

Please note: This SAFARI Montage CreationStation User Guide is from the System Help for v5.8 and not all information may apply if you are running a different version. Hyperlinks found in this document may lead to Help topics in other guides, such as the General SAFARI Montage User Guide, and if they do, will not work in this document. Hyperlinks to other topics within this guide will work. To access the full Help, use the 'Help' button on the Main Navigation Menu of your SAFARI Montage system. Additional resources on how to use SAFARI Montage, including documents designed specifically for teacher and student use of the system are found on the user community website, [www.SAFARIMontageHDNetwork.com](http://www.SAFARIMontageHDNetwork.com). Join this free community to access relevant blogs, support documentation, videos and more!

## **SAFARI Montage CreationStation User Guide**

### **SAFARI Montage CreationStation®**

#### **Overview**

SAFARI Montage CreationStation is an easy-to-use integrated module that enables schools and districts to upload user-created digital content and licensed media to the SAFARI Montage system's Learning Object Repository (LOR).

User types granted upload privileges, such as Student with Upload, Teacher with Upload and higher level user types can add items either individually or in bulk. Once uploaded, content can be meta-tagged with information such as a detailed description, relevant grade ranges and year of copyright, uploads can be correlated to curriculum standards and designated for home access, download, etc. Video and audio content can be segmented into chapters and key concepts, each with their own segment descriptions. Flexible Digital Rights Management provides control over the content to ensure that the correct users have access to digital resources. Media and web links uploaded via CreationStation are fully searchable in conjunction with licensed content, providing a wealth of digital resources that are easily accessible and able to be used with other system features for instructional purposes.

When used in conjunction with SAFARI Montage WAN Manager, digital resources can be shared with others in the same school as the user who uploaded it, or published to all schools in the district.

Student user types have an appropriately limited ability to upload to the SAFARI Montage system through the CreationStation feature, My Locker.

To learn more, refer to the following Help topics:


[Uploading Media into CreationStation](#)

[Adding and Editing Metadata](#)

[Searching for Uploaded Content](#)

[Using Uploaded Content](#)

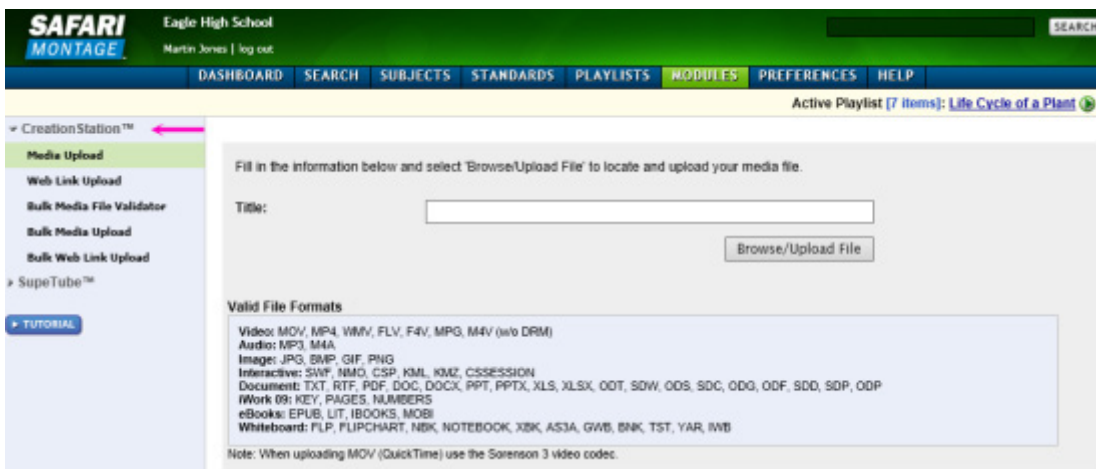
[My Locker for Students](#)

 **TUTORIAL** - CreationStation video tutorial

#### **Accessing CreationStation**



1. Click on the 'CreationStation Upload' icon in the Quick Launch panel to navigate to CreationStation.



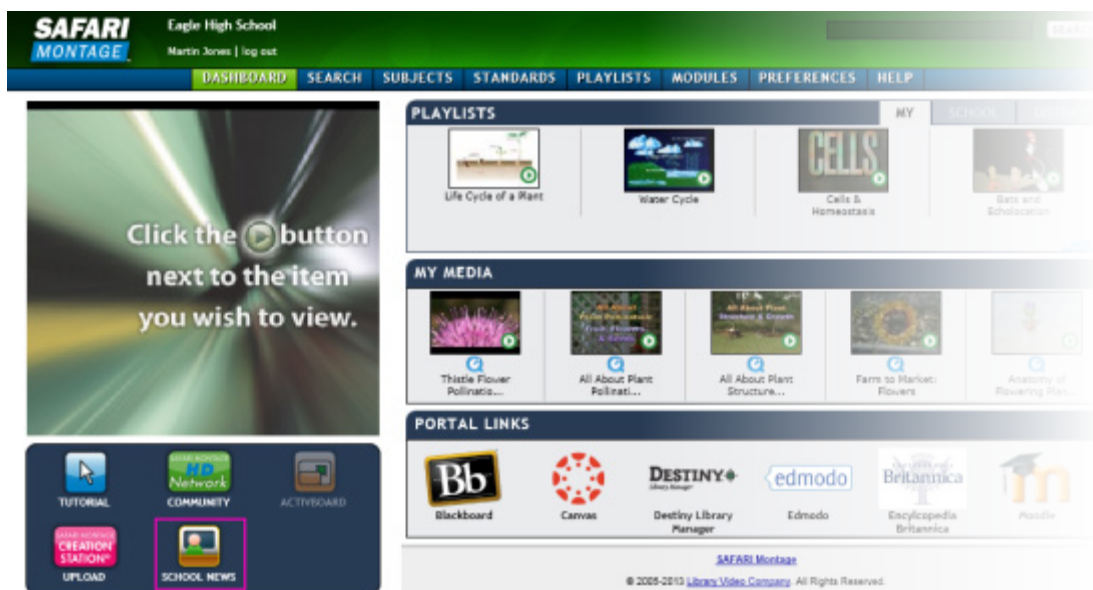
2. You will be directed to the Media Upload page for CreationStation where you can begin to upload digital resources or choose another CreationStation option from the secondary navigation menu.
3. You can easily navigate to this page when you are elsewhere in the system by clicking the **MODULES** link in the Main Navigation menu.


## School News with CreationStation®

### Overview

When SAFARI Montage CreationStation is installed on SAFARI Montage, the School News feature is also enabled to allow the designation of specific uploads as School news. You will have access to School News that is distributed by the Administrator in the three following ways:

1. School News that you have not viewed will play automatically upon logging in to your SAFARI Montage system.



2. Click the icon located on the Quick Launch panel of your Dashboard. This will take you to a Search results page displaying all CreationStation items marked as School News by an Administrator. From this page, click  by the media title to begin playing School News items.

The screenshot shows the Safari Montage search interface for Eagle High School. The top navigation bar includes Dashboard, Search, Subjects, Standards, Playlists, Modules, Preferences, and Help. The user is logged in as Martin Jones. The active playlist is 'Life Cycle of a Plant'. The search filters on the left include: Keyword (empty), Grade Range (Pre-K to Adult), Publisher (CreationStation), Copyright (All Years), and media type checkboxes (Videos, Images, Audio, Interactive, Documents, Whiteboards, Web Links, eBooks, My Uploads). The 'School News' checkbox is checked. The search results on the right show two items: 'Audubon District News & Announcements February 2012' and 'Eagle High School News #22'. Both items are from Creation Station and were uploaded on February 6, 2012.

- From the Search page, you can also conduct a search using the advanced search filter for School News located in the CreationStation search filters. Refer to the [Searching CreationStation](#) Help page to learn more.

## Uploading Digital Resources

### Supported File Formats in SAFARI Montage CreationStation®

SAFARI Montage CreationStation supports the following file formats:

#### Video File Formats

- **.MOV** - Apple QuickTime® Movie
- **.MP4** - MPEG-4, Part 10/AVC (H.264)
- **.MP4** - MPEG-4, Part 2
- **.M4V** - M4V without DRM
- **.WMV** - Windows Media® Video
- **.FLV/.F4V** - Adobe® Flash® Video
- **.MPG** - MPEG-1

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#### Audio File Formats

- **.MP3** - MPEG-1 Audio Layer 3
- **.M4A** -MPEG-4 Audio

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#### Image File Formats

- **.JPG** - JPEG
- **.BMP** - Windows Bitmap
- **.GIF** - Graphics Interchange Format
- **.PNG** - Portable Network Graphics

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#### Interactive File Formats

- **.SWF** - Adobe Flash
- **.NMO/.CSP/.CSSESSION** - Cyber-Science Animation
- **.KMZ/.KML** - Google Earth

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#### Document File Formats

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- **.TXT** - Text
- **.RTF** - Rich Text Format
- **.PDF** - Adobe® Portable Document Format
- **.DOC/.DOCX** - Microsoft Word
- **.PPT/.PPTX** - Microsoft PowerPoint®
- **.XLS/.XLSX** - Microsoft Excel®
- **.PAGES** - Apple iWork® Pages® Documents
- **.NUMBERS** - Apple iWork Numbers® Spreadsheets
- **.KEY** - Apple iWork Keynote® Presentations
- **.SDW/.ODT** - OpenDocument Text
- **.SDC/.ODS** - OpenDocument Spreadsheet
- **.SDD/.ODP** - OpenDocument Presentation
- **.ODG** - OpenDocument Graphics
- **.ODF** - OpenDocument Formula
- **.SDP** - OpenDocument Presentation
- **.BNK** - Examview Question Bank
- **.TST** - Examview Test

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## eBooks

- **.EPUB** - Open e-book standard
- **.LIT** - Microsoft Reader
- **.MOBI** - Mobipocket
- **.IBOOKS** - Apple iBooks®

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## Whiteboard File Formats

- **.FLP/.FLIPCHART** - Promethean® Flipcharts
- **.AS3A** - Promethean Resource Pack
- **.XBK/.NOTEBOOK** - SMART Notebook®
- **.YAR** - Hitachi® StarBoard
- **.GWB** - eInstruction Workspace
- **.IWB** - IWB Common File Format

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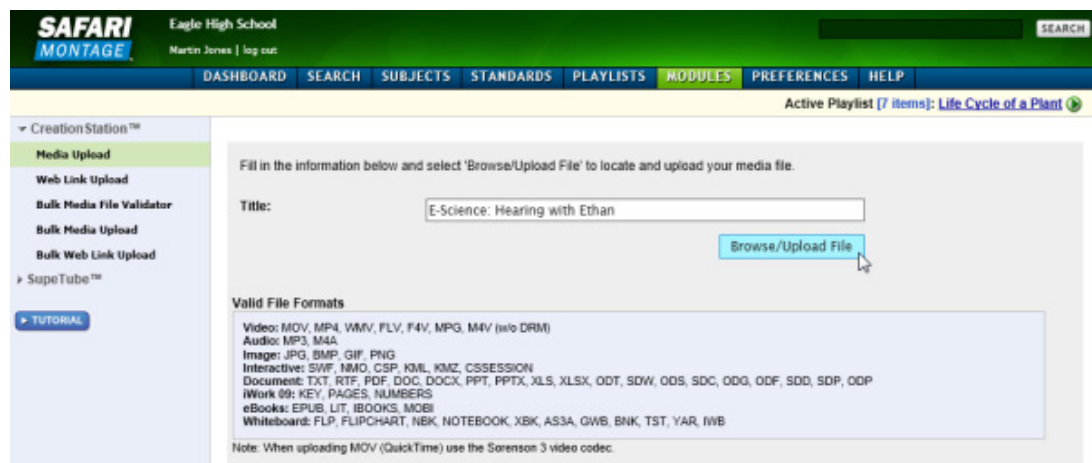
## Uploading Media Into SAFARI Montage CreationStation®

In order to upload media via SAFARI Montage CreationStation, you must be granted upload privileges. Before uploading media, check with your Administrator regarding upload privileges as well as video file formats and file sizes. If the media player does not support the video format being uploaded, the user will receive a warning.

