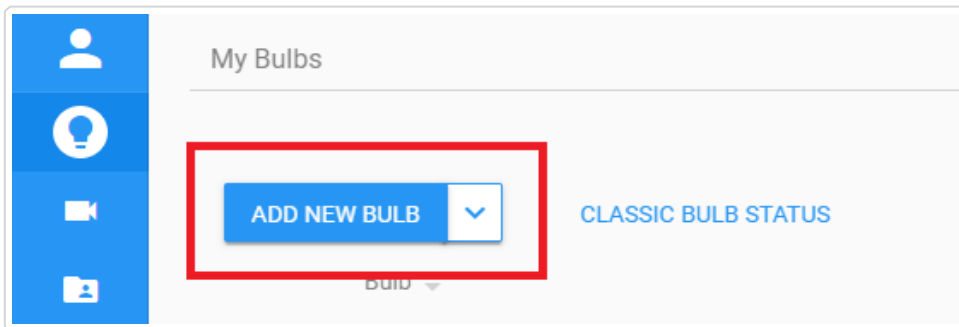


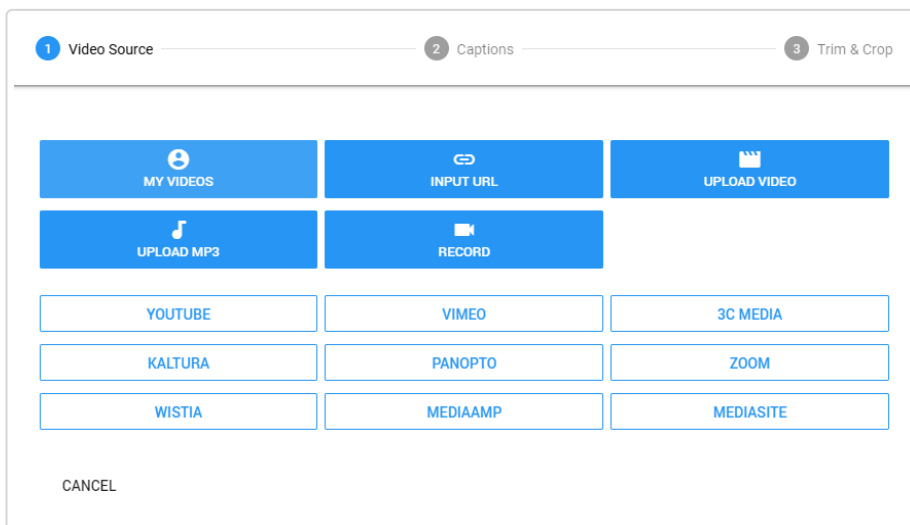
# Building a Bulb in PlayPosit 3.0

## What is a bulb?

**A bulb is an interactive video created in PlayPosit.** Transform any video into an active experience for students by embedding questions, images, audio, and other media elements. To start creating a new bulb, click Add New Bulb from the dashboard.



## Insert a video

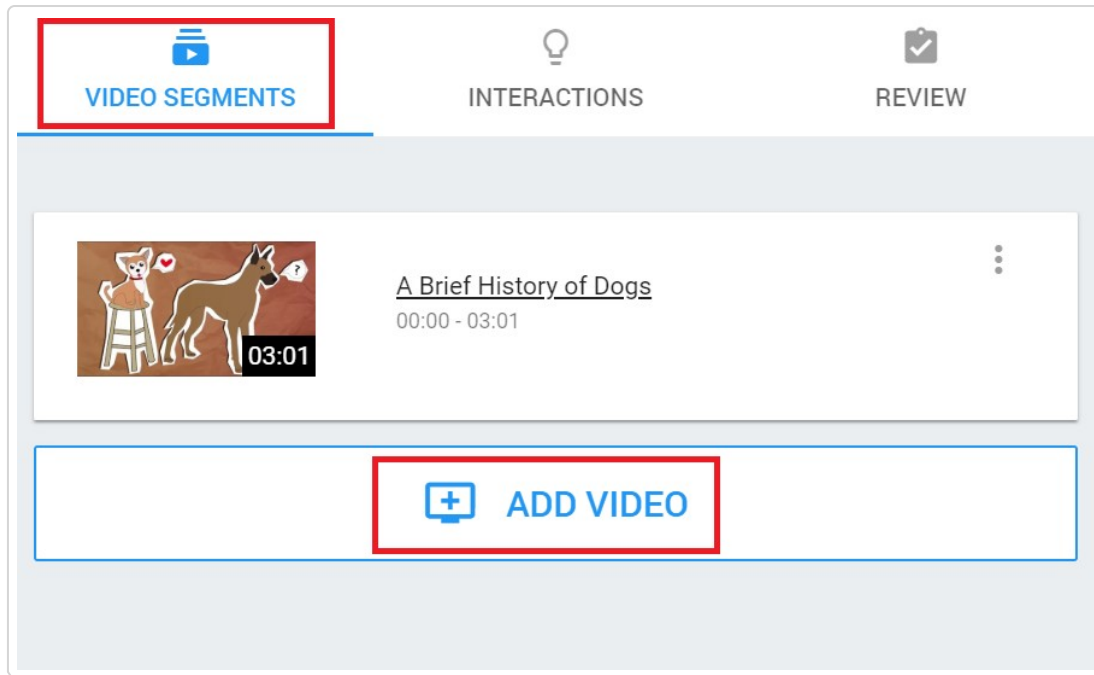


The PlayPosit Designer supports adding videos from a multitude of sources. However we encourage you to use 3C Media videos that have been captioned or YouTube Videos in your bulbs.

If you have a specific 3C Media, or YouTube video URL that you'd like to use, click Input URL and paste the link into the given field.

**NOTE:** If you add multiple video clips to a single bulb, your students will experience a seamless video storyline experience. To add multiple videos within a bulb, follow these instructions:

1. Click the Video Segments tab header and then click Add Video.



2. Repeat the same steps as in the above section to finish setting up this video segment.
3. You will see multiple videos in the list, and you should be able to scrub between the different videos on a single sidebar.

## Upload or fetch captions

The PlayPosit 3.0 designer supports uploading .vtt and .srt caption files, as well as fetching caption files that are already attached to video streams from other media hosts like YouTube and 3C Media.

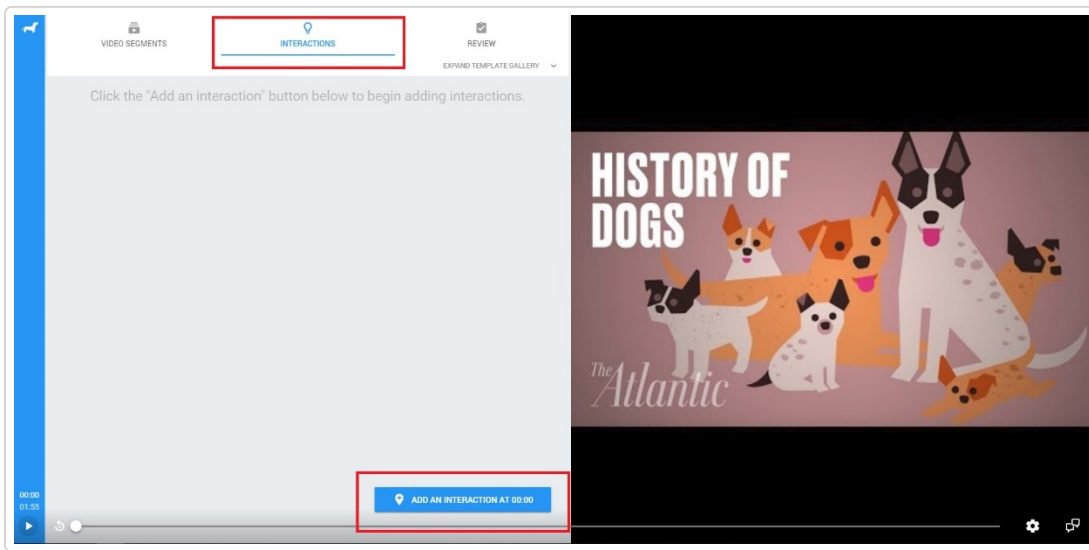
## Trimming and cropping video

If your video is too long or covers topics that aren't relevant to you, you can either trim the beginning and end of the video, or add internal crop segments.

