The TENCompetence Tube User Manual

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Access TENCompetence Tube at:
http://labs.calt.insead.edu/prototyping/Tentube/Tentube.html

Login to TENCompetence Tube

If you are already registered:

Email id: <type in your email address >
Password: lab1
Then press <Login>

If you are not already a member, click first on the button "Need to Register?" and follow the instructions
The CHANNELS Space

The Profiles Space

The Network Space

The Game Space & More
Exhibit 1: The Channels Space main areas:

1. The Video Player pane.
2. The Channels pane.
3. The Video Enrichment pane.
4. The Specific Searches pane.
Exhibit 2: The Channels Space main elements:

5 The **3 Channels** tabs.
6 The **Submit Your Video** button.
7 The **Video Player Control** buttons and sliders.
8 The **Full Screen and Wide Screen** buttons.
9 The **Comments & Responses** tab.
10 The **Related Material** tab.
11 The **Search** tab.
12 The **Similarity Agent** tab.
13 The **Highest Rated** tab.
14 The **Most Viewed** tab.
15 The (sort videos) **By Name** tab.
16 The **Rating** pop up window.
Exhibit 3: The Video Summary elements:

17 The Video Title.
18 The “Author’s” Name (i.e. who actually submitted it).
19 The Submission Date.
20 The Network button.
21 The “Have Seen” flag.
22 The Tags eye catcher.
23 The Description eye catcher.
24 The Attach button.
25 The Discuss button.
26 The Video Rating.
Once you have logged in you arrive at the <Channels> page.

There are three Video channels (5). In this example the channels are Subjects and Themes, Experiences and Us. In TENCompetence Tube the channels are:

- **CD** - Competence Development Awareness Videos - these videos feature presentations related to competence development in general; for example, “The need for intercultural media competence” or “Teachers can change the world”,

- **CD Opportunities** - Competence Development Opportunity Videos - these videos feature competence development opportunities; for example, educational institutions, courses, or books. “How to” videos also fit into this category,

- and **CD Experts** - Competence Development Expert Videos - these videos feature individuals presenting themselves as experts in some competence domain. These videos can be seen as extension and complement to the “traditional” user profiles. Video resumes can also fit into this category.

You can select a channel by clicking once on the channel name.

To view a video simply double click on the video thumbnail (i.e. picture).

At the bottom of the Video Player pane you can see from left to right (7 & 8):

- The first button is to Play/Pause the video.
- The second button is to Stop the video (returns to beginning).
- Then there is a Volume button, if you click on this you can adjust the volume by dragging the slider.
• Then you see the Length (progressive and cumulative) of the video.
• The moving circle cursor displays where you are in the video, you can move the cursor to go backward and forward.
• The last two buttons will show the video in Full Screen mode or in Wide Screen mode (8).
Once you have watched the video (until the end) a screen (16) will pop up asking you to rate it.

Click once on the star which corresponds to how much you liked it.

The rating screen will disappear once you have done this.
Directly below the Video Player pane you can see the <Comments & Responses> tab (9). Click on it.

Here you can read comments, and add your own.

Simply click on <Post comment> and follow the directions.
To the right of each video thumbnail in each of the three channels there are the words <Attach> (24) and <Discuss> (25). See Exhibit 3.

To discuss a video, click on the <Discuss> button. A new screen will appear and you’ll be introduced into the <Discussion Forum> (27).

Join discussions by first selecting the topic in the <TOPIC LIST> (31), click on the <Post Comments> (34) button, write in the dialog box of the pop up window and when done click on <Submit>. If you are not satisfied you can <Edit> it again or even <Delete> it (35).

If you intend to reply to a previous post your comment will be stacked on top of the list of posts (33).

You can start a discussion about a new topic by pressing the <Add New Topic> button (30) and then typing the new topic name in the dialog box of the <Add Topic window> which pops up. Once done, click on the <Submit> button and the new topic will be added to the <Topic List> (31) related to that video (which is also highlighted in the <Video List> pane on the left side of the screen (32).

You are allowed to edit or delete the topics you created by using the <Edit this Topic> and <Delete this Topic> buttons (36).

Please note that the additional button you find between (34) and (36) is used by community’s facilitators in order to moderate the discussions whenever needed.
Simply close the Discussion window when you are done.

If you are interested in discussion threads related to a particular video, you have to click on the <Active Discussion Forum> tab (28) and then select the video in the <Video List> (32). The topics will be displayed in (31).

