Please note: This SAFARI Montage WAN Manager Admin Guide is from the System Help for v5.8 and not all information may apply if you are running a different version. To access the full Help, use the 'Help' button on the Main Navigation Menu of your SAFARI Montage system. Additional resources on how to use SAFARI Montage, including documents designed specifically for teacher and student use of the system are found on the user community website, www.SAFARIMontageHDNetwork.com. Join this free community to access relevant blogs, support documentation, videos and more!

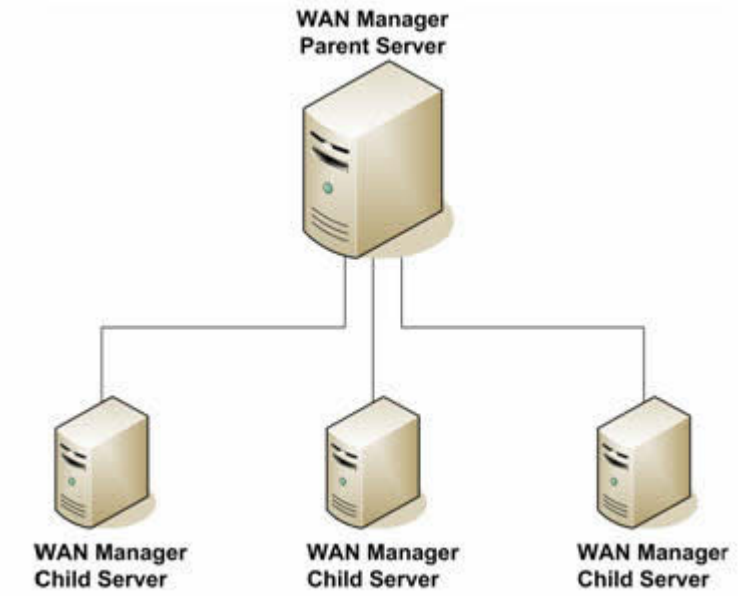
WAN Manager Admin v5.8

SAFARI Montage® WAN Manager Overview

Overview

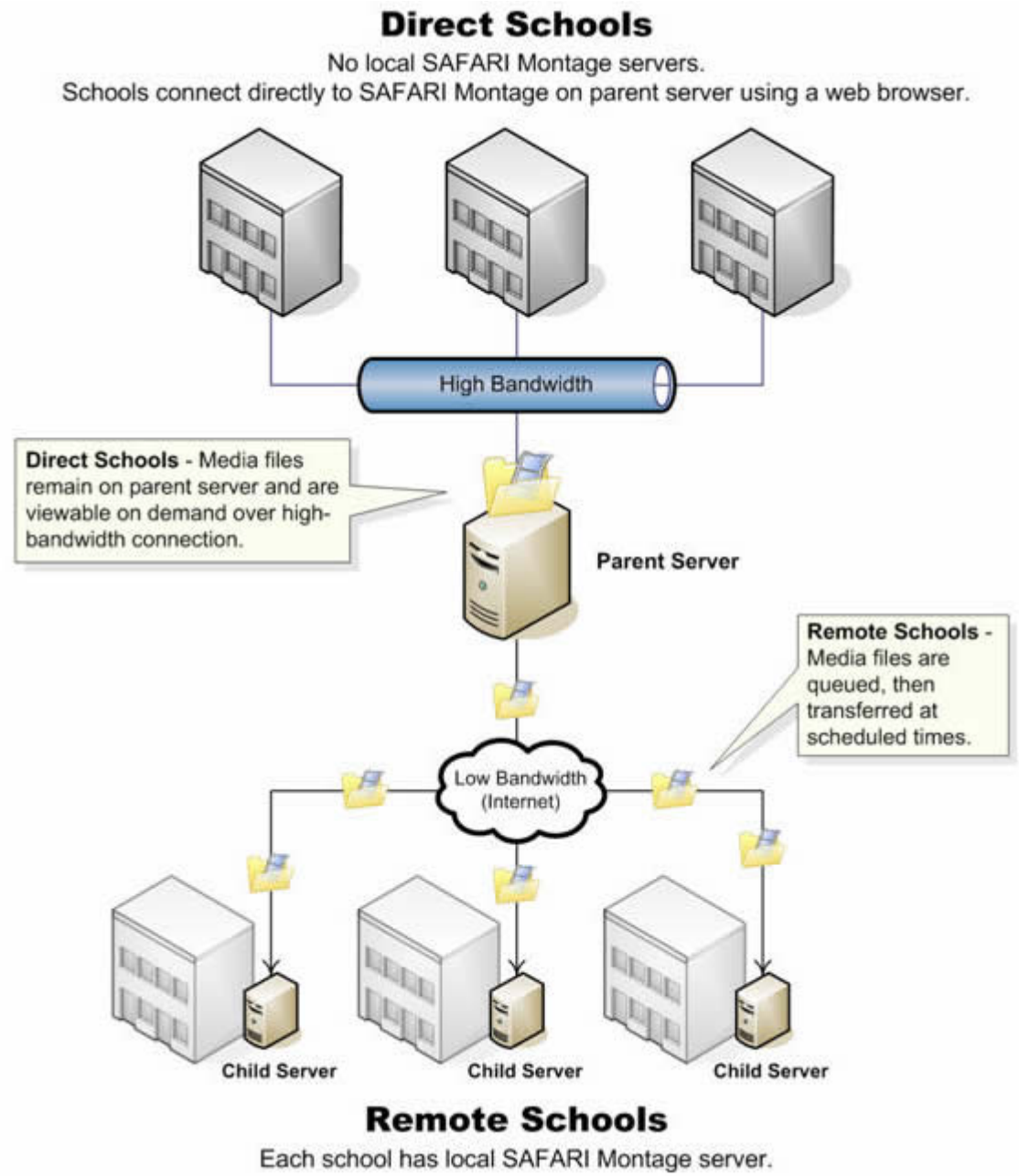
WAN Manager is an enterprise network digital media management solution for distributing and managing media to classrooms. WAN Manager allows for the management of district-wide services to multiple schools, each of which may be configured as required to meet the needs of a specific school. The Central Server, or WAN Manager, can be used directly by clients (direct schools) and/or in a single tier Parent/Child architecture. WAN Manager services all of the needs in a Wide Area Network by serving and supporting the management of both direct schools and remote school servers.

Server Types



- **WAN Manager/Parent Server**
  - The parent server is the WAN Manager. The WAN Manager can have any number of connected child servers known as remote school servers. The parent server has control over certain functions on its child servers, such as specifying what things are sharable (see 'Sharing in WAN Manager'), whether shared items are subject to approval and what times of day media may be transferred between servers. Parent servers may also assign content package licenses to schools on child school servers, thereby giving them access to that content (see WAN Manager Media and License Management).
- **Remote School Server/Child Server**
  - A child server, or remote school server, can only have a single parent server. Child servers, in most cases, reside in a remote location to the parent server. They may have their own local content or may be granted content licenses from the parent server (see 'WAN Manager Media and License Management').

School Types



- **Direct**
  - A direct school can be thought of as a 'virtual school.' It is a private instance of SAFARI Montage on a particular server. A direct school has its own set of user accounts, content packages, Playlists and user preferences. Users associated with schools connect directly to the WAN Manager server over a high-bandwidth connection by using a browser and do not require a SAFARI Montage server at their location.
- **Remote**
  - A remote school is one that is located on a connected server, separate from the local server to which a user is logged in. For example, in the case of a parent server, remote schools are those located on remote school (child) servers. In the case of remote school server, remote schools are those that do not reside on the local remote school server, i.e., schools located on the parent server and/or other remote school servers. Remote school server users usually do not connect directly to the parent server directly,

because bandwidth between parent and remote school location is too low to support play back of SAFARI Montage's high-quality video. Instead users of remote school servers connect to a local WAN Manager-enabled SAFARI Montage server and WAN Manager transfers media as required between the WAN Manager parent and the remote server.

Content packages may exist locally to their server or may be assigned to them from the parent server. When a content package exists locally, its media files also exist locally, so titles are readily available for instant playback to all schools on that server. When a content license has been assigned to a remote school from the parent server, the media files do not exist locally. Instead, the files must be transferred to the remote school server, upon user request, during times specified in the school's transfer schedule. This ensures that SAFARI Montage's large video files are only transferred during off-peak hours so they do not consume the school's network bandwidth during the school day (peak hours).

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Setup and Configuration

Activating SAFARI Montage® WAN Manager Add-On Modules

WAN Manager is a SAFARI Montage Module product. Like all modules, before it may be used, it must be activated. Modules cannot be activated without a valid license from SAFARI Montage. A valid license was created for your organization at the time you purchased WAN Manager.

There are three types of activation available: **Automatic**, **Semi-Automatic** and **Manual** activation. Both automatic forms of activation require that your SAFARI Montage server has access to the Internet. When a module is activated, SAFARI Montage communicates with a remote licensing system via the HTTP protocol over the standard port 80. If a valid license exists, the product will activate.

To perform any of these activation methods, you must be logged in to SAFARI Montage as an Administrator.

Automatic Activation

Automatic activation will attempt to detect and activate all inactive content packages and modules in the system. For the package to activate, a valid license must be found in the remote licensing system.

1. Click on ADMIN in the Main Navigation Menu.
2. Select ‘Add-On Modules’ from the 'Content & Modules' secondary navigation menu.
3. Mark the ‘check box’ agreeing to the License Agreement.
4. Fill out the required information.
5. Click the ‘Next’ button.

The system will activate each inactive package and add-on, verifying each activation with the remote licensing. Please be aware that this process can take some time (sometimes up to several hours), depending on the number of packages being activated.

Semi-Automatic Activation

During semi-automatic activation, you will be asked to enter the ‘Product ID‘ that was provided to you by Library Video Company when you ordered the product.