1. Switch to the Video Segments tab.
2. Click the triple dots icon for the video you want to caption and select Edit Video Segment.
3. Click the Trim & Crop tab.
4. To trim video from the beginning and end, drag the first set of red and green handles, or click Advanced and type in the exact timestamps you want to trim the video to.
5. To add internal crops, click Advanced > Add Internal Crop. You can then drag the new sets of red and green handles that appear, or type in the exact timestamps you want to trim the video to.
6. Click Done to save your changes and close the dialog

## Adding interactions

To insert a single interaction, switch to the Interactions tab, and click Add an Interaction.

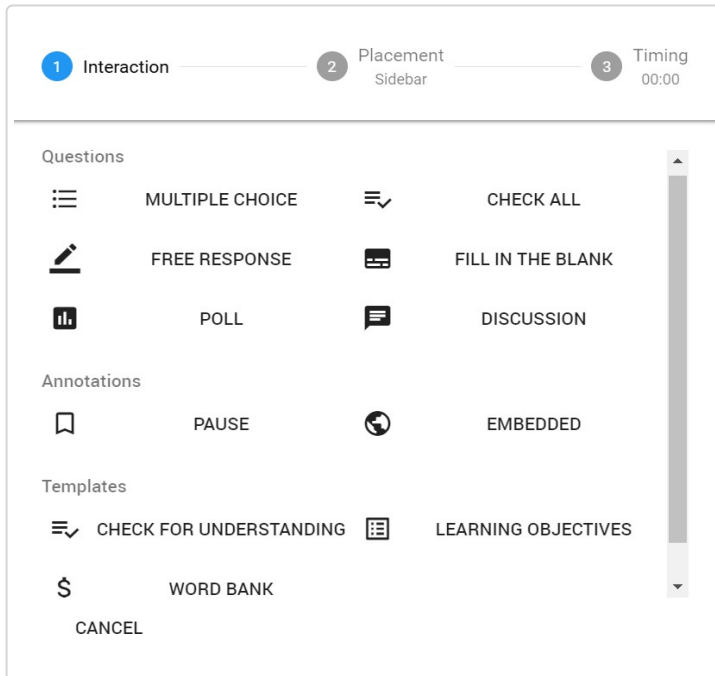


Before you can save the interaction and close the dialog, you may need to:

- Add text to the question prompt
- designate a correct answer

Otherwise, the dialog will not allow you to save and close.

## Types of Interactions



PlayPosit offers 8 different types of interactions, each of which can be customized in a variety of ways:

1. **Multiple choice:** Present students with a series of options to choose from in response to a question. This question type has one correct answer and is auto-graded.
2. **Check all:** Present students with a series of options to choose from in response to a question. This question type can have multiple correct answers, but students will only receive full credit if they select all of the correct answers. This question is auto-graded.
3. **Free response:** Allow students to demonstrate understanding with a text response and/or use the rich text editor to include images, audio, equations and tables. This question type is manually graded.
4. **Fill-in-the-blank:** Present students with a phrase that is missing one or more words. Questions can have multiple blanks and multiple correct answers. Learners can receive partial credit for their answers, and this question is auto-graded.
5. **Reflective pause:** Give students the opportunity to pause and reflect on video content. Alternatively, use this question type to supplement information that is not covered in the video, or make connections between the video content and other course material. This interaction is not graded by default, but you can change the point value if desired.
6. **Web embed:** Allow students to explore a website without leaving the video lesson. Use this to provide supplemental information to students or have them complete an online simulation. This interaction is not graded by default, but you can change the point value if desired.
7. **Polling survey:** Present students with a series of options to choose from in response to a question. Student can only choose one option, and there is no right or wrong answer. This interaction is not graded by default, but you can change the point value if desired.
8. **Discussion forum:** Simulate an interactive discussion with this question type. Students can post responses in real time and/or reply to comments posted by other students. This interaction is not graded by default, but you can change the point value if desired.

## Interaction Templates

When you click **Add an Interaction**, you can select an interaction template to add a pre-formatted interaction to your bulb:

1 Interaction 2 Placement Sidebar 3 Timing 00:00

Questions

MULTIPLE CHOICE CHECK ALL

FREE RESPONSE FILL IN THE BLANK

POLL DISCUSSION

Annotations

PAUSE EMBEDDED

Templates

CHECK FOR UNDERSTANDING LEARNING OBJECTIVES

WORD BANK

CANCEL

- **Check for Understanding** - adds a multiple choice question with four answer options which you can then customize for your own use.

1 Interaction 2 Placement Sidebar 3 Timing 00:00

Multiple choice

Title  
Type in your question here.

☒ A ☐ B ☐ C ☐ D

+ ADD ANSWER OPTION

Advanced

CANCEL DONE CUSTOMIZE

- ♦ **Learning Objectives** - adds a reflective pause formatted for you to communicate the learning objectives of this bulb to your learners. **Best Practice:** Add this at the beginning of your bulb IF you have not included objectives into your PowerPoint lecture.

1 Interaction

2 Placement  
Sidebar

3 Timing  
00:00

---

Pause

Title

In this video, you will learn about:

- Objective 1
- Objective 2
- Objective 3

---

Advanced

CANCEL

DONE

CUSTOMIZE

- ♦ **Word Bank** - adds a specially-formatted fill-in-the-blank question with three blanks, meant for testing vocabulary or other concepts.

1 Interaction

2 Placement  
Sidebar

3 Timing  
00:00

---

Fill in the blank

Title

Vocabulary word bank:  
Match the following words to the correct definitions in the table below.

Canine, Feline, Bovine

Word	Definition
FILL IN BLANK	Resembling a dog
FILL IN BLANK	Resembling a cat
FILL IN BLANK	Resembling a cow

