

Dallas TeleLearning

**DIGITAL RESOURCE
REPOSITORY**

Users' Guide

2008/2009



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What is the Digital Resource Repository?

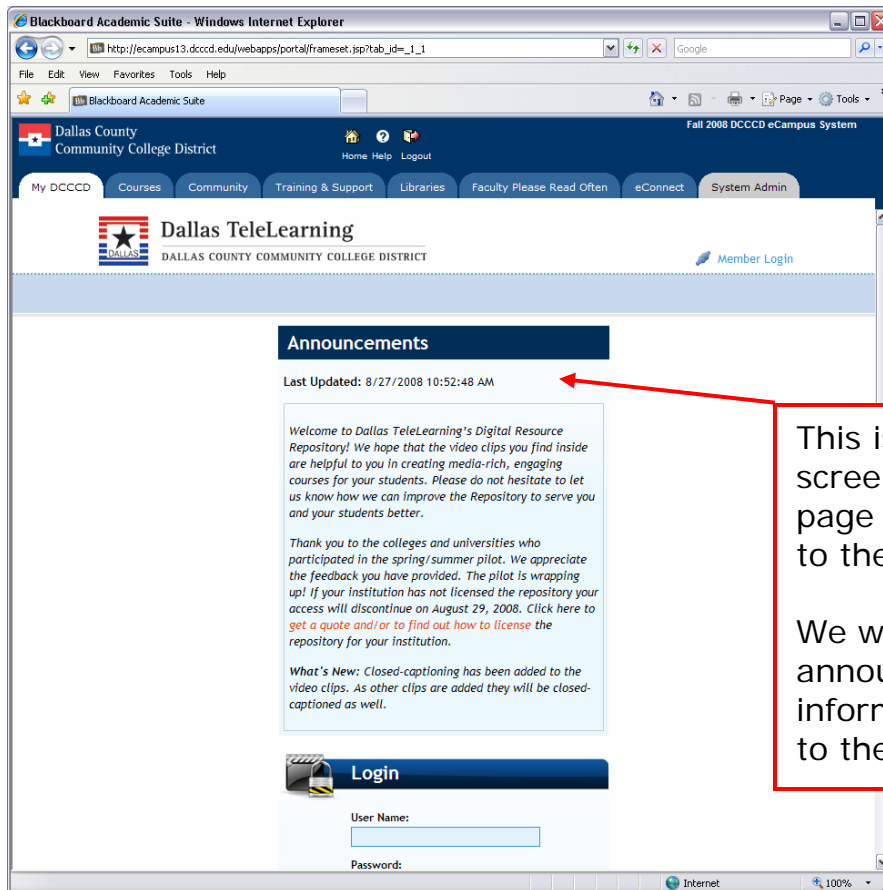
The Dallas TeleLearning Digital Resource Repository is an evolving database of video and Flash activities created from video and interactive courseware produced by the LeCroy Center. The repository can be searched and used in your courses. This is an external database that will require you to create an account.

Copyright Information

Copyright Information: The use of content contained in this database is for the exclusive use of DCCCD faculty and students in courses sanctioned by the DCCCD and its colleges. Any other use of these resources is a violation of copyright laws and subject to severe prosecution.

Setting Up Your Account

- Go to <http://tlearnvideo.dcccd.edu>



This is the welcome screen. You will see this page each time you come to the site to log in.

We will place announcements and information about updates to the site on this page.

Blackboard Academic Suite - Windows Internet Explorer

http://ecampus13.dcccd.edu/webapps/portal/frameset.jsp?tab_id=_1_1

Dallas County Community College District

Home Help Logout

My DCCCD Courses Community Training & Support Libraries Faculty Please Read Often eConnect System Admin

Announcements

Last Updated: 8/27/2008 10:52:48 AM

Welcome to Dallas TeleLearning's Digital Resource Repository! We hope that the video clips you find inside are helpful to you in creating media-rich, engaging courses for your students. Please do not hesitate to let us know how we can improve the Repository to serve you and your students better.

Thank you to the colleges and universities who participated in the spring/summer pilot. We appreciate the feedback you have provided. The pilot is wrapping up! If your institution has not licensed the repository your access will discontinue on August 29, 2008. Click here to [get a quote and/or to find out how to license the repository for your institution.](#)

What's New: Closed-captioning has been added to the video clips. As other clips are added they will be closed-captioned as well.

Login

User Name:

Password:

Log In

[Recover Password](#) [Create New Account](#)

Select "Create New Account."

- Press or click "**Create New Account**" the first time you come to this page.
- **Do Not** enter the Institution ID and Institution Password on this first screen.

NOTE: Each time you access the repository you will need to login. If you cannot recall your password, click on the **Recover Password** link.

You will need to provide your User Name and answer a secret question that was set up when you created your account. Your new **Password** will be sent to the email address provided in your account.

