

▶IN▲TELE▼COM◀

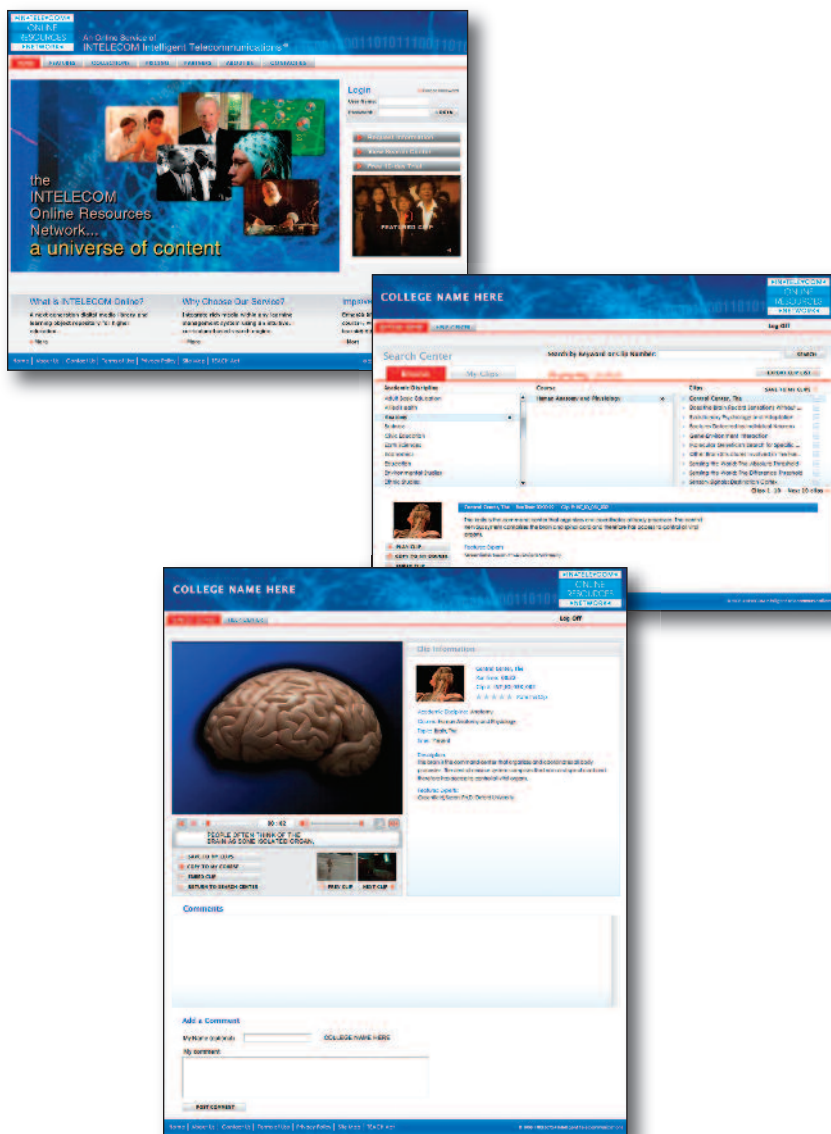
ONLINE
RESOURCES

▶NETWORK◀

user's guide

intelecomonline.net

Welcome to **INTELECOM** Online Resources Network™



Now you can enjoy 24/7 access to a rich database of digital educational video clips – organized by discipline and course and streamed on demand – for use in your online and hybrid courses, PowerPoint presentations, classroom lectures, weblogs, online discussions and more. With the **INTELECOM Online Resources Network** you can search for topic-specific video segments, embed video links or players, organize videos into personal playlist accounts, and post comments using community networking tools.

Use this guide to familiarize yourself with the various feature sets of the INTELECOM Online Resources Network, and to record your login credentials for future reference.

Technical Requirements

System: Intel class PC or MAC (PowerPC, G3 or G4).

Memory: 128MB RAM (minimum).
512MB RAM recommended.

Browser: IE, Firefox, Safari.

Resolution: 1024x768 recommended.

Connectivity: DSL, cable modem or faster.

Video: 16-bit video (minimum).

Audio: 16-bit audio (minimum).

Software: Adobe Acrobat Reader,
Adobe Flash.

Benefits and Features

Professional-Quality Video



History



Health



Biology



Environmental Studies



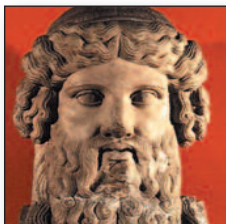
Oceanography



Political Science



Psychology



Philosophy



Sociology

Benefits

Content + Hosting

Fully-hosted and supported digital content repository.

