



### Accessing Safari Montage

- Open the Safari Montage server by using the URL address given to you by your District Administrator. This site is accessible from only from school computers at this time.
- Bookmark or add this link to your FAVORITES folder.
- Remember your Username and Password.
- Consider taking the Tutorials. They are short, yet informative. More information about Safari Montage can be found under the HELP tab.
- Be sure to check out each video's Supplemental Documents: Teacher Guides, Activities, and Quizzes. If a video clip offers this, you will see an icon or link directing you to the supplemental content.

### Navigation



1. Main Navigation Window is at the top of the page.
2. DASHBOARD – View videos and a list of recent playlists, shared playlists, and recently viewed files.
3. SEARCH – Perform refined searches of videos and audio clips. You may also use the Quick Search box in the top right hand corner for general searches.
4. SUBJECTS – Allows you to browse by subject.
5. STANDARDS – Access State Curriculum Standards and see how they relate to videos and audio.
6. PLAYLISTS – Locate any playlist that you have created. Playlists are lists of videos or audio clips that you've grouped together by theme or subject. For example, you can create a Science playlist and save a favorite video about Matter in that Playlist. You can also access Shared Playlists created by others in LCSC's Safari Montage network.
7. MODULES – Locate any add-on products that are available.
8. PREFERENCES – Locate user preferences and information.
9. HELP – Learn about Safari Montage and its features.

### Creating Playlists

1. Select PLAYLIST.
2. Select NEW button near right side of page.
3. Enter the information naming your Playlist and identify the Subject Area.
4. Click MY PLAYLIST on left side of page to view your video or audio lists.

### Add Video to Playlist

1. Open a Playlist.
2. Search for videos or audio files by selecting the green arrow.
3. Select the video and click the ADD icon.

### Editing Video Length

1. Search for a new video or use an existing video.
2. PLAY the video using the green arrow.
3. Find a STARTING POINT for your customized video and click START POINT.
4. Find an ENDING POINT for your video and click END POINT.
5. Click SAVE TO PLAYLIST.



### Quizzes

1. Search for a new video or one from a saved Playlist.
2. If the video comes with a Teacher's Guide and / or Quiz, the icons will be visible to the



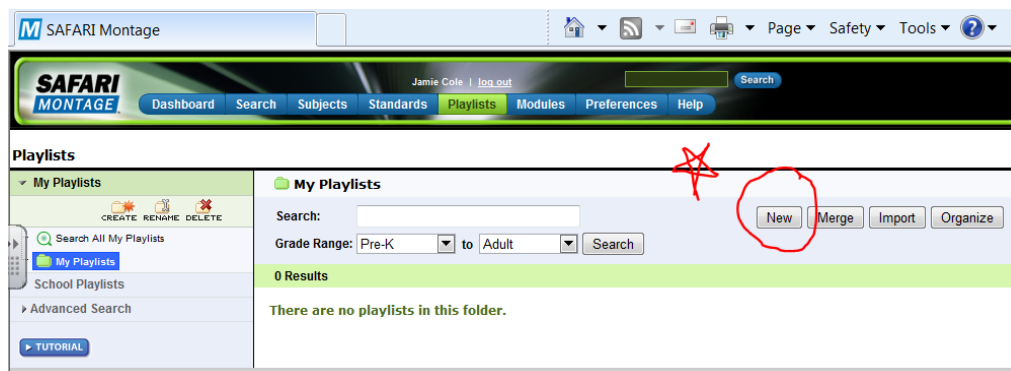
right of the video name.

### Downloading Images and Audio Clips

1. Select SEARCH.
2. Enter the topic, item, or subject and click SEARCH.
3. In the RESULTS window select the IMAGES tab to preview the images relating to your search.
4. Select the image you'd like to use and click the DOWNLOAD button. Make sure you save your image file to a location that you'll remember and can retrieve easily. You may download them to your computer or to a USB (flash) drive.
5. Audio Clips – Follow the steps above except select AUDIO instead of Images to listen to the sound clips before downloading them to your permanent file on your computer or USB (flash) drive.

## Creating Playlists / Adding Media

Playlists are basically content lists with theme related media (video, audio, images, etc.)



Creating a playlist will allow you to group all media into one theme related folder and assign it to a certain subject. Remember to select YES to SHARE the folder.

Enter new playlist information.

Playlist Title:

Subject:

User: jcole

Grade Range:  to

Comments:

(Max Length is 1000 characters)

My Folder:

Share this Playlist?  Yes

Now that you have a theme related playlist, you can add clips to that play list. Select the blue playlist name.



Select Add More Clips to My Playlist.

**Matter** Active Playlist [0 items]: [Matter](#)

Add More Clips to My Playlist

Sharing: MY PLAYLIST (SHARED TO SCHOOL)  
 Folder: My Playlists  
 Subject: Science  
 Creator: Jamie Cole  
 Viewable By: All Users  
 Grade Range: Grade 1 to Grade 4  
 Created: Wednesday, October 13, 2010, 10:20:07 AM

Running Time:

Perform a refined search (left hand side of screen).

