

CCC! Core Curriculum Content

STREAMING MEDIA



Quick Start Guide

2011-2012

Internet Only Edition

Quick Start Guide for INTERNET ONLY USERS

CCC! Core Curriculum Content delivers outstanding multimedia content directly to your classroom. No special skills are needed to use CCC! If you've ever used a computer, surfed the Internet or operated a DVD player, you already have the skills you need to search, select and play CCC! programming.

Logging On to CCC!

On the CCC! **Log-In Screen**:

See your System Administrator for your unique user name and password.

- Enter your user name in the **Username** field.
- Enter your personal password in the **Password** field.
- Click the **LOGIN** button or press the **ENTER** key. The **Program Search** screen will display.

Welcome to CCC! Core Curriculum
 User Name
 Password

[Forgot Password?](#)
 CCC! Video On Demand

Searching for Multimedia Content

In the column on the left of the Home screen.

- **Search by Subject:** Use drop-down menus to search for CCC! content by Curriculum, Subject, Grade Range, Keywords or any combination of those options.
- **Search by Standard:** Use the drop-down menu to search for state or Canadian Provincial standards aligned with CCC! content. Click the link next to the standard you select to display CCC! content that correlates to the standard.

Selecting Multimedia Content

- **Reviewing Search Results:** CCC! content that meets your search criteria are listed on the **Search Results** screen.
- **Selecting Your Program:** Click on the **title** or **icon** to select the multimedia content you wish to play. The CCC! **Media Player** screen will display.

Playing Multimedia Content

- **To play an entire presentation:** Click the Play [▶] button to start the program. It will play from the beginning in the player window.
- **To play an individual Teaching Segment:** Click the Play [▶] button next to the segment title in the Teaching Segments list. The segment will play in the player window.
- **To play content on a full screen:** Click the Fullscreen button [⌘] to expand the player window to fill the entire screen.

Creating Hyperlinks to Multimedia Content

- To create a hyperlink to an entire program: Click Citations and Links and a window will pop up with a list of urls. The first url at the top of the window is the url for the entire program. Highlight and copy this url and paste into a presentation or document.
- To create a hyperlink to a segment of a program: Click Citations and Links and choose one of the urls listed by segment title. Highlight and copy this url and paste into a presentation or document.

CHAPTER 3 - Customizing Content

The Digital Director feature of CCC! allows you to customize content to meet the unique needs of your classroom and curriculum. With Digital Director, you can enhance the flexibility of your system by creating your own teaching segments. You can also link together segments or entire programs to create customized presentations. Digital Director gives you "creative control" over CCC! and the content it provides!

Digital Director offers four primary features that let you customize content. They are:

- bookmarks
- playlists
- media management
- bookmark and playlist urls

Bookmarks

A **bookmark** is a user-defined segment or clip of a CCC! program. The Bookmarks feature on CCC! allows you to choose your own start and end points for segments within a content file. This allows you to tailor any title to fit the specific needs of your curriculum.

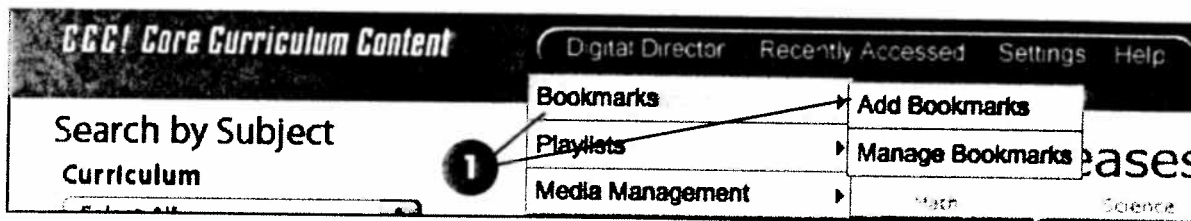
Bookmarks are especially helpful when you want to:

- present a portion of an existing teaching segment, or
- create a customized segment that starts and stops at points you select.

Creating and Using Bookmarks

To create a bookmark, first search for a program. When the program is launched in the player window:

1. Click the **Digital Director** button on the red menu bar. A drop-down menu displays. Select **Bookmarks**. When the second menu displays, click **Add Bookmarks**.



2. A blue **Add Bookmark** box appears below the player window. Here, you will title your bookmark, and enter an identifying name for your bookmark in the **Name** field. In our example, it is "G5_Adaptive Anatomy Unit_Lizard."