Create New Account

All fields marked with a * are required. In order to create an account you will need to have an Institution account set up. For more information please read our [FAQ](#) or contact your local XXXXXXXXXXXX

Institution Information

Institution ID: * **DCCCD Institutional ID: 40**

Institution Password: * **DCCCD Institutional Password: 4567**

Account Information

First Name: *

Last Name: *

Division:

Subject:

Street Address:

City:

State: Zip:

Phone:

Email: *

- For **Division** please include the college(s) you teach at such as: ECC/EFC.
- Please enter your **Subject** area.
- You do not need to enter your address or phone number.

Login Information

Username: *

Password: *

Confirm Password: *

Secret Question:

Secret Answer: *

Create Account

- Enter the **DCCCD Institutional ID(40)** and **Password(4567)**.
- Enter your information.
- Enter your desired **Username (no specific requirements)** and **Password (minimum length: 8 characters with one non-alphanumeric character, i.e. ! @ # \$ % & ?)**.
- Choose a **Secret Question** and enter the **Answer**.
- Press or click "**Create Account.**"

Dallas TeleLearning
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Help Edit My Account Logout

My Playlists Recently Viewed Most Popular Search

Browse > My Playlists > License Agreement

License Agreement

Last Updated: 1/14/2009 1:38:04 PM Download / Print

**Digital Resource Repository Subscriber Agreement
with the Dallas County Community College District
(DCCCD - Dallas TeleLearning)**

IMPORTANT - READ THESE TERMS CAREFULLY BEFORE USING THE PRODUCT OR ACCESSING THE CONTENT ON THE <http://tlearnvideo.dcccd.edu> WEBSITE. BY ACCESSING AND/OR PROVIDING ACCESS TO USERS TO THE PRODUCT AND/OR THE CONTENT CONTAINED THEREIN, YOU ACKNOWLEDGE AND REPRESENT THAT YOU ARE AN AUTHORIZED SUBSCRIBER; THAT YOU HAVE READ THIS AGREEMENT; THAT YOU UNDERSTAND IT; AND THAT YOU AGREE TO BE BOUND BY ITS TERMS.

DEFINITIONS

Content: All the search pages, indexes, databases, online help, video links, text, activity links, exercise links, audio materials and all other content provided by DCCCD (Dallas TeleLearning) or hosted on the Website or otherwise offered in connection with the Product. Content is accessible via streaming only through links incorporated into a course management system or other authorized delivery method.

Fees: The fees payable by Subscriber to DCCCD (Dallas TeleLearning) in consideration for the licenses contained herein.

Product: The DCCCD (Dallas TeleLearning) tlearnvideo.dcccd.edu service that provides educational video clips, exercises, activities, and audio materials to members of the educational industry through streaming technology delivered via the Internet. **Student:** An individual who is enrolled in or attends classes at a subscribing institution or school.

Subscriber: The educational institution, district or other governing body that has obtained a license to access and use the

I Do Not Accept I Accept

- Press or click "**I Accept.**"

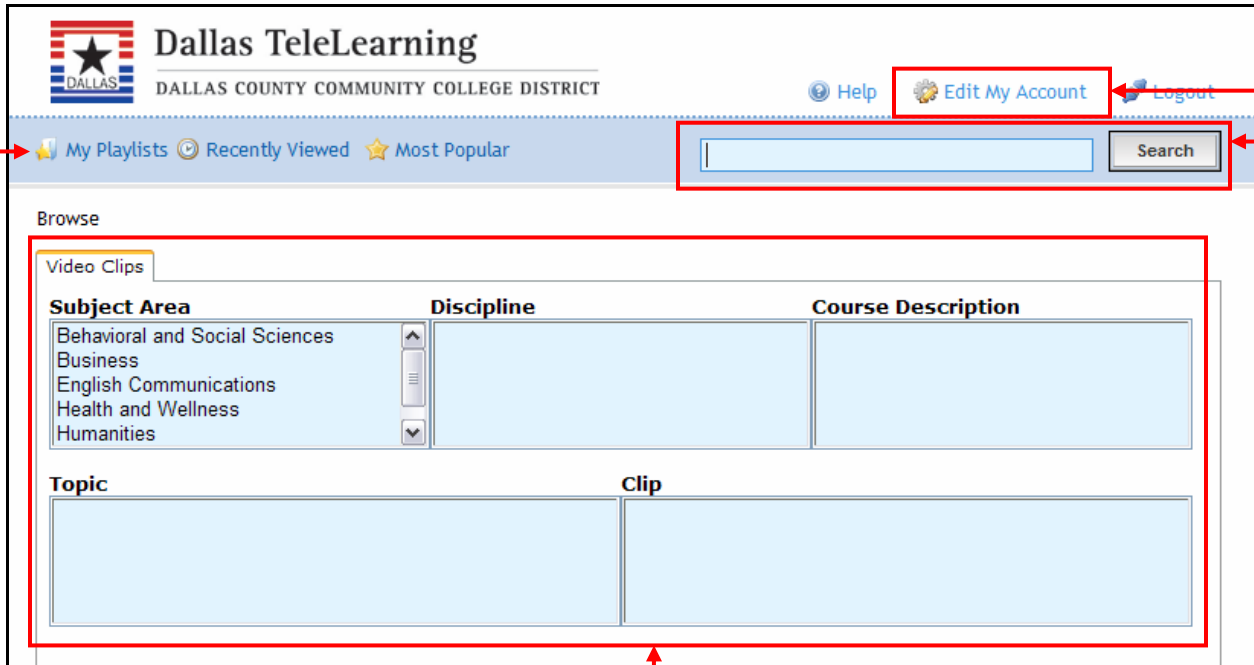
The first time you log in using your Username and Password, you will be directed to the License Agreement page. You must click "**I Accept**" to access the site. You can download and/or print the agreement for your records.