Semi-auto activation requires that the SAFARI Montage server has access to the Internet. When a module is activated, SAFARI Montage communicates with our remote licensing system via the HTTP protocol over the standard port 80. If a valid license exists, the product will activate.

1. Click on ADMIN in the Main Navigation Menu.
2. Select ‘Add-On Modules’ from the 'Content & Modules' secondary navigation menu.
3. Click the ‘Activation’ link to the right of the WAN Manager module.
4. Click the ‘Activate’ button.
5. Enter the ‘Product ID’ in the provided field.
6. Click the ‘Activate’ button.

Manual Activation

Manual activation can be used if auto-activation fails for whatever reason. The most likely reason would be that Internet connectivity does not exist to the SAFARI Montage server.

To manually activate the WAN Manager module, you must be logged in to SAFARI Montage as an administrator. First, you need to gather three pieces of information from the Manual Activation page in SAFARI Montage. These codes must be entered into our activation web site to retrieve your manual activation ID and password.

1. Click on ADMIN in the Main Navigation Menu.
2. Select 'Add-On Modules' from the 'Content & Modules' secondary navigation menu.
3. Click the 'Activation' link to the right of the WAN Manager module.
4. Click the 'Manual' button.

The Manual Activation page displays with three key pieces of information: **Unit ID**, **Version Number** and **Serial Number**. You will need this information to retrieve your Activation ID and Password from the web site.

5. Launch a new browser window, leaving the manual activation page open in the background.

1. Retrieve Activation Codes

A web site has been set up to allow you to acquire your manual activation codes.

2. Navigate to http://software.safarivideonetworks.com/ in the browser window opened above.
3. Click the 'Activate' link next to the SAFARI Montage logo.
4. Enter the 'Product ID.'
5. Mark the 'check box' agreeing to the License Agreement.
6. Fill out the required information.
7. Click the 'Next' button.
8. Verify the contact information entered, and create a log in for the web site.
9. Click the 'Save' button.
10. Enter the 'Unit ID,' 'Version Number' and 'Serial Number' into the provided fields.
11. Click the 'Get Password' button.

An Activation ID and Password will displayed.

12. Switch to the browser window containing the Manual activation.

6. Enter the 'Activation ID' and 'Password' received during 'Retrieve Activation Codes.'
7. Click the 'Activate' button.

If activation was successful, you will be returned to the Modules page and the Active checkmark (✔) will be shown next to WAN Manager module.

Repeat the above process for any other parent or remote school servers.

Activation Assistance

If you need further assistance with the manual activation process, please contact our technical support department http://www.safarimontage.com/support/.

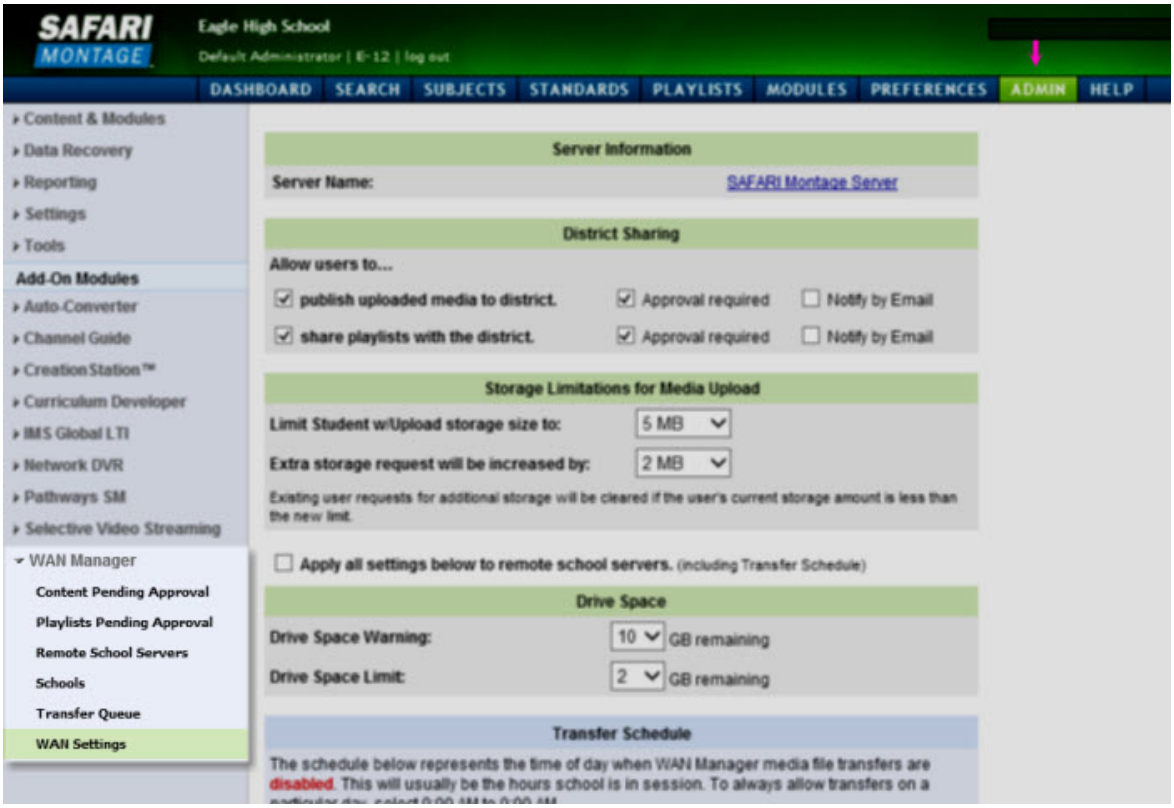
SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager Administrative Functions

All WAN Manager-specific administrative settings are grouped under the 'WAN Manager' submenu of the secondary navigation Admin area.

Note: The options in the secondary navigation menu 'WAN Manager' are different, depending on whether you are using a WAN Manager parent server or remote school server.



Descriptions of each WAN Manager administrative menu items are below.

- **Content Pending Approval**
- 'Content Pending Approval' houses all media waiting for approval before making them available to general users on the system. Users of the type Teacher or higher can be designated as an Approver by an administrator. System Administrators and Curriculum Administrators can always approve content.
- **Playlists Pending Approval**
- 'Playlists Pending Approval' houses all Playlists waiting for approval before making them available to general users on the system. Users of the type Teacher or higher can be designated as an Approver by an administrator. System Administrators and Curriculum Administrators can always approve content.
- **Remote School Servers**
- The 'Remote School Servers' page is available only on the parent server. This page shows you a list of the remote school servers that are currently connected to this parent server as well as the current database synchronization activity between servers. See Data Syncing for more information. Located under each remote school server is a list of content packages available locally on the remote school server.
- **Schools**

- The 'Schools' section is where all school management functions take place. These functions include the creation and removal of schools on this server, assignment of content package to schools (both local and remote), and management of school-specific settings such as WAN settings, user accounts and LDAP mappings. See School Management for complete information.
- **Transfer Queue**
- The 'Transfer Queue' lists all pending media file transfers. When a remote media file is requested by a user, the media file is queued and transferred according to the transfer schedule.
- **WAN Settings**
- The 'WAN Settings' page allows you to configure WAN Manager-specific settings, such as disk space limits, media transfer schedule and, in the case of the parent server, upload and content approval constraints. See 'WAN Settings' for more information.

On the remote school server, the WAN Settings page allows you to specify the parent server to which the remote school server is attached. For more information, please see 'Connecting Child Servers to Parent Server.'

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager Settings

All WAN Manager-specific administrative settings are grouped under the 'WAN Manager' submenu of the secondary navigation Admin area.

Note: The options in the secondary navigation menu 'WAN Manager' are different, depending on whether you are using a WAN Manager parent server or remote school server.

Settings Common to WAN Manager and Remote School Servers

- **Drive Space**

Disk Space Warning

The drive space warning is labeled ‘CreationStation and WAN Manager space available warning at this threshold.’ When free drive space falls below this level, SAFARI Montage will display warning messages to Administrators.

- **Disk Drive Space Limit**
- The drive space limit is labeled ‘Prevent CreationStation uploads and WAN Manager transfers when at this threshold.’ When free drive space falls below this limit, uploads and WAN Manager media file transfers will cease until drive space becomes available.

Transfer Schedule

The transfer schedule allows you to specify peak times of day during which media file transfers should not occur between your connected SAFARI Montage servers, e.g., during peak school hours when WAN bandwidth is needed for other purposes. It also allows you to throttle bandwidth usage to specific levels.

- **Limit Transfer Speed**
- This setting will throttle bandwidth used for media file transfers between SAFARI Montage servers.
- **Ignore Transfer Schedule**
- Activating this checkbox disables the transfer schedule to allow media files to transfer between SAFARI Montage servers at all times of day.

WAN Manager (Parent) Server Settings

The following settings are found on WAN Manager parent servers only.

- **Allow Users to Publish Uploaded Media to District**
- Activating this setting gives users the ability to share user-uploaded media with the parent server.
- **Allow Users to Publish Uploaded Media to District Requires Approval**
- Activating this setting causes all published media to be subject to approval first before they are made available for general use on the system. Published media that is awaiting approval appears on the ‘Content Pending Approval’ list until approved.
- **Allow Users to Share Playlists with the District**
- Activating this setting gives users the ability to share Playlists with the parent server.

- **Allow Users to Share Playlists with the District Requires Approval**
- Activating this setting causes all shared Playlists to be subject to approval first before it is made available for general use on the system. Playlists that is awaiting approval appears on the 'Playlists Pending Approval' list until approved.
- **Apply All Settings Below to Remote School Servers**
- This checkbox, when active, causes all settings below that point, including the transfer schedule, to migrate to remote school servers, removing control of the settings on the Remote School Server. Changes in settings will not be propagated to the Remote School Server until the next sync process runs. Please allow up to 30 minutes for settings to propagate to Remote School Servers.

Remote School (Child) Servers Settings

The following settings are found on WAN Manager remote school servers only.