✓ Canine

✓ Feline

✓ Bovine

+ ADD INPUT BLANK

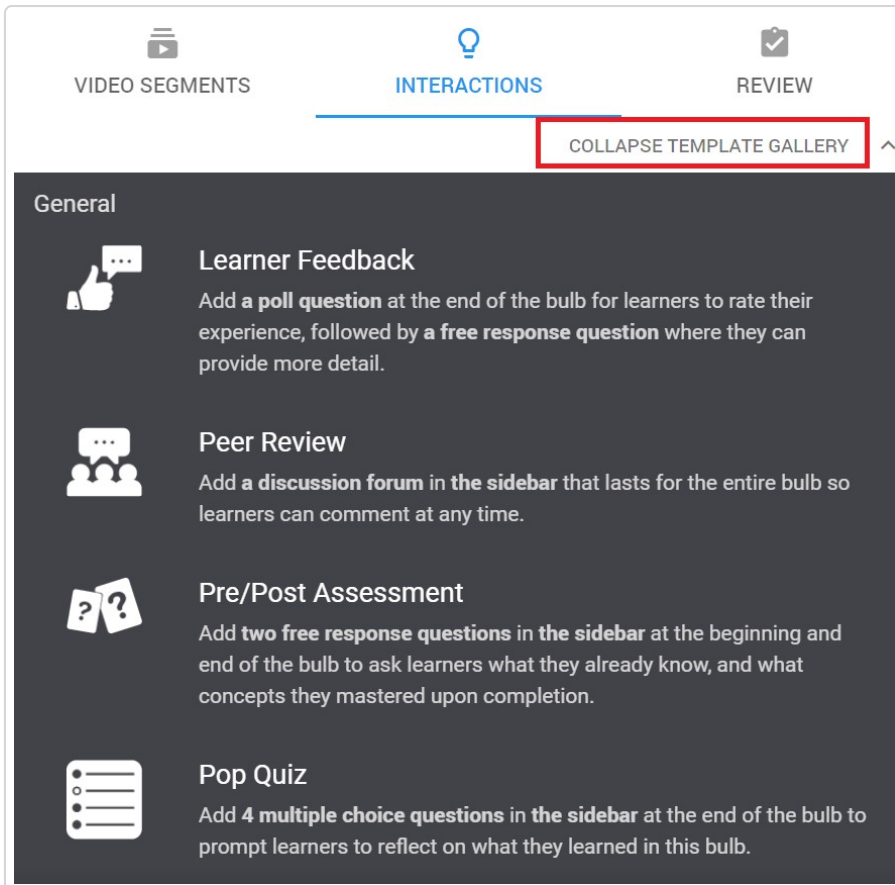
Advanced

CANCEL

DONE

CUSTOMIZE

## Template gallery



When you click Expand Template Gallery, you will see a list of templates that will apply certain sets of questions to your bulb:

- **Learner Feedback:** Asks learners to rate their experience and provide more detail on their answer at the end of the bulb
- **Peer Review:** Adds a discussion forum that lasts for the entire bulb so that learners can comment at any time.
- **Pre-/Post-Assessment:** Adds free response questions to the beginning and the end of the bulb to gauge the learner's understanding.
- **Pop Quiz:** adds four multiple choice questions at the end of the bulb to prompt learners to reflect on what they learned in this bulb.

## Adding feedback

To add feedback to individual answer choices for multiple choice, check all, or polling survey interactions:

1. **Click the gear icon** next to the answer choice and select Add Feedback.



1 Interaction

2 Placement  
Sidebar

3 Timing  
00:00

Poll

Title  
Do you prefer cats or dogs?

✓ Cats

✓ Dogs

+ ADD ANSWER OPTION

Advanced

CANCEL

ADD FEEDBACK

ADD JUMP

DELETE ANSWER

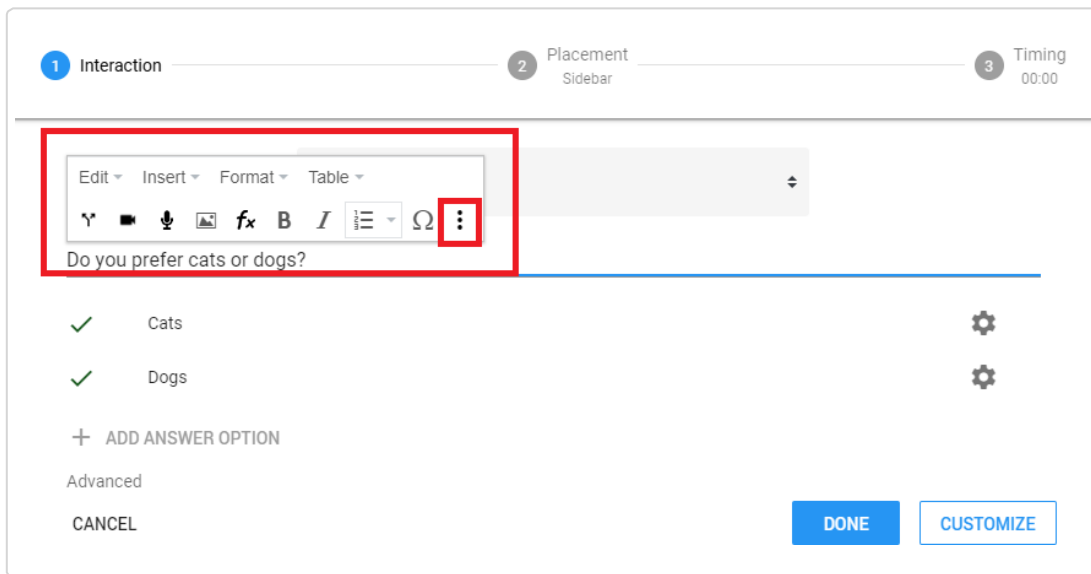
DONE

CUSTOMIZE

2. Type out your feedback.
3. **Click Done** to close the dialog.

## Embed images, audio, equations and tables

You can use the rich text editor to add images, audio, equations, tables, links, and more to any interaction, with the exception of web embeds.

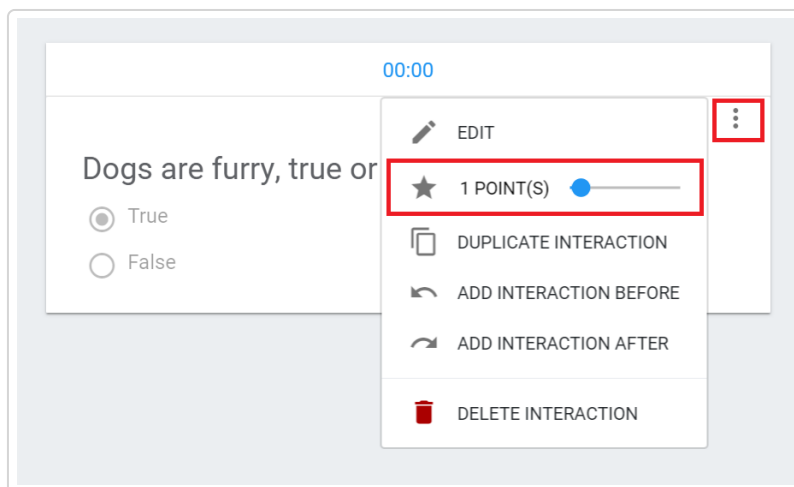


Clicking in any editable text area should bring up the rich text editor toolbar. Click the triple dots icon on the toolbar to expand it and show even more options for formatting your interaction.

## Change the point value of a question

By default, when you create new interactions, the Designer will automatically set them to be worth the same number of points as is specified in your profile. However, if you want to change the point value of an individual interaction, you should:

1. Click on the triple dots icon for the interaction you want to edit.



2. Click and drag the slider next to the point value (10 points maximum)

## Advanced Interaction Settings

Certain interactions have more advanced features available to them, all accessible by clicking Advanced underneath the interaction.

