

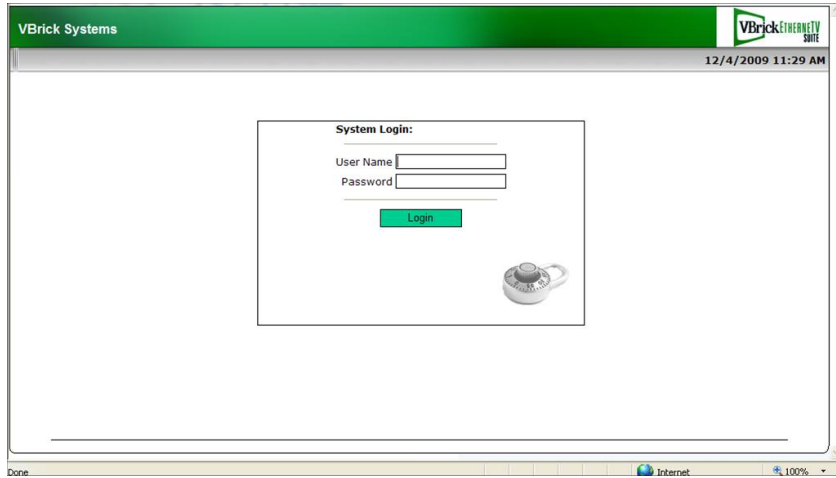


NCCSC Teacher Manual

I. HOME PAGE OF THE PORTAL SERVER FROM A PC

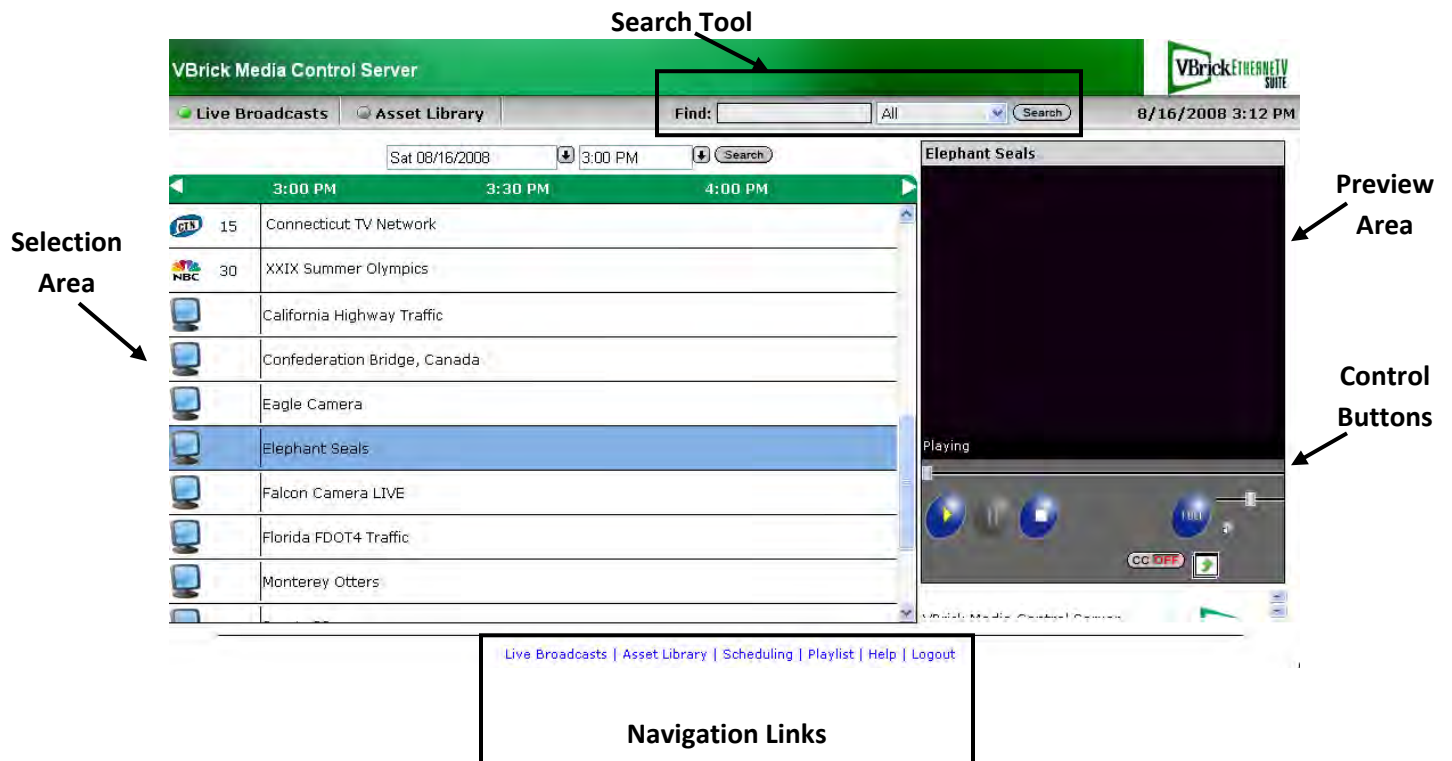
A. To Access the EtherneTV Portal Server

