

# SAFARI Montage – Module 4

## CreationStation

CreationStation allows users, schools, and districts to **upload** and **share digital media** and websites in SAFARI Montage. Content that is uploaded can be added to playlists and more.

## Viewing CreationStation Media

- Click on the Play button next to the media title to view the media.

## Uploading Media into CreationStation

- On the dashboard click on **the pink box below the video previewing screen on the left that is labeled CreationStation.**
- Select **Upload Media**. Note the allowable file types.
- Click on the Browse/Upload File button. Click on the box that says select file or drag and drop file here. Box will turn green. This takes you to information on your personal computer or flash drive.
- Navigate to the desired file. Click on the file and then click on **Open**.

The screenshot shows the 'CreationStation™' interface. At the top is a navigation bar with links: DASHBOARD, SEARCH, SUBJECTS, STANDARDS, PLAYLISTS, MODULES (highlighted in green), PREFERENCES, and HELP. On the left is a sidebar menu with options: Media Upload (highlighted in green), Web Link Upload, Bulk Media File Validator, Bulk Media Upload, Bulk Web Link Upload, Selective Video Streaming, and SupeTube™. Below the sidebar is a 'TUTORIAL' button. The main content area is titled 'CreationStation™' and contains a form for uploading media. The form includes a text input field for 'Title' and a 'Browse/Upload File' button. Below the form is a section titled 'Valid File Formats' listing supported file types: Video (MOV, MP4, WMV, FLV, F4V, MPG, M4V (w/o DRM)), Audio (MP3, M4A), Image (JPG, BMP, GIF, PNG), Interactive (SWF, NMO, CSP, KML, KMZ, CSSESSION), Document (TXT, RTF, PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, ODT, SDW, ODS, SDC, ODG, ODF, SDD, SDP, ODP), iWork 09 (KEY, PAGES, NUMBERS), eBooks (EPUB, LT, BOOKS, MOBI), and Whiteboard (FLP, FLIPCHART, NBK, NOTEBOOK, XBK, AS3A, GWB, BNK, TST, YAR, INVB). A note at the bottom states: 'Note: When uploading MOV (QuickTime) use the Sorenson 3 video codec.'

**Note:** The selected file will be uploaded and automatically scanned for viruses.

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The screenshot shows the Safari Montage web application interface. At the top is a navigation bar with tabs: DASHBOARD, SEARCH, SUBJECTS, STANDARDS, PLAYLISTS, MODULES (highlighted), PREFERENCES, and HELP. Below the navigation bar, the active playlist is shown as 'Active Playlist [1 item]: Earthquakes'. On the left side, there is a sidebar menu with options: CreationStation™, Edit Media, Guide for Editing Media (highlighted), Information/Rights, Preview Image, Formats, Attachments, Quiz Questions, Correlations, Subject Reference, Publish Media, Delete Media, Selective Video Streaming, and SupeTube™. A 'TUTORIAL' button is also visible. The main content area displays a green 'Upload Successful!' message, followed by a prompt to enter descriptive information (meta data) about the file. Below this, a link 'ABCs for new teachers.flv' is shown. A section titled 'The next step I would like to complete:' contains a list of tasks with checkboxes:

Completed	Task
<input type="checkbox"/>	<b>Add Descriptive Information and Rights Management</b> Update your media file with a description, grade levels, copyright and expiration dates. You can also share your media to your school.
<input type="checkbox"/>	<b>Add Attachments/Guides</b> Upload supplemental documents such as a teacher's guide, blackline master or ancillary attachments to your media.
<input type="checkbox"/>	<b>Add Quiz Questions</b> Create quiz questions and answer options for your media file.
<input type="checkbox"/>	<b>Add Standard Correlations</b> Assign standard correlations based on your state.
<input type="checkbox"/>	<b>Add Subject References</b> Browse through subject topics and associate them to your media upload.
<input type="checkbox"/>	<b>Publish Media</b> Share your media content with your district.

- Click on **Add Descriptive Information and Rights Management**.
- Click on the **Descriptive Information tab** to add a Description about the media file, set a Grade Range, add Multi-Language, choose the Publisher and add a Copyright year.
- Click on the **Rights Management tab** to set an expiration date, make the media downloadable, share the media with others in a school or location, and make available for **home access**.
- Click on Save and Continue.
- To locate your media that has been added to CreationStation, go to the yellow box labeled **My Files** on the left hand side of the dashboard. This file contains all of the media and web files that you upload into CreationStation. From this site you can edit your media and add it to a playlist. Make sure that you have the correct playlist as the active playlist. You can also make folders for the content in MY Files by using the folder set up on the left hand side of the page.

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## Creating a Web Link in CreationStation



- On the dashboard click on **the pink box below the video previewing screen on the left that is labeled CreationStation.**
  - Click on **Web Link Upload** from the menu on the left.
  - In the **Title** box, type a title for the web link.
  - In the **URL** box, type or paste the web address for the web link OR click on **Browse URL** and navigate to the desired website.
  - In the **Description** box, type a description for the web link.
  - In the **Media Type** box, choose the media category where the web link will appear when doing a search in Safari Montage.
  - 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.
  - Click on **Save.**
  - After uploading the web link, edit the **Descriptive Information and Rights Management Tab** to make the web link easily accessible to others. Include key words and concepts that will assist in searching for the upload.
- Bibb County requires users to complete uploads to CreationStation to the Georgia Standards.** After you have completed the **Descriptive Information**, find the **Correlations** tab on the left side of the page. Click on **Correlations** and find the appropriate Georgia Common Core and/or GPS standards. Consider correlating the contribution to all standards and grade levels that may be applicable. Click the box to the right of the standard and then add them at the bottom of the page.

### Home Access

You also need to give permission for your contribution to be viewed at home. You will not be able to see any kind of media in SAFARI Montage anywhere outside of the school if you do not complete this step. Click on **Rights Management**. Click on the box that says **HOME ACCESS** and then click **PERMISSION**. **Do not give permission to view high definition videos at home.**

### Copyright and Digital Rights

Do **not** load any content unless you have **copyright permission**.

You **MUST** have **digital rights** to load any video to CREATION STATION. For licensed media you will also need to complete the **Licensed Media** tab.

Contact your **media specialist** for help with questions about copyright and digital rights before adding any media (i.e. pictures, templates, documents, videos.)

- Click on **Save and Continue.**

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- In order to view some web pages such as TedEd and YouTube in SAFARI Montage the Internet Proxy on each computer needs to be changed. Directions for changing the proxy can be found at [www.bcsdk12.net/safari](http://www.bcsdk12.net/safari). Your media specialist can also assist you in changing the proxy.