Support
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Safari Website
http://safari.pisd.edu

PISD TV
Instructional Technology

Opening Safari at Work

- Double-click on the Safari icon located in the Classroom Tools folder. The program will automatically log you into Safari.

Opening Safari At Home

- Open your Internet browser and go to the website http://safari.pisd.edu.

- Choose your school from the drop-down menu. Enter your PISD network username and password. Click the Login button.

Uploading Content

> NOTE: The principal or principal's designee must approve any video (and content) before it is uploaded to Safari or published to PISD TV. All PISD policies and guidelines should be followed as it relates to sharing student information. Each school is responsible for verifying that the PISD Publication, Video, Internet Consent and Release Agreement has been signed prior to posting any student's name, picture, art, written work, voice, verbal statements, or portraits (video or still) on PISDTV. Employees of the District shall comply with the provisions of the United States Copyright Law.
>
> CQ (Exhibit) Electronic Communication and Data Management
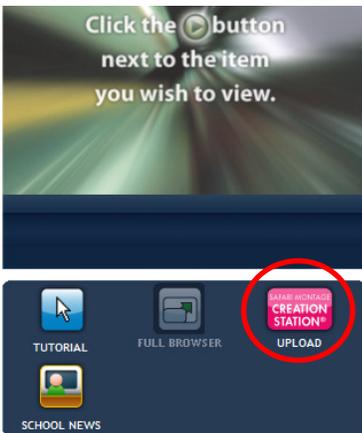
| Valid File Formats	
Video:	MOV, MP4, WMV, FLV, MPG
Audio:	MP3
Image:	JPG, BMP, GIF
Interactive:	SWF
Document:	TXT, RTF, PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, ODT, SWD, ODS, SDC, ODG, ODF, SDD, SDP, ODP

Click on **Creation Station** menu button.

1. Enter the **Title** of your video. (Note: Always add "- PISDtv" to the end of your title.)

2. Click the **Browse/Upload File** button to select the file you want to upload.

   *A copyright warning may appear asking if you are authorized to upload and use this content. Click **Agree** if you are authorized to use the media.*
   *You may see a Java security warning the first time you upload a video. Click the **Run** button.*
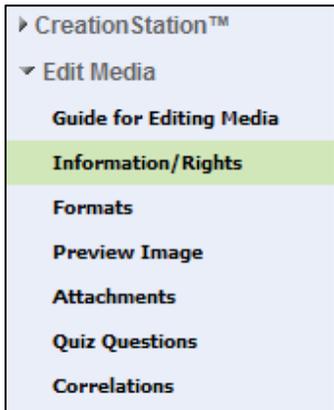
3. Select your file and click the **Open** button to begin uploading your file. A page will display showing that your upload was successful.

4. Video will now load, this may take several minutes.
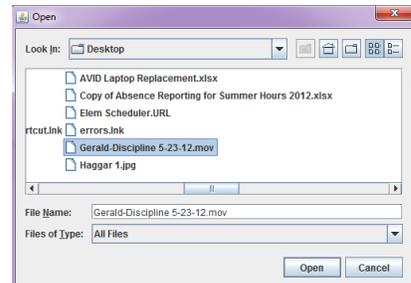
Editing Media Information

After your media has been uploaded, you should begin adding your meta data.

Select **INFORMATION/RIGHTS**

Select appropriate tab

Descriptive Information Tab

- Enter a short description of the video (optional)

Rights Management Tab

- Check the **Never Expires** checkbox.
- Do **NOT** check the **Downloadable** checkbox.

Rights Management Tab Choices

| **Public Access from Safari:**	or	**Private Access from Safari:**
1. Check the **Home Access** checkbox to allow home access to your video. 2. Check the **Share** checkbox to share your video with others at your school from Safari. This means it can be found and played with a search in Safari. 3. Click the **Save and Continue** button.		1. Check the **Home Access** checkbox to allow home access to your video. 2. Do not check the **Share** checkbox to keep your video private from Safari users. This means it **cannot** be found or played with a search in Safari. 3. Click the **Save and Continue** button.
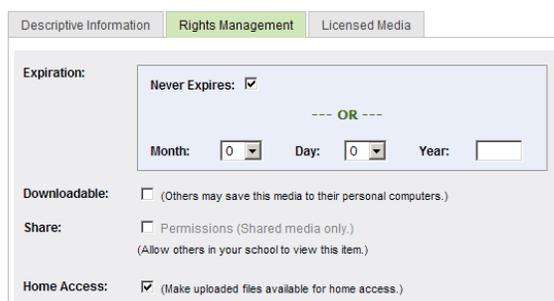
- Select **Save and Continue**

Select **PREVIEW IMAGE**

You should choose an image to display as the movie thumbnail.

