Inno-Tube First-time Users Manual

I. Welcome to Inno-Tube!

• What is Inno-Tube?

Inno-Tube is an online web 2.0 community platform, specifically intended to serve and enhance the INSEAD curriculum.

It all came to life as output of the INSEAD/EC research project named Laboranova that was recently completed by Albert A. Angehrn, Professor of Information Technology at INSEAD.

The Inno-Tube design is a quickly rising prototype now being deployed in a number of corporate learning settings around Europe and the US.

• Why Inno-Tube?

Our idea…
Use videos as the primary form of knowledge representation, not writing… and enable every member of the Inno-Tube platform to view, record, comment and rate videos, or attach additional information to the videos, such as links or documents.

Our goal…
- Extend the INSEAD participants’ value and learning experience, specifically: between modules online - and after having attended INSEAD.
- Strengthen and build upon the strong cross-cultural, cross-functional professional network developed while at INSEAD.

Fun and simple…
Furthermore, we want to make it fun and simple for participants to:
- Share their experiences of implementing ideas from their INSEAD learning experience, into their home organizations;
- Collect relevant information related to sessions & projects;
- Experience new forms of web 2.0 enabled collaboration;
- Keep in touch with each other (Social Network Site dimension).
II. Login.

- Where do I enter Inno-Tube?

It’s all here, on the CALT web site for simulations…

  o Inno-Tube:  http://labs.calt.insead.edu/prototyping/InnoTubeProject/InnoTube.html

There are also various other similar platforms, and entry is here:

  o TENCompetence-Tube:  
    http://labs.calt.insead.edu/prototyping/Tentube/Tentube.html

  o ChangeMasters-Tube:  
    http://labs.calt.insead.edu/prototyping/changemasterstube/changemasterstube.html

  o EagleTube:  
    http://labs.calt.insead.edu/prototyping/eagletube/eagletube.html

  o GMP-Tube 1 and 11:  
    http://www.calt.insead.edu/eis/GMPTube/index.htm

- Login pop-up window.

Very easy! Just pre-register to enter!

Type in your INSEAD email address

Then type in lab1

And finally, for speedy entry next time you’re back …

And, click on Login, and you enter!
• Top navigation bar.

Inno-Tube is structured around a Top Navigation Bar.

You’ll note it has five tabs in all.

By clicking on any one of them, you’ll be able to get all around the platform, i.e., enter and explore its various virtual interaction spaces.

• Top navigation bar. More.

First, there’s the Channels space, where all the videos are. You can listen to videos, rate them yourselves, tag them, and also make your own as you go.

Then there’s the Networks space, where the networks newly formed among participants come alive, via a Network Visualization and Navigation Tool (NVNT), that can grow and expand over time, well after the end of any given course at INSEAD.

There’s also the Profiles space, where everyone can start, in fact, by entering their details, and sharing as much information as they like with other participants.

And finally, Talk and More spaces, including Games….

III. The Channels Space.

• Channels Space Homepage. 4 screens in all.

Welcome now to the 4 main screens, or window panes that constitute the homepage of the Channels Space!

To the upper left, there is the Video Player, to watch videos. And, to the upper right, there are three Channels, to select videos of different types.

To the lower left, there is the Video Enrichment, to submit and read comments, and link material to videos.
And finally, to the lower right, there is a **Search function**, to perform keyword-based searches, find videos and browse similarity among the users.

- **Channels Space homepage.**

*Example*. **GMP-Tube**, deployed in the General Management Program of CEDEP.

Before you begin, **still more functionalities** to explore in the **Channels Spaces**!
• **Now Start.**

**How? - Go straight to the Channels Pane.**

You’ll see that there are 3 channels in all here, and everything is organized as tabs. **Each version has its specific 3 channels.**

In Inno-Tube, these are:

1) **Innovation.**
   Videos on the theme of innovation.

2) **Ideas.**
   Videos about all that you’ve learned as you’ve applied course subject matter in your company, etc…, and all the ideas that you’d like to share with others here.

3) **Innovators.**
   Videos of innovators presenting themselves.

Just click on one of the tabs, and then a double-click on the image of the video you’ve selected, and you’ve begun!

• **Listen and watch a video.**

The video plays in the Video Player Pane.

- See the buttons there, which from left to right are:

  - **Play/Pause**
  - **Stop**
  - **Volume**
  - **Length** (progressive and cumulative) of the video
  - **Moving circle cursor** (displays where you are in the video, you can move the cursor to go backward and forward).

And finally, see the last two buttons to the right, which will show the video in **Full Screen** or in **Wide Screen** mode.

• **Rate a video.**

Once you have watched the video, (through to the end), a pop-up window appears, inviting you to rate the video.

Click once on the star which corresponds to how much you liked it. The rating scale goes from **waste of time** to **very interesting.**
(You may need to close this rating pop-up window afterwards).

- **Now look at the details about a video.**

  **Go back to the Channels Pane.**

  Pick one of the three channels offered.

  You can now browse over all the details for each video at your leisure, as seen here below in still another excerpt:

  ![Diagram](image_url)

  - **Now it’s time for you to interact! Attach and discuss.**

    **Stay in the Channels Pane**, and browse all of the options.

    Lots of things to do and see here!

    You’ve already seen that you can rate a video, after having viewed it to the end. But, to fully interact, there are two essential buttons:

    - **Attach**.
    - **Discuss**.

    Let’s begin with the latter…. 
• Discuss a video. A large pop-up window.

Click on **Discuss** 24.

Now enter the large pop-up window. You come to the **Discussion Forum tab** 27.

