Login and Usage Basics

Logging In

Figure 1

1. Go to http://media.lacoe.edu
2. Enter your username and password, and click the "login" button.
   Note: Your username should be your full email address. The default password is "media".

Searching for Resources

Figure 2

1. Type a keyword in the search field and click the "Search" button.
2. Search results will be sorted by Relevancy. *(Figure 1)* To change the sort order, select by Name (alphabetically by title) or Most Recent (date added to the search index) from the "Sort By" pull-down menu located just above the search results.
3. Results can be filtered in the "Narrow Search" section to the right of the search results. Filtering options include: Resource Type, Audience Level, Copyright Year, Subject, Running Time, Producer, or Vendor. Click on the blue text to apply the filter. *(Figure 2)*
4. Applied search filters will appear at the top of "Narrow Search" menu. *(Figure 3)*
   - To remove a filter, click the red minus sign that appears to the left of the filter you want to remove.
   - To remove all filters, click the red minus sign that appears to the left of "All Filters"
5. To view a resource, click on the view link that appears at the bottom of the annotation. *(See Resource Annotations below.)* You will be taken to the website where the resource is located and the selected resource will display in a new window.
6. To return to your search results, select the CalSNAP Smart Search tab (or window) in your browser.

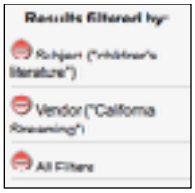
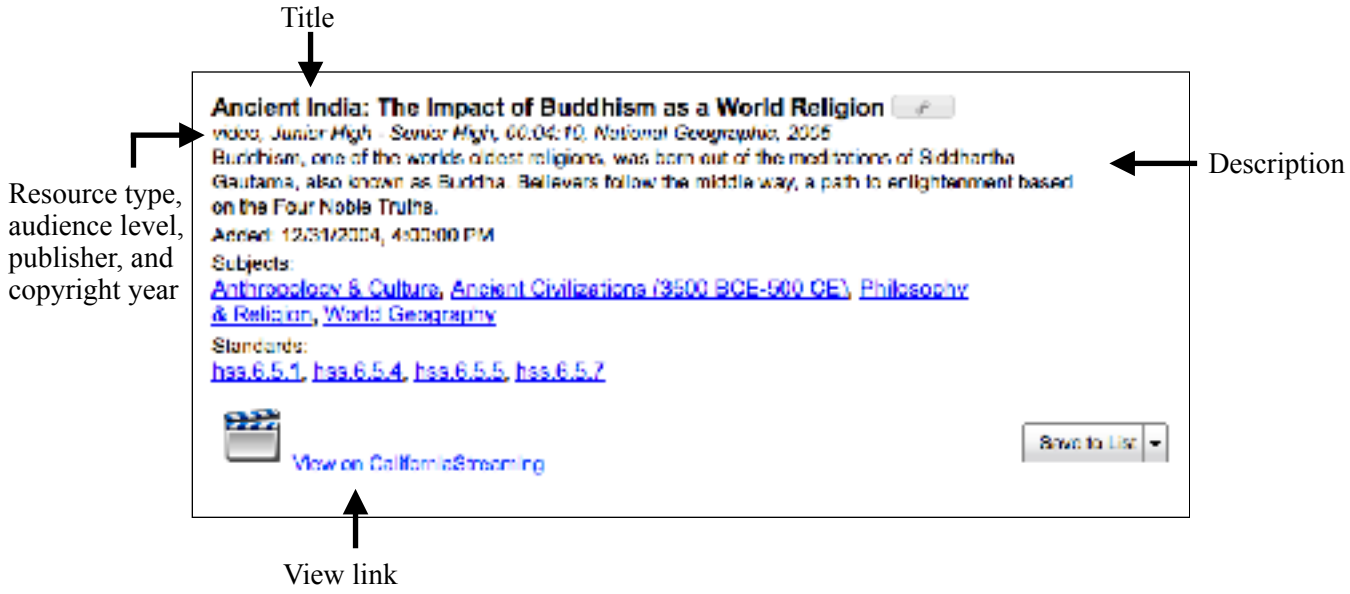


Figure 3

Resource Annotations

Each item in the search results will contain information about the resource. Depending on where the resources comes from, the information in the annotation may vary. Below is an example of an annotation.



