

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 across the top of the page to navigate to different sections (e.g., *Home*> *Digital TV*).



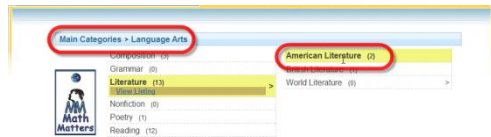
Searching

Enter keyword(s) in the *Quick Search* field to search the database.



Browsing

If your organization is tagging resources with categories, the *Glider* can be used to browse the contents of your Digital Library.



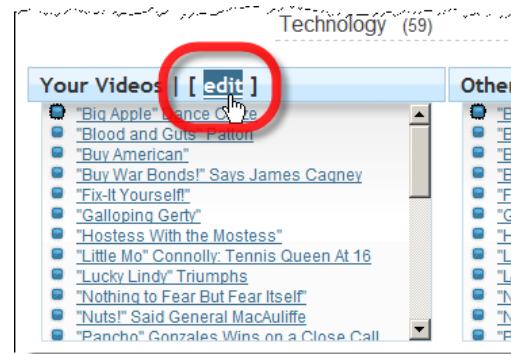
- ▶ Click on a *Main Category* to view subcategories, or select *View Listing* to see the resources tagged with that category.
- ▶ Categorization can include up to 4 levels. Use the breadcrumb trail above to return to a higher level.

Dashboard™

This feature allows each user to be greeted by what is relevant to them. Three elements at the bottom of each Home Page can be set to display a subset of the library. A few examples might include:

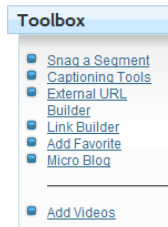
- ▶ A History teacher may have one of their elements set to *My Favorites*.
- ▶ A District Administrator may have one of their elements set to *Live Broadcasts*.
- ▶ A Curriculum Developer might set one of their elements to see *Newly Added Resources*.

Click the *Edit* link at the top of each dashboard element to select a desired filter.



Toolbox

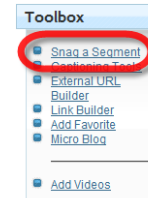
Each resource page has an area called the *Toolbox*, at right. This is a collection of resource/role dependant tools.



Snag-a-Segment™

This feature creates 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. Click the *Snag-a-Segment* link in the *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 button.


Reservations

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

1. Search for a resource.
2. Click the reserve button ().
 - ▶ **Note:** You may also reserve from the resource page. Click the *Reserve* link in the *Toolbox*.
3. Set a *Date*, *Begin Time* and *End Time*.
4. Click *Reserve*.
 - ▶ **Note:** To access, edit and delete your reservations in the future, click the *My Media Resources* tab> *My Reservations*.

Favorites

Resources that are used frequently can be marked for quick access, in the same way web browsers allow favorites.

1. Search for a resource.
2. Click the add favorite button ().
 - ▶ **Note:** This may also be done from the Resource Page. Click the *Add Favorite* link in the *Toolbox*.
3. Enter desired notes.
4. Click *Save / Update Changes*.
 - ▶ **Note:** To access, edit or delete your favorites in the future, click the *My Media Resources* tab > *My Favorite Resources*.

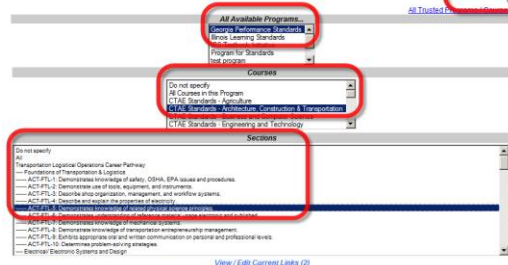
Link Builder™

Resources can be linked to courses or state standards.

1. Search for and open the desired resource.
2. Scroll to and click *Link Builder* in the *Toolbox*.
3. Click *Add*.
4. Select the appropriate *Program, Course or Section* and click *Link Here*.

Add a New Link

You can link this Media Resource to multiple Programs, Courses or Sections. If you select "Do not specify" at the Course or Section level, the resource will appear as a link for all members of that level.



The screenshot shows the 'Add a New Link' form with three dropdown menus: 'All Available Programs...', 'Courses', and 'Sections'. The 'Link Here' button is circled in red. Below the dropdowns, there are checkboxes for 'Do not specify' and 'Allow Indefinite Access (No Expiration Date)'. The 'Sections' dropdown is expanded, showing a list of sections with checkboxes for 'Do not specify' and 'Allow Indefinite Access (No Expiration Date)'. The 'Process' button is circled in red at the bottom right.

External URL Builder™

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

1. Search for and open the resource.
2. Click *External URL Builder* in the *Toolbox*.
 - ▶ **Note:** If you want 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 in 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.
- ▶ A district employee circulating a link to a professional development video may elect to use a basic link. This allows them to track who logged in and played the resource.

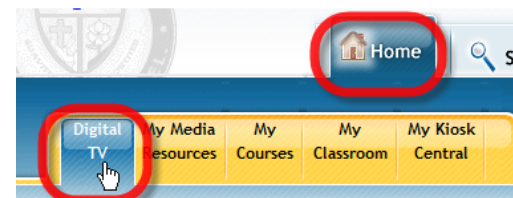


The screenshot shows the 'External URL Builder' form with fields for 'Username', 'Password', and 'Expiration Date'. There are checkboxes for 'Allow Indefinite Access (No Expiration Date)' and 'Jump Directly to a pre-specified segment within the Media Resource'. There is also a 'Send an email whenever someone accesses this URL' checkbox with 'FROM' and 'TO' fields. The 'Proceed' button is circled in red at the bottom right.

Digital TV

Many institutions elect to incorporate Digital TV channels into their MediaCAST system. Channels can point to cable/satellite stations or live broadcast feeds (e.g., an OnLocation™ cart).

1. To open a list of available channels, click the *Home* tab > *Digital TV* tab.



2. Click the desired channel in the Slider.



- ▶ **Note:** To exit full screen mode, press the *Esc* key.
- ▶ **Note:** Use the guide below to check local programming.

Help

- ▶ Click *Help* at the top of the screen to view MediaCAST tutorial videos.



- ▶ Email Inventive: support@inventivetec.com
- ▶ Call Inventive: (800) 474-5128