Every time the license agreement is updated, you will be redirected to this page for review and acceptance.

Viewing Content

The Interface

This is the main user interface. On this page you can search and browse content, view videos, and add content to your Playlists.



Press **"My Playlists"** to go to the page where you can create and manage your Playlists. Playlists must be created before you can add content to them using this page. See the Playlist section for more information.

Use the Search function to locate content by keyword.

You can change your password, Secret Question's answer, and update contact information (email address, phone number, etc).

This is the main browse area. Clicking on an item in the Subject Area will populate the Discipline pane. Clicking on an item in the Discipline pane will populate the Course Description pane, etc. See the next page for an example of a populated page.

Keyword Search

A powerful feature of the Browse page is the Search tool.

Dallas TeleLearning
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Help Edit My Account Logout

My Playlists Recently Viewed Most Popular

drugs Search

Browse

Video Clips

Subject Area	Discipline	Course Description
Behavioral and Social Sciences		
Business		
English Communications		

- Enter a keyword in the search box.
- Press or click **"Search."**

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Help Edit My Account Logout


My Playlists Recently Viewed Most Popular


drugs Search

Browse > My Playlists > Content Search

Search Results

Found Approximately 30 results for "drugs".

 **Party Drugs & Brain Chemistry**
Video Description: This video is a condensed explanation of the effects of "party drugs" (ecstasy) on the body's brain chemistry.
Content Elements: Drug abuse; party drugs; club drugs; ecstasy use and abuse; ecstasy and brain chemistry; ecstasy and serotonin release; serotonin spill; ecstasy use and depression
Interviewees:
Wilkie A. Wilson, Professor of Pharmacology, Duke University Medical Center
Duration: 01:45
Author: Dallas TeleLearning
Playlist: [Journey to Health: Lesson #19 - "Drugs" - Clip Repository](#)

 **A Pill for Every Ill**
Video Description: In America more prescription drugs are consumed per capita than anywhere in the world. This video gives an overview of why so many drugs are prescribed and the growing influence of direct-to-consumer advertising by pharmaceutical companies.

- Scroll through the list.
- Select the title or image to view the video.

Browsing Content

The screenshot shows the Dallas TeleLearning website interface. At the top, there is a navigation bar with the Dallas TeleLearning logo, the text 'DALLAS COUNTY COMMUNITY COLLEGE DISTRICT', and links for 'Help', 'Edit My Account', and 'Logout'. Below this is a secondary navigation bar with 'My Playlists', 'Recently Viewed', 'Most Popular', and a search box. The main content area is titled 'Browse' and features a 'Video Clips' tab. It contains three filter menus: 'Subject Area' (with options like Behavioral and Social Sciences, Business, English Communications, Health and Wellness, Humanities), 'Discipline' (with options like Economics, Government, History, Sociology), and 'Course Description' (with options like U.S. History since 1877, U.S. History to 1877). Below these are 'Topic' and 'Clip' filters. The 'Harlem Renaissance' clip is selected, showing a video description, content elements (W.E.B. Du Bois, African American intellectuals, etc.), duration (04:09), author (Dallas Telelearning), and playlist (Transforming America: Lesson #10 - "Modern Times" - Clip Repository). A 'Play' button and an 'Add To My Playlist' button are also visible.

This is a fully populated browse page. Note the full description of the video, including a summary, keywords, and duration. You can press **“Play”** to view the video. This is also a great way to show clips in your face-to-face classes.

If you have Playlists already created, you can add the video to one of your Playlists.

