CITY OF GLASGOW COLLEGE

Embedding programmes and clips from Box of Broadcasts into MyCity

LIBRARY SERVICES

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Did you know that you can embed Box of Broadcasts (BoB) programmes and clips into the college VLE? Any programme or clip available on BoB can be embedded into a course unit using an embed code which is available for every recording. Once embedded, the recordings are available for students and staff to view on MyCity.

To embed programmes or clips into MyCity, simply follow the steps below:

Step 1: Go to your desired MyCity Course Unit. Programmes can be embedded anywhere in your MyCity course where you think suitable but you may want to place them in the Common Area or Home page for everyone to view.

Once you have decided the area in which you wish to place the BoB programme, click **'Turn on editing'** at the top right hand corner.

Scroll down to your selected area. Click on the pencil icon 🖉 - this will take you to and editing screen similar to the screen below:
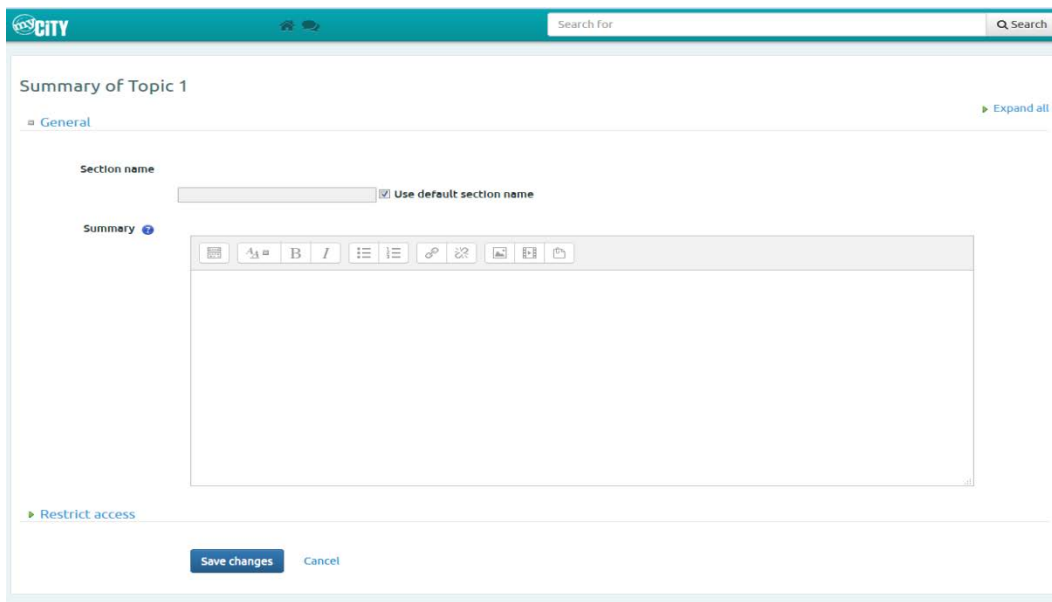

Figure 1

Uncheck the **'Use default section name'** box and give
the section a name e.g. the title of the BoB programme.
Keep this page open - we are now going to login to BoB in a
different browser window to retrieve the embed code for the programme
you want to embed.