- **Parent Server (IP or Hostname)**
- This textbox contains the hostname, or IP address, of the parent server. After entering a valid hostname or IP address of the parent server, the Remote School Server will perform an initialization and syncing process with the parent server.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Connecting a Child Server to a Parent Server with SAFARI Montage® WAN Manager

To connect a remote school (child) server to a WAN Manager (parent) server, you must be logged into the remote school server as an administrator.

1. Click

on the SAFARI Montage Main Navigation Menu.
2. Select 'WAN Settings' from the 'WAN Manager' secondary navigation menu.
3. Enter the 'Hostname' or 'IP address' of the parent server into the field labeled 'Parent Server.'
4. Click the 'Update' button.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager Data Syncing

SAFARI Montage WAN Manager maintains data concurrency between servers through a background synchronization process, which runs every 15 to 30 minutes. This process transfers information such as media metadata, Playlists, personal user data and various WAN settings that must be exchanged.

The user may monitor synchronization progress via the ‘Remote School Servers’ page on the parent server or via the ‘WAN Settings’ page on the remote school server. Both of these areas show the date and time of the last communication, and a progress indicator shows how much of the database is synced.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager Remote School Servers

The 'Remote School Servers' page lists all of the child servers attached to the WAN Parent server.

Listing of Remote School (Child) Servers

1. Log into the WAN Manager Parent Server.
2. Click ADMIN on the SAFARI Montage Main Navigation Menu.
3. Select 'Remote School Servers' from the 'WAN Manager' secondary navigation menu.
4. This displays a listing of all of the child servers attached to the WAN Parent that you are logged into. The percent synchronized, the time of the last communication with each child and the content packages installed on each child server is listed for quick viewing.

Results 1 to 1 of 1

Version	Serial Number	IP	Host	Last Communication	% Synchronized	Status	Local Packages	Networks	
4.0.9	001034	172.20.50.170	frost.wyn.lvc.com	3 mins 55 secs	100%	ok	13 ⊞	add/remove	clear

Remotely Update All Child Servers

On the 'Remote School Servers' page, you have the option to remotely push out the update to all child servers whenever a software or content update is run on the WAN parent server. By enabling this feature, it will save the administrator the time of manually updating each child server individually. To enable this feature, check the box at the top of the screen: ☐ Remote update all servers .

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

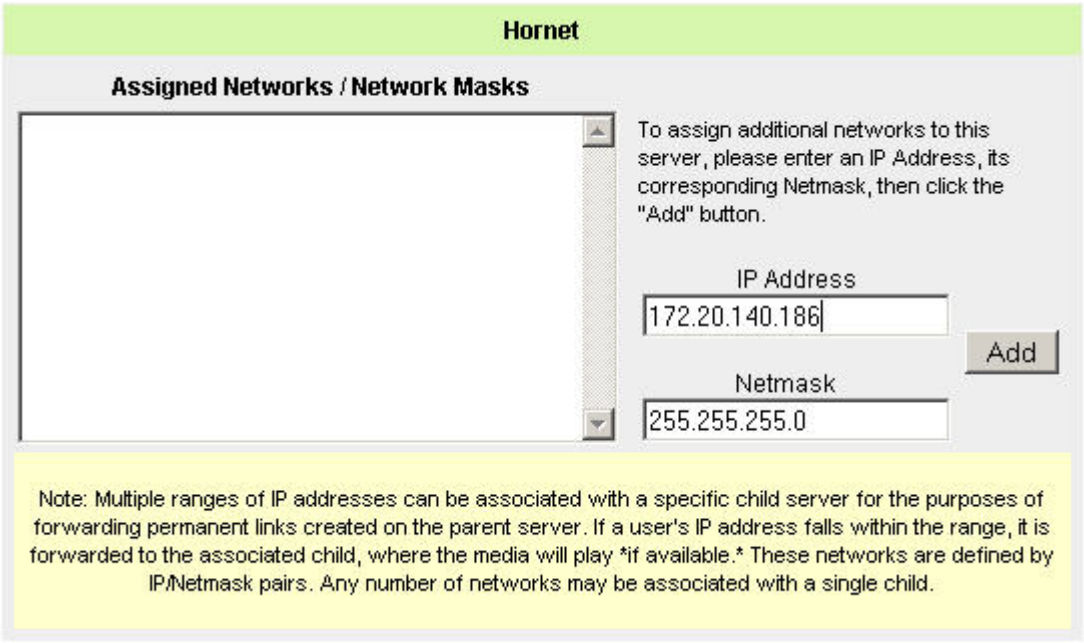
Assigning Networks to a Remote School (Child) Server with SAFARI Montage® WAN Manager

Multiple ranges of IP addresses can be associated with a specific remote school server for the purposes of forwarding permanent links created on the WAN Manager server. If a user's IP address falls within the range, it is forwarded to the associated remote school, where the media will play it if it is available. These networks are defined by IP/Netmask pairs. Any number of networks may be associated with a single remote school server.

Assign a network to a remote school server

1. Log into the WAN Manager Parent Server.
2. Click ADMIN on the SAFARI Montage Main Navigation Menu.
3. Select 'Remote School Servers' from the 'WAN Manager' secondary navigation menu.
4. Locate the remote school server that you want to modify network assignments for and click the 'add/remove' link under the 'Networks' column for that server.

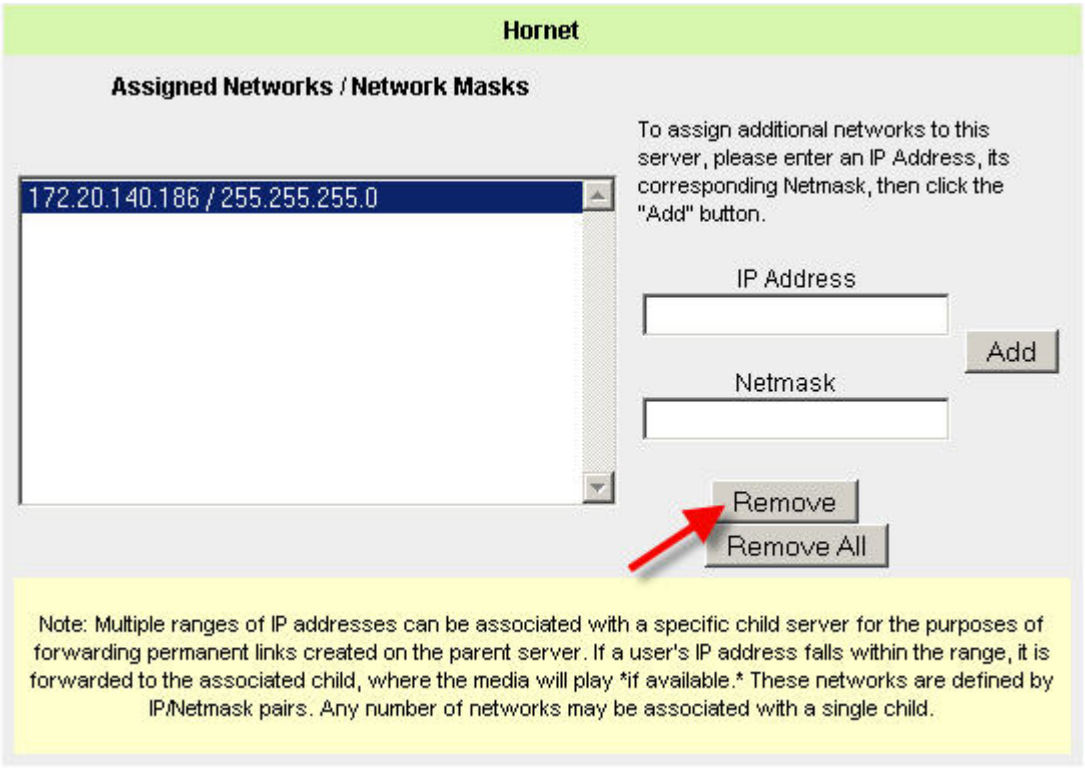
5. Enter the 'IP address' and its corresponding 'Netmask' to assign additional networks to this remote school server.



6. Click the Add button.

Remove an assigned network from a remote school server

1. Log into the WAN Manager (Parent) Server.
2. Click ADMIN on the SAFARI Montage Main Navigation Menu.
3. Select 'Remote School Servers' from the 'WAN Manager' secondary navigation menu.
4. Locate the remote school server that you want to modify network assignments for, and click the 'add/remove' link under the 'Networks' column for that server.
5. Select the assigned network you want to remove and click the 'Remove' button.



SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager School Management

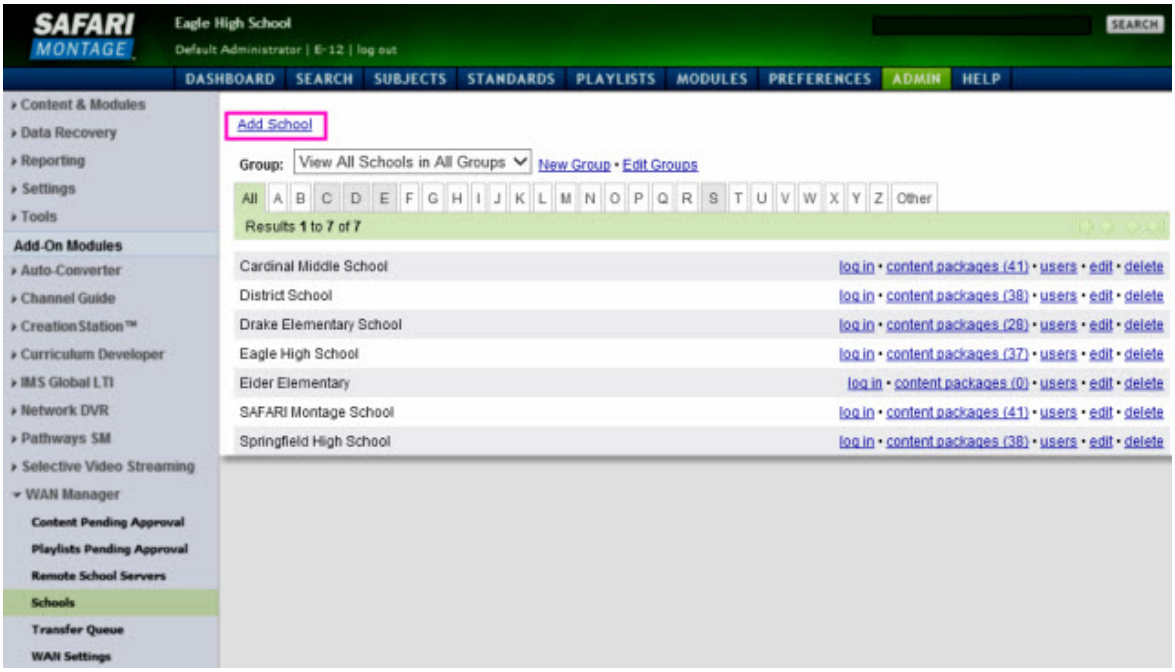
The Schools section of the WAN Manager administrative area is where all school management functions take place, such as creation of schools, LDAP mappings, user accounts and assignment of content package licenses.

