A Quick Start Guide for Educators

This quick start guide is designed to provide educators with a list of key help materials to get you started using On Demand.

Logging In:

The On Demand platform offers users different ways to access the system from their school or library, or remotely from any device.

- Username/Password
- IP Authentication
- EZProxy
- Referring URL
- Barcode

Your institution may use one or multiple authentication methods. Please check with your librarian or media specialist for more information.
Browsing Options

Browsing for Content from Your Homepage

The homepage offers a variety of options for quickly accessing content available within your institution. The content on the homepage is organized into widgets, which can be configured and reordered as desired.

The current list of homepage widgets is as follows:

- Browse Subjects
- Featured Titles
- Featured this Month
- Most Popular
- Recently Added
- Featured Producers
Browsing Options (continued):

**Browse Subjects:**
The homepage lists all of the top level subjects in the subject slider. Clicking on any of these subjects will take you to a secondary page listing additional sliders for:
- Most Popular titles from within this main subject
- Recently Added titles from within this main subject
- Groups within this subject (lower level subjects)
Clicking on a group will take you to another page displaying any class level subjects (third level of subjects) if they exist, and the most popular titles in the group you selected.

**Featured Titles:**
Admins can set up a Featured Titles widget to display on their account’s home page. Individual titles from your collection can be selected to be included in the Featured Titles widget. If your account has custom content enabled, those titles can be included as well.

**Featured this Month:**
This widget displays content tied to the month as a whole and individual days of the month. Content tied to individual days will be indicated with the specific calendar day in the bottom left-hand corner of the thumbnail. Any thumbnail without a date includes content that spans the entire month.

**Most Popular:**
This widget displays the 20 most popular titles based on lifetime usage by your account.

**Recently Added:**
This widget displays the 20 most recently added titles based on the content available in your account.

**Featured Producers:**
This widget features a rotating list of currently featured producers. Clicking on a producer takes you to a secondary page of widgets similar to the subject pages. The producer page displays additional content widgets for:
1. Most popular titles from this producer
2. Recently added titles from this producer
3. Subject list (functions the same as the above browse subject widgets)

**Subject Index**
The Subject index page contains a comprehensive list of all the subjects included in your subscription. The list of subjects is separated by top level taxonomy groupings, in alphabetical order for ease of browsing. Each subject and group contains a count of the number of titles. This page can be reached by clicking on the main menu icon in the
Browsing Options (continued):

upper left-hand corner of the site and selecting Subject Index:

This page is divided into two main sections:

1. **Browse Subjects**
   The subject’s slider displays an alphabetical list of all 26 top level subjects. You can use the left and right arrows to change the slider to see additional subjects, or click on the View All link to see a complete list. Clicking on the subject image within the slider will redirect you to a subject page containing all titles in that subject.

2. **Full Subject Index**
   The full subject index contains an alphabetical list of all subjects, spanning all content types, grouped by the top level subjects. Each top level subject has the groups (secondary subjects) listed below it for more granular browsing.

Clicking on any of these subject links will redirect you to a list of all the titles from that subject.
Browsing Options (continued):

Producer Index

The Producer index page contains a comprehensive list of all the producers included in your subscription. The list of producers is separated by letters of the alphabet for ease of browsing. This page can be reached by clicking on the main menu icon in the upper left-hand corner of the site and selecting Producer Index.

This page is divided into three (3) main sections:

1. **Browse Featured Producers**
   The Featured Producers slider will display a randomized list of currently featured producers. You can use the left and right arrows to change the slider to see additional producers, or click on the View All link to see a complete list of featured producers. Clicking on the producer logo or name will redirect you to that producer's list of titles.

2. **Full Producer Index**
   The full producer index contains an alphabetical list of all producers, spanning all content types, grouped by letters of the alphabet. Clicking on any of these producer links will redirect you to a list of titles from that specific producer.
3. **Web Channel Index** (Requires web channels to be enabled from the admin portal)

If your administrator has enabled the free web channels for your account, you will see this third section listed at the bottom of the page. The web channel index contains a list of free web channels that have been curated by our staff. Clicking on a web channel name will redirect you to a list of all titles contained in that channel. While these videos are not controlled by Infobase, they will play back within the platform.
Searching Options

There are two (2) primary ways to search for video content:

1. **Basic Search** - queries all titles, segments, series and assets and returns them in a basic search result that can be further refined through filtering. The initial contents of the results is based on your account settings, and can include: titles only, segments only, or all results (which co-mingles titles, segments and also series in the results).

The basic search is found in the header of all pages within the platform.

Once the search is performed, you can toggle between On Demand Videos, Custom Content Videos (if enabled), and Web Channel Videos (if enabled) by clicking on the Source Filters on the right hand side of the page.

Below the Source Filter you will find additional filters, such as Subject, Featured Producer, etc., that will further refine your results.

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**Search Results For: War**

Search Results: 18,235

**Global Warming** 33,420
SERIES
TITLES IN THIS SERIES

Films for the Humanities & Sciences

**War** 52:36
[SELECTION] SEGMENTS IN THIS VIDEO

FULL VIDEO
From Series: Beheld Humanity & Sociological Perspective; Catalysts of Change; Exploration, War, and Revolution

Wherever political, religious, racial, or ideological interests collide, diplomacy and tolerance fails...