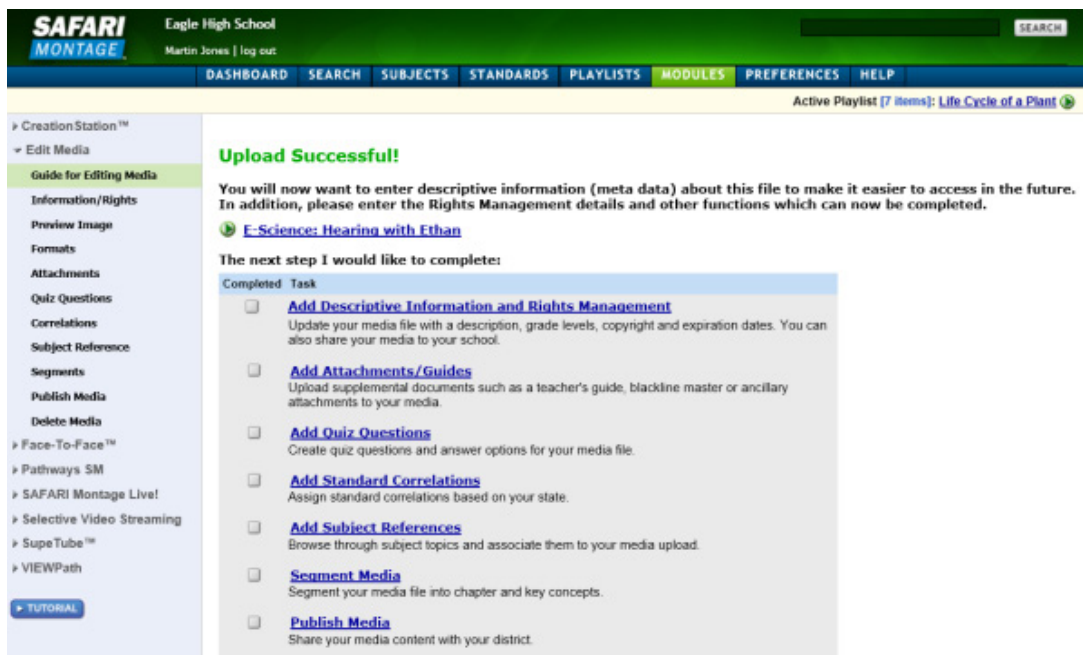
### Media Upload

To add a media file to CreationStation:

1. Navigate to the CreationStation module as explained in the [Accessing CreationStation](#) Help topic. Select 'Media Upload' in the secondary navigation menu.



2. Enter a title for the file being uploaded as you would like it to appear on your SAFARI Montage system. Be sure to follow any naming protocols your school or district may have.
3. Click the 'Browse/Upload File' button to locate the desired file for upload from the local computer. When you click 'Open' the selected file will be uploaded, scanned for viruses, and, if the Multi-Format Auto-Converter Add-On Module is licensed, submitted for conversion.



4. Once complete, the user will get an 'Upload Successful!' message and you will now see the [Guide for Editing Media](#) menu for adding metadata, managing digital rights and permissions and sharing media. This is discussed in detail in the **Adding & Editing Metadata** Help section of this CreationStation User Guide.



## Uploading a Web Link Into SAFARI Montage CreationStation®

Web Links enable you to access resources stored outside of your SAFARI Montage system. These resources can be in the form of videos, images, audio or any other web-deliverable resource. Web Links are created and managed with SAFARI Montage CreationStation.

### Media Upload

To add a Web Link to CreationStation:

1. Navigate to the CreationStation module as explained in the [Accessing CreationStation](#) Help topic.
2. Select 'Web Link Upload' in the secondary navigation menu.
3. Enter the following descriptive information:
  - **Title** - enter the title for the Web Link, following any naming protocols of your school or district
  - **Media** - select the accurate media type from the drop down menu. This determines under which category the Web Link will be listed in a search result.
  - **URL Type\*** - if your school is configured for IMS Global LTI link, choose a URL type from the drop down menu.
  - **URL** - enter the complete address for the Web Link including **http://** or **https://**. Clicking on the 'Browse URL' link opens a new browser window and allows you to locate Web Link URLs via the Internet.
  - **Description** - the system will pull in a description from the website automatically as part of the upload process. After the upload is complete, you can edit this description if necessary.

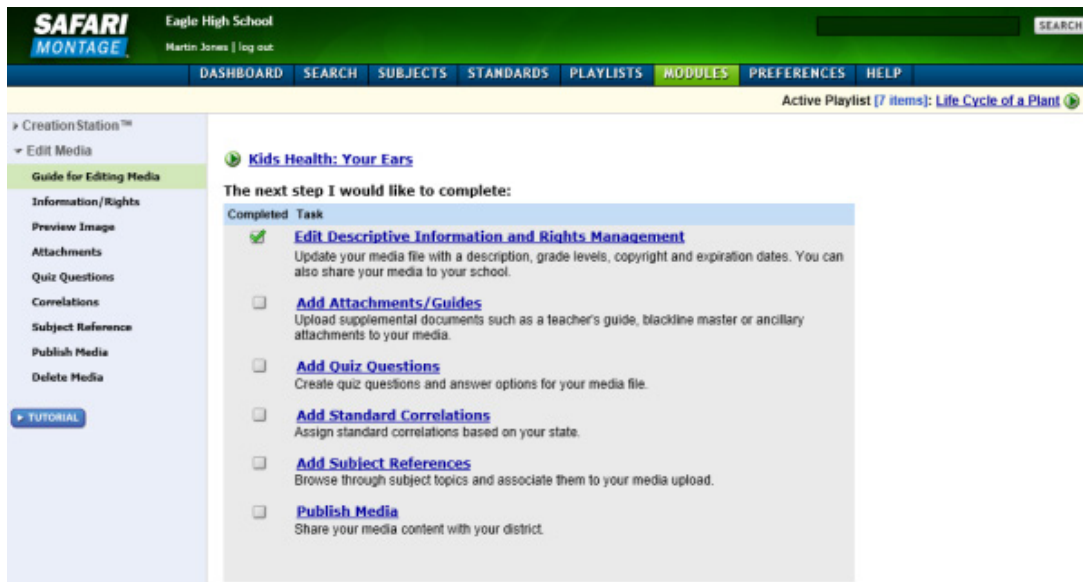
The screenshot shows the SAFARI Montage CreationStation interface for Eagle High School. The user is logged in as Martin Jones. The 'Web Link Upload' option is selected in the left-hand navigation menu. The main form contains the following fields:

- Title:** Kids Health: Your Ears
- Media:** Web Link (dropdown menu)
- URL Type:** Generic (dropdown menu)
- URL:** [Browse URL](#) http://kidsheath.org/kid/htbw/ears.html
- Description:** This article explains how the ear works to sense sounds. It includes a labeled diagram of the ear and an audio recording of the article in English and Spanish. Kids Health provides factual information about health as well as resources for families about a range of physical, emotional, and behavioral issues facing children. This website is provided by The Nemours Foundation.

Below the description field, it states: **Max. Description Length:** 1,000 characters. A **Save** button is located at the bottom right of the form.

After uploading your web link, fill in the details (metadata and rights) and other tasks to make your web link easily accessible.

4. Click on the 'Save' button.



5. Once complete, the web link will be stored in CreationStation and you will see the title of your newly added web link and the [Guide for Editing Media](#) menu for adding metadata, managing digital rights and permissions and sharing media. This is discussed in detail in the **Adding & Editing Metadata** Help section of this CreationStation User Guide.

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## Bulk Uploading Media into SAFARI Montage CreationStation®

You can upload multiple media files into SAFARI Montage CreationStation simultaneously by using the Bulk Media Upload option. To do so, you must first create a properly formatted, comma-separated bulk media file in either .TXT or .CSV. This page explains how such files should be formatted for bulk media upload.

### Rules for a CreationStation™ Bulk Upload CSV file

Each media file referenced in the text/CSV file that you are uploading **must** contain the full paths to the file. Filenames and paths of media files and the filename and path of your text/CSV file cannot contain spaces, dashes, underscores, letters and/or numbers only. Bulk uploading has a file size maximum of 30 GB.

*Note: When using Microsoft Excel®, select 'Save As,' then 'Save as type:' CSV (MS-DOS) (\*.csv)*

Each line entry in the file must follow this format:

```
pathname\filename, from grade, to grade, expiration date, copyright,
title, description
```

Valid line entry example:

```
C:\Documents and Settings\jdoe\Desktop\football.mov, 1, 12, , 2005,
Football Game on 10/10/2005, The football game played on 10/10/2005
versus Central High School
```

Line entry explanations:

Field	Format	Notes
C:\pathname\filename	C:\pathname\myvideo.mov	<b>Valid Characters:</b> space, dash, underscore, letters, numbers
from grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
to grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
expiration date	01/01/2005	Month/Day/4-Digit Year or leave this field blank if the media never expires
copyright	2005	4-Digit Year
title	The Video Title	Max 120 characters
description	A description of the video	Max 1,000 characters
extra meta data	extra meta data field	Max 255 characters. You will need to "Headers with Metadata" above and include a header to your file.

**NOTE:** You may leave fields blank when not used. Do not use the comma character in the text contents of the media title. This character is a reserved character that is used as a field delimiter. You may use a comma character in the media description. You must use 4-digit years for copyright and expiration dates.

### Bulk Media File Validator

To ensure proper formatting of the Bulk Media File, you can validate the file before going through the bulk upload process as follows:

The screenshot shows the Safari Montage interface for Eagle High School. The user is logged in as Martin Jones. The navigation menu on the left includes 'CreationStation™', 'Media Upload', 'Web Link Upload', 'Bulk Media File Validator' (highlighted), 'Bulk Media Upload', 'Bulk Web Link Upload', and 'SuperTube™'. The main content area is titled 'Bulk Media File Validator' and contains the following text: 'You can validate the formatting of your bulk media import file before you upload it. Select your bulk media import file by clicking the "Browse..." button below. Bulk upload files must be comma-separated **TXT** or **CSV** files.' Below this is a 'Validate File:' section with a 'Browse...' button. Underneath is an 'Upload Type:' section with two radio buttons: 'No headers' (selected) and 'Headers with Metadata'. At the bottom of the form is a 'Validate Bulk Media File' button and a notice: 'Bulk Upload Max: 30 GB'.

1. Click 'Bulk Media File Validator' in the secondary navigation menu.
2. Click the 'Browse' button.
3. Browse and locate the Bulk Media File and click 'Open.'
4. Click the 'Validate Bulk Media File' button.

If errors are found within the Bulk Media File, an error screen will appear showing the errors. If no errors are present, the user will return to the upload screen. If the file is successfully validated, proceed with the bulk upload process.

## Bulk Media Upload Process

Add bulk media files to CreationStation as follows:

The screenshot shows the Safari Montage interface for Eagle High School. The user is logged in as Martin Jones. The navigation menu on the left includes 'CreationStation™', 'Media Upload', 'Web Link Upload', 'Bulk Media File Validator', 'Bulk Media Upload' (highlighted), 'Bulk Web Link Upload', and 'SuperTube™'. The main content area is titled 'Bulk Media Upload' and contains the following text: 'You may import a comma-separated file **CSV** format of media content by clicking the "Browse..." button below.' Below this is an 'Upload File:' section with a text box containing 'L:\Shared\_Resource\PROFESSIONAL DEVELOPMEN' and a 'Browse...' button. Underneath is an 'Upload Type:' section with two radio buttons: 'No headers' and 'Headers with Metadata' (selected). Below that is a 'Downloadable:' section with a checked checkbox and the text '(Others may save this media to their personal computers.)'. At the bottom of the form is a 'Share:' section with a checked checkbox and a dropdown menu set to 'Students, Teachers' with the text '(Allow others in your school to view this item.)'. Below the form is a 'Media File Location' section with the text: 'Each file referenced in the uploaded text/CSV file must contain the full path to the media file (C:\Documents and Settings\jdoe\Desktop\myvideo.wmv). Valid path and filename characters for CSV and media files are spaces, dashes, slashes, underscores, letters and numbers. Be sure your paths and filenames are correct.'

*Note - the upload area bulk metadata options may vary based on your user type and school/district purchased modules.*

1. Navigate to the CreationStation module as explained in the [Accessing CreationStation](#) Help topic.
2. Select 'Bulk Media Upload' in the secondary navigation menu.
3. In the file upload area do the following:
  - **Upload File** - click 'Browse' to locate a correctly formatted CSV file on your local computer.