A **school** in SAFARI Montage can be thought of as an individual instance of the SAFARI Montage system which is manageable through appropriate administrative controls. A school has its own set of licensed content, user-uploaded content, Playlists, user accounts, configuration settings, school logo and preferences.

Schools may be **local** or **remote** to the SAFARI Montage server. On a parent server, remote schools are those that exist on connected remote school servers. On the remote school servers, remote schools are those that exist on the parent server. **Local schools** on the WAN Manager Parent Sever are also referred to as **direct schools** or **direct play schools**. Users in these schools must connect directly to the SAFARI Montage server by using a web browser.

Adding and Editing School Settings

To add a school, click the ‘Add School’ link on the Schools page. Enter a school name, configure the school settings and click 'Add.'



To modify a school’s specific preferences and settings, click 'Edit' for the school from the Schools page.

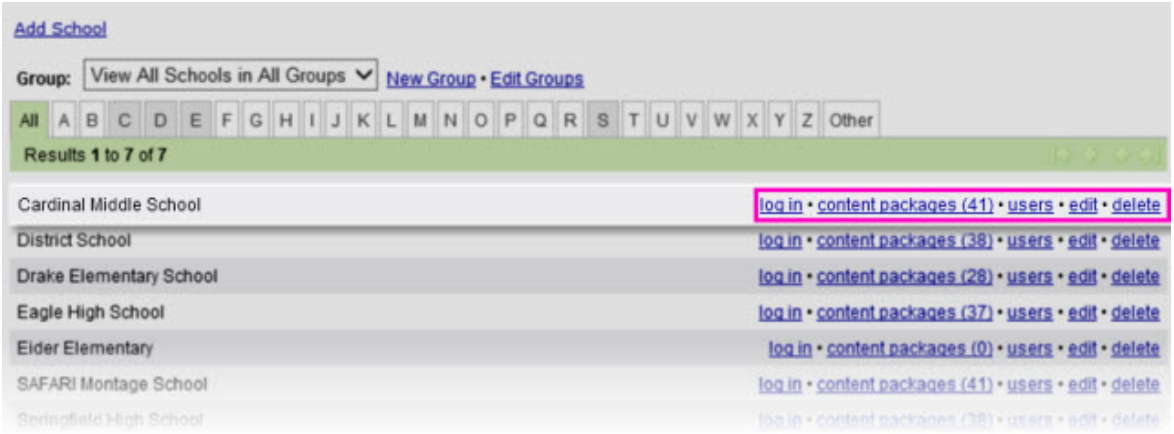
Adjust the settings and click 'Update' to save changes:

Cardinal Middle School	
School Name:	Cardinal Middle School
SAFARIMontageHDNetwork.com on Dashboard:	☑
Maximum Items per Search Page:	10
Restrict Grade Range:	☐ (This will affect all users' preferences.)
Default Grade Range:	Grade 5 to Grade 8
Stills Display Running Time (seconds):	5 (Minimum: 5 seconds. Maximum: 3600 seconds.)
School Logo for Uploaded Content:	CREATION STATION™ Update
CreationStation Content Downloadable By:	Change Download Permissions
Packaged Content Downloadable By:	Change Download Permissions (School must have a downloadable content package assigned, or this setting has no effect.)
Video Resolution Settings:	Change Video Resolution
Allow Users to Select Default Resolutions	☐
My Lessons for Digital Curriculum Presenter:	☑
Interactive Whiteboard Settings	
Whiteboard:	☑ Promethean
Upload and Share Whiteboard Files:	Only teachers (w/ upload)
Whiteboard File Size Limitation:	10240 KB
LDAP Groups	
Administrator User Type:	No LDAP Groups Assigned
Curriculum Administrator User Type:	No LDAP Groups Assigned
School Administrator User Type:	No LDAP Groups Assigned
Principal User Type:	No LDAP Groups Assigned
Teacher (w/Upload) User Type:	No LDAP Groups Assigned
Teacher User Type:	No LDAP Groups Assigned
Student User Type:	No LDAP Groups Assigned
School Groups	
Not associated to any School Groups at this time	
Channel Guide	
Highest Audience Level:	TVPG
Content Label Restriction(s):	☑ Dialog ☑ Fantasy Violence ☑ Language ☑ Sex ☑ Violence
Advisory Restriction(s):	☑ Adult Language ☑ Adult Situations ☑ Brief Nudity ☑ Graphic Language ☑ Graphic Violence ☑ Language ☑ Mild Violence ☑ Nudity ☑ Rape ☑ Strong Sexual Content

Note: School settings may vary based on the configuration and activated add-on modules for your SAFARI Montage server.

School Management Options

Additional management options are available by school from the 'School' list page:



- **Log In** - click to log out of the school you are in and log in to another school.
- **Content Packages** - click to view and/or make changes to content packages licensed for the school.
- **Users** - click to add, edit or manage users for the school. LDAP can be utilized (see below).
- **Edit** - click to edit a school's settings (see above).
- **Delete** - click to remove a school and its data from the system. *Note: Content packages must be unassigned before a school can be deleted. Deleting a school will permanently remove the school and its data (users and Playlists) from the system. User-uploaded CreationStation media will remain visible to Administrators.*

LDAP Groups

Each school may have its own set of associated user accounts from the LDAP server(s) to which SAFARI Montage is connected. Any number of user account groups from your LDAP directory server may be mapped to each SAFARI Montage user types. For more information on connecting SAFARI Montage to an LDAP directory server, please see the LDAP Settings section of the SAFARI Montage Administrator Guide.

- **Mapping LDAP Groups**
  - To map SAFARI Montage user types to LDAP groups for a school, click the 'LDAP' link on Schools page. *Note: You must have LDAP enabled in order to have this link visible.* The 'Edit LDAP Groups' page will be displayed. Each of the SAFARI Montage groups are listed in the "User Type" dropdown: Administrator, Curriculum Administrator, School Administrator, Principal, Teacher w/Upload, Teacher, Student w/ Upload, Student, and Parent. Follow the instructions on the 'LDAP Groups' page of the SAFARI Montage Administrator Guide.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

SAFARI Montage® WAN Manager Media and License Management

Content Types

There are two types of content within SAFARI Montage: licensed content and user-uploaded content.

- **Licensed**
  - Licensed content is pre-packaged content purchased from SAFARI Montage.
- **User-Uploaded (CreationStation™)**
  - User-uploaded content is content uploaded by a user using the SAFARI Montage CreationStation® module. This document uses the phrases **user-uploaded content** and **CreationStation content** interchangeably.

License Management - Assigning Licensed Content to Schools

Once activated, licensed content packages may be assigned to any school, direct or remote, subject to the number of schools for which the package is licensed.

CreationStation licenses may only be assigned to schools on the local server to which you are logged in. Assigning a CreationStation license to a school allows users associated with the school to upload media via CreationStation. Users of schools without a CreationStation license will not be able to upload media, will not see 'Upload' functions or 'Edit' buttons next to uploaded media, but may still view uploaded CreationStation media, which does not require a CreationStation license.

In order to assign a content package to a school, the parent server must own a license to that package and the content package must be activated. When a content package is activated, one or more licenses for that package are granted to that SAFARI Montage system. The license count is indicated in the 'Available' column on the Content Packages page in the Admin area. When a package is assigned to a school, the 'Used' column will increment by one. When all available licenses are assigned to schools, the content package may not be assigned to additional schools. Due to licensing policies, package assignments cannot be deleted (unassigned) or reassigned to other schools without the approval of SAFARI Montage, so please take care to assign content package licenses accurately.

- **Assignment to Direct Play Schools**
  - Assigning a content package license to a direct school makes the content immediately available to that school. They may play back content immediately, because the school resides on the same server as the content. The content does not need to be transferred from a remote SAFARI Montage server. To assign a licensed package that has been activated to a direct school, follow these steps:

    1. Log into the WAN Manager Parent Server.
    2. Click ADMIN on the SAFARI Montage Main Navigation Menu.
    3. Select 'School's from the 'WAN Manager' secondary navigation menu.
    4. Locate the direct school that you want to assign an activated package to. Expand the content package assignment list for the school by clicking on the ⊞ icon.

