

# Quick Start Guide

Your SAFARI Montage screens may look different, depending on the software version purchased by your school or district. However, the basic functions will be the same.

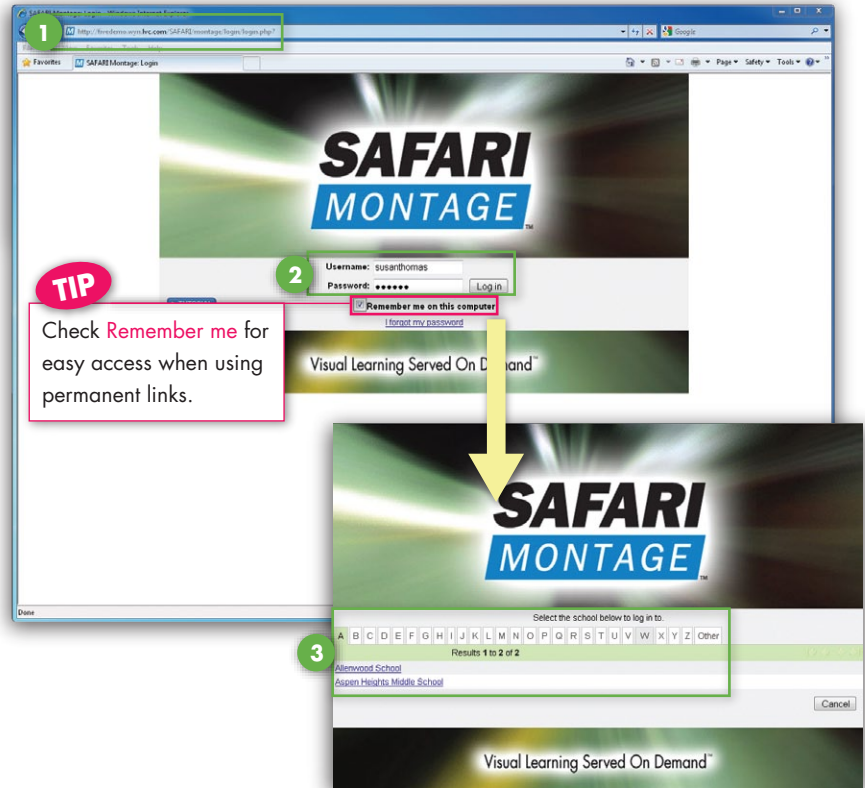
## Logging In

If this is your first visit, obtain the SAFARI Montage web address (URL) from your Network Administrator or school personnel.

- 1 Type the address into the URL field of your Internet browser (such as Internet Explorer), and hit "Enter" on your keyboard.
- 2 At the "Log in" screen, type in your username and the password provided by your Network Administrator, and click **Log in**.
- 3 Select the appropriate letter of the alphabet for your school name, and then select your school from the available options.

**TIP** To quickly access your SAFARI Montage system in the future, we recommend that you either create a desktop shortcut or add the web address as a "Favorite" or "Bookmark" (depending on your browser).

