

## Teacher Manual

Your Media Center has a great collection of educational videos for your students. You may show them in class without ever going to the Media Center to pick up a tape or DVD. Here's how.

### Part 1 - Scheduling your video

In your browser, go to <http://10.105.17.100>. You might want to bookmark it.

You will first see a screen with the Telecenter logo in the middle, then you will see a login screen.

Your user name is the same as your email user name. Your Media Specialist will give you your password if you do not know it.



Once you are logged in, select **SEARCH** and type "teacher" in the search field.



Select Teacher Provided DVD or Teacher Provided VHS Tape

**SEARCH**  
*results* for: teacher

	<b>Title: Teacher Provided DVD</b> Author: Subject:	<a href="#">schedule</a>
	<b>Title: Teacher Provided VHS Tape</b> Author: Subject:	<a href="#">schedule</a>

Teacher Provided DVD

January 12, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select location below:  
 TCIP

Start time: 10:30AM End time: 10:45 AM

Memo:

[save schedule](#) [view schedule](#)

Select your date on the calendar. The current date will be highlighted in yellow. The selected date will be highlighted in green.

Next select the times. It is easiest if you highlight the times for the entire date. To do this, select the first time, then hold the shift key and scroll to the last time.

In the memo field, type the the title of the video you will show your students.

You may log into the Telecenter at any time to review or change your schedule.

**Telecenter CPS** [VIEW SCHEDULE](#)

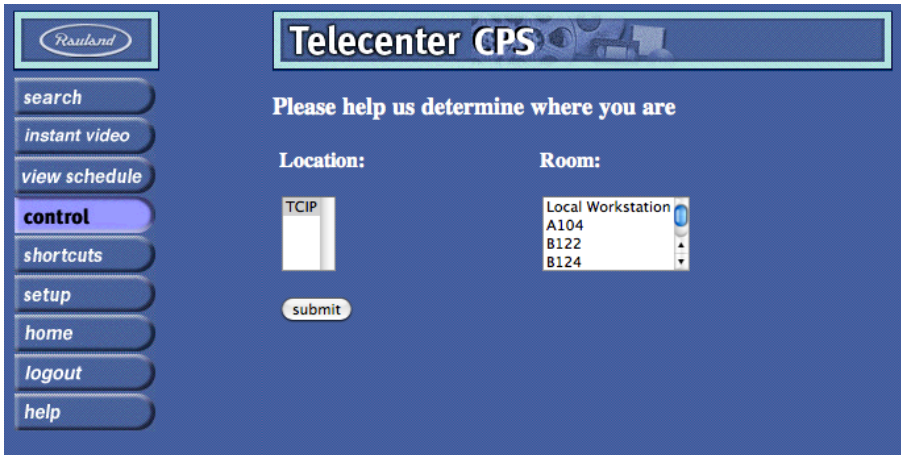
January 12, 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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29	30	31				

10:30AM - 2:45PM:bcantor->DVD->Teacher Provided DVD

[schedule details](#) [change schedule](#) [copy schedule](#) [delete schedule](#)

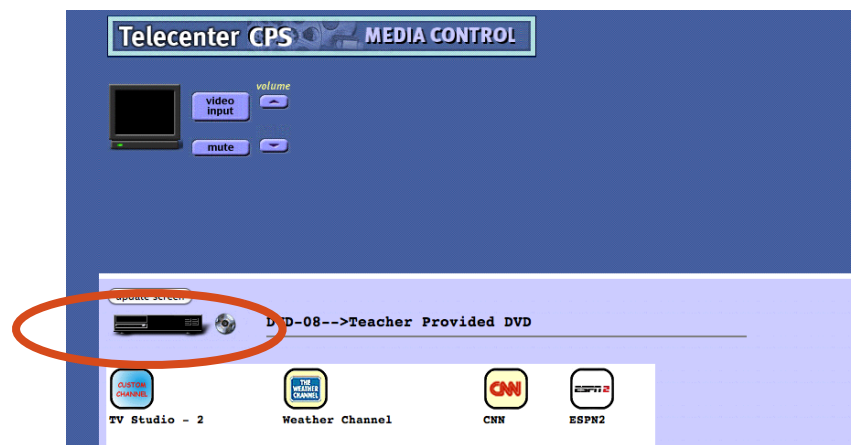
## Part 2 - Viewing your video



The screenshot shows the Telecenter CPS login interface. At the top left is the 'Routland' logo. Below it is a vertical menu with buttons for 'search', 'instant video', 'view schedule', 'control' (highlighted), 'shortcuts', 'setup', 'home', 'logout', and 'help'. The main area has the heading 'Telecenter CPS' and a prompt: 'Please help us determine where you are'. There are two input fields: 'Location:' with 'TCIP' entered and 'Room:' with a dropdown menu showing 'Local Workstation', 'A104', 'B122', and 'B124'. A 'submit' button is located below the location field.

On the day of the show, log in and go to the Control section. Find your room and select it from the menu. If your room is not on the list, please contact your Media Specialist.

Click on the image of the player to display the full control panel.



You are ready to show your video. Turn on your TV (or tuner) and go to the indicated channel (in this example it is 8)

NOTE: If you are watching and go to lunch, your VCR/DVD might go to sleep. To wake it up, click on the Wake DVD button.

Keep in mind: All the DVD/VCR titles in Alexandria have been purchased to include public performance rights. The Telecenter can only show videos that are owned by the LMC. Any other videos are protected by copyright (even if the teacher has purchased) and should not be shown to an audience. Rental videos and videos purchased from a regular retailer are meant for HOME VIEWING ONLY.