- **Upload Type** - select 'No headers' for files with no headers and no extra (custom) metadata fields or 'Headers with Metadata' for files with headers and extra (custom) metadata fields.
- **Downloadable** - check the 'Downloadable' box if you want other users to be able to save the media you are uploading to their local computers.
- **Home Access** - if your SAFARI Montage system is licensed for Managed Home Access, check the 'Home Access' box if you would like the media files to be available to users accessing the system from outside of the school network. If selecting this option, then choose the lowest user type level that can access this media from home in the drop down menu. Note that higher level user types will be able to view the media.
- **Share** - check the 'Share' box if you would like to allow other users in the same school to access a read-only version of the original media files that you are uploading. If you select 'Share', then choose the lowest user type level that can access the shared media in the drop down menu. Note that higher level user types will be able to view the media.
- **DCP Only** -if your SAFARI Montage system is licensed for Digital Curriculum Presenter, check the 'DCP only' box if the media you are uploading should only be viewable by users when included in DCP Lessons or Assignments. Checking this option will omit the media from search for general users and display media in search only for users with Digital Curriculum Presenter Developer privileges.

*Note that administrative user types may have access to additional options which are explained in the Rights Management topic of the CreationStation® chapter in the Admin Guide.*

1. Scroll to the bottom of the page and click the 'Upload Bulk Media File' button at the bottom of the page.

The screenshot shows a form for uploading bulk media files. It includes fields for 'description' (with a placeholder 'A description of the video') and 'extra meta data' (with a placeholder 'extra meta data field'). A note states: 'NOTE: You may leave fields blank when not used. Do not use the comma character in the text contents of the media title. This character is a reserved character that is used as a field delimiter. You may use a comma character in the media description. You must use 4-digit years for copyright and expiration dates.' Below the note is a 'Valid Row Example' showing a file path and date: 'C:\Documents and Settings\jlow\Desktop\Football.mov, 1, 12, , 2010, Football Game on 12/12/2010, The Football game played on 12/12/2010 versus Central High School'. At the bottom of the form is a button labeled 'Upload Bulk Media File' and a status indicator 'Bulk Upload Max: 30 GB'.

Read and click 'Agree' regarding copyrighted material.

The files will be uploaded and scanned for viruses. Once successfully completed, you will be taken to the Search page and will be able to locate and use the uploaded media.

If your CSV file does not upload successfully, you will receive a report with the line/row number and cause of any errors with the formatting of your CSV/Text file. Copy the lines with errors to a new CSV/Text file, fix the issues, save the file and attempt to upload the new bulk file.



## Bulk Uploading Web Links Into CreationStation®

You can upload multiple web links into CreationStation. To do so, you must first create a properly formatted, comma-separated bulk web link file, .TXT or .CSV. This page explains how this file should be formatted for bulk web link upload.

### Rules for a CreationStation™ Bulk Web Link Upload CSV file

Each line entry in the file must follow this format:

Media type, 3rd party service, web link URL, from grade, to grade, duration, expiration date, copyright, title, description

You may leave fields blank when they are not used. Do not use the comma character in the text contents of the media title. A comma is a reserved character that is used as a field delimiter. You may use a comma character in the media description. You must use 4-digit years for copyright and expiration dates.

Valid row example:

```
web link, generic, http://www.myschoolwebsite.com/footballgame.wmv, 1, 12,
01:30:00, 2005, Football Game on 10/10/2005, The football game played on
10/10/2005 versus Central High School
```

Line entry explanations:

Field	Format	Notes
media type	(video, image, audio, document, interactive, web link, flipchart)	
3rd party service	(generic, Moodle19)	
Web Link URL	The URL of the web link	Max 2000 characters
from grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
to grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
duration	HH:MM:SS	Hours:Minutes:Seconds or leave this field blank if the media type does not require a duration. Videos and Audio titles require duration.
expiration date	01/01/2005	Month/Day/4-Digit Year or leave this field blank if the media never expires
copyright	2005	4-Digit Year
title	The title of the media item	Max 120 characters
description	A description of the media item	Max 2,000 characters
extra meta data	extra meta data field	Max 255 characters. You will need to "Headers with Metadata" above and include a header to your file.

### Bulk Web Link Upload Process:

SAFARI MONTAGE Eagle High School Martin Jones | log out

DASHBOARD SEARCH SUBJECTS STANDARDS PLAYLISTS MODULES PREFERENCES HELP

Active Playlist (7 items): Life Cycle of a Plant

CreationStation™

- Media Upload
- Web Link Upload
- Bulk Media File Validator
- Bulk Media Upload
- Bulk Web Link Upload**
- SuperTube™
- TUTORIAL

You may import a comma-separated file (TXT or CSV) of web links by clicking the "Browse..." button below.

Upload File: L:\Shared\_Resource\PROFESSIONAL DEVELOPME... Browse...  
(File Path Max: 200 characters)

Upload Type:  No headers  Headers with Metadata

Share:  Students, Teachers  ...  
(Allow others in your school to view this item.)

**Text/CSV File Format**

Each line in the file must be in this format:

Media type, 3rd party service, web link URL, from grade, to grade, duration, expiration date, copyright, title, description

Field	Format	Notes
media type	video, image, audio, document, interactive, web link, kaltura	
3rd party service	(generic, Moodle/IL)	
web link URL	The URL of the web link	Max 2000 characters
from grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
to grade	(Pre-K, Kindergarten, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Adult)	
duration	HH:MM:SS	Hours:Minutes:Seconds or leave this field blank if the media type does not require a duration. Video and Audio files require duration.
expiration date	MM/DD/YYYY	Month/Day/4-Digit Year or leave this field blank if the media never expires
copyright	2005	4-Digit Year
title	The title of the media item	Max 120 characters
description	A description of the media item	Max 2,000 characters
extra meta data	extra meta data field	Max 255 characters. You will need to "headers with Metadata" above and include a header to your file.

**NOTE:** You may leave fields blank when not used. Do not use the comma character in the text contents of the media title. This character is a reserved character that is used as a field delimiter. You may use a comma character in the media description. You must use 4-digit years for copyright and expiration dates.

**Valid Row Example:**

```
video, generic, http://www.sportsillustrated.com/football/gene_wm, 1, 12, 00:00:00, , 2005, Football Game on 10/10/2005, The Football game played on 10/10/2005 between Central High School
```

Upload Bulk Media File

Note - the upload area bulk metadata options may vary based on your user type and school/district purchased modules.

1. Navigate to the CreationStation module as explained in the [Accessing CreationStation](#) Help topic.
2. Select 'Bulk Web Link Upload' in the secondary navigation menu.
3. In the file upload area do the following:
  - **Upload File** - click 'Browse' to locate a correctly formatted CSV file on your local computer.
  - **Upload Type** - select 'No headers' for files with no headers and extra (custom) metadata fields or 'Headers with Metadata' for files with headers and extra (custom) metadata fields.
  - **Home Access** - if your SAFARI Montage system is licensed for Managed Home Access, check the 'Home Access' check box if you would like the media files to be available to users accessing the system from outside of the school network. If selecting this option, then choose the lowest user type level that can access this media from home in the drop down menu. Note that higher level user types will be able to view media.



- **Share** - check the 'Share' box if you would like to allow other users in the same school to access a read-only version of the original web links that you are uploading. If you select 'Share', then choose the lowest user type level that can access the shared web links in the drop down menu. Note that higher level user types will be able to view media.
- **DCP Only** -if your SAFARI Montage system is licensed for Digital Curriculum Presenter, check the 'DCP only' box if the media you are uploading should only be viewable by users when included in DCP Lessons or Assignments. Checking this option will omit the media from search for general users and display media in search only for users with Digital Curriculum Presenter Developer privileges.

*Note that administrative user types may have access to additional options which are explained in the Rights Management topic of the CreationStation® chapter in the Admin Guide.*

1. Scroll to the bottom of the page and click the 'Upload Bulk Media File' button at the bottom of the page.
2. Read and click 'Agree' regarding copyrighted material.

The web links will be uploaded and, once successfully complete, you will be taken to the Search page will be able to locate and use the uploaded web links.

If your CSV file does not upload successfully, you will receive a report with the line/row number and cause of any errors with the formatting of your CSV/Text file. Copy the lines with errors to a new CSV/Text file, fix the issues, save the file and attempt to upload the new bulk file.

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## Adding and Editing Metadata

### Guide for Editing SAFARI Montage CreationStation® Media & Adding Metadata Overview

Adding metadata is a critical part of integrating your content into the SAFARI Montage system as it enables media files and web links to be searched along with the rest of the content on your SAFARI Montage system. Quality metadata improves access and management of learning objects in a digital curriculum. Metadata can be added when a learning object is initially uploaded, or you may return to a title and add metadata at a later time.


### Guide for Editing Media Metadata

You will only be able to add and edit metadata for CreationStation® media that you have uploaded, unless you are an administrative user type. After a successful upload, you will immediately be navigated to the **Guide for Editing Media** and can begin to add metadata. You can follow the steps in the menu to add metadata:

The screenshot shows the SAFARI Montage interface for Eagle High School. The user is logged in as Martin Jones. The navigation menu includes DASHBOARD, SEARCH, SUBJECTS, STANDARDS, PLAYLISTS, MODULES, PREFERENCES, and HELP. The current page is the 'Guide for Editing Media' for the media item 'E-Science: Hearing with Ethan'. The left sidebar shows a list of editing options: Information/Rights, Permissions, Preview Image, Formats, Attachments, Quiz Questions, Correlations, Subject Reference, Segments, Publish Media, and Delete Media. The main content area lists tasks to complete:

- Edit Descriptive Information and Rights Management**  
Update your media file with a description, grade levels, copyright and expiration dates. You can also share your media to your school.
- Add Permissions**  
Manage permissions to your shared media.
- Add Attachments/Guides**  
Upload supplemental documents such as a teacher's guide, blackline master or ancillary attachments to your media.
- Add Quiz Questions**  
Create quiz questions and answer options for your media file.
- Add Standard Correlations**  
Assign standard correlations based on your state.
- Add Subject References**  
Browse through subject topics and associate them to your media upload.
- Segment Media**  
Segment your media file into chapter and key concepts.
- Publish Media**  
Share your media content with your district.

However, if you wish to add metadata at a later date or edit the metadata you initially entered for CreationStation media, you will need to navigate to the CreationStation item through the following process:

- Search for the specific CreationStation item you wish to add or edit as explained in the [Searching CreationStation](#) Help topic.
- After locating the file, click the  action icon. This will open the 'Information/Rights' metadata page where you can add or edit digital rights management metadata. To add and/or edit other categories of metadata, use the secondary navigation menu to edit other metadata fields.

The following options are available for adding and editing metadata and can be navigated between by using the secondary navigation menu options. Each of these will be explained in greater detail in their respective Help topic pages. *Please note that the 'Segments' metadata option is only available if the CreationStation® item is a video file:*

- **Information/Rights** - this allows you to retitle the media, add descriptive information, set-up rights management and add licensed media information.
- **Permissions** - this allows you to set permissions as to which user types can view the uploaded media. This action is only available when sharing has been enabled under Information/Rights > Rights Management tab.
- **Preview Image** - this allows you to select an option for the uploaded media's thumbnail and preview image.
- **Formats** - this allows you to add more than one file format associated to the same uploaded item. For example, upload various types of interactive whiteboard files including the ability to add a .PDF version for universal access of the file.
- **Attachments** - this allows you to upload and associate Teacher's Guides, Blackline Master or any other attachment including closed-captioning files. You can also use web address in place of file.
- **Quiz Questions** - this allows you to create and edit a quiz with questions and answers that pertain to the media file.
- **Correlations** - this allows you to identify state and national standards that align to the uploaded media.
- **Subject Reference** - this allows you to relate subject references to a media file.
- **Segments** - available for video file types, this allows you to create smaller conceptual segments for adding into Playlists.
- **Publish Media** - available in a SAFARI Montage system that is part of a WAN Manager network, this allows you to publish a read-only copy of the CreationStation media for review and approval for use within the district schools.
- **Delete Media** - this allows you to remove the CreationStation media file.