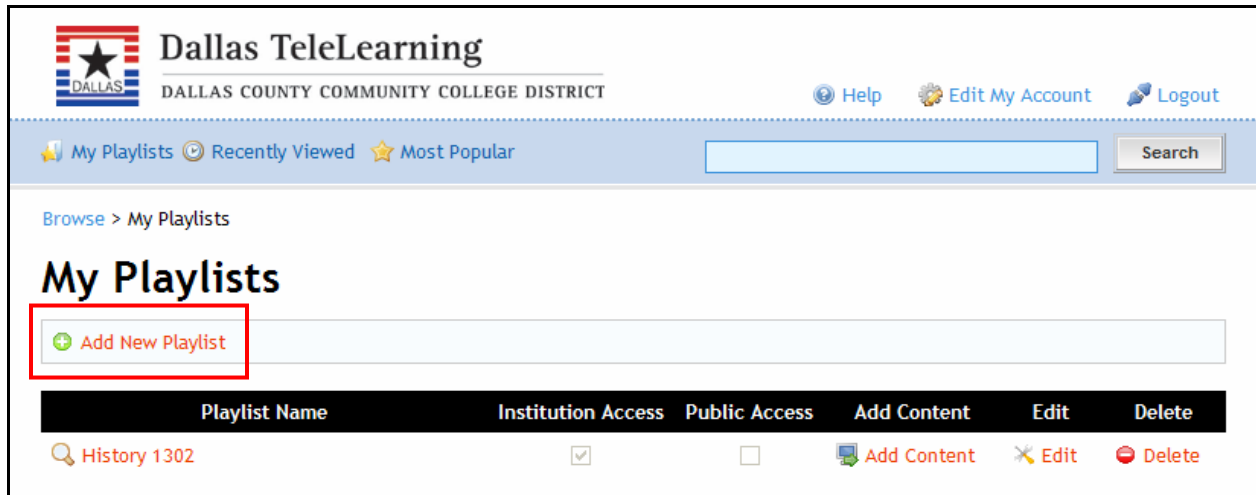
If you do not have any Playlists, do not worry, the next section instructs you how to use Playlists.

Creating and Managing Playlists

Playlists are used to group media files selected by the user and allow for easy access to the selected media.

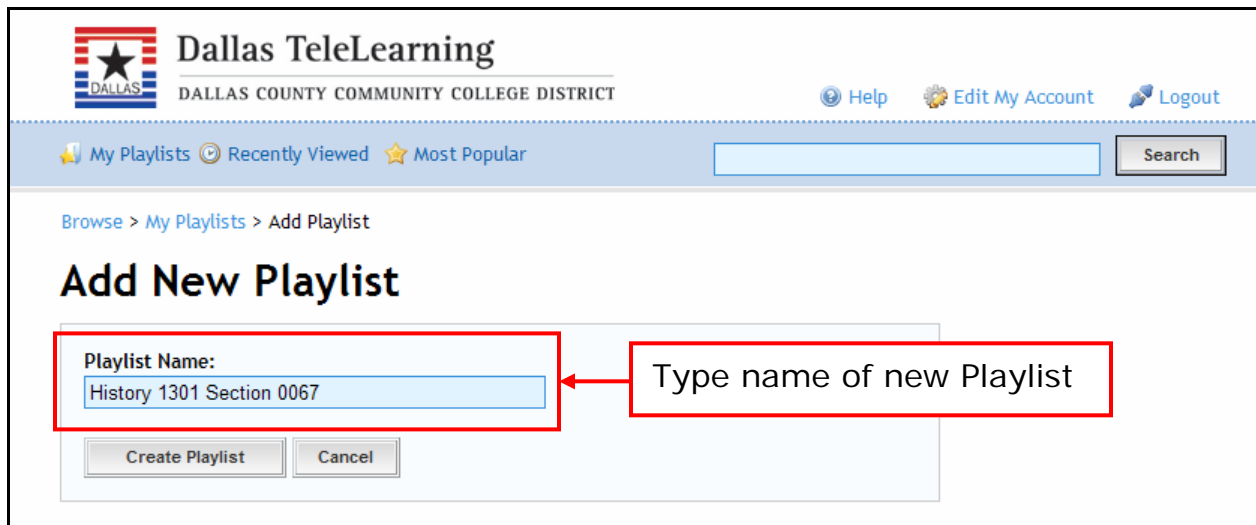
NOTE: The **ONLY** way to use **Digital Repository** content in eCampus is to add it to a **Playlist** first.

Create a new Playlist



The screenshot shows the Dallas TeleLearning interface. At the top, there is a header with the Dallas TeleLearning logo and navigation links for Help, Edit My Account, and Logout. Below the header, there are tabs for My Playlists, Recently Viewed, and Most Popular. A search bar is located to the right of these tabs. The main content area is titled 'My Playlists' and features a red-bordered box around the 'Add New Playlist' button. Below this, there is a table with columns for Playlist Name, Institution Access, Public Access, Add Content, Edit, and Delete. The first row of the table shows a playlist named 'History 1302' with a checked box for Institution Access and an unchecked box for Public Access.

- Select **"My Playlists"** to view your current Playlists.
- Select **"Add New Playlists."**



The screenshot shows the 'Add New Playlist' page. At the top, there is a header with the Dallas TeleLearning logo and navigation links for Help, Edit My Account, and Logout. Below the header, there are tabs for My Playlists, Recently Viewed, and Most Popular. A search bar is located to the right of these tabs. The main content area is titled 'Add New Playlist' and features a red-bordered box around the 'Playlist Name' input field. The input field contains the text 'History 1301 Section 0067'. Below the input field, there are two buttons: 'Create Playlist' and 'Cancel'. An arrow points from the text 'Type name of new Playlist' to the input field.

