

## CreationStation™ Guide




[SAFARI Montage](#)

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# Uploading Media into CreationStation™

In order to upload media with CreationStation, a user must be in the Teachers w/Upload or Administrator group. Before uploading media, check with your administrator regarding the video file formats and video file sizes. Be sure to upload only media compatible with the selected media player. Currently, your player preference is set to **Windows Media Player**. If the media player does not support the video format being uploaded, the user will receive a warning. Including mismatched formats in a playlist will cause the 'Automatic' feature to skip media not supported by the user's player preference. The SAFARI Montage Media Player allows for mixed media play on Windows.

1. Click 'Modules' on the SAFARI Montage header. 
2. Click 'Media Upload' from the left-hand menu.
3. Click 'Media Upload' from the CreationStation Upload submenu.
4. Enter a title for the media being uploaded.

Enter the title you wish to assign to your file, then select 'Browse/Upload File' to locate and upload your media file.

Title:

Valid File Formats

Video: MOV, MP4, WMV, FLV, MPG  
Audio: MP3  
Image: JPG, BMP, GIF  
Interactive: SWF  
Document: TXT, RTF, PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, ODT, SDIV, ODS, SDC, ODG, ODF, SDD, SDP, ODP  
Whiteboard: NOTEBOOK, XBK

Note: When uploading MOV (QuickTime) use the Sorenson 3 video codec.

After uploading your media file, fill in the details (metadata and rights) and other tasks to make your media easily accessible.

5. Click the 'Browse/Upload' button.
6. Browse and locate the file to be uploaded and click 'Open.'

The selected file will be uploaded and scanned for viruses. Once complete, the user will see 'Upload Successful!' and additional options for adding information, attaching guides and setting rights. These options are discussed under ['Editing CreationStation Media.'](#)

### Upload Successful

You will now want to enter descriptive information (meta data) about this file to make it easier to access in the future. In addition, please enter the Rights Management details and other functions which can now be completed.

 My Movie File 

The next step I would like to be complete:

Completed: Task

- [Add Descriptive Information and Rights Management](#)**  
Update your media file with a description, grade levels, copyright and expiration dates. You can also share your media to your school.
- [Add Attachments/Guides](#)**  
Upload supplemental documents such as a teacher's guide, blackline master or other attachments to your media.
- [Add Quiz Questions](#)**  
Create quiz questions and answer options for your media file.
- [Add Standard Correlations](#)**  
Assign standard correlations based on your state.
- [Add Subject References](#)**  
Browse through subject topics and associate them to your media upload.
- [Segment Media](#)**  
Segment your media file into chapter and key concepts.
- [Publish Media](#)**  
Share your media content with your district.

For information on changing the running time of CreationStation media that is categorized as an image, see the Help page '[How to Change the Default Display Duration of CreationStation Image Media.](#)'

# Creating a Web Link in CreationStation™

Web Links enable users to access resources stored outside of SAFARI Montage. These resources can be in the form of videos, images, audio or any other web-deliverable resource. Web Links are created and managed with SAFARI Montage CreationStation.

To add a Web Link, perform the following:

1. Click on 'Modules' ( **Modules** ) from the SAFARI Montage header.
2. Click on 'Create Web Link Title' from the left-hand navigation under **CreationStation**.

The screenshot shows a web form for creating a web link. It has the following fields and elements:

- Title:** A text input field.
- URL:** A text input field with a [Browse URL](#) link to its right.
- Description:** A large text area with a vertical scrollbar. Below it is the text "Max. Description Length: 1,000 characters".
- Media Type:** A dropdown menu currently showing "Web Link". To its right is the text "This determines the search tab category for this item".
- Duration:** A time input field showing "00:00:00". To its right is the text "Format: hours, minutes, seconds. Example HH:MM:SS".
- Save:** A button at the bottom center of the form.

After uploading your web link, fill in the details (metadata and rights) and other tasks to make your web link easily accessible.

3. Enter a **Title** for the Web Link.
4. Enter the **URL** for the Web Link. Clicking on the 'Browse URL' link opens a new browser window and allows the user to locate Web Link URLs via the Internet.