1. Type **http://edtv** in your browser.



- i. The EtherneTV media control server will open. You will need to enter a user name and password here. This is the same as your school login and password.
- ii. There is no true home page. It will take you to the last area (Asset Library, Schedule Calendar, etc.) you accessed.

FIG 2. PORTAL SERVER KEY AREAS:



B. User categories – Within EtherneTV, users can be set up with different privileges.

1. **Admins.** – full administration privileges – this is your building technical support

2. **Media Specialists/Technology Specialists** – will be able to schedule, record, and publish content in addition to basic user capabilities.

3. **Teachers** – will be able to view live broadcasts, access the on-demand video library, and view the schedule.

4. **Students** – will be able to access the on-demand video library ONLY – they will not be given rights until later next school year.

Your user category will determine some of the choices available to you on the various screens within the portal server.

II. ASSET LIBRARY (VIDEO-ON-DEMAND LIBRARY)

A. What is in the Asset Library?

1. This is stored content. Examples would include such things as:
 - Teacher or student created videos.
 - VHS or DVD's that have been digitized.
 - Digital media that has been purchased (i.e. instead of digitizing a DVD or VHS tape, you can purchase a digital format of most educational videos).
 - Guest speakers that were recorded.
 - TV programming that was recorded.
 - Rich Media presentations that were recorded and published through VBPresenter.

B. Using the Asset Library Page

1. **Selection Area** – where you choose your stream.

- a. Folder and Content Selections – this lists all of the available videos on the system including the folders which can be used to group recordings by content type.




Note: Folders do not appear in the list until they have a video stored in them.

The folders that are currently set up on the Portal Server are:

Eastwood
Greenstreet
Riley
Parker
Sunnyside
Westwood
Wilbur Wright
Raintree Education Center
MS Social Studies
HS Social Studies
Elementary
Middle School
High School

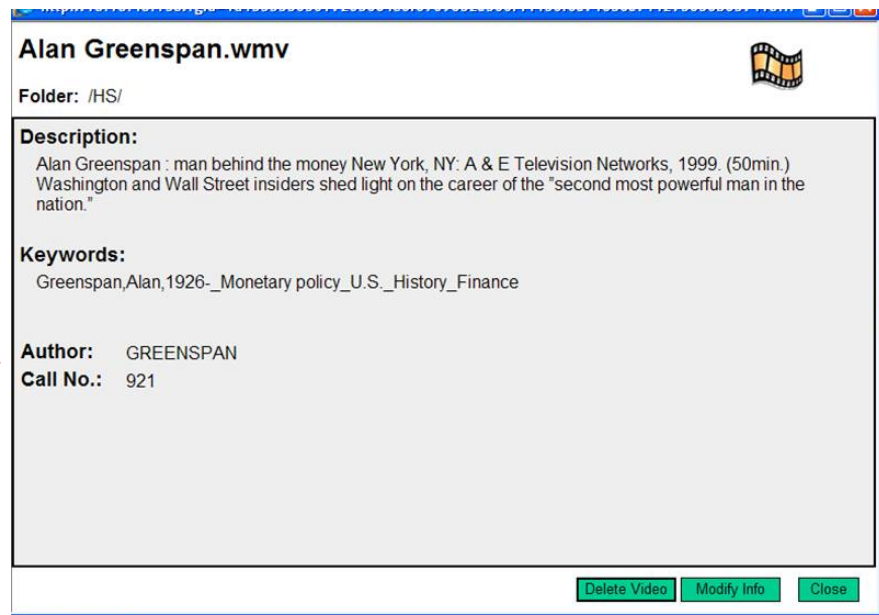
In addition, every person on EtherneTV also has their own **MyMedia** folder, which is where bookmarks and playlists are stored.

b. **Icons** – videos in the asset library will have one of three icons.

