Table Of Contents

User Guide 1

Getting Started 1

Search by Keyword 2

Search by Subject and Grade 2

Search by Curriculum Standard 3

Video Page Options 4

Streaming Video 5

Downloading Video PC 7

Downloading Video Mac 8

Mac Streaming and Downloading Specifications 9

Downloading Teachers' Guides and Blackline Masters 11

Preferences (user created with Passcode) 12

Preferences (user created without Passcode) 13

Viewing Closed-Captioning 14

Advanced Search 15

Calendar 17

Quiz Center 18

Quiz Center User Guide Overview 18

Navigating the Quiz Center 19

My Quizzes (activated) 19

My Quizzes (in edit mode) 20

Creating a new Quiz 20

Adding Curriculum Standards 21

Adding Videos to a Quiz 22
Activating Your Quiz 24
Activating Your Quiz 24
Viewing the Grade Report 24
Archiving a Quiz 25
Sharing your Quiz 26
Sending a Quiz to Your Students 26
Student View 27
Administrator View 28
Passcode 29
Playlist 34
Image Library 36
Network Manager 37

User Guide

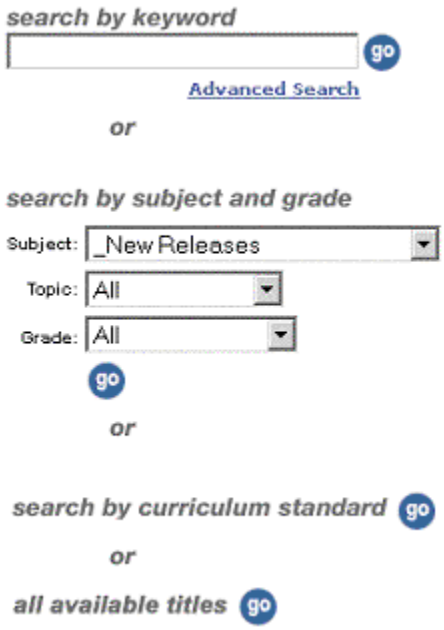
Getting Started

PC - Click Icon to Print MAC - Select 'File - Print'

Step 1: Type www.unitedstreaming.com in your browser.

Step 2: Enter your login name and password. Hit the "Enter" button.

Step 3: Search by keyword, subject area and grade level, curriculum standard, or by "All Available Titles." Click 'go' next to your search. You will be provided with a list of videos to select from.



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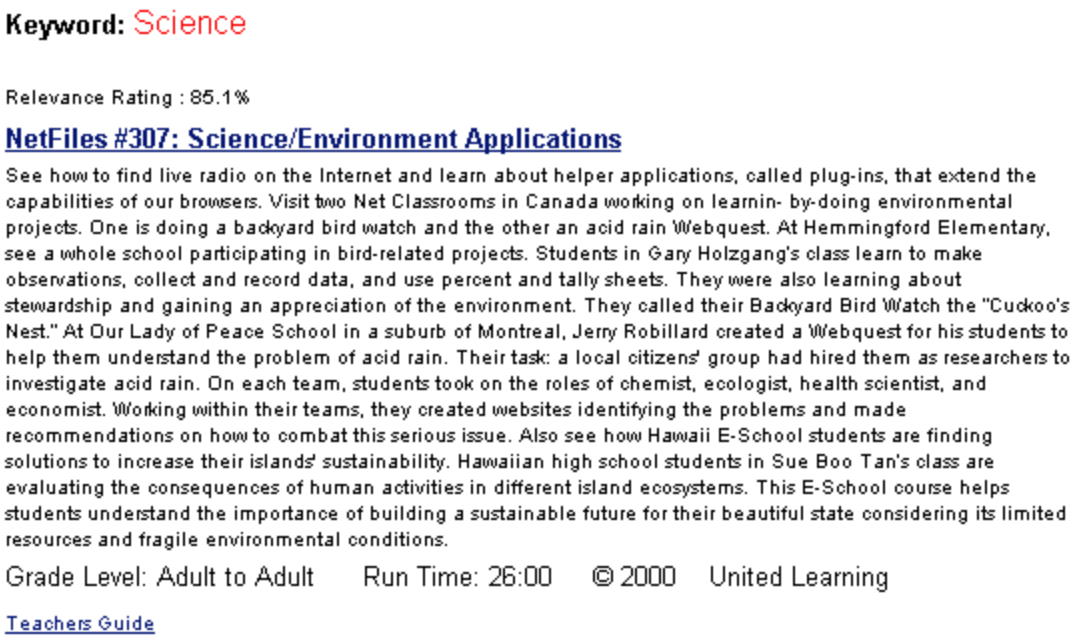
Search by Keyword

PC - Click Icon to Print MAC - Select 'File - Print'

To Perform a Search by Keyword:

Step 1: Click on the 'Search' option at the top of your screen, then enter your keyword search as shown below.

Step 2: Your results will be displayed according to a relevance rating.



Step 3: Clicking the video title name will bring you to the clip viewing page.

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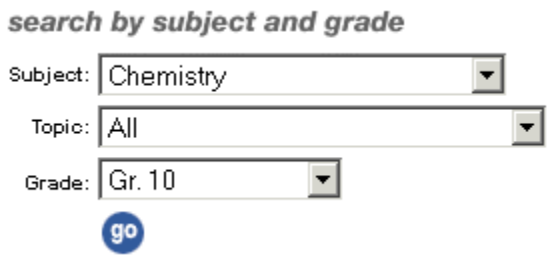
Search by Subject and Grade

PC - Click Icon to Print MAC - Select 'File - Print'

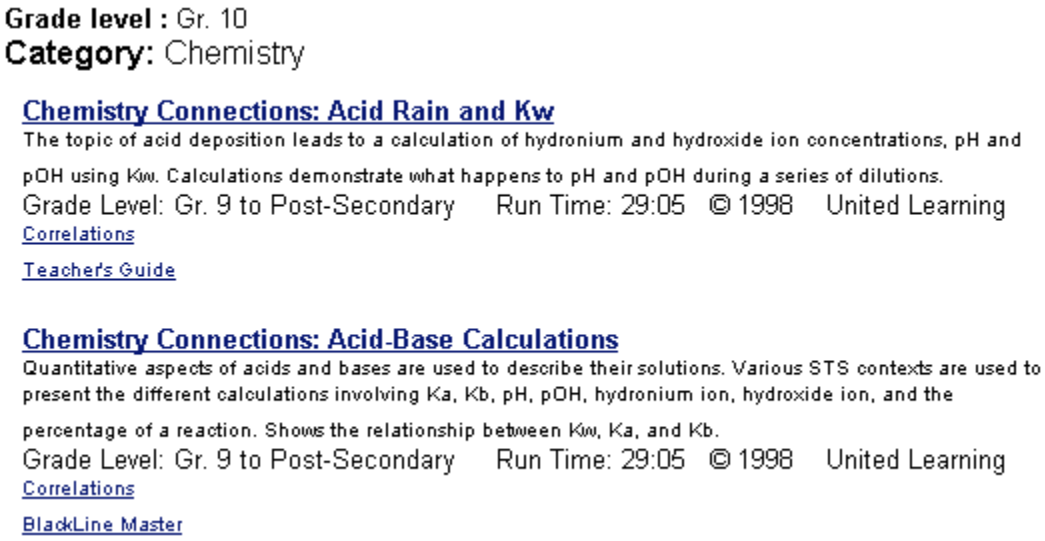
To Perform a Search by Subject and Grade:

Step 1: Click the Search option at the top of the screen.

Step 2: The Main window will appear with the search options on the right-hand side of the window. Simply select the subject and grade and click go.



Step 3: All the results matching your search return and clicking on the title of a video will display the chapters of that video.



