

*MediaMaster™ Video On Demand*



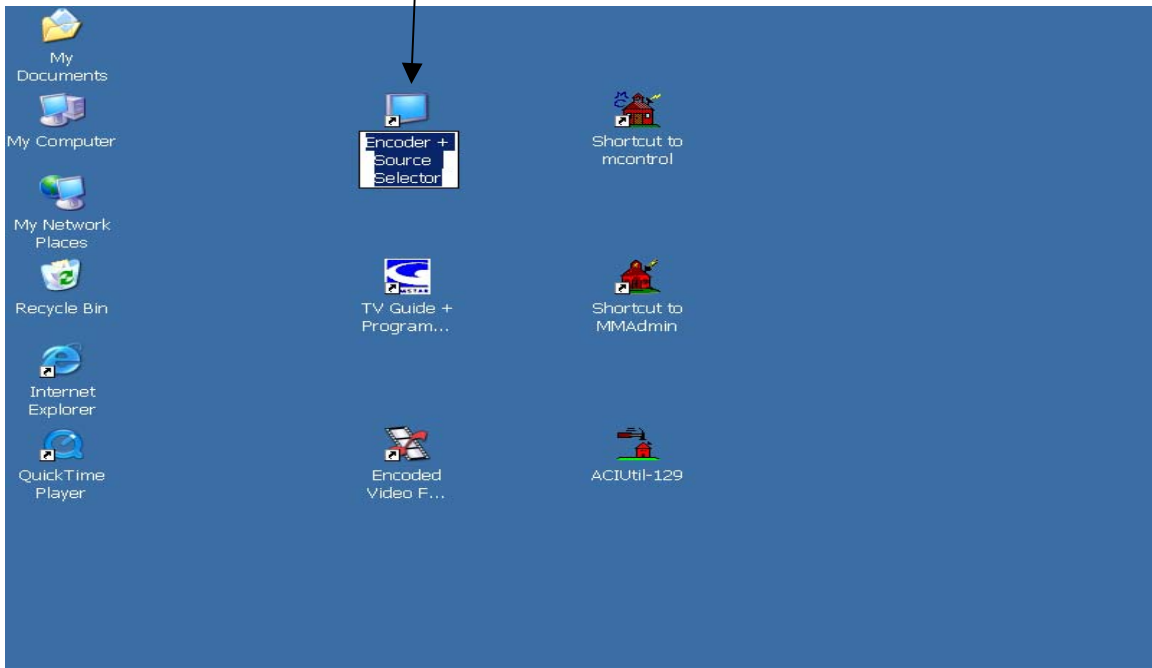
*Encoding Station User Guide - Pre 2008*

*ETR... EDUCATIONAL TECHNOLOGY RESOURCES, INC*

1742 Church Street • Holbrook, New York 11741  
tel 631.589.4300 • fax 631.589.4311 • [www.etr-usa.com](http://www.etr-usa.com)

## Encoding CATV Broadcasts (Cable TV)

- 1) Select the Encoder + Source Selector Icon from your desktop to open the application.



- 2) Switch the Input Connector to TV



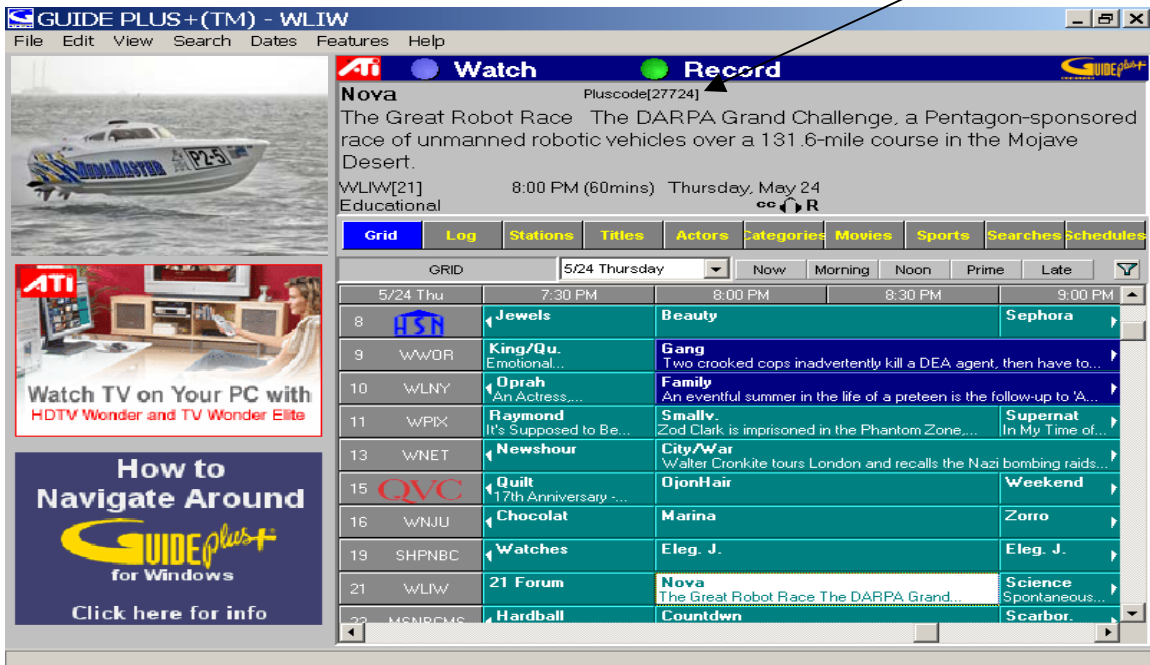
## Encoding CATV Broadcasts (Cable TV)

3) Select the TV Listings Icon on the TV control panel.



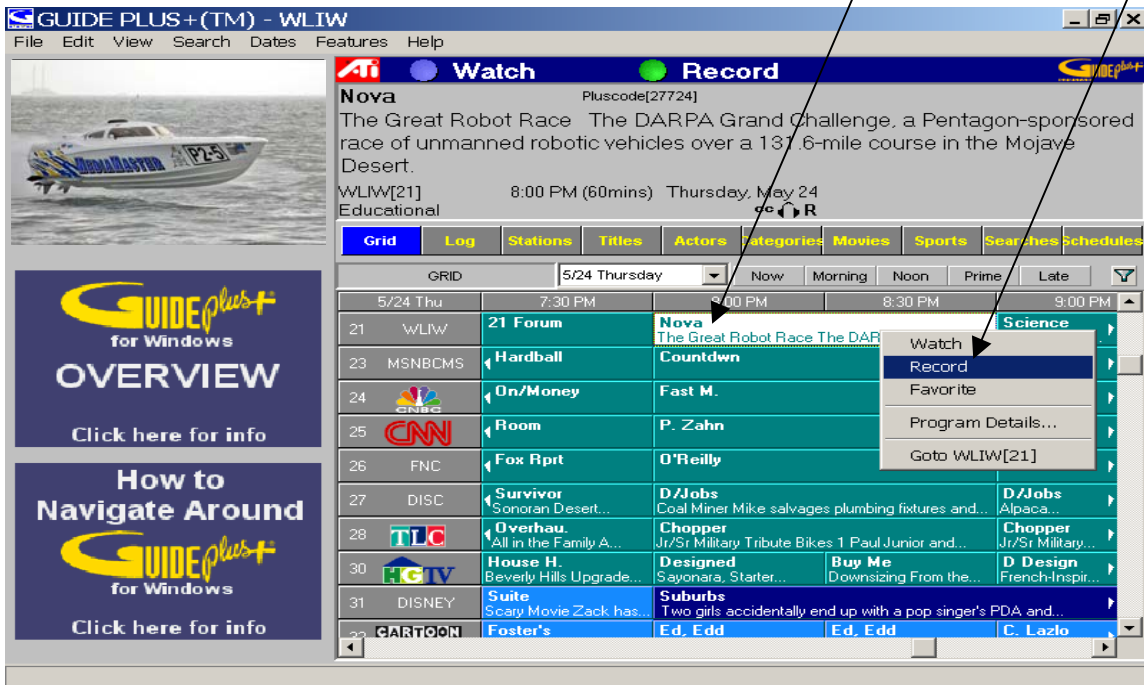
Your Encoding Station must remain connected to the Internet to receive updated TV listings. Your Encoding Station must also remain connected to your Cable TV provider to receive and record programs.

4) Gemstar's TV Guide Plus Application will open. Gemstar invented PlusCode Media Identification Technology to automate recording of your program.

