



## *Faculty Access*

### *Safari Montage- Videos & Morning Show*

\*Open Self Service on your MacBook. Click on Safari Montage on the left. If you've used Self Service to open it recently, you will need to click the home button at the top of Self Service.

\*Once the page opens for the first time (never again after this!), you will need to choose "Download Now." You will then go into your downloads folder, double click, and choose "Open." Go through the steps to run the software: Open, Continue x3, Agree, Continue, Install, laptop password, Close. If you need help, please ask Emily Swiger, Matt Tucker, or Nick Martin.

\*Reopen the main page of Safari Montage. Enter your information and choose "Remember me." Choose to "Save password."

Click "Remember me." Your username = your email. Your password = jaguars. (Students in grades 5-12 use their full email addresses and school passwords.)

\*Allow the videos to run by choosing "Trust" twice.

\*From the main page Dashboard, go toward the bottom, left and click on "School News."

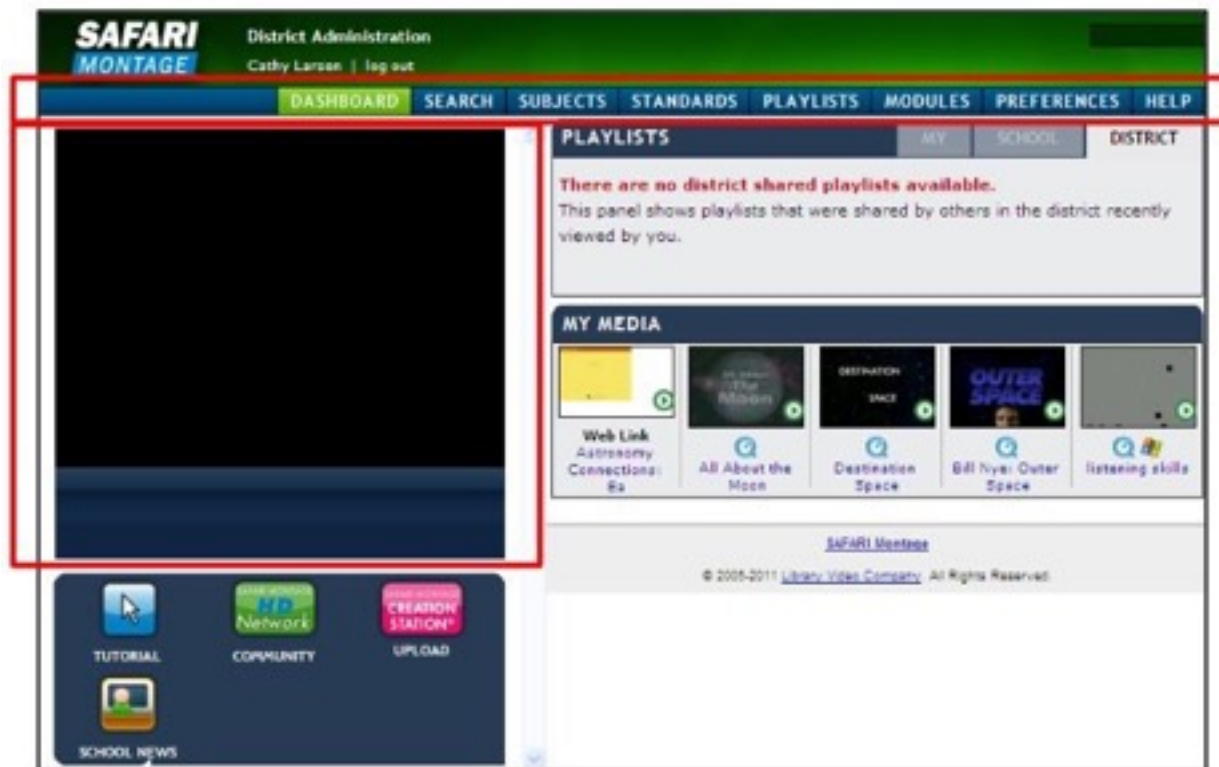
\*You should see both a HS and ES show listed. Click on the show you want and choose "Play." At this point you can maximize the video window from the bottom, right of the video window thumbnail.

