BOUNCE::PROJECT - TUTORIAL

This page provides explanations for basic operations in BOUNCE.

1. How can I register to BOUNCE?
2. How can I add a new course?
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1. How can I register to BOUNCE?

**Step 1:** Click the "Create an Account" link or button on the login page.

**Step 2:** You will be taken to the 'User Information' panel. In this panel fill all fields: Write your name and surname in the 'User name' field; write your email address in the 'Email address' field; write a password that contains at least 6 characters in the ‘Password’ field; and write the same password in the ‘Confirm password’ field.
Create a New Account

When you complete all fields click the ‘Create Account’ button.

Step 3: The system will send a confirmation email to the email address that you provided. Open-the BOUNCE message and click the 'Approve Email' button. If it does not work, you can copy the link below and paste it to the address bar in your browser.

Step 4: When you confirm your account, you will be directed to the 'Email Approval Result' screen as shown below. Your registration will be completed and you will be able to login to the system.
2. How can I add a new course?

**Step 1:** Login to BOUNCE with your user name and password.

**Step 2:** On ‘My Courses’ panel click the ‘Add New Course’ button.

**Step 3:** Available courses will be listed in the screen. Select the course that you want to add and click ‘Add Course’ button at the bottom of the panel.
Step 4: Once you add the course, it will appear in ‘My Courses’ tab. You will see a 'Waiting for approval' message in red until your request is confirmed by your instructor.

Step 5: When your instructor approves your request, you will be informed via email.

3. How can I edit an artifact?

Step 1: Login to BOUNCE, and access your artifacts under ‘My Artifacts’ section.
Step 2: Click on the artifact that you want to edit. For example, click ‘Let’s talk about movies and books.’

Step 3: One artifact may include more than one section. Click the section that you want to edit. For example, click ‘Movies’.
Step 4: Click ‘Edit’ button to open the text editor.

Step 5: Type your response for the question and click the ‘Save’ button.

Let’s talk about movies and books - Movies

Step 6: You can also upload files in each section. In order to do that, click the ‘Upload New Attachment’ button.
Step 7: On the Upload Attachment window click the ‘Select Files’ button.

Step 8: Select the file(s) you want to upload on the opening window and click ‘Open.’

Step 9: Before clicking on the “Exit” button wait for the notification that shows your file is uploaded.
Step 10: You need to edit all sections of your artifact. Thus, repeat steps 5-9 until you complete editing all sections. For this example, you also need to edit ‘Books’ section to complete editing your artifact.

Step 11: When you finish editing all sections, click the ‘Complete and Send’ button. Your instructor and your feedback peers can view your artifact now.

4. How can I assign feedback peer(s) to my artifact?

Step 1: Click on the artifact you want to assign feedback peer(s). For example, click ‘Let’s talk about movies and books.’

Step 3: Next click the ‘Add New Feedback Peer’ button.
**Step 4:** You will see a list of your classmates. Click on the names of your classmates you want to add as feedback peers. Next, click the ‘Add Feedback Peer’ button.

![Add Feedback Peer](image)

**Step 5:** To remove a feedback peer, click on the ‘Remove Feedback Peer’ button.

![Feedback Peers](image)

**Note:** You need to assign feedback peers to your artifacts separately. Remember your feedback peers or instructors cannot view your artifact before you ‘Complete and Send’ your artifact. [Go to Top](#)

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**5. How can I publish my artifact?**

Once you complete your artifact, you may also share it with outside users (users not registered to the BOUNCE) by “publishing” it as an open URL or PDF file.

**Step 1:** On your home page, click on the artifact that you want to publish. For example, click ‘Let’s talk about movies and books.’
Step 2: Click on the ‘publishing’ link at the very bottom of the artifact page.

Step 3: Select the version that you want to publish from the ‘Select version’ drop-down list.

Please note that each time you complete your artifact, it will be saved as a new version.
Step 4: Click the ‘Publish’ button.

Step 5: The selected version of your artifact is successfully published. You can share your artifact as an open URL or download it as PDF.

Artifact Published

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6. How can I stop publishing my artifact?

Step 1: Click on the artifact that you want stop publishing it. For example, click ‘Let’s talk about movies and books.’
Step 2: At the bottom of your artifact page click on the ‘stop publishing’ link.