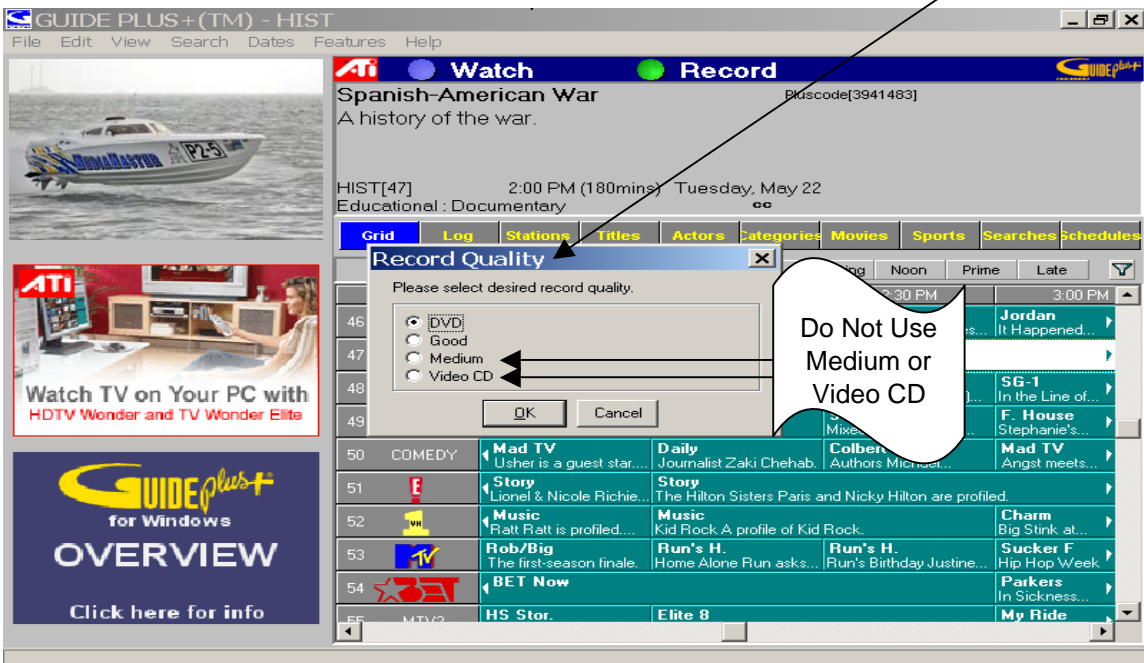


## Encoding CATV Broadcasts (Cable TV)

5) Once you have selected your program right click the Title Box, then select Record.



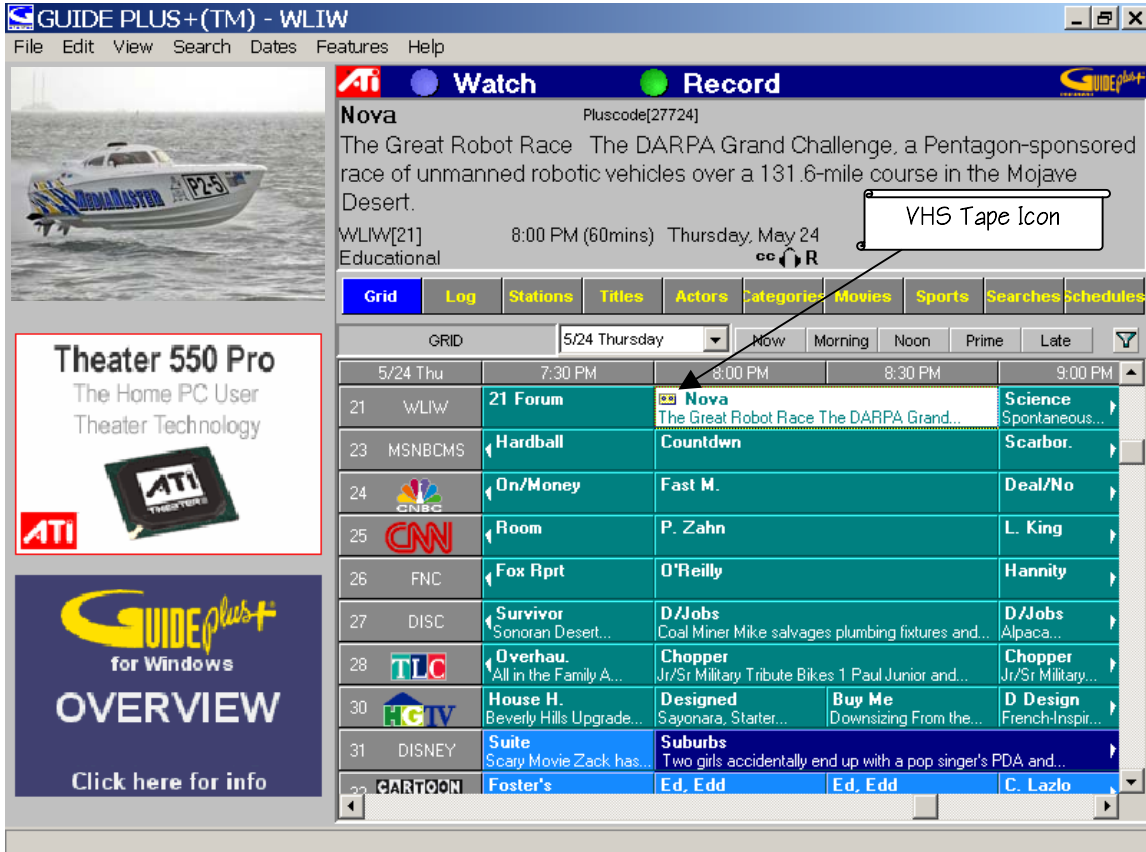
6) Once you select Record you will be prompted to select the Record Quality.



ETR recommends DVD Quality for encoding, especially where the video contains a lot of motion. But remember, Good Quality digital video requires more hard drive space. Use Good Quality for video with less motion to conserve VOD Server storage space.

## Encoding CATV Broadcasts (Cable TV)

- 7) Once you selected your program and encoding quality, a VHS Tape icon will appear in the title box. This indicates your encoding request is accepted. The Encoding Station will automatically encode your program when it airs.



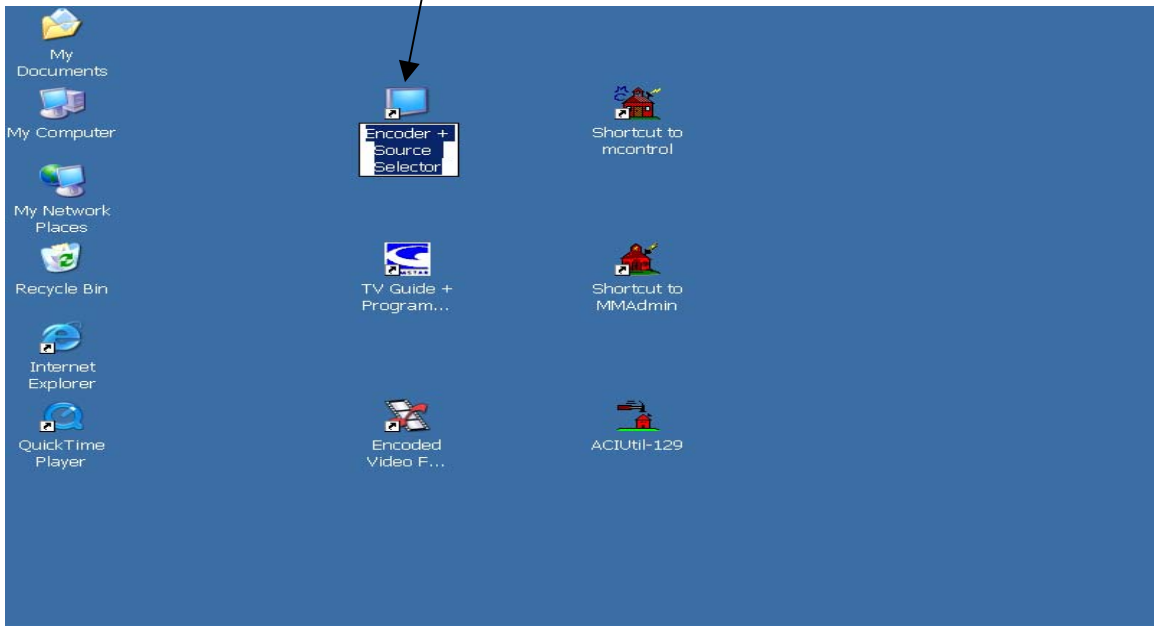
- 8) When the encoding session is complete you will see a SAVE AS pop up.



- 9) Proceed to: Transferring Files to your VOD Server.

## Encoding VHS Tapes & DVDs

- 1) Select the Encoder + Source Selector icon from your desktop to open application.



- 2) Once the TV Screen and Control Panel opens switch your Input Connector to Composite to accept signal from your VCR/DVD player.

