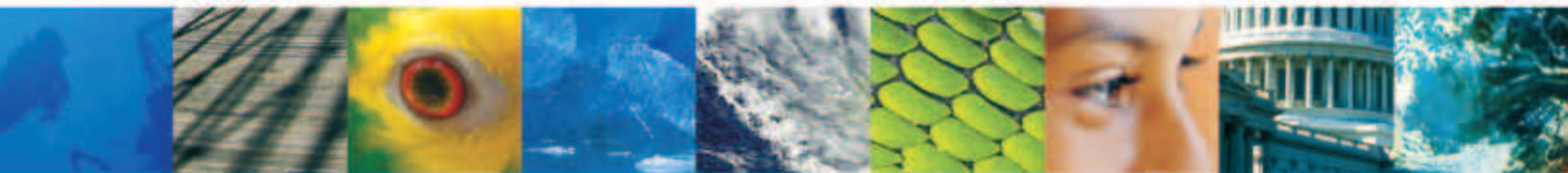




TRAINING MANUAL

2005 UPDATE



GETTING STARTED

› Access <i>unitedstreaming</i> Today!	1
› Search & Download Procedures	2
› New User Interface/New Player	3
› New Search Results Page	4

FEATURES

› Playlist	5
› Image Library	5
› Clip Art Gallery	6
› Writing Prompts	7
› Teacher Feature	8
› Quiz Center	9

TUTORIALS & COPYRIGHT ISSUES

› Hyperlinking & Embedding	10
› Hyperlink Procedures	11
› Embedding Video Clips	12
› Copyright Issues	13
› Citation Formats	14

IMPLEMENTATION & TRAINING

› Training Agenda	16
› Workshop Checklist	17
› Integration Ideas	18
› Video Strategies	19
› Tech Information	20
› Storage Plan	21
› Creating Web Pages	23
› Passcode	25
› Report on Effectiveness of <i>unitedstreaming</i>	26
› Glossary	27
› Notes	28

Welcome to the leading educational video-on-demand service!

unitedstreaming is the only video-on-demand service scientifically proven to increase student achievement. You have over 4,000 videos (40,000 clips) available that are correlated to the individual state and provincial education standards. Additional features are designed to enhance usability and enable more effective classroom integration.

***unitedstreaming*: A WEB-BASED DIGITAL VIDEO DELIVERY SYSTEM FROM DISCOVERY EDUCATION**

Q. How do I access these clips?

1. Go to www.unitedstreaming.com.
2. Enter your eight-digit Passcode to create your own username and password. Fill in the required information. Your confirmation will be e-mailed to you. (If you already have a username and password go to step 3).
 - › The first time you access *unitedstreaming*, enter the passcode in the middle of the screen.
3. Log in with your username and password.

Email Address : *

Confirm Email Address : *

You MUST enter your valid e-mail address into this form. After submitting this form, we will e-mail you an "activation link" that MUST be clicked before you will be permitted to login to the unitedstreaming site.

Desired Username : *

Password : *

Confirm Password : *

Security Reminder Question : *

Security Reminder Answer : *

How did you hear about us : *

I have read and agree to the [Terms of Use](#). *

- › To obtain your passcode, contact your *unitedstreaming* Account Administrator or call Discovery Education at 1.800.323.9084.
- › You only use the passcode to create your username and password. Thereafter, you no longer need the passcode. Once the passcode is entered, you will be prompted to complete this form and generate your own unique username and password.¹

Existing User Log In

[Forgot your username or password?](#)

USER NAME

PASSWORD

[New User?](#)

4. Search by keyword, subject and grade, curriculum standard, or all available titles.
5. Click on the blue underlined video title you wish to view.
6. First select your file format:
 - › Safari
 - › Internet Explorer
 - › Netscape
7. Scroll down. To stream or view a video, click the “S” button next to video clip.²

¹ **NOTE:** Your username must be a minimum of 6 characters long. Both your username and password can only contain these characters: letters, numbers, underscore, hyphen, and period.

² **NOTE:** You should have the latest version of the free Windows Media Player® or the Apple QuickTime® player installed on your computer. You will find download links to these applications in the online help section of the website. Adobe Acrobat Reader®, also a free download, is needed to view the Teacher’s Guides, Blackline Masters, and other tutorials and support materials.

To download a video clip...

PC

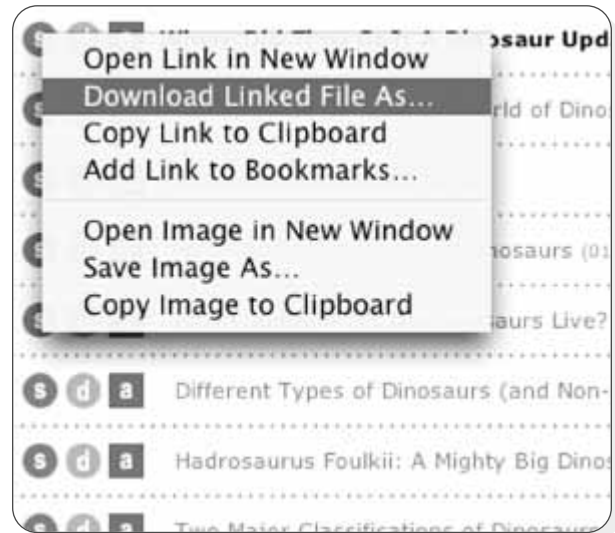
1. Right click on the “d” and scroll down the pop-up menu. Select “Save Target As...” (Internet Explorer®) or “Save Link As...”. (Netscape®) Navigate to your desired location. Save the file including extension “.asx,” “.asf,” or “.mov”.



2. To view the video full screen ...
 - > **OPTION 1:** Go to “View” > “Full Screen.”
 - > **OPTION 2:** Click “Alt” and “Enter.”
 - > **OPTION 3:** Right click in the video window and scroll to “Full Screen.”
 - > Hit “Esc” when finished.

MAC

1. Position the mouse over the “d” button next to the desired clip or use the Control-click procedure if you have OS X to display a pop-up menu. Select “Download Link to Disk” (Internet Explorer or Safari®) or “Save Link Target As...” (Netscape). Navigate to your desired location and save the file with the appropriate “.asx,” “.asf,” or “.mov” extension.



2. To view the video at full screen while the video is playing...
 - FOR WINDOWS MEDIA PLAYER:** (.asf or .asx files)
 - > Option 1: Go to “View” > “Full Screen.”
 - > Option 2: Click “open apple” and “4.”
 - FOR QUICKTIME PLAYER:** (.mov files)
 - > Go to “Movie” and “Double Size” or “Fill Screen” depending on your version of QuickTime.
 - > Hit “Esc” when finished.

Feature-Loaded Search Page

The *unitedstreaming* search page puts even more tools and features in your hands to help you locate the best materials for your projects. Use any of the five different searching tools to locate video clips, digital images, and supplemental resources.

Keyword Search

Use the standard or advanced keyword tools to search video and clip titles as well as resource descriptions for the keywords you enter. The Advanced Search keyword option supports boolean operators to give you even more powerful searching capabilities.