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## Information & Rights Management with CreationStation®

### Overview

The Descriptive Information & Rights Management ('Information/Rights') metadata entry page allows you to flexibly manage digital rights and licensed media to uphold copyright restrictions. There are three primary tabs that can be navigated between to add and edit data: 'Descriptive Information,' 'Rights Management,' and 'Licensed Media.' *Note - depending on your school's configuration, you may have an 'Additional Metadata' tab for school specific metadata.*

### Adding and Editing Information & Rights Management Metadata

#### Descriptive Information Metadata

Enter the following information in the fields provided, be sure to click 'Save and Continue' to save your changes:

- **Description** - enter descriptive information that includes key terms which may be used to search for the media file. Descriptions have a character limit of 1,000.
  - **Grade Range** - enter the grade range appropriate to the media file.
  - **Multi-language** - video files can be tagged to indicate the availability of multilingual tracks.
  - **Publisher** - the default publisher will be the CreationStation logo. Administrators can set custom publisher for groups within the school such as the school newspaper or specific clubs. If a custom publisher has been created that is appropriate to the media you are editing, select from the Publisher drop down menu.
  - **Copyright** - indicate the copyright date of the media file.

The screenshot displays the 'Information/Rights' metadata entry screen in the SAFARI Montage CreationStation. The interface includes a top navigation bar with 'DASHBOARD', 'SEARCH', 'SUBJECTS', 'STANDARDS', 'PLAYLISTS', 'MODULES', 'PREFERENCES', and 'HELP'. The main content area shows a video titled 'E-Science: Hearing with Ethan' with a running time of 2 min 18 sec. The 'Information/Rights' tab is selected, showing a description field with the text 'Student-created video for a 1st grade science project on the senses.' Below the description are fields for 'Grade Range' (Kindergarten to Grade 2), 'Multi-language' (checked for English and Spanish), 'Publisher' (CREATION STATION), and 'Copyright' (2007). A 'Save and Continue' button is at the bottom. Annotations include a pink arrow pointing to the 'Rights Management' tab and another pointing to the 'Save and Continue' button.

## Rights Management Metadata

Enter the following information in the fields provided, be sure to click 'Save and Continue' to save your changes:

- **Expiration** - enter applicable expiration information.
  - **Download** - if others can save this media to their personal computers, check the 'Downloadable' box.
  - **Share** - if others in your school can be allowed to view this media, check the 'Share' box. This will allow a read-only version of the original file to be available for search and use within the SAFARI Montage system. Once you share an item, you will have the ability to manage its accessibility through [Permissions](#).
  - **Home Access** - available to SAFARI Montage system's configured with Managed Home Access,
  - **Digital Curriculum Presenter Only** - this option may appear if your school has DCP, allowing you to limit the accessibility of the media to users with DCP Curriculum Developer privileges only.

Descriptive Information **Rights Management** Licensed Media

**Expiration:**

Never Expires:

--- OR ---

Month: 0 Day: 0 Year:

**Downloadable:**  (Others may save this media to their personal computers.)

**Share:**  Permissions Administrators and the content creator have full access by default.  
(Allow others in your school to view this item.)

**Home Access:**  Permissions Administrators and the content creator have full access by default.

**Digital Curriculum Presenter Only:**  (Only Digital Curriculum Developers can view this content.)

Save and Continue ←

*Note that administrative user types may have access to additional options which are explained in the Rights Management topic of the CreationStation chapter in the Admin Guide.*

### Licensed Media Metadata

If the CreationStation® media that you have uploaded is licensed, navigate to the 'Licensed Media' tab nested behind 'Rights Management' and use this tab to add the following applicable metadata. Be sure to click 'Save and Continue' to save your changes:

- **Licensor-** enter the name of the copyright holder; there is a character limit of 100.
- For the following options, check the box and enter details when applicable; there is a character limit of 255 for each description field.
  - Public Performance Rights
  - Duplication Rights
  - Broadcast Rights
  - Digital Delivery Rights
  - District-Wide Rights
  - One Building Only



## Managing Permissions for CreationStation® Media

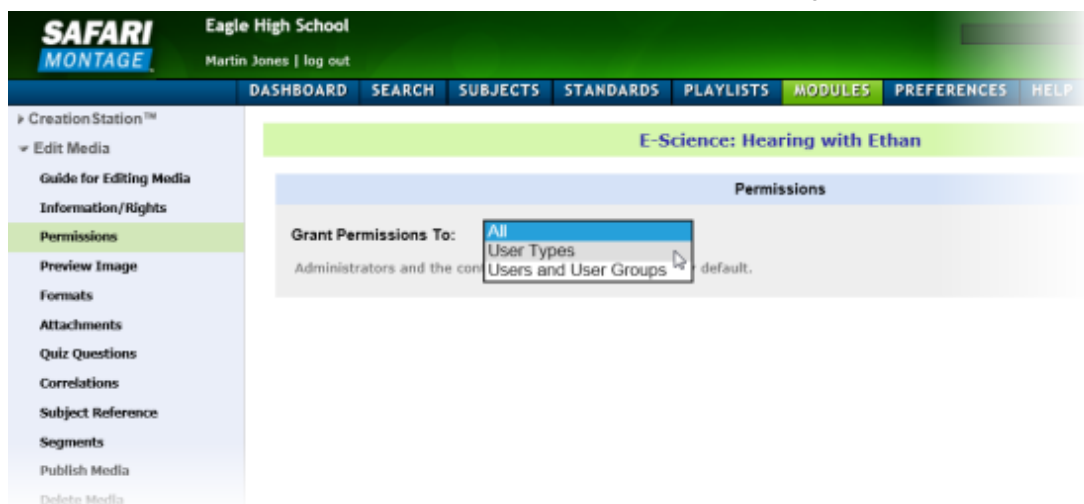
### Overview

The Permissions option allows you to set the parameters for which user types can view the uploaded media. This action is only available when sharing has been enabled under Information & Rights Management. You can change permissions to media at any time.

### Granting Permissions

To set the permissions for media uploaded with CreationStation, follow these steps:

1. Select 'Permissions' in the 'Edit Media' secondary navigation menu.
2. In the 'Grant Permissions To' drop down menu, select one of the following options:



- **All** - grant permission to all user types who have access to the SAFARI Montage system. This is the default setting.
- **User Types** - grant permissions selectively by user type.
- **Users and User Groups** - grants permissions by specific users or user groups.

*Note: administrators and the user who uploaded the media have full access by default.*

3. If selecting 'User Types,' the following screen will open allowing you to further manage permissions by user type and designate which will be able to view the media by checking the 'Viewable By' column. Rights are managed separately for local and home access.



**Grant Permissions To:**  ▼

Administrators and the content creator have full access by default.

User Types	Viewable By	Playable At Home
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher (w Upload)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student (w Upload)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">All</a>   <a href="#">None</a>		<a href="#">All</a>   <a href="#">None</a>
<input type="button" value="Save"/>		

- Check / uncheck for use types you do / do not wish to have access to the media while in school and at home.
  - Click 'Save' to update permissions.
4. If selecting 'Users and User Groups,' the following screen will open allowing you to further manage permissions by individual users and/o user groups.

**Permissions**

Grant Permissions To: Users and User Groups Setting saved.

Administrators and the content creator have full access by default.

**Search for Available Users:**

Last Name: Williams, Xavier Mr.

School: Cardinal Middle School

**Available Choices:**

- Cardinal Middle School: Crane, Principal
- Cardinal Middle School: Cranford, Jay
- Cardinal Middle School: Crawford, Mia
- Cardinal Middle School: Das, Amita
- Cardinal Middle School: Dunn, Jason
- Cardinal Middle School: Evans, Anthony
- Cardinal Middle School: Finch, Frank
- Cardinal Middle School: Jones, Ava
- Cardinal Middle School: Lark, Mr.
- Cardinal Middle School: Lewis, Sydney
- Cardinal Middle School: Lipinski, Gretchen
- Cardinal Middle School: Moreno, Altair

**Granted to:**

- Cardinal Middle School: Aleta, Mr.
- Cardinal Middle School: Jones, Mrs. Phoebe

- Use the search field to locate specific users by last name.
- Use the 'School' filter to filter user and user group search results.
- Highlight users and/or groups of users to which you wish to grant permissions in the 'Available Choices' list and use the arrow tools to add or remove users from the 'Granted to' list. These changes are saved automatically.

## Setting the Preview Image for CreationStation® Media

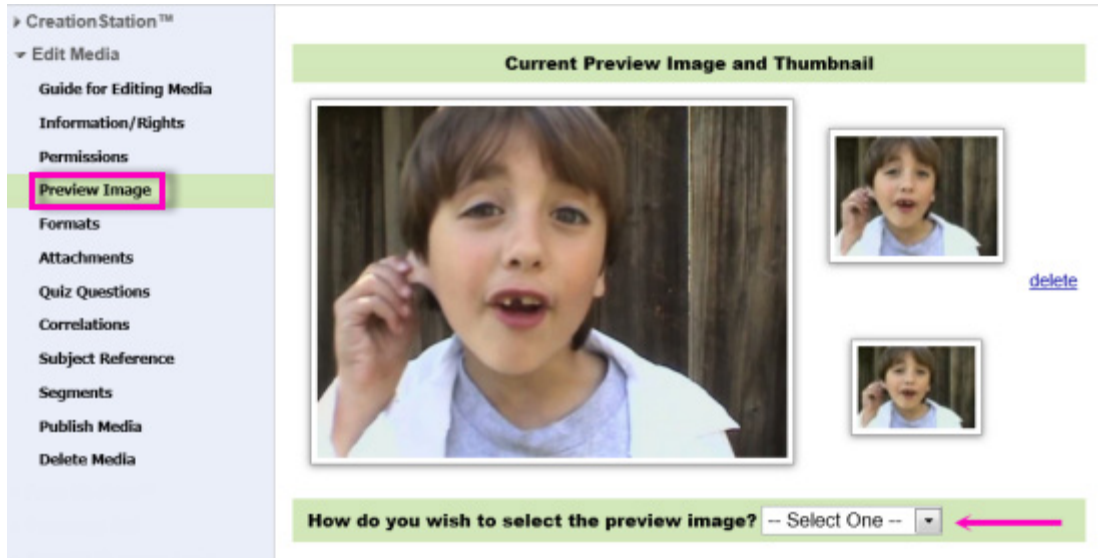
### Overview

Most CreationStation uploads will automatically generate a default preview image. You may also select a different image by uploading a preview image, scrubbing a video to select a preview image, choosing from random images (video files only), selecting a generic image or creating a title slate.

*Note: Only the owner and administrators may set the preview image for CreationStation media.*

### Select a Preview Image

To select a preview image for media uploaded with CreationStation, follow these steps:



1. Select 'Preview Image' from the 'Edit Media' secondary navigation menu.
2. On the Preview Image page, you will see the current preview image and thumbnails. To change the preview image, choose an option from the drop down menu. The steps for changing the preview image based on the various options are explained here:

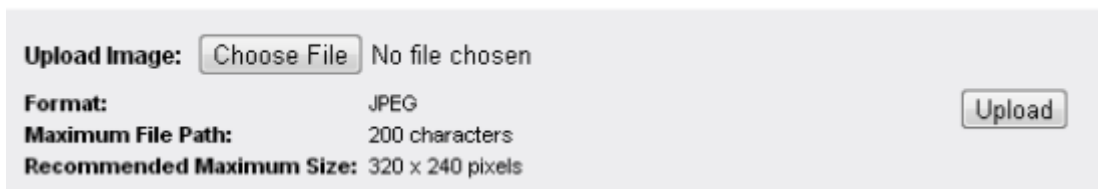
### Upload Image

To upload a specific image, choose this option in the drop down menu as described below:



**Select the Preview image you wish to use with this title.**

To upload an image, click "Browse...", double-click an image file on your machine or network, then click the "Upload" button.



- Click 'Choose File' to locate the desired preview image file on your local computer or network files. *Note: the file path cannot exceed 200 characters in length. The maximum size recommended for a preview image is 320 x 20 pixels.*
- After choosing the file, click 'Upload' and the image will appear as the current preview image and thumbnail.