\*If the video window thumbnail is gray, please click on it and allow the plug-in to run. Choose "Trust." You will be prompted to do this small step every few months as they update the media player software. If your browser periodically asks you to run or allow plug-ins, please run and allow them.

\*Possible shortcuts: 1) Opening the page in Chrome (<http://safari.holynamestpa.org>) may be easier because Chrome automatically runs many of the updates that Safari Montage needs. or 2) Assign a student in your homeroom to Air Play the morning show each morning from his/her device.

\*There are more pages attached that explain navigation within Safari Montage which contains tons of great video content. (A&E, BBC, Disney Educational, PBS, Scholastic, etc.) Let me know if you have questions! [eswiger@holynamestpa.org](mailto:eswiger@holynamestpa.org) x380.

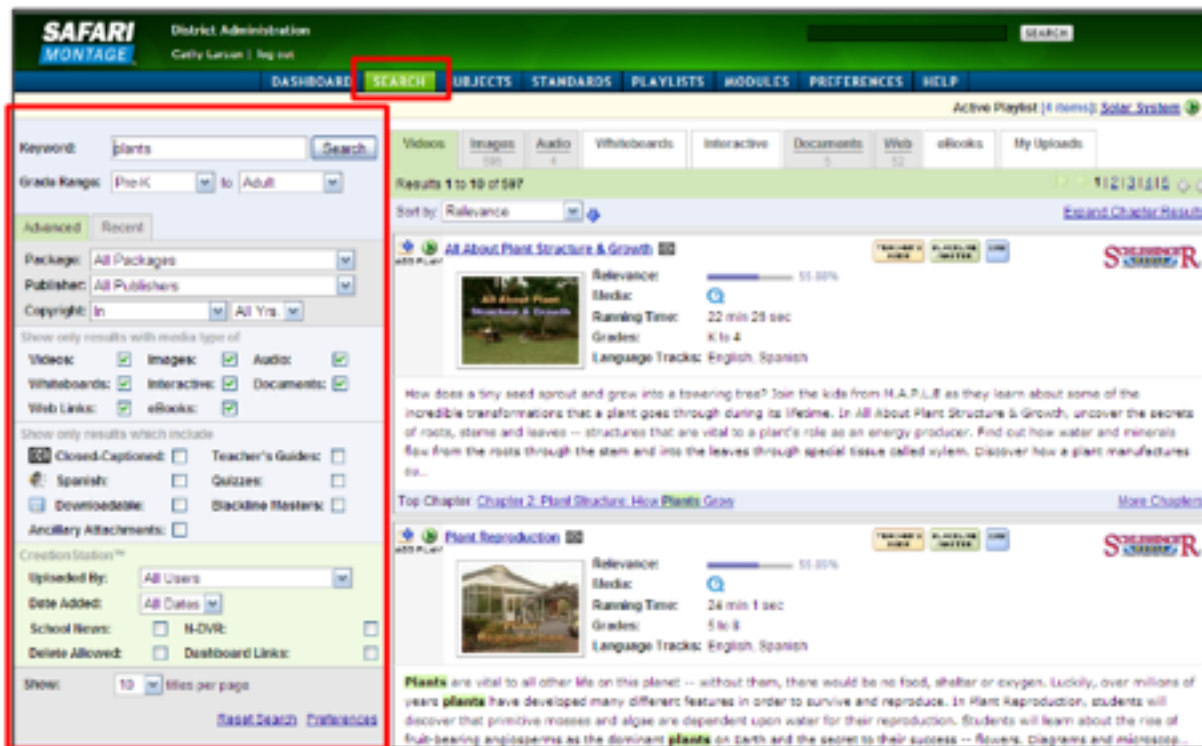