The screenshot shows a search interface with the following elements:

- Keyword Search:** A text input field with a "go" button to its right.
- Search by Subject and Grade:** A section containing three dropdown menus: "Subject: All Subjects", "Topic: All Topics", and "Grade: All Grades". A "go" button is located to the right of the "Grade" dropdown.
- Navigation Links:** Three links with right-pointing chevrons: "» Search by Curriculum Standard", "» Advanced Search", and "» Explore All Titles".
- Learning Tools:** A section with a label "Learning Tools:" followed by a dropdown menu currently set to "Explore:" and a right-pointing chevron.

Subject/Grade Level

Search for titles that match your teaching areas and audience.

Curriculum Standards

Videos in the *unitedstreaming* library have been cross-referenced to teaching standards for users in all states. Use this tool to quickly locate videos and images that match your curriculum standards.

All Titles

Browse the collections by selecting subject areas that are of interest to you. The search results are organized by specific topics so that you can easily find appropriate materials.

User-Friendly Video Player

You can view streaming video directly through this user-friendly custom viewer or you can opt to use the stand alone Windows Media Player to stream titles if you wish to take advantage of the added player controls that the media player offers.



Improved Search Features

The search feature offers users a powerful tool to look for video clips and images. In addition to getting a list of video titles that match a given set of search criteria, you will now be able to look at specific clips and even digital images that also match your search terms. Three tabs have been added to the search results screen that will allow you to explore the available resources by selecting the resource type that best meets your needs.

In the example at the right, a search using the keyword “biomes” yielded 27 different video titles and 26 individual clips that contain the word “biomes.” The search also located 12 images in the Image Library that relate to this search topic. To access each resource type, just click on the appropriate tab at the top of the results list and then survey the results in the list.

Improved search technologies will also allow you to use more advanced boolean operators as you explore all of the resources in the *unitedstreaming* libraries. Boolean search filters that you can now use include:

- > **Quotation Marks:** enclosing a phrase in quotation marks will constrain the search results to more accurately locate materials. Searches for phrases like “Civil War” and “Industrial Revolution” will yield more useful results than searches that locate these individual words independently of each other.
- > **Using “and,” “but,” and “or”:** inserting these Boolean elements in a search will yield a more useful list of results since you will be able to eliminate unwanted titles and do a more powerful and inclusive investigation.

Keyword go

Your search for "biomes" returned: Media Type Selection

27 videos **26 clips** 12 images

Results 1 to 10 of 26 View All [1] | 2 | 3 | >>

s d a Introduction to Ecology: Ecosystems and Biomes (03:07)
A clip from the program [Life Science: Ecology](#)

s d a Introduction to Ecology: Ecosystems and Biomes (03:07)
A clip from the program [Life Science: Ecology](#)

s d a The Climate of the Grassland Biome (01:13)
A clip from the program [Grassland Biomes: Essential and Endangered](#)

s d a What are Biomes? (01:14)
A clip from the program [Grassland Biomes: Essential and Endangered](#)

s d a Survival in the Sonoran Desert Biome (03:38)
A clip from the program [Life Science: Ecology](#)

Playlist

Bookmark video clips to your playlist for later retrieval.

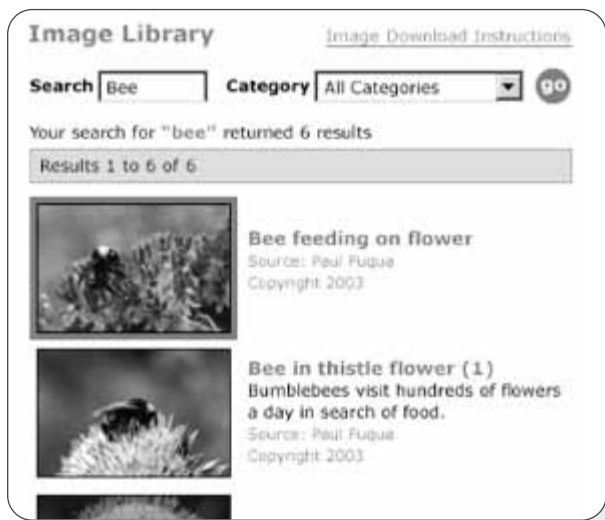
Clicking the “a” button next to the title of a video clip will allow you to add the clip to your default playlist or to a folder that you have created for individual units or projects. Adding a video clip to a playlist does not initiate a streaming or downloading procedure. The purpose of the playlist is to “bookmark” the clip so that you do not have to search for it again once you have found it. It makes lesson planning easy!

1. Upon clicking the “a”, a window will pop up asking you where to add the clip. You may add clips to “My Playlist”, which is the default, or choose to create “A New Playlist.” You may name the playlist anything you choose.
2. Click the “Continue” button and then click the “Close Window” link to return to the video page.
3. To view your playlists, you can click on the “Playlist” link on the navigation bar at the top of the screen or use the “Playlist Manager” feature in the upper right corner of the screen. Your custom playlist folders will be displayed in a dropdown menu.

Image Library

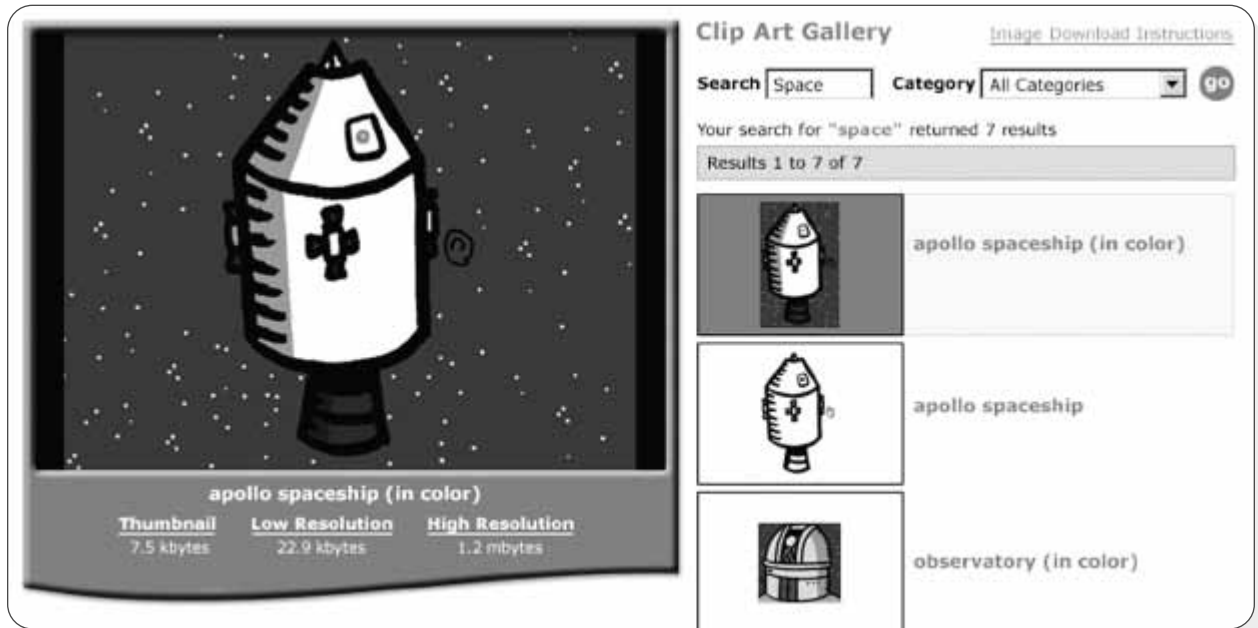
Saving an image is similar to saving a video. Follow these simple steps below and use the images in print and multimedia projects.