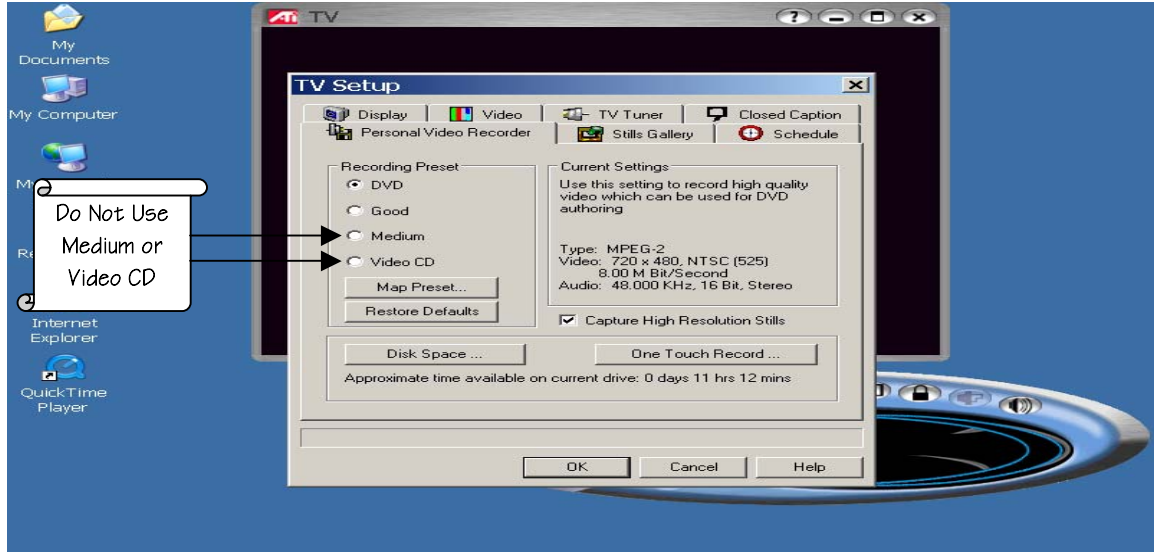


## Encoding VHS Tapes & DVDs

- 3) Select the TV Settings Configuration Button to start the VHS/DVD encoding process.



The TV Setup Configurator will open, Select Personal Video Recorder Tab. Select DVD or Good Quality.



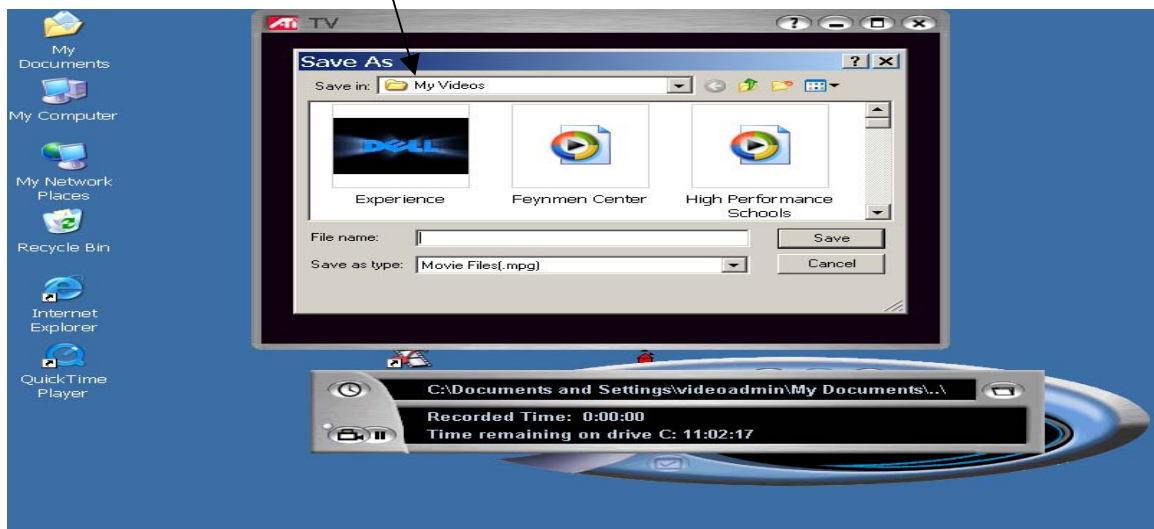
ETR recommends DVD Quality for encoding, especially where the video contains a lot of motion, but remember good quality digital video uses up more hard drive space. Use Good Quality where the video has less motion to preserve VOD Server storage space.

## Encoding VHS Tapes & DVDs

- Once you have selected your Encoding quality press Play on your VCR/DVD Player wait for the blank tape leader and unwanted previews to play before you select Record on the Encoding Panel.



- Once your video is Encoded a SAVE AS Screen will pop up. Save the file to My Videos.

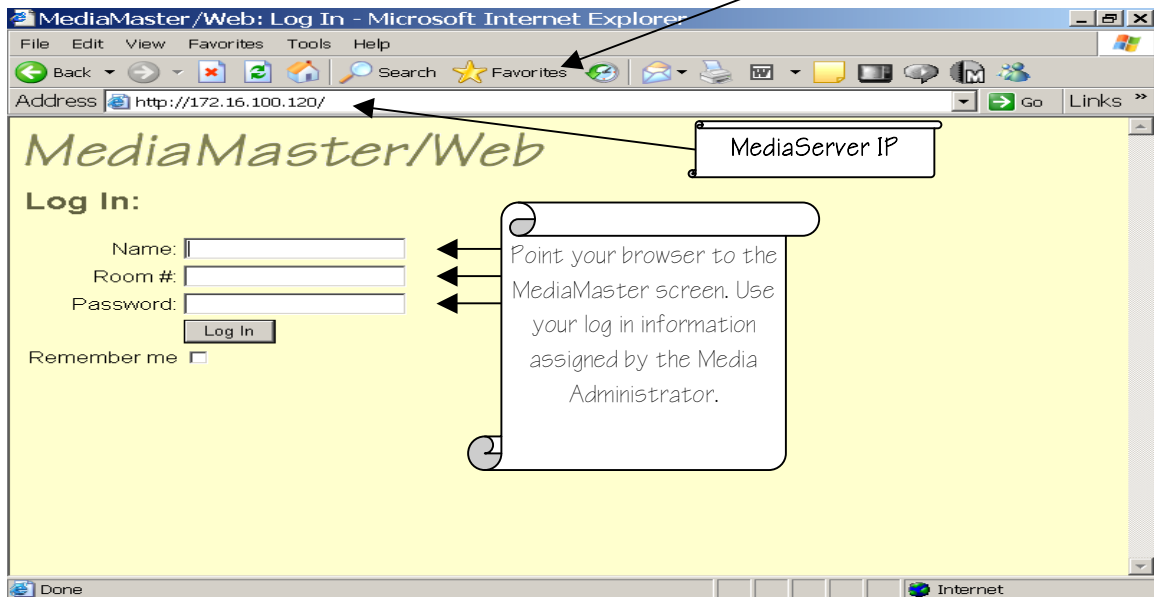


NOTE: Certain DVDs are encrypted and cannot be encoded.