### Scrub Video

To select a frame from a video choose this option in the drop down menu and select a preview image as described below:



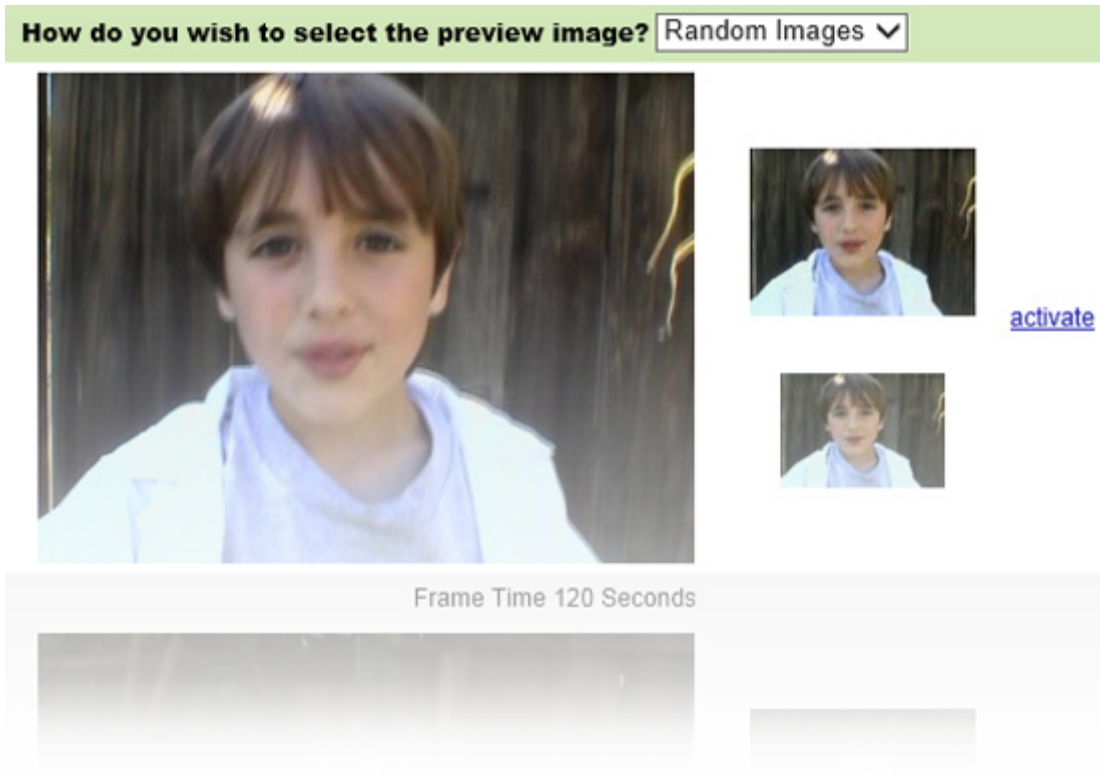
Scrub the video to find the correct image and pause it, then click the select button on the right.



- This option is available for videos only.
- Drag the scrub bar to the image in the video that you would like to set as the thumbnail.
- Pause video playback. Click 'Select' to assign the image at the specified time code as the preview image.

### Random Images

To select a preview image from a collection of random images captured from the video, choose this option in the drop down menu and select a preview image as described below:



- This option is available for videos only.
- Selecting 'Random Images' will present images from various frames in the video and display them in a list.
- Review the options, then click 'activate' for the image that you want to set as the preview image.

### Generic Images

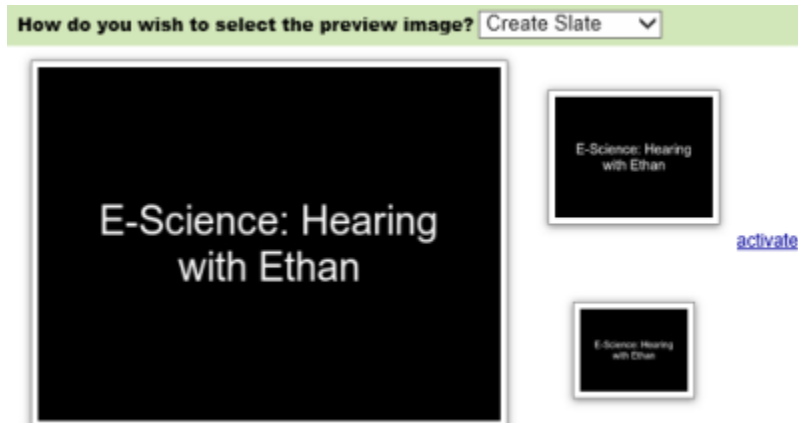
To select a preview image based on the media type, choose this option in the drop down menu and select a preview image as described below:



- Review the generic images that are available. These will vary based on the media.
- Click 'activate' for the generic image that you want to set as the preview image.

### Create Slate

To create a preview image containing the title text, choose this option in the drop down menu and click 'activate' to set this as the preview image:



### Regenerate Thumbnail

This option will restart the automatic generation of a preview image. This process may take several minutes. You will see the message "Your thumbnail request has been queued..." at the top of the page, indicating that the process has started.

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## Uploading Additional Formats for a CreationStation® Title

### Overview

CreationStation allows you to create and manage a common media asset that shares common metadata while supporting a variety of viewers / platforms, based on platform capabilities, system settings, and personal preferences.

If the Multi-Format Auto-Converter is licensed, CreationStation will automatically convert uploaded files of supported formats to the universally accessible MPEG-4 H.264 and Adobe® Acrobat PDF® formats. Users may also manually upload and associate alternate file formats, created outside of your SAFARI Montage system.

Video files may be converted to support playback in high, medium and low resolutions/bitrates to support viewing locally in school, at home and on mobile devices.

Interactive whiteboard and document files support the addition of multiple files including the addition of a PDF file type to ensure accessibility on mobile devices and client computers that lack the native software required to view the original format.

*Note: Only the owner and administrators may add additional formats for CreationStation media. Additional file formats are subject to administrative System Settings and your personal Preferences settings.*

### Uploading Additional File Formats

To upload additional file formats for media uploaded with CreationStation, follow these steps:

The screenshot shows the SAFARI MONTAGE interface for 'Eagle High School'. The user is logged in as 'Martin Jones'. The navigation menu on the left includes 'CreationStation™', 'Edit Media', 'Guide for Editing Media', 'Information/Rights', 'Permissions', 'Preview Image', 'Formats' (highlighted), 'Attachments', 'Quiz Questions', 'Correlations', 'Subject Reference', 'Segments', 'Publish Media', and 'Delete Media'. The main content area shows the title 'E-Science: Hearing with Ethan' and an 'Upload' button. Below the button is a table of associated media files for the title.


Associated Media File(s) for 'E-Science: Hearing with Ethan'		
(Uploaded File: E-Science Hearing.wmv)		DEL
320x240, 408 kbps (Uploaded File: E-Science Hearing.wmv)		DEL
640x480, 1.81 mbps (Uploaded File: E-Science Hearing.wmv)		DEL
640x480, 965 kbps (Uploaded File: E-Science Hearing.wmv)		DEL
640x480, 378 kbps (Uploaded File: E-Science Hearing.wmv)		DEL

1. Select 'Formats' from the 'Edit Media' secondary navigation menu.
2. On the 'Formats' page, you will be able to review associated media files.
3. To add an additional file format, click 'Upload' and select a CreationStation compatible file format of the same media title. Locate the file in the pop-up window and click 'Open' to begin the upload process. After a successful upload, you will see the file type listed in the 'Associated Media File(s)' list.

*Note: if your SAFARI Montage system is licensed with the Multi-Format Auto-Converter files will automatically be added to the auto-converter queue. When the conversion process is finished, the original upload and associated file types will be listed to support various needs in the classroom, at home and on mobile devices.*



### Deleting Additional File Formats

To delete a format for a CreationStation® title, click on the  icon in-line with the format you want to remove.

Please note, that if your CreationStation title only has one format, and you choose to delete this format, you will completely remove the media title from the system.

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## Uploading and Managing Attachments for CreationStation® Media

### Overview

You can also upload and associate additional, complementary resources, such as Teacher's Guides, Blackline Masters, Closed Captioning or any other attachment to uploaded CreationStation media. Web links may also be specified in place of an uploaded media file.

*Note: Only the owner or an administrator may upload attachments for CreationStation media.*

### Adding Attachments

To upload attachments to CreationStation media, follow these steps:

The screenshot shows the CreationStation interface. On the left is a navigation menu with 'Attachments' highlighted. The main content area is titled 'E-Science: Hearing with Ethan' and contains instructions for adding attachments. Below the instructions are four sections, each with a 'URL:' input field and an 'Add' button:


- Teacher's Guide:** You may select a file to upload by clicking "Add Teacher's Guide", and you will then be prompted to select a file. Or enter a URL below, then click "Add Teacher's Guide".
- Blackline Master:** You may select a file to upload by clicking "Add Blackline Master", and you will then be prompted to select a file. Or enter a URL below, then click "Add Blackline Master".
- Closed Captions:** You may select a file to upload by clicking "Add Closed Captions", and you will then be prompted to select a file. Or enter a URL below, then click "Add Closed Captions".
- Ancillary Attachment:** You may select a file to upload by clicking "Add Ancillary Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Ancillary Attachment".

1. Select 'Attachments' from the 'Edit Media' secondary navigation menu.
2. On the 'Attachments' page, you will be able to attach a file or enter URLs in any of the attachment categories. There is a limit of one attachment per category:
  - **Teacher's Guide** - any supplemental guides a teacher may use for instructional purposes.

- **Blackline Master** - traditionally a black and white document that can be copied and printed for use with students. This could be any teacher resource associated with a file such as a handout, investigation data sheet, instructions, etc.
  - **Closed Captioning** - A QTText or SAMI format closed-captioning file for video.
  - **Ancillary Attachment** - any additional file you wish to attach to the file.
3. Click 'Add' for the attachment type you wish to upload. In the window that pops-open, browse to locate the file on your local computer or network files. Or, copy and paste the complete URL beginning with 'http://' into the 'URL' box and click 'Add'.

### Viewing and/or Deleting Attachments

When an attachment has been added to an attachment category, you will see the following messaging:

<b>Teacher's Guide:</b>	An Teacher's Guide has already been uploaded.	<a href="#">Delete</a>	<a href="#">View</a>	
<b>Blackline Master:</b>	An Blackline Master has already been uploaded.	<a href="#">Delete</a>	<a href="#">View</a>	
<b>Closed Captions:</b>	An Closed Captions has already been uploaded.	<a href="#">Delete</a>	<a href="#">View</a>	

**Ancillary Attachment:**

You may select a file to upload by clicking "Add Ancillary Attachment", and you will then be prompted to select a file. Or enter a URL below, then click "Add Ancillary Attachment".

URL:

[Add Ancillary Attachment](#)

- To delete an attachment, click the 'Delete' link within the appropriate attachment type.
- To view an attachment, click the 'View' link within the appropriate attachment type.

### Accessing Attachments

Attached files will be listed in 'Supplemental Teacher's Documents' on the CreationStation digital resource title page:



TUTORIAL

Supplemental Teacher's Documents

- [Quiz](#)
- [Teacher's Guide](#)
- [Blackline Master](#)
- [Ancillary Attachment](#)

### E-Science: Hearing with Ethan

Media:  
Running Time: 2 min 18 sec  
Grades: K to 2  
Language Tracks: English, Spanish  
Uploaded By: [Naylor, Edward](#) on August 23, 2011  
Shared: School  
Viewable By: All Users

Student-created video for a 1st grade science project on the senses. Created by Ethan S.

Copyright 2007

Actions:

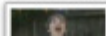


Chapters and Key Concepts

Chapter 1: Introduction to hearing and E-Science (49 sec)



Chapter 2: How the sections of the ear work (46 sec)



*Note: only user types of Teacher and above will be able to access Supplemental Teacher's Documents, as these are not accessible to Student or Parent user types.*

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## Creating and Editing a Quiz for CreationStation® Media

### Overview

You can supplement SAFARI Montage CreationStation resources with a quiz of up to 25 multiple choice questions. The quiz can then be accessed from the title page of the resource by user types of Teacher and above.

*Note: Only the owner or an administrator may create or modify quiz questions for CreationStation media.*

### Creating a Quiz

1. Select 'Quiz Questions' from the 'Edit Media' secondary navigation menu.

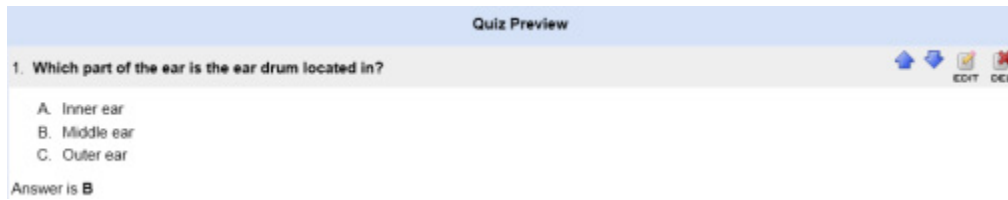
The screenshot shows the SAFARI Montage CreationStation interface. The top navigation bar includes 'DASHBOARD', 'SEARCH', 'SUBJECTS', 'STANDARDS', 'PLAYLISTS', 'MODULES', 'PREFERENCES', and 'HELP'. The user is logged in as Martin Jones. The active playlist is 'Life Cycle of a Plant'. The main content area is titled 'E-Science: Hearing with Ethan' and shows a 'New Question' form. The form includes a 'Question' text box with the text 'How many bones are in the human ear?', four 'Answer' text boxes (A: 8, B: 5, C: 3, D: None), and a 'Correct Answer' dropdown menu set to 'C'. A 'Save Question' button is located below the form. A 'Quiz Preview' section at the bottom shows the question and answer options as they will appear to the user.