- Press or click **"Create Playlist."**

For example, this playlist will be where you would import the links to the media you want to use in Section 0067 of a History 1301 course.

Add Content to a Playlist

Press here to review and add content

Playlist Name	Institution Access	Public Access	Add Content	Edit	Delete
History 1301 Section 0067	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add Content	Edit	Delete

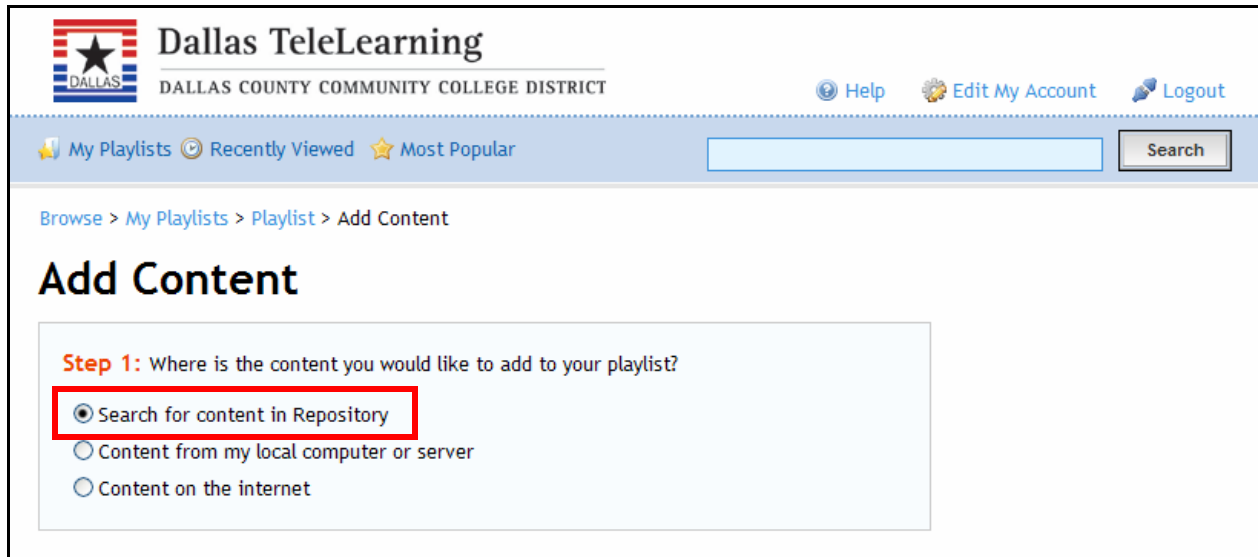
- All your playlists will be listed on this screen.
- Press or click the playlist name to view and/or add content.

Press "Add Content" to add new content to the Playlist.

This section shows what is already contained in the Playlist.

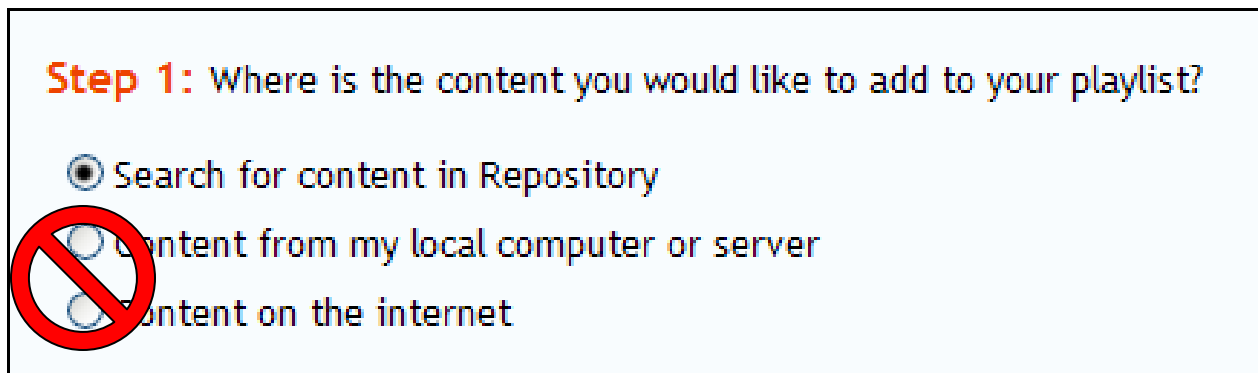
	Views	Comments	Add Date	Edit	Delete
Harlem Renaissance	2	0	9/29/2008 11:35:39 AM		Delete

- Press or click "Add Content" to search for new content.



- Search for content in Repository - Choose the first option on the next screen to search for content in the Dallas TeleLearning Repository using the main “**Browse**” page.

NOTE: Do **not** use the second and third option.



Course Content Video should not be uploaded to the Digital Repository or eCampus. If you wish to add **non-Repository** video to an eCampus course, please send your video to the (LCET) LeCroy Center where it will be uploaded to the DCCCD streaming video server. Once uploaded, you will receive a link to the video. For additional information about uploading videos, please contact the Faculty Helpdesk (972-669-6460 or email: helpdesk@dcccd.edu).