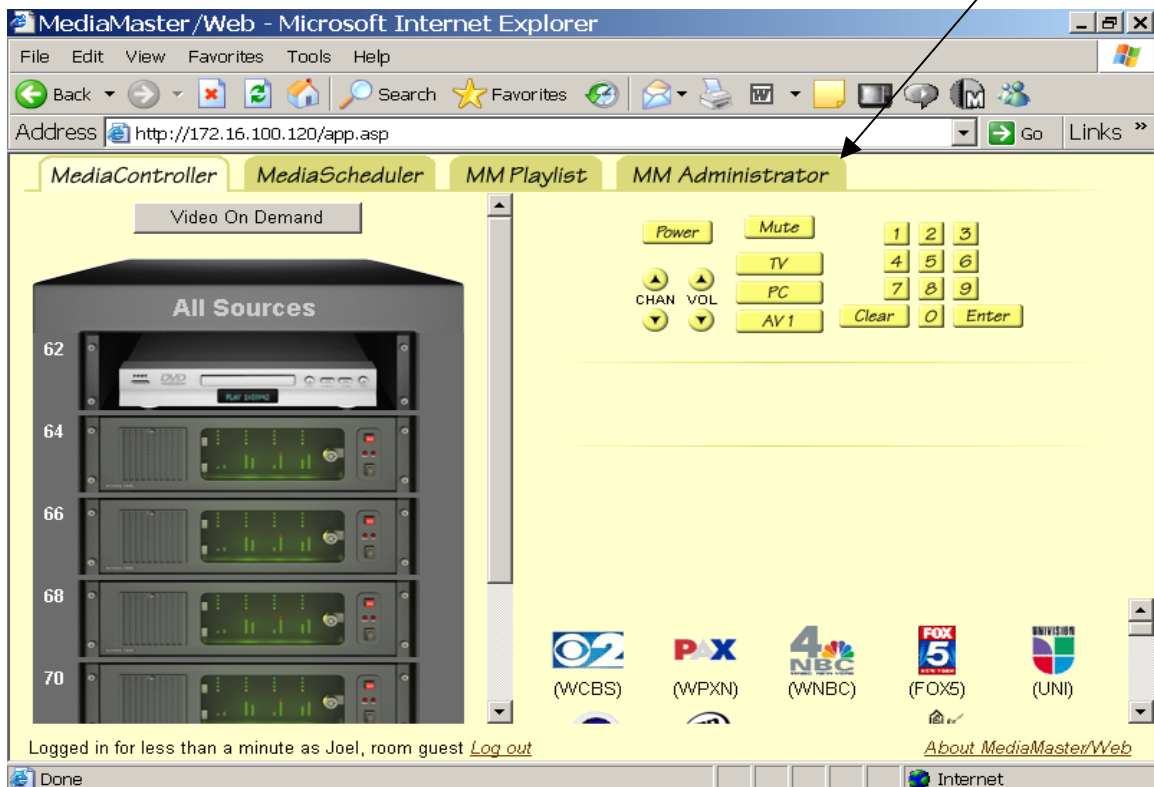


## Transferring MPEG Files to the VOD Server

- 1) Open your Internet browser. In the Web Address bar type the IP Address of the MediaMaster Server. Please save this to your Favorites or create a Shortcut.

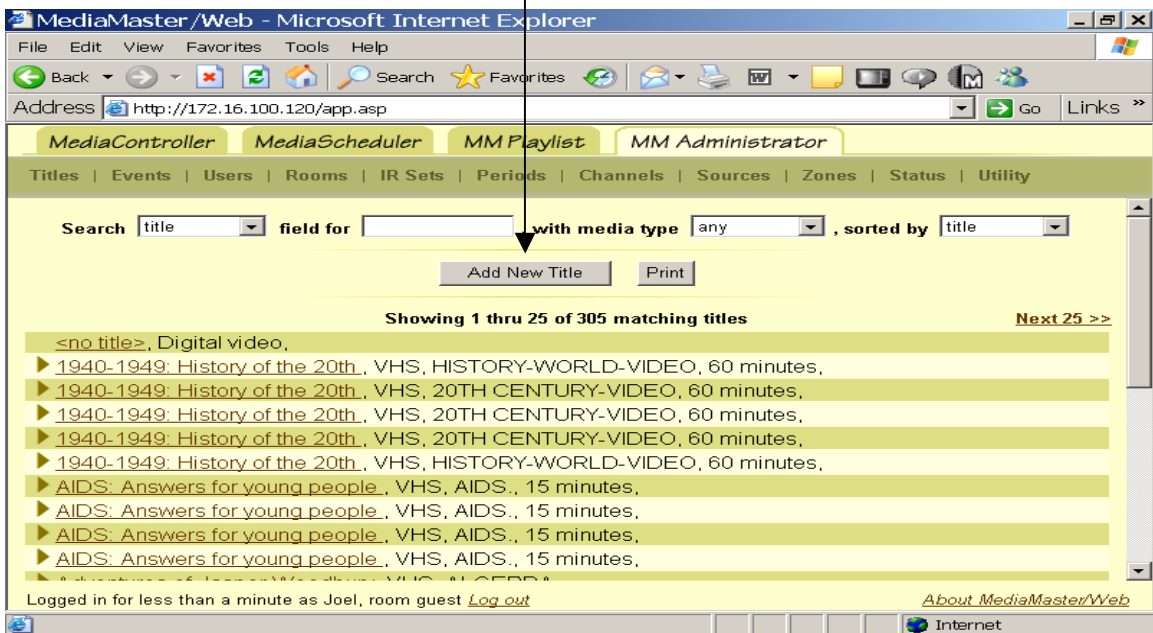


- 2) Once you are logged into MediaMaster please select the MM Administrator Tab.

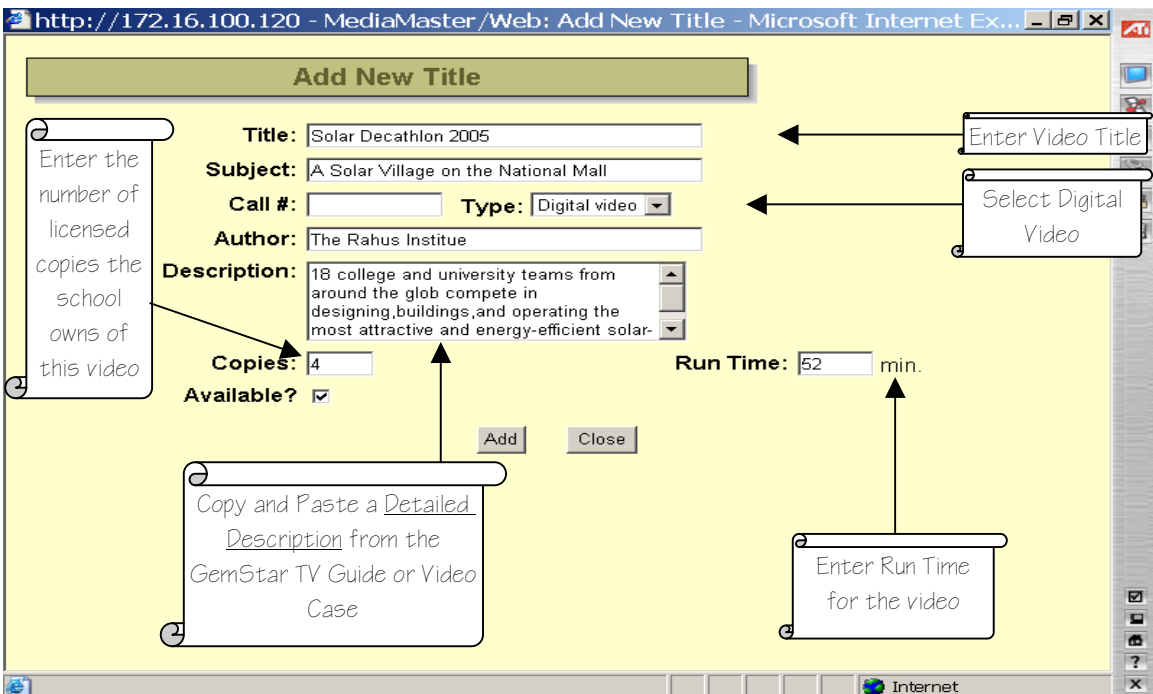


## Transferring MPEG Files to the VOD Server

3) Select Titles, then select Add New Title.



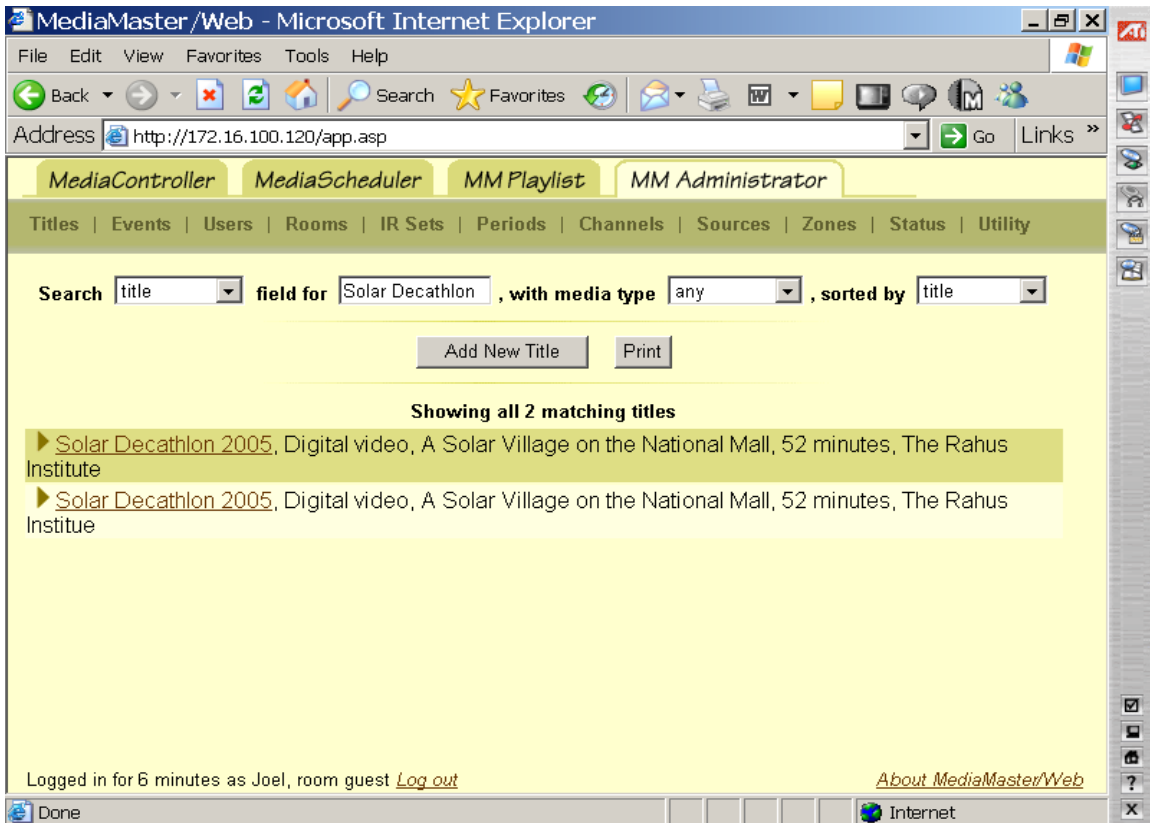
4) Add the Title of the selection including a Subject, Author and Description of video. Change Type to Digital Video. Once all information is complete select Add.