© 1998 TFA Films

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**Filters**

- All Sources
  - Films On Demand
  - Web Channels

- All Subjects
  - Anthropology
  - Archival Films & Newreels
  - Area Studies
  - Art & Architecture
  - Biology
  - Business & Economics
  - Career & Job Search
  - Communication
  - Criminal Justice & Law
  - Earth Science
  - View More

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2. **Advanced Search** - allows for more advanced queries, with pre filtering options for subject, producer, date added, etc. The Advanced Search option is located directly below the main search box. More complex search queries can be constructed using a variety of different options found in this section, which are detailed below:

- **Keyword** - Enter a keyword or phrase to use in combination with other options on this page.
- **Word Matching** - Use this drop down in combination with the keyword box to limit results to an exact phrase match or any match to your keyword(s) treated as individual words.
- **Copyright Date** - Return results based on a copyright year.
- **All Producers** - Use the drop down to select a single producer to base your search on.
- **By Date Added** - Returns results based on the date they were added to the platform.
- **Search By** - Select by metadata or by transcript to search on. Metadata will use the title and description. Transcript only searches the transcript when it exists.
- **Filter By** - Used in conjunction with By Metadata above. Further limit results to only being from full titles, segments or series only. The default is all metadata.
- **Sort By** - Select the order in which you would like your results displayed (Relevance, Most Viewed, Newest to Oldest).
- **Subjects** - Select one or more top level subjects.
- **Type** - Select one or more content types or sub-types.
- **Language** - Select one or more languages, or options to include titles with no audio or music only.
- **Advanced Filters** - Select one or more of the advanced options to show only titles with: closed-captioning, related resources, interactive transcripts or recently added programs.
Saving Searches

How to Save a Search

Users can now easily save any search to be accessed and re-run at any time. To do so, simply perform a search on the video platform and when the results display so will a "Save Search" icon at the top of the page.

If a user is already logged into their personal account, they will be able to click on the "Save Search" icon to bring up a pop-up that will allow them to give the search a title, add any notes, and assign the search to one of their personal folders.

If a user not already logged in, they will be prompted to do so when clicking on the "Save Search" icon. Once they log in, or create an account, they will then be able to save their search.

Once a search has been saved, a user can access it and re-run it at any time by visiting their My Films dashboard. There they will find all of their saved searches conveniently located in one place for easy access.
Viewing Content

Once you find the perfect content for your teaching needs, the On Demand platform gives you tools to interact with each video to ensure you deliver just the content your students need.

Video Page Overview

All video content is played using the same player. Page tools (Share, Custom Segment, Add to, and Citation) may be in a different order than shown below. These are controlled options in My Preferences and may be reordered by anyone who has created their own account.

The video format offers the following options on the page:
1. **Theater Mode** - clicking on this link will expand the player to a much larger version.
2. **Views** - lifetime views of this title.
Viewing Content (continued):

3. **Record URL** - a direct link back to this title's player page.
4. **Related** - list of all related videos from the same series, or subject class if not in a series.
5. **Share** - options to email this title to other people or copy the direct page link.
6. **Add To** - requires a user account and varies by media type. Audio may be added to Favorites and Playlists.
7. **Citation** - view the MLA and Chicago Manual of Style citations for this title. Export to EasyBib is available as well.
8. **Custom Segment** - requires a user account. Allows for creation of custom segments that are stored in the *My Custom Segments* section and playable on the player page of the audio or video file for which the custom segment was created.
9. **Interactive Transcript** - if a transcript is available, you will be able to view it on this tab.
10. **Play Full Title** - switches player back to playing the full title. Useful when viewing segments previously.
11. **Continuous Play** - enabling this feature will continue to play all segments in order from where the play request was initially started.
12. **Player Controls** - Play/Pause, adjust volume, scrub using black circle, enable Closed Captions, speed up/slow down, and full screen, are all built into the player itself.

Pre-Made Video Segments

Most of the videos in your collection contain pre-made segments (or clips) to help users locate the perfect piece of content.

All of the pre-made segments are created by educators familiar with the content. While most pre-made segments are between two and four minutes in length, there is no set length for a segment; some may be less than two minutes, and some may be more than five minutes. The structure of the content and the educational value of the segment determine its length.

The pre-made segments can be found through a basic search, or by accessing any video detail page. If a video contains pre-made segments, they will display in a "Segments" tab on the right side of the page.
Viewing Content (continued):

Users can easily scroll through the list of available segments for any video, clicking on a segment to read the segment's description, load it into the video player, and view it.

Each individual pre-made segment can be added to a playlist or shared directly with other users through its unique Record URL.

In addition to the pre-made segments made available to all users, custom segments can also be created.

Please note that pre-made segments are not available for some videos that are less than 5 minutes in length or those video that contain content which does not lend itself to individual segments.

Custom Video Segments

The Custom Segment tool allows users to select portions of On Demand titles and create their own custom segments. The custom segments can then be viewed on that title's View Video page, added to a playlist, or embedded into a third party website.

To get started:

- Click on the Custom Segments tab below the video.
Viewing Content (continued):

- Choose your segment start and end points. These can be entered manually or dropped in using the start and stop buttons that sync to the video player. If the video has an Interactive Transcript available, you can also populate the start and end points by highlighting a portion of the transcript text. Tip: clicking on the "Use Transcript" button will open up the Transcript tab for you.
- Enter a title and description for your segment and then click the create segment button.
- The segment will now appear in the Segment tab on the right hand side of video player.
- Segments can be viewed in the player by clicking on them. They can also be deleted by clicking on the trash can icon that appears next to the Segment title.
- Segments can be shared using the Playlist and Embed tabs that appear below the player.