## The Dashboard



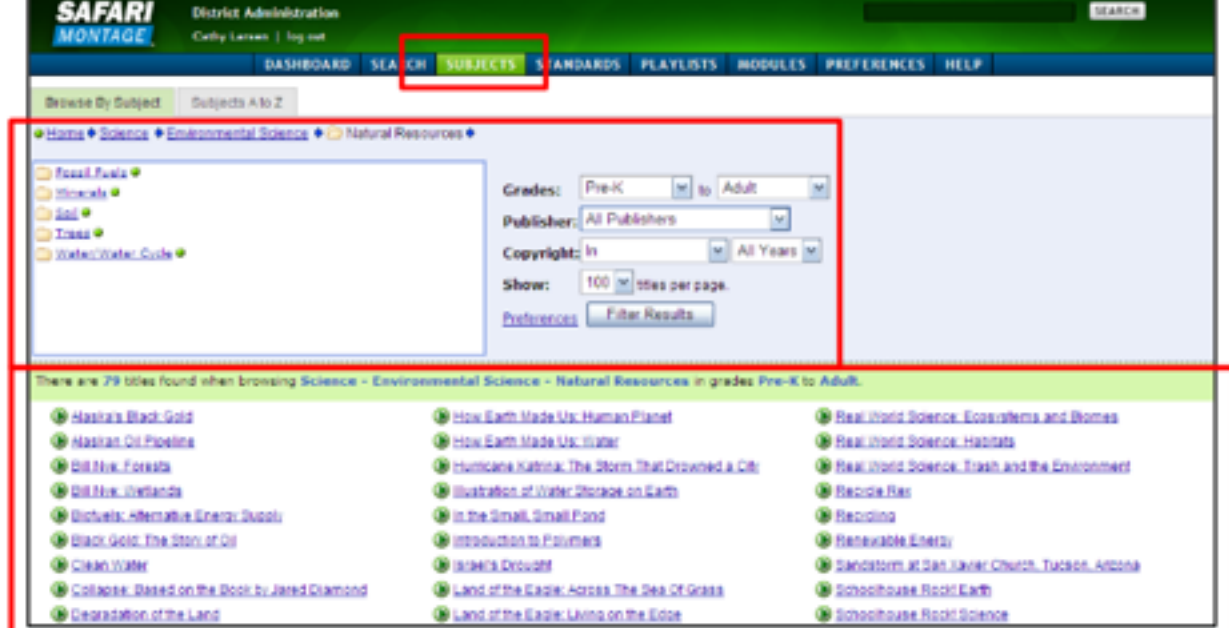
The Dashboard is the first screen that appears once a user has logged in. It shows the most recent activity in your Safari account. At the top of the screen there is a navigation bar with tabs to help you locate information.

On the left side of the screen is the video player where the media will be displayed.

## Searching for Media by Keyword(s)

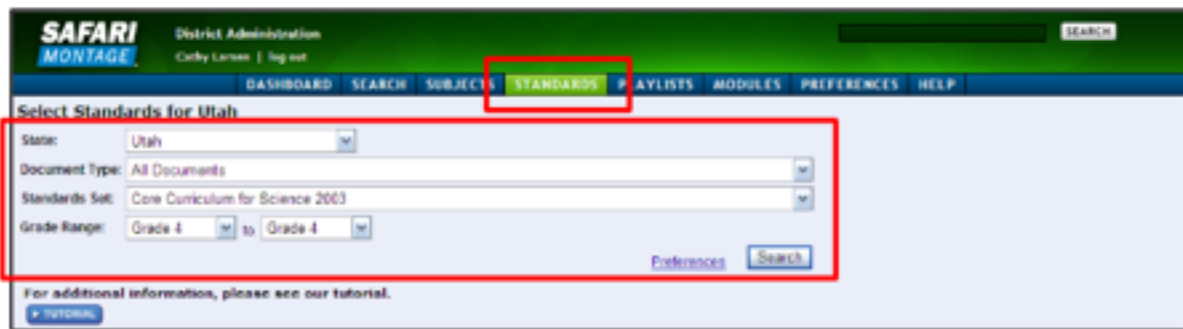


- Click on Search in the navigation menu.
- Type a keyword for the topic in the Keyword search box.
- To narrow the search, choose the desired Grade Range, Publisher, type of media, etc.
- Click on the Search button.
- Results of the search will appear on the right.
- Click on the desired media title to view more details about the media file.
- Note: The more you narrow your search the less results that will come back. If no videos were found please uncheck boxes or broaden your search.



