

# Instructions for Using the “Learning Tube” Function on the Administrator Page

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Revised: 25/10/2018 (Ver. 1.1)

The companies, names, addresses, telephone numbers, etc. used on the screens in this information are fictitious.

The actual screen may differ from this sample screen.

**NetLearning**<sup>®</sup>

This “Learning Tube ” Function allows for administrators to upload and deliver video files easily.

## 【Setting video upload/delivery】

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# Setting video upload/delivery

# Step 1: Upload video①

Logging in to Administrator's page, clicking on "Information" tab – "Learning Tube" menu. Then, click on "Upload New" button.

Home | Basic Setting | **Information** | Click

CONTROL PANELS | Notice | Library | Questionnaire | **Learning Tube** | Assignment

Information  
**Learning Tube** | You can deliver video/audio contents for learners. Register contents or check who have viewed the contents.

It is impossible to upload a new file exceeding the limit.

List of uploaded files (Uploaded file size:0.24GB/10GB) | **Upload New** | Click

To set video/audio delivery, click on "Set" button. To delete an unnecessary file, click on "Delete" button.  
\*Delivered video/audio files cannot be deleted.

Search  
Last updated 2015 / 4 / 6 ~ 2017 / 12 / 31  
File name

Search | Reset

NO IMAGE	H264_test7_voiceclip_mp4_480x360.mp4 Last updated:2015/04/09 11:47:15		
	Set   Delete		

1

List of files  
Completed delivery setting files are as below.  
\*Video/audio files after release date or end date cannot be deleted.

Select a video/audio file and click on “upload” button.

The screenshot shows the 'Upload new' form with fields for File, Thumbnail, and Comment. The File field has a '参照...' button and a note: 'Up to 1000MB per file. Available file types is "mp4" or "mp3". Waiting time to finish uploading depends on your Internet connection speed. e.g. To upload a video file of 100 MB with upload traffic speed of 10 MB, it will take about 1 minutes. In case of Internet connection trouble, uploading may be failed.' The Thumbnail field has a '参照...' button. The Comment field has a note: 'Up to 30 characters(including space character, punctuation mark)'. Below the form is an 'Upload' button. A blue arrow points from the 'Upload' button to the 'Confirmation screen' below. The 'Confirmation screen' shows the File field with a video player, the Thumbnail field with 'NO IMAGE', and the Comment field. A 'Completed file upload' message is shown at the bottom, with a 'Learning Tube TOP' button.

## ■ File

Click on “Refer” button and select the video file you are going to deliver for learners.

### • File format

Available file types is “mp4” or “mp3”. Recommended codec is as below.

- video: H.264
- audio: AAC

### • File size

Up to 1000MB per file.

## ■ Thumbnail

Click on “Refer” button and select a thumbnail. file. Itl will be shown in learners’ My Room page. In case of not setting thumbnail file, the below image will be shown.



### • File format

Available file types is “jpg”, “gif” or “png”.

### • File size

Up to 100KB.

## ■ Comment

Up to 30 characters(including space character, punctuation mark)

#Entered comment is shown only for administrators. Not shown for learners.

**\*All of uploaded files will be deleted from server after the end of the contract. Please be sure to save video/audio files as your backup.**

Click on “Upload” button to confirm .

And Click on “Learning Tube TOP” button to proceed(p.5).

Set to deliver uploaded video/audio files for learners.

Home Basic Setting **Information**

CONTROL PANELS Notice | Library | Questionnaire | Learning Tube | Assignment

Information  
**Learning Tube** You can deliver video/audio contents for learners.  
Register contents or check who have viewed the contents.

List of uploaded files (Uploaded file size:0.24GB/10GB) Upload New

To set video/audio delivery, click on "Set" button. To delete an unnecessary file, click on "Delete" button.  
\*Delivered video/audio files cannot be deleted.

Search  
Last updated: 2015 / 4 / 7 ~ 2017 / 12 / 31

File name:

Search Reset

test7.mp4 NO IMAGE Last updated: 2015/04/14 11:40:15 <span>Set</span> <span>Delete</span>	test7.mp4 NO IMAGE Last updated: 2015/04/14 10:29:29 <span>Set</span> <span>Delete</span>
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1

List of files

Completed delivery setting files are as below.  
\*Video/audio files after release date or end date cannot be deleted.

Search  
Release date: 2015 / 4 / 7 ~ 2017 / 12 / 31

Title:

Search Reset

Uploaded files are displayed.

\*At this point, uploaded files are not delivered for learners.