ADA Compliance (Section 508)

Closed-captioned video for hearing-impaired and limited English-proficient learners.

24/7 Access

Enjoy anytime, anywhere access to all licensed content.

Engage Students

Enhance instruction, improve retention rates, and appeal to different learning styles.

Concurrent Use

Support multiple users simultaneously.

PC and MAC Friendly

Cross-compatible with both PC and MAC platforms.

Features

Core Curriculum Content

Curated collection of streaming video clips in core academic disciplines.

Video Clips

Topic-specific clips averaging 3 to 5 minutes in length.

Online Video Player

Preview video clips online or post comments and rate clips using community networking features.

Exportable Lists

Export clip lists sorted by discipline and course.

Seamless Integration

Copy and paste video URLs or embed Flash players directly into online courses.

Innovative Browse

Search for content by academic discipline and course or keyword.

My Clips

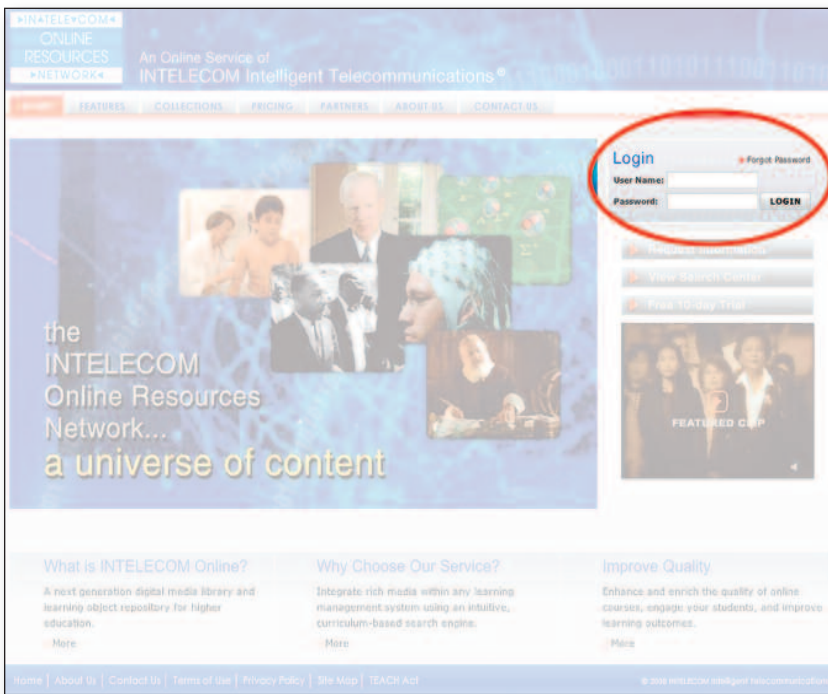
Create your own playlist accounts for tagging and saving search results.

Site Usage

Monthly site metrics allow administrators to track usage by discipline and by clip.

Content Added On A Regular Basis

How To Login



Home Page

On the Home Page, enter the User Name and Password provided by your campus or site administrator in the **Login** fields.

Click on the Login button or hit Enter.

Once your account is authenticated you will automatically be directed to the Search Center.

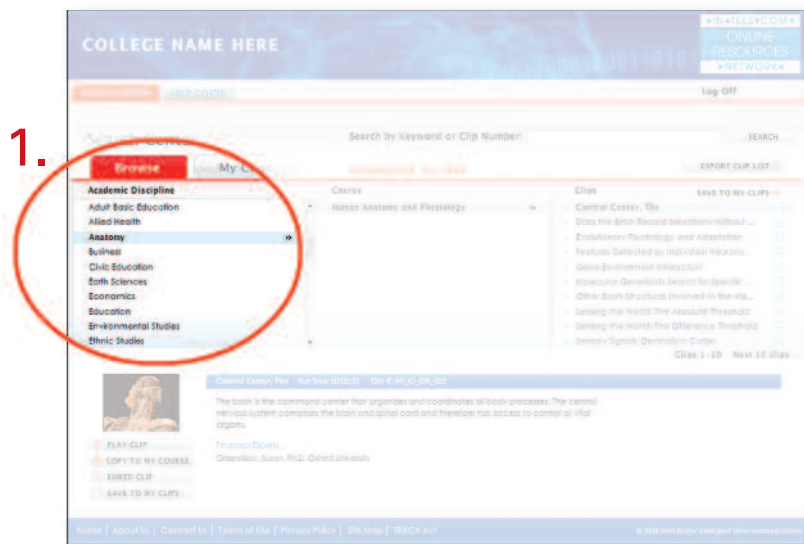
My Login Information

User Name

Password

Record your institution's User Name and Password for future reference.