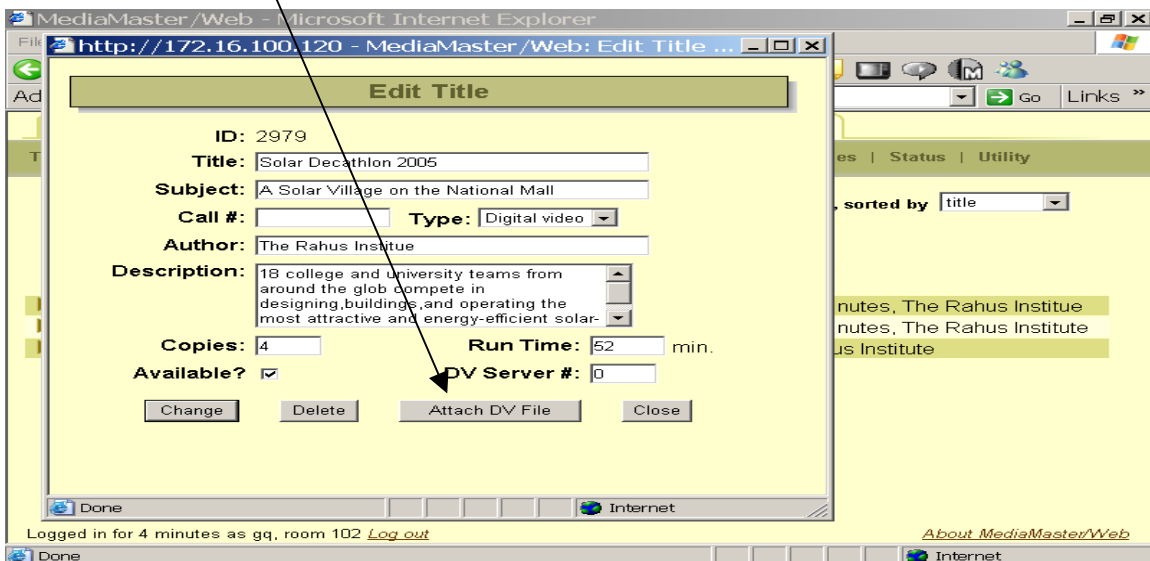
Remember, the better your description the easier for teachers to search.

## Transferring MPEG Files to the VOD Server

- 5) Once the video is added select the new title you just entered.  
The Edit Title screen will pop up.

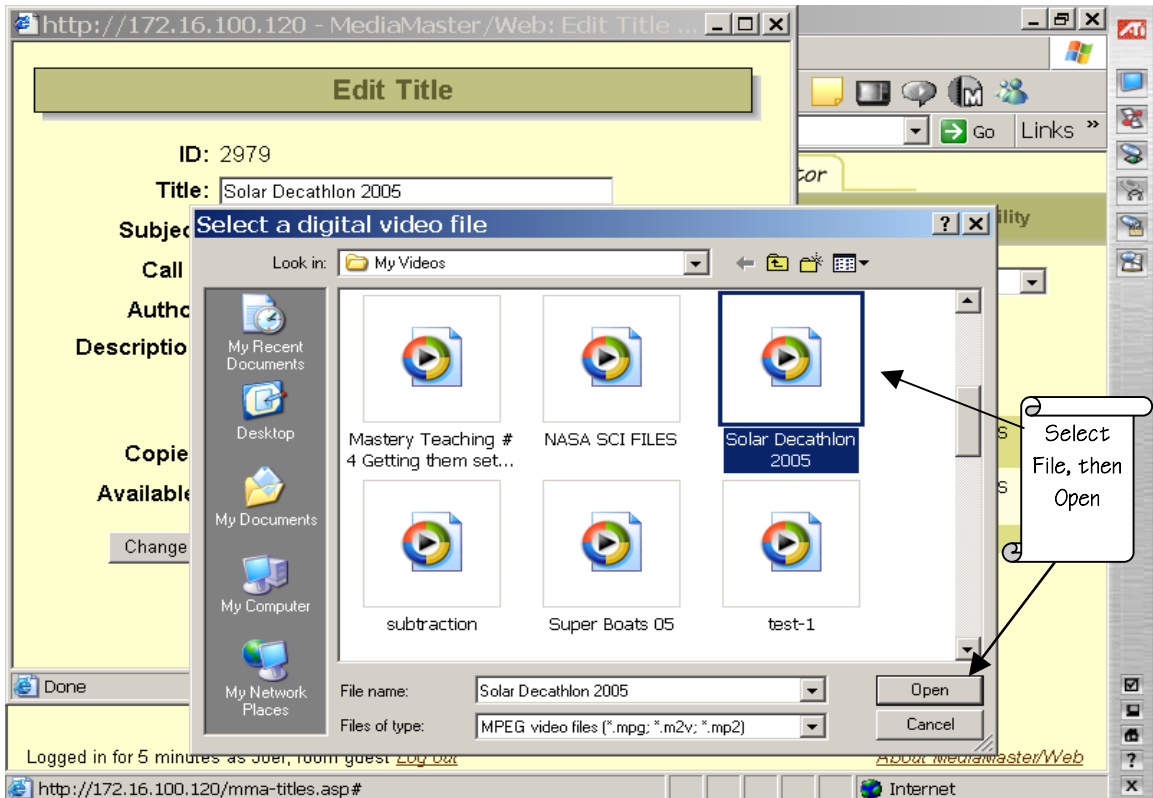


- 6) Once the Edit Title screen is open make sure all your information is entered correct  
Select the Attach DV File.

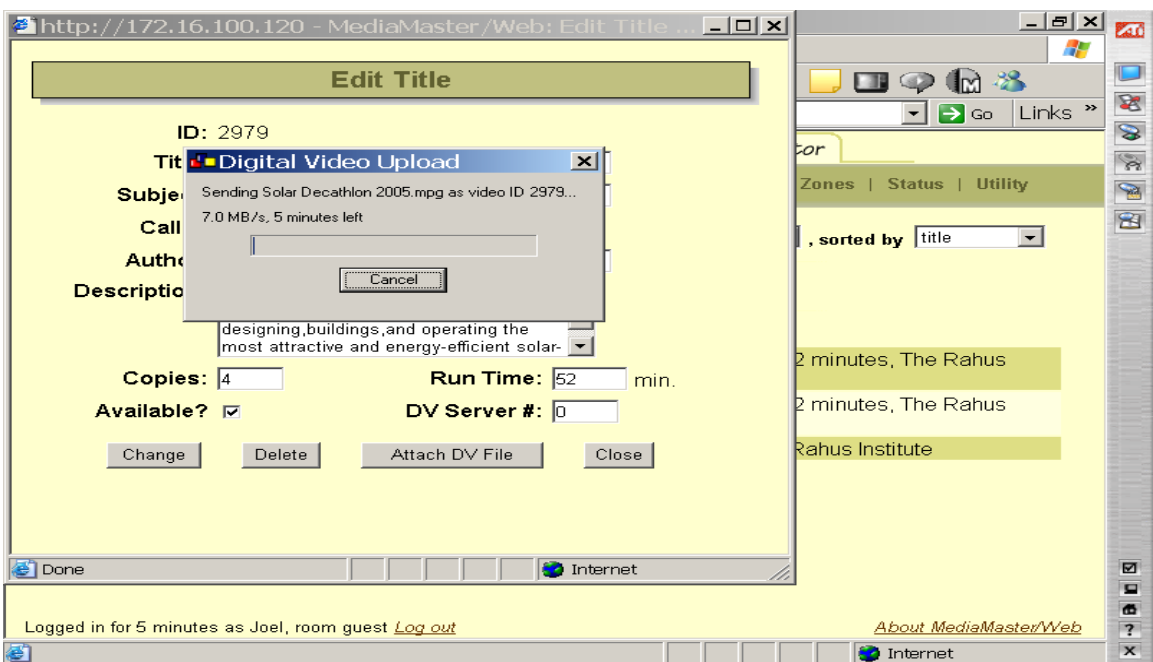


## Transferring MPEG Files to the VOD Server

7) You then select the Video you just encoded and select Open.