1. Click on “Learning Tools” in the top navigation bar of the *unitedstreaming* site.
2. Click on “Image Library.”
3. Search for an image (use the “Search” field, “Categories,” or click the blue “NEXT” link on the right-hand side).
4. Once you have identified the picture you wish to save, (left) click on the small thumbnail. It will appear on the left-hand side of your screen. You will notice three image sizes to choose from:
 - › Thumbnail (small size)
 - › Low Resolution (medium size; intended for web pages and multimedia)
 - › High Resolution (large size; prints on an 8.5" x 11" sheet of paper)
5. To download (save) an image click the button to select your image size. When image displays...
 - › **PC:** Right-click on the image size button you like. Scroll to “Save Picture As...” or “Save Link As...” Navigate to your desired destination. Change the file name, but save the extension (.jpg).
 - › **MAC:** Click and hold on the image size button you like. Scroll to “Download Image to Disk” or “Save link as...” Navigate to your desired destination. Change the file name, but save the extension (.jpg).



Clip Art Gallery

In addition to the pictures and diagrams that are available in the Image Library, you have access to a library of clip art files that are designed to be used in conjunction with the other resources on the *unitedstreaming* site.



To ACCESS THE CLIP ART GALLERY...

1. Select “Learning Tools” from the navigation strip at the top of the screen and select the “Clip Art Gallery” icon in the right frame.
2. Choose from one of the clip art categories to locate an image that you wish to use with your project.
3. Click on the thumbnail picture of the clip art image that you wish to use. A larger version of the image will be displayed in the viewer at the left side of the screen.
4. To download (save) an image click the button to select your image size. When image displays...
 - › **PC:** Right-click on the image size button you like. Scroll to “Save Picture As...” or “Save Link As...” Navigate to your desired destination. Change the file name, but save the extension (.jpg).
 - › **MAC:** Click and hold on the image size button you like. Scroll to “Download Image to Disk” or “Save link as...” Navigate to your desired destination. Change the file name, but save the extension (.jpg).

Writing Prompts

As you have discovered, any of the pictures or diagrams in the Image Library can be used to supplement classroom presentations or to create a focus for discussions and writing assignments. In the Writing Prompts section, you will find a selection of images specifically designed for descriptive and narrative writing activities. Each image in this library is accompanied by a suggested writing prompt that you may use or modify as the basis for your assignments.



Acacia tree at sunset in Africa
I took this picture early in the morning. That is my favorite time of...
[View Writing Prompt](#)

Writing Prompts

Results 1 to 5 of 50



Acacia tree at sunset in Africa
I took this picture early in the morning. That is my favorite time of day. What about you? What part of the day do you like best? What do you like most about it?



Aspen trees in fall
This picture is of mountains in Wyoming. Imagine that you had some friends who were blind. Write a letter to them describing the scene. Include the things you think they need to form a mental picture of what you saw.



Bird with man
This man has a feathered friend. Do you like birds? Have you ever watched one closely? Would you like to have a bird as a pet?

To use the Writing Prompts...

1. Select "Learning Tools" from the navigation strip at the top of the screen and select the "Writing Prompts" option from the menu.
2. Search for a picture that you wish to use with your assignment.
3. This picture with the accompanying writing prompt such as the example shown below can be shown to an entire class if you have a presentation device attached to your computer. You may also print this page and hand out copies to your students.
4. To download (save) an image:
 - › **PC:** Right-click on the image you like. Scroll to "Save Picture As..." option from the menu that is displayed on your screen. Change the file name as needed but keep the .jpg file extension for best results.
 - › **MAC:** Click and hold the mouse button on the image and select the "Download Image to Disk" from the menu. If you are working with system OS X, you will need to hold down the "Control" key when you click the mouse button in order to view this menu. Change the file name as needed but keep the .jpg file extension.

Teacher Feature *Lessons & Activities*

If you are looking for lesson ideas and student projects that incorporate *unitedstreaming* resources, take a look at the Teacher Feature section of the site. Here you will find links to materials that are organized around a central theme or topic. New units will be added to the site on a weekly basis and many will focus on current events, world cultures, or topics of special interest.

TEACHER FEATURE UNITS WILL INCLUDE...

1. VIDEO LINKS

A list of selected video clips will form the core of each unit or lesson. Students with *unitedstreaming* access can work directly from this list as they complete assignments. Teachers can also use this list to download the video clips for use in their own materials and presentations.

2. ACTIVITIES & RESOURCES

Teacher Feature units will also include complete lesson plan with materials that instructors can use to organize an entire unit of study. Typically, these materials will be posted in PDF format, so you will need the free Adobe Acrobat Reader to view and print these materials. Mac users with system OS X may also use the Apple Preview® utility to access these pages.

UNIT RESOURCES WILL INCLUDE:

- > lesson plan files
- > handouts and other student materials
- > student activities

As new units are added to the Teacher Feature section of the website, previous units will be archived so that you can access them at a later date when you are ready to use the materials with your students. You will also see a navigation link on the Teacher Feature page that will direct you to the library of sample lesson and project folders that is stored in the “Support Materials” section of the *unitedstreaming* site. These projects have been created with Microsoft Word®, PowerPoint®, and other commonly used software applications, and you may find them to be helpful models as you design your own multimedia activities and assignments.

★ ELECTION CENTRAL
COMMISSION ON PRESIDENTIAL DEBATES
Discovery Times CHANNEL

Bringing the Campaign to the Classroom
 Discovery Education, the Discovery Times Channel, and the Commission on Presidential Debates bring you new resources to teach your students about the American political process. Stream and download videos and download activities below to learn about everything from fundraising to the primaries, from the debates to the elections.

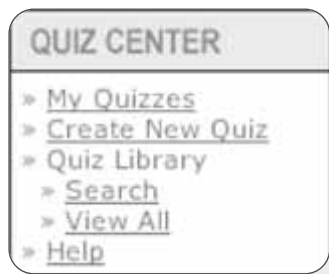
Arizona educators attending presidential debate at ASU
 Discovery Education and Arizona School Services through Educational Technology (ASSET) is sending one lucky educator and his or her student to the final Presidential Debate of 2004 on October 13 at Arizona State University in Tempe, AZ!

<p>Videos</p> <ul style="list-style-type: none"> ▶ Nine Days in New Hampshire ▶ Follow the Money ▶ Politics and the Media ▶ Ballot Battles ▶ Unraveling of a Candidate ▶ Making the Message: The Fight for the President 	<p>Classroom Activities</p> <p>Student Activities Eleven activities to get your students thinking about all things political – from presidential term limits to the impeachment of President Clinton. Download PDF ▶</p> <p>Glossary Words to test your students vocabulary knowledge of U.S. Government. Download PDF ▶</p>
---	---

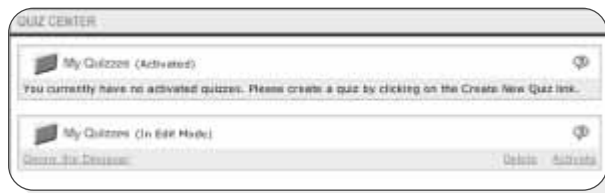
Quiz Center

CREATING A NEW QUIZ (Advanced)*

- To locate the Quiz Center feature, click the Learning Tools > Quiz Center link.
- Click the option to “Create a New Quiz” on the left side navigation bar.
- Next, click the “Add/Edit” button to ‘Step One: Enter Quiz General Information.’ In this section, you can enter your quiz name, class, instructions, objectives and notes.
- Continue to follow the prompts and check all that apply.
- Click ‘Save and Continue to Step 2’ to continue. You have additional steps to complete. Follow the prompts (and navigation bar at the top) to:
 - > Add your state standards.
 - > Add videos for students to preview.
 - > Add your questions—you have four types of questions you can use.