2

Add Bookmark

Name
G5_Adaptive Anatomy Unit_Lizard

Start Time End Time
00:02:50 [Clock Icon] [Clock Icon]

Click clock to set time of current scene displayed

SAVE

3. Click the **Play** button [▶] to view the program. When the presentation reaches the point where you want the bookmark to begin, click the Pause button. (Note: To locate your start point more quickly, drag the slider button at the bottom of the player window to the right or left. Scan the video display to find your desired start point.)

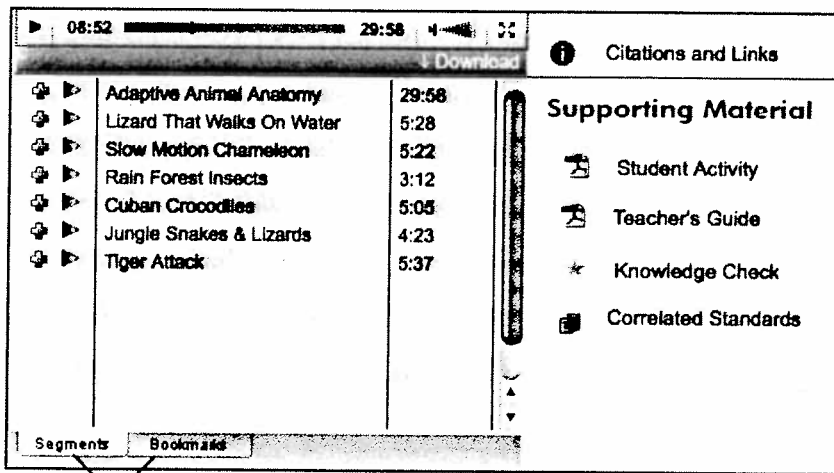
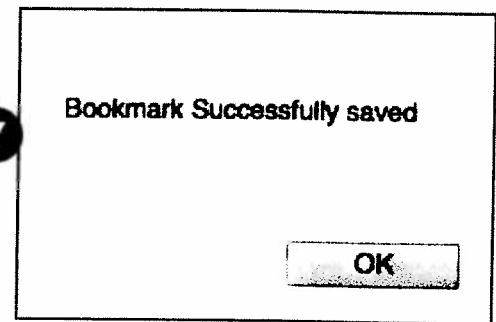
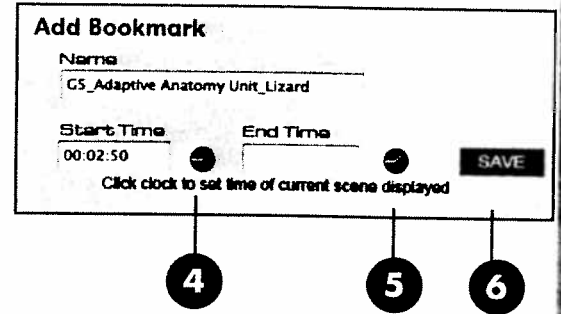
4. Click the clock icon [🕒] to the right of the **Start Time** box. The selected start time automatically displays as a numeric entry in the box.

Click **Play** [▶] again to continue viewing the program to locate the point where you want the bookmark to end (or scan using the slider button).

5. Click the clock icon [🕒] next to the **End Time** box. The selected end time displays as a numeric entry in the box.

6. Click **SAVE**.

7. A popup window displays notifying you that your bookmark was successfully saved.



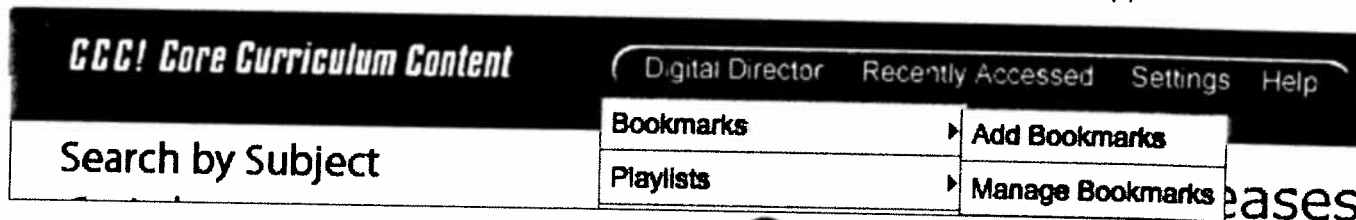
8. Click on the Bookmarks tab that appears beneath the list of teaching segments to display a list of the bookmarks you created for that given program.

In order to toggle back to the list of teaching segments for the current program click the Segments tab.

