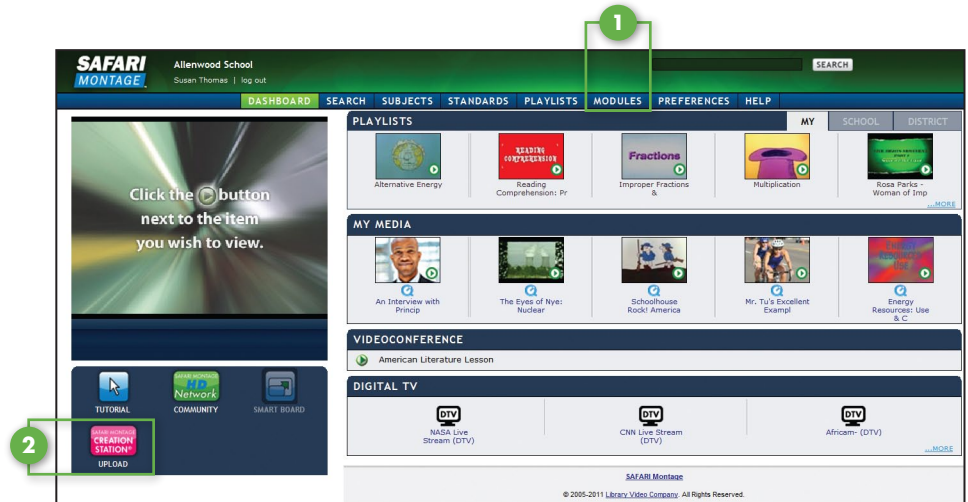# SAFARI MONTAGE CREATIONSTATION®
Quick Start Guide

SAFARI Montage® OS v5.X

Accessing the CreationStation Software

If your school or district has purchased the CreationStation software module, you can access it in two ways.

1 Click on the Modules tab, and you will go directly to the CreationStation search page, which enables you to search for any title uploaded via CreationStation.

2 Or click on the icon on the Dashboard, and you will go to the CreationStation Media Upload screen.
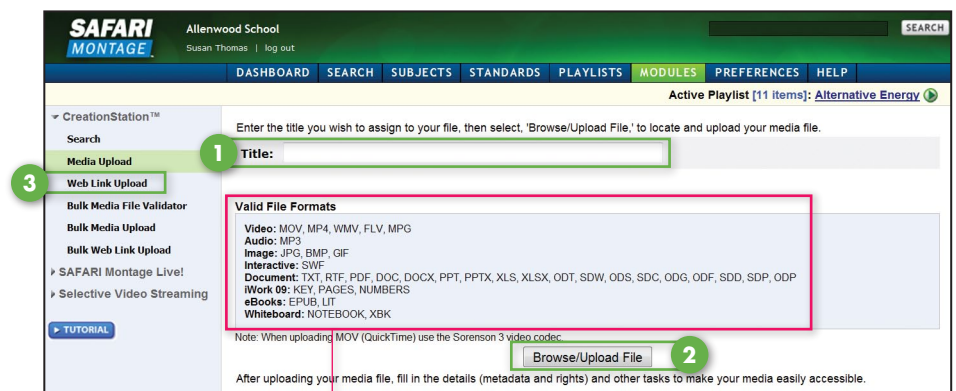
Uploading Media

To upload media into SAFARI Montage via CreationStation, a user must be in the Teacher (w Upload) or Administrator group.

1 Enter the title as you would like it to appear on SAFARI Montage.

2 Click on Browse/Upload File to find the file you want to upload.

3 Click on Create Web Link Title to upload a weblink.

Once the item has been uploaded, you can complete the associated metadata to fully integrate the file into your SAFARI Montage collection.

TIP

Accepted file formats are listed right on the screen.

Descriptive Information/Rights Management/Licensed Media

Describe the content of the file you that uploaded, assign a recommended grade range and copyright date, and add information about available rights or licensing agreements if appropriate.

Add Permissions

Control who has access to the content you have uploaded by granting permission to different user types. You can allow All Users to view your media, or you can restrict viewing to just Teachers, Teachers with Upload, Administrator types or Students.

Add Quiz Questions

You can add a quiz with up to 25 multiple choice or true/false questions.

Adding and Editing Metadata

Adding metadata is a critical part of integrating your content into SAFARI Montage, as it enables your media file to be searched, along with all the rest of the content on your SAFARI Montage system. You can add metadata when you upload a title, or return to a title and add metadata at a later time.

See back page.

Add Attachments/Guides

Add attachments to your media file. Attachments can be teacher's guides blackline masters, URLs or other support materials.

Add Standards Correlations

Align your digital resources to state educational standards. Select the document type, standards set and grade range, then search. Drill down to select and add the exact standards.

Add Subject References

Add broad subject categories to your media file. Browse these headings to find the subjects that most accurately match your digital resources, and click on a heading to reveal a list of subject chains that drill down to that heading. Click on a subject chain to attach it to your uploaded digital resources.