You may also be interested in browsing through recent discussions. You can see these by clicking on the <Latest Discussions Topics> tab (29).
View documents attached to Videos

Directly below the <Video Player> pane (see Exhibit 1) and next to the <Comments & Responses> tab you can see the <Related Material> tab (10).

If you click on <Related Material> you can download documents that have been attached to the video, and follow links to related material.

Attach links and documents to Videos

To attach documents or a link to video, click on the <Attach> (24) button. A new Panel pops up.

If you would like to add a link click on <Add Link> button (37), enter the <Title> and the URL of the <Link> in the <Related Material Panel>. Then click on the second <Add Link> button (38). When done, click on the <Save> (39) button and the links displayed in the list (40) will be associated to the video.

If you want to remove a link you added, you just need to click on the <Attach> button (24) again and then select the link from the ones listed (40) in the <Related Material Panel>. Click on the <Remove Link> button (41) and the
link will be deleted from the list (40). In order to have it permanently detached from the associated video, you have to click on the <Save> (39) button.

If you would like to add a document click on the <Add Doc> button (42), then select the document in the pop up window (43) that you want to add. You will then see it displayed in the documents list (44). When done, click on the <Save> (39) button.

If you want to remove a link you added, click on the <Attach> button (24) again and then select the document from the ones listed (44) in the <Related Material Panel>. Click on the <Remove Link> button (45) and the document will be deleted from the list (44). Remember to save your changes by clicking on the <Save> (39) button.
Submit/Upload Videos

On the right hand side of the screen just aside the three channels tabs, you will see the <Submit Video> button with a white plus sign on a small green circle (6). Click on this button to add a video to TENCompetenceTube:

A new window will open which gives you three choices for submitting a video. Either

- <Link to YouTube> to upload an interesting video you have found on YouTube.

- <Upload from Hard Disk> to upload a video you have already made
• Or <Record now> to record it immediately.

First you have to <Start your Webcam> (46), then after allowing Flash to access it, click on <Record>. When done click on <Stop>.

If you experience problems with camera settings, click on <Recording Settings> (47).
Once the file has been uploaded a new video information screen will appear.

In particular, choose the correct channel (49) the video should appear in, a title for the video (48), and think of some words which describe it and input these as tags. These may already be listed in the <Subjects addressed by the video> pull down menu (50). Add a quick description of the video too (51). This will help people to find it easily.

Please note that you can also indicate that this video is a newer version of an existing video (52) or that it is related to an existing video (53).

If you co-authored the video you can add the names of your collaborators by selecting them in the <Authors> pull down menu (54).
Last, but not the least, you can set the level of privacy associated to the video by choosing whether its <Visibility> (55) should be allowed to <Everybody> or should be restricted to a <Group> or to yourself only (<Only me> option).

Do not forget to click on <Submit> in order to post the video (49).

**Edit Video-related information**

If you want to modify anything in the description of the video you can re-edit the items you entered in the submission form by clicking on the <Edit> (56) button next to your video in the Channel. (N.B. You cannot edit information associated with videos submitted by other community members).

If you like you can also change the Channel where the video is posted by clicking on the (57) pull down menu.

You can delete your video by clicking on the red X button (58).

**Find a video**

There are 4 ways to perform specific searches about videos in the Channels Space: by keyword <Search> (11), by <Highest Rated> (13), by <Most Viewed> (14) and <by Name> (15). (See Exhibit 2.)

In (11) the keywords are searched for in video tags, titles and descriptions. This is one reason it is important to provide good descriptive information about videos you submit.
Find similar people

It is also possible to see how similar people are. The <Similarity Agent> tab (12) allows you to select a person (59) and find (60) out which people are the most similar to him or her. This is measured with the Similarity Index (61). The higher the value the more similarity they are.
One-Click Overview

Last, but not the least, if you just want to have a quick overview of anything related to a specific video without watching it, just click once on the <Video Thumbnail> (62) and the video will be loaded into the <Video Player> pane (1) as well as all of its related information (i.e. <Comments & Responses> (9) and <Related material> (10)).

If you then want to watch the video just press the <Play> button (63) in the centre of the video frame.
The Channels Space

The PROFILES Space

The Network Space

The Game Space & More
Exhibit 4: The Profile Space main elements (View Mode):

1. The **Identifying Details**: Name, Picture and Alias.
2. The **Edit Profile** button.
3. The **Profile Details** pane.
4. The **Game Score** indicator.
5. The **Competence Analysis Lab** button (currently not available).
6. The **View Network** button.
7. The **Profiles** bar.
Exhibit 5: The Profile Space main elements (Edit Mode):

8 The Visibility pull down menu (Privacy).
9 The Personal tab.
10 The Workplace tab.
11 The Comments tab.
12 The User Activity tab.
13 The Competences tab.
14 The New Competence button.
15 The Control buttons.
At the top of the TENCompetence Tube screen you can see a <Profiles> button in the middle of the page. If you click on this you can see your profile. By browsing the list of photos on the bottom (7) and clicking on them you can also see other community members’ profiles.

