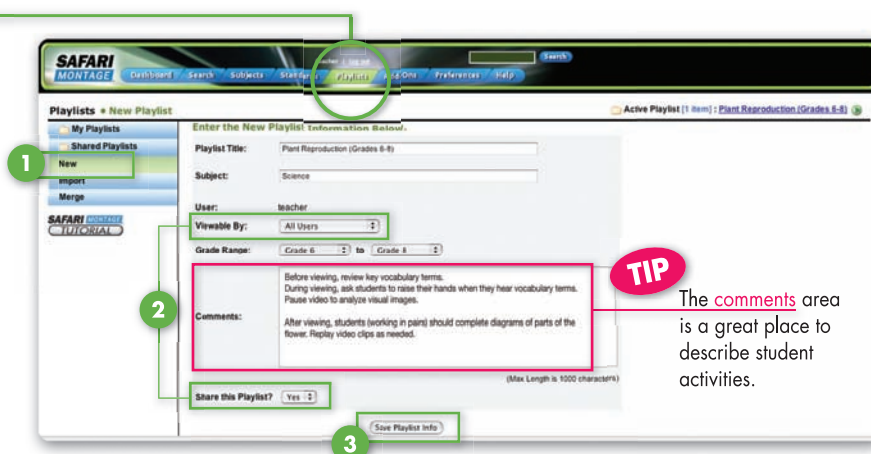


Playlist

▶ Creating a Playlist

A playlist is simply a list of media titles (video, images and audio) that have been selected to support a lesson or a mini-lesson.

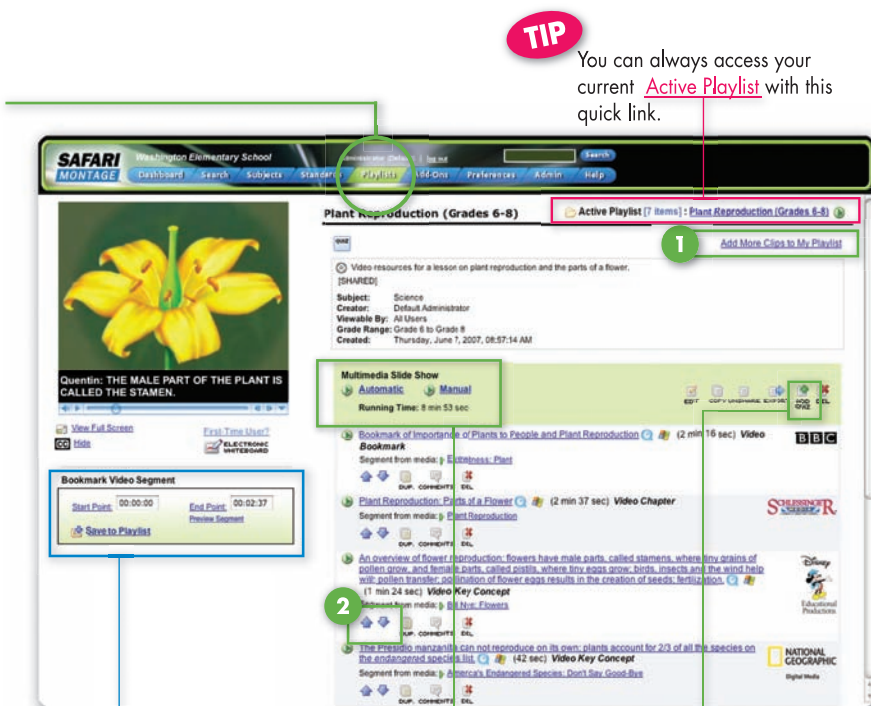
- 1 To build a new playlist, click **New** and complete the information, including title, subject, grades and comments.
- 2 To allow other users to view your playlist, select the user type from the drop-down menu next to **Viewable By:** (by selecting "All Users," both students and teachers will be able to view your playlist). Then, select "Yes" in the **Share this Playlist?** drop-down menu.
- 3 Click **Save Playlist Info.**



TIP The **comments** area is a great place to describe student activities.

▶ Adding Files to a Playlist

- 1 Click on **Add More Clips to My Playlist.** This will take you to the Keyword Search screen (However, you may conduct your search in any of the methods described on page 2 of this guide). Once you have found a file that you like, simply click **Add to Playlist.** The plus sign (+) will change to a check mark (✓), indicating that it was added to your playlist. Continue to search and add other items.
- 2 Once you're done, click on the "Playlist" tab again to access your completed playlist and view all the items that you've added. Use the up and down arrows to reorder the items in your list. At any time, you may go back and add other items to your playlist.

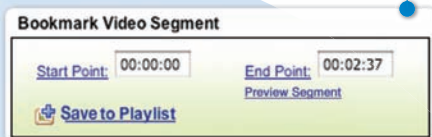


TIP You can always access your current **Active Playlist** with this quick link.

BOOKMARKING VIDEO

A bookmark is a customized segment of video.

