Using online databases: Box of Broadcasts (BoB)

What is Box of Broadcasts (BoB)?

BoB is an online off-air TV and radio service provided by the British Universities Film & Video Council (BUFVC) for UK higher and further education institutions. Anyone from CCCU can use BoB to watch programmes from the archive, create clips for embedding in Blackboard and search for forthcoming programmes to record by title or keyword. It works across desktop, iOS and Android devices. BoB cannot be accessed outside the UK.

How do I access BoB?

- Go direct to https://learningonscreen.ac.uk/ondemand or, if on the BUFVC webpage (http://bufvc.ac.uk/tvandradio/bob) follow the image/text link to BoB.
- Click on SIGN IN.
- On the Learning on Screen/BoB webpage, type in Canterbury Christ Church University to select your University and click GO to be redirected to the CCCU sign in screen.
- Sign in using your University login. On campus, use your CCCU username and password. Off-campus or on Wi-Fi, add @canterbury.ac.uk to the end of your username (e.g. ab123@canterbury.ac.uk)
- Accessibility: subtitles and transcripts may be available – further information on p.3 of this guide.

How do I create a Bob account?

If you do not already have an account, you will be prompted to set one up.
Once you have completed this registration screen, you will receive an email from BUFVC requiring you to confirm your email details.

How can I use Bob?

There are 3 main options: Requesting that a programme be recorded, creating Playlists of programmes, and creating and storing Clips of specific parts of a programme. These options are reached via tabs in the MY BOB menu.

How do I request that a programme be recorded?

All the programmes from the nine most popular channels (BBC1 London / BBC2 / BBC4 / ITV London / Channel 4 / More4 / Channel 5 / BBC Radio 4 / BBC Radio 4 Extra) are recorded automatically. For over 50 other free-to-air channels, you have 30 days to ask for programmes to be recorded.

To make a request:

- Access the calendar of programme schedules using the GUIDE link.
- Scroll forwards (up to 9 days) or backwards (up to 30 days) through the calendar to find your programme. You can also use the search bar to look for programmes using keywords and other filters.
- Click on the "Request programme" link under the programme details. This will start a recording request.
• BoB will alert you when the programme is available from your Requested tab.
• You can make up to 10 recording requests per day.

**Are subtitles available?**

Subtitles (closed captions) are available if they were used when the programme was broadcast on TV. To show them:

• Play the programme.
• The viewing toolbar at the bottom of the playback screen has the options to pause, fast forward or rewind through the programme, switch on subtitles and make full screen.
• Use the S to switch subtitles on or off (screenshot below).
• Not all channels use subtitles.

Transcripts are also available, via the **SHOW TRANSCRIPT** link under the screen. Neither subtitles nor transcripts are provided for any clips you make.

**How do I search for a publicly available playlist?**

• Click on the “Search” link
• Select the “Public Playlists” option
• Type in the title of a known playlist or keywords to see what is available
• Click on the search icon
• Click on the title of a playlist to access it
How do I add programmes or clips to Blackboard?

Find the item you require in BoB and click on the Share button

In the appropriate section of Blackboard, in Edit mode:

- Click on the Build Content drop down menu.
- On the Create menu choose ‘Web Link’.
- Give your new link a suitable Name.
- Paste the appropriate Link from BoB into the Blackboard Web Link box.
- Add any appropriate information in the Text box. Beneath that copy and paste the following text –
  This recording is to be used only for non-commercial educational purposes under the terms of an [ERA Licence](#). (ensuring the ERA licence hyperlink is set to *Open in a new window*)
- Click Submit to finalise the Blackboard entry.
How do I watch programmes or clips from Blackboard

When asked to watch a programme or clip within Blackboard, follow the links and any instructions to take you to the relevant site on Bob.

Where to go for further help

See BoB help at https://learningonscreen.ac.uk/ondemand/help.php/faq with some video tutorials

Information Technology can provide staff training, see https://cccu.canterbury.ac.uk/information-technology/training/book.aspx

Your Learning & Research Librarian will also be able to help: e-mail learning.research.support@canterbury.ac.uk to arrange a convenient time to meet.