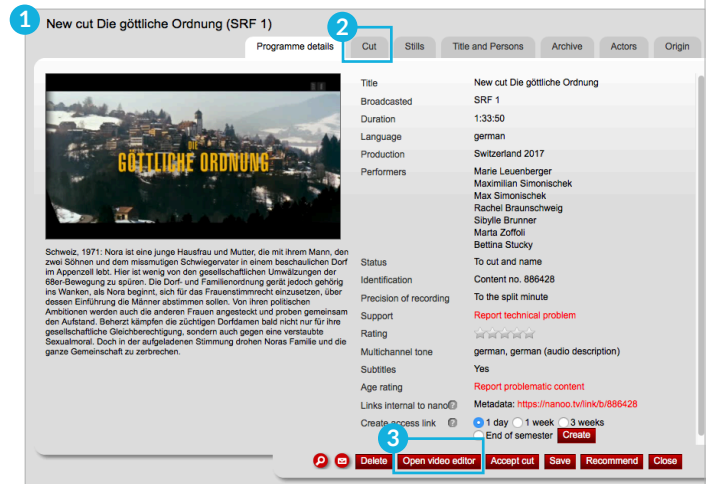


Fig. 7.5 Name of the programme in the window New cut



Fig. 7.6 Recut a video in the window New cut

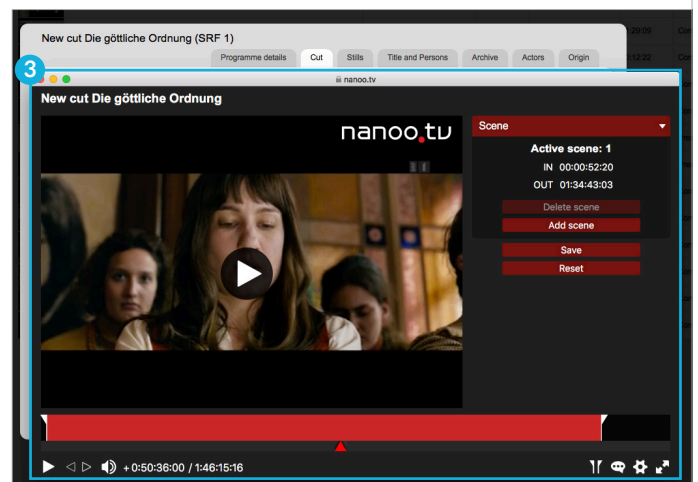


Fig. 7.7 Cutting in the video editor

## 7.2.1 PLAYBACK FUNCTIONS

The **playback functions** are displayed in a toolbar below the current recording. When this bar disappears, move the mouse over the bottom of the screen and it will reappear.

The playback functions are the same as with traditional playback devices:

- **Play video/pause video (triangle/double bar):** ① If you want to edit the recording, it is useful to click on pause, because the cutting tools react faster.

- **Switch on sound/Switch off sound (speakers):** ② You can switch the sound on/off and fade.
- **Fullscreen mode/window mode (outward/inward arrows):** ③ To switch to Fullscreen mode and back, you can also press the ESC key to quit full screen mode.



Fig. 7.8 Playback functions

## 7.2.2 CUTTING TOOLS

The **cutting tools** appear on the right side of the window and the **playback functions** in the toolbar below the current recording. When this bar disappears, move the mouse over the bottom of the screen and it will reappear.

- **Red bar:** ④ At the beginning, a red bar is displayed with the **IN point** ⑤ at the beginning and the **OUT point** ⑥ at the end of the recording. After you have edited the recording, you will see several bars (one for each scene). The **bright red bar** ⑦ indicates the currently selected scene, the **pale red bars** ⑧, the other selected scenes. The **black bars** ⑨ in between are the scenes that have been cut out.



Fig. 7.9 Non-edited programmes in the toolbar

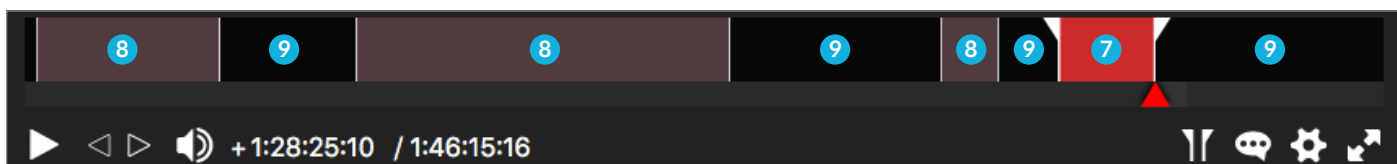


Fig. 7.10 Edited programmes in the toolbar

- **IN-Point (IN 00:42:40:06):** ① The IN-Point denotes the beginning of a program section. After IN there are brackets which exactly display the respective cutting times on single frames.
- **OUT-Point (OUT 01:04:05:07):** ② The OUT-Point ends a scene. You can only set another IN point after an OUT point.
- **Runtime/Remaining time (+1:04:05:07):** ③ This time indicates the running time of all scenes (plus sign) or the remaining time (minus sign). By clicking on the runtime or remaining time, you can display the other entry.
- **Total time (1:46:15:16):** ④ This time indicates the complete time of the broadcast.

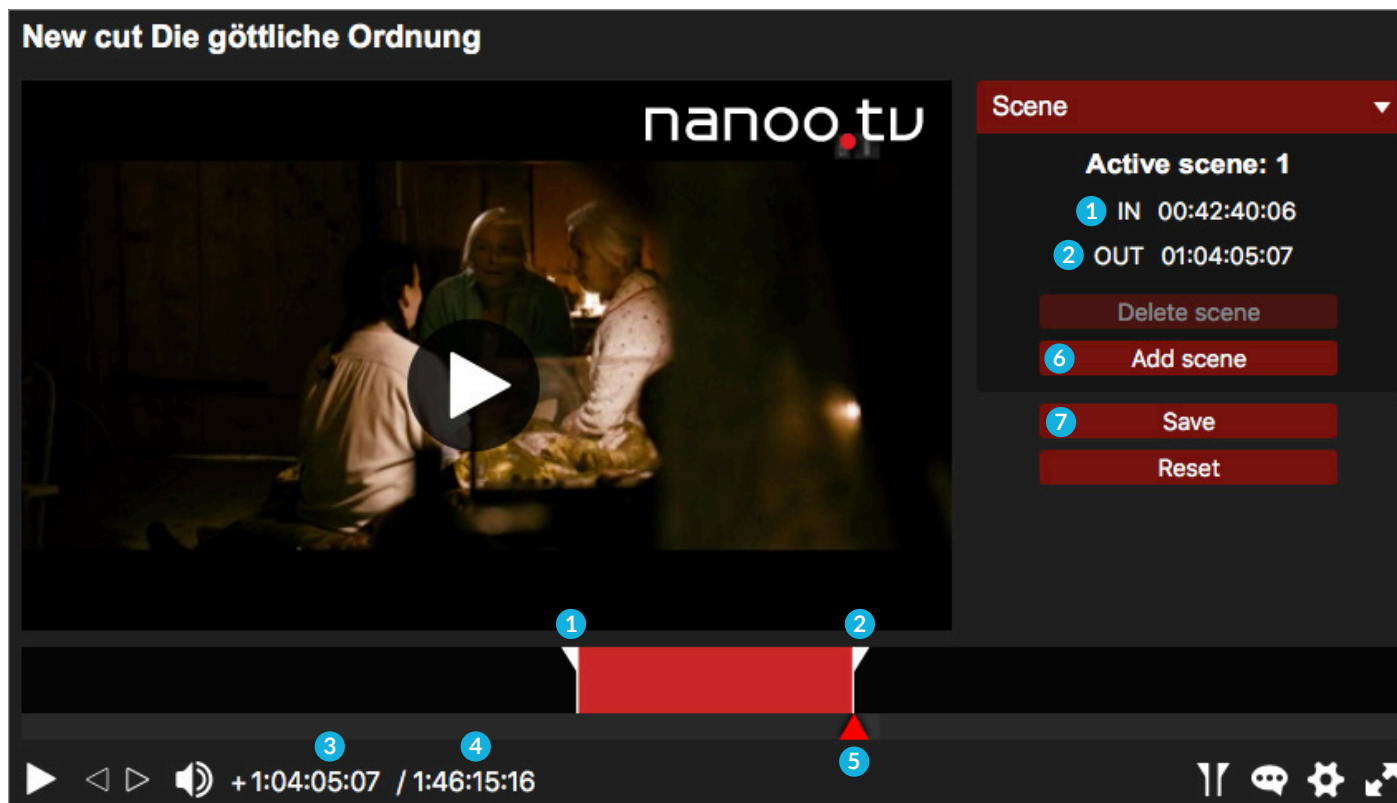


Fig. 7.11 Editing tools

This is how you set the IN and OUT points:

- **Red triangle:** ⑤ If you want to set the IN-Points/OUT-Points, you have to move the red triangle to the desired position and then click on **IN**. Then move the red triangle to the right and click **OUT**.

**i TIP:** It is easier to set the **red triangle** when the recording is not running (pause video).

**i TIP:** The IN point can also be set on the keyboard with the **I-key**, the OUT point with the **O-key**.

**i TIP:** To define an OUT or IN point more precisely, you can use the **arrow keys** on the keyboard: To move forwards or backwards one second at a time, press the **Shift key** together with the **left or right arrow key**.

How to add another scene:

- **Add scene:** ⑥ If you want to add a new scene, click on the button **Add scene**.

**! ATTENTION:** The **red triangle** must be outside of the first scene when you press the button **Add scene**. OUT-Point and IN-Point must not be at the same position.

To be safe:

- **Save:** ⑦ Click on the button **Save** to save the edited video. The edited recording is saved as **New cut Name of the recording** in the register **My recording** (with the status To edit).

**! ATTENTION:** If you click on the button **Accept cut** you cannot longer make any changes to the cut.

### 7.2.3 ERROR MESSAGE WHEN EDITING

You have cut the first scene and now you want to add another scene. If you move the **red triangle** 1 to the right and click on **IN** 2 the following Error message will be displayed: **An error has occurred** 3. This is because you must first specify that a new scene should be added.

This is done by clicking on the button **Add scene** 4. When you click on the button **Add scene** the same error message appears if the red triangle is either within a scene or exactly at the OUT point of a scene. You must first place this triangle at the beginning of the scene and then press **Add scene**.

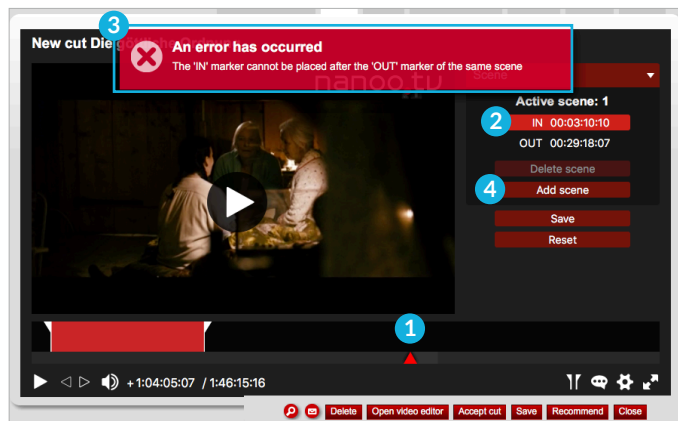


Fig. 7.12 Error message when editing

### 7.2.4 TIPS

After you have edited a recording it could look something like this:

- It is faster to set the IN and OUT points when the recording is on **pause** 5.
- The newly cut recording can only be played back as a whole if you have clicked on **Accept cut** 6 and the cut recording has

been created. In **My recordings**, the status will switch to **Completed**. Then you can't change anything in the cut.

- The individual scenes are finally played back in chronological order.

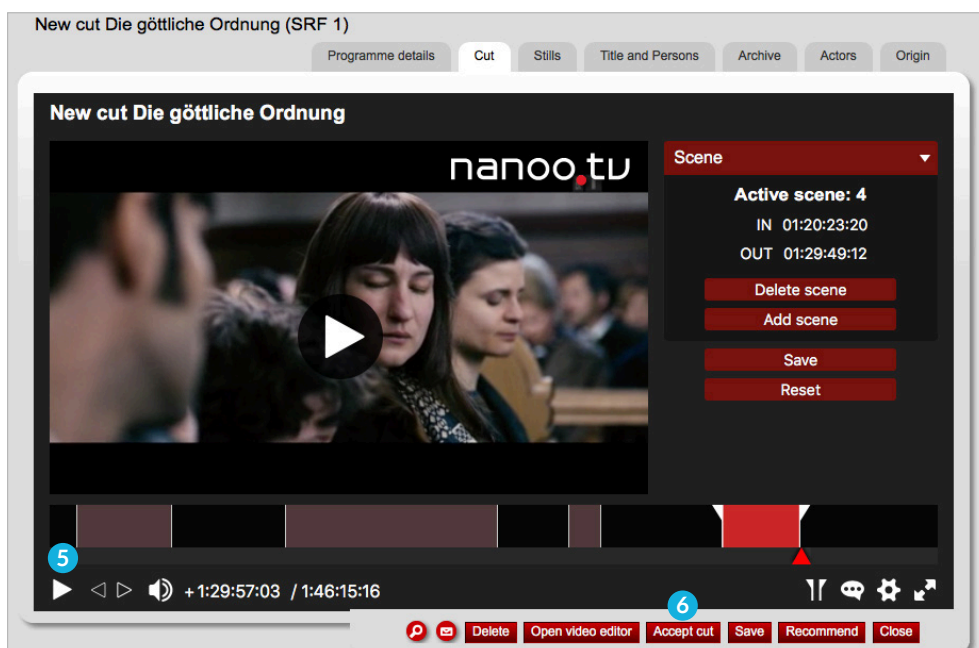


Fig. 7.13 Tips for new cuts

## 7.3 CHANGING AND ADDING METADATA

You can rename your recordings as you wish. You can add, change, or remove information about **Programme details**, **Title and People** (title, series title, director, author), **Actors** (biography) and **Origin** (country, year, language, colour).

- It is highly recommended to complete the **programme details** as much as possible before recommending a programme to a school archive. nanoo.tv relies on the information provided by EPG providers which are unfortunately often incomplete and too inaccurate for a school archive.

- After each change, it is recommended to save the temporary status of the metadata with the **Save** button. After that, further modifications and additions are still possible.

Ensuing, the individual tabs for capturing metadata are explained. The **editing tools** have already been described in chapter 7.1.

### 7.3.1 TAB PROGRAMME DETAILS

Here, you can find the **Programme details** **1** at one glance, which is why this tab is always shown when you open the window for a programme by clicking on the programme title. You cannot change most of the data in this tab because you need to go to the corresponding tabs (stills, title and people, archive, actors, origin), only the rating can be changed in this view.

- **Support:** **2** The user administration of your school can send an e-mail to the support team of nanoo.tv by clicking on the red link **Report technical problem**. The subject of the e-mail will already contain the most important data and information about the shipment. You can also trigger such an e-mail by clicking on the **letter button**.

- **Rating (stars 1-5):** **3** You can rate a show by assigning 1-5 stars (1 star = moderately interesting, 5 stars = very interesting for my lessons). The red bar below the stars indicates the average of all ratings for this broadcast on nanoo.tv.
- **Links internal to nanoo.tv:** **4** Click on this link to open a new window with the corresponding recording.