Note: This is an advanced feature and is only available to users that have created free personal user accounts.

Page Tool Overview

Every video in the collection has a set of Page Tools that allows a user to interact with the content. The available Page Tools include:

- **Now Playing**: This displays information about the full video or segment that is loaded in the video player and ready to view.
- **Related**: This displays any related resources for the video being viewed, including Educator Resources and Related Videos.
- **Share**: This tool provides users with ways to share the video including direct link Title URLs, Email, and (for those accounts with the Embed Code option activated) HTML Embed Codes.
Viewing Content (continued):

**Add To:** This tool provides users with ways to add the full video and/or selected segments to a Playlist, Favorite, or Assignment. Users must be logged in to use these tools.

**Citation:** This tool provides users with three different citation formats for the video: MLA, Chicago Manual of Style, APA and Harvard. Each format can be viewed, copied or exported to popular citation tools such as EasyBib. This feature may not be available for your account, depending on your administrator’s settings.

**Custom Segment:** This tool allows users to create unique segments from the video. Segment start/end times can be input manually and meta-data can be added to create a customized segment that can then be shared.

**Video Player Controls**

When viewing a video, users have a variety of tools available to them.

- Pause/Play/Stop
- Volume Control
- Fast Forward and Slow Motion
- Theater Mode
- Full Screen Viewing
- Preview Scrubber
- Closed Captioning
- Interactive Transcripts
My Films:

Manage. Share. Collaborate.

Educators can easily setup a personal user account to take advantage of the advanced features in the My Films section listed below.

Setting up an Account

How do I Create my own Account?

To create your own account, you must first be logged into the platform with the generic Institution level account you were provided (instructions provide on pages 16-17).

Why Create a My Films Account?

There are many benefits to creating a personal account. While the core functionality of the site can be used with a generic account, none of the My Films features or preferences listed below will be accessible until an individual user account is created.

User Account Only Features:

My Preferences
- **My Profile** - Once a user account has been created, users can access and modify their profile. Users can upload a profile picture, change their name and email address, change their password, and select subjects and grades of interest. The user profile can be accessed from the top navigation by clicking on My Films or from their My Films dashboard.

- **My Account Settings** - The My Account Settings section allows you to modify individual account preferences. Many of these settings can be set by an administrator as defaults, and then may be overridden at the individual user level. In addition to basic settings, you may also determine the active page tools you would like to use and set the display order on the view media pages, and opt in and out of monthly new title emails and newsletters. Account settings can be accessed from the top navigation by clicking on My Films or from their My Films dashboard.

My Films Dashboard
- **My Playlists** - Logged in users are able to save video and audio content to their Playlists and share with others. Playlists currently support full video, segments, custom segments, and audio. Items can be added to a Playlist, or a new playlist
My Films (continued):

created from an item using the "Add To" page tool. Playlists may be organized into folders and easily moved from one folder to another.

- **My Favorites** - Logged in users are able to save content to their Favorites using customized folders. This will allow users to search for and bookmark content to use later by saving it to their Favorites using the “Add To” page tool. All media types can be added as favorites. Favorites may be organized into folders and easily moved from one folder to another.

- **My Custom Segments** - Logged in users are able to see any custom segments that they have created from any videos. Custom segments may be organized into folders and easily moved from one folder to another.

- **My Saved Searches** - Logged in users are able to save simple or complex searches they have performed, right from the search results page. Saved searches may be organized into folders and easily moved from one folder to another.

To create an account from the My Films:

1. Click on the My Films link in the header.
2. Click on the Create an Account link near the bottom of this pull down menu.
3. You will be redirected to the Create Account page where you can register for your own personal account under your institution. Once you have logged in with your personal account, you will now be able to access the My Films and My Preferences sections.
My Films (continued):

To create an account from the viewer page:

1. If you attempt to access one of the advanced features like Add To or Custom Segments, as shown below, you will be prompted to login or create your own account.
2. Click on the Create an Account button near the bottom of this menu. You will be redirected to the Create Account page where you can register for your own personal account under your institution. Once you have logged in with your personal account, you will now be able to access
My Films (continued):

User Preferences

Setting user preferences is only possible once logged in with a user account. Once you are logged in, you can access the user preferences section by clicking on the user profile icon at the top of the page. Click on My Account Settings from this menu to access your preferences.

The following options are available inside My Account Settings:

Default Settings

- Default Number of Search Results - Set the preferred number of results to display for searches.
- Default Google Translate Language - Set the primary language used by Google translate.
- Default Maximum Streaming Bitrate - Set the maximum bit rate the video player will use for video playback.
- Default Citation Type - Set the default citation format that will appear first when accessing the citation tab.
- Default Search Result Type - Set the default type of video content to be returned in searches between: Titles and Segments, Segments only, or Full Titles only. **NOTE - if you set this to Segments only, you will not be able to view Web Channels or Custom Content if your account has either one.**
- Default Embed Code Size - Set the default embed code size that will be used for the embed code tab.
- Closed Captions - Set all videos to always start displaying closed captioning when playing, and various display settings such as font size and color.
- Video Player Mode - Set the default video player mode when viewing videos between theater and standard mode. Theater mode provides a much larger viewing experience.
My Films (continued):

Page Tools
All page tools are set to active by default. Use your mouse to drag page tools up and down to reorder them. This will change the order you see them in from left to right on the player page. Moving page tools over to the left side using the middle arrows will remove them from view on the player page.
- Standards - Controls the viewing of the standards lookup on the player page.
- Citations - Controls the viewing of the citations on the player page. Citations are currently offered in MLA, APA and Chicago Manual of Style. An export to EasyBib option also exists on this tab.
- Add To - Allows content to be added to My Favorites or My Playlists.
- Custom Segment - Controls the visibility of the custom segment tool on the player page.
- Share - Controls the visibility of share options on the player page and search results.

