

Overview

Login

1. Navigate to your MediaCAST URL.
2. Enter your *Username* and *Password*.
 - ▶ **Note:** Many organizations allow you to use your network credentials.
3. Click *Login*.

Navigation

Use the tabs to navigate to different sections (e.g., *Digital Library*, *Live TV*, *My Favorites*).



Searching

Enter keywords into the *Quick Search* field.



The title and description fields are searched for all resources in your digital library.

- ▶ **Note:** Search results are updated to the right *as you type*.

Browsing

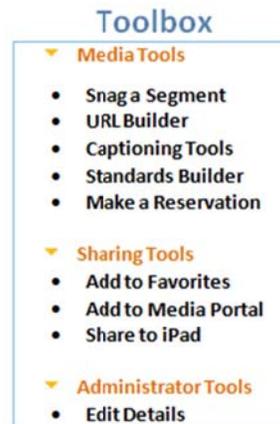
Categories



- ▶ Expand categories and select multiple subcategories to narrow your search.
- ▶ Search results are updated immediately.

Toolbox

Each resource page has an area called the *Toolbox*, at right. This is a collection of resource/role dependent tools.



Favorites

Resources that are used frequently can be marked for quick access.

1. Search for and open a resource.
2. In the Toolbox, click the *Sharing Tools*> *Add to Favorites* link.

Toolbox



3. Enter notes, if desired.
4. Click *Save/Update Changes*.
 - ▶ **Note:** To access, edit or delete your favorites in the future, click the *Digital Library*> *My Favorites* tab.

Snag a Segment

Create custom start/end points within video resources. Take the following steps to manage segments:

1. Search for and open a resource.
2. Advance to the desired start point.
3. In the Toolbox, click the *Media Tools*> *Snag-a-Segment* link.

Toolbox



4. Enter a *Segment name*, *Start/End times*, *Notes* and whether you would like the starting frame to be a *Thumbnail*.
5. Click *Save/Update Changes*.
 - ▶ **Note:** To edit or delete a segment, open a resource, click *Snag a Segment*, and click the edit or delete button.

Reservations

Some resources are limited to a set number of simultaneous users. Reserving a resource will ensure its availability for your ID.

1. Search for and open a resource.
2. In the Toolbox, click the *Media Tools*> *Make a Reservation* link.
3. Set a *Date*, *Begin Time* and *End Time*.
4. Click *Reserve*.
 - ▶ **Note:** To access, edit, and delete your reservations, click the *Digital Library*> *My Reservations* tab.

URL Builder

Take the following steps to generate a link to a resource, for other applications (e.g., Word).

1. Search for and open a resource.
2. In the Toolbox, click the Media Tools> URL Builder link.



- ▶ **Note:** If you want to force anyone who clicks the link to login, click *Display basic External URL*. You may then copy/paste that link in the target application (e.g., a link to professional development video in an Outlook email).
3. Complete the form with *Username*, *Password*, expiration option, and segment (if desired).
 4. Click *Proceed*.
 5. Copy the URL to your clipboard and paste it into the target application.

Auto-login vs. Basic

Depending on the need, different types of External URLs may be necessary.

- ▶ A teacher creating links for their LMS application may elect to create auto-login links. This creates ease-of-use in front of the classroom and for students at home.
- ▶ A district employee circulating a link to a professional development video may elect to use a basic link. This allows managers and above to track who logged in and played the resource.

Standards Builder

Resources can be linked to courses or state standards.

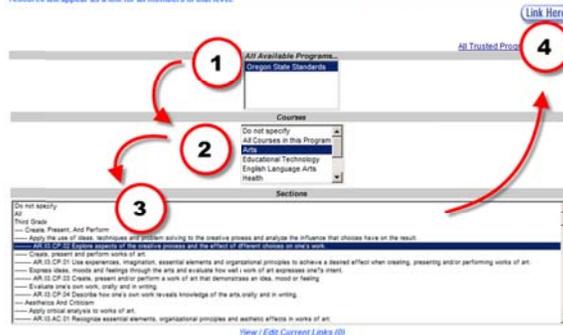
1. Search for and open a resource.
2. In the Toolbox, click the Media Tools> *Standards Builder* link.



3. Click *Add*.
4. Select the appropriate *Program*, *Course* or *Section* and click *Link Here*.

Add a New Link

You can link this Media Resource to multiple Programs, Courses or Sections. If you select "Do not specify" at the Course or Section levels, then the resource will appear as a link for all members of that level.



- ▶ To view standards that have been linked to a resource, open the resource and click *Standards Builder* in the Toolbox.
- ▶ To view all resources linked to a particular standard, take the following steps:
 1. Click the *Apps> Standards* tab.
 2. Select a user group (e.g., *Teachers*)
 3. Select a standards set and click the appropriate item.

Digital TV

Many institutions incorporate Digital TV channels into their MediaCAST system. Channels can point to cable/satellite stations or live broadcast feeds (e.g., an OnLocation™ cart).

1. Click *Live TV* and select a channel group.
2. Click a *TV Channel* or an *OnLocation* Icon.



- ▶ Use the *TV Guide* to check local programming schedules.



- ▶ TV programs can be recorded and added to the digital library by users with Training Manager privileges.
- ▶ **Note:** To exit full screen mode, press the *Esc* key.

Help

- ▶ Click *Help* at the top of the screen to view MediaCAST tutorial materials.

Contact **Help** Admin Logout

- ▶ Email Inventive: support@inventivetec.com
- ▶ Call Inventive: (800) 474-5128 x 3