- Simply click the ‘Activate’ link next to the quiz under the “My Quizzes (In Edit Mode)” folder. This will make the quiz active, moving it from this folder, to the one above called, “My Quizzes (Activated).”



- Once your quiz is activated, the system automatically generates a URL that will direct users to your quiz. You can copy and paste this web address into an HTML document or any file such as Word or PowerPoint that supports hyperlinks. Students will be prompted to type in their names when they reach the log-in screen and then they can proceed to take the quiz.
- All answers, with the exception of short answer essays, are automatically graded and stored in your “My Quizzes (Activated)” folder. Click “View Grade Report” to view your students’ scores.

*To view the complete Quiz Center tutorial, go to Learning Tools > Support Materials > User Guide and click “Quiz Center.”

Hyperlinking vs. Embedding Videos in PowerPoint

WHAT IS HYPERLINKING?

Hyperlinking is an element in an electronic document that links to another place. Typically, you click on the hyperlink to follow the link or path. When you hyperlink to a video, you are creating a path, or “directions,” to the video and the video player application.

WHEN WOULD YOU HYPERLINK TO A VIDEO?

1. To see the controls in the Windows Media or QuickTime Players, such as play, pause, stop, rewind, find, mute, and the scroll bar. You do not see these controls in an embedded clip.
2. When making dual-platform projects.
3. When making web pages: you need to stream clips from *unitedstreaming* in order to protect the content (see page 23 for directions).

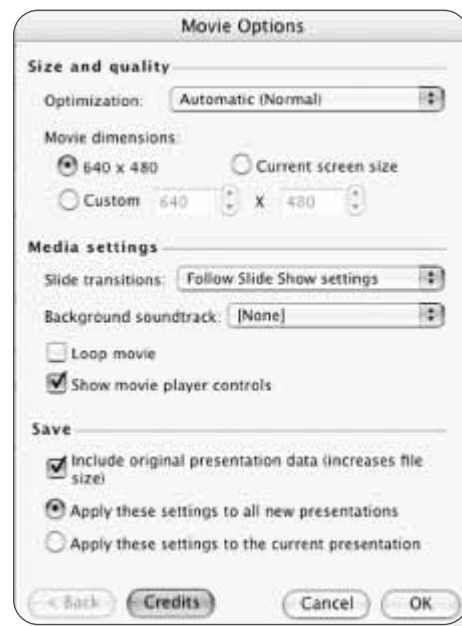
WHAT IS EMBEDDING?

Inserting the downloaded video within the application so it plays in the frame/slide of the application.

WHEN WOULD YOU EMBED A VIDEO?

1. If you want the video to play full screen automatically (without needing to resize the video).
2. If you do not want to see the control panel of the media player.
3. If you wish to add text boxes that serve as visual cues while the video is playing.
4. If you need easier navigation through a multimedia presentation (especially for younger audiences who may be using the presentation during independent time).

A word of caution: Whether you use the hyperlink or embed procedures, you still must have copies of the video clip files in your project folders for these functions to work properly. An embedded video clip file will almost always be larger than the size that has been allocated in the PowerPoint application settings (see below), and when this happens, the embedded image on the slide merely acts as a placeholder with a link to the video file.



Creating a Hyperlink to the Video in Word or PowerPoint

Before beginning this tutorial, be sure to download the video clips to a designated folder.

In the same folder, save the new document that will contain the hyperlinks to the video files.

USING A PC

1. To insert a hyperlink, start by highlighting text or selecting the picture or clip art image on the page that you wish to use for the link..
2. Go to “Insert” > “Hyperlink.”
3. Click “Browse for File.” Then click “Select” (different versions of PowerPoint may give you a different message).
4. Navigate to where you saved the downloaded clip.
5. If you do not see the video in your folder, click on the pull down menu at the bottom of the screen that says “Files of Type.” Select “All Files” to show all files in your folder.
6. Double click on the video.
7. Click “OK” when finished to close your hyperlink window.
8. The selected text should now be underlined and colored. To test your link, position the mouse over the link. The cursor will change to a pointing finger. Left click to activate the link and open the media player. In PowerPoint, you will need to go to the “Slide Show” view in order to test your links.

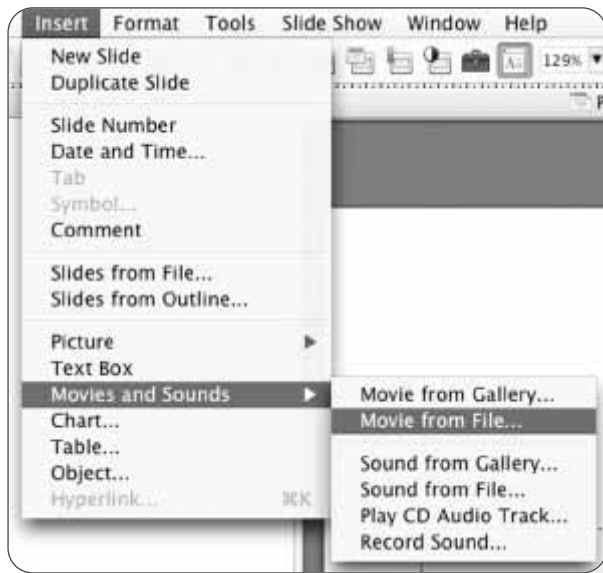
USING A MAC

1. To insert a hyperlink, highlight the text you wish to link.
2. Go to “Insert” > “Hyperlink.”
3. Click “Document” tab and then click “Select” (different versions of PowerPoint may give you a different message).
4. Navigate to where you saved the downloaded clip. Double click the selection or click “Open” or “Save” when finished. Before beginning this tutorial, be sure to download your video(s) to a designated folder. In the same folder, save the new document that will hyperlink to the video(s).
5. Click “OK.” (*Note: You’ll see your link in the top “Link to” field.*)

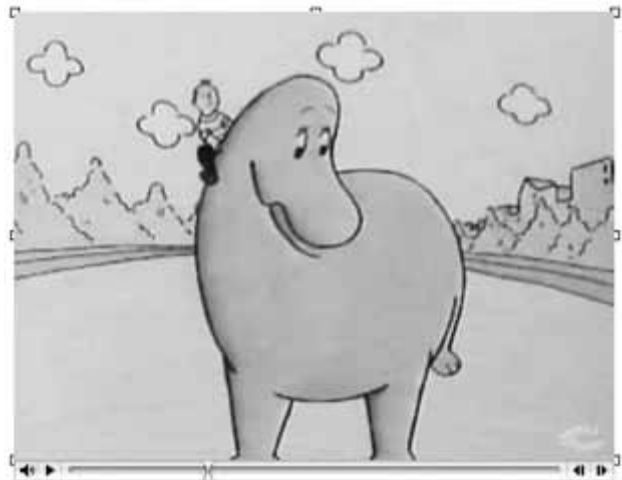
Embedding unitedstreaming Video into PowerPoint

Before beginning this tutorial, be sure to download your video(s) to a designated folder. In the same folder, save the new document that will have the embedded video(s).