The screenshot shows the Dallas TeleLearning website interface. At the top, there is a navigation bar with the Dallas TeleLearning logo and the text 'DALLAS COUNTY COMMUNITY COLLEGE DISTRICT'. To the right of the logo are links for 'Help', 'Edit My Account', and 'Logout'. Below the navigation bar is a search bar with a 'Search' button. The main content area is titled 'Browse' and has a 'Video Clips' tab selected. There are three dropdown menus for filtering: 'Subject Area' (with 'Behavioral and Social Sciences' selected), 'Discipline' (with 'History' selected), and 'Course Description' (with 'U.S. History since 1877' selected). Below these are two more dropdown menus: 'Topic' (with 'Modern Times: The 1920s' selected) and 'Clip' (with 'Harlem Renaissance' selected). The 'Harlem Renaissance' clip is highlighted, and its details are shown below: a video player icon, a 'Play' button, an 'Add To My Playlist' button (highlighted with a red box), a video description, content elements, duration (04:09), author (Dallas Telelearning), and playlist (Transforming America: Lesson #10 - "Modern Times" - Clip Repository).

- Browse for a desired clip.
- Press or click the “Add to My Playlist” button.

The screenshot shows the Dallas TeleLearning website interface for adding a clip to a playlist. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a search bar with a 'Search' button. The main content area is titled 'Browse > My Playlists > Import Media'. The title 'Harlem Renaissance' is displayed in large, bold letters. Below the title is the question 'What Playlists would you like to import this media into?'. There is a checkbox next to 'History 1301 Section 0067' which is checked. Below the checkbox are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

- Select the Playlist you want to add the clip to.
- Press or click “Submit.”

Adding Repository Content to an eCampus Course

The content in the Repository can be shown in a face to face course using a data projector, but for the students to have access, the content **has** to be linked to an eCampus course.

Copy the Link

Dallas TeleLearning
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Help Edit My Account Logout

My Playlists Recently Viewed Most Popular

Browse > My Playlists > Playlist

History 1301 Section 0067

Add Content

Show me Everything

	Views	Comments	Add Date	Edit	Delete
Harlem Renaissance	2	0	9/29/2008 11:35:39 AM		Delete

- Select the desired clip.

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Help Edit My Account Logout

My Playlists Recently Viewed Most Popular

Browse > My Playlists > Playlist > View Content

Harlem Renaissance

Launch Windows Media Player

Video Description: This video analyzes African-American culture in the 1920s. In particular, it spotlights the burst of creativity known as the Harlem Renaissance.

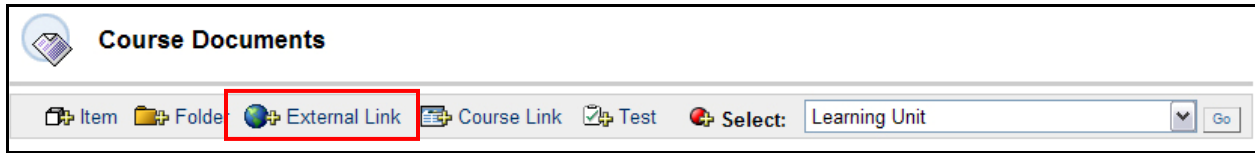
Content Elements: W.E.B. Du Bois; African American intellectuals; reactions to anti-evolution southerners; Harlem Renaissance; Zora Neale Hurston; Aaron Douglas; jazz music

Author: Dallas
Playlist: History
Duration: 04:09
Added: Thursday
Tags:

Faculty Link:
<https://tlearnvideo.dcccd.edu/direct.asp>

- Copy the **entire** Faculty Link.
- Paste into your eCampus course.

Paste in eCampus Course



- You need to decide where you will put the link in your eCampus course, and then from that location select **"Add External Link."**

The screenshot shows the 'Add External Link' form with several sections and red annotations:

- External Link Information:**
 - Name: Harlem Renaissance Video
 - URL: (highlighted with a red box)
 - Text area: View this video then respond to the discussion board discussion question.
- Content:**
 - Attach local file: Browse...
 - Link to Content Collection item: Browse...
 - Name of Link to File:
 - Special Action: Create a link to this file
- Options:**
 - Make the content available: Yes No
 - Open in new window: Yes No (highlighted with a red box)
 - Track number of views: Yes No
 - Choose date and time restrictions: Display After
- Submit:**
 - Click **Submit** to finish. Click **Cancel** to quit.
 - Buttons: Cancel, Submit