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Search by Curriculum Standard

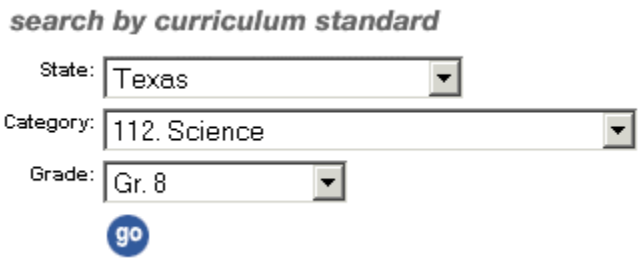
PC - Click Icon to Print MAC - Select 'File - Print'

To Perform a Search by Curriculum Standard:

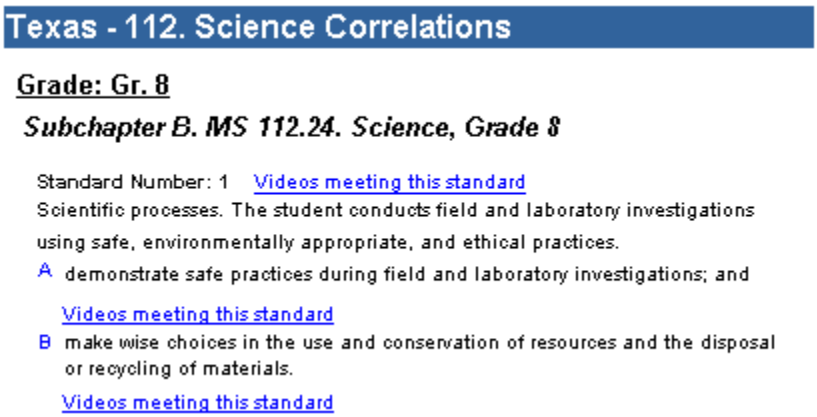
Step 1: Click the Search option at the top of the screen.

Step 2: The Main window will appear with the search options on the right-hand side of the window. Simply click the go button next to 'Search by Curriculum Standard'.

Step 3: Select your state, category and grade then click 'go.'



Step 4: All the correlations matching your search are displayed on the left side of the screen. Click the 'Videos meeting this standard' link to view the clips within that video.



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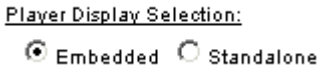
Video Page Options

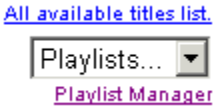
PC - Click Icon to Print MAC - Select 'File - Print'

The left and right arrows will enable you to easily go to the previous or next video on your search results page. The middle button will return you to the search results page.

This allows you to toggle between viewing your videos in Windows Media Player and QuickTime formats.



If you have the Embedded button pressed, then your video will automatically play in the video player on the left side of the page. When Standalone is selected, the video file will play native in the Windows Media Player or QuickTime application.



Clicking the All Available Titles List will allow you to view all the available videos you have access too. The Playlists drop down box shows you all your customized playlists that you have created. Clicking the Playlist Manager option will open a popup where you can manage your customizable playlists.

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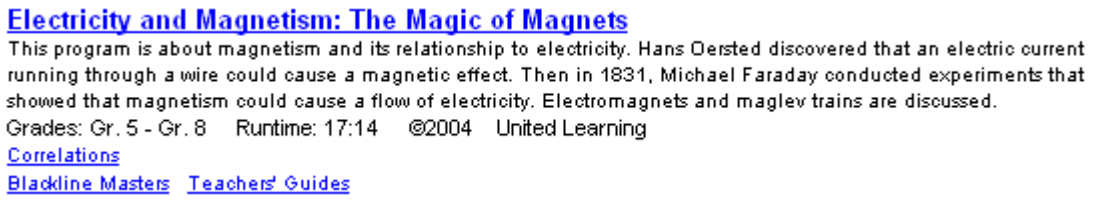
Streaming Video

PC - Click Icon to Print MAC - Select 'File - Print'

Step 1: Select one of the titles that matches your search by clicking on the title.



Step 2: Select a clip or entire program to view and decide whether to stream or download your video.

Streaming the Video
PC Users: Click the 's' to stream the video

Mac Users:
Click here for a complete list on how to stream and download for your specific browser.

To Play a Video Full Screen (while streaming)
PC Users: If you have Windows Media Player 7+ and are using Internet Explorer, click the "View Full Screen" button next to the "Stop" button. Otherwise right click over the playing video and select Full Screen.

Mac Users:
Windows Media Player: Once the 's' is clicked and the Windows Media Player window is opened go to "View" then "Full Screen" or use the key command "Command 4." Hit the "esc" key to get out of full screen mode.

QuickTime: Currently we don't support full screen viewing while streaming in

QuickTime. You can still view a downloaded clip full screen by clicking the 'Movie' link at the top of your screen then select 'Full Screen.'

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Downloading Video PC

PC - Click Icon to Print MAC - Select 'File - Print'

Internet Explorer:

LEFT CLICK:
Step 1: Hover your mouse over the 'd' button and r click.

Step 2: Click “OK” then select where you would like to save the file.

Step 3: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video.

RIGHT CLICK:
Step 1: Right click the 'd' button.

Step 2: Select the option "Save Target As".

Step 3: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video.

Netscape Navigator:

LEFT CLICK
Step 1: Hover your mouse over the 'd' button and left click.

Step 2: Click “OK” then select where you would like to save the file.

Step 3: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video.

RIGHT CLICK:
Step 1: Right click the 'd' button.

Step 2: Select the 'Save Link Target As' option.

Step 3: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video.

To Play a Downloaded Video
After downloading your video clip, navigate to the folder where your video clip is located. You can view the video by double clicking on the file.

To Play a Downloaded Video Full Screen
Right click over the playing video and select Full Screen.

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Downloading Video Mac

PC - Click Icon to Print MAC - Select 'File - Print'

Internet Explorer: (Click here for a complete list on how to stream and download for your specific browser.)

Step 1: Hold down the control key and click and hold.

Step 2: Click and scroll down the pop-up menu that appears to "Download Link to Disk…"

Step 3: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video. (We suggest downloading to the desktop or creating a video folder).

Step 4: Save the file extension (.asf for Windows Media™ Files or .mov for QuickTime™ Files).

Netscape Navigator: (Click here for a complete list on how to stream and download for your specific browser.)

Step 1: Hold down the control key and click and hold.

Step 2: You will see a pop-up screen that asks you to save your video clip. You may give your video a different name. Navigate to a folder to save your video. (We suggest downloading to the desktop or creating a video folder).

Step 3: Save the file extension (.asf for Windows Media Files or .mov for QuickTime Files).

Finding and Playing Your Downloaded Video

Windows Media:

If the downloaded video clip looks like this:

…Double click on the icon and your video will play.

If your downloaded video clip looks like this:

…Open your Windows Media Player application and then go to "File" > "Open" and find the file. Then your video will play.

To Play a Downloaded Video
After downloading your video clip, navigate to the folder where your video clip is located. You can view the video by double clicking on the file.

To Play a Downloaded Video Full Screen
Windows Media Player: Go to "View" then "Full Screen" or use the key command "Command 4." Hit the "esc" key to get out of full screen mode.

QuickTime: Click the 'Movie' link at the top of your screen then select 'Full Screen.' Hit the "esc" key to get out of full screen mode.

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Mac Streaming and Downloading Specifications

PC - Click Icon to Print MAC - Select 'File - Print'

Viewing Videos Full Screen
View Video Full Screen while streaming (excluding Netscape 4.7)
Select View > Full Screen from top menu bar.

View Video Full Screen when Downloaded (WMP)
Select View > Full Screen from top menu bar.

View Video Full Screen when Downloaded (QuickTime)
Select Movie > Full Screen from top menu bar.

Streaming and Downloading Specifications per browser

IE 5.2 (OSX)
WMP Stream: Standalone
WMP Download: Option click to auto download to desktop or click and hold or control click to get popup. Select the 'Download Link to Disk' option. Then select where you would like to save the file.

QuickTime Stream: Embedded
QuickTime Download: Option click to auto download to desktop or click and hold or control click to get popup. Select the 'Download Link to Disk' option. Then select where you would like to save the file.

IE 5.0 (Classic)
WMP Stream: Standalone
WMP Download: Option click to auto download to desktop or control click to get popup. Select the 'Download Link to Disk' option. Then select where you would like to save the file.

QuickTime Stream: Embedded
QuickTime Download: Option click to auto download to desktop or control click to get popup. Select the 'Download Link to Disk' option. Then select where you would like to save the file.

NETSCAPE 7.0 (OSX)
WMP Stream: Is not supported.
WMP Download: Click and hold, control click or option click to get popup. Select the 'Save Link Target As' option. Then select where you would like to save the file.

QuickTime Stream: Is not supported.
QuickTime Download: Click and hold, control click or option click to get popup. Select the 'Save Link Target As' option. Then select where you would like to save the file.

NETSCAPE 6.2 (OSX)
WMP Stream: Is not supported.
WMP Download: Click and hold or control click to get popup. Select the 'Save Link as' option. Then select where you would like to save the file.

QuickTime Stream: Embedded
QuickTime Download: Click and hold or control click to get popup. Select the 'Save Link as' option. Then select where you would like to save the file.

NETSCAPE 6.0 (Classic)
WMP Stream: Is not supported.
WMP Download: Click and hold or control click to get popup. Select the 'Save Link as' option. Then select where you would like to save the file.