Programme details	Cut	Stills	Title and Persons	Archive	Actors	Origin
Title	new cut Die göttliche Ordnung					
Broadcasted	SRF 1					
Duration	1:33:50					
Language	german					
Production	Switzerland 2017					
Performers	Marie Leuenberger Maximilian Simonischek Max Simonischek Rachel Braunschweig Sibylle Brunner Marla Zoffli Bettina Stucky					
Status	To edit					
Identification	Content no. 886428					
Precision of recording	To the split minute					
Support	<a href="#">Report technical problem</a>					
Rating	☆☆☆☆☆					
Multichannel tone	german, german (audio description)					
Subtitles	Yes					
Age rating	<a href="#">Report problematic content</a>					
Links internal to nano	Metadata: <a href="https://nanoo.tv/link/b/886428">https://nanoo.tv/link/b/886428</a>					

Fig. 7.14 Window Programme details



### 7.3.2 TAB PREVIEW / TAB CUT

In the tab **Preview**, you can watch the programme but not edit it. If you want to edit the movie, click the red button **Cut film again**. The **Preview** tab now becomes the **Cut** tab. The **Cut** tab was described in detail in Chapter 7.2.

### 7.3.3 TAB STILLS

In the tab **Stills** **1**, there are two ways of selecting stills. You can select one of the pre-defined stills. Click on **Choose preview image from pre-defined list** **2** (standard) and then select your preview picture. The **selected preview** **3** is marked with a red frame.

- It may be helpful if the original recording and the recording you are editing don't have the same thumbnails. Like that you can see a figurative difference in **My recordings** between the recording and the recut recording.

Alternatively click on the check box **Select preview image freely from video** **2** and navigate it to the image you want to use as the preview image (similar to the cut function). The selected image is displayed as a small thumbnail in the search results display and in **My recordings** **4**.

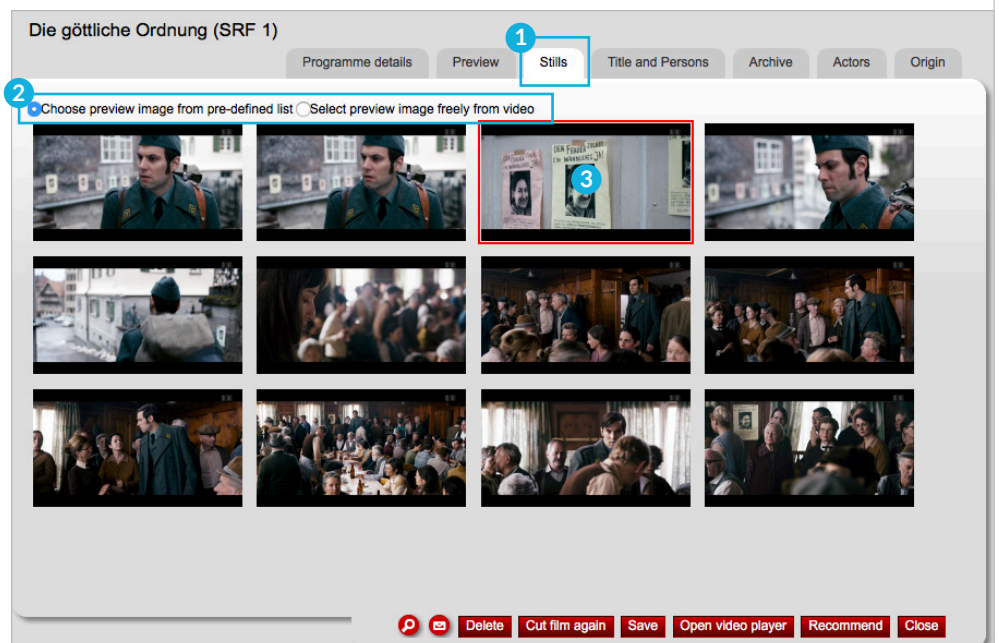


Fig. 7.15 Tab Stills

Thumbnail	Description	Channel	Language	Date	Duration	Status
	New cut Die göttliche Ordnung	SRF 1	de	04.11.2018 20:05	1:33:50	Processing
	Die göttliche Ordnung	SRF 1	de	04.11.2018 20:05	1:29:09	Completed
	Bundespräsident Alain Berset spricht zum 1. August	SRF 1	de	01.08.2018 20:00	0:12:22	Completed
	Le 19h30	RTS Un	fr	31.10.2017 19:30	0:37:10	Completed
	100 Jahre Krieg in Nahost	ARTE DE	de	17.05.2016 21:45	0:51:55	Completed

Fig. 7.16 Thumbnail in the tab My recordings

### 7.3.4 TAB TITLE AND PEOPLE

**Title/Secondary title/Title of series:** You can change the **Title** of the recorded and edited programme. By default, a program that you recut is called **New cut**. You can quickly find a more suitable title by playing it briefly or by researching it on the Internet.

It is strongly recommended to rename programmes in a **series** such as „swiss series“. Because often series are provided only with the title of the programme and have little to no meaningfulness.

The **Secondary title** does not appear in the search result and in **My recordings**.

Example of a title change (of the series „Die göttliche Ordnung“):

- **STEP 1:** Click the tab **Title and People** **1**. The **Title** **2** suggested by the channel is displayed.
- **STEP 2:** If you copy this title into the field **Title of series** **3**, it will be displayed in brackets behind the new title in the search results display. Then write the name you want in the field **Title** **2**. Click on the red **Save** **4** button to save your settings.