2. To add a new quiz question:


- Type the question in the 'Question' text box
- Type answer options in the 'Answer <Letter>' text boxes. Answer options have a maximum of four and a minimum of two (allowing for the creation of true/false questions).
- Indicate the key in the 'Correct Answer' drop down menu
- Click 'Save Question' and the new question will be added to the 'Quiz Preview' area.
- Repeat the process to add more questions.

### Modifying a Quiz


You can reorder, edit and delete existing quiz questions in 'Quiz Preview'




### Reorder Quiz Questions:

 - use the up and down arrow icons to move a question up or down in the order.

### Edit a Quiz Question:

 - click on the edit icon to make changes to the question stem, answer options and key. When finished, click 'Save Question' to update the existing quiz question.

### Delete a Quiz Question:

 - click on the delete icon to remove an existing quiz question.

## Accessing a Quiz

The CreationStation created quiz will be listed in 'Supplemental Teacher's Documents' on the CreationStation digital resource title page:

*Note: only user types of Teacher and above will be able to access Supplemental Teacher's Documents, they are not accessible to Student or Parent user types.*

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## Correlating CreationStation® Media to Standards

### Overview

CreationStation digital resources can be correlated to educational standards, including Common Core State Standards and the Next Generation Science Standards. User types of Teacher and above will be able to access Standard Correlations in the 'Supplemental Teacher's Documents' on the resource title page.

*Note: Only the owner and administrators may add standard correlations for CreationStation media.*

### Adding Correlations

1. Select 'Correlations' from the 'Edit Media' secondary navigation menu.

The screenshot shows the Safari Montage interface for Eagle High School. The user is logged in as Martin Jones. The navigation menu includes Dashboard, Search, Subjects, Standards, Playlists, Modules, Preferences, and Help. The active playlist is 'Life Cycle of a Plant'. The current media item is 'E-Science: Hearing with Ethan'. The 'Edit Media' menu is open, and 'Correlations' is highlighted. The search form for Georgia standards is visible, with the following settings: State: Georgia, Document Type: All Documents, Standards Set: Performance Standards (GPS) for Science 2010, and Grade Range: Pre-K to Grade 2. A pink arrow points to the 'Search' button.

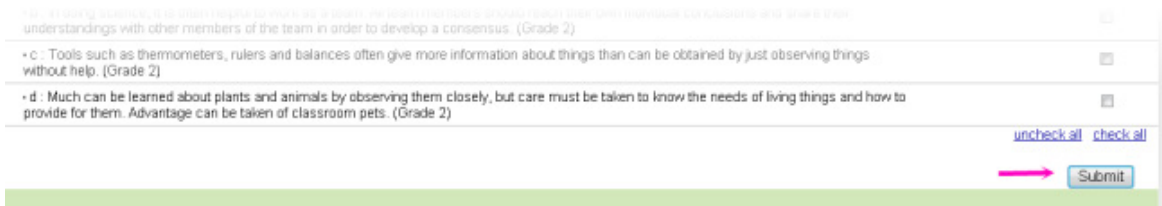
1. Select the document type, standards set and grade range from the drop down menus. Click 'Search' to view standards based on your selections.
2. Drill down to select and add one, or multiple, relevant standards supported by the CreationStation item.

The screenshot shows the search results for 31 Georgia standards for Science 2010. The breadcrumb trail is 'Standards Home >> Performance Standards (GPS) for Science 2010'. The list of standards includes:

- Co-Requisite - Characteristics of Science (Grade 2)
- ☑ S2CS1 : Habits of Mind: Students will be aware of the importance of curiosity, honesty, openness, and skepticism in science and will exhibit these traits in their own efforts to understand how the world works. (Grade 2)
- ☑ S2CS2 : Habits of Mind: Students will have the computation and estimation skills necessary for analyzing data and following scientific explanations. (Grade 2)
- ☑ S2CS3 : Habits of Mind: Students will use tools and instruments for observing, measuring, and manipulating objects in scientific activities. (Grade 2)
- ☑ S2CS4 : Habits of Mind: Students will use the ideas of system, model, change, and scale in exploring scientific and technological matters. (Grade 2)
- a : Identify the parts of things, such as toys or tools, and identify what things can do when put together that they could not do otherwise. (Grade 2)
- b : Use a model - such as a toy or a picture - to describe a feature of the primary thing. (Grade 2)
- c : Describe changes in the size, weight, color, or movement of things, and note which of their other qualities remain the same during a specific change. (Grade 2)
- d : Compare very different sizes, weights, ages (baby/adult), and speeds (fast/slow) of both human made and natural things. (Grade 2)

A pink arrow points to the selected checkbox for S2C54.

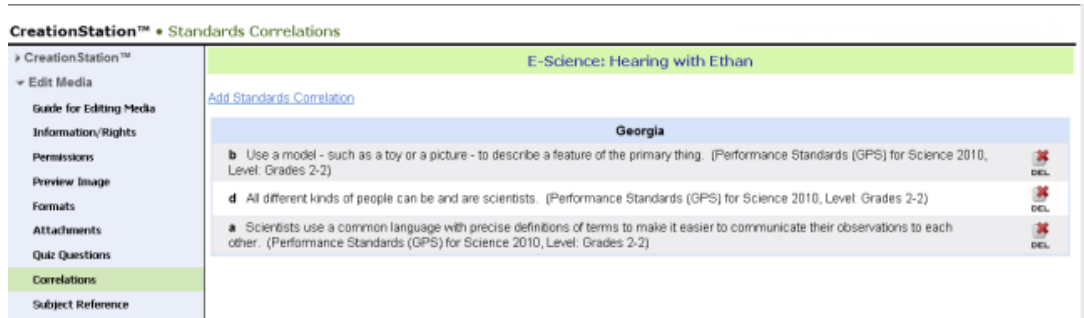




- - use the toggle icons to expand and collapse standards. You can also use the **'Collapse All | Expand All'** links at the top right of the page to expand or collapse all sub-standards.
- - check the box in-line with standards that align to the CreationStation item.
- **uncheck all / check all** - use these links at the bottom right to select or deselect all standards.
- - click this button to apply selected standards to the CreationStation item.
- **Correlations saved successfully.** - this message will appear along the top, center of the page to indicate that the selected standards were added to the CreationStation item.
- Use the breadcrumb trail links at the top left of the page to navigate back to a specific standard set or to the standards correlation home in order to add more correlations. Or, view the correlation summary as explained below.

### Viewing the Correlation Summary

Click the **"View Correlation Summary"** link at the top, center of the page where you added standards to the CreationStation item (see previous screenshot). This will navigate you to the Correlation Summary page where you can review all standards alignments for the CreationStation item.



- - click the delete icon to remove a standards from the correlation summary.
- **'Add Standards Correlation'** - click this link to continue adding standard correlations.



## Creating and Editing Subject References for CreationStation® Media


### Overview

You can attach subject chains to CreationStation items which will expand keyword search results. *Note: Only the owner and administrators may add subject references for CreationStation media.*

### Assigning a Subject Reference for a CreationStation® title

1. Select 'Subject Reference' from the 'Edit Media' secondary navigation menu.

The screenshot shows the Safari Montage CreationStation interface. The top navigation bar includes 'DASHBOARD', 'SEARCH', 'SUBJECTS', 'STANDARDS', 'PLAYLISTS', 'MODULES', 'PREFERENCES', and 'HELP'. The user is logged in as Martin Jones. The active playlist is 'Life Cycle of a Plant'. The main content area is titled 'E-Science: Hearing with Ethan'. A search bar at the top of the content area contains the letters '1234567890ABCDEFGHIJKLMNPOQRSTUVWXYZ'. Below the search bar, a list of subject chains is displayed, with 'Human Body' selected. A message states: 'There are 30 subject chains found containing Human Body.' Below this, a list of subject chains is shown, including 'Children's >> Science >> Human Body >> Body Organs & Systems', 'Children's >> Science >> Human Body >> Bones & Muscles', 'Children's >> Science >> Human Body >> Cells & Blood', 'Children's >> Science >> Human Body >> Life Cycle', 'Children's >> Science >> Human Body >> Nutrition & Health', 'Children's >> Science >> Human Body >> The Brain', and 'Children's >> Science >> Human Body >> The Senses'. A 'Subject Reference Chains' summary list is shown at the bottom, with a 'Remove all subject chains' link and delete icons for each chain.

2. Begin adding subject references by browsing headings alphabetically.
3. Click on a relevant heading to reveal related subject chains.
4. As you identify the most accurate subject chains, click on them to attach the subject references to the uploaded media. Attached subject references will be displayed in the 'Subject Reference Chains' summary at the bottom of the page.
5.  - to remove a subject reference that has been assigned to the CreationStation item, click on the delete icon in-line with the subject chain to be deleted in the 'Subject Reference Chains' summary list.

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## Creating and Editing Segments for CreationStation® Media

### Overview

SAFARI Montage CreationStation provides you the ability to easily segment your uploaded digital audio and video resources into individual chapters and key concepts. The segments that you create for your uploaded media will appear on your media's title page, just as they do for media from SAFARI Montage licensed content packages.

*Note: Only the owner and administrators may create and edit segments for CreationStation media.*

### Creating Segments for CreationStation Media

There are two types of segments: **Chapters** and **Key Concepts**. Start by creating a Chapter segment.

Select 'Segments' from the 'Edit Media' secondary navigation menu.

The screenshot displays the SAFARI Montage CreationStation interface. At the top, the header shows 'SAFARI MONTAGE' and 'Eagle High School' with a search bar. Below the header is a navigation menu with options: DASHBOARD, SEARCH, SUBJECTS, STANDARDS, PLAYLISTS, MODULES, PREFERENCES, and HELP. The 'Active Playlist' section shows 7 items, including 'Life Cycle of a Plant'. On the left, a secondary navigation menu is open, with 'Segments' highlighted under the 'Edit Media' section. The main content area features a video player showing a young boy smiling, with 'E-Science' text overlaid. Below the video player is a form for creating a segment. The form includes fields for 'Start Point' (00:00:00) and 'End Point' (00:00:49). The 'Segment Type' is set to 'Chapter', and the 'Associated Chapter' is '(n/a)'. The 'Description' field contains the text 'Introduction to hearing and E-Science'. Below the description, there is a 'Thumbnail' section with a small video frame and a 'Create Thumbnail' button. At the bottom of the form, there are buttons for 'New Segment', 'Save Segment', and 'Preview Segment'.

### Segmenting Chapters

1. As the video plays, click on the 'Start Point' and 'End Point' to define your Chapter segment.
2. Be sure the 'Segment Type' is set to 'Chapter.'
3. Type a description of the segment Chapter in the 'Description' text entry box. This description will appear on the media's title page.

4. As the video segment is playing, click on 'Create Thumbnail' to select an image from the video that will be the associated thumbnail.
5. Click on 'Preview Segment' to play the segment back as you have defined it. You can edit your start and end points until you are satisfied with the segment.
6. Click on 'Save Segment' to create a Chapter. The Chapter will appear at the bottom of the screen in the 'Chapters/Key Concepts' summary view.
7. Continue the process to create Chapters for the entire video.

### Key Concepts

After creating Chapters, create Key Concept subsections of the Chapters. The process is the same for creating Key Concepts as for creating Chapters, with the following differences:

Change the 'Segment Type' to Key Concept from the drop down menu.

Choose the 'Associated Chapter' to which the Key Concept relates by selecting a number from the drop down menu.

### Editing and Deleting Segments

Your segmented Chapters and Key Concepts for the CreationStation media will appear in the 'Chapters/Key Concepts' summary view beneath the segmenting tools area. From this view you can review your work, edit and delete segments:

- - click the edit icon to open a segment to adjust the start and end points, description and thumbnail. After making adjustments, click 'Save Segment' to save your changes.
- - click the delete icon to remove a segment from the Chapters and Key Concepts for the CreationStation media title.