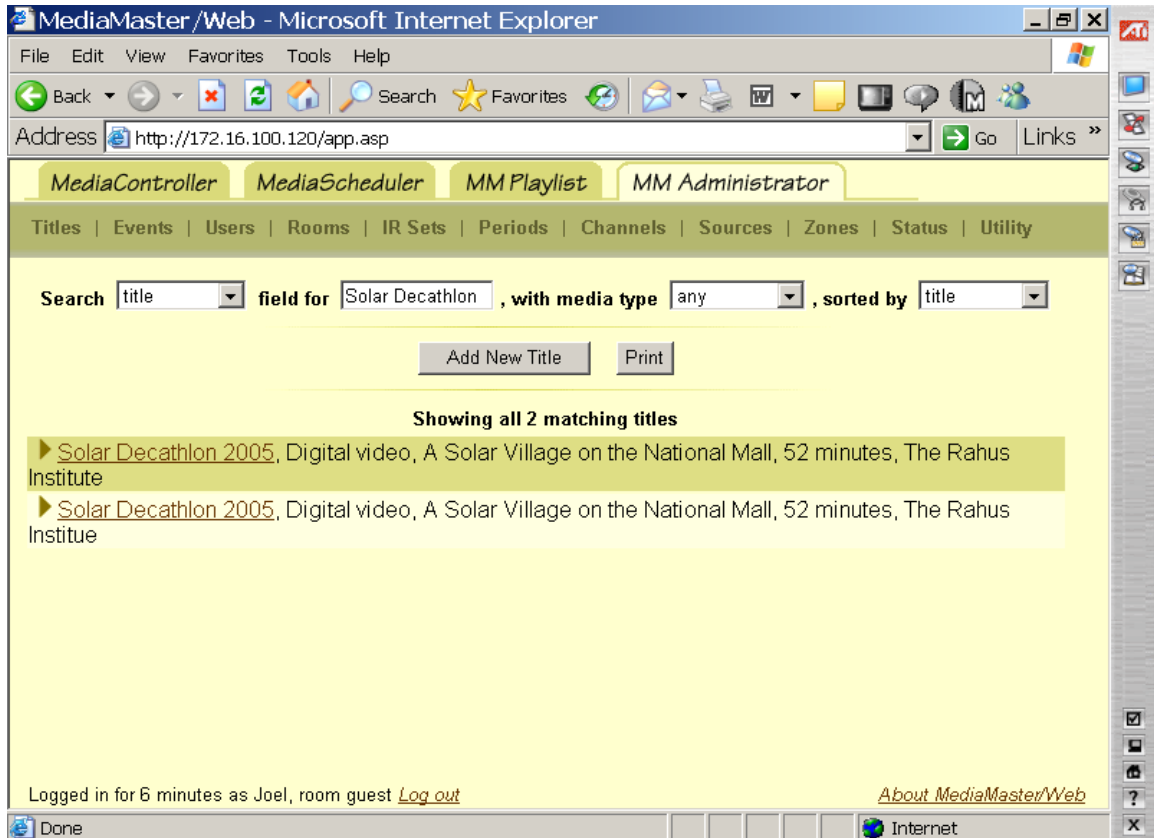


8) After you select Open you will see a Digital Video Upload screen pop up.



## Transferring MPEG Files to the VOD Server

9) Once the Video is uploaded select Close on the Edit Title Screen.



Congratulations, your video is now in the Media Title Data Base on the VOD Server!

## Free Educational Content From PBS! An Outstanding Resource.

- 1) Log onto [www.pbs.org](http://www.pbs.org), then select PBS Teachers.

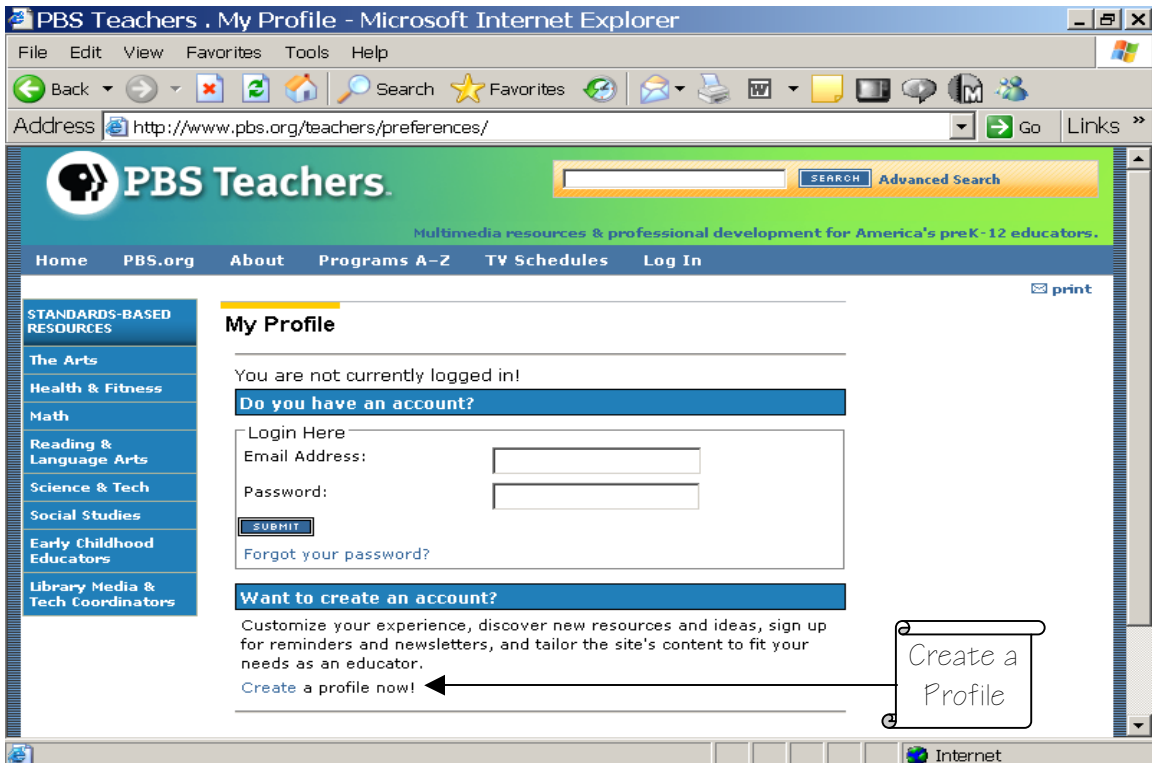


- 2) Once you are on the PBS Teachers page select the Log In Button at the top of the page.

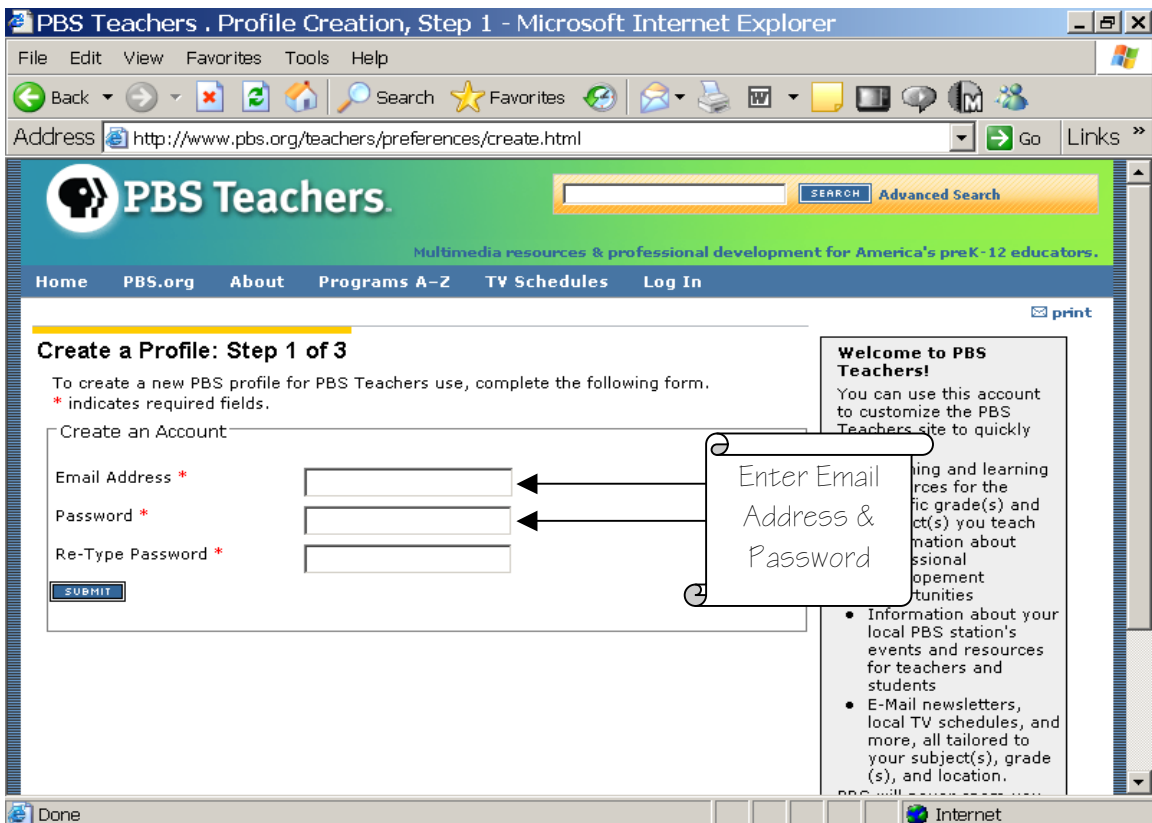


## Free Educational Content From PBS! An Outstanding Resource.

3) Once you have logged in select Create a Profile.