QuickTime Stream: Embedded
QuickTime Download: Click and hold or control click to get popup. Select the 'Save Link as' option. Then select where you would like to save the file.

NETSCAPE 4.7 (Classic)
WMP Stream: Embedded
WMP Download: Click and hold, control click or option click to get popup. Select the 'Save this Link as' option. Then select where you would like to save the file.
Cannot go full screen while streaming

QuickTime Stream: Embedded
QuickTime Download: Click and hold, control click or option click to get popup. Select the 'Save this Link as' option. Then select where you would like to save the file.

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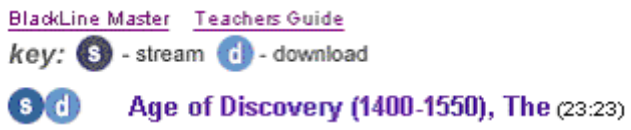
Downloading Teachers' Guides and Blackline Masters

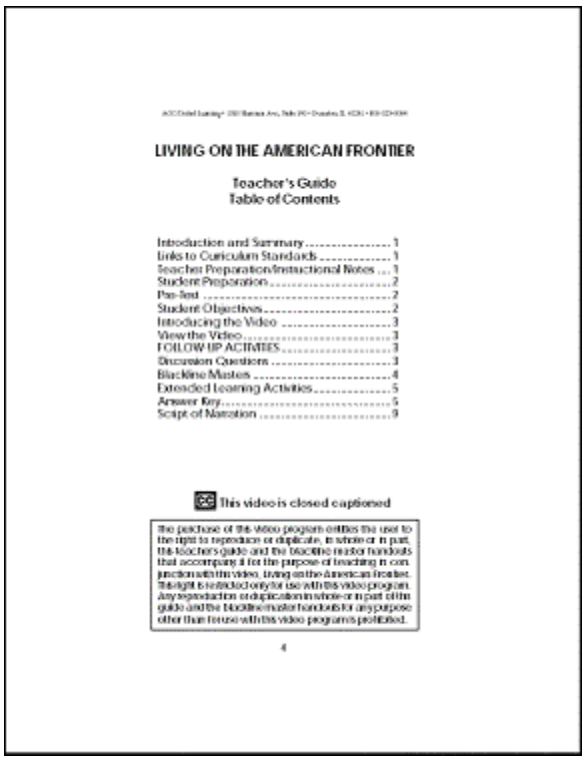
CPC - Click Icon to Print MAC - Select 'File - Print'

Many *unitedstreaming*™ titles come with Teacher's Guides and Blackline Masters (lessons and student activities). You will notice these links just above the video title.



These supplementary materials may be viewed by simply clicking on the link. You must have Adobe Acrobat Reader to view the guides. If needed, visit www.adobe.com to download their free "Acrobat Reader."

Teacher's Guide Blackline Master



LIVING ON THE AMERICAN FRONTIER

Teacher's Guide
Table of Contents

Introduction and Summary 1
Links to Curriculum Standards 1
Teacher Preparation/Instructional Notes ... 1
Student Preparation 2
Pre-Test 2
Student Objectives 2
Introducing the Video 3
View the Video 3
FOLLOW-UP ACTIVITIES 3
Discussion Questions 3
Blackline Masters 4
Extended Learning Activities 5
Answer Key 5
Script of Narration 9

This video is closed captioned

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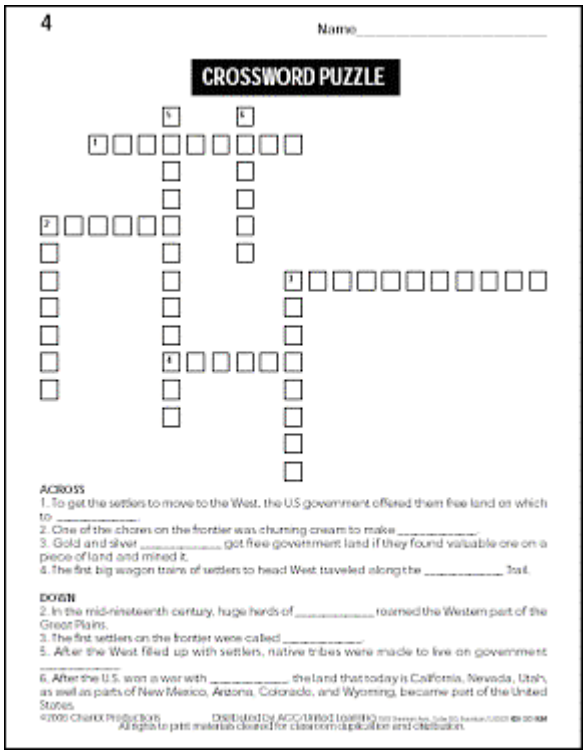
4



4 Name_____

CROSSWORD PUZZLE

ACROSS
1. To get the settlers to move to the West, the US government offered them free land on which to _____.
2. One of the chores on the frontier was churning cream to make _____.
3. Gold and silver _____ got free government land if they found valuable ore on a piece of land and mined it.
4. The first big wagon trains of settlers to head West traveled along the _____ Trail.

DOWN
2. In the mid-nineteenth century, huge herds of _____ roamed the Western part of the Great Plains.
3. The first settlers on the frontier were called _____.
5. After the West filled up with settlers, native tribes were made to live on government _____.
6. After the U.S. won a war with _____, the land that today is California, Nevada, Utah, as well as parts of New Mexico, Arizona, Colorado, and Wyoming, became part of the United States.

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Preferences (user created with Passcode)

PC - Click Icon to Print MAC - Select 'File - Print'

If you have created your account via the Passcode system then when you click the 'Preferences' tab from the top navigation you are be able to change your account information.

Edit your login information:

Username: *

Current Password *New Password* *Confirm New Password*

New Password:

Leave blank if you do not wish to change your current password.

Security Reminder

Question: What are the last 4 digits of your social security number? *

Answer: *

Edit your contact information:

First * *Last* *

Name:

Email Address: *

Confirm Email Address: *

Title:

Organization:

Address:

City:

State/Province: *

Zip/Postal Code:

Country:

Phone *Fax*

Phone Numbers:

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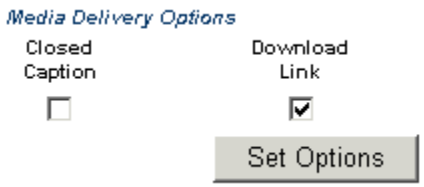
Preferences (user created without Passcode)

PC - Click Icon to Print MAC - Select 'File - Print'

If you have a shared username and password then when you click the 'Preferences' tab from the top navigation you are able to change your media delivery options.



Closed Caption: Clicking this box will enable to you view the closed captioning track of a video title (PC only). Please note that not all video titles have a closed captioning track.

Download Link: Clicking this box will show/hide the 'd' button on the video clip page.

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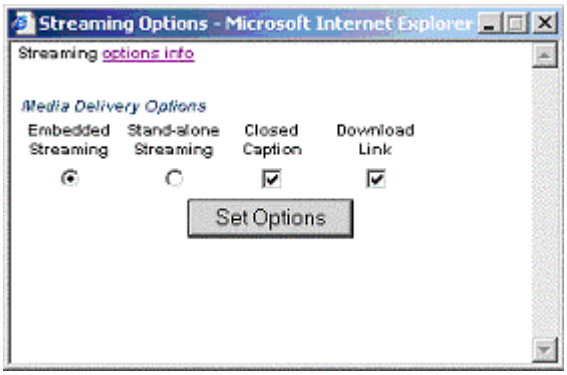
Viewing Closed-Captioning

PC - Click Icon to Print MAC - Select 'File - Print'

Many of the titles available on *unitedstreaming*™ may be viewed with closed-captioning. This feature is available using Internet Explorer and only while streaming. Closed-captioning is not currently available for Macs. If the title has closed captions, you will notice a 'CC' above the title. To view captioning:

Step 1: On the top Navigation bar click on the text marked Streaming Options. Check the box marked Close Caption and click on Set Options.



Step 2: Select the clip you wish to play and click on the button to stream. The captioning will appear at the bottom of the player.

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Advanced Search

PC - Click Icon to Print MAC - Select 'File - Print'

The *unitedstreaming*™ advanced search allows you to search and sort your content in a variety of ways.

Step 1: Click on Advanced Search as shown below.