How To Use Browse



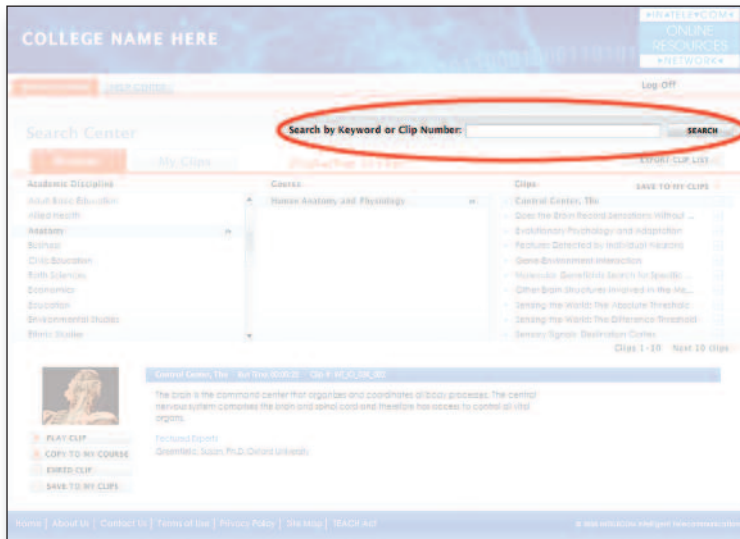
On the Search Center page, you may search for clips in the Search Center area using the Browse feature.

1. Begin by selecting an **Academic Discipline** in the far left column.

2. Select a **Course** from the middle column. The far right column will now display the individual clip titles available to you for that Course.

3. Click on a **Clip** title to display that clip's information in the lower portion of the Search Center page.

How To Use **Keyword Search**



Search Center

On the Search Center page, you may search for a video clip by entering a keyword or clip number in the keyword search field. Once you have entered a keyword or clip number, click the **Search** button to the right of the search field.

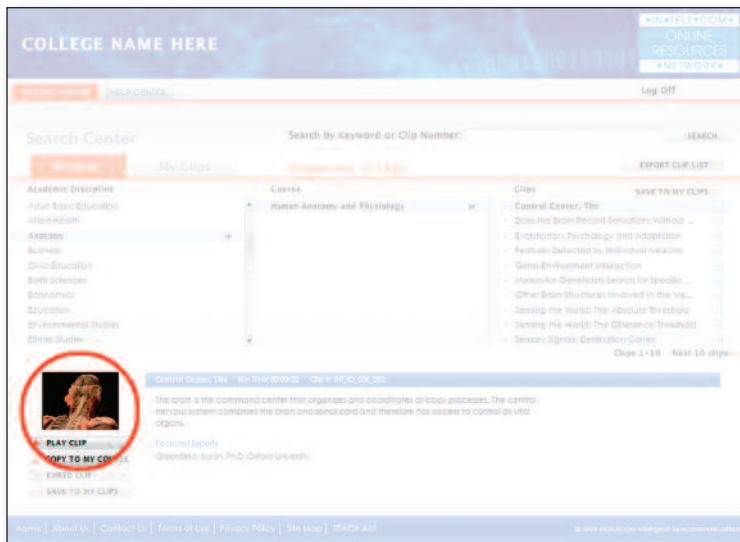
Search results are displayed in a single column below the Browse tab.

Tip: To improve search results when using Keyword Search, type two or three keywords that describe the subject or topic you are interested in. For example:

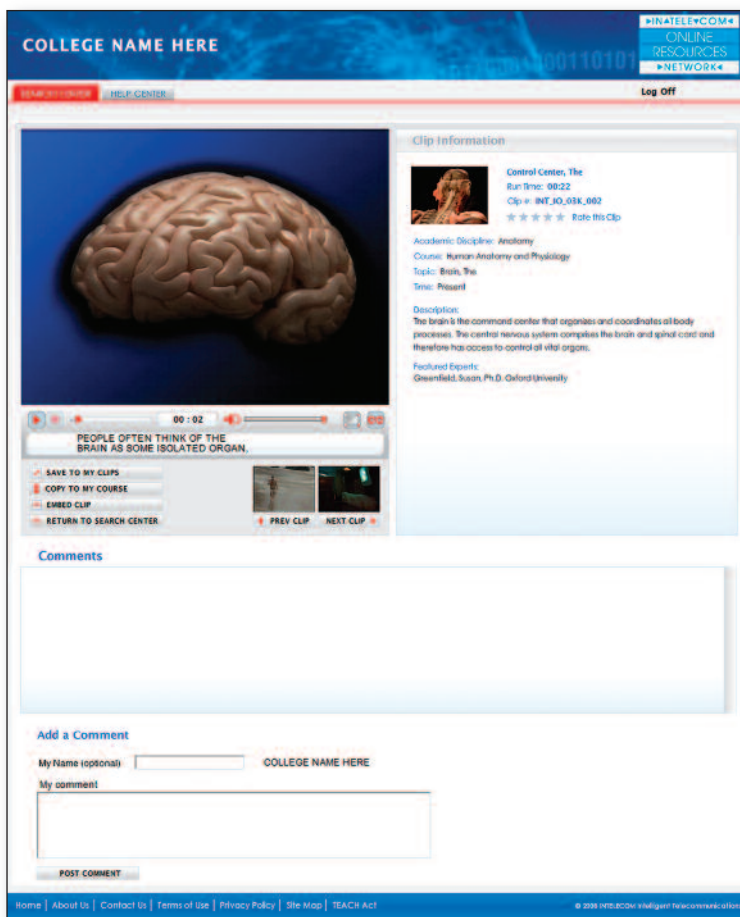
“global warming”