- a.  Filmstrip is the standard icon for a stored video.
- b.  Thumbnail – a small picture from a frame of the video.
- c.  A filmstrip denotes a playlist.

c. **Info Icon** – this provides the viewer with information on the video. To access, hover your mouse over the right side of the Asset Library screen; you'll see the Info icon appear. Clicking on the icon will launch another window with the following information:

Library Media Svcs
will be doing this
for all recordings.
This will be the
screen you can see
but won't be able
to modify.



The screenshot shows a window titled "Alan Greenspan.wmv" with a filmstrip icon in the top right corner. The window displays the following information:

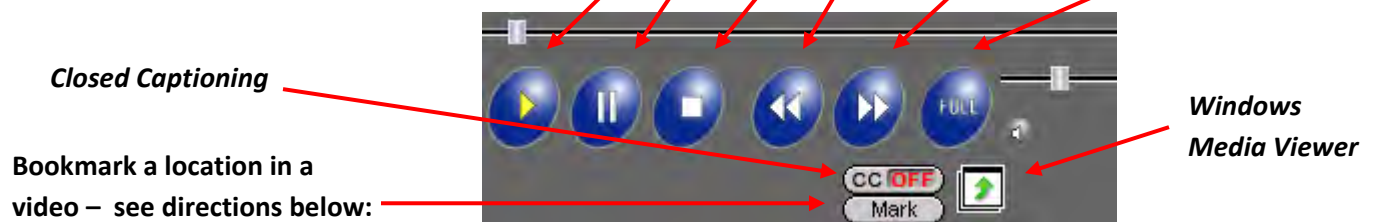
- Folder:** /HS/
- Description:** Alan Greenspan : man behind the money New York, NY: A & E Television Networks, 1999. (50min.) Washington and Wall Street insiders shed light on the career of the "second most powerful man in the nation."
- Keywords:** Greenspan,Alan,1926-_Monetary policy_U.S._History_Finance
- Author:** GREENSPAN
- Call No.:** 921

At the bottom of the window, there are three buttons: "Delete Video", "Modify Info", and "Close".

- i. **Name** – this is the name that has been assigned to this video.
- ii. **Folder** – location where has this video has been stored.
- iii. **Description** – brief description of the video.
- iv. **Keywords** – these are the keywords that have been entered for the search tool.
- v. **Any Custom Fields your Administrator has added.** Currently the custom fields that have been added are **Author and Call No.**

2. **Preview Area** – provides control for each video stream.

a. **Blue control buttons** – play, pause, stop, rewind, fast forward, full screen



- i. Rewind/Fast Forward – allow you to move quickly from scene to scene.
- ii. Slide Bar (above the control buttons) – allows the viewer to quickly move the playing location even further by sliding the bar to the left or right.
- iii. Full – provides a full screen view of the video stream. Push ESC to return to preview.

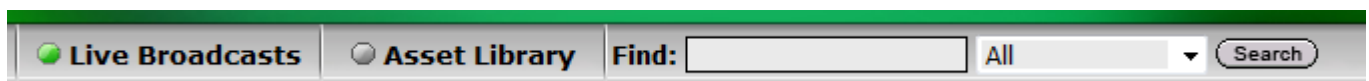
b. **Audio Controls** – mute button and a slider for volume control.

c. **External View** (Small White Square icon with green arrow) – this launches a separate (external) video viewing window. This is helpful when you are playing a video, but wish to close the portal window so that you can open another application, such as PowerPoint.

d. **cc button** – enables closed captioning. This feature only works if the stored video was recorded with closed captioning enabled.

e. **Mark** – (find this button in the Control Panel picture above) this allows you to bookmark a location in a video. We will discuss this feature in more detail later.

