

Safari Montage



Modified from http://safarimontage.com/support/SAFARI_Montage_user_guide.pdf

Getting an account

Obtain an account by contacting your computer lab technician. They will set it up and tell you the user name and the temporary password.

Logging In and Out

Log In

1. Open Safari Montage by clicking on the icon on the desktop **or** enter the URL Address: <http://safari.farmingdale.k12.ny.us>
2. Select the building.
3. Enter your Username (first initial of first name + full last name, no spaces)
3. Enter your Password (use temporary password) establish a temporary password.
4. Click 'Log in.'

A screenshot of the Safari Montage login page. At the top is the Safari Montage logo. Below the logo is a login form with the following fields: "School:" with a dropdown menu showing "Farmingdale High School"; "Username:" with a text input field containing "bkerr"; "Password:" with a text input field containing six dots. To the right of the password field is a "Log in" button. Below the password field is a link that says "I forgot my password". At the bottom right of the form is another "Log in" button.

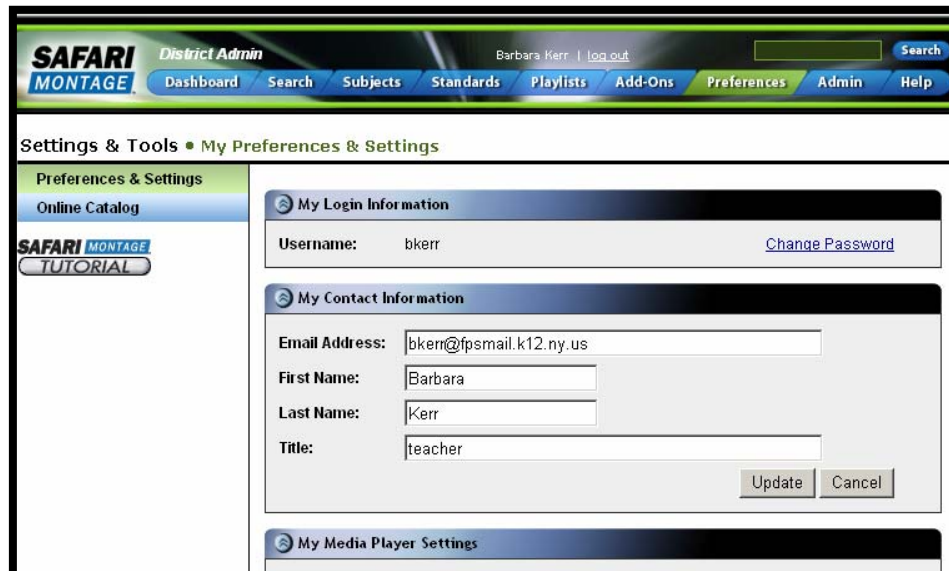
Log Out

1. Click the 'log out' link located on the SAFARI Montage header.

To Change Password

5. **Step 1:** Click 'Preferences' on the SAFARI Montage header. 

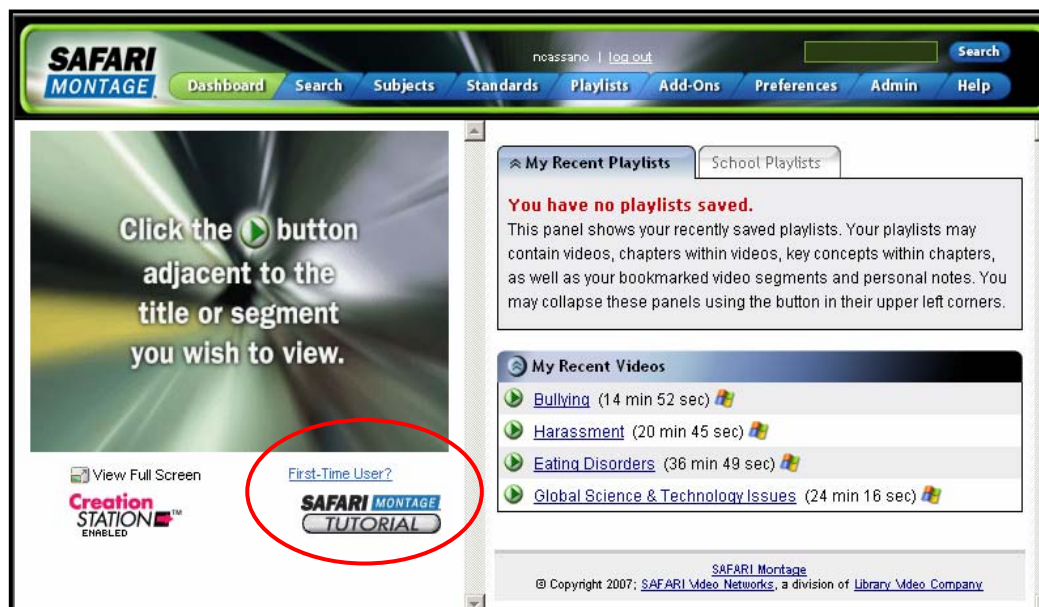
- Step 2:** Click the 'Change Password' link.
- Step 3:** Complete form. Add your email address for purposes of attaining a forgotten password. Passwords can only contain numbers and letters and must be 5 to 10 characters in length.