- 1 Click on **Start Point** at the desired beginning of your segment.
- 2 Click on **End Point** at the desired ending of your segment.
- 3 With bookmarking, you can redefine your start and end points as much as you need to. Click on **Preview Segment** to automatically play the segment back as you've bookmarked it. Once you're happy with it, save the bookmark to your active playlist.



Choose from two options when presenting your playlist to the classroom.

- AUTOMATIC** — Playlist will be shown from beginning to end without stopping.
- MANUAL** — Allows you to advance forward and backward through your playlist as needed.

Quick Start Guide

Your SAFARI Montage screens may look different depending on the software version purchased by your school or district. However, the basic functions will be the same.

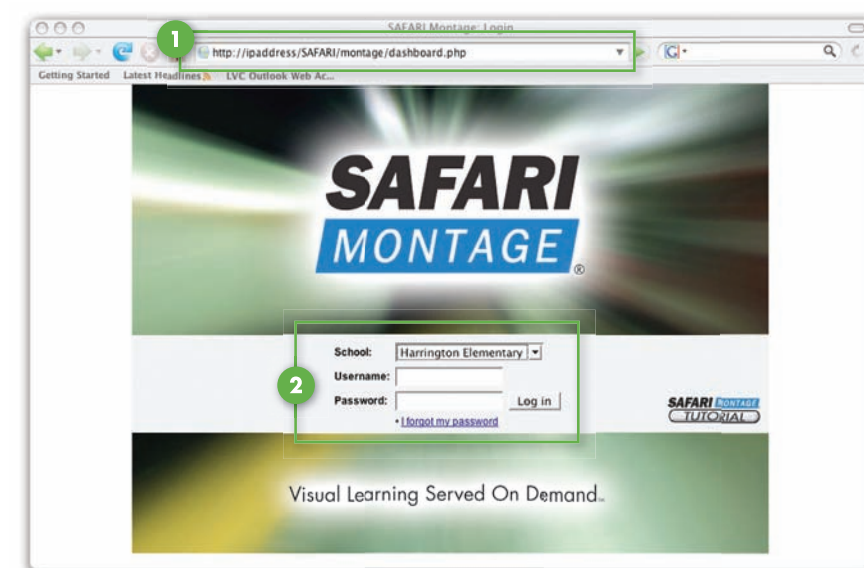
Logging in

If this is your first visit, obtain the SAFARI Montage web address (URL) from your Network Administrator or school personnel.

- 1 Type the address into the URL field of your Internet browser (such as Internet Explorer), and hit "Enter" on your keyboard.
- 2 At the "Log in" screen, type in your username and password, provided by your Network Administrator, and click **Log in.**

TIP To quickly access your SAFARI Montage system in the future, we recommend that you either create a desktop shortcut or add the web address as a "Favorite" or "Bookmark" (depending on your browser).

Username: _____
Password: _____



TIP Access the User Guide by clicking on the **Help** tab.

The Dashboard

The Dashboard is the first screen that you will see each time you enter SAFARI Montage. It is a fast way to access media files and playlists that you have used recently.

As a brand-new user, you will not see any listings, but once you have used the system, the Dashboard will be customized by your selections.

TIP Click on the **SAFARI Montage tutorial link** — accessible from either the Dashboard or the previous "Log in" screen — for our step-by-step, interactive guide.



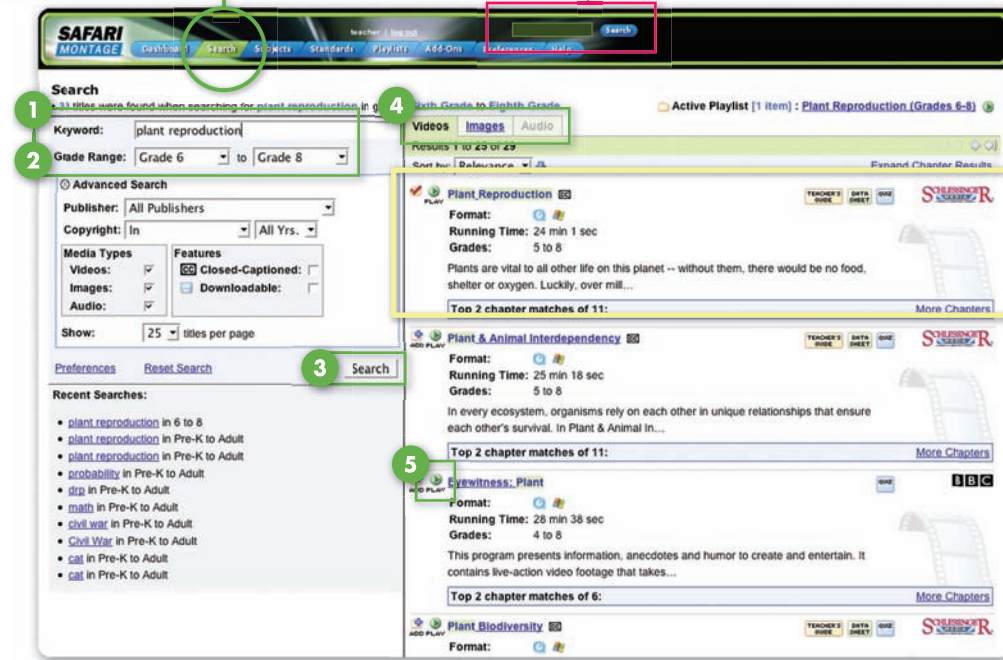
Searching

► By Keyword

When searching by keyword(s), the system will look throughout the entire library of digital media, including title names, title summaries and chapter descriptions.