3. **Search Tool** – allows viewers to search for a video by title, keyword or any custom field criteria (*not live broadcasts...asset library only*) that has been entered. Note that this is a global search; there are not advanced search features, so be as specific as possible to reduce the number of videos returned.



- a. The search tool will only work if information, such as keywords, has been entered for the videos.
 - i. Only media specialists or a portal administrator (i.e. the technical team) have the capabilities to add or modify the information stored in the portal server about a video. Teachers who request a program recorded, should plan on providing the media specialist with the information needed for the info page (title, program description, keywords, etc).
- b. The search tool will return the folder that qualifying videos appear in; it does not pull up a list of individual videos. Open up the folder to find a list of qualifying videos that reside in that folder. Search is only available from the Asset Library and MyMedia but not the actual playlist. Use Search to narrow your results for playlists.

III. BOOKMARKS AND PLAYLISTS

A. What are bookmarks and playlists?

1. **Bookmark** – marks the starting point you would like to use for a video clip.

For example, perhaps I have recorded a five-hour broadcast of the Summer Olympics, but I'm the Gymnastics Coach and I only want to show my gymnastics team the U.S. Women's team all-around (which occurs a little over 3 hrs into the video). I can set a bookmark so that it starts at that section of the video, and then it will play to the end of the video.

- a. Bookmarks are designed to mark one video clip.
- b. Creating a bookmark does not change the original video in any way.
- c. Bookmarks do not change the original video clip in any way.
- d. Bookmarks appear in your MyMedia folder, unless you assign them to a different location.

2. **Playlist** – marks the start and end point you would like to use for a video clip.

For example, perhaps I have recorded a five-hour broadcast of the Summer Olympics and I'm the Swim Coach, and I just want to show a segment in the middle of the video of Michael Phelps swimming the 200m Butterfly. I can set it so I only see that segment of the video. In a playlist, you can set several clips to play in succession. Therefore, I could show that segment and follow it immediately with another segment from my playlist showcasing Michael Phelps in a different event topic from that same five-hour broadcast (or even from a different broadcast).

- a. Playlists are designed when you either want to mark the start and end of one video clip or you want to show several clips in succession.
- b. Creating a playlist does not change the original video in any way.

- c. Playlists are stored your MyMedia folder, unless you assign them to a different location

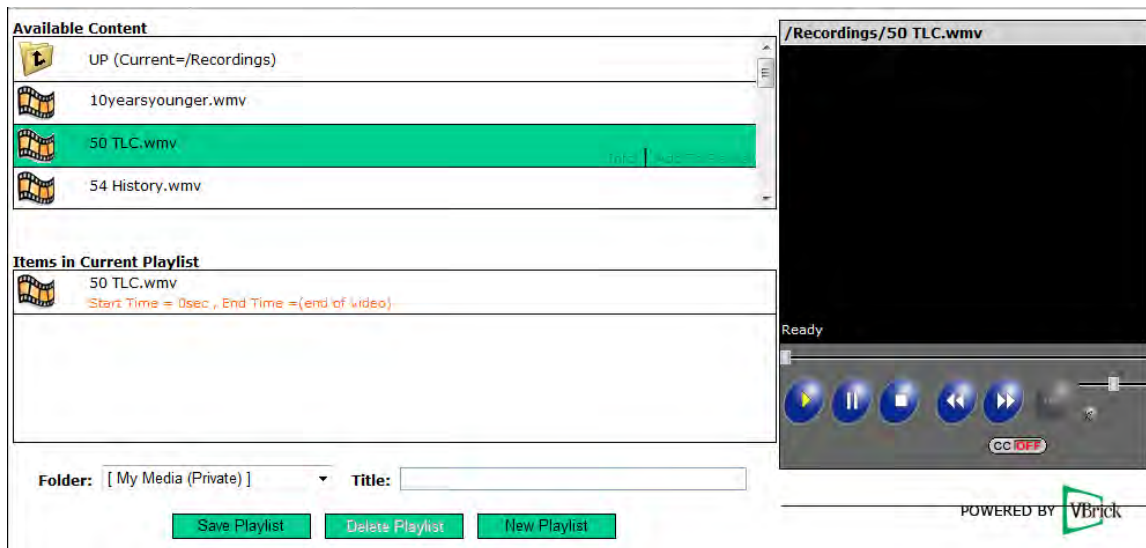
B. How do I set up a bookmark or playlist?