Publish Media

If your school is networked with other schools through SAFARI Montage WAN Manager, you can publish your digital resources, allowing others in your district to view your uploaded digital resources.
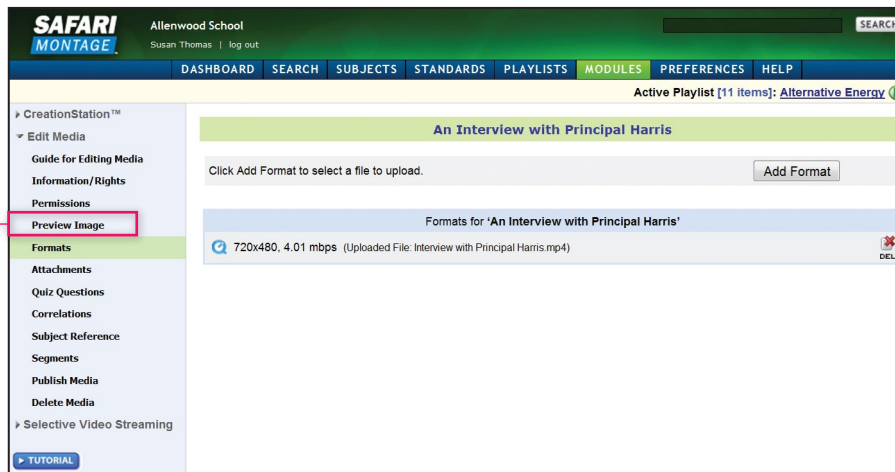
TIP

When publishing media, be sure that you have completed all of your metadata first, since you will not be able to edit your content once your file has been sent for approval.

Formats

When adding a video file to SAFARI Montage via CreationStation™, you are given the option of adding additional formats to the same file. For instance, the same video could be added in high and low resolution, for school and for home viewing if your school/district has purchased the Managed Home Access software module.

TIP

When adding a file to SAFARI Montage via CreationStation, a thumbprint image is generated. You are given the option to select a different image by regenerating the thumbnail, creating a slate, or using a generic or user uploaded image.
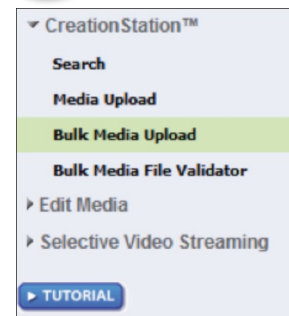
Segmenting Your Media

SAFARI Montage CreationStation gives you the ability to easily segment your uploaded digital audio and video resources into individual chapters and key concepts. The segments that you create for your uploaded content will appear on your media's title page, just as they do for any other media on the SAFARI Montage system.
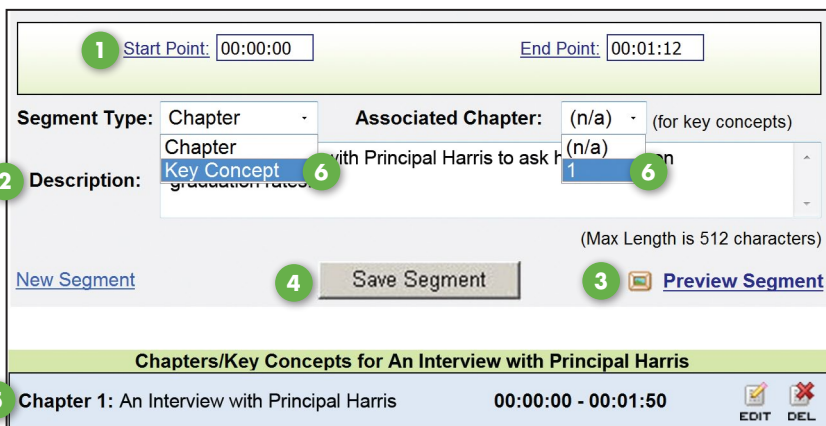
In the 'Edit Media' menu of your title, click on 'Segments.'

1 As the video plays, click on the 'Start Point' and 'End Point' boxes to define your chapter segment.

2 Include a description of the segment that will appear on your media's title page.

3 Click on 'Preview Segment' to play the segment back as you have defined it. You can redefine your start and end points as much as you need to until you are satisfied with your chapter segment.

4 Click on 'Save Segment' to create your chapter segment, which will then appear at the bottom of the screen.

6 Once you have created chapters, you can further segment your content into key concepts within those chapters.

TIP

The SAFARI Montage Bulk Upload feature allows you to add multiple pieces of content to the system at one time.

TIP

A key concept is a subsection of a chapter. When creating a key concept, remember to identify in which chapter it appears.

To purchase additonal copies of the SAFARI Montage CreationStation Quick Start Guide, please call 800.843.4549 or download copies for free at www.safarimontagehdnetwork.com/kb