

## Overview

### Login

1. Navigate to your MediaCAST URL.
2. Enter your *Username* and *Password*.
  - ▶ **Note:** Many organizations allow you to use your network credentials.
3. Click *Login*.

### Navigation

Use the tabs to navigate to different sections (e.g., *Digital Library*, *Live TV*, *My Favorites*).



### Searching

Enter keywords into the *Quick Search* field.



The title and description fields are searched for all resources in your digital library.

- ▶ **Note:** Search results are updated to the right *as you type*.

### Browsing

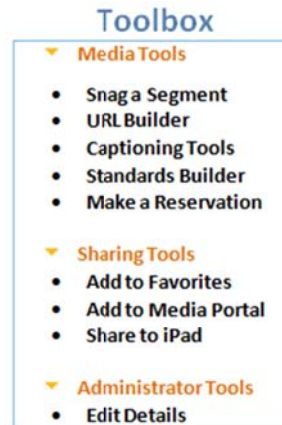
#### Categories



- ▶ Expand categories and select multiple subcategories to narrow your search.
- ▶ Search results are updated immediately.

## Toolbox

Each resource page has an area called the *Toolbox*, at right. This is a collection of resource/role dependent tools.



## Favorites

Resources that are used frequently can be marked for quick access.

1. Search for and open a resource.
2. In the Toolbox, click the *Sharing Tools*> *Add to Favorites* link.

### Toolbox



3. Enter notes, if desired.
4. Click *Save/Update Changes*.
  - ▶ **Note:** To access, edit or delete your favorites in the future, click the *Digital Library*> *My Favorites* tab.

## Snag a Segment

Create custom start/end points within video resources. Take the following steps to manage segments:

1. Search for and open a resource.
2. Advance to the desired start point.
3. In the Toolbox, click the *Media Tools*> *Snag-a-Segment* link.

### Toolbox



4. Enter a *Segment name*, *Start/End times*, *Notes* and whether you would like the starting frame to be a *Thumbnail*.
5. Click *Save/Update Changes*.
  - ▶ **Note:** To edit or delete a segment, open a resource, click *Snag a Segment*, and click the edit or delete button.

## Reservations

Some resources are limited to a set number of simultaneous users. Reserving a resource will ensure its availability for your ID.

1. Search for and open a resource.
2. In the Toolbox, click the *Media Tools*> *Make a Reservation* link.
3. Set a *Date*, *Begin Time* and *End Time*.
4. Click *Reserve*.
  - ▶ **Note:** To access, edit, and delete your reservations, click the *Digital Library*> *My Reservations* tab.

## URL Builder

Take the following steps to generate a link to a resource, for other applications (e.g., Word).

1. Search for and open a resource.
2. In the Toolbox, click the Media Tools> URL Builder link.



► **Note:** If you want to force anyone who clicks the link to login, click *Display basic External URL*. You may then copy/paste that link in the target application (e.g., a link to professional development video in an Outlook email).

3. Complete the form with *Username*, *Password*, expiration option, and segment (if desired).
4. Click *Proceed*.
5. Copy the URL to your clipboard and paste it into the target application.

### Auto-login vs. Basic

Depending on the need, different types of External URLs may be necessary.

- A teacher creating links for their LMS application may elect to create auto-login links. This creates ease-of-use in front of the classroom and for students at home.
- A district employee circulating a link to a professional development video may elect to use a basic link. This allows managers and above to track who logged in and played the resource.

## Standards Builder

Resources can be linked to courses or state standards.

1. Search for and open a resource.
2. In the Toolbox, click the Media Tools> *Standards Builder* link.



3. Click *Add*.
4. Select the appropriate *Program*, *Course* or *Section* and click *Link Here*.



- To view standards that have been linked to a resource, open the resource and click *Standards Builder* in the Toolbox.
- To view all resources linked to a particular standard, take the following steps:
  1. Click the *Apps> Standards* tab.
  2. Select a user group (e.g., *Teachers*)
  3. Select a standards set and click the appropriate item.