1. To insert a video, go to “Insert” > “Movies and Sounds” > “Movie from File” (No text is needed to insert the video.)



2. Navigate and select the video.
3. Click “OK.”
4. Decide whether you wish to have the video play automatically or not.
5. To resize your video:
 - > Click once on the video.
 - > Position the cursor over one of the four corner handles of the image, hold down the mouse button, and drag to resize the image as needed.
6. To test your video clip, go to “Slide Show” > “View Show.” When you position the cursor over any part of the video image on the slide, the cursor will change from an arrow to a pointing finger. If you chose the option to start the video manually, left-click to start the play.



Protecting unitedstreaming Content

TERMS OF USE

1. **You must maintain the original INTENT of the video.** With the exception of the video titles that have been identified as “editable content,” you may not shorten any clip, edit sound, or add images within that clip. For copyright reasons, video editing software may not be used to edit or integrate *unitedstreaming* videos.
2. **Students are allowed to keep projects containing *unitedstreaming* video clips for their personal portfolios.**
3. **Teachers are allowed to keep projects containing *unitedstreaming* video clips through the duration of the subscription.** You will be notified in the event the subscription has been cancelled. (If you are a student teacher or completing graduate coursework, you may keep the clips for your personal portfolio as part of the University’s subscription to *unitedstreaming*). You personally are responsible for removing all clips from storage in the event your institution does not renew.
4. **When uploading lessons or projects that integrate *unitedstreaming* video to your school’s server, you must protect the content.**

ASK YOUR TECHNOLOGY COORDINATOR TO:

 - › Keep content behind a control system, like a firewall.
 - › Create a link and stream from *unitedstreaming* servers (Find directions under the *unitedstreaming* Help section › *unitedstreaming* Support Materials › Third Party Software › “Streaming from *unitedstreaming* Servers”).
 - › Create “realms” within your server management software, which permit access by entering a username and password when clicking on a page that hosts a *unitedstreaming* clip.
5. **You HAVE permission to share distance learning models with *unitedstreaming* subscribers only.** Visitors through external applications such as Blackboard® or WebCT® who do not have a valid *unitedstreaming* subscription are NOT allowed access to *unitedstreaming* content. You may make a virtual classroom or multicast* for *unitedstreaming* subscribers which broadcasts content across television, as long as you and your end-users are *unitedstreaming* subscribers. *Multicast: having multiple locations view *unitedstreaming* simultaneously.
6. **Converting digital video to analog (or taking the video clip from the computer, CD, etc. and recording it onto a VHS tape) IS IN VIOLATION OF COPYRIGHT.**
7. **Cite all content borrowed.** Go to the Help section of the *unitedstreaming* site to find correct APA and MLA formatting directions for video, images, and support materials. See page 14 for citation information.
8. **Faculty may use their *unitedstreaming* web access at home to stream/download content.** Students may not use the *unitedstreaming* website at home. One solution: put videos on a storage device that students can check out.
9. **When modifying ancillary materials, please include the following statement:** “Revised with permission from Discovery Education but Discovery Education is not responsible for the content of the revision.”

For questions or inquiries regarding any of the above mentioned Terms of Use, please contact us at...
unitedstreaming_info@discovery.com

In your email please include your name, institution, position, and specific question or issue.

Citing unitedstreaming Videos & Images

VIDEOS

1. **MLA EXAMPLE:**
Danny and the Dinosaur. By Syd Hoff. Weston Woods, 1990. Discovery Education. 30 Nov. 2004
<<http://www.unitedstreaming.com>>
2. **APA EXAMPLE:**
Hoff, Syd (Author) & Weston Woods (Publisher). (1990). Danny and the Dinosaur [Motion Picture, streaming video]. Retrieved April 3, 2004, from Discovery Education: <http://www.unitedstreaming.com>



"Danny and the Dinosaur;" video .

Search Results - 1 to 20 of 28 [Next >>](#)
[Search Again](#)

Keyword: Danny Dinosaur

Relevance Rating : 67.00%

Danny and the Dinosaur
 The classic book, "Danny and the Dinosaur," written and illustrated in 1958 by beloved author Syd Hoff, comes alive in this animated program. This is the story of a boy's friendship with a Dinosaur and how they spend one happy day together. Part of the Weston Woods Series.
 Grades: K - Gr. 3 Runtime: 9:15 ©1986 Weston Woods
[Correlations](#)
[Teachers' Guides](#) **Closed Caption Available**

Reference search results for citing information.

IMAGES

1. **MLA EXAMPLE:**
Dinosaur bones in wall of stone. By Paul Fuqua. 2003. Discovery Education. 01 Jan. 2004
<<http://www.unitedstreaming.com>>
2. **APA EXAMPLE:**
Fuqua, Paul (2003). Dinosaur bones in wall of stone. Retrieved January 10, 2005, from Discovery Education: <http://www.unitedstreaming.com>



"Dinosaur bones in wall of stone;" photograph from Image Library.

ANCILLARY MATERIALS

When modifying ancillary materials, please include the following statement:

"Revised with permission from Discovery Education but Discovery Education is not responsible for the content of the revision."

- > Publisher Copyright
- > Title
- > The copyright, publisher, and title of any video can be found on the search results page.

unitedstreaming™



DIGITAL VIDEO LIBRARY™



IMPLEMENTATION & TRAINING

*Technology Implementation and Training to Support
Teachers Using Multimedia in the Classroom*

2005 UPDATE



Discovery
EDUCATION

Agenda

Teacher Training: Make a Lesson to Use the Next Day!

TRAIN-THE-TRAINER TRAINING (Advanced)

1. Overview of the *unitedstreaming* site: Searching, streaming, saving, and integrating with PowerPoint.
2. Learn more about:
 - › How teachers use *unitedstreaming*
 - › Effective strategies for classroom use
 - › Basic technology issues you may encounter in the classroom
 - › Bandwidth
 - › Streaming vs. downloading
 - › Storage management
3. New Teaching strategies:
 - › Inserting text boxes and animating them to slide in while the video plays
 - › Creating Games
 - › Basic troubleshooting
 - › How to hyperlink and embed *unitedstreaming* video clips into existing multimedia software
 - › Construct a lesson or multimedia project incorporating *unitedstreaming* clips that you can use immediately
4. Software integration: Demonstrate...
 - › Microsoft Suite®, and more...
 - › Inspiration®
 - › AppleWorks® (*when available)
 - › In-depth look at copyright and licensing issues as they pertain to:
 - *Citing the site (MLA and APA styles)*
 - *Examining ISTE and our correlated standards*
 - *Putting web pages on the world wide web (streaming unitedstreaming video content vs. uploading to a web server)*
 - *Using the clips in video editing software*
 - *Using screenshots of unitedstreaming clips*
5. Other Software integration may include...
 - › HyperStudio®
 - › DreamWeaver® or other web page authoring tools
 - › TimeLiner®
6. The Administrator site:
 - › Adding departments and users
 - › The user shuffle
 - › Using the same username and password for the Administrator and *unitedstreaming* site
 - › Reporting
 - › Media Groups and Security Settings
 - › Passcodes
 - › Network Manager
7. Other possible set-up issues:
 - › File exchange
 - › QuickTime titles
 - › Netscape Navigator issues
 - › Scan converters
 - › Differences between PC and Mac
 - › Storage management
 - › Implementation plan