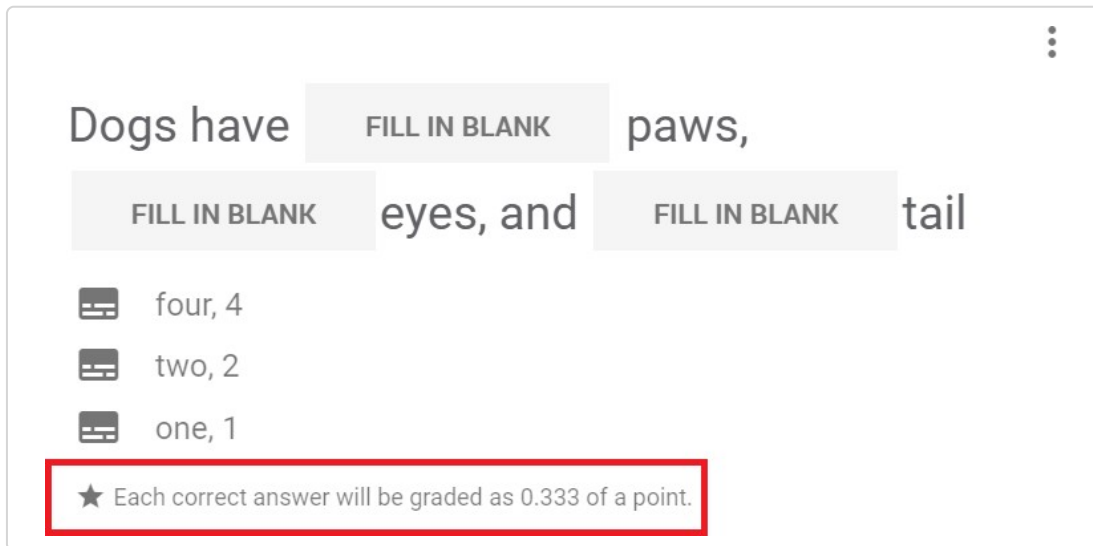
The screenshot shows the 'Interaction' settings panel for a video. At the top, there are three tabs: '1 Interaction', '2 Placement Sidebar', and '3 Timing 00:00'. Below the tabs, there is a 'Pause' button. The 'Title' section contains the text 'In this video, you will learn about:' followed by a list of three objectives: '1. Objective 1', '2. Objective 2', and '3. Objective 3'. Below the list, the 'Advanced' tab is highlighted with a red box. At the bottom, there are three buttons: 'CANCEL', 'DONE', and 'CUSTOMIZE'.

## Partial credit

When you check "Learners can earn partial credit" on a fill-in-the-blank question, you will let learners receive points for each blank they get correct.

The screenshot shows the 'Interaction' settings panel for a fill-in-the-blank question. At the top, there are three tabs: '1 Interaction', '2 Placement Sidebar', and '3 Timing 00:00'. Below the tabs, there is a 'Fill in the blank' button. The 'Title' section contains the text 'Dogs have' followed by a series of input fields: 'FILL IN BLANK', 'paws,', 'FILL IN BLANK', 'eyes, and', 'FILL IN BLANK', and 'tail'. Below the input fields, there are three rows of answers, each with a green checkmark and a gear icon: 'four, 4', 'two, 2', and 'one, 1'. Below the answers, there is a '+ ADD INPUT BLANK' button. The 'Advanced' section contains several checkboxes: 'Interaction is required' (checked), 'Interaction pauses video playback' (checked), 'Learners can rewind after reaching this interaction' (unchecked), 'Learners can earn partial credit' (checked and highlighted with a red box), 'Allow more than one attempt' (unchecked), 'Jump if the user answers this question correctly' (unchecked), and 'Jump if the user answers this question incorrectly' (unchecked). At the bottom, there are three buttons: 'CANCEL', 'DONE', and 'CUSTOMIZE'.

When you click Done, the interaction should update to reflect the exact points that each correct answer is worth.



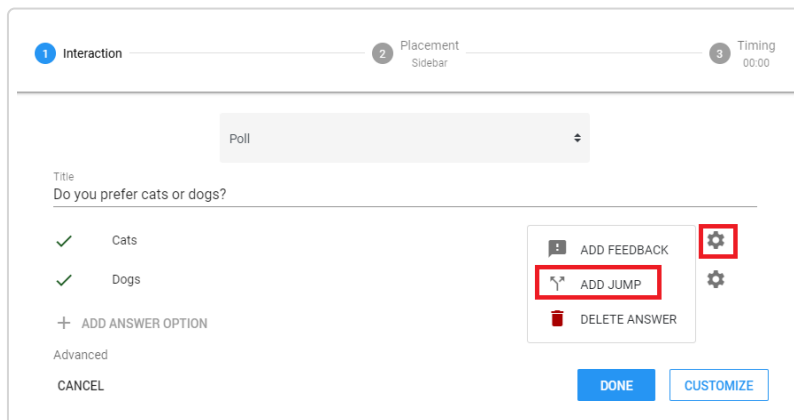
The screenshot shows a question editor for a fill-in-the-blank interaction. The question text is "Dogs have \_\_\_\_\_ paws, \_\_\_\_\_ eyes, and \_\_\_\_\_ tail". There are three "FILL IN BLANK" labels above the blanks. Below the question, there are three answer options, each with a card icon and text: "four, 4", "two, 2", and "one, 1". At the bottom, a red box highlights a note: "★ Each correct answer will be graded as 0.333 of a point."

## Jumps

If a learner selects a specific answer, or if they get a question right or wrong, you can jump the learner to a different point of the video.

To add a jump to specific answer options (multiple choice, polling survey):

1. Click the gear icon next to the specific answer option and select Add Jump.



The screenshot shows the 'Interaction' tab of the PlayPosit editor. The question type is 'Poll' and the title is 'Do you prefer cats or dogs?'. There are two answer options: 'Cats' and 'Dogs', both marked as correct with green checkmarks. A red box highlights the 'ADD JUMP' option in the context menu that appears when clicking the gear icon next to an answer. Other options in the menu are 'ADD FEEDBACK' and 'DELETE ANSWER'. At the bottom, there are 'DONE' and 'CUSTOMIZE' buttons.

2. Drag the slider or type in a specific timestamp.

True

00:33

00:00 01:59

00:33.41

False

+ ADD ANSWER OPTION

Advanced

CANCEL DONE CUSTOMIZE

3. Click Done to save and exit the interaction dialog

Otherwise, to add a jump if the learner answers a question correctly or incorrectly (fill-in-the-blank, check-all):

1. Click Advanced at the bottom of the interaction dialog
2. Check one or both of Jump if the user answers this question correctly and Jump if the user answers this question incorrectly.

Advanced

☒ Interaction is required

☒ Interaction pauses video playback

☐ Learners can rewind after reaching this interaction

☐ Learners can earn partial credit

☐ Allow more than one attempt

☐ Jump if the user answers this question correctly

☐ Jump if the user answers this question incorrectly

3. Drag the slider or type in a specific timestamp.

☒ Jump if the user answers this question correctly

00:41

00:00 01:59

00:41.43

☐ Jump if the user answers this question incorrectly

CANCEL DONE CUSTOMIZE

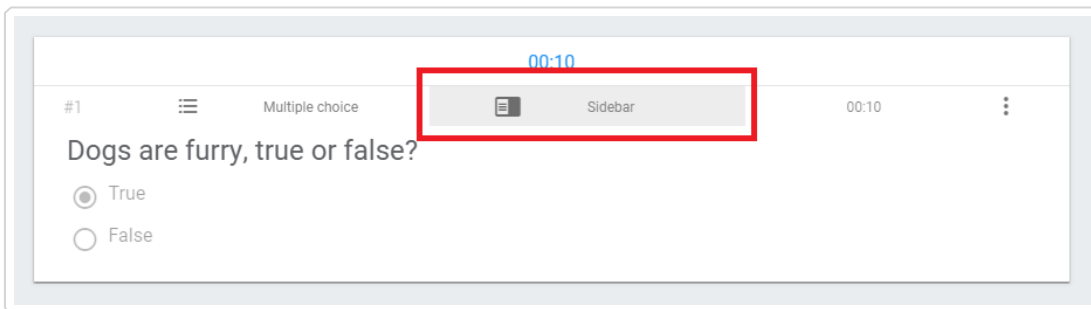
4. Click Done to save and exit the interaction dialog.

If you want to jump the learner forward in a bulb, you must enable fast-forwarding in Bulb Settings, and all intermediate interactions (i.e. between the original interaction and the jump destination) must be set to not required. Similarly, if you want to jump the learner backward in a bulb, you must enable rewinding in Bulb Settings. Click [here](#) ([#playbackoptions](#)) for more information.