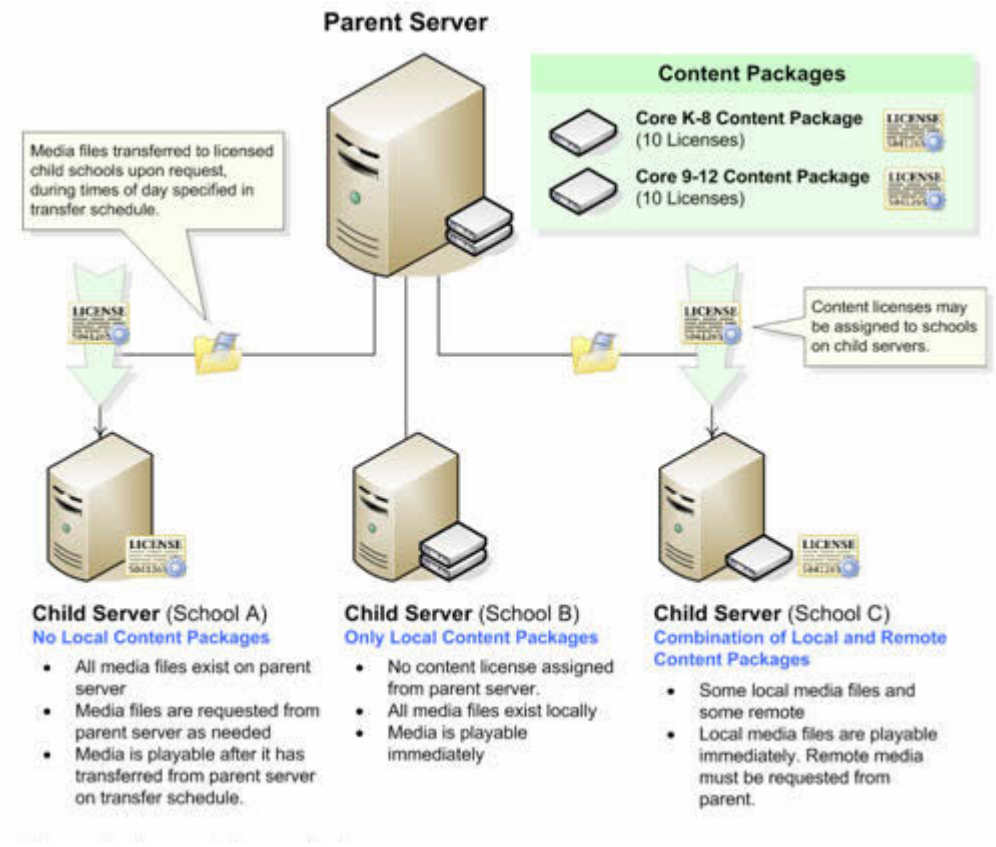
5. Select the activated package you want to assign to this school, and click the 'Add' button. The package will show up in the assigned list below. To unassign a package from a school, click the icon next to the package.

- **Assignment to Remote Schools**

• Content package licenses may also be assigned to schools on remote school, child, servers by using the 'Schools' admin page on a WAN Manager, parent, server. In this case, the remote school does not need to have a local content package hard drive for that package. The media files remain on the parent server, and they are delivered to the child server upon request, during the times of day specified in their transfer schedule.

Assigning a content package license to a remote school causes several events:

-
  - The data for that package becomes available in the remote school's search results after the next sync process runs in 15 to 30 minutes.
  - 'Transfer' buttons appear next to each title not available on a local content hard drive in the remote school's search results for that package.
  - Media files not available locally on a content hard dive are not transferred to the remote school until a user in that school requests to transfer a title.



To assign a licensed package that has been activated to a remote school, follow these steps:

1. Log into the WAN Manager Parent Server.
2. Click ADMIN on the SAFARI Montage Main Navigation Menu.
3. Select 'Schools' from the 'WAN Manager' secondary navigation menu.
4. Locate the remote school to which you want to assign an activated package to. Remote schools have REMOTE next to the school name. Expand the content package assignment list for the remote school by clicking on the ⊞ icon. Packages listed under 'Remote content package assignments' are active, assigned packages that reside on the remote school server.
5. Select the activated package you want to assign to this school and click the 'Add' button. The package will show up in the assigned list below. To unassign a package from a school, click the ⮌ icon next to the package.

Requesting a Media File Transfer

Once the content package is assigned to a remote school, all titles within the package will display in the school's search results. Titles not present on the remote school server display the following icon: TRANSFER. By clicking the 'Transfer' icon, the user is requesting to have the media file for that title transferred to their local SAFARI Montage server. When that request is made, the media file is queued in the Transfer Queue and is downloaded during the times of day permitted by the Transfer Schedule.

Cancelling Queued Items

When the Transfer icon is clicked, it will change to a

icon. Clicking the 'Cancel' icon will remove the item from the transfer queue, and the 'Transfer' icon will reappear.

Delete Transferred Items

When the transfer is complete, the 'Cancel' icon will change to a

icon. Clicking 'Delete' will remove the file from your local server.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

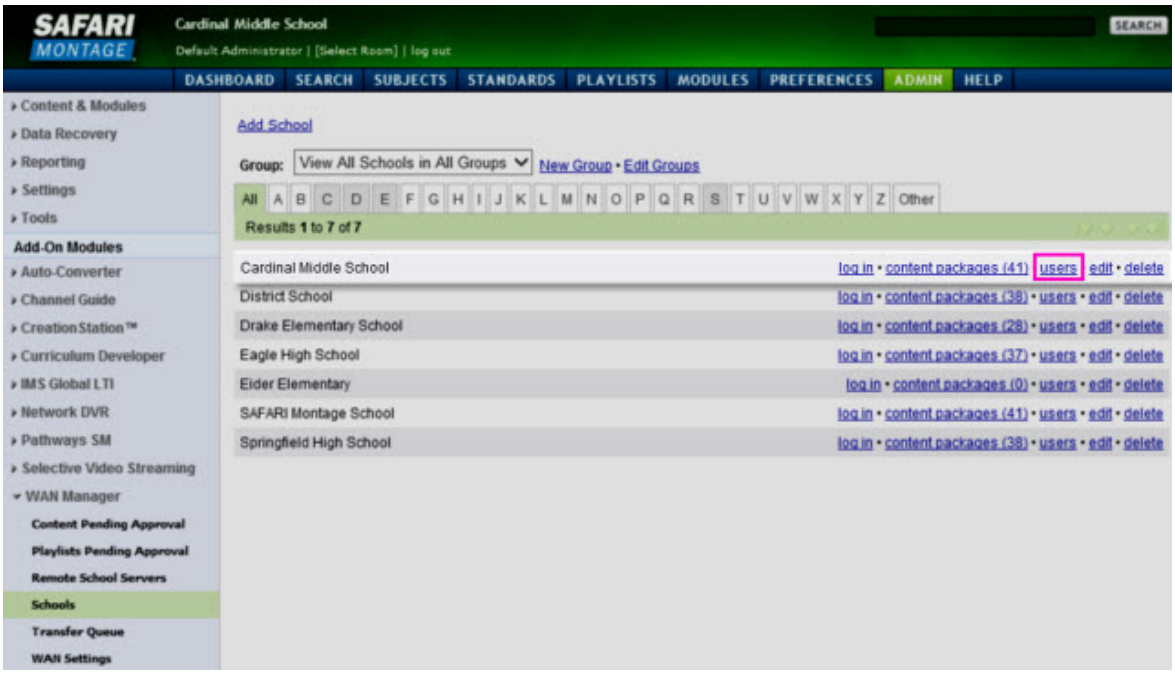
User Management with SAFARI Montage® WAN Manager

Accessing User Management

When WAN Manager is enabled on a SAFARI Montage server, each school has its own set of user accounts. User accounts are managed in the same way that they are on a SAFARI Montage standalone system.

From the WAN Manager Menu

To access user management from the WAN Manager secondary navigation menu, select the 'Schools' page and click the 'users' link for a particular school:

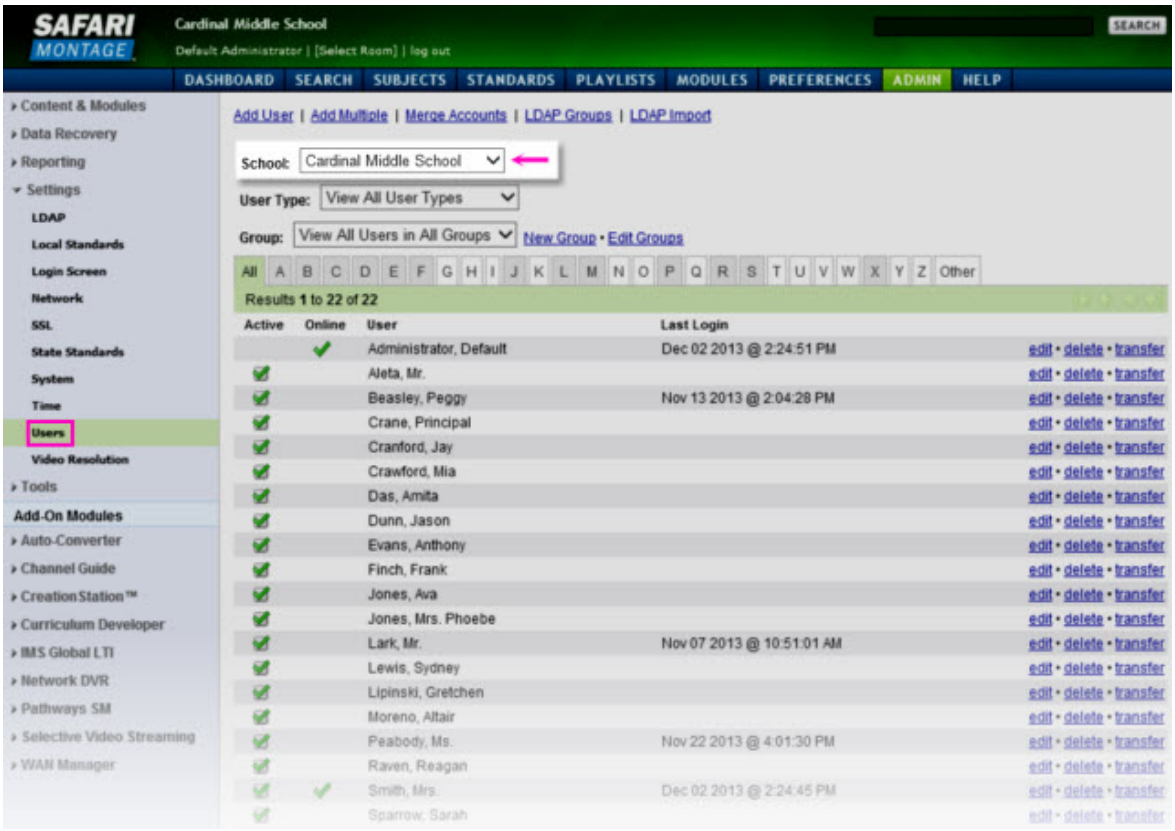


This will navigate you to the Settings menu and display users for the selected school. You can also access user management directly from the Settings secondary navigation menu.

