Digital Library Management

QUICK REFERENCE CARD

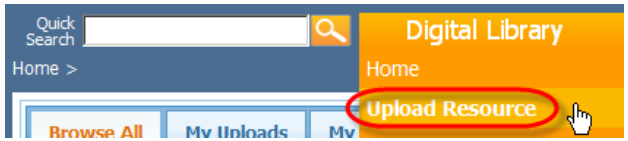
Overview

MediaCAST resources can be created in many ways. They can be created using an encoding PC like an OnLocation cart or from your own PC using Power Point or Photo Story). Traditional media such as video from a DVD or tape must be encoded before uploading.

Uploading

Users with Training Manager or Web Site Administrator rights can add resources to MediaCAST using the upload wizard.

1. Log in with your username/password.
2. Select *Upload Resource* from the *Digital Library* drop-down tab.



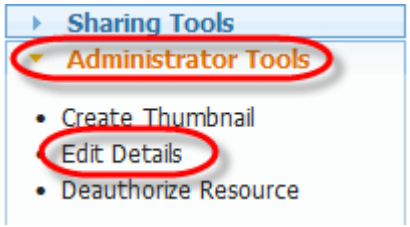
3. Select the file type of the resource (e.g., *WMV*) and click *Next Step*.
4. Complete the desired metadata fields and click *Next Step*. *(see Using Categories)*
5. Complete the desired digital rights fields and click *Next Step*.
6. Click the name of the desired *Media Appliance*:

7. Click *Select a File* to browse for and select the desired file.
8. Click *Next Step*.
   - ***Note***: If your institution makes use of multiple-site appliances, you may replicate to them at this point.
9. Click *Finished*> *Finished*.

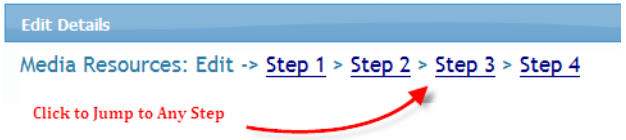
Editing Resources

Training Managers and Website Administrators can edit all resources using the following steps:

1. Search for and open a resource
2. Click the *Administrator Tools*> *Edit Details* link in the Toolbox on the right.



3. Make any necessary changes to the resource metadata and click *Next Step*.
4. Make any changes to the digital rights fields and click *Next Step*.



- ***Note***: Jump to any section by clicking any of the *Step1*, *Step 2*, etc links.
- ***Note***: Be sure to click *Next Step* or *Finish* to save any changes made to the resource

Updating a Resource

It may be desirable to change the contents of a resource rather than adding a new one. E.g., updating a recurring event such as a Morning Announcements video.

1. Search for and open a resource
2. Click *Administrator Tools*> *Edit Details* in the *Toolbox* on the right.
3. Click *Step 4* at the top of the window.
4. Follow steps 6 through 9 of *Uploading* at left.

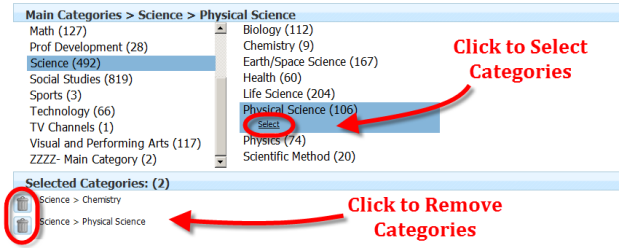
Using Categories

Resources are organized by tagging them with categories. This allows users to easily find useful resources using the *category filter* on the home page.

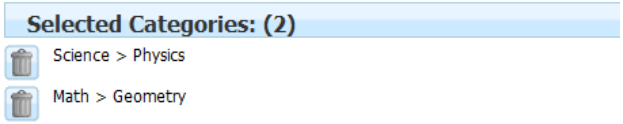
Training Managers can tag resources during the upload process or by editing them at a later time.

Tagging during upload

At *Step 2* of the upload wizard, scroll down and use the category assignment tool to select categories.



- Tag resources with multiple categories. E.g.,



- ***Note***: For best results, tag resources with specific sub-categories rather than main categories. E.g., tag a video with *Chemistry* and *Physical Science*, but not with *Science*.

Tagging existing resources

1. Search for and open a resource
2. In the *Toolbox*, click *Administrator Tools*> *Edit Details*.
3. At *Step 2* of the upload wizard, scroll down and use the category assignment tool to select categories as shown above.

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Deactivating Resources

Website Administrators may deactivate resources to remove them from the digital library.

1. Click the *Admin* link at the top of the page, then click *Media Resources> View/Edit*.

2. Use the *Keyword* field to search for the resource you want to deactivate and click *Restrict Search*.
3. Click the trash can icon.

4. On the next screen, confirm the deactivation by clicking *Deactivate*.

Reactivating Resources

Website Administrators may reactivate previously deactivated resources.

1. Click the *Admin* link at the top of the page, then click *Media Resources> View/Edit*.
2. In the *Common Filters* drop down menu, select *Previously Deactivated Media Resources*.
3. Click the appropriate *Reactivate* link under the *Action* column.

Resource Collections

Use Collections to group resources together under a single set of metadata.

1. Upload a new resource *(see uploading on other side)* or search for an open an existing resource.
2. Click *Media Tools> Add to this Collection* in the Toolbox.

3. On the following screen, click *Select Files* and locate one or more additional media files to upload and group with the current resource.
4. Click *Next Step* and close the popup window.
5. To access items, click *Collection* In the tabbed area below.

   ▶ ***Note***: All Collection items must be of the same media type. E.g., all WMV files.

Reports

Training Managers can access system usage information by running reports.

1. Click the *Admin* link at the top of the page, then click *Media Resources> Reports*.
2. Select a report type to view.
3. If desired, restrict search by keyword.
4. For detailed information such as calculated viewing time, click the magnifying glass next to the appropriate item.

   ▶ ***Note***: Viewing times are approximate.

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