**Search**

Keyword:

Grade Range:  to

Advanced Search

Publisher:

Copyright: In

Media Types:	Show Only if Includes:
Videos: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Closed-Captioned:
Images: <input type="checkbox"/>	<input type="checkbox"/> Downloadable:
Audio: <input type="checkbox"/>	<input type="checkbox"/> Teacher's Guides:
Interactive: <input checked="" type="checkbox"/>	<input type="checkbox"/> Blackline Masters:
Documents: <input type="checkbox"/>	<input type="checkbox"/> Quizzes:
	<input type="checkbox"/> Other Attachments:

Show:  titles per page

Find the video, or other media, that you'd like to add to that playlist and click the ADD button with the blue plus sign. You can add as many videos, images, or audio clips that you'd like to this playlist. Keep following the same process for Adding More Clips.

grades **Second Grade to Second Grade.** Active Playlist [0 items]: [Matter](#)

Videos | Images | Audio | Interactive | Documents

Results 1 to 21 of 21 |< > >>

Sort by:   [Collapse Chapter Results](#)

[All About Solids, Liquids & Gases](#)

Media:

Running Time: 24 min 29 sec

Grades: K to 4

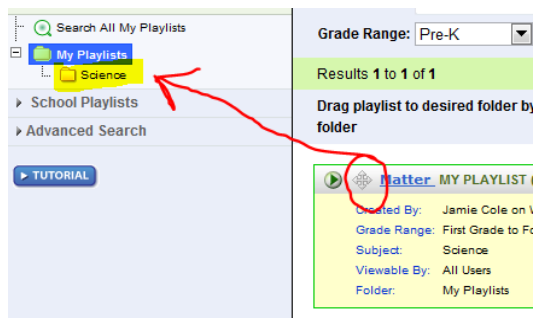
In All About **Solids**, Liquids & Gases, young students will be introduced to the three common forms of

Click your Playlist tab to view your playlists.

### Creating Playlists / Adding Media

To organize your playlists by subject you can create folders in your Main Playlist folder. Highlight My Playlists. Click Create and name the folder (Science, Math, etc.).

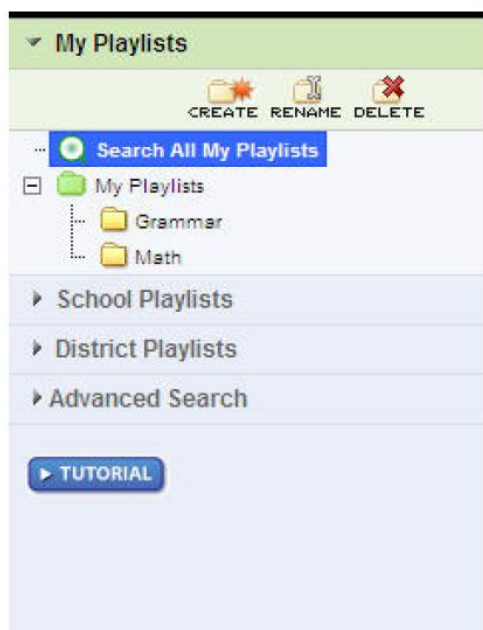
Next drag and drop playlist into folder. As you hover the folder will be highlighted a light blue.



Now the playlist and all its media files will be in My Playlist > Science folder.

### Additional Information

The left side of the Playlists screen is the Folders section. Here, users can organize their created playlists through folders and browse other shared playlists throughout the school or district.



- My Playlists - Users can create, rename or delete folders for playlist organization. When a user creates a playlist, the default location is the My Playlists folder. This location can be changed see the Edit section under Playlist in this document. In addition to folder creation, the user can select 'Search All My Playlists' to search for playlists within their entire My Playlist folder structure.
- School Playlists - Users can search through playlists that have been created and shared by other users in the school.

- District Playlists - Users can browse or search folders for playlists that have been created and shared by other users in the school district. Users cannot create, rename or delete folders in this section.
  - Users who are Administrators can create, rename and delete folders from My District.
  - District Playlists are only available in WAN environments.
- Advanced Search - Users can search through all available playlists.

### **Creating a New Folder**

1. Highlight or left-click the My Playlist folder.
2. Click the Create icon at the top of the window.
3. Rename the newly created folder (Ex. by subject). This is considered a “top-level” folder.
4. Press ‘Enter.’
5. Drag video, audio, and image files into folder of your choice.

\*\* Up to four subfolders may be created for any one top-level folder. To create subfolders, highlight or left-click the top-level folder where the subfolder will be located and then follow the steps above.

### **Renaming a Folder**

1. Highlight or left-click the folder to be renamed.
2. Click the Rename icon.
3. Press ‘Enter.’

### **Deleting a Folder**

1. Highlight or left-click the folder to be deleted.
2. Click the Delete icon.
3. Confirm folder deletion.

### **School Board Policy Regarding Video Use in the Classroom**

1) Because instructional time is so valuable, it is very important that each teacher carefully consider the reason for showing a movie or film to his/her students. Movies, film and other media shown to students should:

- A) Be related to the curriculum and the subject being taught to students.
- B) Be relevant to state standards and/or student achievement.
- C) Support, not supplant, instruction.

### **Using Movies/Videos in the Classroom**

As per the Lake Central School Corporation movie guidelines, staff members are to show only movies/videos that can be connected with state and/or national standards. According to the federal copyright laws, it is illegal to show movies/videos in the classroom as a reward or for “non-educational” purposes. Lake Central School Corporation employees who violate the copyright law can be held liable. The Lake Central School Corporation, in accordance with the federal copyright law, prohibits the use of movies/videos in classroom unless the teacher can connect the movies/video with an educational purpose or function.