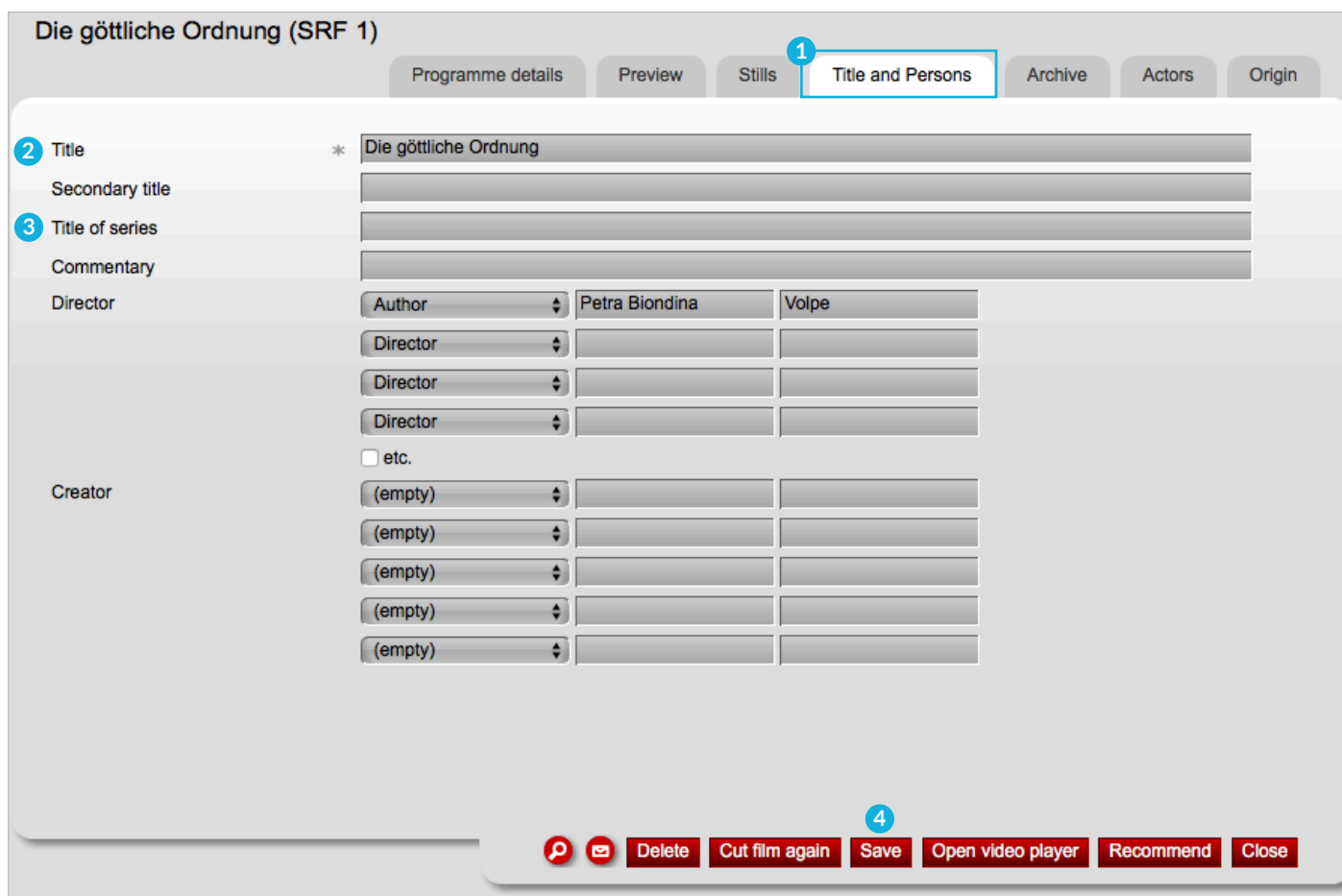


Fig. 7.17 Example change title II in the tab Title and People

**Result:** The display of the search results shows an unedited recording of a series:

	Die göttliche Ordnung	 	SRF 1	de	04.11.2018 20:05	1:29:09	Completed
-----------------------------------------------------------------------------------	-----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	----	------------------	---------	-----------

Fig. 7.18 Search results of a series with unedited title

A series edited in the tab **Title and People** looks like this in the search results display:



	Die göttliche Ordnung (Series: swiss series)	 	SRF 1	de	04.11.2018 20:05	1:29:09	Completed
-----------------------------------------------------------------------------------	----------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	----	------------------	---------	-----------

Fig. 7.19 Search results of a series with edited title

**Director:** 1 Under **Director** you can select further categories by a simple click on the arrow: Author, Choreography, Director, Director and screenplay, Idea, Music, Play, Production, Script, Text and TV director.

### Die göttliche Ordnung (SRF 1)

Programme details
Preview
Stills
Title and Persons
Archive
Actors
Origin

**Title** \*

**Secondary title**

**Title of series**


**Commentary**

**1 Director** ▼

- ✓ Author
- Choreography
- Director
- Director and screenplay
- Idea
- Music
- Play
- Production
- Script
- Text
- TV director

**Creator**

<input type="text" value="etra Biondina"/>	<input type="text" value="Volpe"/>
<input type="text" value="(empty)"/>	<input type="text"/>



Delete
Cut film again
Save
Open video player
Recommend
Close

Fig. 7.20 Director in the tab Title and People

**Creator:** 1 You will also find further categories in the lines  
**Creator:** Adapted from, Adaption, Author, Camera, Compilation, Conductor, Design, Editorial staff, Idea, Interpretation, Moderation, Music, Play, Production, Screenplay, Script and Sound.

- Click on the red **Save** 2 button to save your changes.

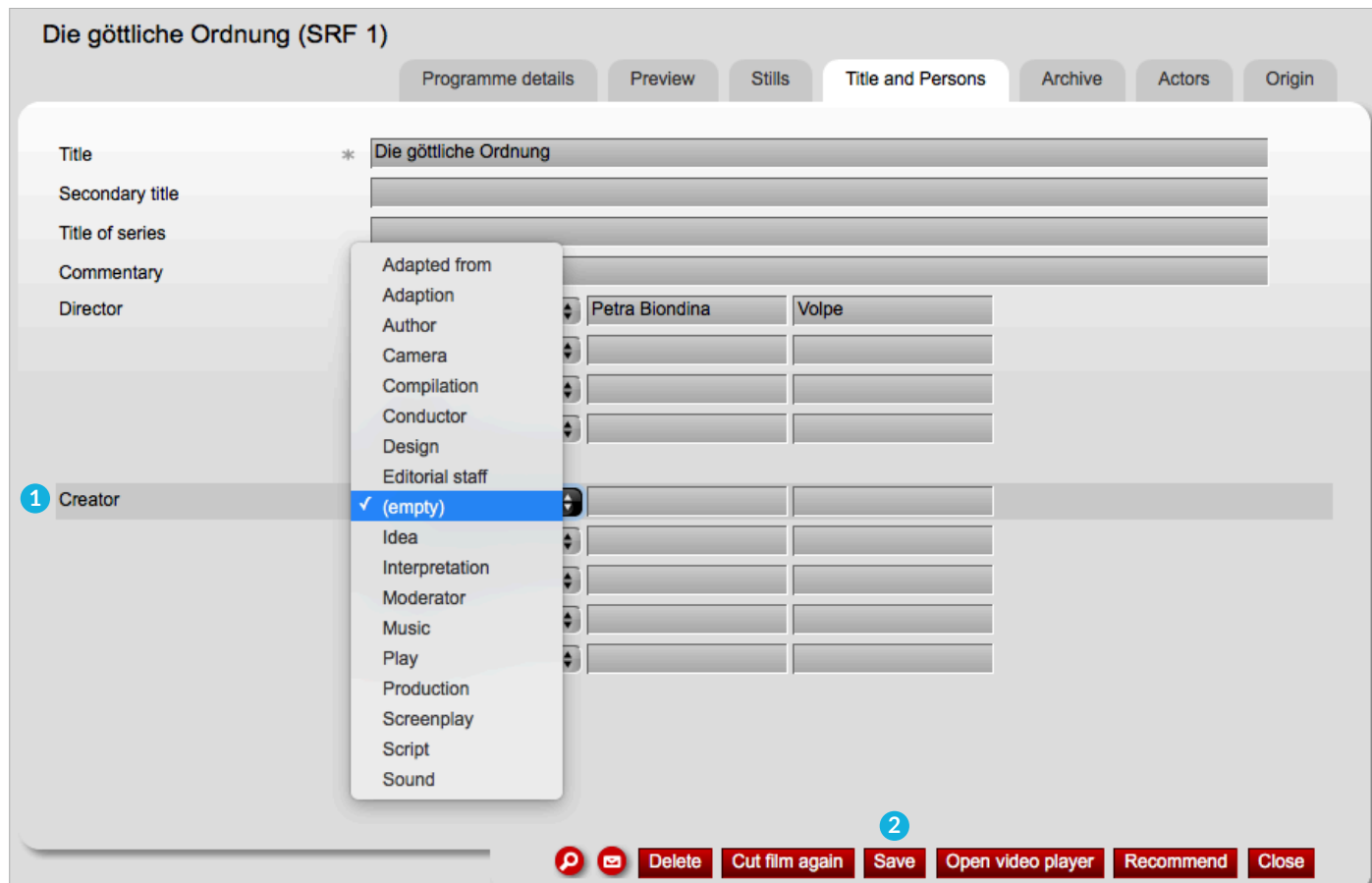


Fig. 7.21 Creator in the tab Title and People

### 7.3.5 TAB ARCHIVE

In the tab **Archive** **1** the following individual lines are described: **Text for information**, **Link for information**, **Short description** and **Keywords**.