1. Select **Preview Image** from the Edit Media menu.

2. Choose an image for your thumbnail by selecting one of the three options from the
   "*How do you wish to select the preview image?*" menu.
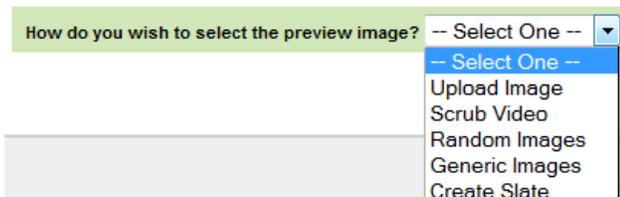
Upload Image

1. Click **Browse** and choose your pre-created JPEG image.
   The recommended maximum size of the image is 320 x 240.

2. Click **Upload**.

Scrub Video

1. Your video will play in a small window below the preview image menu.

2. The large thumbnail selected will be the thumbnail shown.

Random Images

1. Several random images from your video will appear.

2. Click **activate** to the right of the image you would like to use.

   Note: Re-selecting Random Images from menu will display a new set of random images.

Generic Images

1. A selection of generic images will appear.

2. Select the desired image.

Create Slate

1. Program will grab an image from the beginning of your video.

2. The large thumbnail selected will be the thumbnail shown.

Publishing your Video to PISD TV

NOTE: Occasionally, depending on the size of your video and the speed of the internet, the **SupeTube** option will not show on the screen. If this occurs, please exit the program, wait an hour or so, re-login to **Safari**, select **search** at the top of the screen, enter a key word from your video title, when the selection appears, select the small **Edit** choice and the **SupeTube** option should now be visible.

Publish to PISDTV (external access)

1. Select **SupeTube**

2. Select the **Publish to Portal** option.

3. Click the **Publish** button located below your video.

4. A program called **Local Motion** will open.

5. You may choose to rename your video in the **Feature Title** box.

6. In the **Description** box, enter a brief description of your media.

7. Entering the **Publish Date** and **Expire Date** is optional

8. All videos posted will be public (viewable by anyone) and will appear on your tube page. If you want to make a video private you may click the **Private** check box. This video will not be shown on your public tube and it will not be searchable. After the video has posted, a link will be available in the LocalMotion Administration page. Share this link with only those that you want to view the video.

Ⓟ Private (does not link back to to site) ☐

9. Use the **Starred** checkbox to feature your video (optional) so it will show prominently on your main page.

10. Check or uncheck the appropriate **Grade Levels** (permanent tags) to associate with your media.

11. In the **Tag list** box, tag your media with descriptive words to enable your video to be searchable. Separate all words with commas. Include the word "**Home**" if you want your video to appear on your PISDTV campus home page.
NOTE: To add more permanent tags for your site click on **Topic Groups** at the top and then the **+** sign. Add the name of the group you want to add and a description (optional). Fill in the **Tag list** with all your permanent tags.

12. **Thumbnail URL** shows you the location of your thumbnail (if used).

13. **SAFARI Montage Hosted Video** additional locations (not generally used).

14. Click **Save**. The save process will take time. Good opportunity for a break in your work.

Playing your Video

1. View your video by going clicking on **View Site** at the top of the Local Motion website. The site may also be viewed by going to **http://pisdtv.pisd.edu** and selecting your campus from the Tubes link. You can go directly to your school video site by using your specific site address: (example - **http://pisdtv.pisd.edu/jasper-hs**). If Private, you will need to search for the video by its name (or parts of its name)
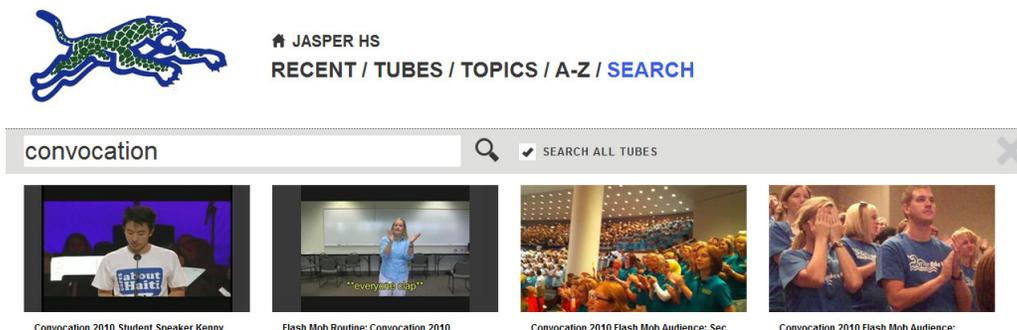

2. Click on the video title or video tags <u>below</u> the thumbnail image to play your video. Click the play button.

3. The URL from the PISD TV website may be copied from the Internet address bar or copy the embed code to share your video from other websites (example: eNews, campus website, myPISD.net, etc.).
Note: Videos will play on iPads or iPhones.