Notifications
- Send me monthly new title emails - Opt in or out of monthly new title emails.
- Send me monthly newsletters and other important information - Opt in or out of monthly newsletters and other important system messages.

My Playlists

General Overview:
The new My Playlists section has been completely redesigned and improved. Films content can be added to playlists from search results or the media pages. Options exist to add new playlists directly to folders, or create a new folder at the time you save a new playlist. The My Playlists section contains a New Folder button inside of it that allows you to create folders as you need them. As you visit other sections within My Films, the same folders will be accessible. Options to move content into one of these folders and view all content in a particular folder exists as well.

What Can Be Added To Playlists:
- Video (Full Titles and Segments)
- Audio
- Custom Segments
- Custom Content
- Web Channels
My Films (continued):

Using My Playlists:

Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create. Playlists are added to the unassigned folder by default. Playlists can be organized into other folders within the My Playlists section.

Content can be added to playlists using the Add To page tool. This page tool can be found on all search results and media viewing pages, when the content type is supported. Click on the Add To link, and then the Add to Playlist tab.

The Add to Playlist option contains the following features and functionality:

1. **Add Full Title** - Click on this option to add only the full title to your playlist.
2. **Add All Segments** - Click on this option to add all segments for a video to your playlist. This will exclude the full title.
3. **Individual Segments** - You can use the CTRL key and your mouse to select as many individual segments as you like.
4. **Add To Playlist** - Select an existing playlist to add more content to.
5. **New Playlist** - Enter a name for the playlist and click on this button to create a new playlist from the selections.

The My Playlists section contains the following features and functionality:

1. **Create New** - Use this button to create a brand new, empty playlist.
2. **New Folder button** - Use this button to create new folders that will be accessible in any section.
3. **Organize button** - Only shows up if you have content to organize. Use this button in conjunction with the check boxes to the left of every item to move playlists from one folder to another.
My Films (continued):

4. **Delete button** - Use this button to delete playlists. The delete button only works in conjunction with the check boxes to the left of the thumbnail.

5. **Grid / List view** - Use these buttons to toggle between grid and list views. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.

6. **Check box** - Use these to delete playlists. Multiple playlists can be selected and deleted at one time. You will be prompted to confirm this action before anything is deleted.

7. **Playlist Name** - Use this link to edit the playlist. Clicking on the name will redirect you to the playlist in editing mode.

8. **Preview** - Clicking on Preview will open the playlist in a new browser window in view only mode.

9. **Share** - Clicking on Share will open a new section below the playlist with the direct URL back to this playlists viewer page. This is an authenticated link that will require someone to login before they can view the content. It is possible that other people may not have the same content in their accounts and therefore will not be able to view everything shared.

10. **Delete** - Clicking on Delete will allow you to delete a playlist. You will be prompted to confirm that you really want to perform this action.

11. **Folders** - Once content has been organized into folders, the folder name will be displayed next to each item.

12. **Narrow Results** - Folder level filters that allow for easy filtering of content stored in any of your folders. Clicking on a folder item will display only content stored in that folder.
My Films (continued):

The Playlist Viewer page contains the following features and functionality:

1. **Video/Audio player** - Displays the first item in your playlist.
2. **Save Changes button** - Once you have made your desired changes, click on save changes to commit those changes.
3. **Preview button** - Clicking on preview will open the playlist in a new browser window for viewing.
4. **X button** - Clicking on the cancel button will cancel any changes made.
5. **Playlist Title** - Editable field to modify the playlist name.
6. **Playlist Notes** - Editable field to modify the playlist notes.
7. **Playlist URL** - Shareable link to viewing the playlist.
8. **Playlist Code** - Shareable code to viewing the playlist. Can be entered from the Playlist tab on the main login page.
9. **Sequence** - List of all items in the playlist. Use your mouse to drag items up and down to reorder your playlist. Click on the X next to an item in the sequence to delete it from the playlist.
My Films (continued):

My Favorites

General Overview:
The new My Favorites section has been completely redesigned and improved. On Demand content can be added to favorites from search results or the media pages. Favorites now supports folder organization as well. Options exist to add new favorites directly to folders, or create a new folder at the time you save a new favorite. The My Favorites section contains a New Folder button inside of it that allows you to create folders as you need them. As you visit other sections within My Films, the same folders will be accessible. Options to move content into one of these folders and view all content in a particular folder exists as well.