4) Provide your Email Address and Password for your New Account.



## Free Educational Content From PBS! An Outstanding Resource.

5) Provide the zip code of your area to receive the local PBS channel listings.

**PBS Teachers . Profile Creation, Step 2 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.pbs.org/teachers/preferences/create2.html>

**PBS Teachers.** Multimedia resources & professional development for America's preK-12 educators.

Home PBS.org About Programs A-Z TV Schedules Welcome: craig6@yahoo.com Log Out

**Create a Profile: Step 2 of 3**

**My Local Station**

You can localize the PBS Teachers site to include local resources, events, and TV schedules from your PBS station.

PBS TV schedules are programmed at your local station, please tell us where you watch:

Zip code   ← Enter Zipcode

Don't know the Zip code? You can look for a local station using the menu below:

Select a state or territory

**Welcome to PBS Teachers!**

You can use this account to customize the PBS Teachers site to quickly locate:

- Teaching and learning resources for the specific grade(s) and subject(s) you teach
- Information about professional development opportunities
- Information about your local PBS station's events and resources for teachers and students
- E-Mail newsletters, local TV schedules, and more, all tailored to your subject(s), grade(s), and location.

6) Select your preferred PBS channel.

**PBS Teachers . Profile Creation, Step 2 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://www.pbs.org/teachers/preferences/create2.html?dest=%2Fteachers%2Fpreferences%2Fcre>

**PBS Teachers.** Multimedia resources & professional development for America's preK-12 educators.

Home PBS.org About Programs A-Z TV Schedules Welcome: craig6@yahoo.com Log Out

**Create a Profile: Step 2 of 3**

**My Local Station**

You can localize the PBS Teachers site to include local resources, events, and TV schedules from your PBS station.

**thirteen** WNET NEW YORK Thirteen/WNET New York CHANNEL 13 New York, NY

**WLIW21** CHANNEL 21 WLIW21 CHANNEL 21

← Select Preferred PBS Affiliate

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You can use this account to customize the PBS Teachers site to quickly locate:

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- Information about your local PBS station's events and resources for teachers and students
- E-Mail newsletters, local TV schedules, and more, all tailored to your subject(s), grade(s), and location.



## Free Educational Content From PBS! An Outstanding Resource.

- 7) Enter your Personal Information, including your Name, Address, Job Title, Subjects, and Grade Level for educational content you're interested in.

**Create a Profile: Step 3 of 3**

**My Account Information**

\* indicates required fields.

1. Personal Information

First Name \*

Last Name \*

Home Address

City

State

Zip Code

Country

Yes, I would like to receive PBS mailings at this address.

Phone Number

2. School Information

Job Title

3. Subject & Grade

Customize your homepage features, newsletter content, TV highlights, and search parameters for your teaching specialties.

Primary Subject \*

Secondary Subject

Grade Range \* (Check all that apply)

All  PreK  K-2  3-5  6-8  9-12  Other

4. Communication Preferences

Stay up-to-date with free, informative newsletters and catalogs from PBS Teachers, PBS TeacherLine, and Shop PBS for Teachers.

Yes, I would like to receive PBS Teachers weekly newsletter.

In:  HTML  Plain Text

Yes, I would like to receive occasional updates about new educational products from Shop PBS for Teachers.

Yes, I would like to receive updates from PBS TeacherLine.

**Welcome to PBS Teachers!**

You can use this account to customize the PBS Teachers site to quickly locate:

- Teaching and learning resources for the specific grade(s) and subject(s) you teach
- Information about professional development opportunities
- Information about your local PBS station's events and resources for teachers and students
- E-Mail newsletters, local TV schedules, and more, all tailored to your subject(s), grade(s), and location.

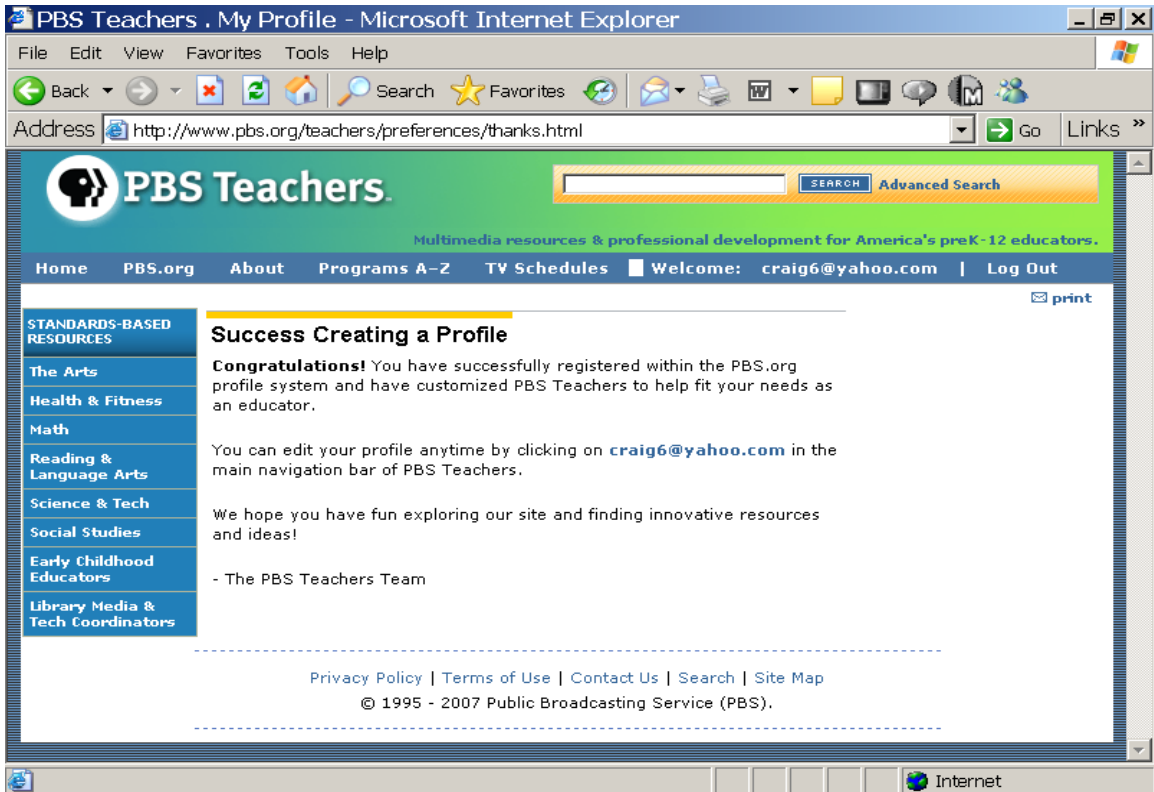
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Privacy Policy | [Terms of Use](#) | [Contact Us](#) | [Search](#) | [Site Map](#)

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*Free Educational Content From PBS! An Outstanding Resource.*

- 8) You will get a Congratulations notice confirming you have successfully completed the PBS Teacher Registration process. You will start receiving PBS emails.



*Free Educational Content From PBS! An Outstanding Resource.*

- 9) This is a sample weekly email that you will receive.  
Broadcast times are listed and links to teacher guides are provided.  
Select a program and proceed to: Encoding Broadcasts from your CATV Provider.

From: <teacherpreviews@pbs.org>  
To: You  
Sent: Friday, June 08, 2007 5:52 AM  
Subject: PBS Teacher Previews: June 10 - 16, 2007

\*\*\*\*\*  
PBS Teachers Newsletter: June 10 - 16, 2007  
\*\*\*\*\*

Welcome to the PBS Teachers Newsletter, the weekly newsletter from PBS designed specifically for PreK-12 educators.