Step 2: Login to BoB at bobnational.net. You may be asked which college you are from – type or select City of Glasgow College. You may also be asked your username and password – use your student or staff network login details at this point. Next, find the programme or clip you would like to embed into your course unit. For this example I have chosen an episode of the series 'Grand Designs':
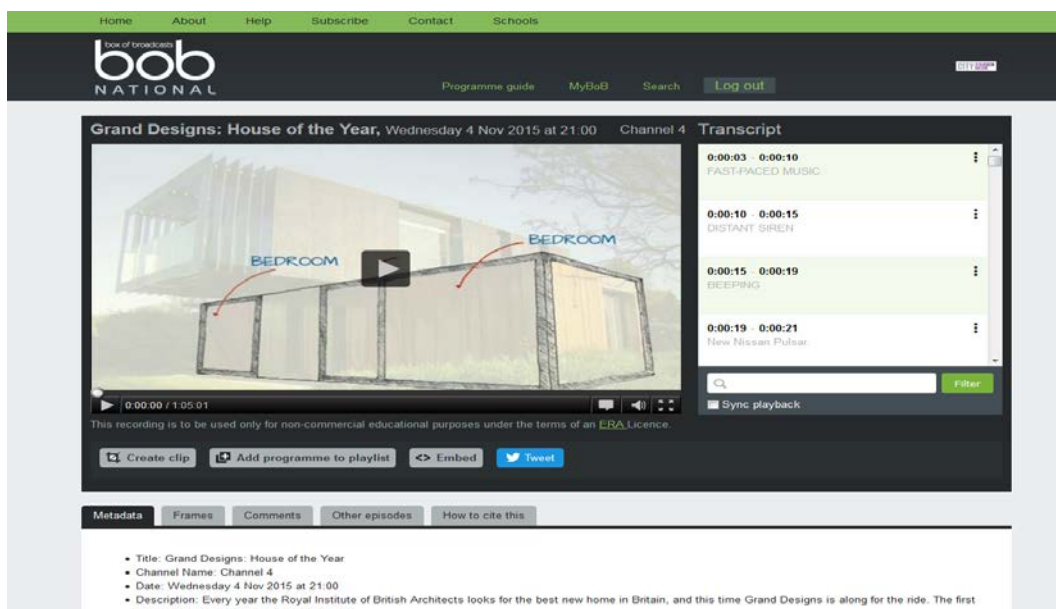

Figure 2

Step 3: Just below where the programme is played you should see an **'Embed'** button - click on the button and it will provide you with 3 options. If you are looking to embed the full programme into MyCity then you should choose the last option 'Embed as code'. Point your mouse over the highlighted code and right click on your mouse to copy the code.

Step 4: Now return to your page on MyCity that you left open (Figure 1). First, click **'Show more buttons'**, as indicated by the arrow in Figure 3.
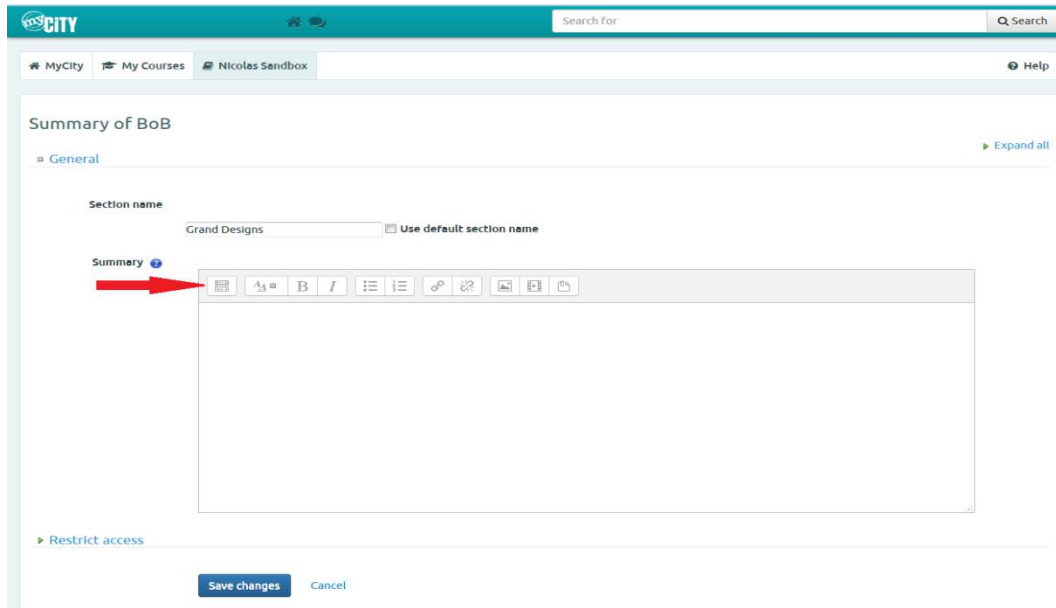
Figure 3