Username: \_\_\_\_\_  
 Password: \_\_\_\_\_



## The Dashboard

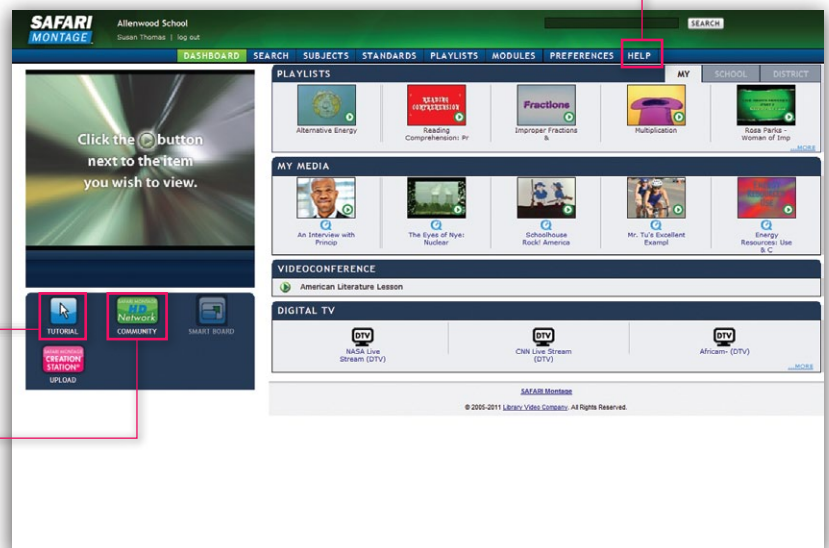
The Dashboard is the first screen that you will see each time you enter SAFARI Montage. It is a fast way to access media files and playlists that you have used recently.

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

**TIP** 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.

**TIP** Click on the **SAFARI Montage HD Network link** to join an online community where users share best practices, exchange ideas and become more proficient users of SAFARI Montage.

**TIP** Access the User Guide by clicking on the **Help** tab.



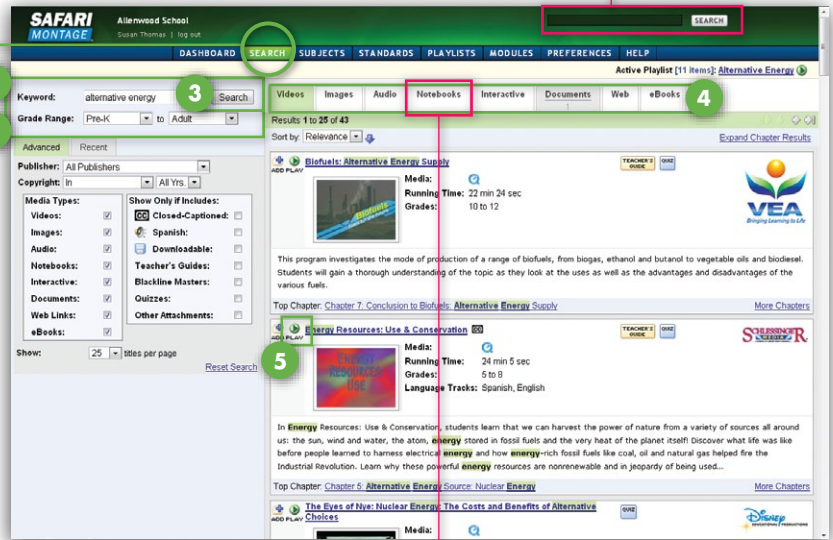
# Searching

## 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 You can refine your search by grade level, but keep in mind that segments may be applicable even from shows outside of your grade range.
- 3 Click on **Search**.  
**Note:** The Advanced Search options offer 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 multiple tabs, including Videos, Images and Audio. Other tabs may appear, depending on licensed content, modules and preference settings.
- 5 Click on **Play** (▶) to view a video directly from this screen, or click on the title to go to a more detailed description.

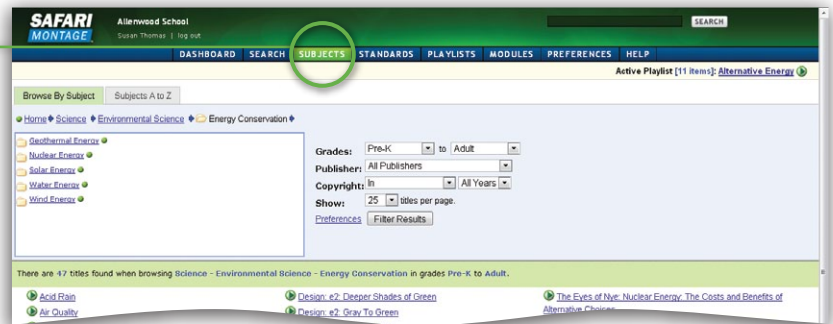
**TIP** Use the **Quick Search field** for a speedy search from any screen.