- Step 4:** Click 'Update'.

The Dashboard

Once logged into Safari Montage, the Dashboard page will be visible. This is the main page for playing back your video. Here you will have access to your recent playlists, videos and content. If you are a new user you may want to check out the Safari Montage Tutorial.



Searching by Keyword

The screenshot shows the search interface with the following elements:

- Search Bar:** Keyword: "cell division" (circled in red). Grade Range: Grade 5 to Grade 12 (circled in red).
- Advanced Search:** Publisher: All Publishers, Copyright: In, Media Types (Videos, Images, Audio checked), Features (Closed-Captioned, Downloadable unchecked).
- Search Results:** Videos tab selected. Results 1 to 5 of 5. Sort by: Relevance. Top chapter match of 8: Chapter 2: Bill Nye: All Living Things Have Cells (2 min 48 sec). Cells are living things; cells reproduce through cell division. (1 min 2 sec).
- Buttons:** ADD PLAY, TEACHER'S GUIDE, QUIZ.

Search Tips:

1. Narrow the search when the term is more than one word with “ ”.
2. Advanced search will let you select the Publisher, Media Type and Preferences.
3. The tabs will show the types of media available.
4. Notice that each entry may have a specific chapter related to your search. Content can be broken down to Chapters and Key Content specific to keyword.
5. Ability to play the selection and/or add to the playlist.
6. Navigate from Search tab to Playlist Tab without losing the initial search unlike Unitedstreaming.
7. Ability to browse by subject.



Creating a New Playlist

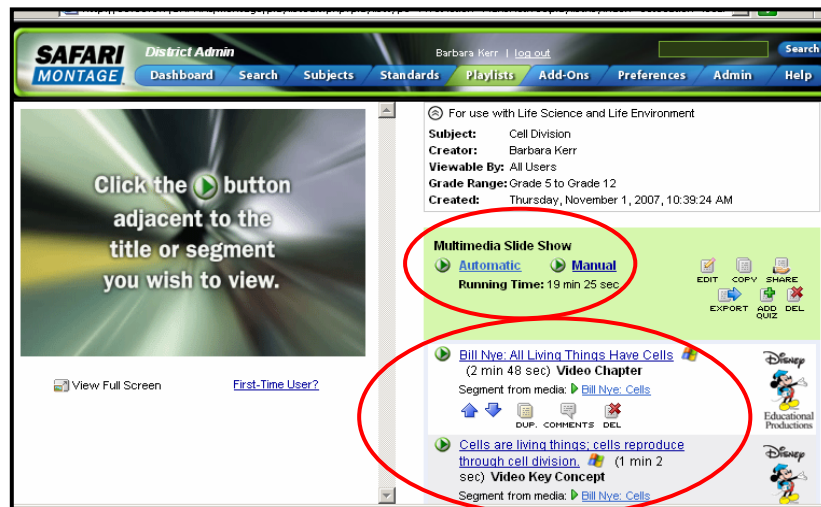
The screenshot shows the 'New Playlist' creation form with the following fields:

- Playlist Title:** Life Science
- Subject:** Cell Division
- User:** bkerr
- Viewable By:** All Users
- Grade Range:** Grade 5 to Grade 12
- Comments:** For use with Life Science and Life Environment
- Share this Playlist?:** No

Buttons: My Playlists, Shared Playlists, New, Import, Merge, SAFARI MONTAGE TUTORIAL, Save Playlist Info

1. Select “**Playlist**” on the horizontal navigation bar.
2. From the vertical navigation bar select “**New**”.
3. Enter your information in the screen above as illustrated below.
 - Enter your **Playlist Title**.
 - Enter the **Subject**.
 - Select your **Grade Range**.
 - Add any **comments** about your Playlist or student activities.
 - Select ‘No’ or ‘Yes’ from the dropdown box beside ‘**Share this Playlist**’.
 - Click ‘**Save Playlist Info**’.