PISD TV Navigation

- **Recent** will show all video that have been uploaded for a site (Tube). Click the Tube name next to the home icon to return to the home page. These videos will be the ones that have been tagged "**Home**". To remove them from the home page and drop the videos into **Recent** you will need to remove the **"Home"** tag.

- **Tubes** will show a list of all campus/department video sites.

- **Topics** will show a listing of tags that were used when uploading a video, allowing you to search by topic.

- **A-Z** is an alphabetical listing of all videos in a tube by title.

- **Search** can be used to find a video on a single Tube or the entire district collection. Click on **Search** and enter a key word (these are the tags that were used when uploading a video) and then the "glass icon". If you want to search the entire district you will need to click on **Search All Tubes**.
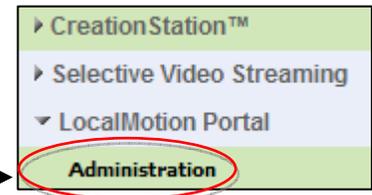
Local Motion Administration Page

1. Open Safari and click **Modules** on the Safari toolbar.

Dashboard | Search | Subjects | Standards | Playlists | Modules | Preferences | Help

▸ CreationStation™
▸ Selective Video Streaming
▾ LocalMotion Portal
   Administration

2. Select **LocalMotion Portal** from the menu.

3. Click **Administration**.

4. This will take you to the Local Motion admin page. You will be able to edit data and delete videos on this page.

> **Note:** You will only be able to edit and delete the videos that were uploaded and published by you. You will be able to see all other videos and the owner.

Editing Video Text and Tags in Local Motion

1. Click the pencil icon in the upper right corner of the video you would like to edit.

Topic Groups Features View Site

LOCAL MOTION
ADMINISTRATIVE CONSOLE

FEATURES   +

PointDraw Projector Demo

2. The Local Motion editing page will open. Change the desired text or tag for your video and click the **Save** button.

Deleting Videos in Local Motion

1. In the Local Motion Administrators page, click on the thumbnail of the video that you want to delete.

2. You will see a trash can in the upper right corner next to the pencil icon.

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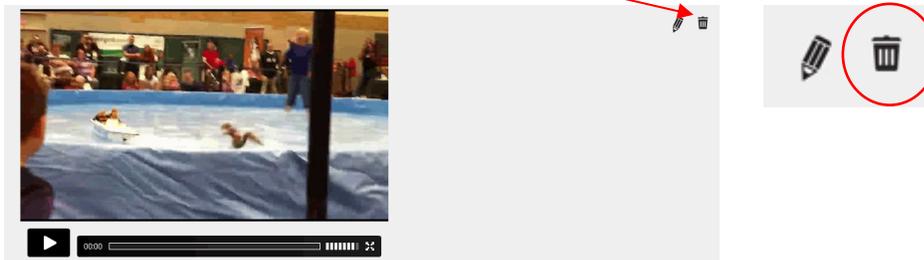
3. Click the trash can icon to delete your video from PISD TV.
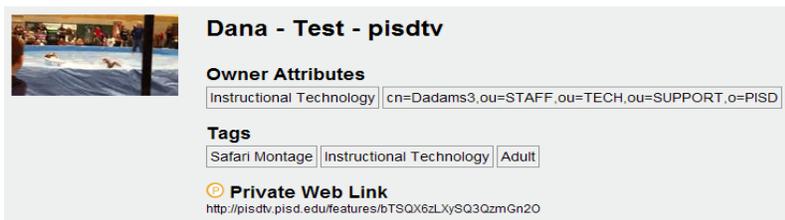
Deleting Videos in Safari

Complete these steps **after** you have deleted the video in Local Motion.

1. Open Safari and search for your video.

2. Click on your video and then click the delete icon next to it.

Actions: PLAY   ADD TO PLAYLIST   EDIT   DEL   PERMANENT LINKS

Viewing Private URL's

- In the Local Motion Administrator's page, a Private Web Link will be listed below any video that has been made private. Copy the link to share the private video with others.