### ■ Set

Click on "Set" button to deliver uploaded files.

### ■ Delete

Click on "Delete" button to delete misuploaded files.

\*It is impossible to delete the files which are already finished delivery setting.

Set uploaded video/audio files to deliver. And learners can watch the content.  
Administrators can select targets from All learners or group.



**Delivery setting**

Title*	<input type="text"/>	Up to 50 characters(including space character, punctuation mark)
Release date*	2015/4/14	
End date*	<input checked="" type="radio"/> Off <input type="radio"/> On 2015/4/14	
Content*	<input type="text"/>	Up to 1,000 characters(including space character, punctuation mark)
File	test7.mp4	
To*	<input checked="" type="radio"/> All <input type="radio"/> Specify group	

\* are mandatory fields.

### Title

Enter the title of content. It will be shown in learners' My Room page.  
\*Up to 50 characters(including space character, punctuation mark)

### Release date/ End date

Set the period which learners can watch the content.  
If not setting the end date, learners can watch the content until the end of the contract.

### Content

Enter the explanation of the content for learners.  
\*Up to 1,000 characters(including space character, punctuation mark)

### To

Set the targets to deliver the content.

- All  
The content will be delivered to all of the registered learners.
- Specify group  
The content will be delivered to certain group members.

\*Group administrators can deliver the content only to groups in charge.

**Confirmation screen**

test

Please click here if you can't play.

Content

test

Reviewing Period

4/14/2015--

Target

All

Click on "Confirm" button to confirm the contents which will be shown in learners' My Room page.  
To complete the setting, click on "Register" button.

# Confirming/Modifying video contents

Delivered contents are shown at “List of files” in TOP page.  
Administrators can confirm or modify the contents.

Home Basic Setting **Information**

CONTROL PANELS Notice | Library | Questionnaire | Learning Tube | Assignment

Information Learning Tube You can deliver video/audio contents for learners. Register contents or check who have viewed the contents.

List of uploaded files (Uploaded file size:0.24GB/10GB) Upload New

To set video/audio delivery, click on "Set" button. To delete an unnecessary file, click on "Delete" button.  
\*Delivered video/audio files cannot be deleted.

Search  
Last updated: 2015 / 4 / 7 ~ 2017 / 12 / 31  
File name:   
Search Reset

NO IMAGE	test7.mp4 Last updated:2015/04/14 11:40:15	NO IMAGE	test7.mp4 Last updated:2015/04/14 10:29:29	<span>Set</span> <span>Delete</span>
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1

List of files

Completed delivery setting files are as below.  
\*Video/audio files after release date or end date cannot be deleted.

Search  
Release date: 2015 / 4 / 7 ~ 2017 / 12 / 31  
Title:   
Search Reset

Title	Viewed/All	Release date	Modify	Delete
NO IMAGE test	0/30	2015/04/15 00:00 -	<span>Modify</span>	<span>Delete</span>

## ■ Title

Click on the thumbnail image or title to confirm the details.

## ■ Viewed/All

Check the number of who have viewed the content and all targets.  
Click on the content title to confirm the details.

## ■ Release date

The period which learners can watch the content are shown.

## ■ Modify

To modify the title, Release date or content, click on “modify” button.

## ■ Delete

To delete the content, click on “delete” button.

\*Administrators can only delete the contents which are prior to release date.

Administrators can check who have viewed/not viewed the content.

Home Basic Setting **Information**

CONTROL PANELS Notice | Library | Questionnaire | Learning Tube | Assignment

Information  
**Learning Tube** You can deliver video/audio contents for learners.  
Register contents or check who have viewed the contents.

Confirmation screen

test

Please click here if you can't play.

Content  
test

Reviewing Period  
2015/04/15~-

Target  
All

**Viewed**

**Not viewed**

Name	Kana	E-mail address
Administrator	Administrator	
nlp3learner2	nlp3learner2	

1 2 3

Click on "CSV Download" button to confirm all learners' information as a list.

CSV Download

### ■ Viewed

Learners who have viewed the content are shown as a list.

### ■ Not viewed

Learners who have not viewed the content are shown as a list.

# Display of My Room page

Video/audio contents delivered by administrators are shown in learners' My Room page as below.

## ■ My Room

### ■ Viewing Period

Learners can watch the content during this period.  
The content over the period will be hidden from My Room page.

### ■ Status

Status of the content to be viewed is shown as “Not viewed”, and status of the already viewed content is shown as “Viewed”.

## ■ Detail