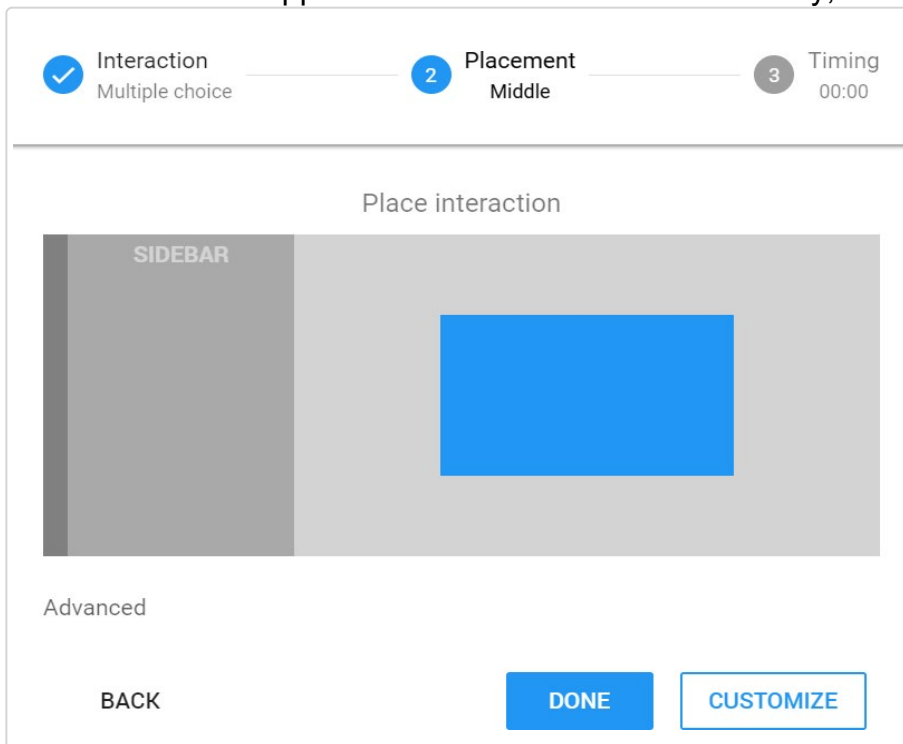
## Hotspots

You can set all interaction types to appear in either the sidebar or a video overlay, more commonly referred to as a "hotspot." This is supported for all interaction types.

To change the way an interaction displays, you can either open the interaction editor and click Customize, or click on the position information on an interaction, directly underneath the blue timestamp.



This will open the interaction editor to the Placement tab, where you can select whether this interaction should appear in the sidebar or a video overlay, aka "hotspot."



Finally, if you select a hotspot location and then click Advanced, you will have many more options for customizing your interaction's hotspot, including size and opacity.

The 'Advanced' menu allows for detailed customization of a hotspot. It includes input fields for 'Top' (25%), 'Width' (50%), 'Left' (25%), and 'Height' (50%). There are three toggle switches: 'Transparent' (off), 'Expandable' (off), and 'Collapsible' (on). At the bottom, there are three buttons: 'BACK', 'DONE', and 'CUSTOMIZE'.

This section contains settings for nudging your video content from the left and top. In addition, the width or height of the content may be edited from this menu. Transparent may be selected to show or hide the position for your content in the "Placement" window. Expandable can be selected to add the ability to shrink and expand your content in the viewer. Collapsible can be selected to add the ability to collapse the content in the viewer.

## Timing

By default, when you add an individual interaction, that interaction will appear and disappear at a specific time in the video. However, you can set it to be visible for however long you want if, for example, you want to show an annotation over the video for a while, or let your students use the video as a resource to answer a question. This is enabled for all interaction types.

To adjust a question's timing, open the interaction and click Customize twice, or click on the timestamp to the left of the interaction's triple dot icon.

The interaction editor shows a question titled 'Dogs are furry, true or false?' with two radio button options: 'True' (selected) and 'False'. Above the question, there is a header bar with '#1', a menu icon, 'Multiple choice', a video icon, and 'Middle'. A red box highlights the '00:10' timestamp next to a triple dot menu icon, indicating where to click to adjust the timing.

Next, click Advanced to expand the start and end times, and edit them however you'd like.

The screenshot shows the 'Timing' step (3) of a Bulb configuration. At the top, there are three steps: 'Interaction' (Multiple choice), 'Placement' (Middle), and 'Timing' (00:10). Below the steps, a timeline is shown with a green location pin at 00:00 and a blue line extending to 05:00. A red box highlights the 'Advanced' link. Below the timeline, there are fields for 'Start' (00:10.00) and 'End' (00:10.00). At the bottom, there are 'BACK' and 'DONE' buttons.

## Retries

By default, students can only attempt each interaction once, but teachers can set individual interactions to have up to ten retries, or unlimited retries. This is supported for multiple choice, check all, polling surveys, free response, and fill-in-the-blank interactions.

To enable them, open up an interaction, click Advanced, and then check the box next to Allow more than one attempt.

The screenshot shows the 'Advanced' settings for a 'Multiple choice' interaction. The title is 'Dogs are furry, true or false?'. There are two options: 'True' (selected) and 'False'. Below the options, there is a section for 'Advanced' settings. The 'Allow more than one attempt' checkbox is checked and highlighted with a red box. Below the checkbox, there is a slider that can be set from 00 to 10. At the bottom, there are 'CANCEL', 'DONE', and 'CUSTOMIZE' buttons.

Finally, drag the slider to the number of attempts that you wish to enable for that interaction.



## Randomized answer order

To prevent cheating on certain interaction types, you can set answer options to display in randomized order each time. This is supported for multiple choice, check all, and polling survey

The screenshot shows the 'Interaction' tab for a 'Multiple choice' question. The title is 'Dogs are furry, true or false?'. There are two answer options: 'True' (selected) and 'False'. Below the options is a section for 'Advanced' settings. The 'Allow more than one attempt' checkbox is checked and highlighted with a red box. Other settings include 'Interaction is required' (checked), 'Interaction pauses video playback' (checked), 'Learners can rewind after reaching this interaction' (unchecked), and 'Randomize answer order' (unchecked). A progress bar at the bottom shows the current position at 3 out of 10. Buttons for 'CANCEL', 'DONE', and 'CUSTOMIZE' are at the bottom.

## Chain and stack questions together

The screenshot shows a video player interface with a 00:00 timer. The video content displays three questions in a sequence. The first question is 'What is trigonometry?' with four options. The second question is 'Which of these terms describes the longest side of a right triangle?' with four options. The third question is 'What is the Pythagorean Theorem?' with two options. A red box highlights a context menu that appears when clicking the triple dots icon at the end of a question. The menu options are: EDIT, 0 POINT(S) (with a slider), DUPLICATE INTERACTION, ADD INTERACTION BEFORE, ADD INTERACTION AFTER, SEPARATE FROM GROUP, MOVE INTERACTION FORWARD, and DELETE INTERACTION.

When you add an interaction, it usually appears as a stand-alone interaction. However, it is possible to set interactions to display in a group, so that your students need to answer a series of questions at a time before they can continue watching the video.

On any interaction (depending on whether or not it's already in a group), you can click the triple dots icon to:


- Add Interaction Before or Add Interaction After - Add a new interaction before or after the selected interaction, effectively creating a group of interactions.
- Separate From Group - Remove the selected interaction from an existing group so that you can edit it individually
- Move Interaction Back or Move Interaction Forward - Move the selected interaction earlier or later in the group so it displays sooner or later.


## Bulb settings

If you click the Review tab, you will see a number of bulb settings you can change that will affect the way your bulb plays back and displays to both your fellow teachers and to the students taking your bulb.

### Change video thumbnail

Edit the bulb thumbnail by clicking on the picture. This thumbnail will display in the My Bulbs library, on student dashboards (if they log in to PlayPosit), and in Premade Bulbs (in certain cases).