- **Text for information:** **2** When you fill out this line, the text will be displayed in your school archive (here: Test Archive) **3** in the column **Information** **4**.
- **Link for information:** **5** In this line you can add a URL address (www-link). Click on your school archive (here Test archive) **3** on the text in the column **Information** **4**. The link will open in a new window of your browser.
- **Short description:** **6** If you move to the question mark in the search results display or in the tab **My recordings**, the short description is displayed. The short description helps you to quickly get to know the content of the recording. A short description is usually already available, but depending on the channel and recording, it can be rather poor. Also, a search on the Internet can help. Simply click on the text field and change the short description to your satisfaction.
- **Keywords:** **7** Enter comma separated search terms. These make the search in nanoo.tv easier.
- Click on the red **Save** button to save your changes.

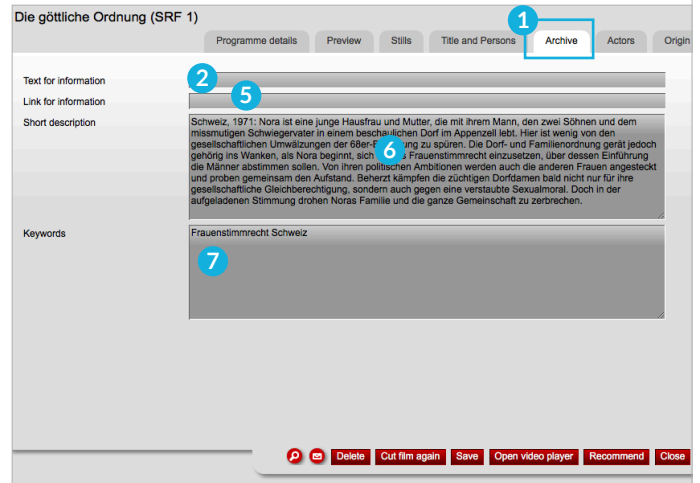


Fig. 7.22 Tab Archive

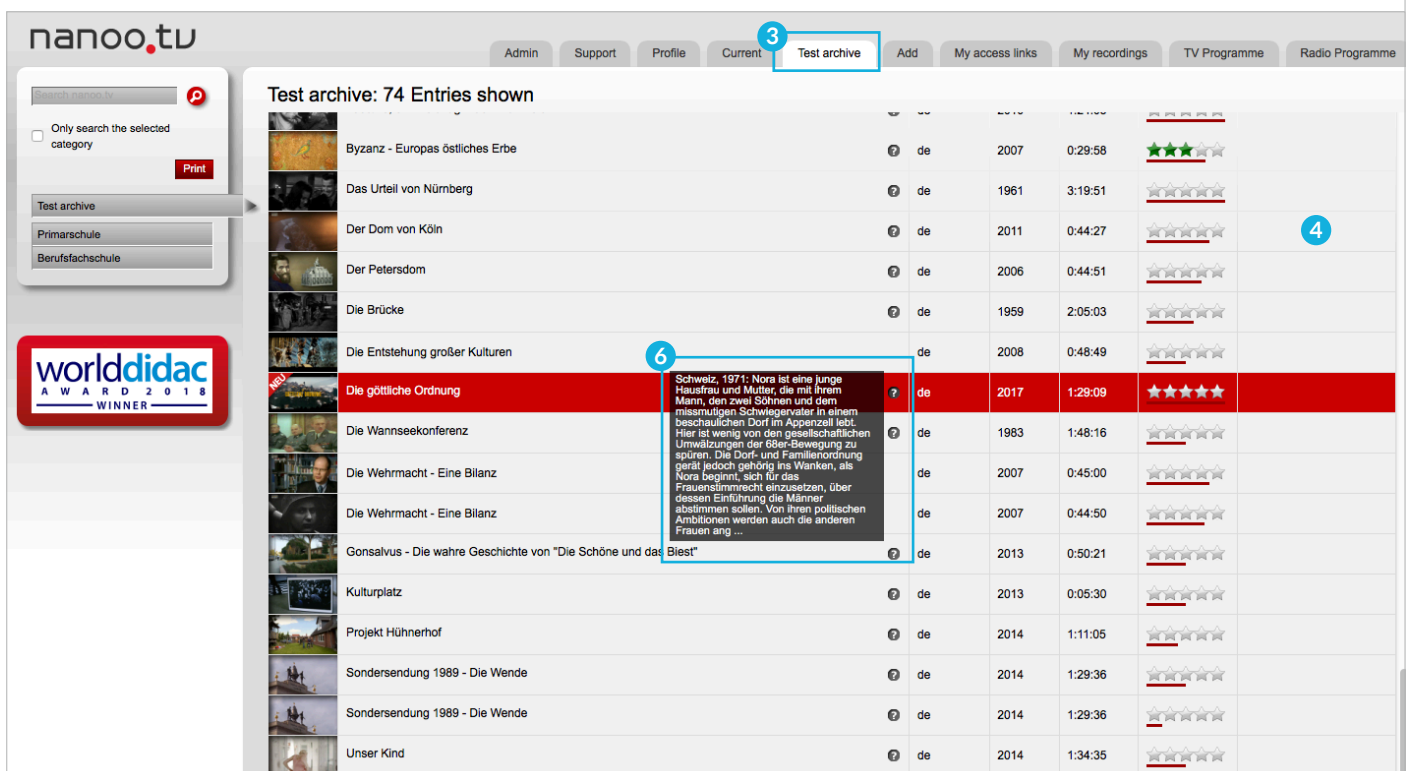


Fig. 7.23 Additions in the tab Archive - view of the tab Test archive

### 7.3.6 TAB ACTORS

In the tab **Actors** **1** you can add information about the actors and biographed people of the programme. Some information can already be found here. Personalities portrayed in the recording can be entered as biographed people.

- Click on the red **Save** button to save your changes.

Person of biography	Biography		
	Biography		
	Biography		
	Biography		
Actors	Actor		
	Marie		Leuenberger
	Maximilian		Simonischek

Fig. 7.24 Tab Actors

### 7.3.7 TAB ORIGIN

In the tab **Origin** **2**, the text fields Country, Year, Genre as well as Language and Colour can be edited. Some entries can already be found here.

**! ATTENTION:** The application does not really recognize the language. BR-alpha, for example, is a German channel and so the text field **Languages** **3** contains **German**, even if the programme is in English.

- Click on the red **Save** button to save your changes.

Country			
	Switzerland	(none)	(none)
Year	*	2017	
Genre		Film	
Languages		german	<input type="checkbox"/> Subtitles
		(none)	<input type="checkbox"/> Subtitles
		(none)	<input type="checkbox"/> Subtitles
		(none)	<input type="checkbox"/> Subtitles
		(none)	<input type="checkbox"/> Subtitles

Fig. 7.25 Tab Origin

# 8 Save and archive

## 8.1 SAVE CUT

If you are cutting your recording, it is important that you click (not only at the end!) on the button **Save** 1 under the topic scene or on the red button **Save** 1 in the tool bar so that the cut is (temporarily) saved. This way, you can close the document and continue working at a later time. The message **Save successful** 2 appears and you are prompted to press the **Accept cut** 3 button as the next step.

**! ATTENTION:** If you click on the red button **Accept cut** you can no longer make any changes to the cut.

Only when you have finished the cutting work completely, click on **Accept cut**. The document will then be created, and you will not be able to modify the audio or video content of the file. However, you will still be able to edit its metadata.

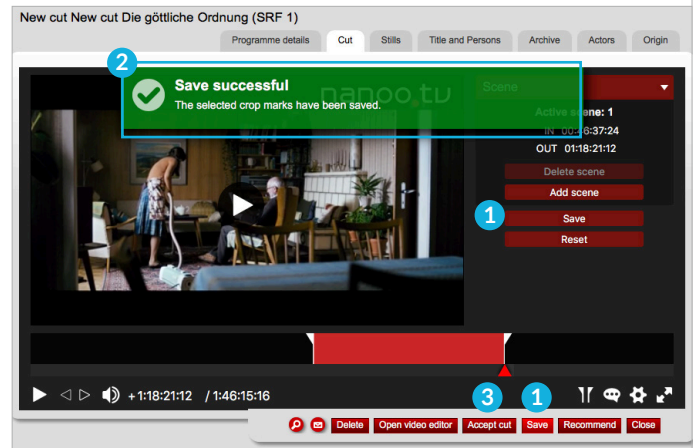


Fig. 8.1 Save successful

## 8.2 SAVE METADATA

After each change to the metadata (chapter 7.3), click the red **Save** button to save your settings.

