HOW2 VIDEO TRANSCRIPT

An Introduction to How2

The How2 site hosts videos that focus on different aspects of IT in Primary Care with a view not only to learning new skills but refreshing old ones.

This video walks through its key features.

Registration

Although it's possible to view a small number of videos on the site without Registering as a user, the core functionality and most of the content is restricted to registered users only.

If you are using the site without having logged in, you will find most content is marked as **'For registered users only'** and if you try to access this you'll be directed to the 'Login' page.

Please note that only users with NHS email addresses are able to register on the site.

Registration is simple. Fields marked with an asterisk are mandatory.

As stated here, you information will not be passed on to other parties and we will only use this to contact you with information about new content or features on the How2 site.

Also, all identifiable information is stored in an encrypted format to ensure security of your personal data.
Select Register, and you're now logged in.

Edit your Profile details
To edit your Profile details, for example change your password, select 'Your Profile' and make and save your changes.

Home Page
The Home page introduces the site, gives access to the bundles of videos and describes how to use the resource to get the most out of it.

Along the bottom we have links to our partner organisations and to the **Privacy Policy** and **Accessibility** information and **Disclaimer Statement** which we would ask you to read before using the site.

Finding videos
The videos on the site are tagged according to **Themes and Roles** to which they are particularly relevant. When you select a Theme or a Role, all videos with that tag are grouped up into a **'Bundle'** and presented to you along with any associated resources.

A single video could have multiple tags and therefore appear in multiple bundles.

To find videos use the **'View our bundles'** fields which you'll find here on the Home page, and in similar locations on most other pages on the site.

You can search by Theme, by Role or by simply typing in a keyword.

I'll find the 'EMIS Web Configuration' Bundle.

The Bundle is displayed with a short description and if we 'Find Out More' you can see we now have a list of all the videos in the Bundle, each with the video length displayed on the right, along with a note showing how far you have progressed through the video. For shorter videos that focus only on a single function, there will not always be a 'Current progress' record.

Clicking on a video opens up a **time-stamped contents list** for that video. This lists each step of the video and matches the **'Current Progress'** marker – so this video, for example, has 25 marker points after the Start at point 1, and this matches the 25 stages that the progress marker indicates.

As well as listing the content, there is a time-stamp associated with each marker point. Click on the title or the time-stamp and you jump straight to the point in the video at which that content is covered.

For example, I might want to look specifically at how to 'Enable deputies when out of office'. Selecting that will open the video right at that part of the content.

To go back to the list of videos, click on Bundle Content.

To view a video from the start, just click on 'Start'.

Use the button in the bottom left to Play and Pause.

The bar along the bottom displays progress.

Click on this icon to enter **full screen display mode**. Then press 'Escape' to exit.

Note that because functionality is being introduced, soon after the site is launched, to produce CPD certificates to certify that users have watched a defined amount of content, it is not possible to skip ahead in videos using the progress bar.

Below each video there are options to view the next one, view the previous one, or if you're in the first video of the bundle, to return back to the bundle content list.

Supporting documentation
Alongside each bundle there is a **'Documents' tab**.

In this folder you will find supporting documentation relating to many or all of the videos in the bundle.

At the time that the site was launched, this documentation was mainly either **'Video Transcripts',** which are the plain narrative from each video, or **'Validation Exercises',** which are lists of some questions to test how well you've remembered and understood the content of each video.

These documents are in pdf format and can be saved or printed locally if you wish.

Returning and re-watching
Once you have viewed a video, either fully or partially, a record of your progress is displayed here.

You may return to any video to pick up where you left off, or to re-watch it in its entirety. Content can be viewed as many times as you wish.

Searching with a Keyword
As an alternative to picking a Theme or Role to find videos you can, as mentioned earlier, use a Keyword to find content. This searches through a number of elements on the site:

- a. Bundle titles and descriptions
- b. Video titles and their descriptions
- c. Video content lists (i.e. the time-stamped content list for each video that we saw earlier)

The search on that Keyword will then present you with a set of bundles or videos that have content that matches your search criteria.

Your Dashboard.
As a logged in user you will have access to a Dashboard that presents tailored information about content, particularly new videos that are recommended for you, based on your role.

This Dashboard will also soon feature a Favourites list, a section displaying any notes you made while watching videos, and functionality that will enable you to produce CPD certificates based on videos completed.

Finally, let's take a quick look at the menu across the top.

Browse Our Bundles
To browse through the Bundles without using the 'Search' function you can select **'Our Bundles'** from the top menu. This presents a list of all bundles displayed in alphabetical order, with a description of their content.

The **Meet the Team** option gives a short biography of each How2 team member.

The **News** section contains stories about any new content releases, new and planned features and other changes or information that might be of interest.

Finally, if you would like to provide us with any feedback on the site, or make suggestions for new content, please make full use of the **'Contact Us'** section.

We hope you find plenty of useful content and enjoy using How2 whether you're learning new skills or refreshing old ones.