Along with the personal <Identifying Details> shown in (1), the information stored is displayed in the <Profile Details> pane (3) and covers 4 main areas: <Personal>, <Workplace>, <Comments> and <Competences>. You can update some of your details by pressing on the <Edit Profile> button (2).

Among the <Profile Details> displayed in (3), there are also two special tabs which display additional information about the member, namely, the <Comments> tab which collects all comments performed by members’ profile visitors (you can post it one yourself by clicking on the <Post Comment> button you find there), and the <User Activity> tab (12) which displays what the member has done since joining the community (<Join Date>), that is, which videos the member has submitted and watched, as well as how many times has visited TENCompetence Tube and the date of the last visit.

Aside to the right you can see the <Game Score> indicator (4) which shows the cumulative score recorded by the profile’s owner.
The <Competence Analysis Lab> button (5) triggers the opening of a window where the Xpertum application displays different ways of mapping competences among the community (n.b. not yet available).

Finally, the <View Network> button (6) displays the network of the community member in the Network Space.

**Complete / Edit your Profile**

To modify your profile, click on the <Edit profile> button (2) just below your photo. If you don't have a photo you can upload one by pressing the small square to the right of the photo area. You can also change your name. You can also type in an Alias.

You can edit the information in each of these 4 areas: <Personal> (9), <Workplace> (10), <Comments> (11) and <Competences> (13). Update your interests and personal description in (9); your organization, your title/job and nationality, your personal email, your webpage and location in in (10) and, finally, in (13) set your proficiency level in the listed competencies by dragging the slider or add new ones by clicking on the <New> button (14).

You can also post a comment about yourself, in particular, about your profile, in (11). This can be useful in particular, for replying to other comments posted by your profile visitors.

When you have finished press the <Save> button (15).
Exhibit 6: The Network Space main areas:

1 The Control Panel: for network display parameters.
Exhibit 7: The Network Space main elements:

3 The Search button: to trigger specific searches
4, 5, 7 Specific pull down menus to specify a query like “Show videos submitted by Albert Angehrn... and show all people who have seen them”.

6 the Include check box: to extend the search criteria (e.g., “… and show all people who have seen them”).
8 the Query button: click here to display the results.
9 the Spacing slider helps you to increase/decrease the distance among the objects displayed.
The **Time Machine** button opens the Time Machine Panel (11 and 12) used to display and animate network development over time.

10 the **Time Shift** buttons allow you to go backward and forward by hours, days and months in the displayed network.

11 the **AutoTimeLine** button animates the development of the network over time, from the ‘birth’ of the first element to the current display, automatically.

12 the **Display Only** pull down menu allows one to display each type of relationship individually – e.g. all “knows” relationships.

13 the **Show Arrows** check box displays arrows when visualising directed relationship links (such as between people).

14 the **Retain** check box keeps current display settings.

15 the **Zoom** slider, to zoom in / out the current display of the network - the appearance of all network elements is therefore increased/decreased accordingly.

16 the **Full Screen** button
Link yourself to other people

Click on the <Network> button at the top of the screen. You will see your network – the people you know and the videos you have watched or uploaded.

In this example, our user is attached to Martin Flash, the GMP director, to Annick Bourg Alzieu, the GMP Coordinator, and to her Section classmates.

If she clicks on the <Search> (3) button and searches for <People who know> (4) <Martin Flash>, and then presses <Query> (8). She will see all the people whom Martin Flash is attached to including herself.
Alternatively she could have double clicked on Martin Flash’s icon in the network and she would have reached the same result.

You can make a similar network display for yourself. If you see some people you know but are not connected to, you can link to them by right clicking on your photo in the network. A window pops up (18) and one of the choices is <Add social network link> (19). Click on this.
A light blue line will appear, drag it to your colleague and click on her/his photo. You are now connected.

**Change your relationship to other people**

You can change the intensity of this relationship, or remove it, by putting your cursor over the line until you see the words “<your name> know <colleague’s name>”. To <Change Intensity> quickly right click with your mouse while the words “<your name> know <colleague’s name>” appear and select the <Change Intensity> entry (20) in the pop up window (21).