**! ATTENTION:** If you close the document without saving it your changes will be lost.

## 8.3 DEFINITIVE SAVE

You recorded a programme, edited it, cut it and added the metadata. You are satisfied with the result. Click the **Save** and **Accept Cut** buttons. You can now close the document.

The edited recording will be created with all your changes in your personal archive **My recordings**. You will be able to watch it in full quality.

This may take some time; the recording will show the status **Processing** until finished. Only when the recording has as a status **Completed** you can reopen it to recommend it to the archive manager.

## 8.4 ARCHIVE AND RECOMMEND

As soon as the recording, which is being processed, has reached the status **Completed**, you can recommend it to your archive manager.

To do so, click on the title of the recording again and the familiar window with the programme details will appear. Now click the red button **Recommend** 1.

The window **Recommend** 2 opens. There you can define, for which **Archive** 3 you want to recommend the programme, specify the storage location, leave a comment for the archive manager and, if desired, attach other documents. The archive defined as the main archive in your **Profile** will automatically appear in the top line.

Under **Category** you can set the category (place of filing). You can leave a comment for the archive manager and if desired you can attach further **documents**.

Click on the button **Recommend** 4 sending your recommendation to the archive manager.

After recommending it, you will be asked whether the program should be deleted automatically, when it has been added to the archive by the archive manager. You can confirm this. If you reject this, you can delete the film yourself later or use it for other purposes.

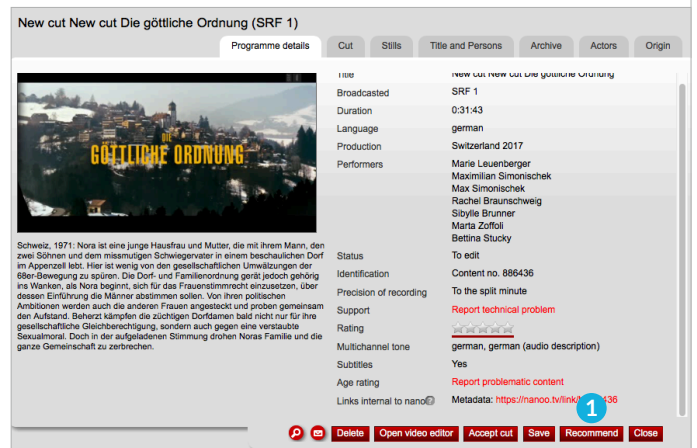


Fig. 8.2 Window Programme details

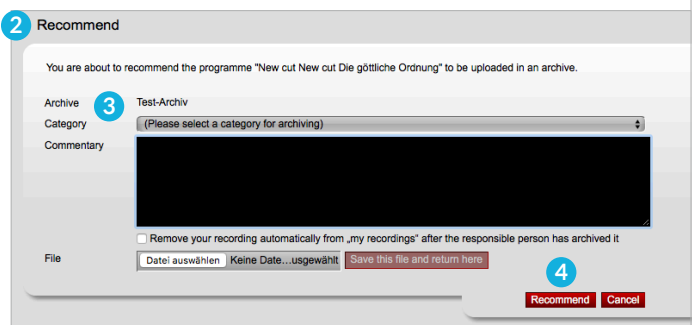


Fig. 8.3 Recommended recording



The **Play** function is used to play media on all possible playback devices (desktop, tablet, convertible, smartphone). The playback format is automatically adapted to the device. The **Play** function can be used at different locations:

- Click on the thumbnail below **My recordings** **1** and in the archive.
- Click on **Open the video player** **2** button in the detailed view of a programme under **My recordings** and in the archive.
- In the **cutting programme** **3**.

The media are played directly in a separate window without additional software.



Fig. 9.1 Playback option with thumbnail at My recordings

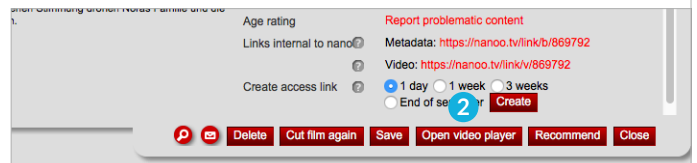


Fig. 9.2 Playback option with the video player at My recordings

## 9.1 FUNCTIONS

You can jump back and forth within the recording by moving the **position indicator** **4** below the playback. One click on the **Play-Button/Pause-Button** **5** starts and stops the playback.

To the right, you can adjust the **Volume** **6** or turn off the sound. There are two times next to it. The first shows where the movie is and the second shows the whole length of the movie.



Fig. 9.3 Playback option with the editing programme

## 9.2 LANGUAGE AND SUBTITLES

If several voice channels are supplied by the transmitter, they are all stored and can be changed during playback.

You can select the language of the audio and subtitles using the **speech bubble** **1** in the lower right-hand corner of the player.

You can change the audio language and subtitle language at any time during playback.

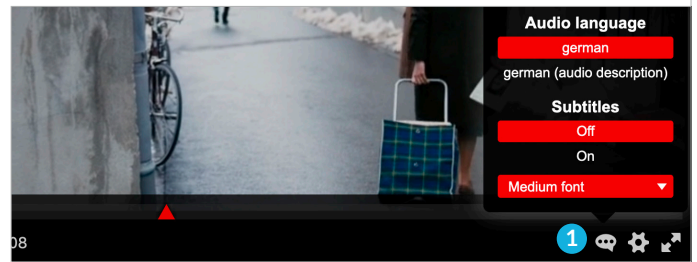


Fig. 9.4 Language of audio and subtitles

## 9.3 ADDITIONAL FUNCTIONS

You can set additional functions in the video player using the **settings icon (gear)** **2**.

- **Endless Loop:** The recording can be played back in an endless loop.
- **Video resolutions:** If possible, all programmes are recorded in Full High Definition quality. If a lower resolution is desired (e.g. due to low bandwidth), the quality can be changed during playback.
- **Playback speed:** It is possible to play programmes at different speeds. In addition to the normal speed, programmes can be played back slower (x 0.25 / x 0.5 / x 0.75) and faster (x 1.5 and x 2.0).

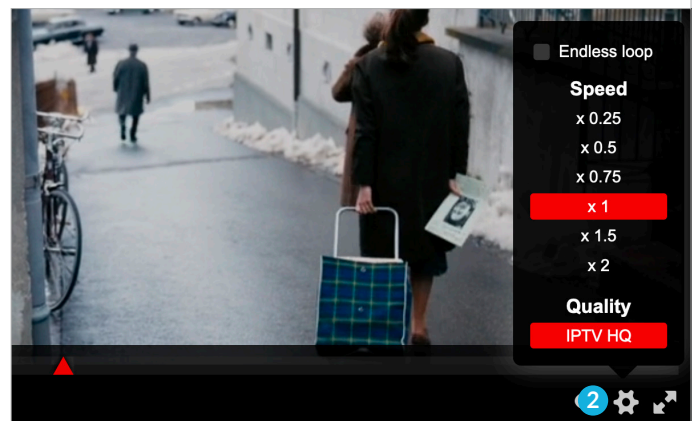


Fig. 9.5 Additional functions

## 10.1 SHARING LINKS AND QR CODES

You can easily share videos and audio files with your students or others, by providing them with an **Access link** **1** and/or **QR Code** **2**. See also chapter 3.8 **My access links**.



