

Instant Workshops

How to Use this Site

This workshop explains how to use the *Ateliers sur demande / Instant Workshops* website.

Transcript

How to Use this Site. Welcome to *Ateliers sur demande / Instant Workshops*, a website of free and open short lessons on digital skills for higher education in French and English. In this video, I'll explain how to use this site.

First, all content on *Ateliers sur demande / Instant Workshops* is available in both French and English. Wherever you are on the site, at any time you can switch between languages from the top menu.

The Home Page will always list the three latest workshops, so it's the quickest way to check for new content. And just in case you're watching this from the Workshops page or on YouTube, the Home Page also contains this introductory workshop if you ever need a review.

The Workshops page lists all available workshops and lets you search for the ones you want. The Workshops search box searches titles, categories and tags, and search results are updated as you type. You can also search by selecting a digital skill category from the categories dropdown menu or a descriptive tag from the tags dropdown menu.

Each workshop on the Workshops page is represented by a card containing the title, the digital skill categories it belongs to, the length of the workshop video, and the number of times that video has been viewed. Select a card to open a workshop.

All workshops have the same structure. They start with the title followed by a short description of what the workshop is about. Next is the workshop video, presented in AblePlayer, which is an accessible media player.

With AblePlayer, you can turn captions on or off with the captions button. You can show or hide the video's interactive transcript, with the transcript button. I'll talk more about the interactive transcript soon. You can jump to specific sections of the workshop with the chapters button. Although we aim to keep workshops short and focused, we still want to give you options on how to work through the content. Some learners may prefer viewing full videos, while others may prefer skipping introductions and going straight to instructions.

You can adjust video playback speed with the faster and slower buttons, represented by a rabbit and a turtle. For example, I generally prefer watching videos at 1.5 times the normal speed when they're in English, but I slow them down to 0.75 times speed when they're in French.

You can select the full screen button to view the video in full screen, or you can view the video as embedded on the page and follow along with the interactive transcript just beneath the video. Interactive transcripts are a fantastic feature of AblePlayer. You can use the transcript to scan or review

the spoken content from the video. Or you can select any part of the transcript to skip to that part of the video.

Following the video and interactive transcript are focused written instructions for learners who would rather read or learn by doing than watch or listen to videos. The written instructions provide the same steps as the videos, so you can use whichever one you prefer, or both.

Following the instructions is a short review section to check and consolidate your learning. This consists of a task for learning, which is often just completing what the workshop is instructing you to do, and a review question, usually multiple choice, to confirm that you have understood a central idea.

Following the review section are downloadable and printable Word and PDF documents containing the workshop's full transcript, written instructions, and review questions in case you prefer working from documents rather than a web browser.

Some workshops provide links to external websites, provided those websites are available in French and English and offer quality information. Finally, some workshops are part of a series. When they are, other workshops in the series will be listed at the bottom of the page.

This is the consistent, single-page structure of each workshop on *Ateliers sur demande / Instant Workshops* so that you know what to expect each time.

Finally, the About page provides a bit more information on the thinking and people behind *Ateliers sur demande / Instant Workshops*. There is also a contact form if you have questions, feedback, or suggestions for future lessons. Enter a name, email address, and message. Confirm that you are not, in fact, a robot, and select Send.

And that's how to use this site. I hope *Ateliers sur demande / Instant Workshops* provides a positive learning experience. Thank you.

Instructions

To use the *Ateliers sur demande / Instant Workshops* website:

1. Switch the site's language between French and English from the top menu as you prefer.
2. Check the Home page for the latest workshops and to review this introductory lesson.
3. Select the Workshops page for a searchable list of all available workshops.
4. Search for workshops using the search box or the digital skill categories or tags dropdown menus.
5. Select a workshop card to open the workshop.
6. For workshop videos, use the AblePlayer media player features according to your preferences:
 - a. Select the captions button to turn captions on or off.
 - b. Select the transcript button to show or hide the interactive transcript.
 - c. Select the chapters button to skip to different sections of the video.
 - d. Select the faster or slower buttons, represented by a rabbit and a turtle, to change the video playback speed.
 - e. Select the full screen button to turn full screen mode on or off.

- f. Follow along with the interactive transcript beneath the video. Use the transcript to scan or review spoken content. Select part of the transcript to skip to that part of the video.
7. If you prefer reading, follow the workshop's written instructions or access the downloadable and printable Word or PDF versions of the workshop.
8. To consolidate your learning, complete the task for learning and the review question in the review section.
9. When available, select external links to learn more about the workshop topic or select other workshops in the workshop series.
10. If you have questions, feedback, or suggestions for future lessons, contact us with the form on the About page.

Review

Task for Learning

Complete an *Ateliers sur demande* / *Instant Workshops* workshop.

Review Question

Which of the following is something that AblePlayer cannot do?

- a) Allow you to turn video captions on or off.
- b) Allow you skip to specific parts of the video with chapters and an interactive transcript.
- c) Allow you to speed up or slow down video playback speed.
- d) This is a trick question. AblePlayer can do all of these things.

The correct answer is on the next page.

Review Question Answer

The correct answer is d) This is a trick question. AblePlayer can do all of these things.