Use a space between each word.

How To Play A Video Clip



Search Center










Faculty Video Player

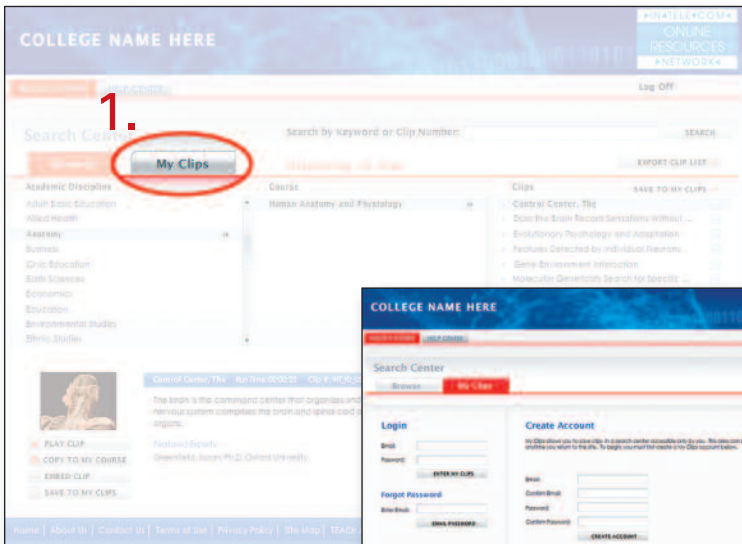
Clip information is displayed in the lower portion of the Search Center page.

1. Underneath the clip thumbnail, there is a **Play Clip** button.
2. Click on the Play Clip button to launch a Flash-based video player. This will immediately begin playing that clip.

Getting to Know the Video Player

-  Play / Pause
-  Stop
-  Advance / Rewind (Click and Drag)
-  Volume On / Off
-  Volume Level (Click and Drag)
-  Full Screen
-  Captions On / Off

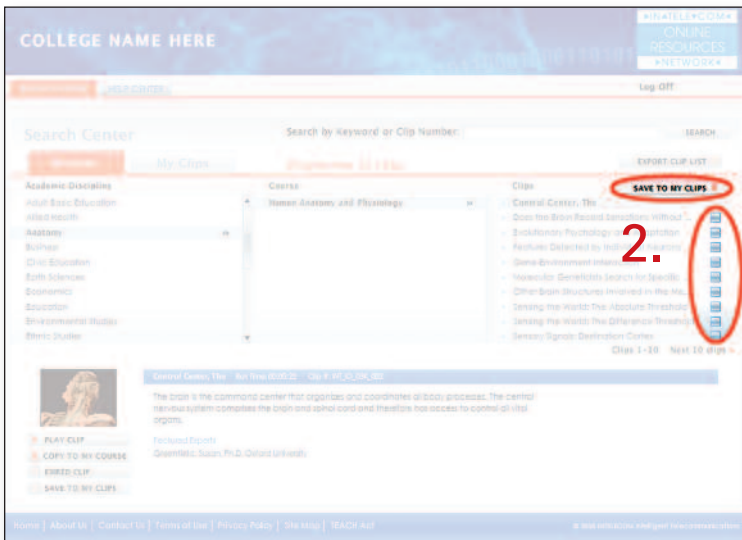
How To Use My Clips



Search Center



My Clips Account Login



Search Center

My Clips allows you to save clips to a designated folder available only to you. This area can be accessed anytime you return to the site. To begin, you must first create a My Clips account.