Dana - Test - pisdtv

Owner Attributes
Instructional Technology | cn=Dadams3,ou=STAFF,ou=TECH,ou=SUPPORT,o=PISD

Tags
Safari Montage | Instructional Technology | Adult

ⓘ **Private Web Link**
http://pisdtv.pisd.edu/features/bTSQX6zLXySQ3QzmGn2O

Tips

If you are recording a video using an iPhone, you must record in landscape mode.

There are 1,266 Royalty Free mp3 audio clips in Safari. Click on Search and type in "Soundzabound" for the listings.

Fair Use and Copyright Guidelines for Music Performances:
The 1967 Copyright Act sets forth circumstances under which it is generally permissible to make copies of copyrighted materials for educational purposes. The commentary of Section 107 of this act can be summarized thus:

1) Emergency copying to replace purchased copies which are not available for imminent performance, provided replacement copies are substituted in due course. (e.g. music is back ordered from the publisher and the copies will be destroyed with it arrives.) This does not allow for copies from a single "preview" copy of music in lieu of the purchase of music for the class or ensemble.
2) For academic purposes, other than performance, multiple copies of brief excerpts may be made, provided such excerpts do not constitute a "performable unit" such as a section, movement, or aria. No more than 10% of the whole work may be used, and no more than one copy per student may be distributed.
3) For academic purposes, other than performance, the director may make a single copy of an entire "performance unit" that is either (a) confirmed by the copyright owner to be out of print, or (b) unavailable except in a larger work. The copy may be used only by the teacher and only for the purpose of scholarly research or in preparation for instruction.
4) Printed copies which have been purchased may be edited or simplified so long as the basic character of the work is not altered by such edits. The director may not alter existing lyrics or add lyrics to an instrumental piece without permission.
5) A single copy of a recorded performance may be kept by the instructor for evaluation or rehearsal purposes. This archival copy may not be reproduced, for any reason or circumstance, without the express written permission to do so by the copyright holder of each copyrighted selection.

Live Performance:
In general, the purchase or rental of sheet music, instrumental scores and parts, and other commercially printed music by a public school group allows the owner the right to live public performance. The purchase does not imply the right to copy additional parts, arrange the work in any way, record or broadcast the performance for sale or distribution. Live performances, where an admission is charged, are outside this special provision of the law for public schools and permissions should be acquired for selections performed at such an event.

Live Performance Statement:
The following state should appear in all printed programs and/or be announced verbally during any live student performance.

> "Recording of this performance (audio or video) is allowed for archival use only. The unauthorized reproduction, distribution and/or sale of such recordings is a violation of copyright law, student privacy, and district policy. We thank you for your cooperation."

Mechanical License:
A mechanical license is an agreement negotiated with the copyright holder to distribute recorded copies of a performance the copyrighted work. This license is necessary whether the copies are being sold or simply given away. Mechanical licenses typically include a "royalty" fee. This fee can be negotiated, but is most often a nominal amount per copy or the recorded performance.

Video - Synchronization License:
Often referred to as a "Sync" License, this agreement with the copyright holder allows a video performance of copyrighted music to be made or for copyrighted music to be used as part of a movie or video production. An agreement is needed for each piece of copyrighted music contained in the video. While the major music services offer on-line licensing forms for all music in their catalogue, you will most likely pay the standard sync fees. Contacting the individual publishers will take more time, but may lead to a free permission for making a video.

Broadcast License:
The right to broadcast performances via network, cable or closed circuit television, are controlled directly by the music publisher or copyright owner. This agreement should be negotiated and licensed on a direct basis with that party.

How to Obtain Permissions:
For printed music, either for permission to perform, arrange, copy, record, or video it is best to contact the publisher directly. Most print music publishers have a license form on their web site which can be completed and submitted electronically.
For recorded music or for more detailed permissions such as sync or broadcasting there are several services that handle all permissions for any of the music in their catalogue. Again, most have an on-line form you can submit. These services typically have a standard fee schedule and rarely agree to free permissions, even for public school groups. The big three services are the American Society of Composers, Artists and Publishers (ASCAP), the Broadcast Music, Inc (BMI) and the Society of European Stage Authors & Composers (SESAC).

Copyright Resources:
    Copyright Law for Music Educators
    ASCAP
    BMI
    SESAC
    Music Publishers Association of the United States

The Teacher's Guide to Music, Media, and Copyright Law. James Frankel. Hal Leonard Publishing. © 2009. ISBN 978-1-4234-4344-5.