

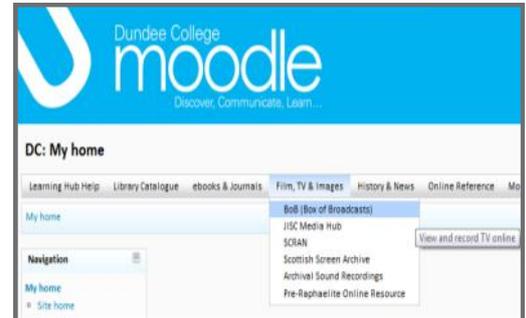
Using BoB

Box of Broadcasts (BoB) is an online service that allows College staff and students to watch and record over 50 television and radio channels. Please remember that any resources you use within your assignments or course work should be referenced correctly, this includes the radio and TV programmes available on BoB. If you need help, ask a member of Learning Hub staff.

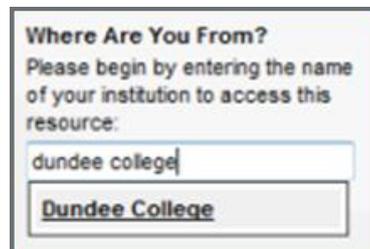
Accessing BoB

From [Moodle](#) select the **Film, TV and Images** tab and from the **drop down list**, select **BoB (Box of Broadcasts)**.

Alternatively enter www.bobnational.net into the address bar of your browser.



In the **Where Are You From** box, enter **Dundee College** (you should see it appear below, after you enter the first couple of letters – then just click on Dundee College) and click **Go to Login**.

A screenshot of a form titled 'Where Are You From?'. The text says 'Please begin by entering the name of your institution to access this resource:'. There's a text input field containing 'dundee college' and a dropdown menu below it with 'Dundee College' selected.

You will now be taken to the **Shibboleth** login screen.

A screenshot of the Shibboleth login screen. It features the Shibboleth logo (a red dragon) and the text 'Shibboleth. Dundee College Federated'. Below that, there's a message: 'The web site described to the right has asked you to log you have chosen <DUNDEE COLLEGE> as your home institution.' There are input fields for 'Username:' and 'Password:', and a 'Continue' button.

Enter your **College username** and **password** you use for College PCs and click **Continue**.

Creating your BoB account

When you log into BoB for the first time you will be asked if you are a **new user** or **existing user**. Click on **new user** and **enter your email address**.

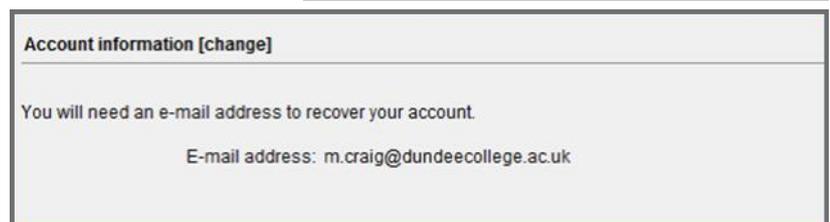


It is important that you enter your email address as it will be required should you ever have problems with your account.

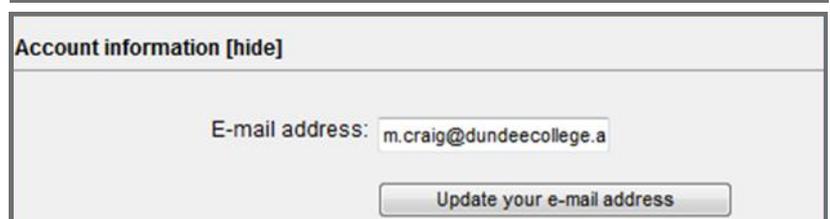


You can also click the **MyBoB** link in the top right corner to enter your email address.

In the grey band at the top of the page click **Preferences**. Scroll down to **Account Information** and click **[Change]** to update your email address. Type in your current email address and click **Update your email address**.

A screenshot of the 'Account information [change]' form. It says 'You will need an e-mail address to recover your account.' and shows the current email address: 'E-mail address: m.craig@dundeecollege.ac.uk'.

College staff should enter their **Dundee College email address** here.