Managing Bookmarks

The Manage Bookmarks function of Digital Director lets you easily play, edit, or delete any of the bookmarks you create. To access this feature:

1. Click **Digital Director** on the red menu bar. Select **Bookmarks** from the menu, and then Manage Bookmarks from the sub-menu. The **Manage Bookmarks** screen appears.



2. The **Manage Bookmarks** screen lists all the bookmarks you have created. It includes:

- The name of each bookmark,
- The start and end times for each bookmark, and
- The creation date for each bookmark.

Manage Bookmarks

The screenshot shows the 'Manage Bookmarks' screen. At the top, there are three icons: a play button, a delete button, and a save button. Below these icons is a table with the following columns: 'Bookmark Name', 'Start Time', 'End Time', and 'Created On'. The table contains several entries, each with a play icon to its left. A red circle with the number '2' is placed above the table, and a red circle with the number '3' is placed to the left of the table.

Bookmark Name	Start Time	End Time	Created On
Avalanche Definition_English	00:03:26	00:04:30	2011-08-24
Avalanche_Definition_French	00:03:27	00:04:30	2011-08-24
Basalisk Lizard_Teach Bookmarks	00:02:15	00:05:10	2011-08-24
Fried Ice_Matter Lesson Plan	00:04:23	00:05:51	2011-05-27
G5_Adaptive Anatomy Unit_Lizard	00:02:50	00:08:26	2011-09-13
How do hurricanes form?	00:09:50	00:11:01	2011-08-24
How do tornados form?	00:01:27	00:04:30	2011-08-24

3. Three icons are displayed above the Bookmark list. These icons are used to play, delete, or save bookmarks.

- To **Play** a Bookmark:

First highlight the bookmark by clicking the list entry. The title will be highlighted in blue.

Then, click the Play Icon [▶] above the list. The bookmark will be loaded on the Media Player screen, ready to play.

- To **Delete** a Bookmark:

Highlight the title of the bookmark to be deleted. Click the Delete Icon [✖]. The bookmark is deleted from the system.

- To **Save** a Bookmark after editing:

To edit a bookmark entry and save your changes, first highlight a bookmark entry. Double click on the entry to be changed and overstrike it with the updated information. When your edits are complete, click the Save icon [💾]. The bookmark is then updated in the system. This feature can be used to change a bookmark name or to modify the start or end times for the bookmark.

Playlists: A way to customize your own video presentations

A **Playlist** is a customized presentation that links together teaching segments from various programs or combines entire programs from the thousands of titles in the CCCI library.

The CCCI playlist feature offers you wide-ranging flexibility to choose different parts of video programs and weave them together into your own personalized presentation. In essence, you can be the producer and director of your own video presentation. You decide the number, length, and sequence of the clips to show your students as you create your own unique program.

This feature is particularly useful for cross-curriculum programs that link teaching segments from one discipline to segments from another discipline. For example: A segment from a U.S. History program may be used to enhance a presentation for an American Literature class.

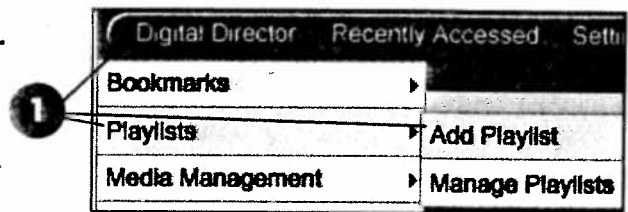
Creating and Using Playlists

The playlist feature is accessed from the CCCI Media Player screen. First, use the Search Function to find a program that fits your curriculum. When your selection is launched in the player window, review the teaching segments in the program to find those that best fit your goals.

Create your playlist in one of two ways: (1) you can click the **Digital Director** button on the menu bar and select Playlists, or (2) you can use the "shortcut," to create or add to a playlist by clicking on the Plus Sign **[+]** next to the desired segment in the teaching segments list.