From the Settings Menu

To manage the user accounts for a particular school, select 'Users' from the 'Settings' secondary navigation menu.

Select a school from the Schools dropdown to display users for the selected school.



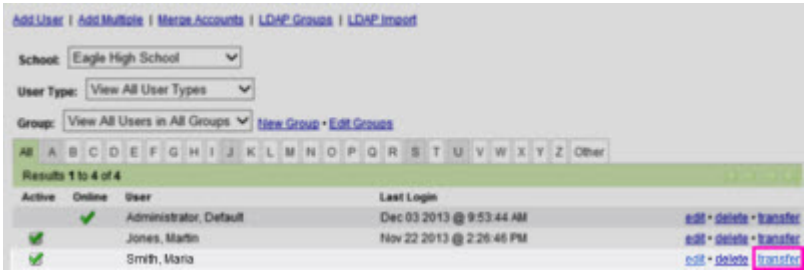
Once a school is selected, user management is exactly the same as on a SAFARI Montage standalone server.

Transferring a User to Another School

On a WAN Manger parent server with multiple direct play schools, the administrator has the ability to transfer users from one school to another.

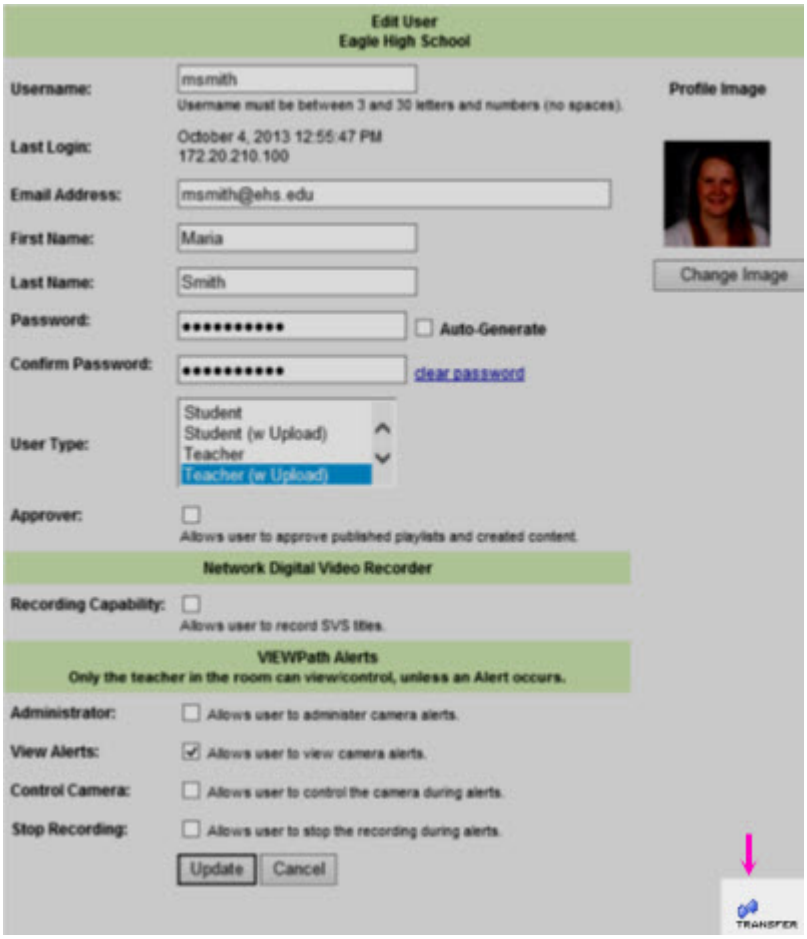
To transfer a user to another school, either:

- Click the 'transfer link' from the Users list:

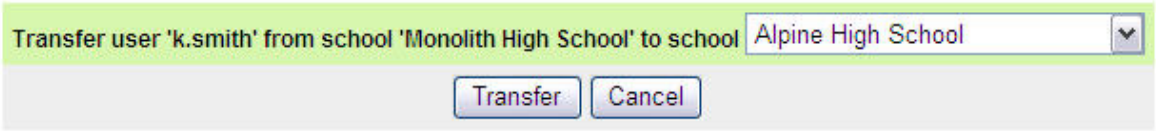


- Or, click on the

icon from the edit user page:



Then, select the school to which you wish to transfer the user from the dropdown and click 'Transfer:'



SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Sharing with SAFARI Montage® WAN Manager

Uploaded media and Playlists may be shared to other schools across your district's Wide-Area Network.

Sharing Uploaded Media

To share uploaded media with other users within your school on either a parent or child server, check the 'Share' checkbox on the SAFARI Montage CreationStation® media upload page or the edit media page. When checked, the Permissions link becomes active and allows the selection of user types to whom you would like to grant access within your school.

- **On a Parent Server**
  - Marking an item as 'Share to District' on a parent server makes the item available to all schools on the local parent server and distributes the title metadata to all schools on the remote school servers. The item will be immediately playable for schools on the parent server. Schools on the remote school server will see the metadata immediately and may transfer the media file upon request. Media marked as Share to District will bypass the approval queue.
- **On a Remote School Server**
  - Marking an item as 'shared' on a child server makes the item available to other users within your school on that local server. It does not share the item with the parent server. To share an item to the parent server and the sibling Remote School Servers – if the parent permits – you must publish it (see Publishing with WAN Manager).

Auto-Distribution

Auto-Distribution differs from 'Share to District' in that 'Share to District' merely transfers the metadata (a media title's title, description, chapters, etc.) while the media file remains on the parent server until requested by a user on the remote child server. 'Auto-Distribute' extends this to transfer the media file along with its metadata. Two priority choices are available when auto-distributing content: standard and high. Standard priority items are placed at the bottom of the transfer queue. High priority items are transferred immediately or as the transfer schedule permits.

Note: The 'Share to District' and 'Auto-Distribute' features are only available to users with administrator access.

Sharing Playlists

Playlists may be shared to the School or District by clicking the Edit icon and selecting School or District from the "Share this Playlist?" dropdown. The District option is available only if you have at least one item on your Playlist and the 'share Playlists with the district' option is active on the parent server.

- **School**
  - Selecting the 'School' sharing option on a Playlist makes that Playlist available to other users in your school only. Note that clicking the "Share" icon provides a shortcut to share the Playlist to the School.
- **District**

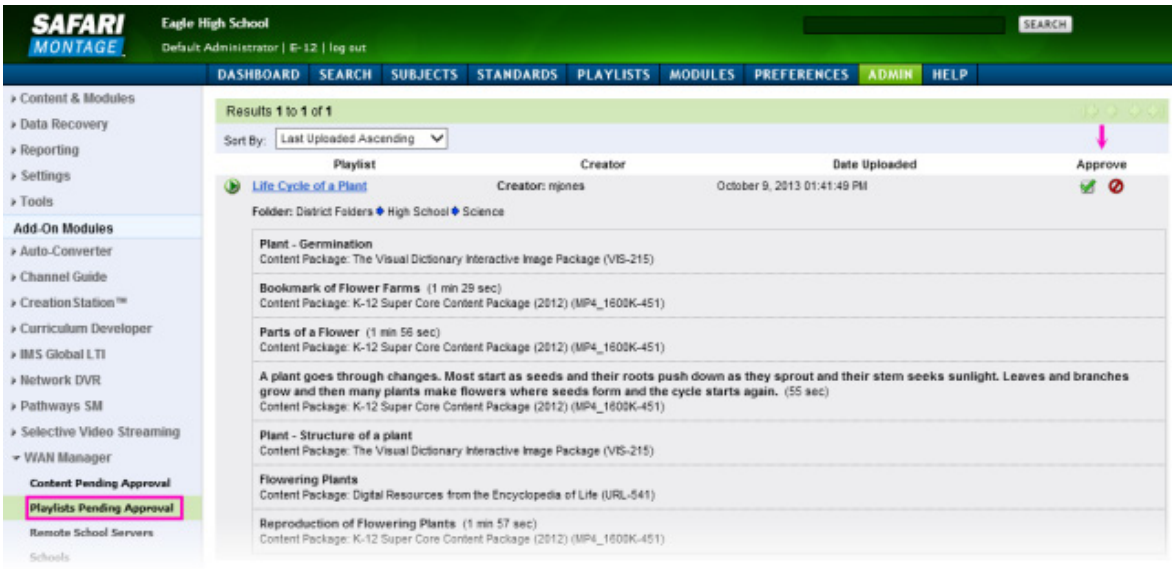
- Selecting the 'District' sharing option on a Playlist makes that Playlist available to all schools outside of yours. A district-shared Playlist created on a remote school will travel to the parent server. The parent server has the option to allow that Playlist to travel to other remote school servers. If the 'share Playlists with the district' and 'Approval required' options are active in the WAN Settings page of the parent server, all Playlists shared from remote school servers will be sent to the 'Playlists Pending Approval' area until it is approved by the administrator or a user designated as an 'Approver.'

Playlists Pending Approval

If the District Sharing WAN Setting of 'Share Playlist with the District, Approval Required' has been set, Playlist that are shared to the district will be added to the approval queue.