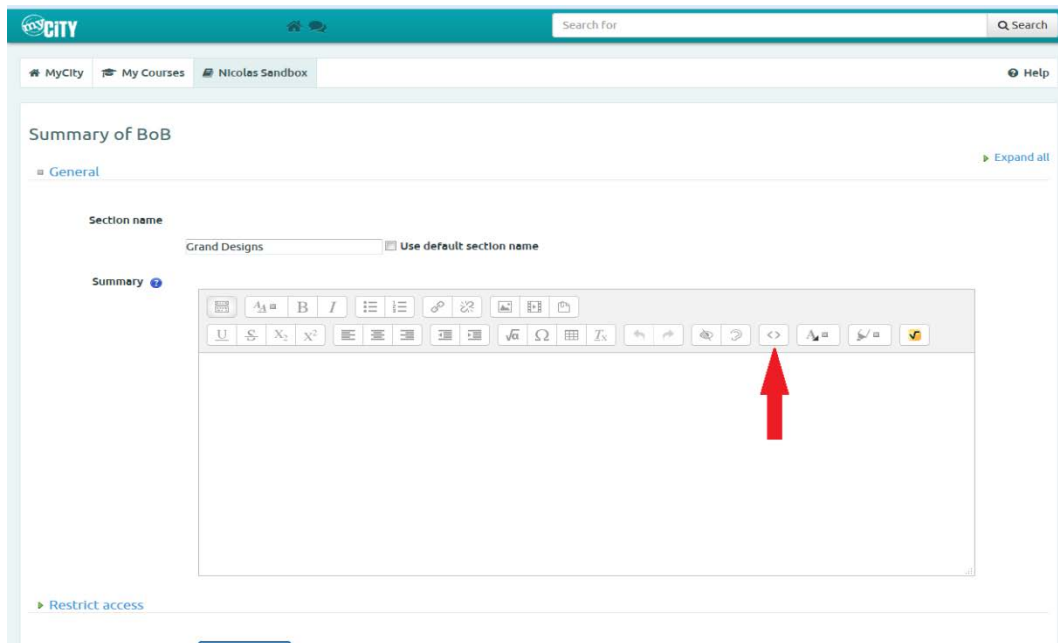Next, click the 'HTML' button, as indicated by the arrow in Figure 4.

Figure 4

Step 5: Now paste the embed code from BoB into the editor – to do so right click your mouse and click paste. The code should now appear in the box. Click on **'Save changes'**.
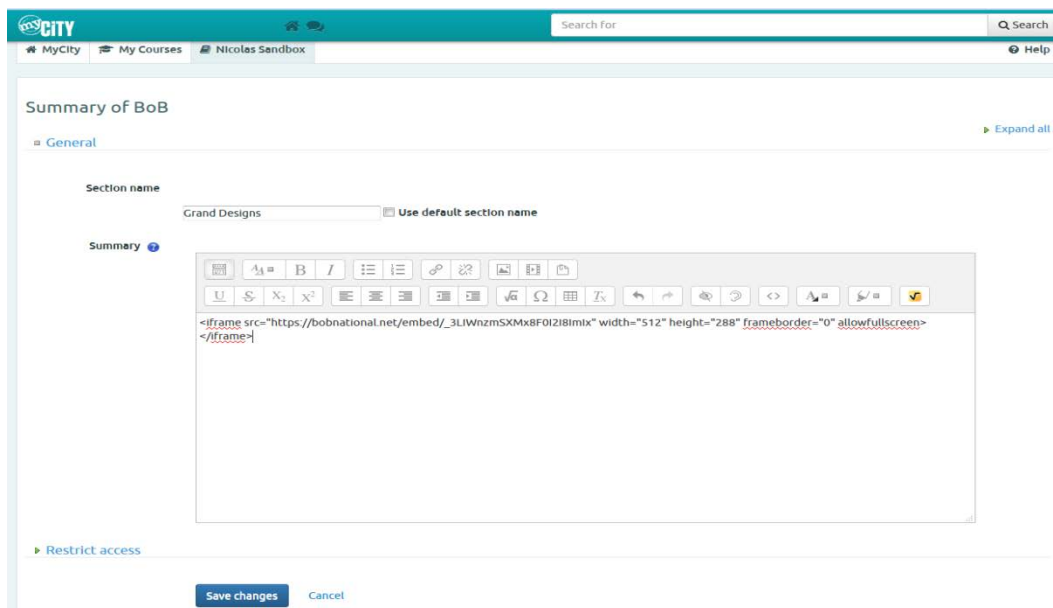