1. Create a Playlist through Digital Director

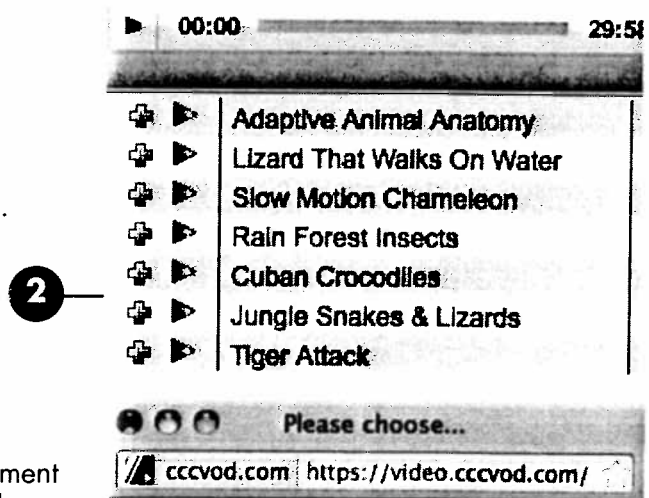
Click **Digital Director** button. When the drop-down menu displays, select **Playlists**. When a second menu displays, click **Add Playlist**.



Or

2. Create a Playlist with [+] shortcut

Click the Plus Sign **[+]** next to a desired program segment in the teaching segments list of a program.



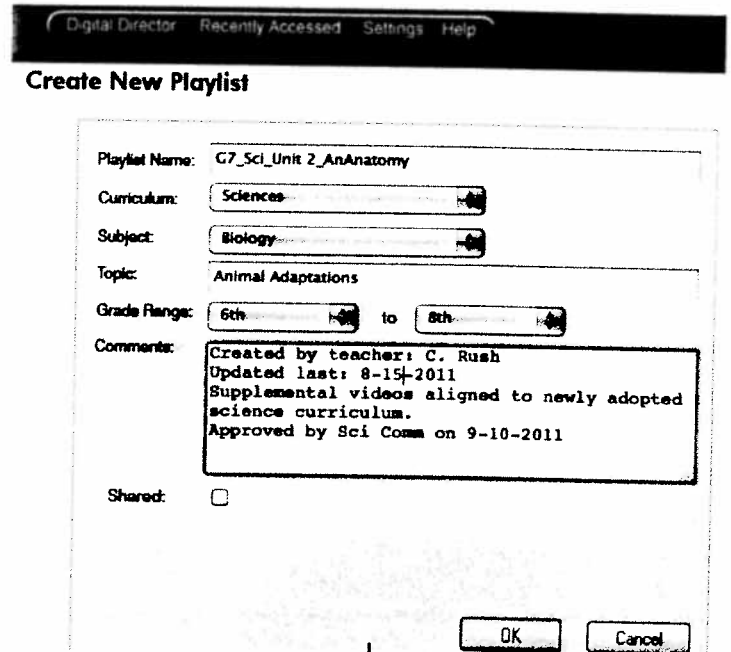
Whether you use method 1 or 2, after the teaching segment is selected, a blue popup window appears displaying the prompt, "Playlist" Click **Create**.



2. The **Create New Playlist** screen appears. Here, you can enter the basic information that will create internal CCC! records about your playlist.

Note: The first five fields on this screen—**Playlist Name** through **Grade Range**—MUST be filled out completely for the playlist to function properly.

- Enter a descriptive name for your playlist in the **Playlist Name** field.
- Select the appropriate academic discipline from the drop-down menu in the **Curriculum** field.
- Select the appropriate subject within the curriculum from the drop-down menu in the **Subject** field.
- Enter a brief topic description—essentially, a descriptive title for your playlist—in the **Topic** field.
- Define the **Grade Range** for your playlist. Select the lowest and highest grade levels by clicking on the appropriate drop-down menus [▼].
- Enter a synopsis of the playlist in the **Comments** box. These comments will appear on the Media Player screen next to the player window whenever your customized program is played.



2

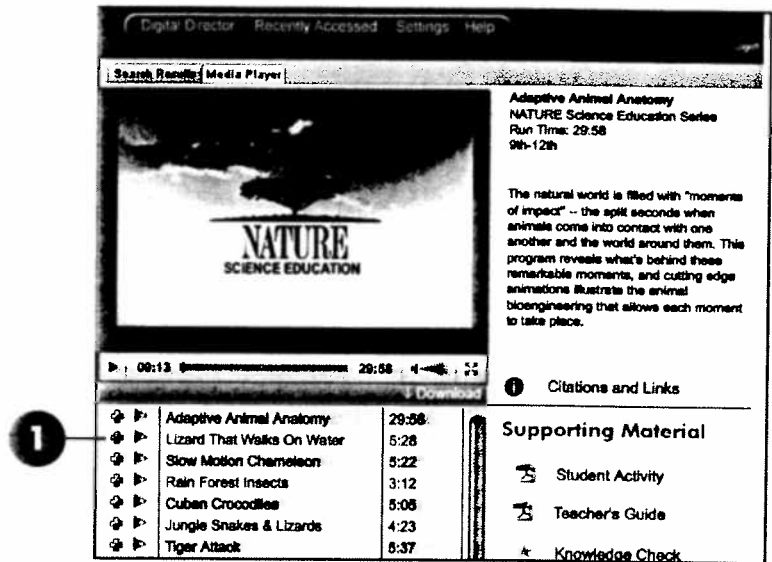
Note: Completing the Comments field is not required for the playlist to function properly. You may wish to enter your comments when you finish adding Teaching Segments to your playlist so you know exactly what your synopsis should include. See "Managing Playlists" for more information.