Users who have the role of an Approver (as set up in User Management) will be able to access the approval queue in the ADMIN section of the SAFARI Montage system. *Note: System and Curriculum Administrators have universal Approver roles.*

To approve or disapprove the Playlists that is in the queue:



1. Select 'Playlists Pending Approval' from the 'WAN Manager' secondary navigation menu.
2. Review the Playlist by clicking or clicking the Playlist title link.
3. Approve the Playlist by clicking
4. Or, disapprove sharing of the Playlist by clicking
5. As each Playlist is approved or disapproved, it will be cleared from the queue.

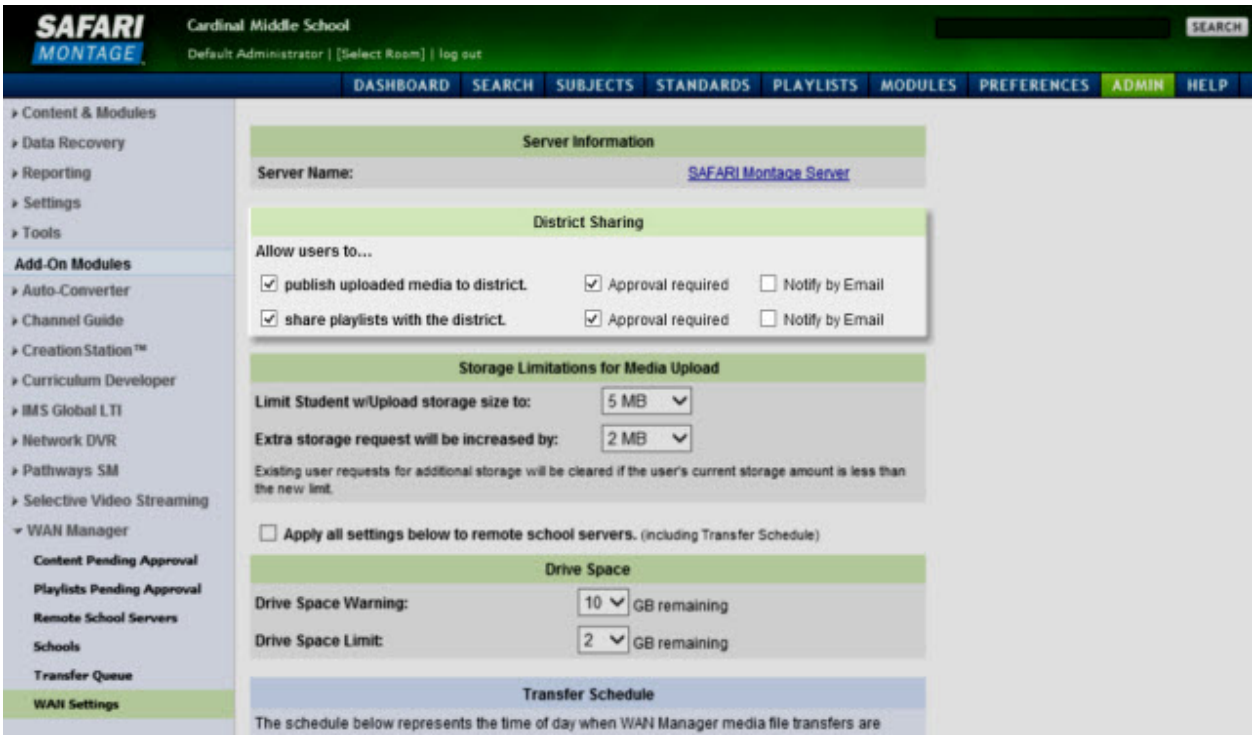
SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Publishing with SAFARI Montage® WAN Manager

Overview

In SAFARI Montage, 'publishing,' is the act of sharing uploaded SAFARI Montage CreationStation® media to the district. The item's distribution to child servers is dependent upon two settings on the parent server called 'publish uploaded media to district' and 'approval required.' If the 'approval required' checkbox is active, the item to be published is placed in a an approval queue on the local server until it is approved by the administrator or any user designated as an 'Approver.' Once approved, the content is distributed to the parent server and all child servers. If the 'approval required' checkbox is inactive, the content is automatically passed through to the child servers as the transfer schedule allows.



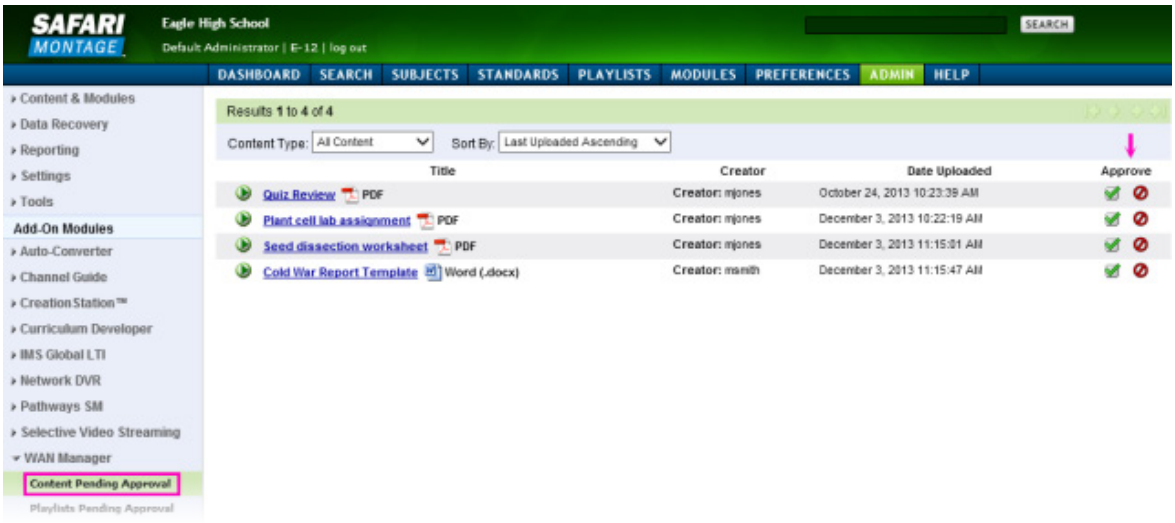
Note: Sharing an item on a remote school server only shares the item with other users within your school and does not cause content to travel to the parent and sibling Remote School servers. Content must be published in order for the parent and sibling Remote School servers to receive the item.

Content Pending Approval

If the District Sharing WAN Setting of 'Publish Uploaded Media to District, Approval Required' has been set, CreationStation media that are published to the district will be added to the approval queue.

Users who have the role of an Approver (as set up in User Management) will be able to access the approval queue in the ADMIN section of the SAFARI Montage system. *Note: System and Curriculum Administrators have universal Approver roles.*

To approve or disapprove the Playlists that is in the queue:



1. Select 'Content Pending Approval' from the 'WAN Manager' secondary navigation menu.
2. Review the CreationStation media by clicking or the media title link.
3. Approve the publishing of the media by clicking
4. Or, disapprove publishing of the media by clicking
5. As each item is approved or disapproved, it will be cleared from the queue.

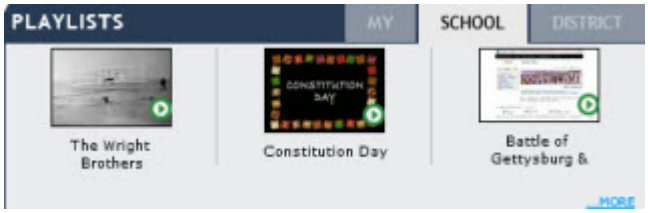
SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Dashboard with SAFARI Montage® WAN Manager

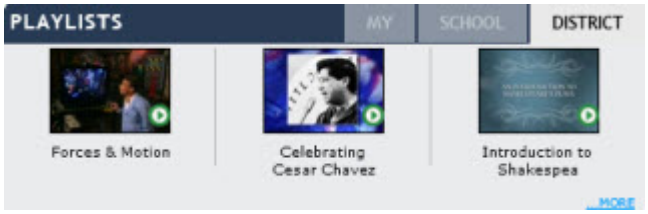
Dashboard panels relating specifically to WAN Manager are described below. Panels that are common to all SAFARI Montage configurations, such as My Playlists and My Media, are described on the Dashboard page of the SAFARI Montage Users Guide.

School Playlists Tab



The School Playlists tab of the Playlists panel contains Playlists that have been recently shared locally with your school on your SAFARI Montage server. Click '...More' to view all school shared Playlists.

District Playlists Tab



The District Playlists tab of the Playlists panel shows Playlists that have been recently shared with the district; in other words, they have been shared remotely with your SAFARI Montage server. Click '...More' to view all district shared Playlists.