 Bulb Settings for "What is a calorie? - Emma Bryce"





Bulb title

What is a calorie? - Emma Bryce

Learning objective

 Tags

 Playback Options

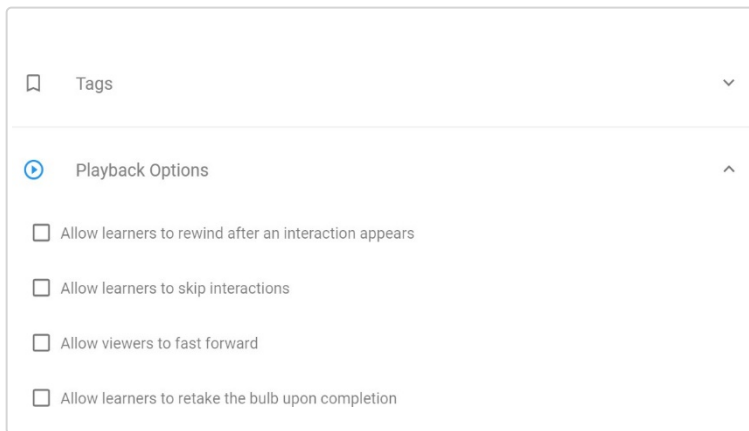
 Privacy

CANCEL

SAVE

## Playback options

Click Playback Options to expand that section and check the desired boxes.



The screenshot shows a sidebar menu with two sections. The top section is 'Tags' with a downward arrow. The bottom section is 'Playback Options' with an upward arrow. Under 'Playback Options', there are four checkboxes, all of which are currently unchecked:

- ☐ Allow learners to rewind after an interaction appears
- ☐ Allow learners to skip interactions
- ☐ Allow viewers to fast forward
- ☐ Allow learners to retake the bulb upon completion

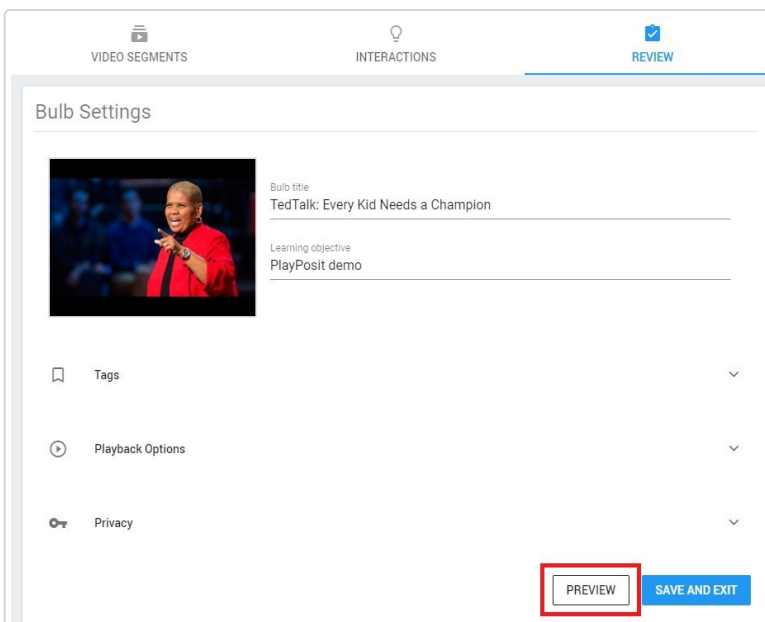
- **Allow learners to rewind after an interaction appears** - Learners can rewind as far as the beginning of the video when they submit an answer to an interaction that appears.
- **Allow learners to skip interactions** - Learners can choose not to answer interactions and keep watching the video.
- **Allow viewers to fast forward** - Viewers can fast-forward up to the next required interaction.
- **Allow learners to retake the bulb upon completion** - Learners can retry an entire bulb when they are done watching the video, but doing so will set their score back to zero until they finish watching the entire bulb again.

## Previewing a Bulb

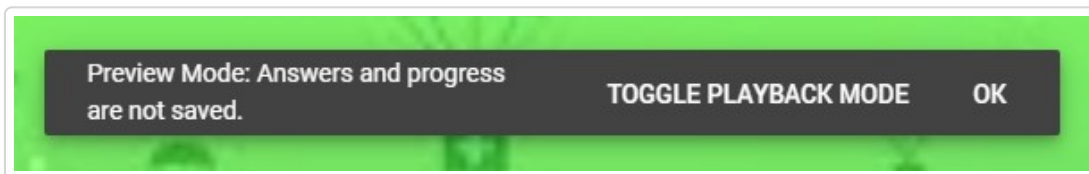
It is possible to preview a bulb as either an instructor or a learner from the PlayPosit Designer. Previewing a bulb as an instructor will allow the viewer to fast-forward to any point in the bulb, as well as to skip questions. Previewing the bulb as a learner will restrict the viewer to viewing the bulb as a learner would, essentially defaulting to the bulb's built-in playback settings. It is possible to switch between the two previews at any point in time.

### On first launch

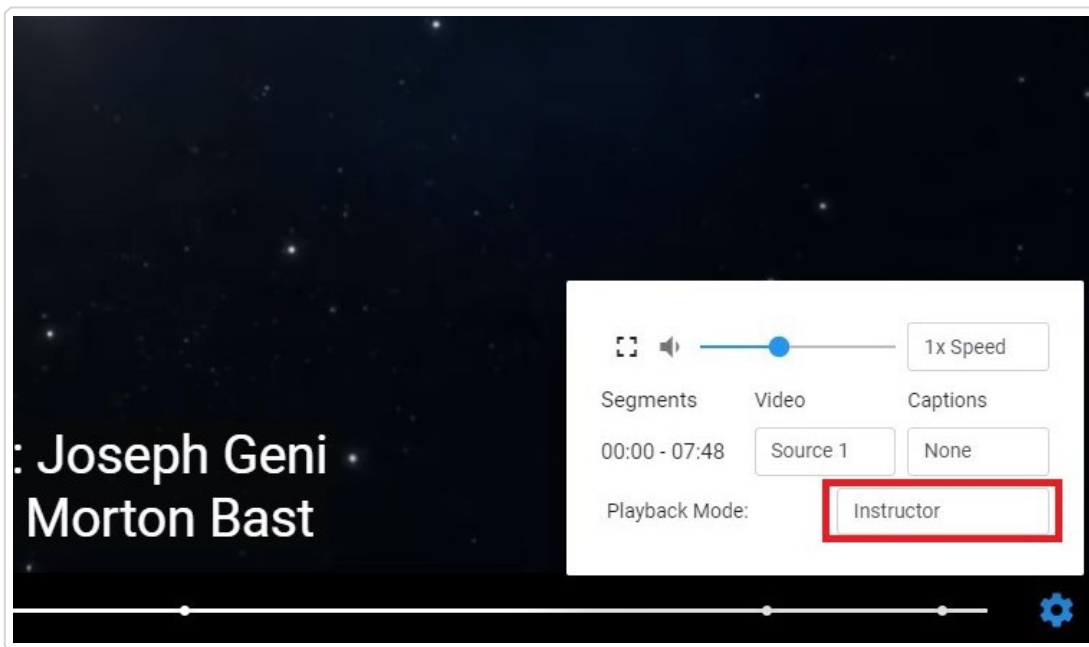
In the Review tab of the designer, click the Preview button. This will open a new tab containing a player preview.



When the player first loads a bulb preview, a toast will appear in the top right corner of the screen.