What Can Be Added To Favorites:
All of the core On Demand content can be added to favorites. You can view a complete list of all types and sub-types inside the Advanced Search section.
- Video (Full Titles and Segments)
- Custom Content
- Web Channels

What Cannot Be Added To Favorites:
- Custom Segments (Saved in their own section within My Films)

Using My Favorites:
Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create. Favorites can be added to the unassigned folder at any time and moved into a new folder at any time.
My Films (continued):

Content can be added to favorites using the Add To page tool. This page tool can be found on all search results and media viewing pages, when the content type is supported. Click on the Add To link to view the Add to Favorites interface.

If you have created additional folders inside any other My Section, or previously when saving favorites, you can select additional folders from the Add Item to Folder drop-down. New folders can be created on-the-fly by entering text in the second box and clicking the New Folder button. This will save the favorite into the new folder automatically.

The My Favorites section contains the following features and functionality:

1. **New Folder button** - Use this button to create new folders that will be accessible in any section.
2. **Organize button** - Only shows up if you have content to organize. Use this button in conjunction with the check boxes to the left of every item to move favorites from one folder to another.
3. **Delete button** - Use this button to delete favorites. The delete button only works in conjunction with the check boxes to the left of the thumbnail.
4. **Grid / List view** - Use these buttons to toggle between grid and list views. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.
My Films (continued):

5. **Check box** - Use these to delete favorites. Multiple favorites can be selected and deleted at one time. You will be prompted to confirm this action before anything is deleted.

6. **Favorite Name** - Use this link to view the favorite from the appropriate media viewer page on the platform.

7. **Share** - Clicking on Share will open a new section below the favorite with the direct URL back to this favorites media viewer page. This is an authenticated link that will require someone to login before they can view the content. It is possible that other people may not have the same content in their accounts and therefore will not be able to view everything shared.

8. **Delete** - Clicking on Delete will allow you to delete a favorite. You will be prompted to confirm that you really want to perform this action.

9. **Notes** - Once you have saved a favorite, you may return to the media viewer page and use the Notes tab in the page tool section to save useful notes related to any favorite. Once notes have been saved, this blue note icon will appear. Clicking on this note icon will open all notes in a pop up window for easy viewing.

10. **Folders** - Once content has been organized into folders, the folder name will be displayed next to each item.

11. **Narrow Results** - Folder level filters that allow for easy filtering of content stored in any of your folders. Clicking on a folder item will display only content stored in that folder.

My Saved Searches

**General Overview:**

The new **My Saved Searches** section allows anyone with a user account to save their search results. Basic searches using the top search bar, and compound searches created from within advanced search are all supported. Like other **My** sections, searches can be organized into folders. Saving a search also allows you to add notes about that search that will appear at the top of the search page, when accessed from within **My Saved Searches**. Options exist to add new searches directly to folders, or create a new folder at the time you save a new search. The **My Saved Search** section contains a New Folder button inside of it that allows you to create folders as you need them. As you visit other sections within **My Films**, the same folders will be accessible. Options to move content into one of these folders and view all content in a particular folder exists as well.
My Films (continued):

What Can be Saved:

Any search performed from the main site search box or from within Advanced search can be saved and retrieved later. Currently, none of the Narrow Results filters found on the right-hand side of the search results page are supported. If you perform a search, and use any of these options, and then attempt to save this search, none of those selected filters will be preserved. All of the search filters are available as selectable options within Advanced Search.

Using My Saved Searches:

To save searches, you must be logged in with a user account, or create a new user account. If you are not logged in, you will be prompted to login or create an account in place of the pop up window shown to the right.

To save a search, click on the Save Search icon at the top of any search results page shown to the right. This will open the Save Search pop up window.

Enter a title for your saved search. This is a required field. Enter notes for your saved search. This is an optional field.

Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create. Searches can be saved to the unassigned folder at any time and moved into a new folder at any time.

If you have created additional folders inside any other My Section, or previously when saving searches, you can select additional folders from the Add Sear to Folder drop-down. New folders can be created on-the-fly by entering text in the second box and clicking the New Folder button. This will save the search into the new folder automatically.
My Films (continued):

The My Saved Searches section contains the following features and functionality:

1. **New Folder button** - Use this button to create new folders that will be accessible in any section.

2. **Organize button** - Only shows up if you have searches to organize. Use this button in conjunction with the check boxes to the left of every item to move searches from one folder to another.

3. **Delete button** - Use this button to delete searches. The delete button only works in conjunction with the check boxes to the left of the thumbnail.

4. **Grid / List view** - Use these buttons to toggle between grid and list views. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.

5. **Check box** - Use these to delete searches. Multiple searches can be selected and deleted at one time. You will be prompted to confirm this action before anything is deleted.

6. **Search Name** - Use this link to view the saved search. The description you entered is displayed below the name on this page and at the top of the actual search results page.
My Films (continued):

7. **Share** - Clicking on Share will open a new section below the search with the direct URL back to the search results page. This is an authenticated link that will require someone to login before they can view the content. It is possible that other people may not have the same content in their accounts and therefore will not be able to view everything shared.

8. **Delete** - Clicking on Delete will allow you to delete a search. You will be prompted to confirm that you really want to perform this action.

9. **Folders** - Once searches have been organized into folders, the folder name will be displayed next to each item.

10. **Narrow Results** - Folder level filters that allow for easy filtering of searches stored in any of your folders. Clicking on a folder item will display only the saved searches in that folder.