Advanced Playlist Features

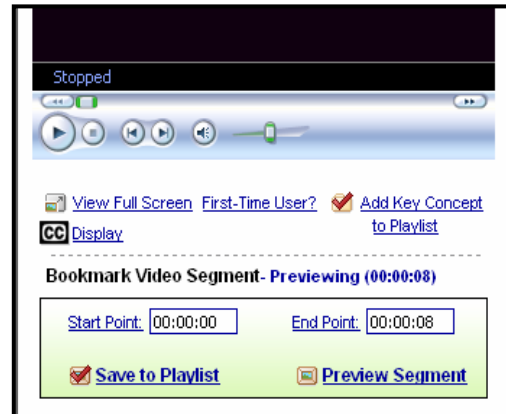


1. Ability to edit, add and sort your playlist.
2. Automatic and Manual Advance through the Multimedia Slide Show.

Bookmarking allows the user to modify the start and stop points of a video title, chapter or segment)

1. Go into your Playlists
2. Click on the Playlist to make active
3. Click on the video chapter that you want to bookmark
4. Click on the green arrow next to the title to play video
5. Use the scrub bar to move the video to the desired start location.
6. Click the ‘Start Point’ link to mark that location as the start point of your segment.

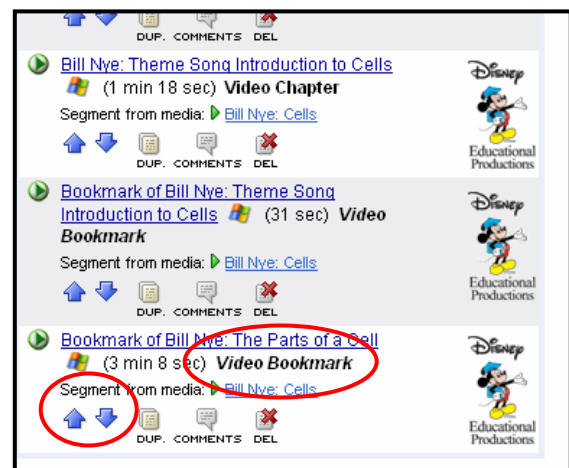
7. Use the scrub bar to move the video to your desired ending location.
8. Click the 'End Point' link to mark that location as the end point of your segment.
9. At any time, you may click 'Preview Segment' to preview your customized clip.
10. Click 'Add to Playlist' to save your segment to your active playlist (indicated in the upper right-hand corner of the screen).
11. To rename video clip, click on comments and rename.



Re-sequencing Video Clips

(You must have at least two video chapters in your playlist)

1. Go into playlist
2. Click on the play button for 1st video chapter
3. Click the 'Start Point' link to mark that location as the start point of your segment.
4. Use the scrub bar to move the video to your desired ending location.
5. Click the 'End Point' link to mark that location as the end point of your segment
6. Save to Playlist
7. Repeat steps 2-6 for 2nd video chapter (after this step you should have two bookmarked videos in playlist)
8. Move the two clips to the top of the playlist and then select **Play All**.