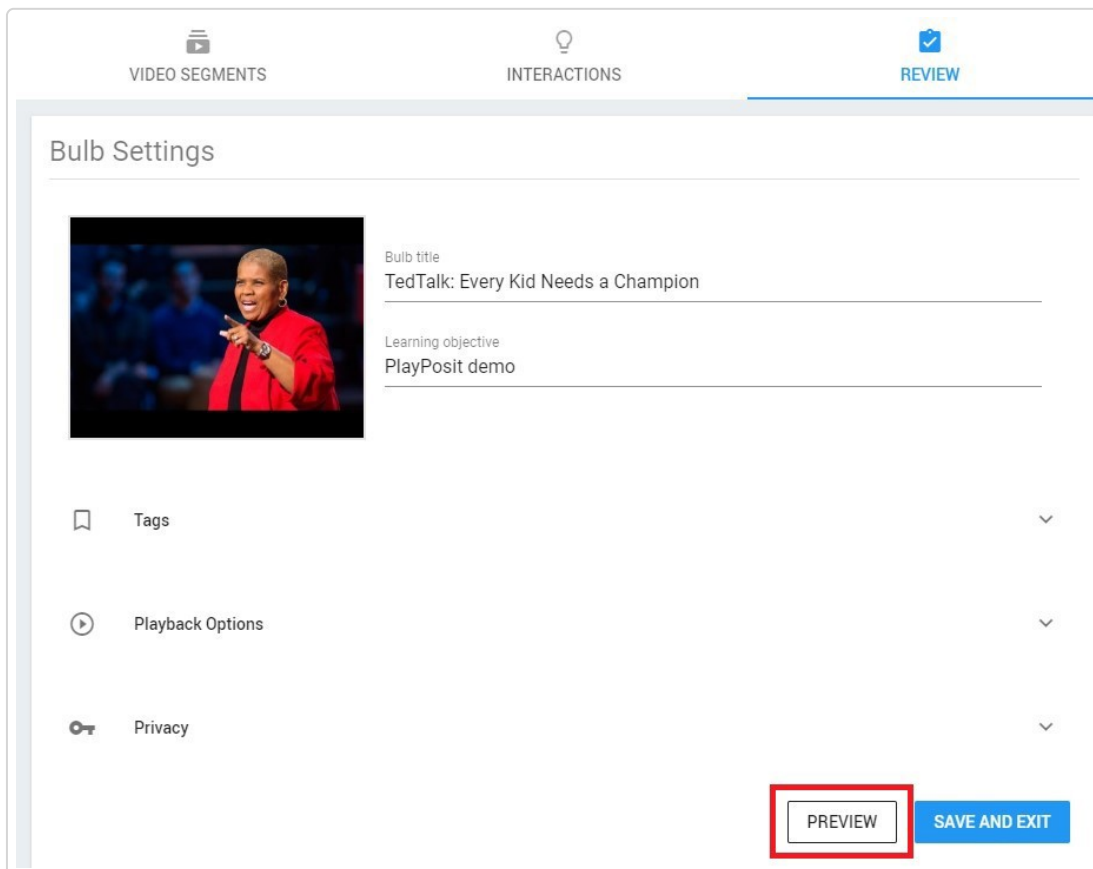


Selecting "Toggle Playback Mode" will open the settings gear menu, which will allow you to choose your preview mode

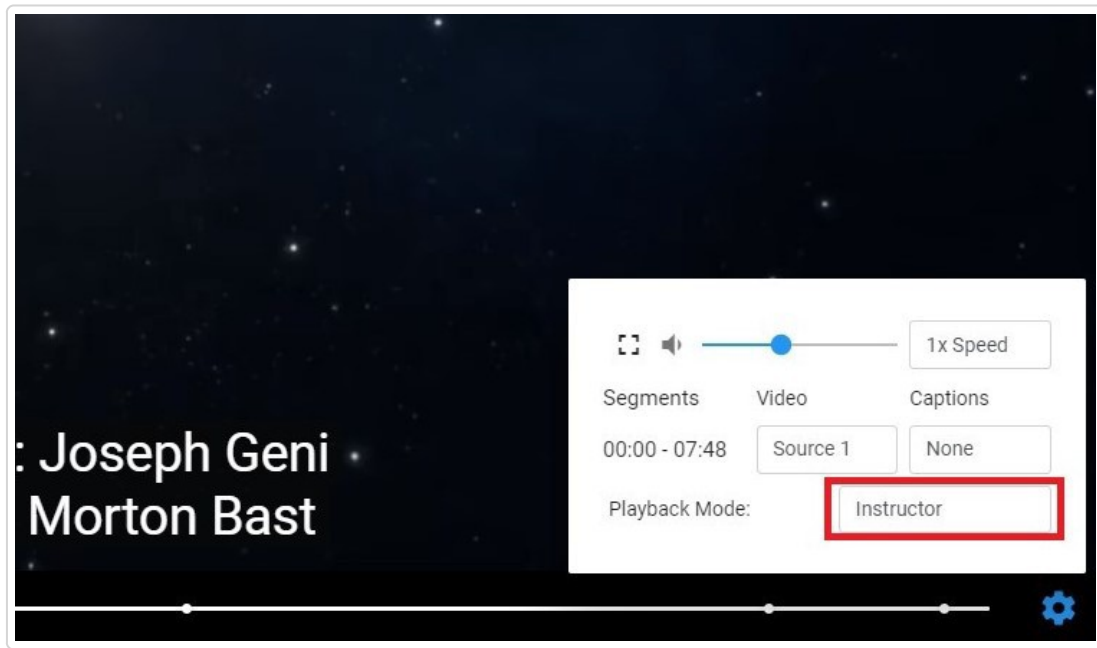


## Instructor preview

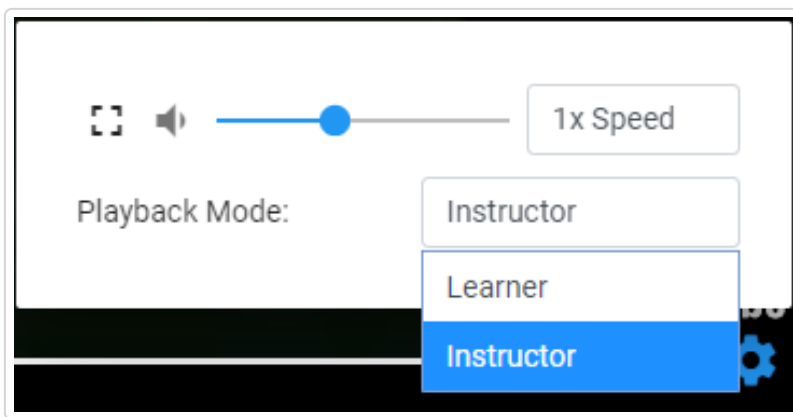
In the Review tab of the designer, click the Preview button. This will open a new tab containing a player preview. By default, clicking Preview will open an instructor preview of the bulb, but the following instructions will show how to switch back to an instructor preview.



1. Click the Settings Gear in the bottom right.



2. Then, next to Playback Mode, select Instructor from the dropdown menu.



You should now be able to skip to any part of the bulb and skip any questions that arise.