Subtitles	Yes
Age rating	Report problematic content
Links internal to nano?	Metadata: <a href="https://nanoo.tv/link/b/886437">https://nanoo.tv/link/b/886437</a>
Access link	 <a href="https://nanoo.tv/link/v/rywRNsFj">https://nanoo.tv/link/v/rywRNsFj</a>  Valid until 26.07.2019 13:45
Extend time limit	<input checked="" type="radio"/> 1 day <input type="radio"/> 1 week <input type="radio"/> 3 weeks <input type="radio"/> End of semester <b>Extend</b>

Fig. 10.1 Sharing of links, CR-Codes

# 11 Integration of platforms

nanoo.tv has various modern technology standards that allow films to be integrated directly into other platforms.

---

## 11.1 INSERT VIDEOS IN ONENOTE

The **Microsoft OneNote** learning platform is part of the Microsoft Office suite. OneNote (and OneNote Classroom) is often used to create interactive worksheets and use them in class.

You can easily insert films from nanoo.tv into a page of a notebook. Create an **Access link** (as described in chapter 3.8) and insert it in a page.

The preview image and the player will appear, allowing you to play the movie directly in the page. You can zoom in, zoom out or drag this window to another location.

---

## 11.2 INSERT VIDEOS IN MOODLE

**Moodle** is a widespread open source learning platform that is widely used by Swiss schools.

To display films from nanoo.tv directly in Moodle pages, forum posts, tasks or any other page, a (also freely available) **plug-in** must be installed:

**oEmbed-Filter** ([https://moodle.org/plugins/filter\\_oembed](https://moodle.org/plugins/filter_oembed))

Please contact the administrator of your Moodle server.

Once the plug-in is installed, you can simply create an **Access link** (as described in chapter 3.8). Copy this link to the desired page and a player with your nanoo.tv movie will appear.

### 11.3 UPLOAD VIDEOS FROM ONEDRIVE

If you want to upload several movies to nanoo.tv, there is an easy way, so you do not have to upload every single movie yourself and you can save time.

In your nanoo.tv profile, select **Connect to OneDrive** in Settings and then **Connect nanoo.tv to OneDrive for Business** and follow the instructions. You can choose whether you want to import the movies automatically or whether they should be deleted after the import.

If the **Connect to OneDrive** option does not appear in your profile: The nanoo.tv user administrator of your school is entitled to unlock the selection. As soon as the connection between nanoo.tv and OneDrive has been successfully established, a folder named **Add automatically to nanoo.tv** appears in your OneDrive at the highest level.

You can copy any media files into this folder, and they will automatically appear a few minutes later on nanoo.tv in the tab **My recordings**.

---

### 11.4 OFFICE 365

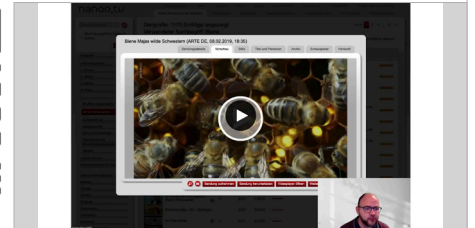
Like other apps, the film platform nanoo.tv can be added as a tile in the **Office365** webpage.

If you are interested in this possibility, you can ask your ICT managers at school to make the function available in Office365.

## NANOO.TV - BRIEFLY EXPLAINED

nanoo.tv in a nutshell - a short introductory video on how to use nanoo.tv. (6:23 min, in english)

<https://www.nanoo.tv/link/n/nanootv-in-a-nutshell>



## INTERACTIVE FILMS - NANOO.TV FILMS IN H5P

In this tutorial we explain how to edit nanoo.tv films in Moodle as interactive films using H5P. (4:32 min, in german)

<https://www.nanoo.tv/link/n/Filme-in-H5P>



## THE TASKS OF USER MANAGEMENT/ADMINISTRATION

In this tutorial we explain the Admin tab where you can create archives for your school, manage users and assign roles. (4:34 min, in german)

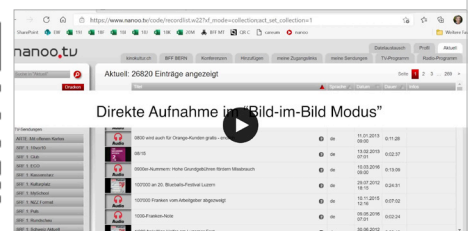
<https://www.nanoo.tv/link/n/Aufgaben-Benutzerverwaltung>



## DIRECT SCREEN & CAMERA RECORDING (PICTURE-IN-PICTURE)

This recording function allows you to combine screen and camera recording. The camera image can be moved and changed on the screen as desired. After finishing the recording, it is immediately available in your personal area and can be shared via an access link. (2:45 min, in german)

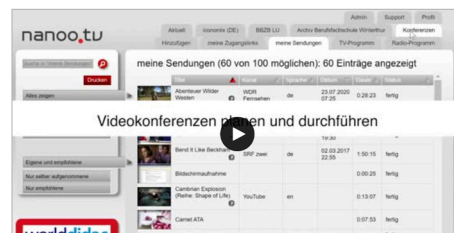
<https://www.nanoo.tv/link/n/Video-Bildschirmaufnahme>



## PLANNING AND CONDUCTING VIDEO CONFERENCES

The tutorial shows you how to programme video conferences and which functions are available to you. (5:06 min, in german)

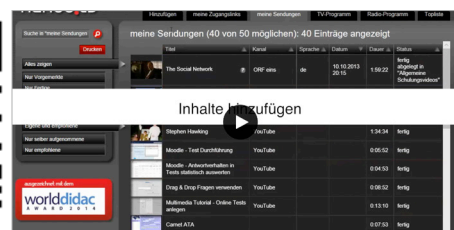
<https://www.nanoo.tv/link/n/Videokonferenzen>



## STORE VIDEOS FROM THE INTERNET AND DVDS IN NANOO.TV

This tutorial shows how videos from the internet and DVDs can be added to the online media library nanoo.tv and thus be made accessible in the long term. (2:35 min, in german)

<https://www.nanoo.tv/link/n/Videoupload>



## DISPLAYING VIDEOS CLEARLY IN THE DESIRED SCHOOL STRUCTURE

With nanoo.tv it is possible to display all videos of a school clearly in a desired structure, for example according to subject groups and within the subject groups according to school curriculum topics. (2:34 min, in german)

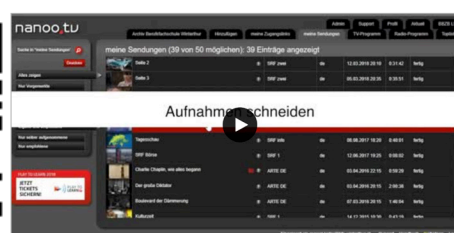
<https://www.nanoo.tv/link/n/Archivstruktur>



## CUTTING FILM CLIPS WITH NANOO.TV

The following tutorial shows how to easily crop film clips. For example, unwanted advertising can be cut away or only certain sequences from a documentary can be cut out. (4:09 min, in german)

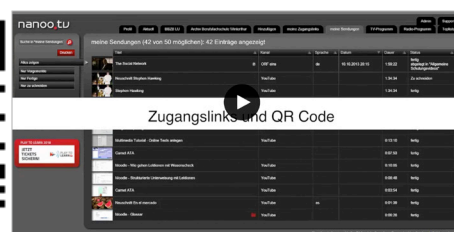
<https://www.nanoo.tv/link/n/Schneiden>



## SHARING VIDEOS FROM NANOO.TV WITH LEARNERS

How do I make audiovisual content easily available to learners? In the following tutorial we show you how to use QR codes and access links for worksheets in nanoo.tv and update them easily. (2:33 min, in german)