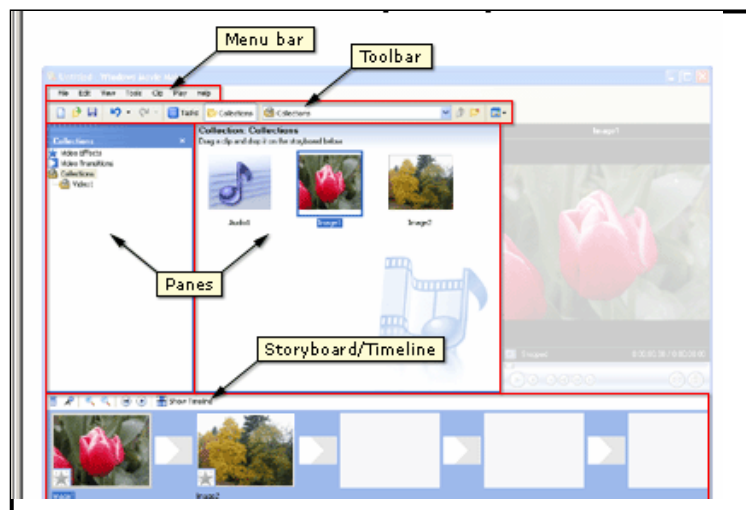
Creation Station

Modified from http://safarimontage.com/support/SAFARI_Montage_creation.pdf

Note: All videos must be first be imported into Windows *Movie Maker* for file conversion (.WMP) Videos can then be imported into CreationStation™.

Movie Maker: Converting Video to .WMP file

1. Download video to computer
2. Launch *Movie Maker*
3. Select File Menu to Import Video
4. Navigate to movie file and select Import
5. Once your video is in *Movie Maker*, you must drag video clip down to Storyboard.



6. Select **File menu** to **Save Movie File** (Make sure that you are saving this to Home Directory)
7. You are now ready to import clip into CreationStation™

Note: If you do not have Windows *Movie Maker*, it can be downloaded free at <http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.msp> or use an internet site like <http://media-convert.com> which lets you convert files.

Uploading Media into Creation Station

1. Launch Safari Montage
2. From Dashboard, select CreationStation™
3. Click 'Media Upload' from the CreationStation™ vertical navigation bar



4. Click the 'Browse...' button and select a media file to upload into CreationStation™ (this must be in **Windows Media Player** format)
5. Fill in the relevant information.
 - **Title**
 - **Description**
 - **Grade Range**
 - **Expiration** - either check never expires or fill in a specific date.
 - **Viewable By** - this setting restricts or allows users to view your uploaded media.
 - **Copyright**
6. Click the 'Upload Media' button at the bottom of the screen.
7. Read and agree to the copyright guidelines.
8. Your media will begin to upload. You may see a security warning like the one below. Select 'Yes' or 'Always' in order to install the CreationStation™ uploading software and start the upload process. If you are uploading a large file, a graphic will display the status of your upload.
9. Once your upload is complete, CreationStation™ will display the 'Edit Media' page. This page lists all of the settings for your newly uploaded

media. You can change any information on this page at any time. To commit changes, hit the 'Save Media Info' button.

To View All Videos

1. From Dashboard, select "CreationStation™."
2. Select 'Search' or "Show All Content" (you will only see the videos that you have created or that were shared.)

Editing Creation Station Media

1. Note: You may only edit CreationStation™ media that you have uploaded
2. Click on 'Settings and Tools' on the SAFARI Montage header.
3. Click 'CreationStation™' from the Secondary Navigation Menu.
4. You are now on the CreationStation™ Search Homepage. Search for the media title you want to edit.
5. Click the 'Edit' link under the Add/Play buttons.

The screenshot shows the 'CreationStation™' media editing interface. On the left is a navigation menu with options: Search, Media Upload, Bulk Media Upload, and Bulk Media File Validator. The main area contains the following fields:

- Title:** Cell Nucleus
- Media File:** E:\Videostreaming\Cell\nucleus.asf (with a 'Browse...' button)
- Max File Path:** 200 characters
- Supported Formats:** MP3, MPEG-4, QuickTime, Windows Media, JPG, BMP, GIF (Note: You may upload an additional format later.)
- Description:** Untitledstreaming video for cell division (with a text area and a 'Max Description Length: 1,000 characters' limit)
- Grade Range:** Grade 12 to Grade 6
- Copyright:** Yes
- Never Expires:**
- Expiration:** - OR -
Month: 0 Day: 0 Year: []

The screenshot shows the 'SAFARI MONTAGE District Admin' interface. The top navigation bar includes: Dashboard, Search, Subjects, Standards, Playlists, Add-Ons, Preferences, Admin, and Help. The user is logged in as Barbara Kerr. The main content area is titled 'Add-Ons • CreationStation™ • Media Upload' and shows an 'Active Playlist [9 items]: Life Science'. The page displays 'Uploading Media Title: Cell Nucleus' above a large grey placeholder box. Below the box, a message reads: 'If you see a blank box, you need to [download Java 1.4](#)'. The footer contains the text: 'SAFARI Montage Copyright 2007 SAFARI Video Networks, a division of Library Video Company'.