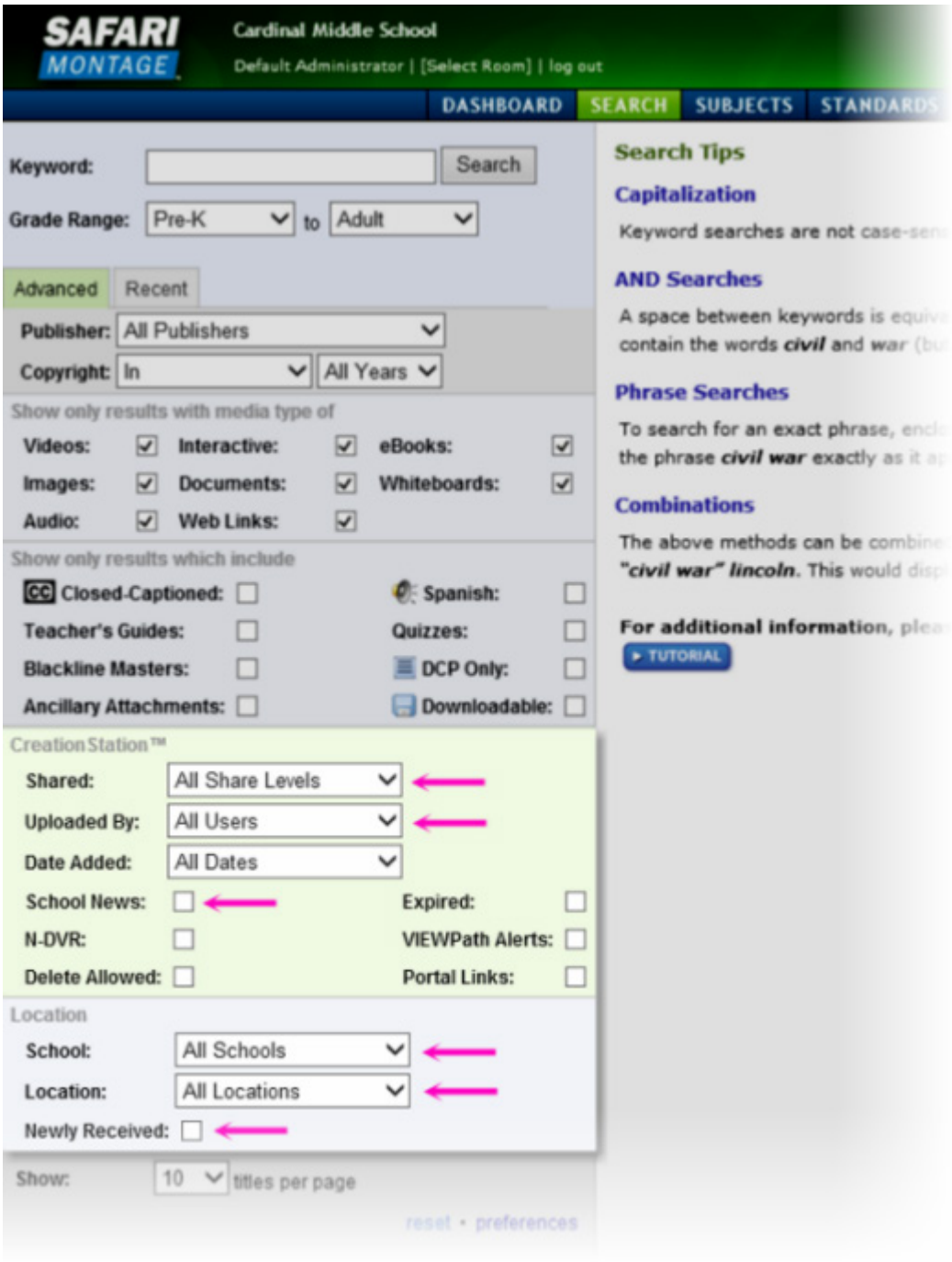
SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

Search with SAFARI Montage® WAN Manager

Outlined below are descriptions of the search options that are relevant to the WAN Manager module. Search options that are common to all SAFARI Montage configurations are described in the SAFARI Montage User Guide.

For convenience, search criteria remains set to your last selections. To reset the search back to the default criteria, click the 'Reset Search' link at the bottom of the page near the Search button.



CreationStation Advanced Search Options

Shared

This dropdown, located in the CreationStation advanced search criteria section, is extended to display a 'District' option to filter results to only those titles shared to the entire district.

Uploaded By

This filter allows you to show only media uploaded by a particular user.

School News

Checking this box will show only upload titles marked as school news in search results.

Location Advanced Search Options

Note: The 'Location' advances search filters are available to administrators only.

School

To view only media uploaded by a particular school, select a school from this drop-down list.

Location

This drop-down list has three options: ‘All,’ ‘Local’ and ‘Remote.’ Local shows you only media titles (including those from direct schools) that were uploaded to your local SAFARI Montage server. Remote shows you only titles that were shared to your server from external servers.

Newly Received

Activating this checkbox will show you titles that have recently finished transferring from remote SAFARI Montage servers.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.

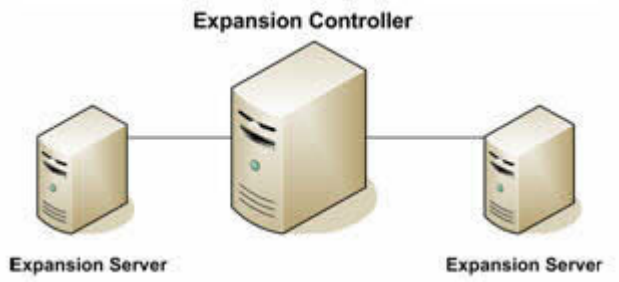
SAFARI Montage® WAN Expansion Clusters

Overview

WAN Expansion Clusters provide load-balancing and fault tolerance for SAFARI Montage, enabling a WAN Manager parent server to be clustered with one or more WAN Expansion servers to increase the concurrent user capacity of the SAFARI Montage installation and provide fault tolerance should a single server fail.

Server Types

- **Expansion Controller**
  - The Expansion Controller facilitates user logins and distributes users evenly across servers in the cluster, including the controller itself. A WAN Manager parent server is designated as an Expansion Controller by activating the software license for the Expansion Controller module.
- **Expansion Servers**
  - Expansion Servers are members of the cluster managed by the Expansion Controller. Expansion Servers are not typically logged into directly by users; users log in to the Expansion Controller, which then refers the user to a cluster member server. The referral is performed 'behind the scenes' and is not apparent to the end user. A SAFARI Montage server is designated as an Expansion Server by activating the software license for the Expansion Server feature.



Activating WAN Expansion Module

The WAN Expansion Server and Expansion Controller modules are activated in the same manner as WAN Manager modules. See 'Activating WAN Manager Add-On Modules,' for complete instructions on the activation process.

Expansion Controller Settings

Once the Expansion Controller module is active on the controller, an 'Expansion' submenu will appear under the WAN Manager menu in the Admin area of SAFARI Montage.

Clicking this submenu reveals the two sections that are specific to Expansion Controller management: Controller Settings and Expansion Servers. Controller Settings contains a single checkbox called 'Load balance usage across expansion servers.' This checkbox activates and deactivates WAN Expansion load-balancing functions.

Expansion Controller Settings

Clicking the ‘Expansion Servers’ submenu button displays a page listing all Expansion Servers that are currently connected to the controller. To log in to an Expansion Server to manage its settings, click the ‘Expansion Server (000000)’ link. The six digits displayed represent the serial number for each Expansion Server. You must use this link to log in to the Expansion Servers. If you attempt to log into the Expansion Server’s direct IP or hostname, you will be redirected back to the controller.

Also listed is each Expansion Server's version, serial number, IP address, last synchronization time, percent synchronized, usage rate and a remove function. Serial Number and IP Address are self-explanatory and descriptions of other columns are listed below.

- **Version**
  - Versions of the SAFARI Montage software must match between servers in the expansion cluster. The ‘Software Update’ submenu item is available on controllers and Expansion Servers. The software update is performed in the same manner as on SAFARI Montage standalone servers.
- **Database Synchronized**
  - The databases between servers in the cluster are synced every four minutes. The ‘Database Synchronized’ column lists how long ago the database for that expansion server was synced.

    When a user makes any changes to data, changes propagate to other servers in the cluster when the sync process occurs.
- **% Synchronized**
  - The ‘% Synchronized’ column indicates the current level of synchronization between servers in the cluster. A sync level of 100% means that the Expansion Server's database is completely synchronized with the other servers in the cluster.

    If the sync level is below 100%, this indicates there is a temporary data disparity between servers. During this two- to four-minute period, users may see differences in data between servers. For example, if a user makes a change to the title of their uploaded media, then immediately asks another user to look for those changes and the other user is connected to a different server in the cluster, that user will not see the changes until the next sync occurs.
- **Usage**
  - The ‘Usage’ column indicates how utilized that Expansion Server has been in relation to the other servers. For example, if you have a two-server cluster (one controller and one Expansion Server), you should see usage at approximately 50%, because load is distributed evenly between two servers.
- **Disconnecting Expansion Servers**
  - The ‘Clear’ link is used to remove an Expansion Server from the list after the Expansion Server is disconnected from the controller. The ‘Clear All’ link removes all Expansion Servers from the list.

    It is important to understand that disconnecting an Expansion Server from the cluster is a two-step process. First, the Expansion Server must be disconnected from the controller by removing the controller’s hostname or IP from the Expansion Server Settings page. Once that is complete, the ‘Clear’ link is used on the controller to remove the Expansion Server from the list. If the ‘Clear’ link is used without first disconnecting the Expansion Server, the Expansion Server will reappear in the list when the sync process executes again.

Expansion Server Settings

Once the Expansion Server module is active, an ‘Expansion Server’ submenu will appear under the WAN Manager menu in the Admin area of SAFARI Montage. Since an Expansion Server is essentially a mirror image of the controller, many of the usual SAFARI Montage Admin functions are unavailable.

- **Back to Controller**
  - The ‘Back to Controller’ button will return you to the Settings area of the controller.
- **Server Settings**
  - The ‘Server Settings’ submenu button displays a page with data similar to what was shown on the controller: version number, last synchronization date/time, synchronization progress and a text box for the hostname or IP of the Expansion Controller.
    - **Status**
      - The Status link displays a real-time progress bar of the active sync.
    - **Login**
      - Once a controller has been successfully connected, the Login link will take you to the Login page of the controller.

Connecting Expansion Server to Controller

To connect an Expansion Server to a controller, click ‘Server Settings.’ Enter the IP address or hostname of the controller into the text box labeled ‘Expansion Controller (IP or Computer Name),’ and click the ‘Update’ button. A confirmation page will appear to verify that you wish to perform this action. If you confirm, the servers will connect and begin the synchronization process.

Important: The sync process can take up to several hours (or a day), depending upon speed of hardware and the amount of data that needs to sync.

SAFARI Montage®

© 2005-2013 Library Video Company. All Rights Reserved.