My Custom Segments

**General Overview:**

The new **My Custom Segments** section allows anyone who is logged in with a user account to create and save their own custom segments. Custom segments provide another level of customization, allowing you to create the perfect segment that best meets your needs. When you create a custom segment, you are creating a virtual segment using in and out points of the video. These segments do not alter the original video and are not downloadable. Segments that are created are visible on the segments tab of any video they were originally created from, at the bottom of the segments tab.

All custom segments are stored in **My Custom Segments** and can be organized into folders. Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create. Custom Segments are added to the unassigned folder by default. They can be organized into other folders within the **My Custom Segments** section.
My Films (continued):

Custom Segments Can Be Created From:
- Video (Full Titles and Segments)
- Audio
- Custom Content
- Feature Films (Canadian Customers who subscribe ONLY)

Custom Segments Cannot Be Created From:
- Web Channel Videos
Creating Custom Segments:

Custom Segments can be created on the view media page using two different methods. Follow the steps in the Custom Segment help article to get started.

If you do not see the Custom Segment page tool, please refer to this article on setting user preferences to verify that you have the Custom Segment page tool enabled.

The My Custom Segments section contains the following features and functionality:

1. **New Folder button** - Use this button to create new folders that will be accessible in any section.

2. **Organize button** - Only shows up if you have content to organize. Use this button in conjunction with the check boxes to the left of every item to move segments from one folder to another.

3. **Delete button** - Use this button to delete segments. The delete button only works in conjunction with the check boxes to the left of the thumbnail.

4. **Grid / List view** - Use these buttons to toggle between grid and list views. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.

5. **Check box** - Use these to delete favorites. Multiple favorites can be selected and deleted at one time. You will be prompted to confirm this action before anything is deleted.

6. **Segment Name** - Use this link to view the segment from the appropriate media viewer page on the platform.

7. **Share** - Clicking on Share will open a new section below the segment with the direct URL back to this segment media viewer page. This is an authenticated link that will require someone to login before they can view the content. It is possible that other people may not have the same content in their accounts and therefore will not be able to view everything shared.

8. **Delete** - Clicking on Delete will allow you to delete a segment. You will be prompted to confirm that you really want to perform this action.
My Films (continued):

9. **Folders** - Once content has been organized into folders, the folder name will be displayed next to each item.

10. **Narrow Results** - Folder level filters that allow for easy filtering of content stored in any of your folders. Clicking on a folder item will display only content stored in that folder.

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**My Custom Segments**

1. New Folder
2. Organize
3. Delete
4. Narrow Results

**My Folders**

**General Overview:**

The new *My Folders* section represents a vast improvement over the previous folder system. Folders are now universal across the entire *My Films* section, instead of only being visible to the specific section they were created in. Every *My Films* section contains a New Folder button inside of it that allows you to create folders as you need them. As you visit other sections within *My Films*, the same folders will be accessible. Options to move content into one of these folders and view all content in a particular folder exist inside each section as well.
**My Films (continued):**

The *My Folders* section represents a centralized place for managing all of your global folders, and the content contained in each of them.

**Using My Folders:**

Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create. Content can be added to the unassigned folder at any time and moved into a new folder at any time.

The *My Folders* section contains the following features and functionality:

1. **New Folder button** - Use this button to create new folders that will be accessible in any section.

2. **Delete button** - Use this button to delete folders (will NOT delete any of the content in those folders). The delete button only works in conjunction with the check boxes to the left of the *My folder* thumbnail.

3. **Grid / List view** - Use these buttons to toggle between grid and list views. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.

4. **Sort** - Use this drop down to sort the order of your folders. The default sort is by date created, but other options include A-Z and Z-A order.
My Films (continued):

5. **Check box** - Use these to delete folders. Multiple folders can be selected and deleted at one time.

6. **Folder Name** - Use this link to view all content inside a given folder. This is a view only mode with no editing capabilities. A summary of the folder contents is listed below the folder name, along with the date it was created.

7. **Edit** - Use this link to access all content inside a given folder in edit mode. Edit mode allows you to remove content and edit the folder name and notes.

8. **Delete** - Clicking on Delete will allow you to delete a folder. You will be prompted to confirm that you really want to perform this action. Deleting a folder **DOES NOT** delete the content inside the folder. The content will move back to the Unassigned folder.

**My Groups**

**General Overview:**

Groups can be created within the *My Films* section for any purpose. Once a group has been created, members can be invited to join the group via email, or by distributing a group code. All group activity is displayed on the main group page. Group members can participate in a discussion with each other, view shared folders and complete assignments.

A total count of the groups you have created, or have joined will be displayed on the *My Films* dashboard page.

Similar to other sections within *My Films*, groups can also be viewed in grid (default), or list view. Groups cannot be organized into folders.
My Films (continued):

Creating or Joining a Group:

To create or join a new group, click on the My Groups link from the My Films page. At the top of the My Groups page will be two buttons. Clicking on the Create New button will open a new window for creating a brand new group. Clicking on the Join button will prompt you to enter a group code.

Creating a Group:

The create a new group window contains the following information necessary for group creation:

1. Group Name (Required) - Enter a name for the new group.
2. Group Description (Optional) - Enter a description for the new group.
3. Accessibility (Required) - Select the accessibility level of your group. Private will exclude your group from searches other people might do for groups to join. School will set your group to be visible only to others within your same school. District will make your group visible to anyone at the district level.