*Note: Creating segments for CreationStation media is similar to bookmarking licensed packaged content for use in Playlists and/or Lessons. For information on bookmarking segments of licensed packaged content, refer to the [Bookmarking](#) Help topic in the SAFARI Montage User Guide.*



## Publishing CreationStation® Media

### Overview

If your SAFARI Montage system is part of a district Wide Area Network configuration (WAN), you have the option to publish your CreationStation items to the district. This will create a read-only copy of the digital resource for use by other users in the SAFARI Montage system. If the CreationStation item has been shared with your school, as explained in the Information & Rights Management Help topic, publishing will duplicate the item within your school's Learning Object Repository (LOR). It is recommended that you either share the item with your school or publish it to your district, but not both. Please refer to any existing school policies on sharing and publishing CreationStation items.

If you choose to publish your CreationStation item, it may be sent to an approval queue established by the district. It is suggested you do not publish items until the metadata has been completely added. You will not be able to edit the original content while the CreationStation is in the approval queue. *Note: Only the owner and administrators may publish CreationStation media.*

### Publishing CreationStation Media

1. Select 'Publish' from the 'Edit Media' secondary navigation menu. When you click on 'Publish' you will see this warning message:



2. Please read the warning message and if you agree with the guidelines, click 'Agree.'
3. Clicking 'Agree' may add the CreationStation item to the approval queue. If your district has an approval queue, you will not be able to edit the original content until approval is complete and any attempts to do so will be met with this message:



### Managing Permissions for Published CreationStation Media




As with any shared CreationStation items, access to the published CreationStation item can be managed by editing the item's permissions. Once the CreationStation item has been approved, edit permissions. Refer to the [Permissions](#) Help topic for directions on how to manage permissions.

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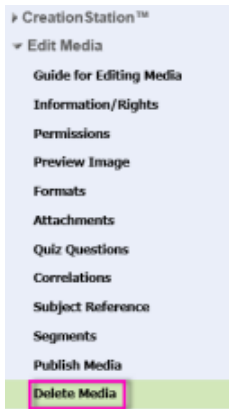
## Deleting CreationStation® Media

*Note: Only the owner and administrators may delete CreationStation media.*

1. Select 'Delete' from the 'Edit Media' secondary navigation menu. You can also delete a CreationStation item from its title page by clicking on the  icon.

DEL

2. When you click on 'Publish' you will see this warning message:



*Note: exercise caution in deleting CreationStation items as they will be removed from all Playlists and/or Lessons to which they have been added, either by you or by other users if the item was shared with your school or published to the district.*

3. If you are sure you want to delete the CreationStation item, click 'Remove' and it will be deleted from your SAFARI Montage system.

## Searching CreationStation®

Once CreationStation media has been added to the Learning Object Repository (LOR), you can locate it by searching the LOR in the following ways:

1. Click **SEARCH** in the SAFARI Montage Main Navigation Menu.
2. Limit a keyword search to CreationStation options by selecting 'CreationStation' or 'CreationStation - My Uploads' in the Publisher drop-down menu. All of your CreationStation uploads will be displayed in the 'My Uploads' search results tab.
3. Use the CreationStation advanced search options in the area shaded green and labeled 'CreationStation' to further narrow results.

The screenshot displays the SAFARI Montage search interface. At the top, the navigation bar includes 'SEARCH' and 'My Uploads'. The search results page shows a list of videos with details like 'E-Science: Hearing with Ethan' and 'E-Science: Smelling with Ethan'. A green shaded area on the left contains advanced search filters for CreationStation, including 'Shared', 'Uploaded By', 'Date Added', 'School News', 'VIEWPath Alerts', and 'Portal Links'. A pink arrow points to the 'Publisher' dropdown menu set to 'CreationStation - My Uploads'.

These same search filters can be used to search CreationStation digital resources that are available based on the permissions of the resource and your user type. For more information on searching, see the Search Help page of the SAFARI Montage User Guide.




## CreationStation® Media Title Page

The title page for CreationStation uploaded media is similar to that of a digital resource from a licensed content package; refer to the Resource Title Page Help topic from the SAFARI Montage User Guide for more information.

However, when viewing a title page for CreationStation media that you have uploaded, there will be additional action icons, as explained here:




### General Use Action Icons for CreationStation Media\*

- Title summary information including the: name, closed captioning (if added as an attachment), media type, running time, grade levels, multilingual language tracks (if added), the name of the user who uploaded the title, access rights to the title, permissions information, and the descriptive information you added.
- - Click the 'Play' icon to play the resource.
- / / / / **etc.** - For interactive whiteboard and document file types, an 'Open' icon will appear in place of the 'Play' icon. If multiple file formats have been included, you will have multiple format options to choose from when opening.
- - The 'Add to Playlist' icon appears in several places allowing you to add the entire title, chapters and/or key concepts to an active Playlist. Refer to the Playlists Help page of the SAFARI Montage User Guide for more information.
- - The 'Add to DCP' icon appears in several places allowing you to add the entire title, chapters and/or key concepts to an active Lesson for users with Digital Curriculum Presenter.

-  - The 'Download' icon appears when the ability to download the file is set in the rights management for the specific title. Refer to the Information & Rights Management Help page of the SAFARI Montage User Guide for more information.
-  - A 'Permanent Link' can be accessed by clicking on the Perm-Links icon for the title. Refer to the Permanent Links Help page of the SAFARI Montage User Guide for more information.
-  - You can use the expand and collapse icons to toggle the chapters and key concept to open and close for video and audio resources. These will display the descriptive information and thumbnails set when segmenting the media.
- Supplemental Teacher's Documents** - if these were added during the [Uploading Attachments](#) metadata step, they will be available below the SAFARI Montage Media Player. Supplemental teacher documents include:
  - Standards Correlations - if the CreationStation resource was aligned to your state standards a link will appear.
  - Quiz - if a Quiz was added to the CreationStation resource, it will be listed here.
  - Attachments - if a Teacher's Guide, Blackline Master and/or Ancillary Attachment were added to the CreationStation resource they will be listed here.

### Editing Action Icons for CreationStation Media

If you are viewing a CreationStation title that you have uploaded to the LOR, or if you have administrative privileges that allow you to edit CreationStation media, you will see the following action icons:

-  - the 'Edit' action icon will open the [Guide for Editing Media](#) and allows you to add or edit metadata for the CreationStation digital resource.
-  - the 'Delete' action icon will allow you to delete the CreationStation digital resource from the system. Exercise caution in deleting media that may be used in Playlists and/or Lessons by you or others if the digital resource was shared. Refer to the [Deleting CreationStation Media](#) Help page for more information.
-  - the 'Permission' action icon will appear if the CreationStation digital resource was shared to the school or published to the district. Clicking on this icon will open the Edit Media > Permissions page and allows for the management of permissions. Refer to the [Managing Permissions for CreationStation Media](#) Help page for more information.

*\*Note: Only the owner and administrators will be able to access the editing features for CreationStation media. Additional administrative features will be explained as they relate to topics in the Administrator's Guide.*

## My Locker for Students

### CreationStation®: My Locker for Students

#### Overview

My Locker introduces the Student with Upload user type and the ability for students to upload content with SAFARI Montage CreationStation®. If you are a user type of Student with Upload, you will be able to upload items directly to My Locker. Uploaded items are automatically saved to the My Locker folder. You can create a folder system to organize and manage My Locker items as explained in [Managing My Locker](#) Help.

*Note: While My Locker items are private to you, they can still be viewed by System Administrators who have system-wide access. You can choose to submit My Locker items as part of an Assignment at which point the teacher receiving the Assignment will also be able to view the My Locker items sent through the Assignment submission.*

#### Accessing My Locker

Click on the My Locker icon in the Quick Link Panel to access My Locker.

You will be navigated to your My Locker page:



#### Supported File Types

CreationStation supports over 50 of the most common file types. [Click here](#) to view a list of supported file types. Upload any CreationStation supported file type to My Locker.

## Adding Items to My Locker

### Overview

Items can be added to My Locker from a computer or from an iOS mobile device. This page explains the following topics; click the link to jump to the topic:

[Uploading Media to My Locker](#) | [Uploading Web Links to My Locker](#) | [Uploading to My Locker from an iOS Mobile Device](#)

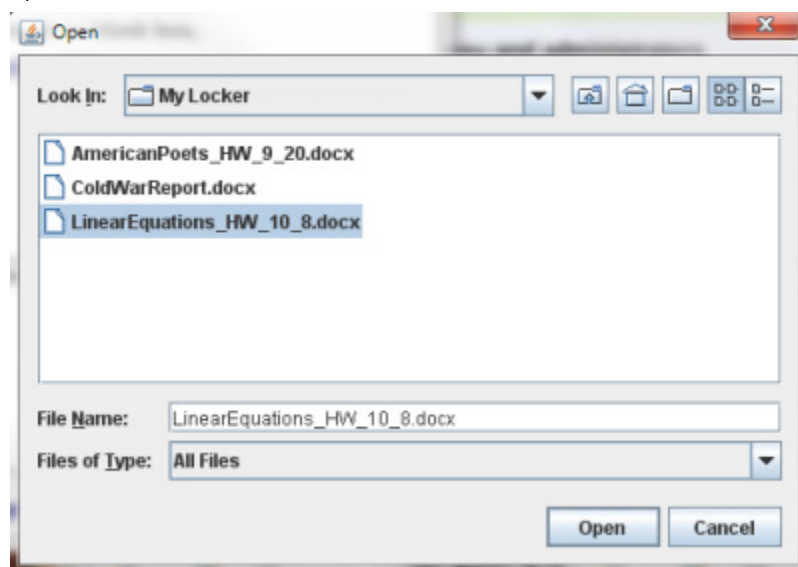
### Uploading Media to My Locker

You can upload any [supported CreationStation® file type](#) to My Locker.

1. Select 'Local File' in the 'Upload' dropdown.



2. The 'Open' window will pop up. Use this window to navigate to the item intended for upload on your local computer or network files. After you have selected the file, click the 'Open' button to start the upload process.



3. After the file is successfully uploaded and scanned for viruses, the 'Add Title and Description' window will open. Enter accurate information for the file that was uploaded and click 'Save.'

**Add Title and Description**

**Title:**

**Description:**

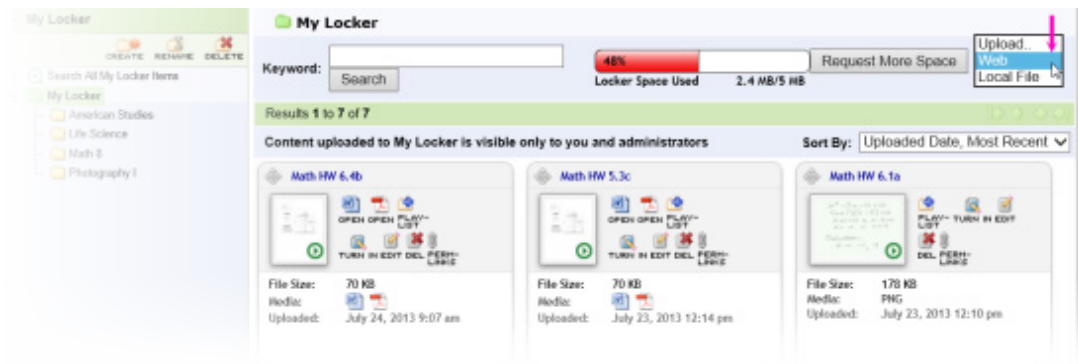
Max. Description Length: 1,000 characters

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### Uploading Web Links to My Locker

You can upload web links to My Locker by following this process:

1. Select 'Web' in the 'Upload' dropdown.



2. The 'Add Weblink' window will pop open. Enter the following information:



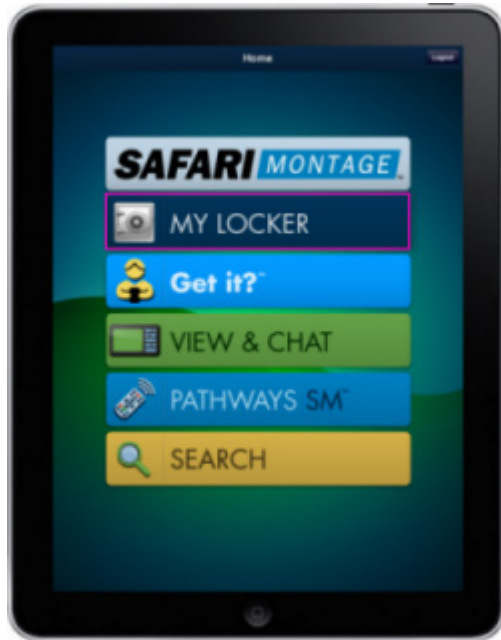
- **Title** - enter an accurate title for the web link.
  - **Media** - select the type of media for the web link. This will determine where the web link will appear in the Search result tabs within a SAFARI Montage system search.
  - **URL** - enter a complete URL, beginning with http://. The 'Browse URL' opens a new window that allows you to browse to a web link, then copy and paste the URL and return to the 'Add Weblink' window to enter it.
  - **Description** - write a detailed description about the web link using key terms and including information about the copyright.
3. Click 'Save' and the web link will be added to My Locker.