Step 2: The advanced search page gives you the following selection choices:

Advanced Search

Keyword:

Subject: All

Topic: All

Grade: All

Order Results By: Relevance — Ascending — Descending

Relevance
Copyright
Title

Step 3: Enter search criteria in one or more of the search fields as shown:

Advanced Search

Keyword: election process

Subject: Social Studies

Topic: American History

Grade: Gr. 6

Order Results By: Copyright — Ascending — Descending

go

Step 4: Your results will be displayed by your choice of Relevance, Copyright, or if your keyword is in the Title of the program:

Keyword: election process

Almost Painless Guide to the Election Process, The

Harlan and Marie are back with this indispensable guide to the electoral process. Accompanied by contemporary and archival video footage, vibrant graphics, and informative commentary, their "spin" on the campaign trail is not to be missed. Highlights include the explanation of political parties, campaigns, and the different types of elections. Throughout, emphasis is placed on the involvement of citizens in each step of the process. Designed for grades 5 - Up, this program provides a great review for older students as well.

Grade Level: Gr. 5 to Adult Run Time: 21:39 © 2000

To maximize the power of the keyword search, you can use different boolean operators which can give you flexibility in your search. Here is a list of the most popular:

AND
Selects documents that contain all of the search elements you specify. Documents

retrieved using the AND operator are relevance-ranked. Following are examples of search syntax.

Search Example
To select documents which contain stemmed variations of the phrase "pharmaceutical companies" and stemmed variations of the word "stock," you can enter the following: pharmaceutical companies AND stock. Only those documents which contain both search elements, or stemmed variations of them (e.g. pharmaceutical company; stocks, etc.), are retrieved and ranked according to their score.

OR
Selects documents that show evidence of at least one of your search elements. Documents selected using the OR operator are relevance-ranked.

Search Example
To select documents which contain stemmed variations of the word "election" or the phrases "national elections" or "senatorial race" you can enter the following: election OR national elections OR senatorial race. Only those documents which contain at least one of the search elements, or a stemmed variation of at least one of them, are retrieved and ranked according to their score.

()
Search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes ("like this") will appear together in all results exactly as you have entered them. Phrase searches are especially useful when searching for famous sayings or proper names.

?
Specifies one of any alphanumeric character, as in ?an, which locates "ran," "pan," "can," and "ban."

*****
Specifies zero or more of any alphanumeric character, as in corp*, which locates "corporate," "corporation," "corporal," and "corpulent."

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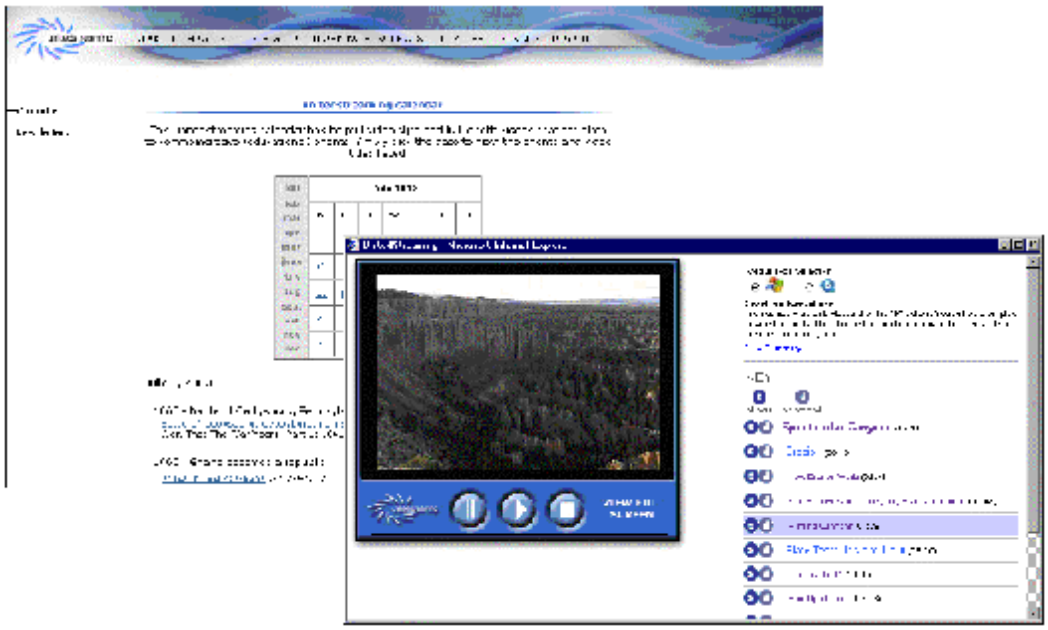
Calendar

PC - Click Icon to Print MAC - Select 'File - Print'

One of the newest tools available to you is an online Calendar with commemorative events linked to video content. As you become familiar with this useful new feature,

you'll discover a variety of innovative ways to incorporate digital video into your curriculum.

Choose any month you wish and you'll find a list of commemorative events for each day. Each event is linked to specific video clips or full-length videos that can be incorporated into your lesson plans. Suggested grade levels and running times are listed as well.



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Quiz Center

Quiz Center User Guide Overview

Click Icon to Print (PC Only)

The unitedstreaming Quiz Center allows you to easily:

- Search for existing quizzes from our template library
- Modify existing quizzes
- Create new quizzes
- Choose from multiple choice, short answer and true/false questions
- Identify curriculum standards within the quiz
- Add videos to the quiz
- Share quizzes

- View grade reports

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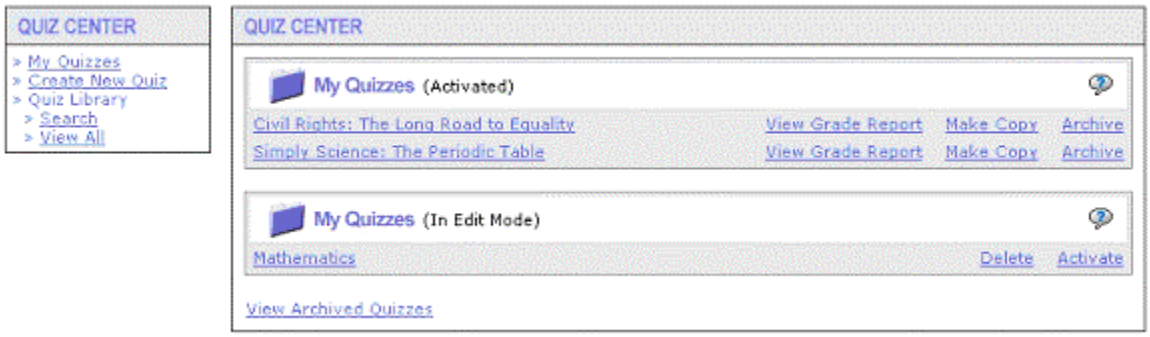
Navigating the Quiz Center

PC - Click Icon to Print MAC - Select 'File - Print'

The default screen for Quiz Center has a navigation area on the left to easily take you to different basic functions. To the right is the main content area, which houses all of the Quiz Center creation screens.



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My Quizzes (activated)

PC - Click Icon to Print MAC - Select 'File - Print'

This folder contains quizzes that can be taken at any time. Any quiz in this section will be viewable to all students who log in to take a quiz. Next to each quiz are options to 'View Grade Report', 'Make Copy' and 'Archive'. The 'View Grade Report' option will display results of every user who took that quiz. To make a copy of a quiz, simply click the 'Make Copy' option next to that quiz which makes a copy of that quiz in the 'My Quizzes - Edit Mode' folder. The 'archive' feature will add that quiz to a temporary archived list.

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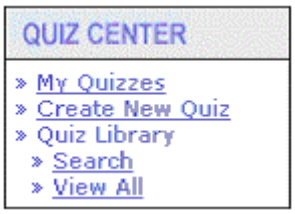
My Quizzes (in edit mode)

PC - Click Icon to Print MAC - Select 'File - Print'

This contains quizzes in edit mode which cannot yet be taken. If you would like to delete a quiz from this list, simply click the 'Delete' button next to that quiz. To add a quiz from edit mode to activated mode, just click the 'Activate' option next to that quiz and it will move in to the activated quizzes folder.



On the left side navigation, you will see 'My Quizzes'. Clicking this option will bring you back to the default screen with all of your activated and deactivated quizzes.