- Click the **Shared** box to give other system users within your domain—students, other teachers, etc.—access to your playlist. If you do not check this box, you will be the only user who can access and use your playlist.

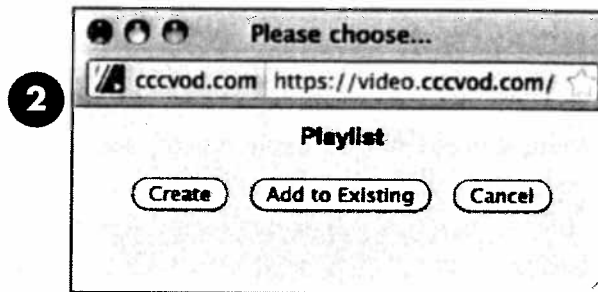
Add a Program or Teaching Segment to an Existing Playlist:

CCC! lets you add a program or teaching segment to an existing playlist quickly and easily. Start by identifying the program or teaching segment you wish to add to your playlist. Then:

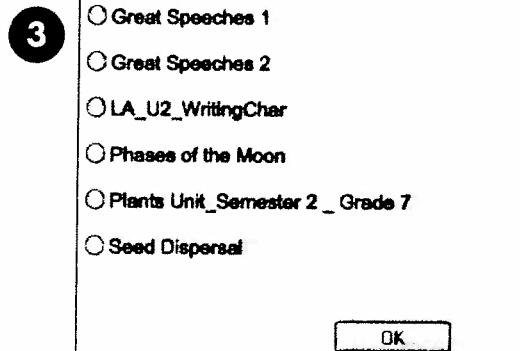
1. Click the **Plus Sign [+]** next to the program title or segment name in the Segments list of a program.



2. A popup window appears displaying the prompt, "Playlist". Because you are adding to an existing playlist and not creating a new one, click **Add to Existing**.



3. A popup window listing your playlists appears, click the circle button [O] next to the appropriate playlist title. Click **OK**.



Your new program or teaching segment is added to your playlist.

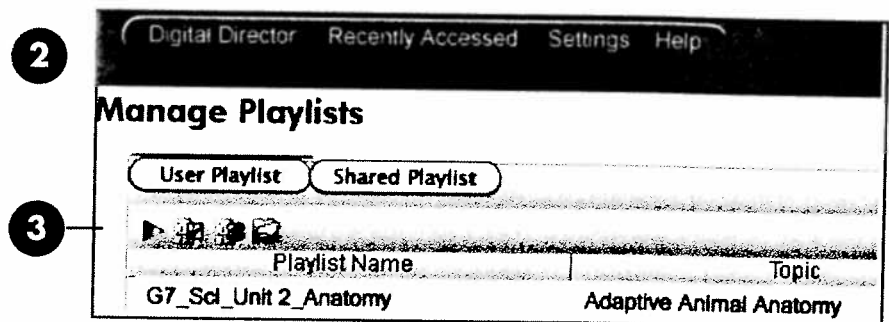
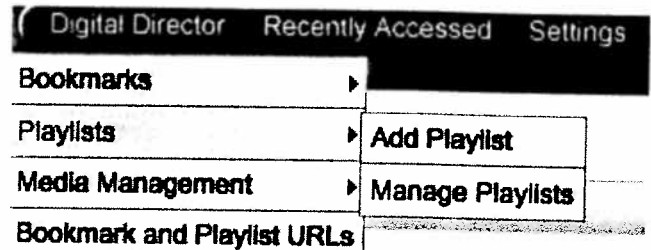
4. Repeat these steps to add more programs or segments to your playlist.

Managing Playlists

Use the Manage Playlists function to play, edit (playlist content or access rights for users), or delete the customized the playlists you create. To access this feature:

1. Click Digital Director on the red menu bar. Select Playlists from the menu and then Manage Playlists from the sub-menu. The Manage Playlists screen appears.