If you use **SMART Notebook®**, **Promethean® Flipchart**, **Hitachi® StarBoard®** or **enInstruction® Workspace™** files, a customized tab will provide search results for these interactive whiteboard files.

## By Subject

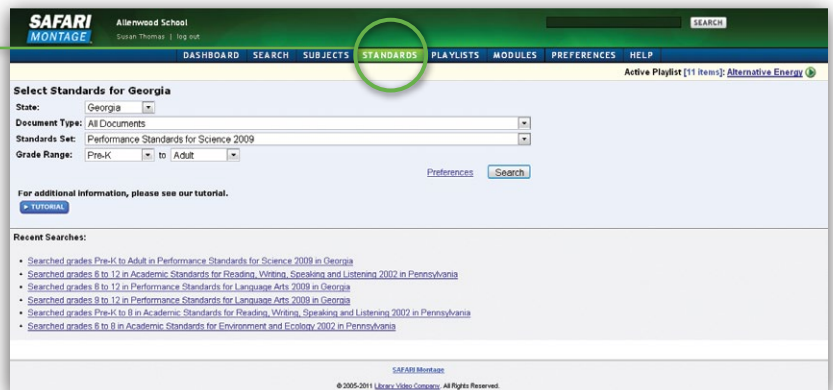
Drill down through familiar subject headings to arrive at files that are most relevant to your topic.



## 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 on **Search**.

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



# User Interface

## Whiteboard Integration

SAFARI Montage supports integration with SMART Notebook, Promethean Flipchart, Hitachi Starboard, eInstruction Workspace files and other interactive whiteboards. Click on the logo to enable freezing a video and annotating over the image.



## Teacher's Documents

Listed here are all the supplemental teaching documents available for the selected title. These documents can only be accessed by teachers and administrators.

## Searchable Metadata

In addition to the title summary, this screen includes key concepts that are covered in each chapter within the video. This will help you find the specific portion of the video that you may need to cover your topic. Use the arrow buttons (⊖ ⊕) to expand or collapse the individual key concepts associated with a chapter.

## SAFARI Montage Media Player

- 1 Use **Variable Speed Playback** to play video and audio at slower speeds; ideal for special needs students and English Language Learners.
- 2 Click on the **View Full Screen** icon to enlarge the player window to fill your screen. Click on the icon again to exit "Full Screen" mode.
- 3 Closed-captioning and Spanish language tracks are available for many SAFARI Montage titles. Click on the **CC** icon to turn closed-captioning on and off, and click to toggle between English and Spanish as the video continues to play.

The screenshot displays the SAFARI Montage interface for the video "The Eyes of Nye: Nuclear Energy: The Costs and Benefits of Alternative Choices". The interface includes a navigation menu at the top with options like DASHBOARD, SEARCH, SUBJECTS, STANDARDS, PLAYLISTS, MODULES, PREFERENCES, and HELP. The main content area features a video player on the left, a title summary on the right, and a "Supplemental Teacher's Documents" section at the bottom. The video player has a "SMART Board" overlay. The title summary includes details such as "Media: Running Time: 25 min", "Grades: 7 to 12", and a description of the video content. The "Supplemental Teacher's Documents" section lists "Standards for Pennsylvania PA12.S.12.10.1" and "Standards for Pennsylvania PA12.S.12.10.2".

The screenshot shows the SAFARI Montage Media Player interface. The video player is displaying a scene from a video. The player controls include a speed slider set to 1.0x, a "View Full Screen" icon, and a "CC" icon. The video title "THROWBACK TO PRE-INDUSTRIAL TIMES," is visible at the bottom of the player. The player also shows a progress bar, a volume icon, and a "Speed" label. The video is currently at 00:00:30.