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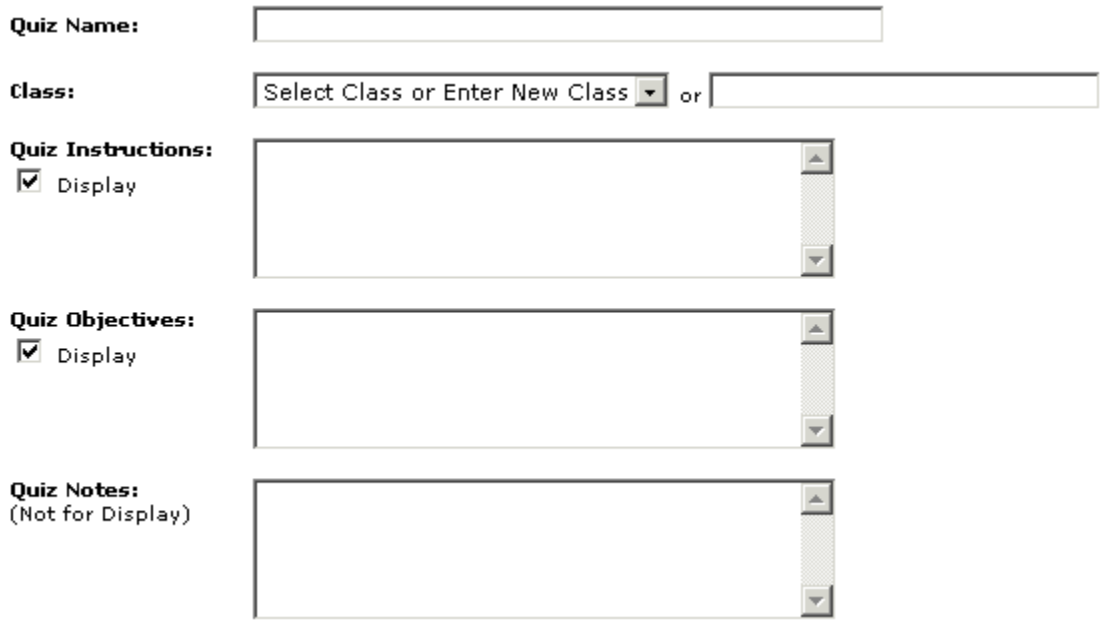
Creating a new Quiz

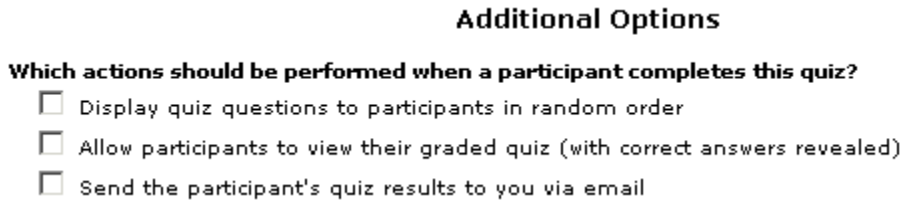
PC - Click Icon to Print MAC - Select 'File - Print'

Clicking the option to "Create a New Quiz" on the left side navigation will bring you to the five steps to create a new quiz. First, click the "Add/Edit" button next to to

'Step One: Enter Quiz General Information'. In this section, you can enter your quiz name, class, instructions, objectives and notes.



Information entered in the 'Quiz Instructions' or 'Quiz Objectives' areas has the ability to be displayed or not by clicking the checkbox below each area. Information entered in the 'Quiz Notes' field will not
be seen by anyone other than the teacher.



"Display quiz questions to participants in random order" does exactly that, randomizes the questions to each student taking the quiz. "Allow participants to view their graded quiz (with correct answers revealed)" will show the students their answer as well as the correct one. "Send the participant's quiz results to you via email" will send you their results as opposed to logging into *unitedstreaming* and looking them up manually. Click 'Save and Continue to Step 2' to continue.

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Adding Curriculum Standards

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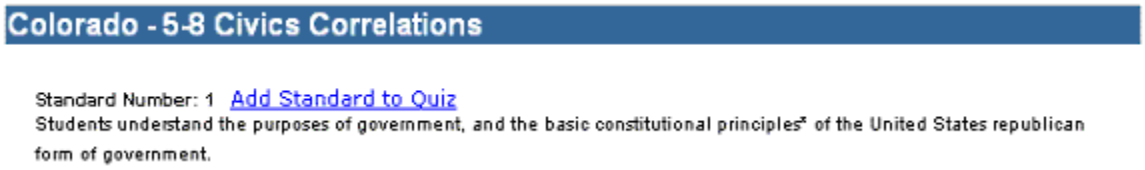
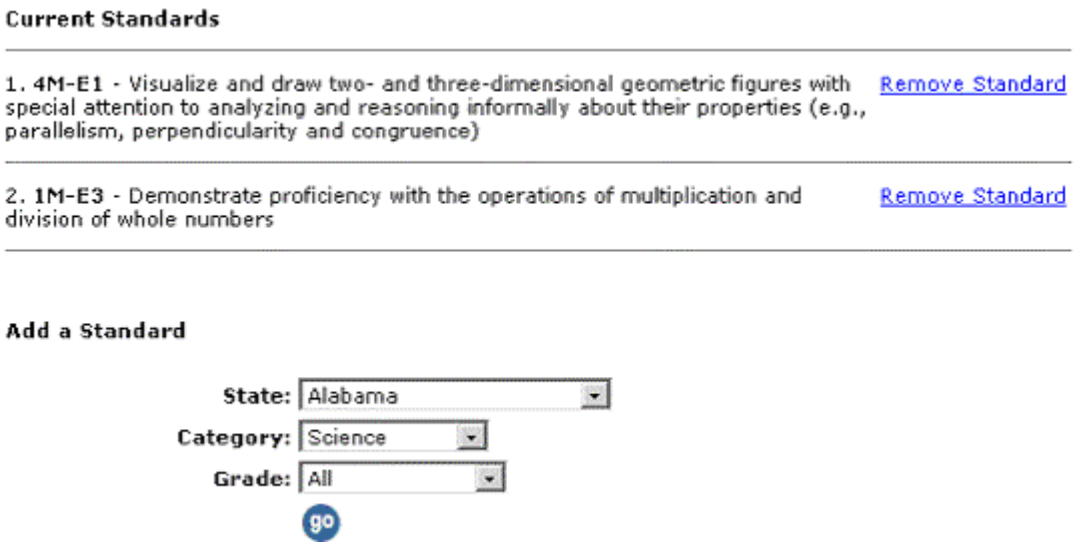
You may identify the state curriculum standards covered in your quiz by simply selecting a state, category and grade. This will display all the correlations set to your specifications.



Clicking the link "Add Standard to Quiz" will add that specific standard to your quiz.



If you would like to remove a standard, just click the "Remove Standard" link next to that standard. Then click 'Go to Step 3 (Videos)' to save your selection and proceed to the next step.

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Adding Videos to a Quiz

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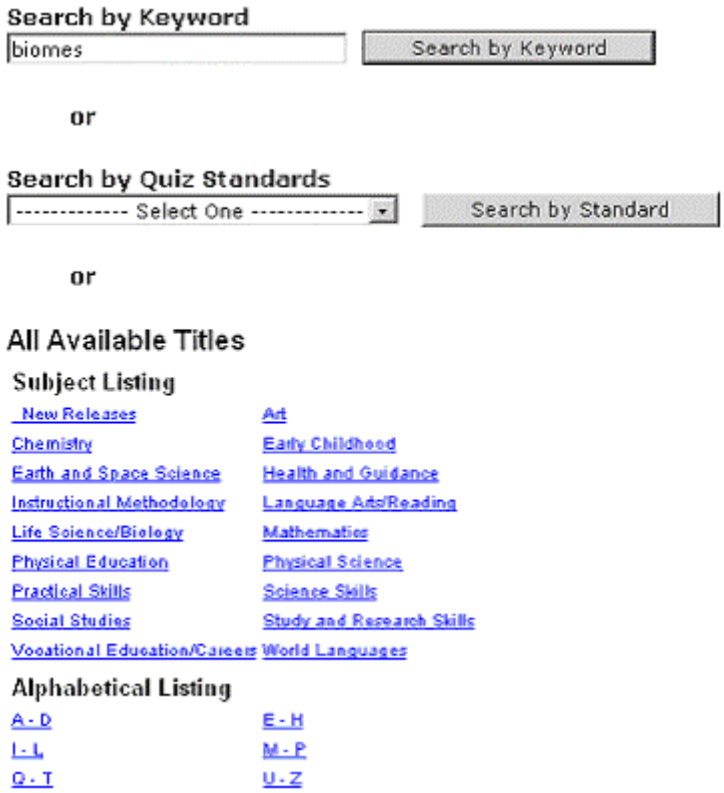
In this area, you can do a keyword search to find videos you are looking for, search by curriculum standard by the standards you have already selected in the previous step (if any), by all available titles or by alphabetical listing



Once you select a video title, you can preview a clip by clicking the 's' button or add it by clicking the 'a' button.