- Click on Subjects in the navigation menu.
- Click on the desired topic (folder) to view subtopics.
- Media associated to the topic/subtopic will be located at the bottom of the window.
- To narrow the search, choose the desired Grade Range and/or Publisher
- Click on the desired media title to view more details about the media file.

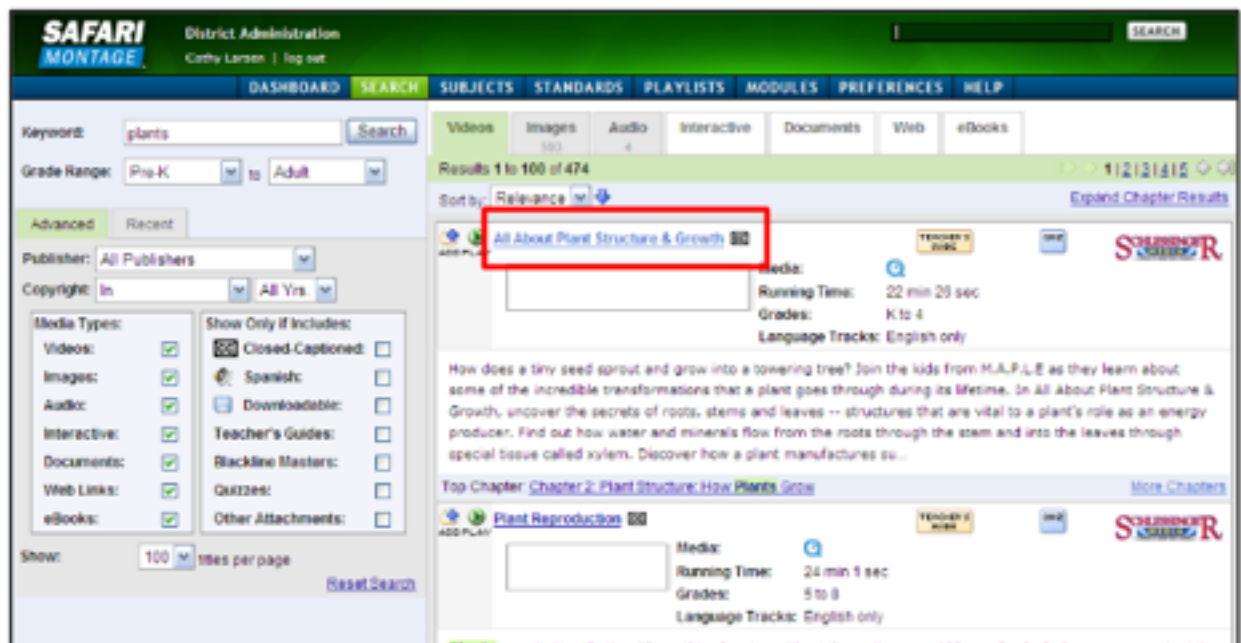
## Searching for Media by Standards



The screenshot shows the 'SAFARI MONTAGE' web application interface. At the top, there is a green header with the logo and 'District Administration' text. Below this is a blue navigation bar with links: DASHBOARD, SEARCH, SUBJECTS, STANDARDS (highlighted with a red box), PLAYLISTS, MODULES, PREFERENCES, and HELP. The main content area is titled 'Select Standards for Utah'. It contains a form with the following fields: 'State' (dropdown menu set to 'Utah'), 'Document Type' (dropdown menu set to 'All Documents'), 'Standards Set' (dropdown menu set to 'Core Curriculum for Science 2003'), and 'Grade Range' (two dropdown menus set to 'Grade 4' with a 'to' separator). A red box highlights the entire form area. To the right of the form are links for 'Preferences' and a 'Search' button. At the bottom of the form, there is a link for 'TUTORIAL' and a note: 'For additional information, please see our tutorial.'

- Click on Standards in the navigation menu.
- Choose the Standards Set you wish to view.
- Set the desired Grade Range
- Click on the Search button.
- Click on the desired standard to see a full list of the standards and objectives
- Click on the link next to the desired standard/objective to see media aligned to that particular standard/objective.
- Click on the desired media title to view more details about the media file.