**Note:** URL syntax must include **http://** or **https://**

5. Enter a **Description** of the Web Link.
6. Select a **Media Type** from the dropdown list.


**Note:** Media Type determines under which category the Web Link will be listed in a search result.

7. Enter a **Duration** if applicable. Duration is used to indicate the run time of a Web Link if the Media Type has been set to Audio or Video.

**Note:** Duration does not limit the run time of an audio or video link. It is only for indicating the correct run time of the link.

8. Click on the **Save** button.

The Web Link is now stored in CreationStation, and users will have the ability to add metadata and usage rights as they would with uploaded CreationStation content. For more details on adding metadata and usage rights, see the Help page '[Editing CreationStation Media.](#)'

Title:  

Media Type: Web Link  
Media Format: Web Link  
URL:  [Browse URL](#)

Descriptive Information | Rights Management | Licensed Media

Description:


Max. Description Length: 1,000 characters

Grade Range:  to

Copyright:

# Editing CreationStation™ Media

Unless a user has Administrator rights, the user can only edit CreationStation media they have uploaded. To edit uploaded media, perform the following:

1. Click on 'Modules' on the SAFARI Montage header.
2. Enter keywords to search for the media to be edited.
3. Click the 'Search' button.
4. Locate the media to be edited in the search results page.
5. Click the 'Edit' (  ) button.

The following is a list of editable items. These can all be accessed from the Edit Media menu located on the left-hand side of the screen.

- **Information/Rights** - Here the user can retitle the media, add descriptive information, set-up rights management and add licensed media information. Clicking the tabs moves between Descriptive Information, Rights Management and Licensed Media.

Title:  

**Media Type:** Video  
**Running Time:** 44 min 43 sec  
**Media Format:**  (Uploaded File: A1041\_Vincent\_Van\_Gogh\_A\_Stroke\_of\_Genius\_02277AA.mov)  
 (Uploaded File: 1600\_Pennsylvania\_Avenue\_00001AA.wmv)

Descriptive Information **Rights Management** Licensed Media

**Expiration:**  Never Expires:   
--- OR ---  
**Month:**  **Day:**  **Year:**

**Downloadable:**  (Others may save this media to their personal computers.)

**Share:**  Permissions (Shared media only.)  
(Allow others in your school to view this item.)

**Share to District:**  (Allow others in your district to view this item. Media will bypass the approval queue.)

**Auto-Distribute:**    
(Media will pass to other SAFARI Montage servers in your district.)

**School News:**

**Note:** Media files have the option to be share with SAFARI Montage Managed Home Access users. If Home Access is checked and the media is a video file, the SAFARI Montage MHA H.264 Auto-Converter will convert the file into a properly formatted H.264 format for use with Managed Home Access. The SAFARI Montage MHA H.264 Auto-Converter is a licensed module and can only support the conversion of the following file formats:

- **.wmv**–Microsoft® Windows® Video
- **.mpg**–MPEG-1
- **.mp4**–MPEG-4, Part 10 (H.264)
- **.flv**–Video for Adobe® Flash® (H.264)

Title:  

Media Type: Video

Running Time: 11 min 43 sec

Media Format:  (Uploaded File: Peep\_Peep\_Plants\_a\_Seed.wmv)  
 (Uploaded File: Peep\_Peep\_Plants\_a\_Seed.wmv)

Descriptive information **Rights Management** Licensed Media Additional Metadata

Expiration:  Never Expires  --- OR ---  
Month:  Day:  Year:

Downloadable:  (Others may save this media to their personal computers.)

Share:  [Permissions](#) Administrators and the content creator have full access by default.  
(Allow others in your school to view this item.)

Home Access:  (Make uploaded files available for home access.)

Share to District:   
(Allow others in your district to view this item. Media will bypass the approval queue.)

Auto-Distribute:  Standard Priority  
(Media will pass to other SAFARI Montage servers in your district.)

School News:  All Schools

- **Permissions** - This action allows the user to set permissions as to which user types can view their uploaded media. This action is only available when sharing has been enabled under **Information/Rights > Rights Management tab > Share**. To set individual user type permissions, select 'User Types' from the 'Grant Permissions To:' drop-down box. Check or uncheck the user type and click 'Save.'

