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

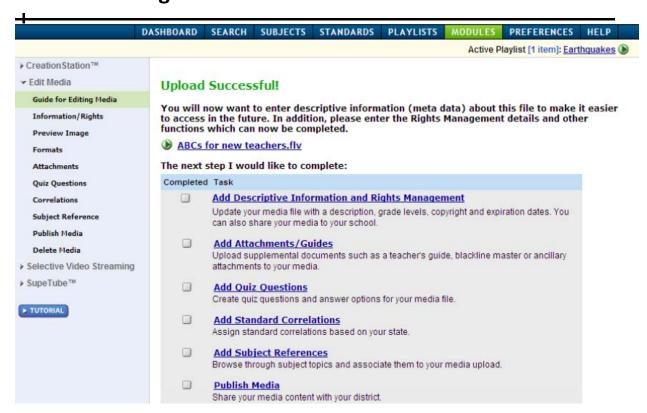- Click on the Play button next to the media title to view the media.

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**.

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

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- 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.

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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- 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.
- 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. Your media specialist can also assist you in changing the proxy.