Two tabs near the top of this screen allow you to quickly navigate between two groups of playlists. Click the User Playlist tab to display your personal playlists. Click the Shared Playlist tab to display all shared playlists created by you and other users on your system.



2. The Manage Playlists screen includes the following information:
 - Playlist Name - the name you assigned to each playlist, and
 - Topic - a brief description of the playlist content.
3. Four icons appear above the list. These icons are used to play, edit, delete, or change the "shared" status of a playlist.
 - To **Play** a Playlist: Highlight the playlist name by clicking the title. Then, click the Play Icon [▶]. The playlist will be loaded onto the Media Player screen, ready to play.
 - To **Delete** a Playlist: Highlight the title of the playlist to be deleted. Click the Delete Icon [✖]. The playlist is deleted from the system.
 - To **Edit** a Playlist: Highlight the playlist to be edited. Click the Edit Icon [✎]. The Edit Playlist screen appears. Editing a Playlist is explained in detail on page 23.
 - To **Share** a Playlist: Highlight the Playlist to be shared. Click on the Share Icon [🔗]. The selected playlist is now viewable by other members of your domain. Other users cannot edit or change your Playlist, they can only Play or view it.

Editing a Playlist

To edit a Playlist, select Digital Director from the red menu bar. Select Playlists, then Manage Playlists. Highlight the Playlist to be edited. Click the edit icon. The Edit Playlist screen appears. Two tabs—General and Media Elements—appear near the top of this screen.

General: Select this tab to edit the information you entered when you first created the playlist.

Here you can modify entries for Playlist Name, Curriculum, Subject, Topic, and Grade Range. In the Comments field, you can change any existing entries or add new comments.

Note: Because you may not wish to fill in the “Comments” section until you finish creating a playlist, the Edit Playlist feature makes it easy to add this information at a later time.

Digital Director Recently Accessed Settings Help

Edit Playlist

General Media Elements

Playlist Name: G7_Sci_Unit 2_Anatomy

Curriculum: Sciences

Subject: Biology

Topic: Adaptive Animal Anatomy

Grade Range: 6th 8th

Comments: Created by teacher: C. Rush
Updated last: 9-30-2011
Supplemental videos aligned to newly adopted science curriculum.
Change Approved by Sci Comm on 10-10-2011

Shared:

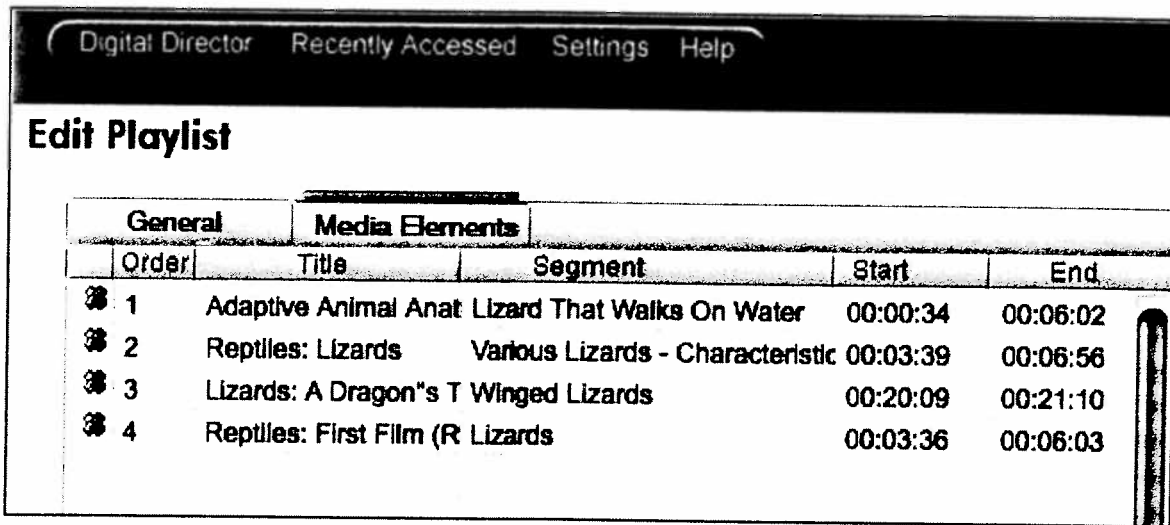
OK Cancel

Media Elements: Select this tab to change the start or end times of a playlist segments or delete a segment from the playlist.

To change the start or end time of a segment, double-click on the appropriate time entry in the **Start** or **End** columns and key in a new time in hours, minutes, or seconds.

