Quick Start Guide

Logging in

1. This is your first visit, obtain the SAFARI Montage web address (URL) from your Network Administrator or school personnel.
2. Type the address into the URL field of your Internet browser (such as Internet Explorer), and hit "Enter" on your keyboard.
3. At the "Log in" screen, type in your username and password, provided by your Network Administrator, and click Log in.

The Dashboard

The Dashboard is the first screen that you will see each time you enter SAFARI Montage. It is a fast way to access media files and playlists that you have used recently.

As a browser user, you will not see any listings, but once you have used the system, the Dashboard will be customized by your selections.

Click on the SAFARI Montage tutorial link — accessible from either the Dashboard or the previous "Log in" screen — for our step-by-step, interactive guide.

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Creating a Playlist

A playlist is a list of activities (video, images, and audio) that have been selected to support a lesson or a mini-lesson.

1. To build a new playlist, click New and complete the information, including title, subject, grades and comments.
2. To allow other users to view your playlist, select the user type from the drop-down menu next to Viewable By. (By selecting "All Users," both students and teachers will be able to view your playlist. Then, select "Yes" in the Share this Playlist? drop-down menu.
3. Click Save Playlist Info.

Adding Files to a Playlist

1. Click on Add More Clips to My Playlist. This will take you to the Keyword Search screen. (However, you may conduct your search in any of the methods described on page 2 of this guide. Once you have found a file that you like, simply click Add to Playlist. The plus sign (+) will change to a check mark (✓), indicating that it was added to your playlist. Continue to search and add other items.
2. Once you’re done, click on the "Play/it" tab again to access your completed playlist and view all the items that you’ve added. Use the up and down arrows to reorder the items in your list. At any time, you may go back and add other items to your playlist.

Bookmarking Video

A bookmark is a customized segment of video.

1. Click on Start Point at the desired beginning of your segment.
2. Click on End Point at the desired ending of your segment.
3. With bookmarking, you can redefine your start and end points as much as you need to. Click on Preview Segment to automatically play the segment back as you’ve bookmarked it. Once you’re happy with it, save the bookmark to your active playlist.
Searching

By Keyword

When searching by keyword(s), the system will look throughout the entire library of digital media, including title names, title summaries and chapter descriptions.

1. Type in a word or series of words that best describes your topic.
2. Consider refining the grade range so that your results only include the digital files most appropriate for your assignment.
3. Click Search.
   Note: The Advanced Search option offers additional criteria for refining your search. By default, these options are already set up for you to yield a broad range of results.
4. Your search results will be separated by type into three tabs: Videos, Images and Audio.
5. Click Play ( ) to view a video directly from the screen, or click on the title to go to a more detailed description.

By Subject

Scroll through familiar subject headings to arrive at files that are most relevant to your topic.

By Curriculum Standards

Use this method to find media files that support a specific state standard. From the drop-down menus, select the appropriate information and click Search.

Note: SAFARI Montage uses the most recent standards for each state. The year associated with each document represents the last time it was updated by the state.
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**By Keyword**

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1. Type in a word or series of words that best describes your topic.
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4. Your search results will be separated by type into three tabs: Video, Images and Audio.
5. Click Play ( ) to view a video directly from this screen, or click on the title to go to a more detailed description.

**By Subject**

 Drill down through familiar subject headings to arrive at titles that are most relevant to your topic.

**By Curriculum Standards**

Use this method to find media titles that support a specific state standard. From the dropdown menus, select the appropriate information and click Search.

Note: SAFARI Montage uses the most recent standards for each state. The year associated with each document represents the last time it was updated by the state.

Use the Quick Search field for a speedy search from any screen in SAFARI Montage.
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As a broadband user, you will not see any banners, but once you have used the system, the Dashboard will be customized by your selections.

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