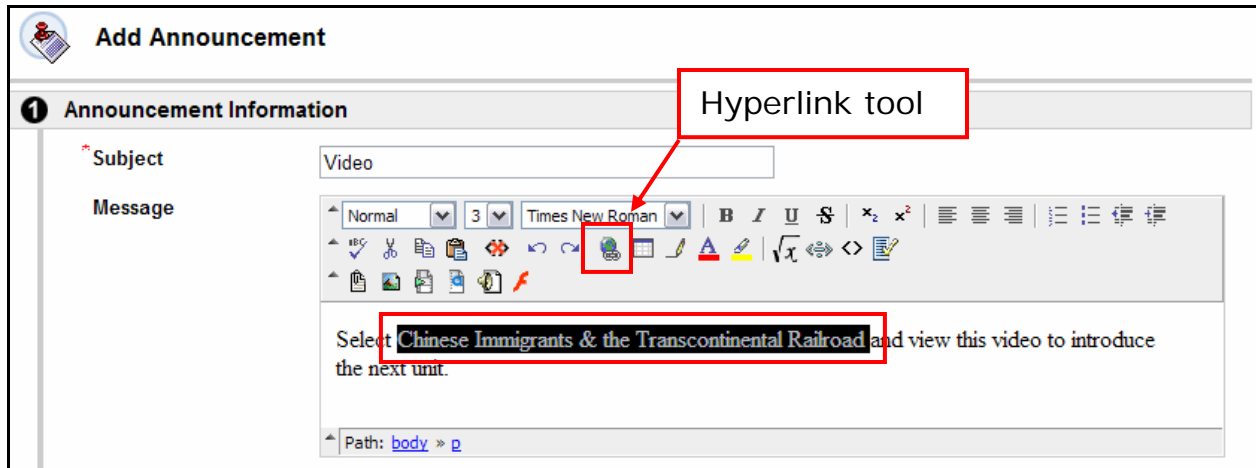
HINT: Click in the box, then CTRL + 'v' will paste the URL. (Red box pointing to the URL field)

HINT: ALWAYS select "No" (Red box pointing to the 'Open in new window' radio button)

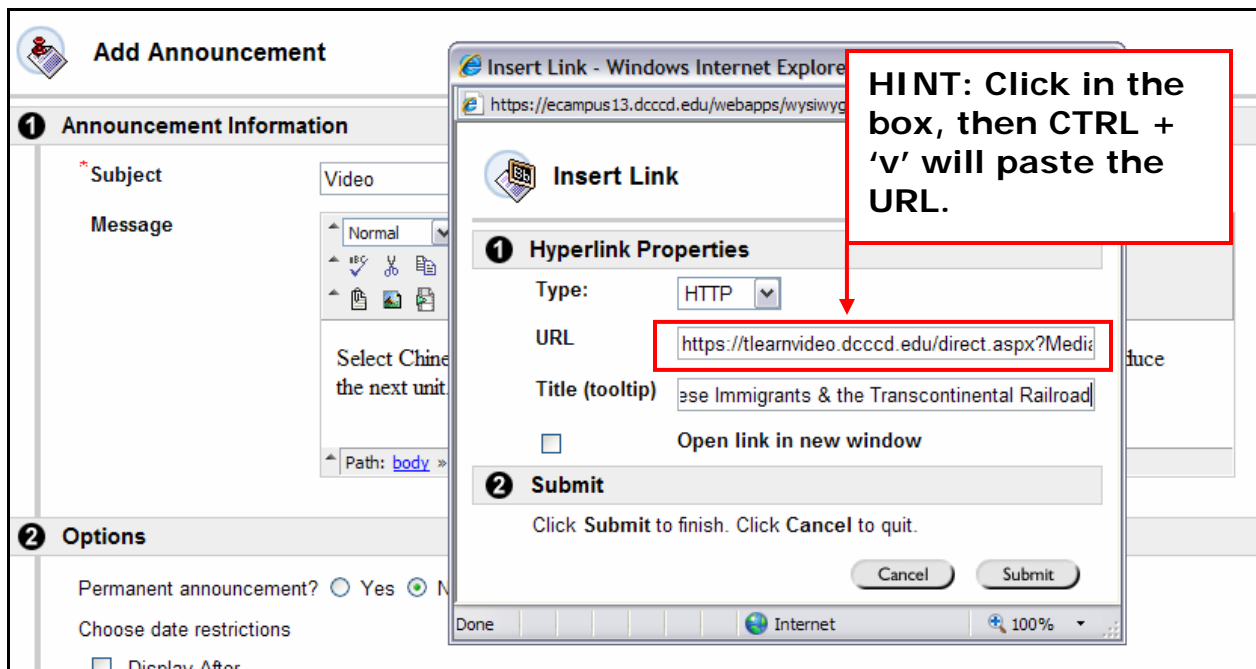
- Paste the link in the **"URL"** box.
- Fill in all the desired information.
- Press or click **"Submit."**

OR

A link can also be added in any Text area using the Hyperlink tool.



- Select a content area, announcement, or discussion board item you want the link to appear.
- Type the text you will link the clip to.
- Highlight the text with your cursor.
- Select the **Hyperlink** tool.