**Note:** Standalone users will have an option to share media with SAFARI Montage Managed Home Access users.



**Animal Migration**


**Permissions**

**Grant Permissions To:** User Types Setting saved.

Administrators and the content creator have full access by default.

User Types	Viewable By
Administrator	<input checked="" type="checkbox"/>
Teacher (w Upload)	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>

[All](#) | [None](#)

- **Formats** - Use this action when a media title has more than one file format associated. Clicking the 'Add Format' button will allow the user to upload the additional files. To delete a file, click the 'Delete icon' (  ) to the right of the file format.
- **Attachments** - This action allows users to upload and associate Teacher's Guides, Blackline Master or any other attachment. The user can also use web address in place of file. Click the 'Add' button to browse for the attachment or enter a web address, then click the 'Add' button to associate the address. To delete an attachment, click 'Delete' and confirm deletion.

**Teacher's Guide:** A Teacher's Guide has already been uploaded. [Delete](#) [View](#)

**Blackline Master:** You may select a file to upload by clicking "Add Blackline Master", and you will then be prompted to select a file. Or enter a URL below, then click "Add Blackline Master".

URL:

**Other Attachment:** You may select a file to upload by clicking "Add Other Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Other Attachment".

URL:

- **Quiz Questions** - This action allows the user to create and edit questions and answers that pertain to the media file. The maximum number of questions for a quiz is 25.

- **Correlations** - This action allows the user to make changes to the state standards related to a media file.

**Search Standards for Virginia**

State:

Document Type:

Standards Set:

Grade Range:  to

[Preferences](#)

- **Subject Reference** - This action allows the user to relate subject References to a media file.
- **Segments** - This action allows the user to slice media files into smaller segments for adding into playlists.
- **Delete Media** - This action will allow the user to remove the CreationStation media file.
- **Publish Media** - This action allows the user to publish the CreationStation media for review and approval for use. Users will have access to the publish media feature if their SAFARI Montage server has WAN Manager installed.

# Deleting CreationStation™ Media

You may only delete CreationStation media that you have uploaded, unless you are logged in as a user with administrator rights.

1. Click on 'Modules' on the SAFARI Montage header.
2. You are now on the CreationStation Search Homepage. Search for the media title you want to delete.
3. Click the 'Edit' button under the Add/Play buttons.
4. The 'Edit Media Info' screen automatically opens. From the left navigation menu, select 'Delete Media.'
5. Read the information in the warning and select 'Delete.' This CreationStation title has now been removed from the server.

**WARNING!!**

**The media 'Animal Migration' will be completely removed from the system.**

Are you sure you want to delete this media file from SAFARI Montage?

Remove

Cancel

# Uploading and Managing Attachments for CreationStation™ Media

Users can upload and associate Teacher's Guides, Blackline Master or any other attachment with uploaded CreationStation media. The user can also use a web address as an attachment in place of the file name. You may only upload attachments for CreationStation media that you have uploaded, unless you logged in as a user with administrator privileges.

1. Click on 'Modules' on the SAFARI Montage header.
2. You are now on the CreationStation Search Homepage. Search for the media title you want to upload an attachment for.
3. Click the 'Edit' button under the Add/Play buttons.
4. The 'Edit Information' screen automatically opens. From the left navigation menu, select 'Attachments.'
5. From the Attachments page, you can associate a Teacher's Guide, Blackline Master, or any other attachment with your uploaded media by linking it as a URL or uploading it as a file. If you want to upload a file attachment, browse to locate the file and click the appropriate 'Add' button. If you want to link a URL as an attachment, copy and paste the URL of the attachment into the 'URL' box and click the appropriate 'Add' button.

You may select a file to upload by clicking "Add Teacher's Guide", and you will then be prompted to select a file. Or enter a URL below, then click "Add Teacher's Guide".

**Teacher's Guide:** URL:

You may select a file to upload by clicking "Add Blackline Master", and you will then be prompted to select a file. Or enter a URL below, then click "Add Blackline Master".

**Blackline Master:** URL:

You may select a file to upload by clicking "Add Other Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Other Attachment".

**Other Attachment:** URL:

6. Your attachment 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.



To delete an attachment, click the 'Delete' link within the appropriate attachment type. To view an attachment, click the 'View' link within the appropriate attachment type.