1. On the Search Center page, click on the **My Clips** tab to the right of the Browse tab. You will be prompted to enter your email address and a password.
2. After creating an account, you may save clips to My Clips by either clicking the checkbox to the right of the clip title in the search results fields, or clicking the **Save to My Clips** button in the clip information area.

Access your saved clips by clicking on the **My Clips** tab to the right of the Browse tab. If you are returning to the application after you have logged out, you will be asked for your email and password to access your My Clips folder.

My Clips Login

Email

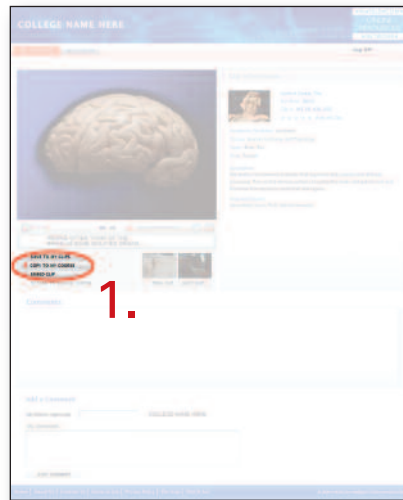
Password

Tip: You can create multiple My Clips accounts if you have more than one email address (e.g. gmail.com, hotmail.com).

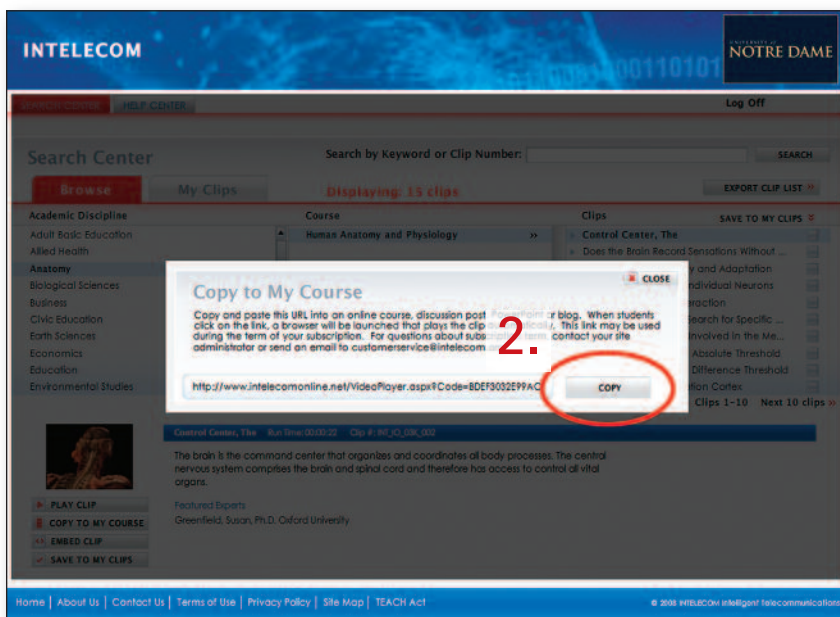
How To Use Copy To My Course



Search Center



Faculty Video Player



Copy To My Course Pop-up Window

Use **Copy to My Course** to copy and paste a video hyperlink (URL) into an online course page, PowerPoint presentation, chat room or faculty blog.

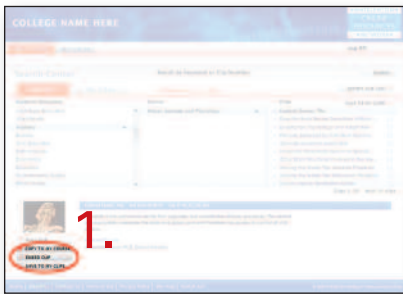
1. In the Search Center or the Faculty Video Player, click on the **Copy to My Course** button.

2. The URL for the video will be displayed in a pop-up window. Click on the Copy button in the pop-up window to copy the video URL to your computer's clipboard.

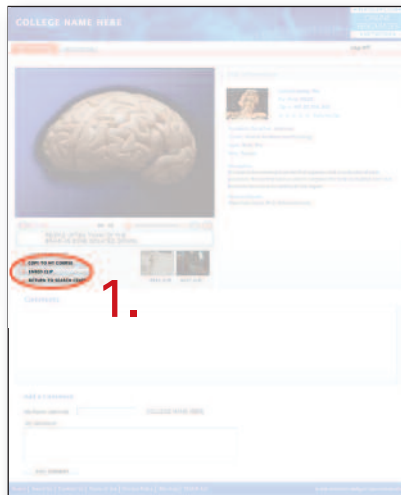
Paste the URL wherever you want the hyperlink to appear. When students click on the hyperlink, their default Internet browser will open a Student Video Player and immediately begin playing the clip.