Pre-training Checklist

COMPUTER SPECIFICATIONS

- › Test your computers to be sure they stream/download /play video clips, pdf files, and Flash tutorials.
- › If you have technical difficulties, go to the *unitedstreaming* Help section. Select “Requirements and Download Links,” then “Browser/Plug-In Download Links” to prepare your computers.
- › Web browser specifications (Recommend Internet Explorer v6 or later)
- › Windows Media Player or QuickTime Player (Recommend Windows Media Player v9 or later)
- › Adobe Acrobat Reader
- › Flash plug-in (from www.macromedia.com)
- › If you are experiencing technical difficulties—call 1.800.323.9084 and ask for a member of the Implementation Team to help.

YOU ALSO NEED...

- › The screen resolution set to a minimum of 800 x 600 dpi or the preferred size of 1024 x 768 dpi.
- › Sound (external speakers for presentation computers; internal speakers, headsets, or external speakers for participant computers).
- › Storage space (Minimum requirement: saving temporarily to the desktop. If participants wish to take videos and activities with them—save to zips, CDs, or DVDs.).
- › Passcodes or existing usernames/passwords to *unitedstreaming*. Please call Discovery Education at 1.800.323.9084 and speak to an Account Representative to determine how to view usage and set up passcodes for participants.
- › Additional applications such as PowerPoint, Word, AppleWorks, etc.
- › A presentation computer with a projection device and external speakers.
- › A networked computer to print PDFs.

Why unitedstreaming?

UNITEDSTREAMING BENEFITS

- › In a scientific evaluation, post-test scores of students who were instructed incorporating *unitedstreaming* increased by 12.6% on average.
- › Correlated to state curriculum standards.
- › Enhances lessons by bringing them to life.
- › Spontaneity in the classroom, ease of use, convenience.
- › Video clips are more engaging; they retain students' interest.
- › Promotes multimedia in the classroom.
- › Embed into a lesson once and use over and over again.
- › Never worry that a video is “checked out” and not available when you need it.
- › Who wants to rewind and find? Short video clips emphasize key points.
- › Easier to share lessons among colleagues.

UNITEDSTREAMING INTEGRATION IDEAS

- › Address various learning styles more easily.
- › Use with classroom computer stations and learning centers.
- › Incorporate hyperlinks to video clips in lesson plans and unit resource lists.
- › Use clips as staff development videos.
- › Differentiate the curriculum: create tutorials for your “special needs” students which can be used for review or show your gifted students how to download clips so they can create presentations for their peers.
- › Reinforce current events.
- › Encourage spontaneity in the classroom.
- › Use videos as an anticipatory set or closure to a lesson.
- › Showcase effective technology at open house.
- › Participate in inquiry-based learning, such as www.thinkquest.org. online contests students can enter (grades 4–12); WebQuests, or virtual museums.
Please note: You may create hyperlinks to a video stream that subscribers can view, but video clips cannot be uploaded to a web server unless the site is password protected.
- › Newspaper or student research project links—make the paper come alive in the form of a true multimedia presentation!
- › Sick student? Save projects and lesson plans to a zip disk or a CD, or have the student log in from home to view video clips.

unitedstreaming *Video Strategies* for Every Discipline

READING/LANGUAGE ARTS

1. Enrichment to literature: Discovery titles (doesn't attempt to retell the story but to analyze the book, writing style of the author, etc...), cross-curricular themes.
2. Analysis of the video itself for accuracy, prejudice, bias, etc. (media literacy)
3. Prompts for creative writing
4. Listening skills
5. Oral presentation skills
6. Homework assignments—have students watch a video from home.
7. Grammar videos
8. Closed captioning—read and watch at the younger grades or use for ESL/Special Education.
9. Compare and contrast the book to the video.

SCIENCE

1. Process-type videos (experiments, procedures; how-to's, demonstrations)
2. Applications of real-world scenarios
3. Showing motion (fast or slow)
4. Risk-free observations

SOCIAL STUDIES

1. Find important dates in history by using the calendar feature.
2. Reenactments/dramatizations
3. Cause and effect
4. Cultural understanding
5. Tying in current events (how history repeats itself)
6. Supplements what students are reading
7. Geography
8. Cultural diversity (who writes history? Questioning media—does the film tell an even, balanced perspective from all voices?)

MATH

1. Visual representation of solving problems (equation is solved in front of them). Stopping to discuss the video (part of a problem).
2. Freeze frame to show a slide transparency—type picture.
3. Remediation, missed lesson, for review
4. Analyze the video and assess different ways to solve the same problem.
5. Application: apply what they just learned to find other real-world examples (enrichment)

Technology Information to Know

1. Videos are formatted to 256k to ensure quality video while still maintaining small file sizes and download efficiency. Ask your Account Representative if 700k video is an option for your school.
2. One minute of video requires 1.8 MB of memory storage. This means that just one minute of video would contain too much data to store on a floppy disk.
3. Locations to store video clips: shared server, designated server, computer desktop, cd, or zip disk. Technology Coordinators should decide how to set up folders where clips are to be stored on a shared server. Training focus may address how to organize and maintain these folders:
 - Q. *How long will content be on the server?*
 - Q. *Where can it be found for each teacher?*
 - Q. *Will coordinators limit the amount of space for these folders? For teachers? students?*
 - Q. *Do they want a “multimedia station” in a central location for downloading and archiving videos?*
Other ideas and updates can be found on the *unitedstreaming* PowerPoint® slide titled “Storage Management.”
4. One video can be accessed simultaneously by many end-users.
5. If you are looking for all Closed Captioned (CC) or QuickTime (QT) video titles, they are listed in the “All Available Titles” list. Select a category and scroll.
6. If you are on a T-1 connection, six people (at 256k) can stream simultaneously with no buffering, assuming there is no other Internet traffic on the network.
7. Screen resolution: minimum 800 x 600 dpi; recommended 1024 x 768 dpi.
8. Can you hear audio but not see the streaming video? You may need to update your codec. Visit the “Help” section of the site. Click “Requirements and Download Links” on the left-hand side. Select “Browser / Plug-In Download Links.” Choose “Codec Update.” Select the appropriate version and follow the installation instructions.

***Note:** To create a multimedia project which opens seamlessly on both Macintosh and PC, the files must include “.asf,” “.asx,” or “.mov” extensions and all files need to be saved with file names of eight characters or less. Refer to “Making Dual Platform Projects” found on the *unitedstreaming* site under the Help section.

unitedstreaming *Storage & Implementation Plan*

We are eager to help you make this valuable resource successful in your schools.