Joining a Group:

Currently, the only way to join a group is by using a group code. You must have a user account to access the My Films section. Once you are logged in, go to the My Films section and then click on the My Groups section at the bottom. Click on the Join button and enter the provided code.
My Films (continued):

My Groups Main Page:

The main My Groups page will list all groups you have created, or have joined.
1. Groups you have created will be identified with this My Group thumbnail.
2. Groups you have joined will be identified with this group member thumbnail.
3. Clicking on the group name will redirect you to the main group page.
4. The description of your group. Can be edited on the group settings page.
5. The count of members in a group, not including the owner.
6. The owner of the group. If you have joined a group, the name of that person will be displayed here.
7. The date the group was created or joined.

Viewing /Using a Group:

Every group is composed of the following main sections. Group members will not see the Settings tab, only the group owner will have access to that section.

1. **Group Name and description** - Can be modified within the Settings tab.
2. **Activity Tab** - Displays all group activity, visible to all. Activity includes members who joined, folders being shared/removed and assignments being assigned/removed. Every activity line contains the person's profile picture, name, date and what occurred.
My Films (continued):

3. **Q&A Tab** - Carry on a discussion with members of the group using the built in chat feature.

4. **Folders** - The group owner can share folders from their own *My Folders* section with the group. Group members will be able to see the contents of any shared folder and view those resources within the platform.

5. **Assignments** - The assignments tab will display all assignments for the group owner and only those that are active for group members.

6. **Members** - A list of all members in the group. The group owner can remove members from the group using this tab.

7. **Settings** - Modify the group name and description, lock the group to prevent additional people from joining, modify the accessibility level, and delete the group. This tab automatically saves all changes made.

8. **Group Code and Invite Users** - Displays the group join code that can be shared with other to join this group. The Invite Users button will open a window to enter email addresses and send the group join code.

9. **Open Assignments** - The left side of a group displays any open assignments for all group members to view and take. Only open assignments will be made visible here. Open assignments are defined as those where the start date has been met and the end date has not been reached yet. Clicking on the Assignment name will open the assignment in a new browser tab and allow any group members to complete the assignment. If the group owner clicks on this link, the assignment is opened in edit mode, allowing the owner to modify all aspects of that assignment right from within the group.
Assigning Assignments to a Group:

Assignments can only be assigned to groups. Before you can assign an assignment, you must first create the assignment using the My Assignments section within My Films. Assignments can have a start and end date, along with specific start and end times. The group owner may also choose to have the assignment automatically lock when the due date is reached, or leave it open. Assignments can be locked at any time as well.

1. **Add Assignment button** - Click on the button to assign one of your assignments to the group.

2. **Lock Settings** - Used in conjunction with existing assignments in a group already. Click a check box on the left-hand side of the assignment and then the lock settings button to modify lock settings for any number of assignments. Assignments can never lock, lock when the due date is reached, or be locked at any given time.
My Films (continued):

3. **Assignment drop-down** - Select a preexisting assignment to assign to the group.

4. **Start Date** - Select a date from the calendar and a time, in increments of 30 minutes.

5. **End Date** - Select a date from the calendar and a time, in increments of 30 minutes.

6. **Lock Assignment by due date** - Selecting this option will cause the assignment to lock automatically once the due date is reached.

7. **Assign** - Click the assign button to assign the assignment to the group.

Completing an Assignment:

Assignments can only be completed from within a group. Clicking on the assignment title as a group member will open the assignment in a new browser tab.

The top of the assignment page displays the name of the assignment, who it was assigned by, and the due date/time of the assignment.

The instructions section contains any text based instructions left by the assignment creator.
My Films (continued):

The Feedback section allows the person completing the assignment to respond to any questions in the instructions section, or simply leave their instructor feedback.

Files to Review on the right-hand side clearly lists all resources to be reviewed. Icons next to each item indicate if it is a playlist, favorite, saved search, etc. Clicking on the title of anything in this list will open those resources in a new browser tab to review.

Once you have completed the assignment, click on the Turn In button at the bottom to complete the assignment. This will increment the count on the assignment so that the creator can clearly see how many more members have yet to complete the assignment.

My Assignments

General Overview:

The new assignment tool is designed to allow the group owner to assign selected content, along with basic instructions, to group members. Once viewed by a group member, they may turn in the assignment and complete the process.

Assignments currently support Playlists, Favorites, Custom Segments and Saved Searches.

Assignments support folder organization. The My Assignments section contains a New Folder button inside of it that allows you to create folders as you need them. As you visit other sections within My Films, the same folders will be accessible. Options to move assignments into one of these folders and view all assignments in a particular folder exist as well.

Assignments can only be assigned to group members, from within the group itself. The My Assignments section is reserved for creation and organization of all assignments.

Creating an Assignment:

To create a new assignment, click on the Create New button within the My Assignments section. The create assignment window will open, allowing you to complete the two step process for creating an assignment.
My Films (continued):

Step 1:

Enter a title and basic instructions for your assignment in the provided text fields. Optionally, select a folder to organize your assignment, or leave it in the unassigned folder. Every user account starts out with an Unassigned folder by default. This folder cannot be edited or deleted, unlike other folders you may create.

Step 2:

Select existing content from other My sections using the check boxes. Assignments currently support Playlists, Favorites, Custom Segments and Saved Searches. Select any number of these items and click the Create Assignment button to finish the process of creating your assignment.