Accessing CaliforniaStreaming Resources

1. CaliforniaStreaming resources include video, audio, and images.
2. To access a CaliforniaStreaming resource, click "Access Resource on CaliforniaStreaming" below the annotation.
3. CaliforniaStreaming will open in another window in your browser. You will be automatically logged in and taken directly to the detail page for that resource.

Figure 7

The Media Detail Page

The media details *(Figure 7)* will give you a description of the video along with additional tabs to access segments and pdf resources (if available), standards alignment, and citations.

If the resource is video or audio, the file will automatically begin playing. To pause or play the stream, use the controls at the bottom of the media player.

You have two options for saving files:

Click the blue button to download the file to your device.

Click the grey Save button to download your file to Google Drive. If you are not logged into your Google account, you will need to login first.

NOTE: When downloading, rename the file and save it where you can find it, if your browser gives you the option. For example, when you download a clip, it may be identified as 1_12564A_300k.mp4. Rename this clip as egypt_land.mp4, something that identifies the content. Important: You must keep the .mp4 extension on the file so that the player recognizes it. For audio files, maintain the .mp3.

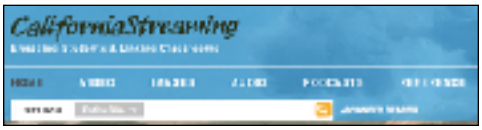


Figure 8

Searching in CaliforniaStreaming

1. Type a **keyword** in the search field and click the magnifying glass to perform your search *(Figure 8)*. You can limit your search to a specific type of media, or search the entire site by using the pull-down menu at the left of the search field.
2. Search results are displayed in grid view, by default, with the title and user rating.
3. To view more information on a title, place the mouse over the thumbnail to and a blue pop-up field will appear containing more information on the title, including the description, producer, length, etc. *(Figure 9)*
4. In the search results, click on the thumbnail or title to go to the media detail page.

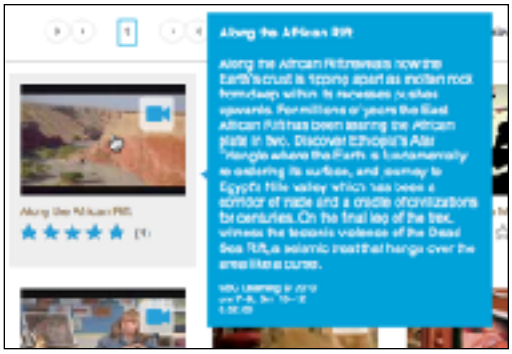


Figure 9

Narrowing Your Results

Search results can be narrowed using the filters that appear to the left of your search results *(Figure 10)*. You can filter by **Media Type, Content Standard, Subject, Grade level, Publisher,** and **Rating.**

To filter your results:

1. Select the filter that you want to apply by checking the box(es) on the options for the desired filter. For Content Standards and Subjects, use the triangle to reveal sub-subjects, strands, or objectives. Mousing over a standard will display the full text of the objective in a pop-up field.
2. To clear a filter, click the "Clear" link that is in that section.
3. To clear all of the filters, click the "Clear All" link at the top of the filters column.

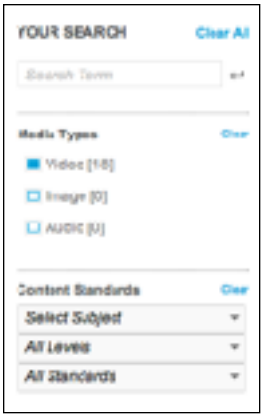


Figure 10