After you add a video clip to your quiz you will notice the 'a' button is absent from this listing showing that you have already added it to your quiz. If you would like to add more video clips from a different video title to your quiz, clicking "New Search" will take you back to the default search screen.

At the top of the screen you will also find a "Display Current Videos" link. Clicking this link will show the videos you have associated with the quiz. If you click the video clip link, it will display all the chapters of that video. Clicking the "Remove Video" link will delete the video from your quiz. To continue to the next section, click the 'Go To Step 4 (Questions)' button at the bottom of the page.

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Activating Your Quiz

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To activate a quiz, go to the main Quiz Center page by clicking the "My Quizzes" link on the left.

Then simply click the 'Activate' link next to the quiz under the 'my quizzes – in edit mode) folder. This will make the quiz active, which means when a student logs in, he or she will be able to see this quiz.

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Activating Your Quiz

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To activate a quiz, go to the main Quiz Center page by clicking the "My Quizzes" link on the left.

Then simply click the 'Activate' link next to the quiz under the 'my quizzes – in edit mode) folder. This will make the quiz active, which means when a student logs in, he or she will be able to see this quiz.

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Viewing the Grade Report

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Clicking the "View Grade Report" link next to a quiz will take you to the full quiz summary page.

This screen displays the name, date and time the quiz was taken and the score. Clicking the name of a student will display his or her results from the quiz. You can also click the 'Delete Score' link to delete the record of that user taking the quiz.

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Archiving a Quiz

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Also available from the Quiz Center home page, is the archive quiz feature.

This will allow you to archive quizzes when they are not being taken so when a student logs into the Quiz Center, he or she will only see the quiz they need to take.

When you need the quiz again, simply click the view archived quizzes link and then click to unarchive your quiz. It's that simple.

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Sharing your Quiz

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By default, you won't have any quizzes associated to you but are able to search our expanding database of shared quizzes. These quizzes can only be added by a user with account administrator privileges but are available to all teachers. This option is available from the left side navigation under the 'Quiz Library'.

Keyword: [ ] Search

Display: ☑ System Quizzes ☑ Account Quizzes ☑ Department/School Quizzes

View All Available Quiz Templates

Clicking 'Search' brings up a page to do a keyword search of our quizzes. There are also checkboxes to limit your search to 'System Quizzes' 'Account Quizzes' and/or 'Department/School Quizzes'. Beneath the search option on the left side is the 'View All Available Quiz Templates' link which lists all available pre-made quizzes.

Results			
Quiz	Quiz Name	Action	
1	A Spin Around the Solar System: Look To The Stars (system)	Preview	Copy to My Quizzes
2	A Spin Around The Solar System: Our Rocky Neighbors: Inner Planets (system)	Preview	Copy to My Quizzes
3	A Spin Around The Solar System: The Outer Planets: Gas Giants (system)	Preview	Copy to My Quizzes

Clicking the 'Preview' button will allow you to see the quiz instructions, objectives, standards and videos to watch. If you click the 'Copy to My Quizzes' link, a copy of that quiz will be added to your 'My Quizzes (in Edit Mode)'

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Sending a Quiz to Your Students

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To view the quiz hot link, click the quiz name from the default Quiz Center screen. At the bottom of the page is the quiz hot link which you can email to your students. Students entering this url into their browser will take them directly to the quiz. The quiz code is needed if part of the quiz hot link gets cut off. For example, your students can just go to http://www.unitedstreaming.com/takeaquiz/ and then they

will be prompted to enter in their quiz code. Upon doing this they will be able to take their quiz.

Hot Link: Provide the following link to your students and they will be able to take this quiz.

http://www.unitedstreaming.com/takeaquiz/index.cfm?passcodeQuiz=FAF7-838B

Quiz Code: FAF7-838B

(The Quiz Code is not needed when you use the Hot Link provided above.)

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Student View

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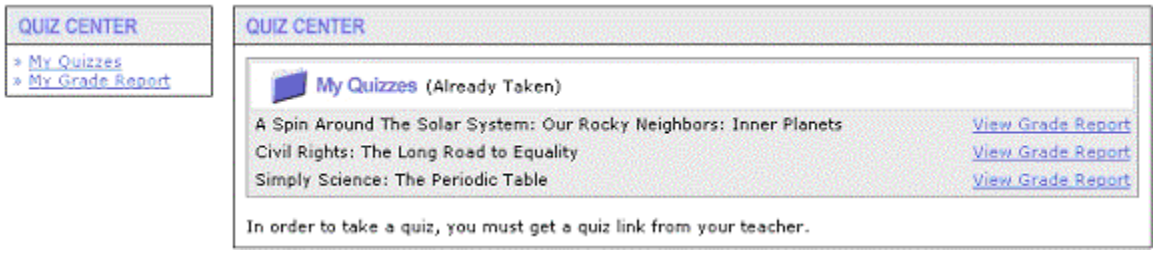
On the left side, they see options for 'My Quizzes' and 'My Grade Report'. Clicking 'My Quizzes' takes them to the default screen for the quiz creator. Under 'My Quizzes – Already Taken', students will see all quizzes they have taken. They can view their grade report for that quiz by clicking the 'View Grade Report' link next to the quiz.



When they click on 'View Grade Report', they can view the date, time and score of the quiz.

Quiz Results for:
Quiz Name: **A Spin Around The Solar System: Our Rocky Neighbors: Inner Planets**
Time Submitted: 9:43 AM on 05/28/2003
Grade: 0.0%
KEY:
✓ Question Answered Incorrectly
✗ Wrong Answer
☐ Answer(s) You Selected

✓ **1. Which of the following is not a name for the four planets closet to the sun?** (Choose only one answer)

Terrestrial
Rockies
✗ Earthlike
Inner Planets

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Administrator View

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If you log in with 'Administrator' status, you will have the ability to determine which quizzes will be available to your account. Clicking the 'View All' link from the right navigation will display the complete listing of quizzes. Clicking the 'Make System Template' link will enable that specific quiz to be searched by your teachers. So when a teacher logs in, they will be able to view ONLY the quizzes that you selected as System Templates. Also, instead of a teacher seeing 'Make System Template' they will see a 'Copy to My Quizzes' link.

Results			
Quiz	**Quiz Name**	**Action**	
1	A Spin Around The Solar System: Asteroids, Comets, and Pluto: The Small Pieces (system)	Preview	
2	A Spin Around the Solar System: Look To The Stars (system)	Preview	
3	A Spin Around The Solar System: Moon Dance (system)	Preview	
4	A Spin Around The Solar System: Our Rocky Neighbors: Inner Planets (system)	Preview	
5	A Spin Around The Solar System: The Outer Planets: Gas Giants (system)	Preview	
6	A Spin Around The Solar System: The Sun: Our Star Attraction (system)	Preview	
7	A Spin Around The Solar System: There's No Place Like Earth (system)	Preview	
8	Abstinence By Choice: Emotional Choices: Not Just a Body (AGC_Marketing_Download)	Preview	Make System Template
9	All About Rocks (TX_REGION 11 ESC_CARROLL ISD - Carroll Elementary)	Preview	Make System Template

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Passcode

PC - Click Icon to Print MAC - Select 'File - Print'

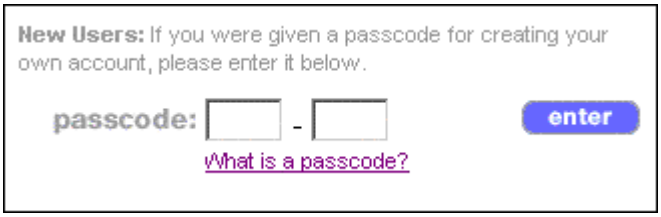
Users now have the ability to create their own user accounts on the *unitedstreaming*™ website!

We have developed a new feature called a *"passcode."* Each *passcode* is a random eight character alpha numeric string, separated by a "-" (Sample *passcode*: A42F-8B3D). *Passcodes* are automatically assigned each time an account, department, or user is created in the *unitedstreaming* site. Each District is set up as an Account in the *unitedstreaming* system and each Department is generally set up as a school.

Passcodes can be viewed in the admin.unitedstreaming.com (unitedstreaming.com/admin) website for administrators.