# Playlists

Playlists are customized collections of digital content for future playback that are tailored to your lesson plans. Playlist media can include videos and video segments, images, audio, interactive whiteboard files, interactive files, ebooks, web links and documents that are organized and annotated to support your curriculum or a specific lesson.

Depending on your needs for a specific lesson, you can create different types of playlists, such as:

## Introductory Playlist

To introduce a unit or spark interest in a topic.

## Lesson Playlist

A detailed multimedia lesson plan to directly support instructional elements of a given lesson.

## Review Playlist

To reinforce previously taught concepts or to reteach a concept by appealing to different learning preferences.

## Remediation Playlist

To provide additional support for students who have not mastered content.

Playlists are accessed under headers for My Playlists, School Playlists and District Playlists. Folders provide you with the ability to organize your playlists. You can create subfolders, rename existing folders and delete folders.

Choose from two options when presenting your playlist to the classroom:

**Automatic:** Playlist will be shown from beginning to end without stopping.

**Manual:** Allows you to advance forward or backward through your playlist as needed.

## Playlist Actions

- 1 Create a quiz to assess student learning.
- 2 Share or unshare your playlist with other teachers at your school through the click of a button.
- 3 Export your playlist to create a file that you can send to other SAFARI Montage users.
- 4 Create a hyperlink for your playlist to add to any document or portal outside of SAFARI Montage.
- 5 Edit information such as title, grade range and playlist comments.
- 6 Create comments to accompany any items on your playlist.

**SAFARI MONTAGE** Allenwood School  
Susan Thomas | log out

DASHBOARD SEARCH SUBJECTS STANDARDS **PLAYLISTS** MODULES PREFERENCES HELP

Active Playlist [11 Items]: Alternative Energy

Search All My Playlists

Search: [ ] Grade Range: Pre-K to Adult [ ] Search [ ] [New] [Merge] [Import] [Organize]

Results 1 to 5 of 5

Drag playlist to desired folder by clicking the drag icon and dragging to desired folder

Sort By: Playlist Name, A to Z

**Alternative Energy, MY PLAYLIST** Archive

Description: Use this playlist to guide a class discussion of alternative energy. The video clips can be shown to the class in the following groups, with appropriate discussion after finishing each group...

Created By: Susan Thomas on Thursday, April 21, 2011, 03:54:18 PM

Grade Range: Fifth Grade to Tenth Grade

Subject: Environmental Science

Folder: My Playlists > Science

**Improper Fractions & Mixed Numbers, MY PLAYLIST**

Description: Covers proper fractions, improper fractions and mixed numbers and...

Created By: Susan Thomas on Thursday, April 21, 2011, 03:56:59 PM

Grade Range: Fourth Grade to Fourth Grade

Subject: math

Folder: My Playlists > Math > Fractions

**Multiplication, MY PLAYLIST (SHARED TO SCHOOL)**

Description: This playlist discusses basic multiplication, multiplying multi-digit numbers, multiplying by whole numbers, and an introduction to associative property and property of equality...

Created By: Susan Thomas on Wednesday, April 20, 2011, 02:58:16 PM

Grade Range: Third Grade to Fifth Grade

Subject: Mathematics

Viewable By: All Users

School: Allenwood School

Folder: My Playlists > Math > Multiplication

**SAFARI MONTAGE** Allenwood School  
Susan Thomas | log out

DASHBOARD SEARCH SUBJECTS STANDARDS **PLAYLISTS** MODULES PREFERENCES HELP

Active Playlist [11 Items]: Alternative Energy

Click the button next to the item you wish to view.