**Teacher's Guide:** A Teacher's Guide has already been uploaded. [Delete](#) [View](#)

**Blackline Master:** You may select a file to upload by clicking "Add Blackline Master", and you will then be prompted to select a file. Or enter a URL below, then click "Add Blackline Master".

URL:

**Other Attachment:** You may select a file to upload by clicking "Add Other Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Other Attachment".

URL:

# Creating and Modifying a Quiz for CreationStation™ Media


**Note:** You may only create/modify quiz questions for CreationStation media that you have uploaded, unless you are the administrator.

1. Click on 'Modules' on the SAFARI Montage header.
2. You are now on the CreationStation Search Homepage. Search for the media title you want to upload an attachment for.
3. Click the 'Edit' button under the Add/Play buttons.
4. The 'Edit Information' screen automatically opens. From the left navigation menu, select 'Quiz Questions.'
5. *If you already have a quiz for this media title*, you are now on the Quiz Question Summary page. This page shows a summary view of all questions and answers for the quiz. To add a new question, click the 'Add Quiz Question' link. *If this media title does not currently have a quiz*, you are now on the page to add a new quiz question.
6. Fill in the required quiz information. Your quiz question can have a maximum of 4 answer choices. The answer choice minimum is 2. Click 'Save Question'. Multiple questions may be generated for a quiz. To create a new question for a quiz, click the 'New Question' link. The maximum number of questions for a quiz is 25.


<b>Question:</b>	<input type="text"/>
	(Max Length for question text is 500 characters.)
<b>Answer A:</b>	<input type="text"/>
<b>Answer B:</b>	<input type="text"/>
<b>Answer C:</b>	<input type="text"/>
<b>Answer D:</b>	<input type="text"/>
<b>Correct Answer:</b>	<input type="button" value="A"/> <input type="button" value="v"/> (Max Length for answer text is 100 characters.)

## Modify a Quiz



**Edit a Quiz Question:**

1. Click the 'Edit' (  ) icon from the Quiz Preview.
2. Make changes to your quiz. Hit the 'Save Question' button to commit your changes.

### **Delete a Quiz Question:**

Click the 'Delete' (  ) icon from the Quiz Preview.

### **Reorder Quiz Questions:**

Click the Up/Down Arrow (  /  ) icons from the Quiz Preview to move a question up or down in the order.

# Creating and Modifying Segments for CreationStation™ Media

**Note:** You may only create/modify segments for CreationStation media that you have uploaded, unless you are the administrator.

1. Click on 'Modules' on the SAFARI Montage header.
2. You are now on the CreationStation Search Homepage. Search for the media title you want to upload an attachment for.
3. Click the 'Edit' button under the Add/Play buttons.
4. The 'Edit Information' screen automatically opens. From the left navigation menu, select 'Segments.'
5. If the title you are editing does not have segments, then you will be forwarded directly to the 'Add Segment' page, otherwise, you will be navigated to the Segment Summary page. The Segment Summary page shows a summary view of all chapters and key concepts for your uploaded CreationStation title. To add a segment, click the 'Add Segment' link.
6. As the video or audio title plays, bookmark the start and end points. At any time, you may click 'Preview Segment' to preview your segment.
7. Choose either 'Chapter' or 'Key Concept' from the 'Segment Type' dropdown box. If you are creating a Key Concept, select an associated chapter.






Start Point:  End Point:

Segment Type:  Associated Chapter:  (for key concepts)

Description:

(Max Length is 512 characters)


[New Segment](#)   [Preview Segment](#)

8. Enter a description for your segment and hit the 'Save Segment' button. Your segment has now been created.


**Chapter 1:** Arch of Septimius Severus, Roman Forum, Rome, Italy 00:00:00 - 00:00:08  

## Modifying a Segment

### Editing a Segment

1. On the Segments Summary page or the Segments page, click the 'Edit' (  ) icon.
2. Make changes to your segment. Hit the 'Save Segment' button to commit your changes.

### **Deleting a Segment**

1. On the Segments Summary page or the Segment Creation page, click the 'Delete' (  ) icon next to the segment to be deleted.

For more info on bookmarking segments, see the Help page 'Bookmarking' in the SAFARI Montage User Guide.