1. Bookmark

- a. The **MARK** button is available in the Blue Control Buttons below the Preview Window. Just press the button at the location you wish to bookmark as the start.



- b. The marked video now resides in your MyMedia folder. The video file will have in front of it, denoting it as a bookmark or a playlist.
- c. If you hover your mouse to the right, in addition to the **info** tab, you will now have **Edit Playlist** available. This will open up a Playlist that shows that bookmarked clip as the only item.



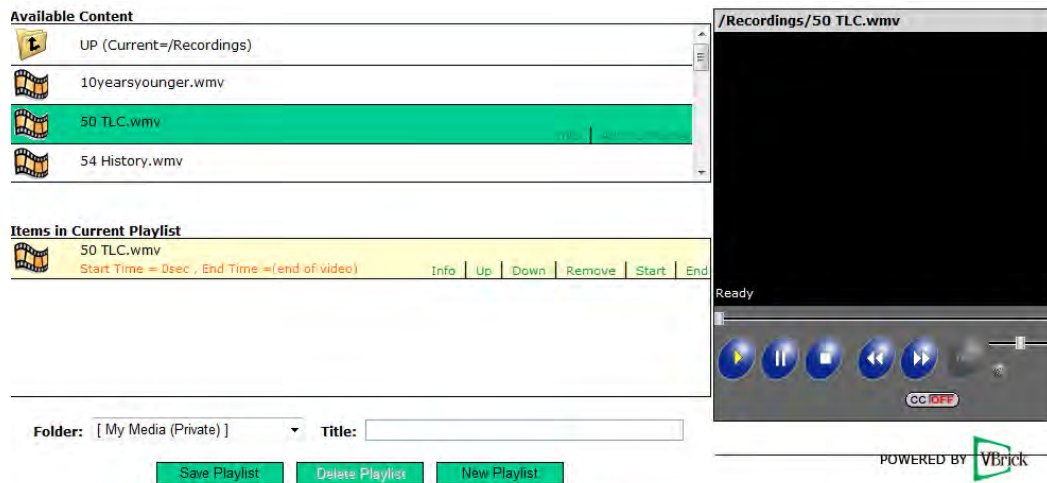
From here, you can add additional clips by choosing a video and again marking the start and if desired end time desired. **Note: To add additional clips to your playlist, you must choose them from within the PLAYLIST SCREEN (all your folders and individual video files will be listed on the top half of the playlist screen) not from the asset library page.** If you just want this one bookmarked segment, it will allow you to rename the bookmarked clip. If you do not change the name, it will be named after the bookmarked file name and the date it was created. As the default, the playlist will store in your MyMedia folder (which is your private folder), or you can select to save it in any Folder that you have access to. Make sure to choose **Save Playlist** when you are done.

2. Playlist

a. There are two ways to access the Playlist area.

1. If you are creating a new playlist, use the playlist navigation button at the bottom of the page to open the user's playlist page.
2. If you wish to access a playlist you have already created or turn a bookmarked video into a playlist, then go into your My Media folder and hover on the right side of any video listed and in addition to the Info icon, you will now have an **edit playlist** selection.

b. Once in the playlist area, all available content folders/videos are shown in the top panel; if you hover over a video, you will get the selection **Add to Playlist** which will copy the listing playlist to the lower panel. You can do this multiple times to add multiple clips to your playlist.



c. From within the playlist, you can set the Start and End times for the video segment. This can be done two ways:

1. Push **Start** and enter the time (0 h 0m 0s) you would like to use as the starting point for this video segment. Push **End** and enter the time (0 h 0m 0s) you would like to use as the ending point for this video segment.



2. More commonly, you are not going to know the exact times you wish to use for the starting and ending points of the video segment. In this case, fast forward or use the sliding bar to set up the point you want the segment to start, then push the **Start** button and it will automatically populate the start time. Then, fast forward or use the sliding bar to set up the point where you would like the segment to end and push the **End** button; it will automatically populate the end time.

d. Use the **Up** or **Down** buttons to change where the video is in the playlist. The clips will play in the order that they are listed.