- Paste the link in the "URL" box.
- Type a title (this will appear when the mouse is hovered over the link).
- Press or click **"Submit."**

Result: External Link

The screenshot shows a course page for 'ECAMPUS SAMPLE COURSE 2008FA (SUSANZ) > ASSIGNMENTS > WEEK 1'. On the left is a navigation menu with buttons for Announcements, Syllabus, Instructor Profile, Start Here, Course Documents, Assignments, Quizzes, Discussion Board, Communication, and External Links. The main content area is titled 'Week 1' and contains a 'Week 1 Questions' section with instructions to answer questions in complete sentences and a link to 'View/Complete Assignment: Week 1 Questions'. Below this is a highlighted box containing a globe icon and the text 'Harlam Renaissance Video' with instructions to view the video and respond to a discussion board question. An 'OK' button is located at the bottom right of the page.

This is the student view of an Externally Linked video from the Digital Resource Repository.

Result: Hyperlink Tool

The screenshot shows an 'Announcements' page for 'ECAMPUS SAMPLE COURSE 2008FA (SUSANZ) > ANNOUNCEMENTS'. The left navigation menu includes buttons for Announcements, Syllabus, Instructor Profile, Start Here, Course Documents, Assignments, Quizzes, Discussion Board, Communication, External Links, Tools, and Lectures. The main content area has filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range is 'December 03, 2008 - December 10, 2008'. A highlighted box contains an announcement for 'Wed, Dec 10, 2008 -- Video' posted by Susan Long, with instructions to select a hyperlink 'Chinese Immigrants & the Transcontinental Railroad' and view a video. The Dallas County Community College District logo is at the bottom.

This is the student view of an announcement containing a hyperlink to a video from the Digital Resource Repository.

A video can be linked to any area of an eCampus course that provides the hyperlink tool. These areas include all content areas, announcements, discussion board, and assessments.

Appendix A

System Requirements

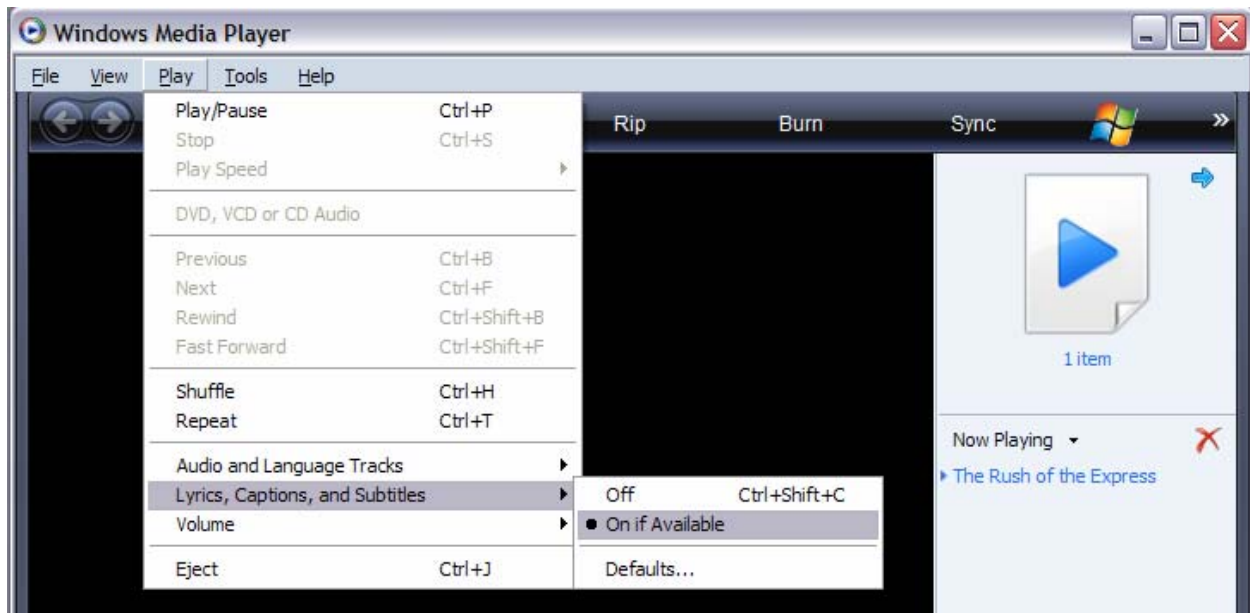
- PC – Windows Media Player for video, Flash for interactive activities
Free download from <http://www.microsoft.com/windows/windowsmedia/player/11/default.aspx>
Free download from <http://get.adobe.com/flashplayer/>
- MAC -Flip4Mac and QuickTime for video, Flash for interactive activities
<http://www.apple.com/downloads/macosx/video/flip4macwindowsmediacomponentsforquicktime.html>

Other Information:

The repository will time out your login if there is no activity within a thirty-minute time frame. You will receive an error code and will need to login again.

Turn on Closed Captioning in Windows Media Player

The video clips are closed captioned. This is a feature that has to be enabled in Windows Media Player.



Before you play a clip:

- Select **Play/Lyrics, Captions, and Subtitles**
- Select **On if Available**



LeCroy Center

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

9596 Walnut St. Dallas, TX 75243