**Alternative Energy**

Use this playlist to guide a class discussion of alternative energy. The video clips can be shown to the class in the following groups, with appropriate discussion after finishing each group:

Clip 1: Why we need to develop alternative energy sources  
Clip 2-6: Solar power  
Clip 8-9: Wind power  
Clip 9-11: Nuclear power

Sharing: MY PLAYLIST

Folder: My Playlists > Science

Subject: Environmental Science

Created: Susan Thomas

Grade Range: Grade 5 to Grade 12

Created: Thursday, April 21, 2011, 03:54:18 PM

**Multimedia Slide Show**

Automatic Manual

Running Time: 19 min 7 sec

**Schoolhouse Rock: The Energy Earth**

Type: Chapter

Media: [ ]

Running Time: 3 min

Segment From: Schoolhouse Rock! Science

My comments: This animated video summarizes concerns about reliance on fossil fuels and the need to develop alternative energy sources.

**Photovoltaic Cells**

Type: Key Concept

Media: [ ]

Running Time: 42 sec

Segment From: Green Energy

My comments: What is a photovoltaic cell? Where are they used?

**How is Solar Power Produced?**

Type: Bookmark

Media: [ ]

Running Time: 1 min 29 sec

Segment From: Renewable Energy

My comments: Summarize how humans can use sunlight as an alternative energy source.

**Schoolhouse Rock: Solar Power to the People**

Type: Chapter

Media: [ ]

Running Time: 3 min 10 sec

Segment From: Schoolhouse Rock! Earth

My comments: This animated video summarizes the production and use of solar power.

**The Cost of Solar Power**

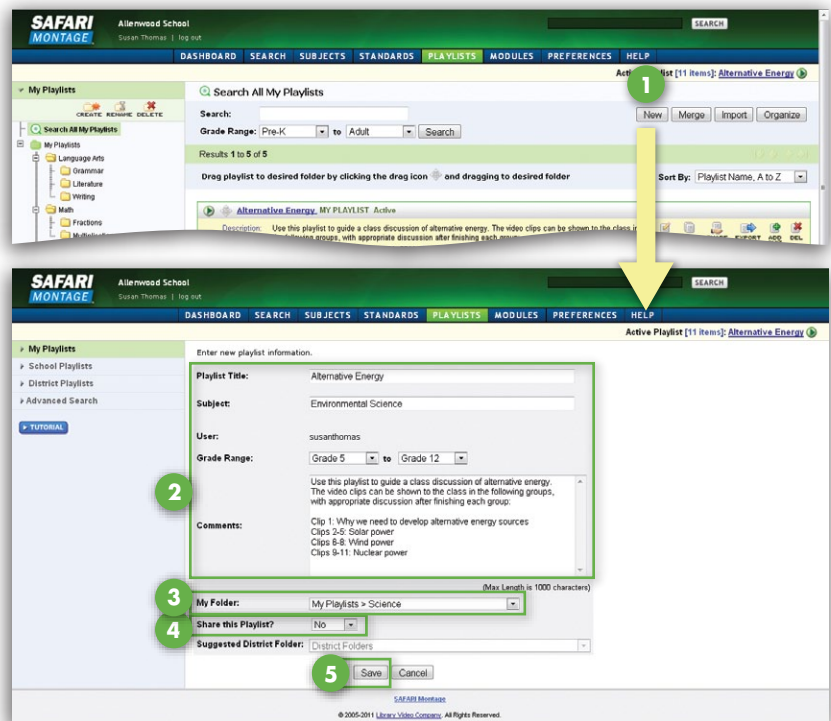
Type: Bookmark

Media: [ ]

Running Time: 1 min 47 sec

## Creating a Playlist

- 1 To build a new playlist, click on **New** and the **New Playlist** screen will appear.
- 2 Complete the information, including title, subject, grades and comments.
- 3 To manage your playlists, you can assign them to an existing folder in the **My Playlists** directory.
- 4 To allow other users to view your playlist, select either **School** or **District** in the **Share this Playlist?** drop down menu. If you are not ready to share your playlist, simply select **No**, and you can do so at a later time.
- 5 Click **Save** and your playlist is created! You are now ready to add files to your new playlist.