Tip: Use video links from the INTELECOM Online Resources Network™ as an easy and effective way to introduce video in support of virtual and smart classroom presentations.

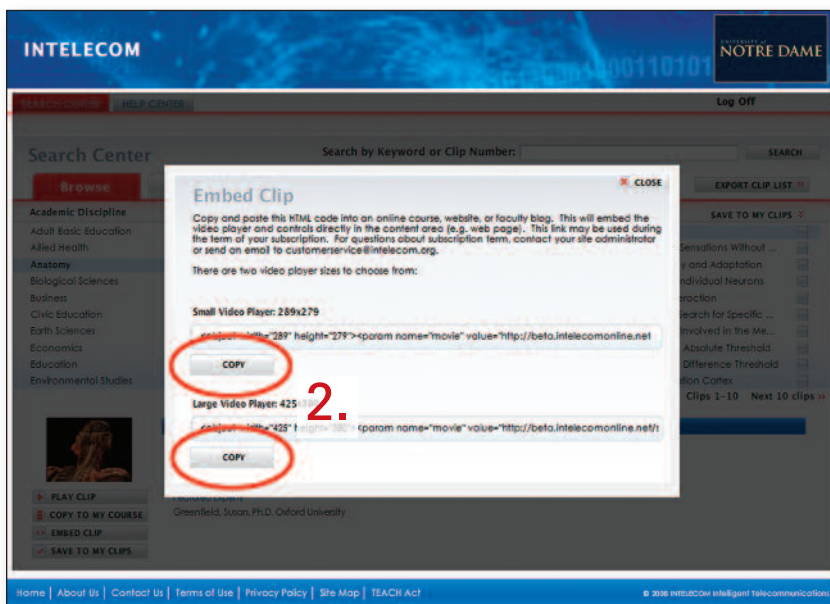
How To Use **Embed Clip**



Search Center



Faculty Video Player



Embed Clip Pop-up Window

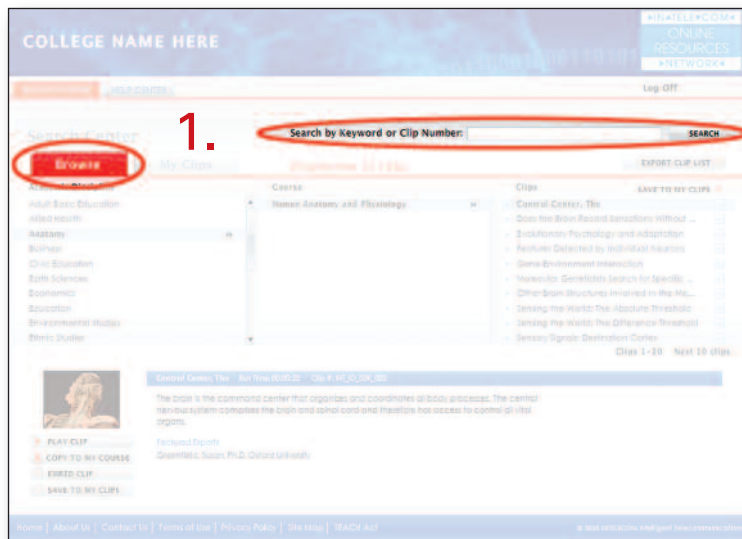
Use the **Embed Clip** feature to copy and embed a Flash video player and controls directly into an online course page, faculty website or blog.

1. In the Search Center or the Faculty Video Player, click on the **Embed Clip** button.

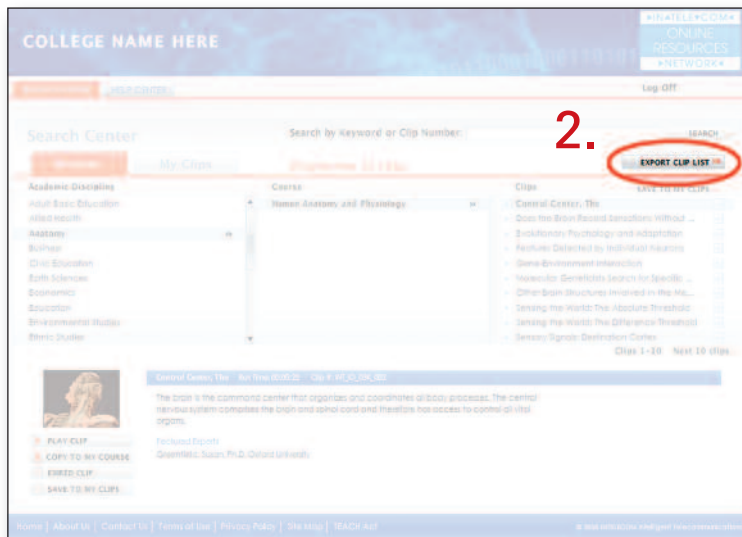
2. A pop-up window with a choice of two video player sizes will be displayed. Click on the **Copy** button below the Small Video Player or the Large Video Player to copy the embed code to your computer's clipboard.

