



## Language Resource Center

Innovations in Instructional Technology  
<http://www.lrc.web.unc.edu>

# LFLFC User Guide for Instructors

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To access the film clip database you must first apply for your account:

1. Go to <http://blcvideoclips.berkeley.edu> and click on the “apply for an account” link on the right of the screen under the “Getting Involved” section
2. After reading the Terms of Use, check the box next to “I agree to these terms” and then click the “Go to application form” link.
3. When filling out the form, be sure to use your UNC email address. Once the form is complete, click “Submit Application”
4. The LRC will approve your application and will provide you with a password to access the site.
5. Once you log in for the first time, change your password by clicking the “You” tab and then the “User Profile” sub-tab.

To order film clips:

1. Browse or Search for the clips or films desired. You can change the language preference through the drop-down menu at the top right of the page.
2. You can search or browse based on the following Criteria:
  - Title of film
  - Vocabulary tagged from clip
  - Descriptors which fall in three major categories: Speech acts, linguistics, and culture

When browsing films through the “Films” tab, you can browse films outside of the UNC-CH collection by using the second drop down menu above the film list. If there is a film you believe would be a useful, you may request the purchase of this film. Simply click the title you are interested in. Then under “Actions” (in the right hand column of the page), click “Request purchase of this film.” A notification will be sent to LRC Director Dr. Hosun Kim.

3. Once you find a clip or clips, choose the options (such as subtitles, stretched audio availability) preferred and click “Add item(s) to your cart” at the bottom of the “Actions” tab on the right of the screen. You also have the option “Save for later” if there is a clip that you believe to be useful but will not need in the immediate future.
4. Once you have selected all the clips you want, click “Go to your cart” at the top of the “Actions” tab.
5. You have the option of previewing the student access site of the films in your cart. Also you can give your order a name (e.g. FREN 101 week 6) in order to easily organize your film clips. Once finished, click “Submit your order.”
6. You will receive an email within an hour with a link to the student access to the film clip. Post this link on your courses website in order for students to access the requested clip. Please do not show a film clip to students through the preview page, since this is a violation of copyright law. Only show the clip through the temporary link.

7. The link will be available for two weeks.

Additional Features and Options:

1. In the preview page of each clip, there is a section of "Pedagogy Notes" that provides useful information on how a clip can be used in class.
2. At the bottom of the preview page of each film clip, are the tabs for Comments, Transcript, Annotations, and Lesson Plans. You can view what has been posted before or add your own information to these tabs.
3. To annotate your clip, select the desired clip from your cart, and then click "Annotate." From here you can choose from existing annotations or create your own at the desired spot by clicking on the blue "pause" link under "Create new annotation" from the "Actions" menu at the right of the screen.
4. If you plan to order variants of the same clip (e.g. one with subtitles and one without) you can either create different annotations for each variant of the clip or by choosing "Copy annotations to language variants of items" from the "Actions" menu.
5. You can use or create lesson plans for a specific clips or groups of clips. When creating lesson plans you can upload Word documents and PDFs as supplemental materials.

NOTE:

1. The LFLFC site works best with Mozilla Firefox.
2. If you choose to play the clip in class, please only show the clip through the temporary link. It violates copyright laws to show the clip through the preview page.
3. Do not use clips that are not part of the UNC-CH collection. If there is a clip you would like to use that is not in the UNC-CH collection, please make a request to Dr. Kim ([hosunk@email.unc.edu](mailto:hosunk@email.unc.edu)).

If you have any questions about the site, feel free to contact Philip Hollingsworth, LRC Manager by email ([pholling@email.unc.edu](mailto:pholling@email.unc.edu)) or by appointment in Dey 106.