CONSIDER THE FOLLOWING AS YOU ROLL OUT *UNITEDSTREAMING...*

1. **WHERE WILL WE STORE OUR DOWNLOADED CLIPS?**
Discovery Education recommends streaming videos to preview content, and downloading videos to use in the classroom. Downloading prevents interruptions in video due to limited bandwidth. It is a good idea to determine in advance the best place for *unitedstreaming* users to locate their video clips.
A FEW SUGGESTIONS ARE:
 - › Desktop Storage: Remember, each minute of video needs approximately 1.8 MB of storage.
 - › Public Shared Folder(s): Eliminate duplicates by downloading to a shared location (i.e. a local server). Multiple teachers/students may access downloaded clips at one time.
 - › Storage Devices: Zip drives and CD or DVD burners are an option. A zip disk holds between 100 and 250 MB of data. A CD holds about 700 MB of data. A DVD holds about 4 GB.
 - › Ask your *unitedstreaming* Account Representative about these additional services:
 - **NETWORK MANAGER**
schedule downloads at off-peak times
 - **RESTRICT STREAMING/DOWNLOADING**
in unitedstreaming's Admin
 - **LOCAL HOSTING**
content shipped via firewire hard drive; hosted on your server
2. **WHAT TYPE OF SOFTWARE DO I NEED TO GET STARTED ON *UNITEDSTREAMING*?** To determine which operating system is installed on your computer:
 - › **PC:** Right click on "My Computer" and scroll to Properties.
 - › **MAC:** Click on the Apple (upper left corner). Scroll to "About this Computer" or "About this Mac." You must have the latest version of these programs:
 - **WINDOWS MEDIA PLAYER**
 - **QUICKTIME PLAYER**
 - **MACROMEDIA FLASH® PLUG-IN**
(available at www.macromedia.com)
 - **ADOBE ACROBAT READER** *(necessary to view Blackline Masters and Teachers' Guides)*
3. **HOW CAN I SHOW STUDENTS *UNITEDSTREAMING* CONTENT IN A CLASSROOM SETTING?** The following projection methods are recommended:
 - › Scan converters—change computer-video signals to NTSC or PAL for use in viewing applications. (Hooks up to TV) Two popular brands are Extron & Avery Key.
 - › LCD Projectors
 - › Computer Monitors
(station activities, learning centers)

4. **WHAT ARE ADDITIONAL APPLICATIONS TEACHERS/STUDENTS CAN USE TO INCORPORATE THESE VIDEOS?** Just a few of the applications *unitedstreaming* integrates with:

- › Microsoft PowerPoint (dual platform)
- › Microsoft Word (dual platform)
- › HyperStudio (dual platform)
- › Corel WordPerfect® (dual platform)
- › AppleWorks (dual platform)
- › DreamWeaver (dual platform)
- › Microsoft FrontPage® (dual platform)
- › Claris HomePage® (Mac only)
- › KidPix Studio Deluxe®
- › Tech4Learning's Media Blender® (Mac and PC: QT only)
- › eZedia® (Mac and PC: QT only)
- › Inspiration 7 (PC: WMP, QT; Mac: QT only)
- › Timeliner 5.0 (PC: WMP, QT; Mac: QT only)
- › Netscape Composer® 7 (dual platform; QT only)
- › Online Distance Learning Courseware, such as Blackboard and WebCT (dual platform; QT and *WMP; please read tutorial on when WMP will work in Blackboard)

5. **HOW SHOULD I TRAIN MY TEACHERS?** This training manual is downloadable and can be found under the Learning Tools > Support Materials section. There is also a “trainer’s kit,” complete with a presentation, key documents, and a sample lesson.

TRAINING SUGGESTIONS:

- › For the first session, we recommend an overview of *unitedstreaming* with ample hands-on exploration time. Keep the meeting very short: one-half hour.
- › Identify “Mentor” teachers to provide informal teacher training to colleagues.
- › Formal half-day or full-day trainings are available for additional costs. Earning a graduate credit hour for participation in the workshop is also an option. Contact us for more information.
- › Brainstorm ideas with a member of the Implementation Team. Call 1.800.323.9084 for more information.

Creating Web Pages

Stream from unitedstreaming Servers

You can create hyperlinks to the *unitedstreaming* site in most word processing, web authoring, or multimedia software. Why do you need to do this? To protect *unitedstreaming* content when displaying it on the World Wide Web. (*only subscribers to unitedstreaming may view the videos*).

ACCESSING YOUR BROWSER PREFERENCE SETTING

- › **MAC:** Click on the Apple (upper left corner):
- › **OS X:** “System Preferences” › “Internet” › “Web” › and select the desired default browser. If you do not see the browser you would like to use scroll to “Select” then navigate to your desired browser.
- › **OS 9.X AND EARLIER:** scroll to “Control Panels” › “Internet” › “Web” › and select the desired browser. If you do not see the browser you would like to use scroll to “Select” then navigate to your desired browser.
- › **PC:** Open your web browser window from your toolbar. Go to “Tools” › “Internet Options” › “Programs” and click the box that says, “Internet Explorer should check to see whether it is the default browser.” Click “OK.” Close your browser window and reopen a new browser window. You may be asked if this is your browser preference. Click “Yes.”

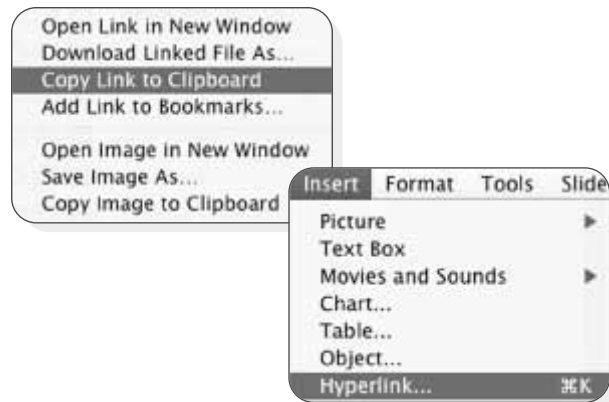
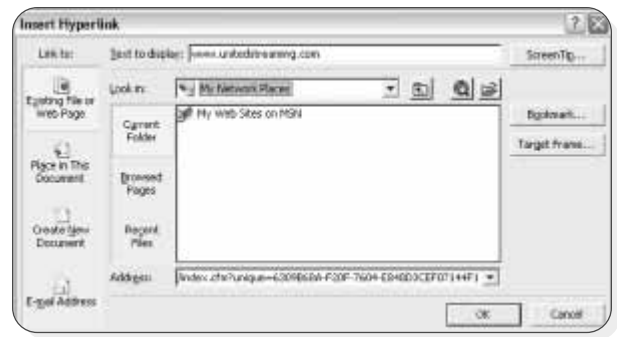
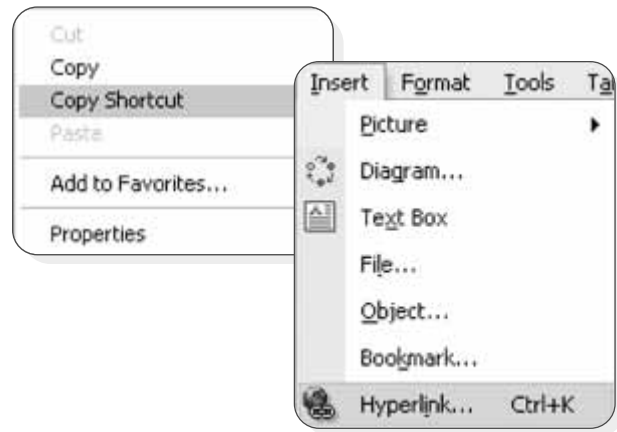
RETRIEVING THE URL ADDRESS TO THE UNITEDSTREAMING SERVERS

Create guidelines or an activity that incorporates *unitedstreaming* video(s). Instruct end-users to log in to www.unitedstreaming.com by entering their username and password (before clicking on your hyperlink). Please, do not publish the username and password in this document or anywhere online. Don’t forget to remind users to “Log Out” of *unitedstreaming* after viewing the video.