A screen (22) will opens asking you to enter a value (1 is you don’t know well, 5 is a great friend). Click on the number which describes your relationship (or just confirm the current value by clicking on it).

**Delete your relationship to other people**

If you don’t know the person you can <Delete Edge> (23). This removes the connection.
Link yourself to videos

This link is automatically done whenever you submit or watch a new video. A new tie (i.e. a line) line will be set between you and the related video. By mousing over the tie you will see what kind of relation links you to the video, i.e. either submission, represented by white lines in (24), or watching, represented by red lines in (25).

Please note that the cursor is not visible in the screenshots and here is it represented by a light yellow arrow pointing the edge considered.
Link videos to videos

Whenever a submitted video is declared as <a new version of> a previous video or <is related to> other videos, this is displayed in the network via different coloured links: light green for the versioning (26) and yellow for the other kind of relationships (27).

Please note that the cursor is not visible in the screenshots and here is it represented by a white arrow pointing the edge considered.
Link videos to tags

Submitted videos have associated <Tags> which describe them in terms of relevant keywords. This operation is usually performed during the video submission phase but it can be refined further, on your videos only, by directly editing the related information.

In any case, <Tags> are represented by smaller icons in the network and are linked to videos by bright green lines (28).

Focus on items, expand the network & more

You can easily improve your network visualization by right-clicking on any object of interest in the network and choosing the proper action to perform.

For instance, you may be interested in focusing on the network of one specific object to see its connections and getting rid of the rest. To do this, just right-click on the object’s icon and select the <Focus> entry.
On the contrary, if you want to add the network around a currently displayed object, you just need to right-click on its icon and select the <Expand> entry.

If there are too many objects displayed you may wish to hide some of them. In this case, just right-click on their icons one by one and select the <Stop displaying> entry.

If you want to get a quick overview about a person displayed in the network, just right-click on his icon and select either <Short Profile> or <Detailed Profile>.
Perform compound searches

By ticking the <Include> check box (6), you can perform compound searches in the network. For example, Videos submitted by (4) Albert Angehrn (5) and Include (6) people who have seen them (7). Click on (8) to start the query.

The Time Machine

You can explore the network differently and watch its evolution over time by clicking on the <Time Machine> button (10) and using the <Time Machine Panel> navigation buttons (11) to go backwards and forwards by hours, days and months in the displayed network.

Alternatively, you can trigger the <AutoTimeLine> button (12) to automatically animate the development of the network currently displayed over time, from the ‘birth’ of the first element to the current display.
The picture below illustrates how the time machine works. It shows new nodes and branches appearing in the network over time.
The Channels Space

The Profiles Space

The Network Space

The GAME Space & MORE
Play the Game!

By clicking on the pull down menu of the <More> tab (1) you can enter the <Game> Space.

The TENCompetence Game is an enticing word matching game played by two anonymous people. Besides being fun, it helps you connect to people and new videos. You can have a demo first by pressing on <Start demo> (3). To play, click on <Anonymous Invite> (2).

If the TENCompetence Game is able to find someone to play with you (someone has to be connected to the system, of course!), a video will be
streamed in (5) and you can start to type keywords that best describe what you are watching in (6). What you entered is shown into the <Typed> box (7) on the right side of the screen.

Whenever your opponent enters the same keyword you typed, a match is recorded and displayed in the <Matches> box (8) on the left side and you gain points to your <Score> (9) shown just above.

Sometimes, some keywords are too popular or too obvious and are set as <Taboo> words and are listed in the (10) box. If so, you have to pay attention to not enter them as this makes you lose points!

If the video you are watching is not interesting you can ask to pass (11) and a new one will be shown. However, if you abuse this opportunity you will also lose points!

When you want to leave the game click on <Quit> (11). You will then be asked if you want to reveal your identity. If you both agree, you and your opponent will see each others’ profiles and a new <knows> relationship tie will link you together.

**Link yourself to Groups**

Your can access the <Groups> Space by clicking on the pull down menu at the <More> tab (1).

You will see a list of groups. If you double click on an icon you can find out details about the group.
Typically a <Group> is detailed in terms of <Name>, <Authors> and <URL> that are displayed into the <General Details> (13), <Description> (14), <Members> (15), <Interests> (16) and <Competences> (17).

You can browse the groups belonging to the TENCompetence Tube Community by clicking on the <List of Groups> button (18).

The <Control> buttons (19) allow you to create, edit or delete a group provided that you have administrative privileges, which is unlikely.

On the contrary, joining and leaving a group (20) can be done without any permission.
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