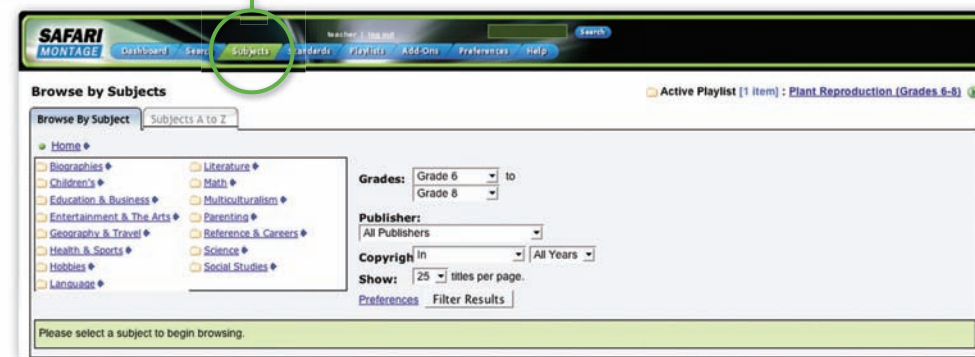
- 1 Type in a word or series of words that best describes your topic.
- 2 Consider refining the grade range so that your results only include the digital files most appropriate for your classroom.
- 3 Click **Search**.
Note: The Advanced Search options offer additional criteria for refining your search. By default, these options are already set up for you to yield a broad range of results.
- 4 Your search results will be separated by type into three tabs: Videos, Images and Audio.
- 5 Click **Play** (▶) to view a video directly from this screen, or click on the title to go to a more detailed description.

TIP Use the **Quick Search** field for a speedy search from any screen in SAFARI Montage.



► By Subject

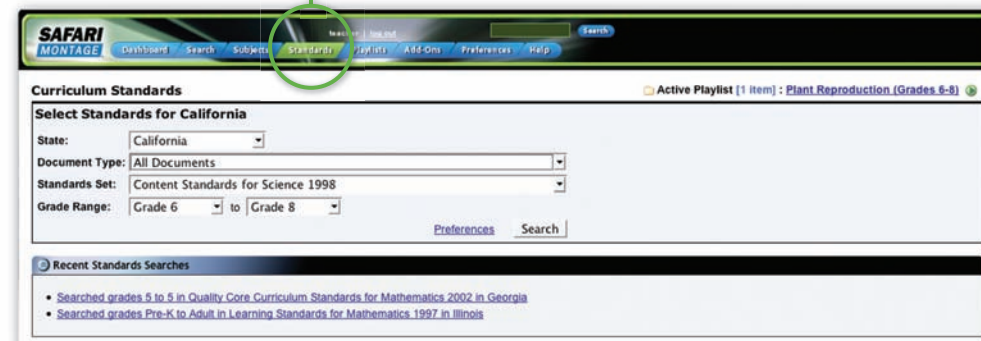
Drill down through familiar subject headings to arrive at files that are most relevant to your topic.



► By Curriculum Standards

Use this method to find media files that support a specific state standard. From the drop-down menus, select the appropriate information and click **Search**.

Note: SAFARI Montage uses the most recent standards for each state. The year associated with each document represents the last time it was updated by the state.



Title Page



Listed here are all the supplemental teaching documents available for the selected title. These documents can only be accessed by teachers and administrators.

Click on **View Full Screen** to enlarge the player window to fill your screen. Click on the icon in the upper left-hand corner of the full-screen window to exit "Full Screen" mode.

Closed-captioning is available for many SAFARI Montage titles. Click the icon to turn closed-captioning on and off.

Note: If using Windows Media Player, you must enable closed-captioning (located under the Preferences tab).

In addition to the title summary, this screen includes key concepts that are covered in each chapter within the video. This will help you find the specific portion of the video that you may need to cover your topic. Use the arrow buttons (◀ ▶) to expand or collapse the individual key concepts associated with a chapter.

CAPITALIZATION Keyword searches are not case-sensitive. Therefore, searching for *civil war* is the same as searching for *Civil War*.

"AND" SEARCHES A space between keywords is equivalent to the word *and*. For example, entering the phrase *civil war* is like saying, "Show me all the media titles that contain the words *civil* and *war*" (but not necessarily next to each other).

PHRASE SEARCHES To search for an exact phrase, enclose the phrase in quotation marks. For example, entering the phrase "*civil war*" will display media titles that contain the phrase "*civil war*" exactly as it appears between the quotes.

COMBINATIONS The above methods can be combined to help further refine search results. For example, a phrase search can be combined with a keyword search by entering "*civil war* lincoln". This would display all titles that contain the phrase *civil war* and the keyword *lincoln*.