Figure 5

Step 6: You should now be returned to the Common Area or wherever you have chosen to place the programme. Your programme should now be embedded within MyCity similar to below:
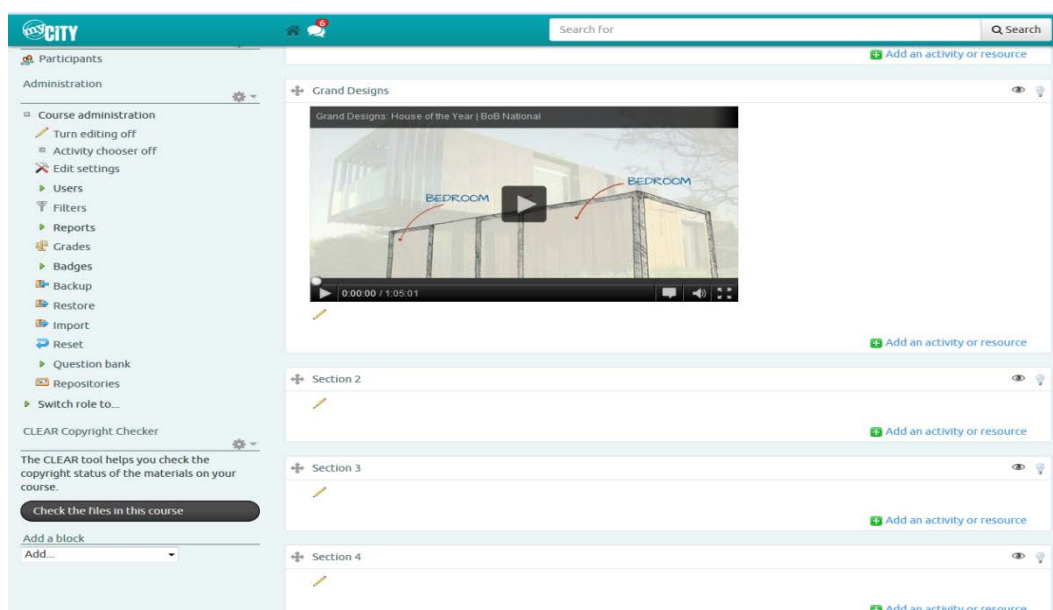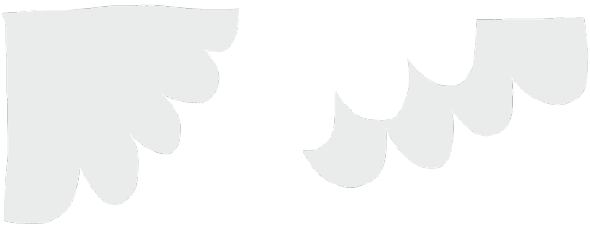

Figure 6

To check the programme plays, simply click on the play button in the middle of the screen.

Please remember that in order to view any BoB programmes that have been embedded into MyCity, you MUST be signed into BoB at the same time. In the event that you want to view an embedded programme but you are not currently signed into BoB, a message will appear in the programme frame asking you to login.

If you want to remove any recording you have embedded simply click on the pencil icon 🖉 located beneath the programme frame, click on the **'HTML'** button again and delete the code, then **'Save changes'**.

Finally, when you are finished editing your pages, remember to turn off the editing function using the **'Turn editing off'** button at the top right-hand side of the page.

For assistance in embedding BoB programmes or any other library e-resources into MyCity, please contact Nicola Buddo by email at nicola.buddo@cityofglasgowcollege or telephone on x4419.