## Viewing Details about a Media File

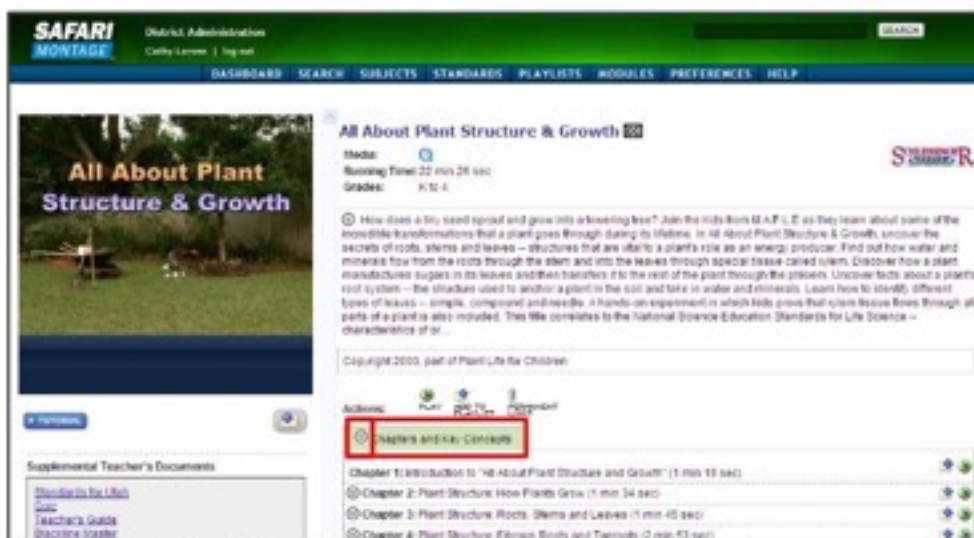


- When viewing a list of media, you will be able to see the basic details about the media files, i.e. running time, grades, publisher, etc.
- To see more details about a particular media file, click on the title for the media file.



