

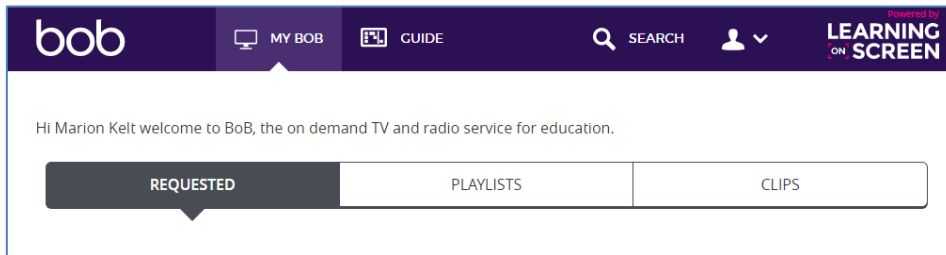
Step by step guide to finding and linking to programmes on Box of Broadcasts (BoB)

Connecting to BoB

Log in to BoB using the library web site. This will direct you to the most up to date version which is enabled for GCU users.

BoB should automatically log you in to your account using the Domain username and password information from your computer.

It will greet you by name, and show you the **MyBoB** screen. This is a summary of your account.



If you have no items set to record, the first screen will be greyed out. You can use the buttons at the top of the screen to select your stored playlists or clips.

Saving or viewing current programmes

If you want a current programme, then you can use the **Guide** link at the top of the screen.



This displays the day's listings, you can navigate through the list by clicking and dragging either along the timeline or down the list of available channels. You can choose a date from the tabs at the top of the screen.

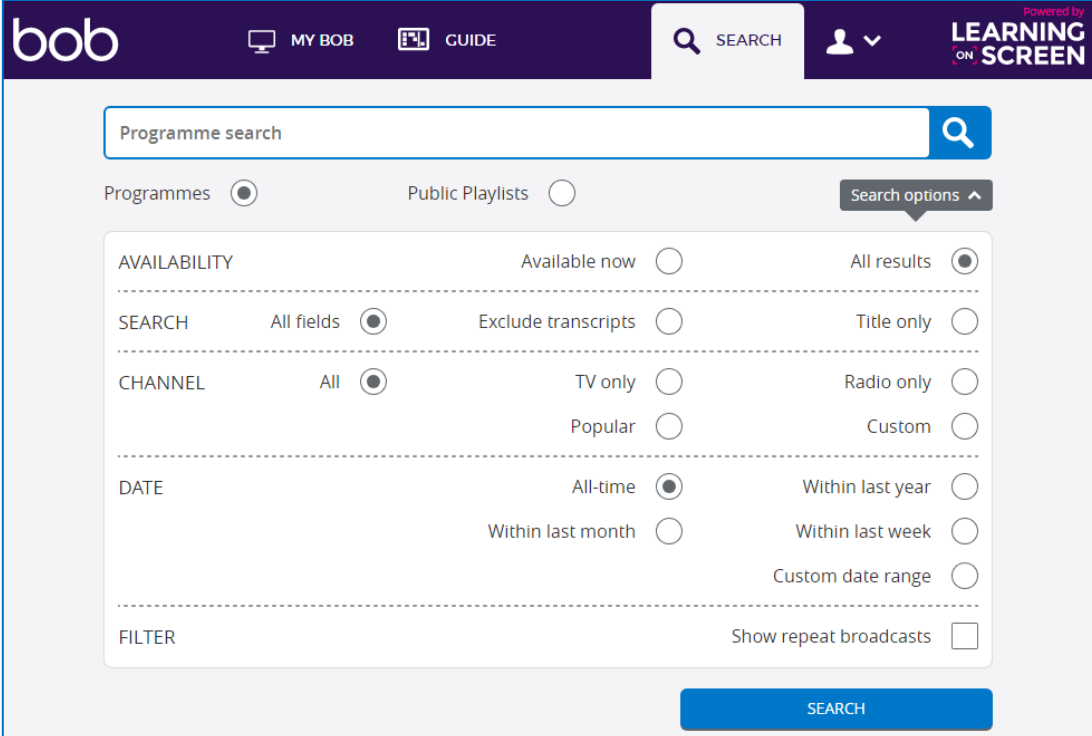
Find the programme you want. If it has already been broadcast, it will display a green tick with **available to watch**. Click the programme title to link to it. You can either watch it or add it to your playlist to view or use later.

If the programme has not yet been broadcast, you can request it. BoB will then email you when the programme is ready for viewing. Only programmes from the nine most popular channels are automatically recorded. For all other channels, you have 30 days to request a programme before it's gone forever. You can also schedule recordings up to seven days in advance. The programme may also be a repeat, so a recording may already be available. BoB will display this information and direct you to the item which is already available.

Finding and using older items

If you are looking for an older item, then use the **Search** link at the top of the screen.

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The screenshot shows the BoB search interface. At the top, there is a navigation bar with the 'bob' logo, 'MY BOB', 'GUIDE', 'SEARCH', and 'LEARNING ON SCREEN' (Powered by). Below the navigation bar is a search box labeled 'Programme search' with a magnifying glass icon. Underneath the search box are two radio buttons: 'Programmes' (selected) and 'Public Playlists'. To the right of these is a 'Search options' dropdown menu. The search options menu is open, showing several categories with radio buttons: 'AVAILABILITY' (Available now), 'SEARCH' (All fields, Exclude transcripts), 'CHANNEL' (All, TV only, Popular, Radio only, Custom), 'DATE' (All-time, Within last year, Within last month, Within last week, Custom date range), and 'FILTER' (Show repeat broadcasts). A blue 'SEARCH' button is located at the bottom right of the search options menu.

Enter the title of your programme in the search box and click **search**. There are also some advanced search options to help you narrow down your results.

Bob will display a list of items, with some options to sort your results to the right of the screen.

You may find that you have too many, so it is worth returning to the search screen and adding some limits to the search. You can limit by broadcast date, channel, availability and more.

If the item has already been recorded, then you will see a green **Available to watch now** icon. Click the programme title to link through to options to add the item onto your playlist or share it.

If the item is available to order, a **Request this programme link** will display. If the programme is a repeat, then a link to the available version will be displayed. You should always select this option if it is available. To order the programme click the **I'd like to watch this programme** link. Bob will prepare a version for you and email you when it is ready.

Adding BoB programmes to GCULearn

The best way to add BoB programmes to modules in GCULearn is to link out to them. This is because BoB is not yet compatible with our single sign on system. If you just add a link, it is much easier for students to follow the easy login steps to the BoB site.

So how do you add a link?

Select your programme, either from the search, guide or playlist screen and then click the **Share** button. This gives you several options, choose WAYFless link and then copy and paste the link shown into your GCULearn module.

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One of the advantages of using BoB is that transcripts for video broadcasts are available. When you are viewing a programme on the BoB site, there is a transcript window below the screen. To ensure that the transcript is synchronized to the playback, always click the **Show transcript** button at the foot of the window. There is also a search box which allows you to search the text and jump directly to the section containing that word.

If you need more help in using BoB contact the library at library@gcu.ac.uk