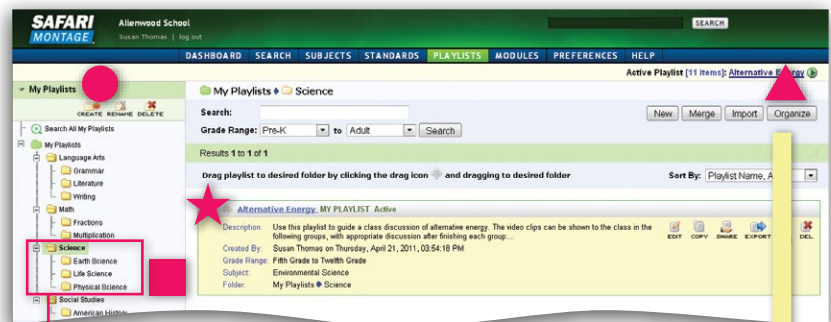
## Organizing a Playlist

Folders provide you with the ability to organize your playlists.

- To create a new folder, highlight **My Playlists** and click on **Create**. You can also rename or delete a folder you have created.

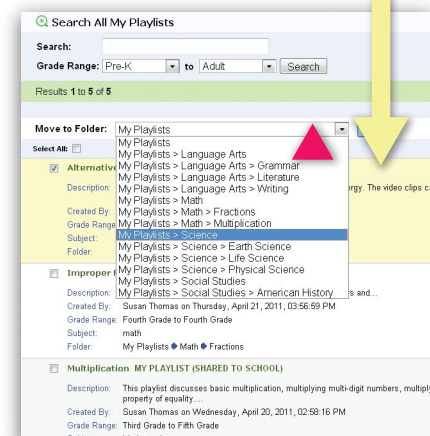
You can organize your playlists into folders in one of three ways:

- Select the folder you want when you first create the playlist.
- ★ Click on the drag icon next to the playlist title to drag and drop it into your desired folder.
- ▲ Click the **Organize** button to shift into the Organize view. From here, you can choose multiple playlists and move them to a selected folder.





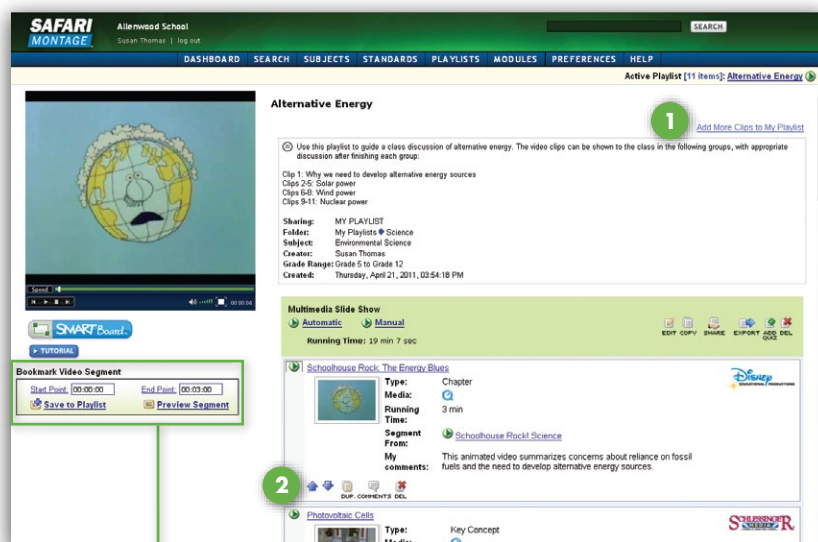
**TIP** Highlighting a folder you have already created allows you to create subfolders.

**TIP** Highlighting a specific folder before entering a search term will search playlists in that folder only. You can search across all your playlists by selecting Search **All My Playlists**. You can also search ALL available playlists under **Advanced Search**.



## 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 by using any of the methods described on page 2 of this guide. Once you have found a file that you like, simply click on **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 **Playlist** 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

Teachers and students can create their own segments, and then sequence them together for convenient playback.

- 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.