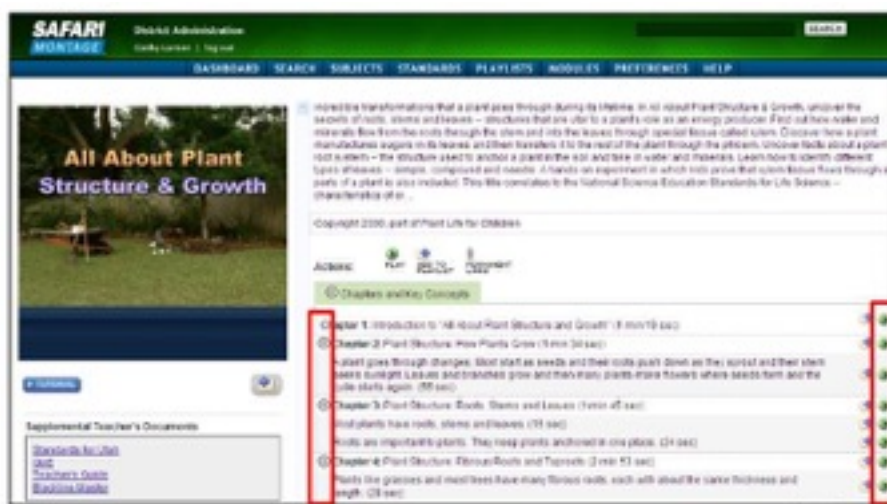


## Viewing Chapters and Key Concepts for a Media File

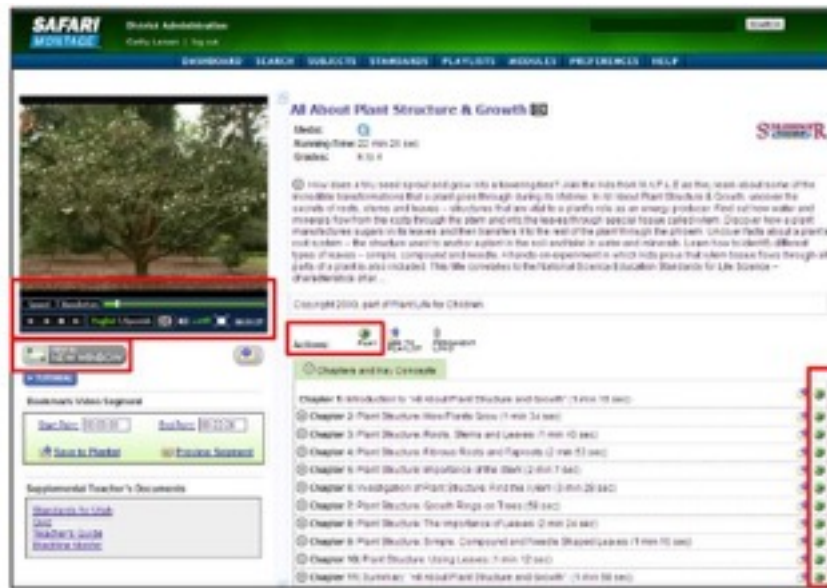




- Click on the title for the desired media file to see more details.
- To see the chapters and key concepts for a media file, click on the Expand button located next to Chapters and Key Concepts

- To see concepts associated to a chapter, click on the Expand button located at the beginning of the chapter
- To play a clip for a chapter or key concept, click on the green play button located to the right of the chapter



## Playing a Media File



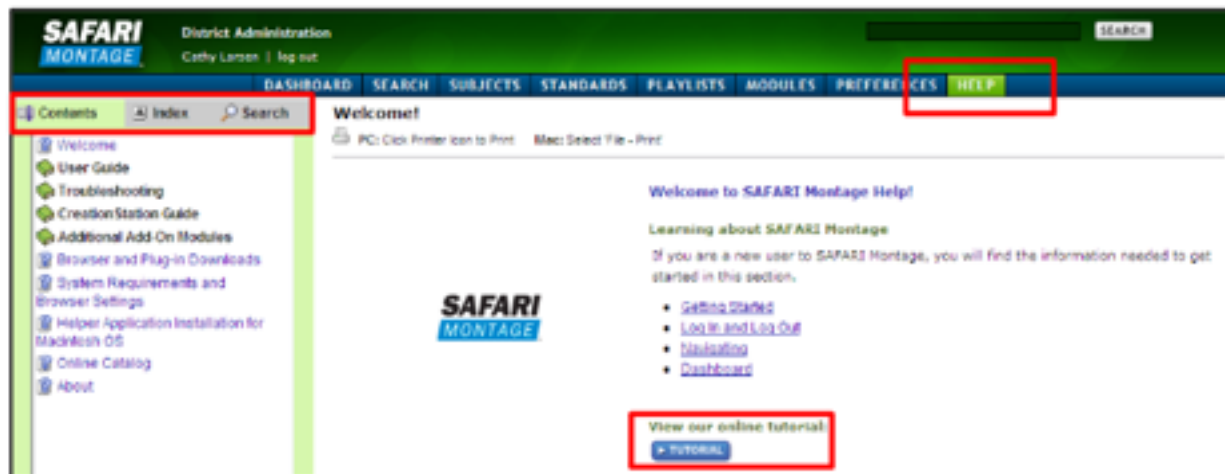
- Click on the green Play button located next to Actions to play the full video or click on the green Play button  located next to a Chapter or Key Concept to play just a segment of a video
- Videos play in the media player on the left side of the screen
- Control buttons located beneath the video can be used to pause, rewind, fast forward, and adjust the volume of the audio. (The play bar can also be used to rewind or fast forward through a video.)
- Some videos have a multi-language option. Click on the desired language to have the video play in that language.
- Some videos have closed captioning.  Click on the CC button to turn on/off closed captioning.
- Videos can be played Full Screen by click on the Full Screen button



or



## Getting More Help and Support



- Click on Help in the navigation menu
- From the Contents list on the left side of the screen, click on the desired topic, i.e. User Guide, to see step-by-step instructions for various parts of the program  
OR
- Click on Search and type in a keyword  
OR
- Click on the Tutorial button to view video tutorials based on chapters of various topics

Note: Many of the screens within Safari Montage contain a Tutorial button, i.e. Dashboard, Media Player, Playlists, etc. Whenever a Tutorial button is available, it will contain video tutorials that are specific for that part of the program.