Viewing / Editing an Assignment:

Clicking on an assignment title from the main My Assignments section will open it in edit mode. The top of the edit assignment page contains buttons to preview and delete the assignment. Preview will open the assignment in a new browser tab, simulating how it will look in the group. The assignment editing page is divided into three main sections:

1. General Information - Contains the assignment title and instructions.
My Films (continued):

2. **Feedback** - Not visible in edit mode. Anyone completing the assignment will use this section to provide feedback.

3. **Files to Review** - Contains files to review in the assignment. Use the Add Files button to attach additional items from the *My Films* section.

**My Assignments Main Page:**

Assignments can be viewed inside a group, and inside the *My Assignments* section. Assignments created by you and ones that were assigned to you are clearly indicated with different thumbnails. From within *My Assignments*, the assignment page has the following features and functionality:

1. **Create New** - Click on this button to create a new assignment.

2. **New Folder** - Click on this button to create a new universal folder that can be used to organize assignments.

3. **Organize** - Only shows up if you have content to organize. Use this button in conjunction with the check boxes to the left of every item to move favorites from one folder to another.

4. **Delete** - Use this button to delete assignments. The delete button only works in conjunction with the check boxes to the left of the thumbnail.

5. **Grid / List View** - Use these buttons to toggle between grid and list view. The default view is grid, but you can click on the list icon to switch to a list/table formatted view.

6. **Check box** - Use these to delete assignments. Multiple assignments can be selected and deleted at one time.

7. **Assignment Name** - Clicking on the name will open the assignment in editing mode. In this mode, you can edit the assignment details and add / remove files from the assignment.

8. **Item Count** - The number of content items included in each assignment.

9. **Preview** - Clicking on this link will open the assignment in a new browser tab to simulate how it will look for group members taking the assignment.

10. **Share** - Clicking on Share will open a new section below the assignment with the direct URL back to this assignment. This is an authenticated link that will require someone to login before they can view the assignment. It is possible that other
My Films (continued):

people may not have the same content in their accounts and therefore will not be able to view everything shared.

11. **Delete** - Clicking on Delete will allow you to delete an individual assignment. You will be prompted to confirm that you really want to perform this action.

12. **Narrow Results** - Folder level filters that allow for easy filtering of content stored in any of your folders. Clicking on a folder item will display only assignments stored in that folder.
Integrating Content into your LMS/Websites/LibGuides:

If you are using a Learning Management System, class website, or LibGuides, you need to know how to add On Demand content into your web-based tools.

Title & Segment URLs

Record URLs - Titles and Segments

The Record URL is a free-standing, persistent URL that can be shared within your institution, integrated into an electronic card catalog system, or placed in any learning management system. It can be found on the Now Playing tab below the player on the View Video page.

Think b4 u Post: Your Reputation and Privacy on Social Networking Sites (FULL VIDEO) (21:31)

The Record URL that displays is dynamic based on whether you are watching a particular Segments or the Full Title. Additionally, the Record URL is located under the Share tab and via the Share button on the Search Results pages.

Subject Page Links

Using the Subject Page

Subject pages contain a list of all titles linked to that specific subject or group. Subject pages are accessed from the main subject index page located under the main menu.
Integrating Content into your LMS/Websites/LibGuides (continued):

The top level subject will be listed at the top of the page along with the grand total number of titles in this main subject. If you selected a group (secondary subject), and not the top level subject, you will notice that this is selected in bold on the right-hand side of the page under Narrow Results. Class level subjects (the third level down of subjects) can be selected by using the arrows next to the groups as shown below.

Any of the other filters can be applied to this list of titles to refine it down.

**Page Link** - The top of the page contains a page link option that can be copied and shared. This is an authenticated link back to this page of search results.

**Export All Titles** - Use this option to export the entire list of titles in a given subject to a CSV document. The export will contain all titles in a given top level subject, regardless of any filters applied on the right-hand side.

**Sorted by** - The results are listed in newest to oldest order (by copyright), with newer titles being at the top of the page. You can change this sort order to use most popular instead. Click on the bold text to change the sort.
Integrating Content into your LMS/Websites/LibGuides (continued):

Save Search - If you have created a user account, or logged in with your user account, you may use the Save Search feature to save this subject page to your *My Saved Searches* for later use.

Producer Page Links

Using the Producer Page

Every producer has a dedicated page that contains a listing of every title from that producer. Producer pages are accessed from the main menu Producer Index page, or using the link at the bottom of the media viewing page.

The top of the producer page contains a total title count, page link and link to export all titles.

Page Link - The top of the page contains a page link option that can be copied and shared. This is an authenticated link back to this page of search results.

Export All Titles - Use this option to export the entire list of titles in a given subject to a CSV document. The export will contain all titles from the producer.

The producer page is divided into two (2) main sections:

1. Recently Added Slider
   The slider at the top of this page contains the 20 most recently added titles by a given producer. Use the arrows on the left or right of the slider to view additional titles. You may also use the View All link at the top of this page to see all titles at once.

2. Browse All Titles
   This section contains all titles from the producer, sorted in newest to oldest order by copyright year. Filters are provided on the right-hand side and allow for a more granular browsing experience. Clicking on any title links or the thumbnail will redirect you to the viewing page.

The results are listed in newest to oldest order (by copyright), with newer titles being at the top of the page. You can change this sort order to use most popular instead. Click on the bold text to change the sort.

If you have created a user account, or logged in with your user account, you may use the Save Search feature to save this subject page to your *My Saved Searches* for later use.