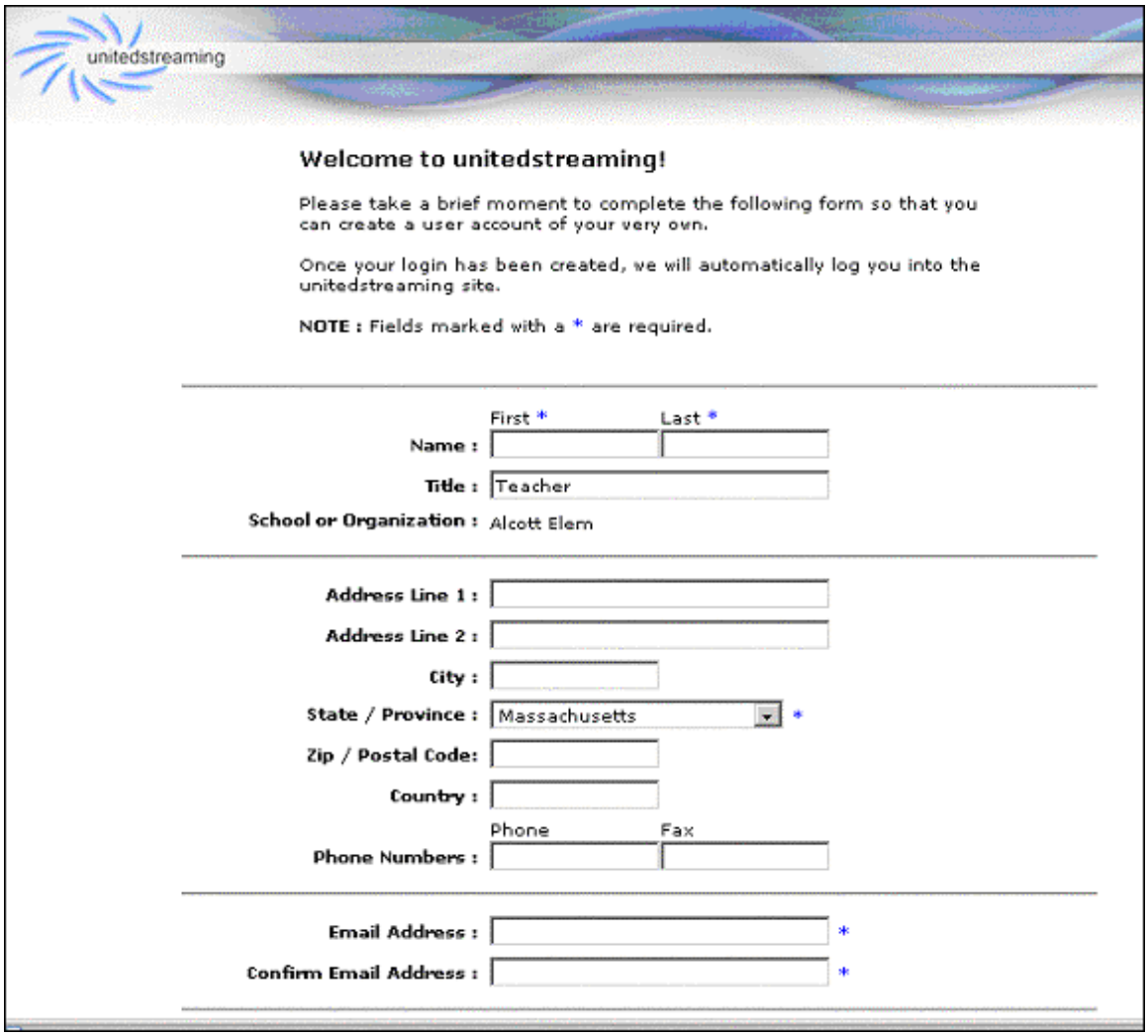
Each detail page (account detail, department detail, and user detail) now has a section near the top where each subsequent *passcode* is displayed. The "account information" page displays a *passcode* at the top for each account. The "department information" page also displays a *passcode* at the top of each department. Lastly, the "user information" page displays each "user *passcode*" near the top of the page.

There is now an option for an end-user to enter a *passcode* on the *unitedstreaming* homepage.



Entering a proper *passcode* on the homepage will allow the user to create a user account. Different user account types will be created based on the type of *passcode* a user enters on the homepage.

Once a *passcode* is entered, the user will be prompted to enter his/her information and choose a username and password.



A single *passcode* can be used multiple times by many users. However, once an individual user has used a *passcode* to create his/her own user account on the site, he/she should no longer enter the *passcode* on the homepage and, instead, should simply login to the site with his/her selected username and password like a normal user.

Sample scenario

Assume we've already created an account via admin.unitedstreaming.com (unitedstreaming.com/admin). At this point, the account administrator could go to 'edit account' under "account manager," choose an account, and view the assigned *passcode* on the account information page. This *passcode* can be distributed (by phone, email, training, meeting, etc.) to any individual that is considered a Department Head (School Building Administrator). When the user comes to the site and enters this *passcode*, he/she will be prompted for his/her user information (see above for a sample of what the user will be asked to enter). Additionally, the user will be asked to select a "School or Organization" from the list of departments that already exists, or enter a new one. Upon completing the form and submitting it, the user's account is created. The user will be assigned "Department/School Admin"

permissions, and the user may log into the website. The same procedure pertains to any type of *passcode* you choose to distribute.

For example, click on a Department (i.e., a school) to view the "Teacher" *passcode*. Click on a Teacher to view the "Student" *passcode*.

Passcode Types and how they are used
Here's a breakdown of how each different type of *passcode* can be used for creating user accounts.

Account *Passcode*
This *passcode* should be given to individuals who should be allowed to create their own "Department Head (School Administrator)" user accounts.

- This *passcode* is assigned automatically when a new account is created and can be viewed via the admin.unitedstreaming.com (unitedstreaming.com/admin) site.
- This *passcode* will allow each user to either create a new department (i.e., School or Organization) or select from a list of departments that already exist for the account to which the *passcode* is associated his/her.

Once the user has created their account, the user will receive TWO email messages as follows:

- First email will contain a welcome message and a summary/reminder of the user information he/she has entered.
- Second email will contain instructions for allowing Department Heads to create his/her own department and user account.

Department/School Building *Passcode*
This *passcode* should be given to individuals allowed to create his/her own "Teacher" user accounts.

- This *passcode* is assigned automatically when a new department is created and can be viewed via the account manager by clicking on a department from the list of departments on the right side of the page.
- This *passcode* will NOT allow the user to select a department (i.e., School or Organization) themselves. Rather, the department will automatically default to the one that corresponds to the *passcode* they have provided. In other words, if a user provides the *passcode* for a department named "Sample High School," then the "School or Organization" field will automatically display "Sample High School," not allowing the user to change the selection.
- This *passcode* will NOT allow the user to enter his/her "Title" in the user form. Instead, title will automatically be defaulted to "Teacher."

Once the user has created his/her account, the user will receive TWO email messages as follows:

- First email will contain a welcome message and a summary/reminder of the user information he/she has entered.

- Second email will contain instructions for allowing the teacher's students to create his/her own user accounts. The second email is optional. The *unitedstreaming* administrator may choose to block this feature.

Teacher *Passcode*
This *passcode* should be given by teachers to students who are allowed to create his/her own "Student" user accounts.

- This *passcode* is assigned automatically when a teacher's user account is created and can be viewed via the account manager by selecting a department from the list of departments on the right side of the page, then selecting the user from the "Users" box on the right side of the page and pressing the "Edit" button.
- This *passcode* will NOT allow the user to select a department (i.e., School or Organization) themselves. Rather, the department will automatically default to the one that corresponds to the *passcode* the user has provided. In other words, if a user provides the *passcode* for a teacher from a department named "Sample High School," then the "School or Organization" field will automatically display "Sample High School," not allowing the user to change the selection.
- This *passcode* will NOT allow the user to enter his/her "Title" in the user form. Instead, title will automatically be defaulted to "Student."
- This *passcode* will trigger the display of the name of the Teacher who owns this *passcode*.

Once the user has created his/her account, the user will receive ONE email message as follows:

- Email will contain a welcome message and a summary/reminder of the user information he/she has entered.
- A SECOND email will be sent only to the teacher alerting them that this particular student has created a user account. This email will also contain instructions for allowing the parents of this particular student to create their own user accounts.

Student *Passcode*
This *passcode* should be given to individuals allowed to create their own "Parent" user accounts.