A screenshot of the 'Account information [hide]' form. It shows the email address: 'E-mail address: m.craig@dundeecollege.a' and a button labeled 'Update your e-mail address'.

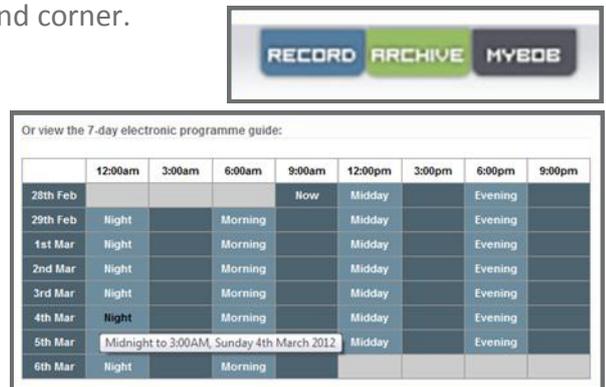
Search and Record Using the Programme Guide

To access the **Programme Guide** click the **Record** in the top right hand corner.

You will be taken to the **7-day electronic programme guide**, which shows a calendar for the next seven days. Below this is the **7-day buffer**, which shows a calendar for the previous seven days.

Select a date and time period from a calendar to view the corresponding TV and radio schedules.

Use the **single arrow** at the top to scroll through the next / previous time slots and the **double arrows** to scroll through the next / previous day.



Click on a **programme title** for further information about a programme.

Click on a **programme title**, then click **Record This Show** to record a programme which is to be broadcast in the next 7 days. The **Record** icon will now change to **Scheduled**. To close the box click **Close** in the top right corner.



Click on a **programme title**, then click **Retrieve from Buffer** to retrieve a programme which was broadcast in the last 7 days. The **Retrieve from Buffer** icon will now change to **Scheduled**. Please note this will take roughly the time of the programme until it is available to view. To close the box click **Close** in the top right corner.

If a programme is highlighted in green, it is already being recorded by another BoB user. Click on the **programme title** and then select **My Bob: Add**. The **My BoB: Add** icon will now change to **My BoB: Added**.

Any programmes you have recorded, retrieved from the buffer or added to My BoB can be viewed by clicking the **MyBoB** button at the top right of the screen.



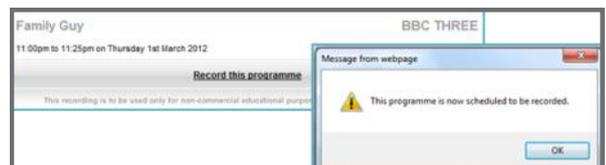
Search and Record by Keyword or Title

To search and record a programme by keyword or title, click **Record** in the top right hand corner of your screen. Type the **name of the programme or keywords** into the search box and click **Search**.

You can record upcoming programmes up to 7 days in advance by clicking on **Record this Programme**. You can also retrieve programmes that were broadcast up to 7 days previously by clicking on **Retrieve from 7 Day Buffer** (please note this will take roughly the time of the programme until it is available to view).

Click **OK**.

Any programmes you have recorded or retrieved from the buffer can be viewed by clicking the **MyBoB** button at the top right of the screen.



Searching the Archive in BoB

Programmes that have been recorded by other BoB users are stored in the **archive** and are available for all users to view. This means you can watch a programme that was broadcast sometime ago.

To search the archive click the **Archive** in the top right hand corner of your screen.

Type in the name of the programme you are looking for and click **Search**.

You can also search by **keywords** if you are unsure of the name of the programme or if you want to search for a programme relating to a certain subject.

You can use the options down the left hand side of the page to refine your search by **Date, Channel, Genre** and **Type**.

Clicking **Advanced Search** allows you to refine your search further by searching for **producers, performers, directors** etc.

The search results will include the programme title, broadcast date, time, channel and description of the programme.

Select the programme you want to view by clicking on the programme title. There will be an option to the left hand side of your screen to add this programme to **My BoB**.

Users can create a playlist of recordings, so that they are all kept together. To search for **playlists** select **Search Playlists**, then enter your search terms and click **search**.

Select the desired playlist from the list to see all programmes and clips stored in it. There may be several playlists with the **same name**.