Step 3: Click the version of your artifact that you want to stop publishing from the ‘Select version’ drop-down list.
Step 4: Click the ‘Stop Publishing’ button.

Step 5: You have successfully stopped publishing the selected version of your artifact.

7. How can I convert my teaching video?
In order to upload your video file to BOUNCE fast, you will need to convert it to other formats. To convert your video into flv or mp4-h264 formats, please follow the steps:

Step 1: First you will need to download the free video converter. Go to the [http://www.any-video-converter.com/products/for_video_free/](http://www.any-video-converter.com/products/for_video_free/) and click on the “free download” button:
Step 2: Download should start automatically in the opening screen. If it does not start, click on the Download link 1, 2, 3,... buttons.

Note: You can see different download actions according to your browser;

In Yandex, you need to click the “sakla” button,
In Chrome, download will automatically start. You will see the following notation:

![Chrome Download Notification](image)

In Internet Explorer, you will see a notification at the top of the screen, click on this and click on the “Download File.”

![Internet Explorer Download Notification](image)

Then click save in the next screen.

![File Download Security Warning](image)

**Step 3:** Open the setup file (that you downloaded) and follow following setup steps:

- Select English and click OK.
• Click next,

[Image of setup window showing welcome message]

• Select “I accept the agreement” and click “next”

[Image of setup window showing license agreement]
- Click next (if you want to change the shortcut location of the file click “Browse”)

- Click next
- Choose “I do not accept” and click next

- Click “Install” (if you want to change any of the options you selected you can click the “Back” button)
When you see the following screen, click the “Finish” button.

**Step 4:** Open Any Video Converter and click on “Bir video ekle.”

**Step 5:** Choose the video that you want to convert
Step 6: In order to convert your video file into the flv format, select “Flash Video Movie (*.flv)” item from the list.

You can also convert your file into the mp4 -h264 format. This will enable stream video view in the following browsers: IE9, Chrome 6, and Safari 5. In order to do that, click the “Apple iPhone” button at the right top corner and select “Apple iPhone MPEG-4 Movie (*.mp4).”
Make sure that in the “Video ayarları” tab in the right bottom that you have selected the x264 option. This is the default option.

**Step 7:** Check the box next to your video file first, and then click the convert button in the middle of the page shown with arrows (marked with a red circle in the following image).
Step 8: Your file will be converted into the chosen format. You will find your converted file in the Any Video Converter folder (note: Mp4 videos will be in the IPHONE folder). Your file is now ready for upload.

Note: If you download your flv video, you may not view it in Windows Media Player. In order to view it with WMP, you may need to download and install the k-lite codec pack to your computer. You can download the pack from here and set it up by following these steps (simply download the file and click “next” all the time).
8. How can I upload large video files using FTP?
If you are unable to convert your video files or have other problems with the upload you may use FTP (file transfer protocol) upload.

Step 1: First you will need to download an FTP software (which is free) called FileZilla.

Go to the FileZilla download webpage by using the following link and click "Download FileZilla Client" button.
https://filezilla-project.org/

Step 2: Download the latest version for the windows (FileZilla_3.7.0.1_win32.zip) by clicking the link.
Step 3: You will see that your file is downloaded (the download process may change according to your browser).

Step 4: Right click to the downloaded zip file and extract it.

Step 5: Open filezilla.exe
Step 6: Fill the field in the upper side of the page by using following information, Sunucu: 193.140.200.43

- **kullanici adi**: if your BOUNCE username is “Sample User”, "Sample User" or "Sample.User" your FTP username will be: “SampleUser”
- That is, do not use dots (.) or spaces in username

- **Parola**: add "cet" to your FTP user name
  For “SampleUser” the password will be "cetsampleUser"
  **Attention**: Small and upper cases in your password is essential. “cetsampleuser” will not work instead of “cetsampleUser” if your user name includes such uppercases.

- Please email to oguz.ak@boun.edu.tr if you are not sure about your FTP username and/or password.

- **Kapı**: write "21"

- Finally click the "Hızlı Bağlan" button.
Step 7: Find and select your video from your local folders (left side of the screen), and drag and drop it to the right bottom window of the screen.

Step 8: When the upload is complete you will see your file listed on the right side.
Attention: You can upload more than one files and you can see your uploaded files listed in this directory, but you cannot erase any of the uploaded files.