*For this tutorial, the following software was used: PC: Microsoft Word (2000), Internet Explorer (version 6). Macintosh: Netscape Navigator 7, Internet Explorer (version 6), and Appleworks 6. *There will be slight adaptations to the steps listed, depending on your setup.*

PC

1. Log in to www.unitedstreaming.com
2. Search for your video title. Locate the desired clip.
3. Right click over the “S.” Scroll to “Copy Shortcut.”
4. Open a word processing document.
5. Type a word or phrase that will alert the student to click the link. (For example: “Click here to view video.”)
6. Select or highlight the phrase.
7. Go to “Insert” > “Hyperlink.”
8. Paste your hyperlink by clicking “CTRL” AND “V” into the window that says “Type file or Web page name.” You will see the long web address which is the path to the video clip. Click “OK” in the bottom right corner of the window.
9. Save and close your document.



MAC

1. Log in to www.unitedstreaming.com.
2. Search for your video title. Locate the desired clip.
3. Hold “CTRL” and click over the “S.” Select “Copy Link to Clipboard.”
4. Open your word processing document (in this example, AppleWorks 6 will be used). Type in a word or phrase that will alert the student to click your link. (For example: “Click here to view video”).
5. Select or highlight the phrase.
6. Go to “Insert” > “Hyperlink.”
7. Paste using “open apple” and “V.” Click “OK.”
8. Paste your hyperlink by clicking “CTRL” and “V” into the window that says “Type file or Web page name.” You will see the long web address which is the path to the video clip. Click “OK” in the bottom right corner of the window.
9. Save and close your document.

Passcode

Users now have the ability to create their own user accounts on unitedstreaming!

A “passcode” simplifies the administrative task of assigning unique usernames and passwords for each individual user of *unitedstreaming*. Provide the appropriate passcode to users, then each user will enter the passcode and follow the prompts for creating an individual username and password. Each passcode is a random eight character alphanumeric string, separated by a “-”.

PASSCODE SAMPLES

ACCOUNT: Your School District
DEPARTMENT: Washington Elementary
TEACHER PASSCODE: 4EWS-5893
 [what is this passcode?]

ACCOUNT: Your School District
DEPARTMENT: Washington Elementary
STUDENT PASSCODE: 3CRS-7239
 [what is this passcode?]

ACCOUNT: (School District)
DEPARTMENT: (School Building)
TEACHER PASSCODE: ABC-1234
USER: (Teacher)
STUDENT PASSCODE: XYZ-1234

**Note: The administrator of the entire school district provides a teacher passcode to each school building. Each school building administrator provides this passcode to all teachers in the school building.*

**Note: Each level of the passcode hierarchy corresponds to different permissions. It is important to distribute the correct passcode according to the permissions you wish to grant a user. School building level administrators have the most permissions, followed by a teacher, and then a student.*

Account administrators and department administrators can locate their Department and student passcodes by logging into the administrative site at: <http://admin.unitedstreaming.com>.

TO FIND TEACHER PASSCODE

1. Click on “Account Manager.”
2. Select a department (or school building) and click. The teacher passcode shown should be provided to teachers from this school building.

TO FIND STUDENT PASSCODE

1. Click on “Account Manager.”
2. Click on a department (or school building).
3. Select a specific user (or teacher) and click “edit.”
4. Select a department (or school building) and click. The student passcode shown should be provided to students from this school building.

Contact Discovery Education’s Implementation Team to discuss methods for rolling out the student passcode.

Teachers in the school building enter the Teacher passcode and are prompted to create their own usernames and passwords. A passcode is used only for generating a username and password—teachers must log in to the *unitedstreaming* site using the username and password they created. Each teacher may receive a student passcode via email for use with students. The administrator decides whether to enable or disable this feature.

A Report on the Effect of unitedstreaming on Educational Performance

In August of 2002 the results of the first such scientific evaluation were released by Cometrika,[®] an independent research group, with assistance from Longwood University Institute for Teaching Through Technology and Innovative Practices (ITTIP). Cometrika's experimental group/control group study of more than 1,400 elementary and middle schools students in three school districts in Virginia showed an average increase of approximately 12.6% in the test scores of students exposed to content in science and social studies using *unitedstreaming*, an application published and distributed by Discovery Education of Evanston, Illinois. This study on *unitedstreaming* and student achievement can be found at the International Society for Technology in Education's nonprofit website at <http://caret.iste.org>.

**To obtain a copy of the full evaluation, contact Discovery Education at:
unitedstreaming_info@discovery.com**

Glossary

TERMS FOR UNITEDSTREAMING

BANDWIDTH—The amount of data that can be passed along a communications channel in a given period of time. The number of concurrent video streams that can be performed from one location is dependent upon the amount of bandwidth available.

BLACKLINE MASTERS—Supplementary materials associated with *unitedstreaming* video programs, in PDF format. These are various types of tools or worksheets that may be handed out to students.

BUFFERING—Service performed by the proprietary software (Windows Media Player or QuickTime Player). The act of collecting sound and video data for a period of time before playing it back.

PDF FILE—PDF (Portable Document Format) is a file format that has retained the elements of a printed document in an electronic image. You can view, navigate, print, or distribute PDF files. To access the files, you need to download the free Adobe Acrobat Reader software. To do this, visit the *unitedstreaming* Help Section › “Requirements and Download Links” › “Browser/Plug-In Download Links.”

TEACHER’S GUIDE—Supplementary guide associated with many video programs. Guides are in PDF format (see “PDF file” above). This guide will give teacher lesson plan ideas, a script of the program, program objectives, Blackline Masters, and an answer key.

VIDEO DOWNLOADING—A video file that has been transmitted over the Internet and is stored at a local destination. After a video is downloaded, you may play the video without being connected to the Internet.

VIDEO STREAMING—A video file that is immediately transmitted over the Internet, and played in Windows Media Player or QuickTime Player. You can begin playing the file with little delay as opposed to waiting for the entire file to download.

Modification and Distribution Rights: As a unitedstreaming subscriber, you have Discovery Education’s permission to modify and distribute. Kindly include reference and citation information when you modify the contents. You do not have permission to profit from the redistribution of this manual or any other materials from Discovery Education.

Please refer to *unitedstreaming’s* Training and Implementation Tools section found under “Help” for the latest versions. References to websites, software, and hardware will change.

For inquiries, please contact us at
1.800.323.9084 or
unitedstreaming_info@discovery.com

Copyright 2004. All Rights Reserved.



Record your username and password here:

USERNAME:

PASSWORD:

Implementation Representative
1.800.323.9084

YOUR REPRESENTATIVE'S NAME