Paste the embed code from the clipboard into the source code of the web page (e.g. online course) where you want the video player to be displayed.

How To Use **Export Clip List**



Search Center



Search Center

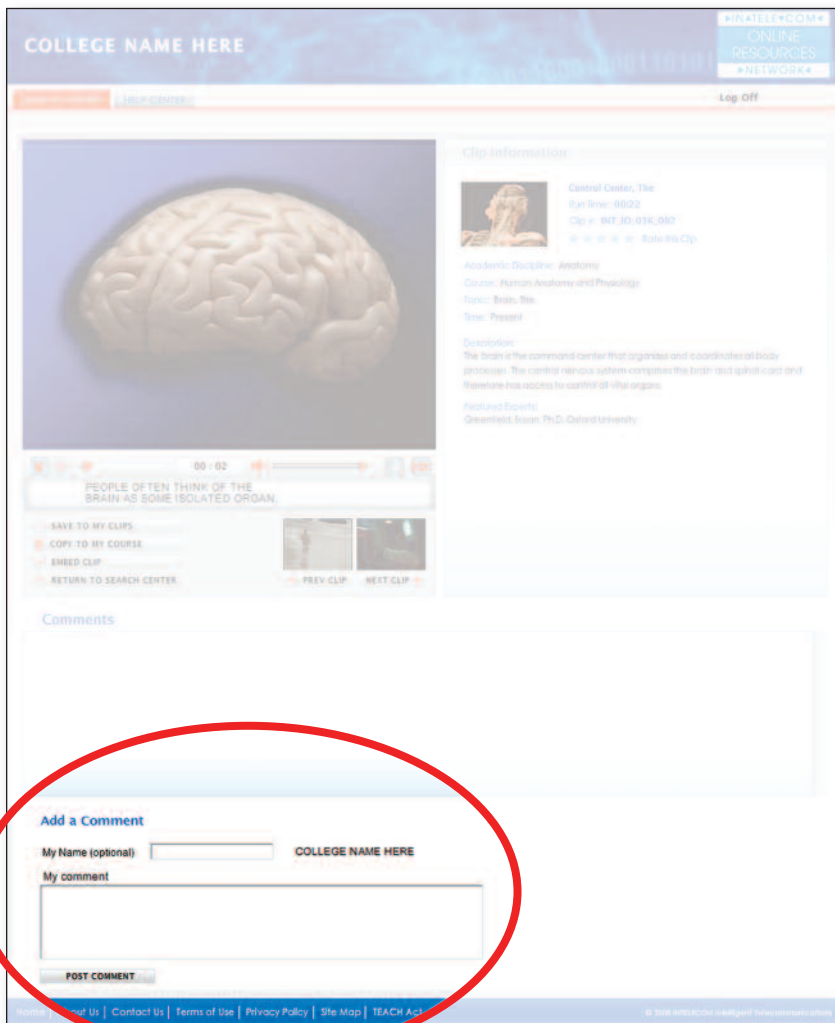
The Export Clip List feature allows you to print out and save an Excel spreadsheet with clip information.

1. On the Search Center page, use Browse or Keyword Search to find clips for your course.

2. Click on the **Export Clip List** button to launch a pop-up window with an Excel spreadsheet that contains information for the clips you have identified.

Tip: Use Export Clip List to review clip information offline or to make course content recommendations to instructional designers.

