

Tek eTSEO Presents: PowerMediaPlus

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Tags

A tag is a quick identifier PMP users may create to help themselves find/use content more quickly. Any viewer in PMP's nationwide community can see/use tags assigned to media items by other users. They cannot see who created the tags. Because the tags are user-generated and because the PMP community is so large, tags may not be as useful to you in locating specific media quickly. For more personalized identification and grouping of media, see Playlists and Image Lists in this handout.

Create a Tag.

- 1) Navigate to detail page of the media that you wish to tag and scroll down the page to the Relate section.
- 2) Peruse the tags already given the item. If you like any of the tags already assigned the media, make a note of tag. If you wish to create your own tag, go on to #3 below.
- 3) Tag This Item. Click in the Tag this item box and type a identifier for this media item. *See examples below the box. PMP may reject your tag in the next step displaying the message: "There was an error in saving your tags" if you do not follow their guidelines.*
- 4) Add Tag. Click the Add Tag button. *A "Tags Saved" message appears.*
- 5) Type the tag you created in the Keyword search box at the top of PowerMediaPlus any time you wish to retrieve all the items you (or anyone else) identified with the tag.
- 6) Tags cannot be deleted.

Playlists

A playlist lists the title(s) of one or more audio/video selection(s) you have chosen to work with or show. A playlist you create will contain only the items you have chosen to include. Playlists are usually created for a particular lesson or assignment. They are often linked to PowerMediaPlus classes to help viewers identify viewing materials. A playlist can contain audio and video titles. You may permit students to view your playlists. Note: Still images must be saved in Image Lists – see below.

Create a Playlist and Link/Associate it to a New or Existing Class

- 1) Locate Media. Navigate to the video or audio you wish to add to a playlist. *Use a keyword search or browse.*
 - a) Many of the videos have been segmented. You may play/download the entire video or choose to play/download one of more of the segments.
 - i) Unsegmented videos will begin with the title and opening credits of the video and can be very long.
 - ii) Video segments usually skip the opening title and credits of the video and are shorter.
 - b) If a video has segments, decide if you wish to add the entire video or individual segments to your playlist. *Adding "chunks" of a video can save time and target educational objectives more precisely.*

Motion in the Heavens: Using the Sky 0:26:32 – *This video is over 26 minutes long.*

Add to: Playlist | Lesson Plan | Assignment – *Click here to add the video in one piece.*

Add multiple segments to: Playlist | Lesson Plan | Assignment – *Click here to add one or more "chunks" of the video.*

1. Understanding the Lunar Month 0:04:34
2. Understanding the Gregorian Calendar 0:03:27 3
3. Calculating Latitude Using Simple Tools 0:04:06
4. Calculating Latitude Using Numerical Data 0:05:57
5. Calculating Latitude Using a Sextent 0:01:43
6. Determining the Date of Easter 0:04:20
7. Wrap-Up 0:01:28 – *This chunk of the video is under 1 ½ minutes long.*

- 2) Detail page. Decide if you wish to add the entire media item or one or more segments of the item. Locate the corresponding link: Add to: Playlist or Add Multiple Segments to: Playlist.
- 3) Add to: Click the Playlists link. If choosing Add Multiple Segments to, check any or all of the segments you wish to add and click Next. *A new window opens.*
- 4) Add to a New: Playlist. *A new window opens. If the following window appears, choose a school even if there is only one listed. A window expands.*

Contracted New Playlist Window

Expanded New Playlist Window

- 5) New Playlist (expanded, above) *Fill out and select exactly what you want. Some blanks will remain blank.*
 - a) Associate:
 - i) Class –
 - (1) Use the drop down arrow to choose an existing class.
 - (2) Or type in the name of the new class and the time when the class meets. *Example: **American History Hour: 8 Min: 15 a.m.***
 - ii) Enter playlist name: Type a name for the playlist. *Example: **Reconstruction.***
 - b) Make class visible to students and other teachers – is checked. *Optional.* Others will not be able to modify your playlists and classes.
 - c) Don't Associate? Fill out the bottom of the window only if you do NOT want to associate/link the playlist with a school or a class.
- 6) Save.





Adding Additional Audio/Video Media to an Existing Playlist

- 1) Navigate to a video or audio selection.
- 2) Add to Playlist. On the program detail page, click the “Add to playlist” link. *A list of your playlists appears.*
- 3) Select the playlist to which you would like to add the title by checking the box next to the playlist name.
- 4) Save.

Create a Playlist Unlinked/Unassociated to any School or Class.

- 1) Digital Home > Playlists. Click the Playlists link on your digital home page. *A new page opens displaying all of your current playlists.*
- 2) Create. Click the Create button at the upper right. *A new window opens.*
- 3) Name. Type a short descriptive title for the playlist. *Examples: Add Subtract Fractions, Interview Skills, The Moon, Grade 3 Literary Text, etc.*
- 4) Share with students. *Optional.* Uncheck the box before Share with students if you do not wish students or other teachers to see the playlist.
- 5) Save. *PMP returns to your playlists.*
- 6) Anytime you browse for and locate media, the playlist will appear as a choice when you choose the option “Add to Playlist”

Using Playlists

- 1) Digital Home > Playlists.
- 2) Click the playlist you wish to access.
- 3) Play. *A new window appears.*
 - a) *Windows Computers.* The player will begin with your first selection and continue through your playlist. You may, however, choose to play individual selections.
 - b) *Macintosh users must play each item on the playlist separately.*
- 4) Rearrange Titles.
 - a) Rearrange. Scroll to the bottom of the playlist and click the “Rearrange” link. *A new window opens.*
 - b) Select the title to be moved up or down in the list.
 - c)  Plain yellow arrows move the title up (or down) one level with each click.
 - d)  Gray arrows with a line move a title to the top of the list (or the bottom) with one click.
 - e) Save.
- 5) Return to Detail Page. Click the “Details” link of the media for which you wish to view the detail page.
- 6) An icon designates whether the title is  audio (speaker) or  video (strip of film).



Playlist Options

- 1) Digital Home > Playlists. *A new window opens.*
- 2) Choose which playlist you’d like to edit. *A new window opens.*
- 3) Playlist Options:
 - a) Play.
 - i) Click the "Play" link for the entire list or for individual segments.
 - ii) You will be taken to the media player page.
 - b) Rename playlist.
 - i) Click the “Rename” link. *A dialog box opens.*
 - ii) Type the new playlist name in the box provided
 - iii) Click the “Rename” button.
 - c) Copy playlist to a class.

Image Lists

An image list contains still image (picture) titles. It is a title or group of titles that you create for a particular lesson or assignment. Image lists can be linked to classes. You may permit your students to view your image lists.

Creating an Image List

- 1) Digital Home > Image lists. Click the Image Lists link. *A new window opens.*
- 2) Create. Click the create link at the top, right of the screen. *A new window opens.*
- 3) Name the image list in the box provided.
- 4) Save.

Add Images to an Existing Image List

- 1) Navigate to the desired image. Use a keyword search or browse for images.
- 2) Click the image thumbnail to display the image detail page.
- 3) Add to List. Use the "Add to list" drop-down menu and select the image list you to which you wish to associate the picture. *Note that you may create a new image list from this menu.*