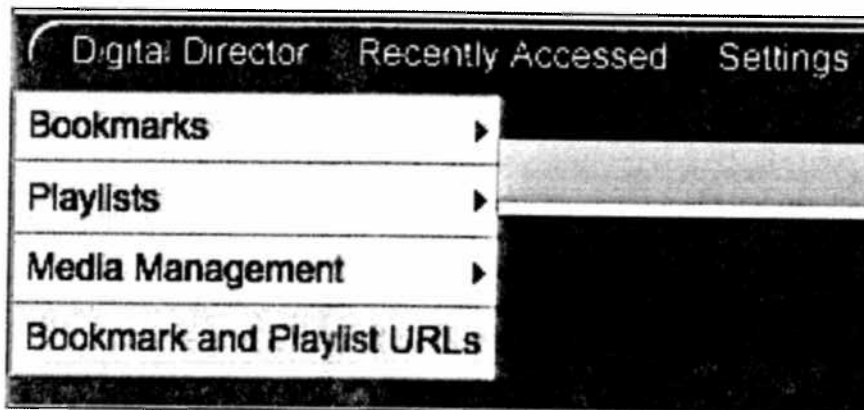
To delete a segment, click the Delete Icon [X] to the left of the segment entry.

When all your edits are completed, click **OK**. The edits made to your playlist are now saved.



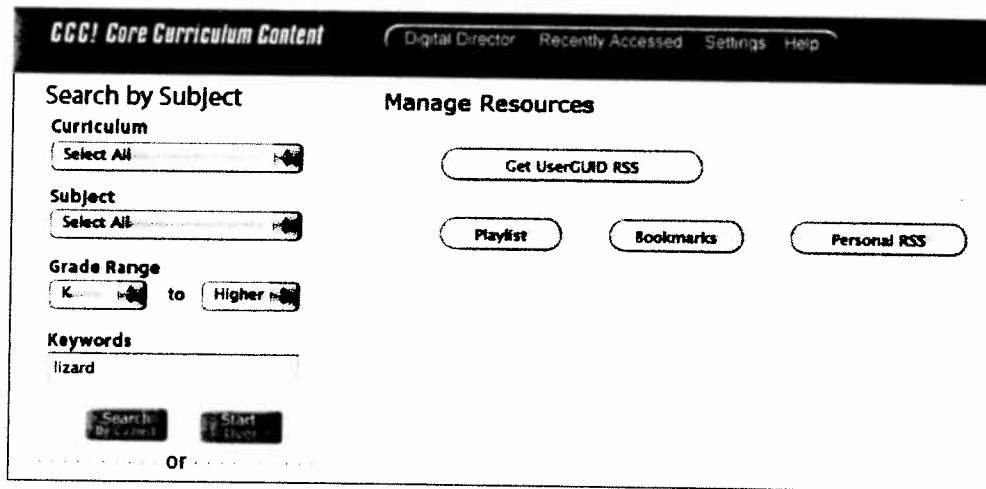
Bookmark and Playlist URLs

To locate urls for bookmarks and playlists you create, select Digital Director from the red menu bar. Select Bookmark and Playlist URLs.



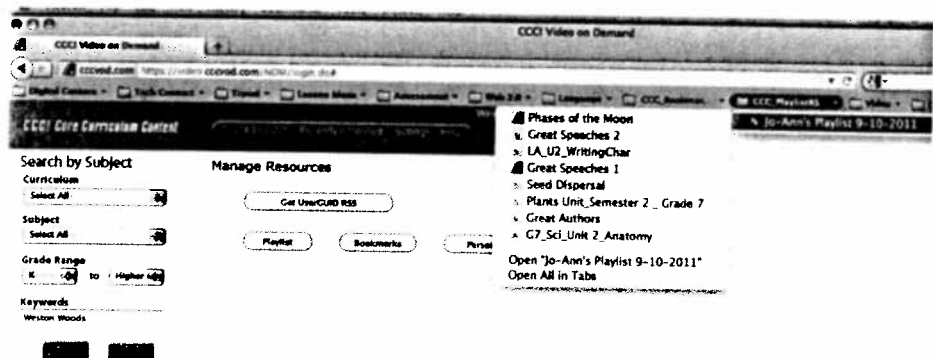
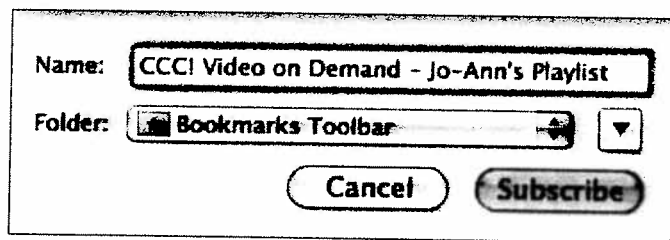
Managing Resources: Bookmarks and Playlists