Join discussions by first selecting the topic you’re interested in, from the Video List pane to the left 32.

You can then browse the various Discussion Topics of Video tab 31.

Once you’ve chosen your video (simply put your cursor on it), you can go to the Post Comments button 34.

Here you can write in anything you’d like to add, in the small dialog box of the pop up window, and when done click on **Submit**.

If you are not satisfied with what you’ve written, you have two more buttons: **Edit** and **Delete** 35.

You can also reply to comments previously posted. Your comments will be stacked on top of the list of topics for that video 33.
• Discuss a video. More. Start a new topic.

You can start a discussion about a new topic by clicking on the Add New Topic button.

You simply type the new topic name in the dialog box of the Add Topic Window which pops up. When you’ve finished, just click on Submit.

The new topic will be added to the Discussion Topics of videos Pane, but for that particular video only.

You are allowed to edit or delete the topics you yourself created by using the Edit this Topic and Delete this Topic buttons.

(Note also that there is a adjacent button for the Administrator’s access, to moderate discussions as needed).

• Discuss a video. More. Active forum, discussions.

Stay in the large pop-up window, but now go to the next two tabs to the right of the Discussion Forum tab.

First of all, there’s the Active Discussion Forum tab. It’s a replica of the offering of the Discussion Forum tab, but lists only those videos for which a discussion has been opened with comments.

Secondly, there’s a very quick way to access an updated list of all that’s been said so far about any given video. It’s via the Latest Discussion Topics tab.

NB/ To exit the Discussion Forum pop-up window, do File, close tabs.
• Related Material Panel pop-up window.

To attach related material to a video, go back to the Channels Pane. Click on the Attach button.

The Related Material Panel pop-up window appears. Use buttons and follow simple diagrams here…

There’s the Add link button, and when you click on it a second pop-up window appears in which you can write: it’s the Add link pop-up window.

The link you can add will be an url to an outside web page, and you type in a title too. Finally, you’ll see the link you’ve added appear in the Add Link Listing pane.

• Attach related material to a video. Add doc.

You can also attach a document to any of your videos.

It’s the Add doc button, which leads you directly to your computer files. As with links to outside documents, you’ll see the documents you’ve uploaded directly in a specific place.

It’s the Add Doc Listing pane.
Afterwards, you can always remove these links and/or documents with the two Remove buttons, one for links and the other for documents. If everything is as you want it, then don’t forget to save. This button is for saving both links and documents, and can be done after having attached everything to your video, for both links and documents.

Also, you’ll need to close the pop-up windows here as you go, when done.

- View links and documents attached to a video.

Now stay in the Video Enrichment Pane. You can then move over from the Comments & Responses tab, to the tab just to the right. It’s the Related Material tab.

You have the possibility here, to view any link to an outside web page or any other related document that has been attached to a video, for sharing with others.

- Comment on a video. Post your comments.

You can post all of your comments on any one video, by going down to the Video Enrichment Pane. It’s just under the Video Player Pane.

Simply click on the Comments & Responses tab, where you can first read comments (if any are posted).

Then, to add your own comments, (and this applies to all of the videos, not just those you posted), just click on Post comment and a small pop-up window invites you in to make your comments, and then either save them or discard them.

- Submit/upload a video

Go back to the Channels Pane. To the right of the 3 channels tabs is the Submit Video button. A new window pane opens up, and you have three choices here for submitting a video:
- **Link to YouTube**: this allows you to upload a video from YouTube, by just inserting its link;
- **Upload from hard disk**: this allows you to browse your computer and upload a video in this way;
- **Record a video**: this you can do immediately, and go live with your own video.

**Submit your video. 1. Link to YouTube.**

**Submit your video. 2. Upload from hard disk.**
• Submit your video. 3. Recording screen.

- Submit your video. 1+2+3. Information sheet
• **Filling in the information sheet.**

For all of the videos that you’ve submitted -- be it via YouTube, your hard disk, or a new video you yourself have recorded -- there is an information sheet to be filled in. One mandatory question to be answered here: the **title**. The other questions follow, and are self explanatory.

Go to **Channel choice**.

Pick the correct channel in which the video should appear, in your view.

Then, think of some words which describe it as a **subject tags** + **existing video already posted on the platform**. You also set the level of privacy associated to the video.

End by clicking on the Submit button.

• **How to edit information on a submitted video.**

Go back to the **Channels Pane**.

Wherever you’ve submitted a video among the three channels offered you can always delete or edit the information you’ve submitted, and this includes changing the Channel you put it in.

• **How to find a video.**

Go back to the **Specific Searches Pane** on the homepage.

The tabs that you’ll need to use, to do searches (including seeing similarities with others, are:

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<table>
<thead>
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<tbody>
<tr>
<td>12</td>
<td>The Search tab.</td>
</tr>
<tr>
<td>13</td>
<td>The Similarity Agent tab.</td>
</tr>
<tr>
<td>14</td>
<td>The Highest Rated tab.</td>
</tr>
<tr>
<td>15</td>
<td>The Most Viewed tab.</td>
</tr>
<tr>
<td>16</td>
<td>The (sort videos) By Name tab.</td>
</tr>
</tbody>
</table>
You can easily see here how important it is to provide good descriptive information about the videos you submit, in order for the Search function to be of best value.

IV. The Profiles Space.

- Create your profile and begin to explore all of the functionalities of the Profiles Space.
V. The Network Visualization and Navigation Tool (NVNT).

- And, once this is done, view all of the profiles of the others, and begin to fully explore the network!

CEDEP's "GMP Tube" Network Visualization & Navigation Tool (NVNT)