How To Use **Add A Comment**



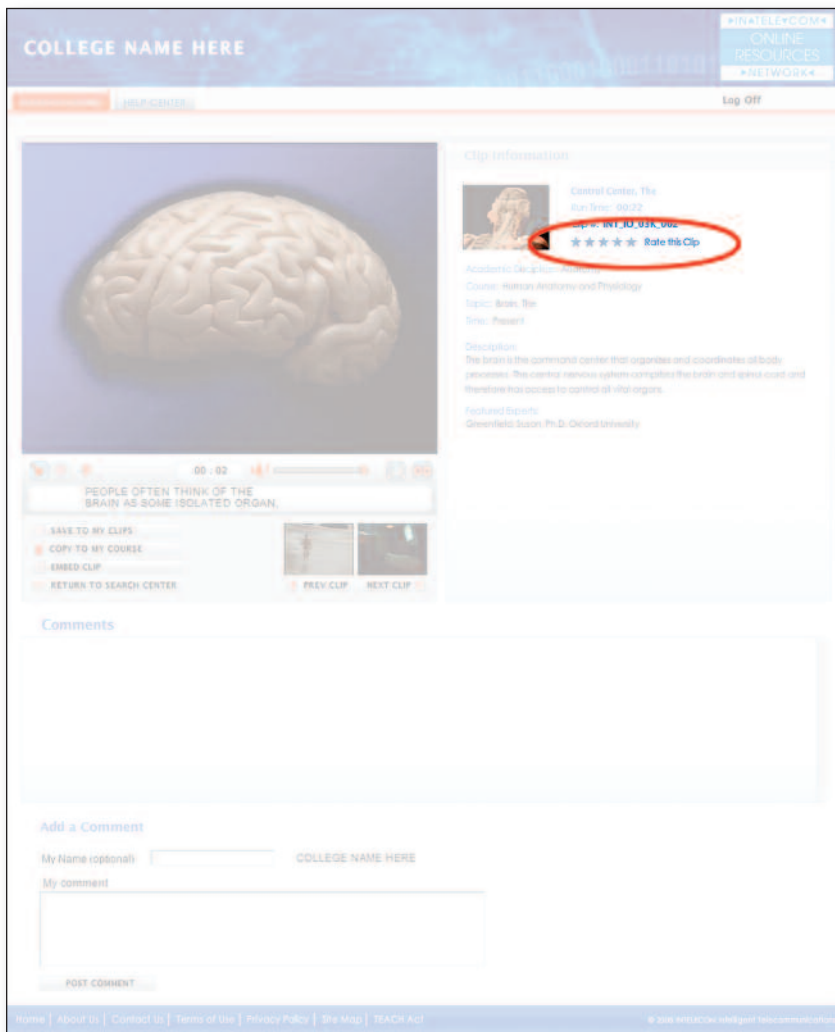
Faculty Video Player

Add a Comment allows you to post a comment or share ideas about using a video clip with other faculty.

- 1.** In the Faculty Video Player, scroll down to the field labeled **Add a Comment** section.
- 2.** Enter your name in the field labeled **My Name** (adding your name is optional). The name of your institution is posted automatically.
- 3.** Type your comment in the field labeled **My Comment**.
- 4.** Click on the **Post Comment** button to add your comment.

All comments are viewable by the entire community of users on the INTELECOM Online Resources Network™. Comments cannot be deleted once they have been posted.

How To Use **Rate This Clip**



Faculty Video Player

Use the Rate this Clip feature to rate a clip you have viewed using a five-star scale.

1. In the Clip Information section of the Faculty Video Player, locate the five-star scale next to the thumbnail image for the clip.
2. Starting from the left, click on a star to rate the clip (one star being lowest, five stars being highest). Stars will automatically be highlighted to indicate your rating.

Ratings are averaged across the range of all users that rate each clip.

Frequently Asked Questions

Why can't I find my academic discipline in the Search Center menu?

Some academic disciplines may not yet be available in the INTELECOM Online Resources Network. Or your campus does not have a license to use content in a particular Academic Discipline. Contact your campus administrator for more information.

Why can't I find the course I am teaching in the Search Center menu?

The specific course you are teaching may not be listed in the INTELECOM Online Resources Network. If a course you are teaching is not listed, use a keyword search to find clips that you can use in the course you are teaching.

What format is the video?

The video is presented in Adobe Flash format. If you cannot see the video, please upgrade your browser's Adobe Flash Browser Plug-In at www.adobe.net.

How long are video links valid?

Links to video clips are valid during the term of your subscription. For more information about your campus' subscription, contact your site administrator.

What if I forget my password to My Clips?

Go to the My Clips login page and enter your email address in the Forget Your Password? field. If your email is found in the system, your password will be emailed to you.

How many My Clips accounts can I create?

You may create as many different accounts as you like, even with the same email address. However, we recommend you create only one My Clips account.

How do I contact INTELECOM Technical Support?

Send an email to techsupport@intelecom.org. Or call (626) 796-7300, M-F, 9am - 5pm PST. Toll free (800) 576-2988.

Can I share my username and password with others?

Under no circumstances may usernames or passwords be shared with others, except as permitted under the terms of the license agreement for your campus. Any unauthorized distribution or dissemination of usernames or passwords could result in the termination of your subscription.

Can I share video hyperlinks with others?

Video hyperlinks may not be forwarded to others, except as permitted under the terms of the license agreement for your campus. Any unauthorized distribution or dissemination of video links could result in the termination of your subscription.