The Manage Resource feature of CCC! allows you to create an RSS feed of your customized playlists or bookmarks. Additionally, RSS creates a URL for each playlist or bookmark listed, allowing you to incorporate a bookmark or playlist into a customized PowerPoint or interactive whiteboard presentation. Simply copy the specific RSS URL and embed it into your presentation using the hyperlink feature in your presentation software.



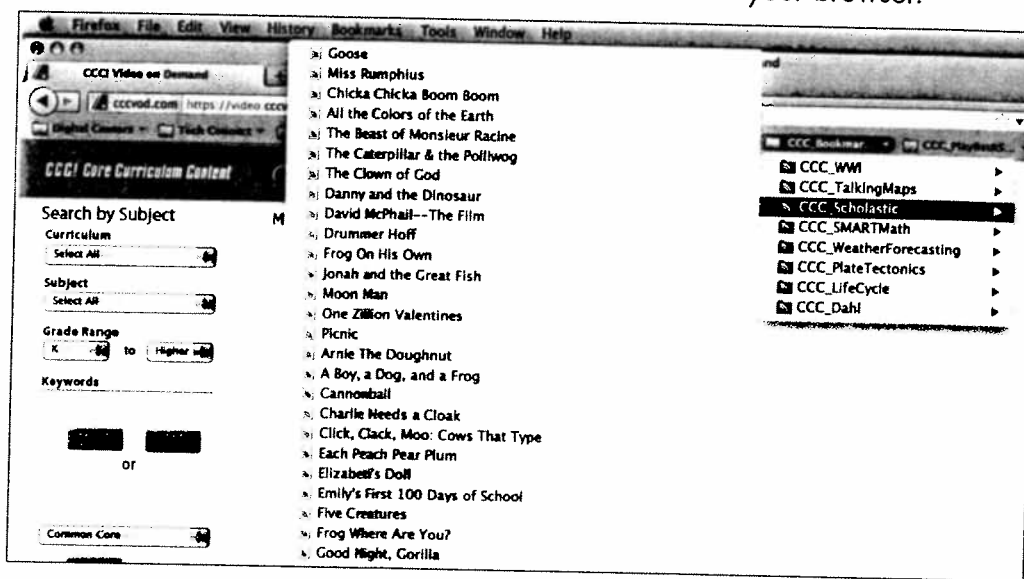
1. Playlists:

- From the Manage Resources screen, click the **Playlists** button. Your current CCC! playlists will display in your web browser. Click the Subscribe to this feed link that appears next to the green plus sign [+] icon.
- If appropriate, rename your playlist in the name field.
- Select the location to save your playlist in the **Create in** field.
- Click **Subscribe**. Your playlists are saved as an RSS feed in your browser.



2. Bookmarks

- Select the **Settings** from the red menu bar. A drop-down menu displays. Select Manage Resources. The **Manage Resources** screen displays.
- Click the **Bookmarks** button. Your current CCC! bookmarks listing will display in your web browser. Click the Subscribe to this feed link that appears next to the green plus sign [+] icon.
- If appropriate, rename your bookmark in the name field.
- Select the location to save your bookmark in the **Create in** field.
- Click **Subscribe**. Your bookmarks are saved as an RSS feed in your browser.



How to Hyperlink Playlists and Bookmarks

Your created bookmarks and PlayLists can be Hyperlinked into a PowerPoint, Word document, PDF, and Interactive Whiteboard Presentation. To accomplish this follow this procedure:

1. Under settings, select Manage Resources.
2. Buttons will appear listing Playlist, Bookmarks, and Personal RSS
3. Depending on whether you want to Hyperlink a Playlist or a Bookmark, select the appropriate button. Let's use Playlists as an example. Select Playlist. A Browser window will appear with your Playlists listed.
4. Select a Playlist you wish to Hyperlink. Another Browser window will open and begin playing the Playlist.
5. Copy the URL from the address bar.
6. Open your presentation software. Follow the instructions on page 15 to link your Playlist into your presentation.
7. The Playlist or Bookmark is now hyperlinked to your materials. You can now send this to a student by email and as long as they are connected to the network of CCC! server, the video will play without having to log in.