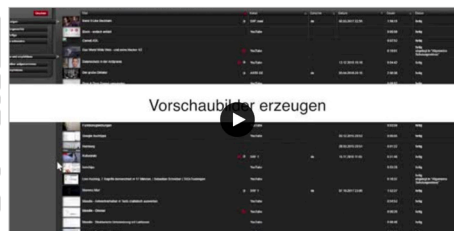
<https://www.nanoo.tv/link/n/Zugangslinks>



## CREATE THUMBNAILS FOR VIDEOS

You have two options for creating thumbnails for your videos. On the one hand, a selection of thumbnails (stills) is suggested. On the other hand, you can define a preview image from the video itself. How this works is explained in the tutorial. (2:35 min, in german)

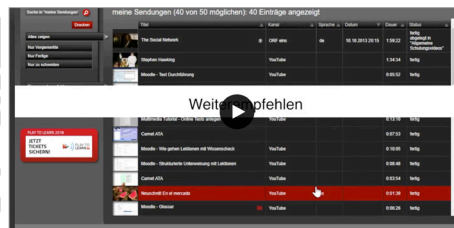
<https://www.nanoo.tv/link/n/Vorschaubilder>



## RECOMMEND VIDEOS FOR THE SHARED ARCHIVE

How can I make films and related didactic tips available to colleagues in the various subject areas with just a few clicks? Find out in the following short tutorial. (1:33 min, in german)

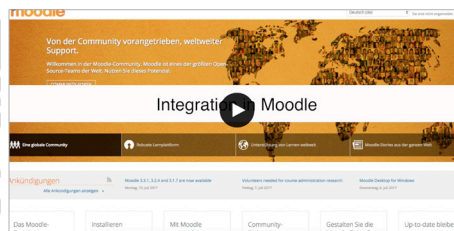
<https://www.nanoo.tv/link/n/Empfehlen>



## USING VIDEOS FROM NANOO.TV IN MOODLE

Moodle is one of the most widely used teaching and learning platforms. In the following video you can see an example of how to insert a film from nanoo.tv directly into a Moodle teaching unit. (2:20 min, in german)

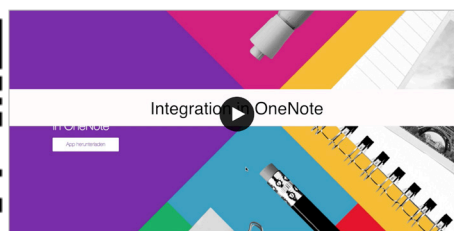
<https://www.nanoo.tv/link/n/Moodle>



## USING VIDEOS FROM NANOO.TV IN ONENOTE

OneNote is part of the Office 365 package and supports teachers in organising lessons and as a teaching and learning platform. In the video you can see how to insert a film from nanoo.tv directly into OneNote. (2:25 min, in german)

<https://www.nanoo.tv/link/n/OneNote>



## NANOO.TV FOR (BI-)LINGUAL TEACHING

In this tutorial you will learn how to use nanoo.tv for (bi-)lingual teaching, for example by showing and hiding subtitles in the running film, changing the film speed or switching between languages. (3:30 min, in german)

<https://www.nanoo.tv/link/n/Sprachunterricht>

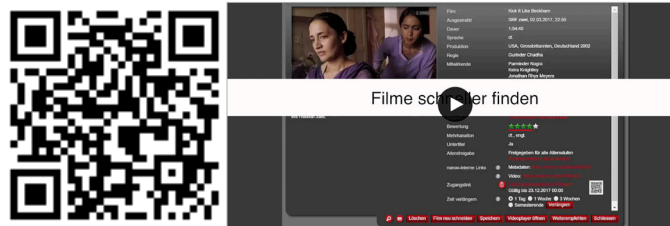




## FIND FILMS FASTER

In this tutorial we show you how to find film material in the nanoo.tv archive. Every day, teachers, media libraries and other users from educational institutions all over Switzerland contribute to the continuous growth of this film archive. (1:57 min, in german)

<https://www.nanoo.tv/link/n/Finden>



# 13 Frequently Asked Questions

**There are only 10 channels listed in my TV Programme and my colleague has a lot more channels. Our user administrator said they have not changed my settings. Can you help me?**

You have probably only selected certain channels (e.g. Main channels only) in the submenus (to the left of the TV channel). Click with the left mouse button on the field and keep it pressed. A list of different **channel categories** is displayed (All channels, only main channels, Germany, French/Italian, News/Info). If you want all channels to be displayed again, hold down the mouse button and move to the **All channels** field and release.

**I have edited a movie and temporarily saved it with „Accept cut“. If I want to save it definitely an error message appears.**

The function **Accept cut** may not be used for a temporary storage; it causes the film section selected by you at this time to be fixed. **Accept cut** means that this movie will not be changed any more. The system is now allowed to perform export and archive operations. The **Save** button is intended for temporary storage. You have to cut the broadcast again. To do this, open the original program.

**Can I cut a film only once? If I pressed „Accept cut“ no more changes are possible.**

Of course, if you want to select a new or different film clip you can use the function **Cut film again**. But then - seen from the system`s perspective - a completely new film is created.

**I am cutting a film. I noticed that it has a much lower quality than my own original recording. What can I do?**

The image quality which you see while editing does not match the full quality of the recording. This is a special version of the film that is optimized to jump quickly to any point in the film. As soon as you press the **Accept Cut** button the system will automatically provide a full quality version of the film.

**I want to edit the news broadcast, but I only see two possibilities: Record and close the show.**

You can only edit a broadcast if you have previously recorded it. The programme is then displayed in the tab of **My recordings**. Click on the title and a new window will open with information about the programme and operating elements including the **Cut film again** button.

**I started editing a movie yesterday. Today I wanted to continue working, but the in and out points I had already set were gone. Is the edited film still somewhere?**

With the **Cut film again** function a new film is always created which is called **New cut Name of the movie**. If you click on the **Title** column in **My recordings** your recordings will be sorted alphabetically. But you can also search in the Status column for the keywords **to edit**.

**I want to recut a movie that goes over 4 hours. Now the computer always takes a very long time to get to the right place. Is that normal?**

If you click on the play/pause icon, i.e. activate the pause mode, the positioning works much faster.

**I want to show certain parts of the movie. Is there a possibility to define the interfaces more precisely than to move the cursor in the timeline?**

You can use the arrow keys on your keyboard to precisely adjust the positions. To move forward or back one second at a time press the Shift key along with the arrows.

**There are only four recording listed in my recordings, but I have recorded more. Are the others already in the archive manager?**

In the tab **My recordings** you can select on the left side by simply clicking on the corresponding button either **Only preselected**, **Only completed** or **Only to edit**. You have probably made such a partial selection. If you want to see all your recorded films click on the **Show all** button again.

**The programme details are too inaccurate for our school. It would be nice if you could complete them in the future.**

nanoo.tv obtains this information from the EPG providers themselves and is therefore not responsible for the completeness and accuracy of this information.

**I wanted to find out whether nanoo.tv can also record English programmes. Is it possible to download the English version from stations that offer two-channel sound?**

Yes, if programmes that were broadcast in two-channel sound are recorded then both sound channels are available for playback. It is also possible to display more languages and subtitles depending on whether they were included in the recording.

**Help, all my recordings are gone!**

Please check if **Show all** is selected on the left side. The setting, e.g. **Only to cut**, is retained when logging out. Please check which setting is active.

**Why do the access links have such strange end dates?**

These are the semester end dates of the academic calendar. There are historical reasons why they are used in nanoo.tv. The negotiations with the rights exploiters were based on university semesters and an agreement was reached. Unfortunately, this date cannot easily be changed.

**Is it possible for one person to manage several archives or for one archive to be managed by several people?**

Yes, both options are available.

**Can illegal videos or movies which are subject to an age limit be reported?**

In case of detailed information on a programme it is possible to report problematic content or if no age rating is displayed for a film which is only released for a certain age category.

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