- This *passcode* is assigned automatically when a student's user account is created and can be viewed via the account manager by selecting from departments on the right side of the page, then selecting the user from the "Users" box on the right side of the page and pressing the "Edit" button.
- This *passcode* will NOT allow the user to select a department (i.e., School or Organization) themselves. Rather, the department will automatically default to the one that corresponds to the *passcode* they have provided. In other words, if a user provides the *passcode* for a teacher from a department named "Sample High School," then the "School or Organization" field will automatically display "Sample High School," not allowing the user to change the selection.
- This *passcode* will NOT allow the user to enter his/her "Title" in the user form. Instead, title will automatically be defaulted to "Parent."

- This *passcode* will trigger the display of the name of the Teacher of the Student that owns this *passcode*.
- This *passcode* will trigger the display of the name of the Student that owns this *passcode*.

Once the user has created his/her account, the user will receive ONE email message as follows:

- Email will contain a welcome message and a summary/reminder of the user information he/she has entered.

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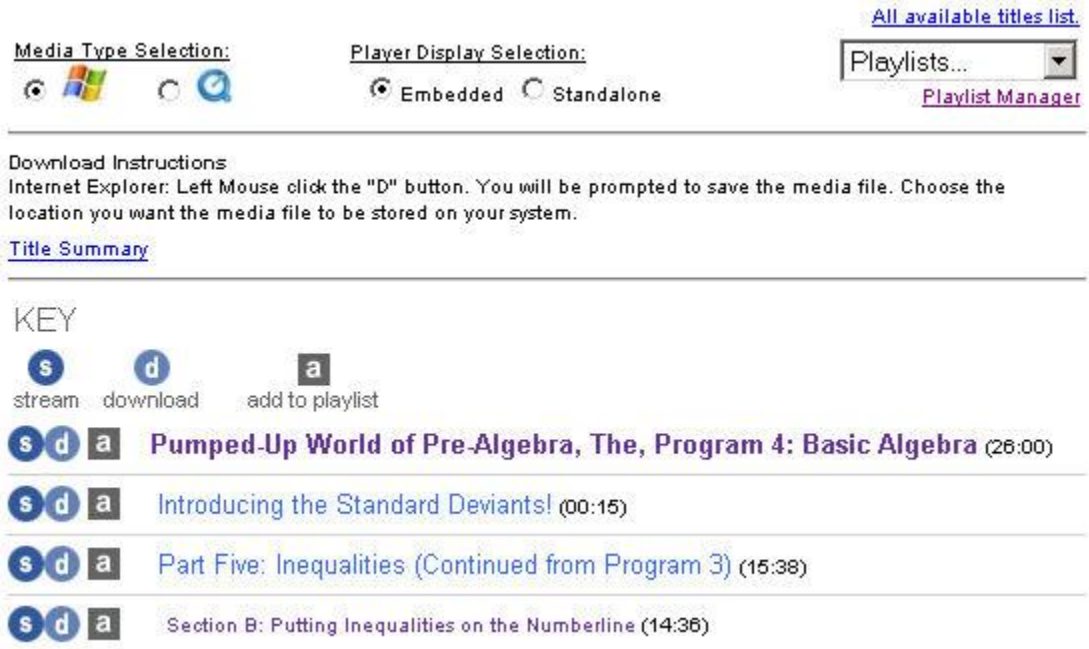
Playlist

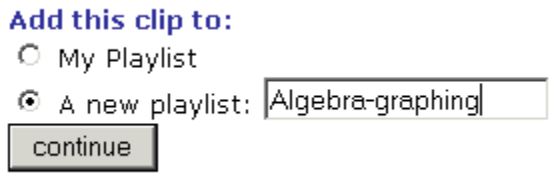
PC - Click Icon to Print MAC - Select 'File - Print'

Bookmark video clips to your playlist for later retrieval!

Clicking the "a" button next to a video clip will allow you to add the clip to your default playlist (My Playlist) or enable you to create a new one. Adding a video clip to a playlist does not download or stream the clip. The purpose of the playlist is to "bookmark" the clip so that you do not have to search for it again once you've found it. It makes lesson planning easy! You can get to your Playlist Manager by clicking on the "Playlist" link at the top of your screen. Here, all the clips are listed for your default list.



Upon clicking "a," a window will pop up asking you where to add the clip. You may add clips to "my playlist," which is the default, or choose to create a new playlist. You may name the list anything you choose.



Click continue and your clip will show up in the new playlist you've created (or whichever you have chosen). If at any time you wish to remove this clip from your playlist, click the "r" button. By clicking the dropdown box, you can exit your playlist and go back to your last search results.

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Image Library

PC - Click Icon to Print MAC - Select 'File - Print'

Web-based images from United Learning

We have hundreds of professionally photographed images, which are available to you through *unitedstreaming*.

To Access Our Images:

Step 1: Select "Learning Resources" from the navigation bar.

Step 2: Click on "Image Library" on the left side of the window.

Step 3: You can search for images by keyword in the "SEARCH" field or scroll through the entire library by clicking "NEXT".

Step 4: When you find the photo you are looking for select a resolution.
Thumbnail – the size displayed for selection.
Low Resolution – for reports.
High Resolution – for printing.

To download an image…
NOTE: You must use a photo viewer in order to view downloaded images.

PC Users:
Select an image to download. Hover your mouse over the desired resolution. Right click to download: scroll down the pop-up menu and select (unclick on) "Save Target As…" or "Save Link As…" (depending on which browser you are using). Change the file name and save to a designated folder.

To view the image:

Step 1: Browse to where you saved the image.

Step 2: Double Click the image to launch your default viewer.

If your default viewer does not launch Select by Clicking START, Programs, Accessories, Entertainment – Select "Paint" and then go to "File" and then "Open" the image from there.

Macintosh Users:
Select an image to download. Hover your mouse over the desired resolution. Control-Click and "Save file to disk." You will see a pop-up screen that asks you to save your image. You may give your image a different name, but also save the file extension .jpg. Navigate to a folder to save your image.

To view the image:

Step 1: Navigate to the folder where you saved your image.

Step 2: Double Click the image to launch your default viewer.

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Network Manager

PC - Click Icon to Print MAC - Select 'File - Print'

The *unitedstreaming* Network Manager allows you to download videos overnight and provide access to videos stored on your network through the *unitedstreaming* interface.

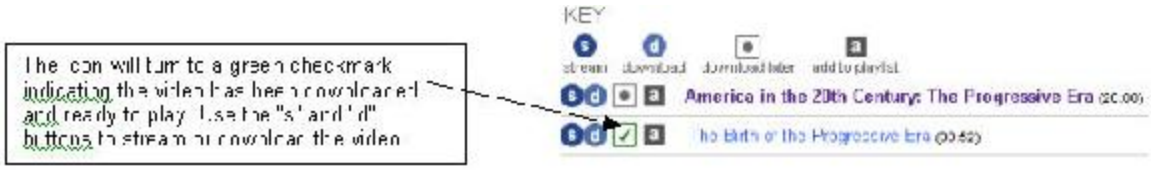
Users of *unitedstreaming* will have the ability to select videos and schedule them to be downloaded during off-peak Internet hours. An administrator of the Network Manager schedules the time and days for the application to begin transferring videos. For example, a teacher will select a video clip to be downloaded to the local server, at 7pm the Network Manager will begin transferring the video, by the next day the teacher will have the video available on the local server.

The Download Later button will appear just to the right of the download button. Clicking on this button will schedule the video to be automatically downloaded to your local server overnight.

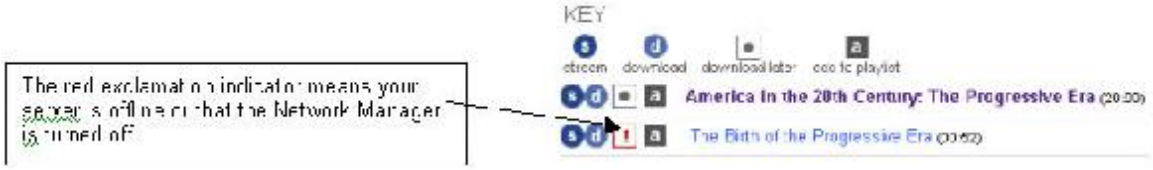
The video will download overnight. The next day when revisiting *unitedstreaming*, you will notice the Download Later button has changed into a green checkmark. This

means the video is now available. Use the “s” and “d” buttons to stream or download the video.

Once the video is downloaded, you will notice improved performance, including faster response time and the ability to have multiple users access the video simultaneously. Videos downloaded using this method will be available to all other *unitedstreaming* users in your district.



If you visit *unitedstreaming* and notice that the Download Later button has turned red, your local server is offline and the video is not currently available. Please contact your technology department to inform them of the issue.



Any questions should be directed to support@unitedlearning.com or call 800.323.9084.

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