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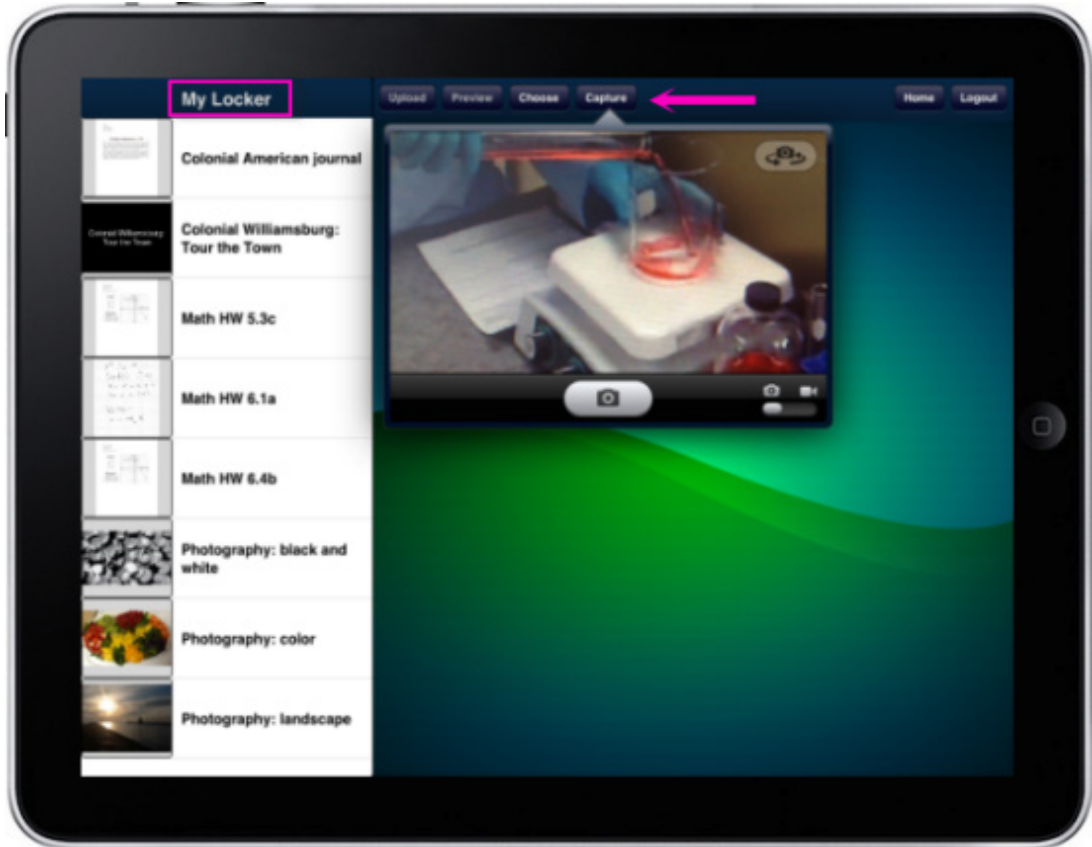
### Uploading to My Locker Using the iOS App on Your Mobile Device

You can use the SAFARI Montage app for iOS devices to capture images or videos on your mobile device and instantly upload them to My Locker.

1. Open the SAFARI Montage app and tap on the 'My Locker' button.



2. In 'My Locker' on the app, your My Locker items will display on the left. You can tap on any My Locker item to preview it.
3. Use the buttons along the top to capture and upload items to My Locker from your mobile device as follows:
  - **Capture** - tap 'Capture' to take a video or image.
    - Swipe between the camera and video camera in the bottom right of the capture area.
    - Tap the camera orientation button on the top right to toggle between front and back cameras.
    - Tap the camera button on the bottom center of the capture area to take a photo or begin a video recording.
  - **Choose** - tap 'Choose' to select a video or image file that already exists on your mobile device.
  - **Preview** - tap 'Preview' to review the video or image before you upload.
  - **Upload** - tap 'Upload' to begin the upload process for the selected item. After a successful upload, the item will appear in the My Locker list.



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## Managing My Locker

### Overview

Items that are added to My Locker can be managed in several ways. This page explains the following topics; click the link to jump to the topic:

[Storage Limits](#) | [Organizing My Locker Items](#) | [Searching My Locker Items](#) | [My Locker Item Actions](#)

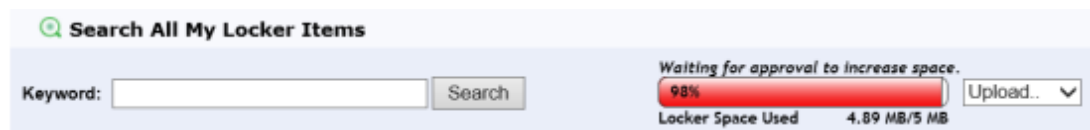
### My Locker Storage Limits

Each user's My Locker has a storage limit that is managed by the System Administrator. The current amount of storage in use is indicated by the **Locker Space Used** bar. If you no longer need a My Locker item, click on the  icon to remove it and increase available storage.

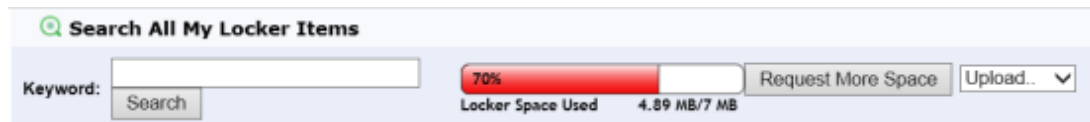
1. If My Locker is full or nearly full, click the 'Request More Space' button.



2. You will see a message appear that indicates you have requested more space and are waiting for the System Administrator's approval of your storage increase request.



3. When the request has been approved, you will see the pending approval message disappear and your available storage limit will be updated.






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## Organizing My Locker

Create folders to organize My Locker items. Consider organizing My Locker folders by course, project or topic.



1. Folders can be created, renamed and deleted by using the folder tools:

-  **CREATE** - Create a new folder.
-  **RENAME** - Rename an existing folder.
-  **DELETE** - Delete an existing folder.

2. You can easily drag and drop My Locker items into folders.

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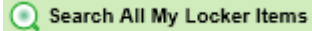
## Searching My Locker

There are two ways to search for My Locker items: within My Locker and in a system wide search.

### Searching Within My Locker

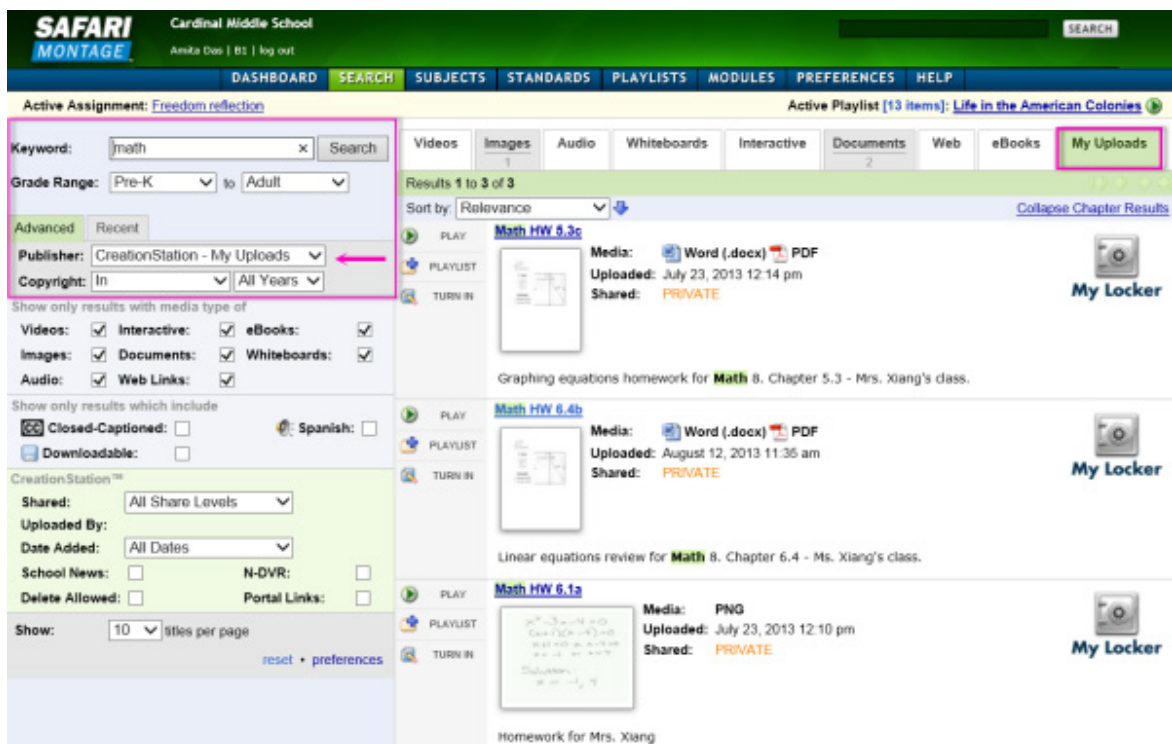
Use the 'Keyword' search field to search files within My Locker. There are several ways to refine a keyword search of My Locker:



- Use the 'Sort By' dropdown options to change how My Locker items are displayed. Items can be displayed chronologically by upload date or alphabetically by title in ascending or descending order.
- Conducting a keyword search by folder by selecting the desired folder, entering a keyword and clicking 'Search.'
- Conduct a keyword search of all My Locker items by selecting , then enter a keyword and click 'Search.'
- After performing a search, click 'Reset search' to start a new keyword search.

## Searching SAFARI Montage

My Locker items can also be located within a SAFARI Montage search. Only the user who uploaded the files to My Locker and System Administrators will be able to access My Locker items in a system search.











To search specifically for My Locker items:

1. Select the 'CreationStation - My Uploads' option in the 'Publisher' advanced search filter drop down menu.
2. Enter a term in the 'Keyword' search field and click 'Search.'
3. All My Locker items will be found on the 'My Uploads' search results tab and will also be presented by media type on individual tabs.

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## Using My Locker Items

Clicking the title of any My Locker item will open the item's title page. From there you will see the full list of possible actions for the item. These are the possible actions for My Locker items:

-  - items that can be played, such as web links and videos, will have the 'Play' icon which will begin playback of the item.
-  - items that can be opened, such as documents and pdfs, will have the 'Open' icon with an image that corresponds to the file type (the specific file formats associated with the item will be displayed). If the My Locker item has additional file formats, such as a PDF, generated via the Auto-Converter for mobile accessibility, it will be displayed. Click on the icon corresponding icon of the file type you want to open.
-  - My Locker items can be added to a Playlist. *Note: My Locker items are private and will not be viewable in a shared Playlist.*
-  - Students may add a My Locker item to an active Assignment by clicking on this icon. When added, this icon will change to  indicating that it was added to the active assignment. *Note: My Locker items added to Assignments and submitted to a teacher will be viewable by the teacher. Otherwise, the item remains private.*
-  - clicking on this icon will allow you to edit the metadata of the item.
-  - clicking on this icon will allow you to delete the My Locker item.
-  - clicking on this icon will open the permanent link\* for the My Locker item which is supplied primarily for use in other applications in order to provide a means of accessing resources or defined segments with a single click.

*Note: most of these action icons are also available from the main My Locker view. Refer to the CreationStation Help page: [CreationStation Media Title Page](#) for further information regarding the function of action icons.*

*\* Permanent links are designed to be as permanent as possible for the foreseeable future, but the SAFARI Montage software and related technologies are always being improved. SAFARI Montage does not guarantee that permanent links will remain permanent indefinitely.*

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