## Learner preview

VIDEO SEGMENTS

INTERACTIONS

REVIEW

### Bulb Settings



Bulb title

TedTalk: Every Kid Needs a Champion

Learning objective

PlayPosit demo

Tags

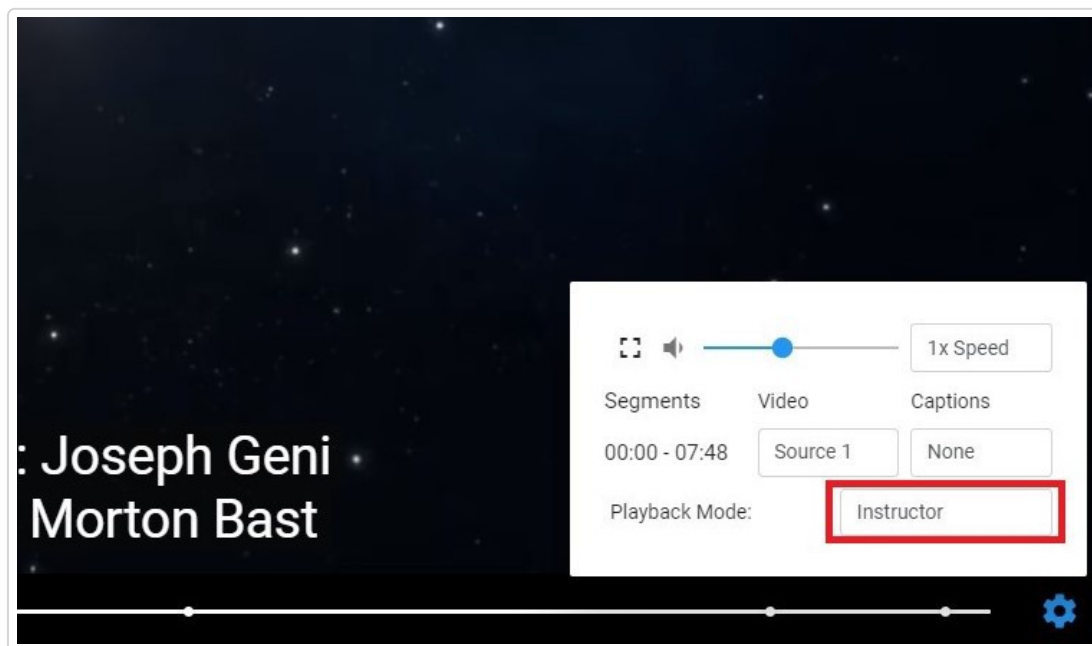
Playback Options

Privacy

PREVIEW

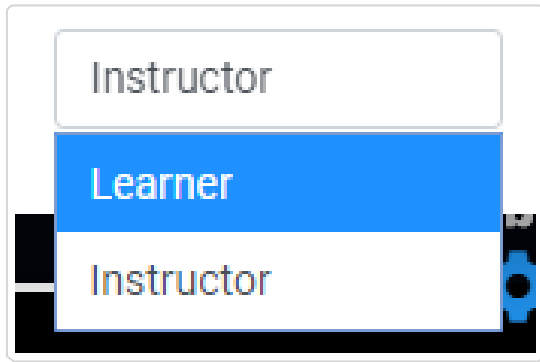
SAVE AND EXIT

1. Click the Settings Gear icon in the bottom right corner.



2. Select Learner from the dropdown menu labeled Playback Mode.





You will now see the bulb the same way a learner would, which is determined by the bulb's playback settings.

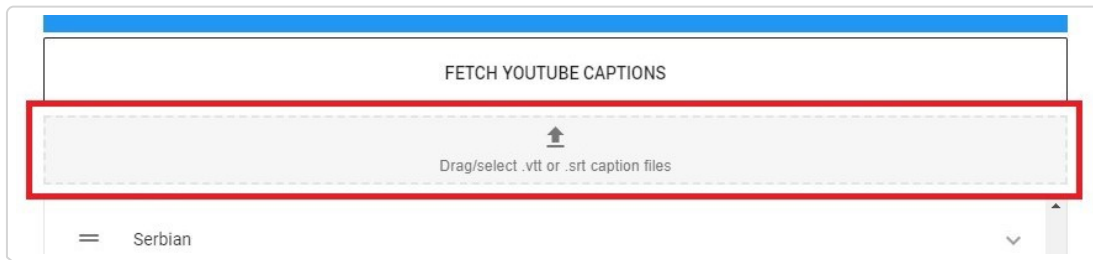
Note: If you are switching from an instructor preview to a learner preview, and had previously skipped any required questions, the player will jump you back to the first unanswered question, regardless of your progress in the video.

#### Adding Captions

1. After importing a video to your bulb, users have the option of adding captions. Captions that are sourced directly from video integrations are now always loaded automatically, with the exception of YouTube videos. If YouTube has been used as a video source Fetch YouTube Captions can be selected to fetch auto generated captions from YouTube.

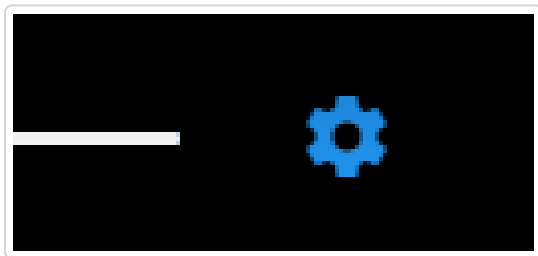
A screenshot of the PlayPosit 'Captions' settings interface. At the top, a progress bar shows three steps: 'Video Source' (completed with a checkmark), 'Captions' (active with a blue circle), and 'Trim & Crop' (disabled with a grey circle). Below the progress bar is a blue notification banner with an information icon and a close icon, containing the text: 'Captions that are sourced directly from video integrations are now always loaded automatically, with the exception of YouTube videos.' Below the banner is a red-bordered box containing the text 'FETCH YOUTUBE CAPTIONS'. Underneath this is a dashed box with an upload icon and the text 'Drag/select .vtt or .srt caption files'. Below the dashed box is a section titled 'PlayPosit captions' which contains a list of caption sources: 'English (auto-generated)', 'English (auto-generated)', 'English', 'English', 'French', and 'French', each with a dropdown arrow. At the bottom of the interface are three buttons: 'BACK', 'DONE', and 'CUSTOMIZE'.

2. You may also upload .vtt or .srt file by dragging files onto or clicking on the Drag/select .vtt or .srt caption files button.

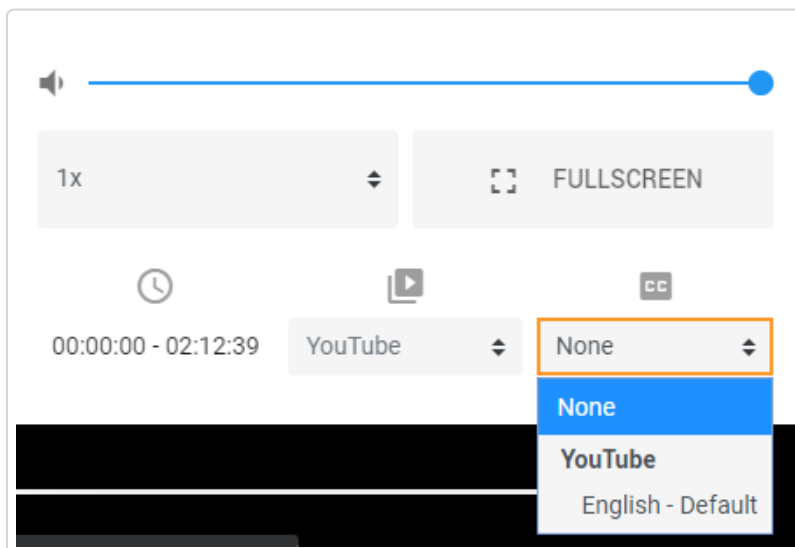


Note: We recommend checking all .srt and .vtt files with a srt checker before upload so any formatting errors can be caught that could effect playback. A recommended online checker is <https://subtitletools.com/srt-cleaner> (<https://subtitletools.com/srt-cleaner>).

3. Once captions are automatically fetched or uploaded you may use in them in the player. In the player, select the captions you would like to use by clicking the Settings Gear.



4. Select the captions you would like displayed.



Note: Captions that are uploaded from a .vtt or .srt files will show up in the drop down labeled as the chosen file name and will display for the bulb viewer.