Items in Current Playlist



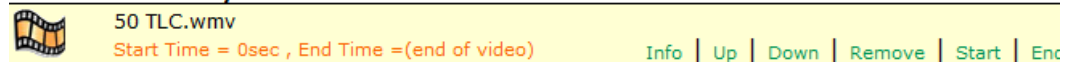
e. Use the **Remove** button if you would like to remove a clip from your playlist.

Items in Current Playlist



f. Just as with a bookmark, you can name your playlist so that it is easily identified. If you do not change the name, it will be named after the first file in the playlist and the date the playlist was created. It will store in your MyMedia folder (which is your private folder) or you can select to save it in any Folder that you have access to.

Items in Current Playlist

A screenshot of a form for creating a playlist, enclosed in a red border. The form has two main sections. The first section is labeled "Folder:" and contains a dropdown menu with "[My Media (Private)]" selected. To the right of this is a label "Title:" followed by an empty text input field. Below these two sections are three green buttons: "Save Playlist", "Delete Playlist", and "New Playlist".

g. When done setting up your playlist, make sure to press **Save Playlist** at the bottom of the page.

h. If you wish to delete the entire playlist, then press **Delete Playlist** at the bottom of the page.

i. To make another playlist, press **New Playlist**.

C. How do I play my playlist?

1. Go to the Asset Library and your MyMedia folder and select the desired playlist. Playlists are denoted with ... in front of the file name. The clips will play one after another in the order they are listed in the playlist.
2. You can also manually jump ahead or back in the playlist listing by using the **Previous** and **Next** control buttons that will now appear under the preview window.

IV. RECORDING – only Admin level and Media Specialists/Technology Specialists level users can record.

A. To Request a Recording

1. Contact your media specialist ***at least 48 hours in advance.***
2. Your media specialist will have you fill out a request form. (Being created by the Media Specialist. It will be emailed to you at the beginning of next year.) For now, email your Media Specialist.
3. You will be asked to provide the information (i.e. video description, grade level, keywords, etc.) needed to populate the info fields for the video asset library, so make sure that you either have this information or get back to the media specialist with this information as soon as you have previewed the video.
4. Please note that after a video is recorded, it will then be autoingested onto the VOD server. The VOD server contains the final recording and is where the file will be played from. In general, the time the system requires to move and ingest a video file onto the VOD and make it available for users to view is equal to the amount of time it took to record the file. For example, if the video file was recording for one hour, it will take one hour to move and ingest the file onto the VOD. Keep this in mind, as there will be a small delay between when the video is recorded and when it actually available on the portal server for viewing.

B. Adding Video – the content you will normally be storing in the system will have been recorded from the portal server and automatically ingested into the VOD server. If you have a stream that was created outside the EtherneTV system, it can manually add it to the VOD server using the **Add Video feature. To request a video added to the server:**

1. Contact your media specialist at least 48 hours in advance. ***(Possibly more time if needed or specified by your Library Media Specialist.)***
2. Your media specialist will have you fill out a request form which will include the location of the video (does it need downloaded from the internet, is it on the server, a flash drive, etc.)
3. If the video stream is not currently in Windows Media format, then it will need to be converted. If this is the case, your media specialist may need more than 48 hours to accommodate your request.

V. SCHEDULING – only Admin level users can schedule, but all teachers can view the schedule.

A. What types of things will be on the schedule?

1. Special Live Broadcast – these would be live broadcasts that the media specialist or other admin wanted to highlight. Examples might include: guest speakers, professional development opportunities, a particular show on one of the CATV stations, etc.).
2. Stored Broadcasts from the Asset Library that are expected to be viewed by several end users at the same time. An example of this might be a stored video on emergency response procedures for the school that all teachers are supposed to show to their students at 10 a.m. on Friday. The advantage as a school district to scheduling a stored broadcast when multiple end users will be viewing the video at the same time is that it sends the stream out

as a multi-cast stream instead of multiple unicast streams. This takes less bandwidth on your network and allows the system to function in a more efficient and timely manner.

3. Scheduled Recordings – you can schedule the system in advance to record a Live Stream so that you don't have to be present at the time of the event to do the recording.

B. How Can I Have Something Added to the Schedule?

1. Contact your media specialist if you wish to have something added to the schedule.
(Teachers and Students do not have scheduling or recording rights. Please contact your Library Media Specialist in order to schedule or record something.)