Save Time! Customize This Newsletter!  
Create a profile, <http://www.pbs.org/teachers/preferences/>, at PBS Teachers and identify your local PBS station, your subject area, and/or the grade level you teach.  
This will help us arrange newsletter content so that you see the most relevant information right away.  
The program times listed below are for PBS's national schedule and may not be accurate for your station. Please check your local station TV Schedules, <http://www.pbs.org/teachers/tvschedules/>, for the most accurate dates and times.

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PBS IN EDUCATION  
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Celebration of Teaching and Learning Speeches Now Available Online  
K-2 / 3-5 / 6-8 / 9-12  
The annual Celebration of Teaching and Learning hosted by Thirteen/WNET and WLIW21 in March gave educators the chance to hear many high-caliber speakers. The speaking roster included education leaders such as U.S. Secretary of Education Margaret Spellings, Alan November and Mel Levine as well as "Meet the Press" moderator Tim Russert and Sesame Street Elmo. More than five hours of free video from the conference, which also features a number of other speakers and panel discussions with some of the nation's foremost education experts and producers from public broadcasting, are now online.  
<http://www.thirteencelebration.org>

\*\*\*\*\*  
THE ARTS  
\*\*\*\*\*

Rhythm of My Soul: Kentucky Roots Music  
On-Air 9/12/2007 Tuesday, June 12, 2007 10 - 11:00 pm  
This film tells the story of country, gospel, mountain and bluegrass -- Kentucky roots music. With rare and historic film clips of Bill Monroe, Loretta Lynn and Ricky Skaggs, the film documents the music by featuring the people who live it.  
(CC, Stereo, 10-day fair use)

## *Free Educational Content From PBS! An Outstanding Resource.*

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### HEALTH AND FITNESS

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#### NOVA

##### Body Needs

Interactive/Online Activity

6-8 / 9-12

Find out what the human body needs to function at its best, and why.

<http://www.pbs.org/wgbh/nova/thin/needs.html>

#### Arthur

##### Supermarket Adventure

Interactive/Online Activity

PreK / K-2

Categorize food items by specific criteria in this interactive game. Help D.W. fill her shopping cart identifying foods with added sugar, that need to be cooked, that are stored in a cupboard or that share other sorting attributes.

<http://pbskids.org/arthur/games/supermarket/>

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### MATH

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#### Mathline

##### Math in the Park or City

Offline Activity/Project 6/8/2007

Apply mathematics to buildings and landmarks around you. Explore patterns and shapes of bricks calculate the volume and weight of water in a fountain and figure out how to tell the height of a building from the length of its shadow.

<http://www.pbs.org/teachers/mathline/concepts/neighborhoodmath/activity2.shtm>

#### PBS Parents Guide to Early Math

##### Tickets Please

Interactive/Online Activity

PreK / K-2

Explore different number combinations that add up to the same number.

[http://www.pbs.org/parents/earlymath/grades\\_games\\_tickets.html](http://www.pbs.org/parents/earlymath/grades_games_tickets.html)

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### READING AND LANGUAGE ARTS

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#### Do You Speak American?

##### Communicative Choices and Linguistic Style

Lesson Plan 9/12/2007

Investigate how different types of situations encourage the use of particular speech styles, and explore the benefits of abiding by or consequences for violating these norms. Develop an understanding of the relationship between language and culture.

<http://www.pbs.org/speak/education/curriculum/high/style>

#### The Amazing Colossal Adventures of WordGirl

##### Writing a Diary Entry in Person

Lesson Plan

K-2 / 3-5

Explore writing "a persona" by creating a diary entry as if you were Captain Huggy Face, telling about a day in his life and how he feels about it.

[http://pbskids.org/wordgirl/parentsandteachers/pt\\_lessonplans.html](http://pbskids.org/wordgirl/parentsandteachers/pt_lessonplans.html)

*Free Educational Content From PBS! An Outstanding Resource.*

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SCIENCE AND TECH

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Nature

Pale Male

On-Air & Online 9/12/2007 Sunday, June 10, 2007 8 - 9:00 pm

This program tells the remarkable story of the bold and daring red-tailed hawk that took up resider in the heart of Manhattan in the early 1990s. Defying the odds, he mated and established a family hawks whose presence remains one of the modern-day wonders of the Big Apple.

(CC, Stereo, DVI, 1 year)

Download our screensaver and watch Pale Male swoop across your desktop.

<http://www.pbs.org/nature/palemale>

NOVA

Jewel of the Earth

On-Air & Online 9/12/2007 Tuesday, June 12, 2007 8 - 9:00 pm

Join host David Attenborough for an exploration of the remarkable time capsule of ancient life preserved in fossilized tree resin or amber. (CC, Stereo, DVI, 1 year)

Download our teacher's guide in which students set sticky traps to collect organisms and then identify and classify the organisms they find.

<http://www.pbs.org/nova/jewel>

Secrets of the Dead

Killer Flu

On-Air & Online 9/12/2007 Wednesday, June 13, 2007 8 - 9:00 pm

This program follows scientists, led by Jeffrey Taubenberger, who have been seeking to learn where the 1918 flu virus came from and what made it so deadly. (CC, Stereo, 1 year)

Learn the details about the culprit behind the killer flu of 1918 and why it may become a new threat. Explore our interactive "Caught the Flu?" to find out what a virus is and how viral infections can be easily spread.

[http://www.pbs.org/wnet/secrets/case\\_killerflu](http://www.pbs.org/wnet/secrets/case_killerflu)

NOVA scienceNOW

Online 9/12/2007

NOVA would love your feedback. Please take our online survey and answer a few questions about your work as a science educator and about the series NOVA scienceNOW.

<http://www.zoomerang.com/recipient/survey-intro.zgi?p=WEB226GS39VXFK>

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SOCIAL STUDIES

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America at a Crossroads

Kansas to Kandahar

On-Air & Online 9/12/2007 Monday, June 11, 2007 9 - 10:30 pm

This film explores the experiences and emotions of a Chinook helicopter unit from suburban Kansas City in their one-year deployment as they first serve in Pakistan -- providing humanitarian relief following the devastating 2005 earthquake and then as they travel to the war zone in Afghanistan.

(CC, Stereo, DVI, in perpetuity)

Explore the events that shaped the modern middle-east using our online interactive timeline map.

<http://www.pbs.org/crossroads>

## *Free Educational Content From PBS! An Outstanding Resource.*

### Frontline

#### The Lost Year in Iraq

On-Air & Online 9/12/2007 Tuesday, June 12, 2007 9 - 10:00 pm

In the aftermath of Saddam Hussein's fall, a group of Americans, led by Ambassador L. Paul Bremer set off to Baghdad to build a new nation. One year later, they left behind lawlessness, insurgency, economic collapse, death and destruction. This program follows the early efforts of this group -- and how along the way they became hardened to the realities of post-war Iraq. (CC, Stereo, DVI, 1 year)

Download our lesson plan in which students analyze a series of political cartoons about Paul Bremer and the reconstruction of Iraq.  
<http://www.pbs.org/wgbh/pages/frontline/yeariniraq/>

### State Legislature

On-Air 9/12/2007 Wednesday, June 13, 2007 9:00 pm - 12:45 am

This film by Fred Wiseman reveals the inner workings of the Idaho State Legislature. Tune in for a look at how this western state with a relatively small population raises and allocates funds and determines policies for the police, prisons, courts, schools, welfare system and all other services that state provides for its citizens. (CC, Stereo, 1 year)

### NOW

On-Air & Online 9/12/2007 Friday, June 15, 2007 8:30 - 9:00 pm

Through documentary segments and interviews with original thinkers, "NOW" goes beyond the churn of the news cycle and gives you the context to explore your relationship with the larger world. (CC, Stereo, 1 year)

Tell us what you think in our online weekly poll; how worried are you about a disease outbreak or a public health emergency?

<http://www.pbs.org/now>

### Bill Moyers Journal

On-Air & Online 9/12/2007 Friday, June 15, 2007 9 - 10:00 pm

This weekly public affairs series features interviews and news analysis on a wide range of subjects including politics, arts and culture, the media, the economy and issues facing democracy.

(CC, Stereo, 1 year)

Joan Claybrook, president of Public Citizen, asks you to share your thoughts about the corrupting influence of big-money congressional lobbyists.

<http://www.pbs.org/moyers>

### Online NewsHour EXTRA

#### President Pressures Sudan with Sanctions

Online

6-8 / 9-12

Demanding that Sudan stop the genocide in the troubled Darfur region, President Bush rolled out sanctions against the African country.

[http://www.pbs.org/newshour/extra/features/jan-june07/sudan\\_5-31.html](http://www.pbs.org/newshour/extra/features/jan-june07/sudan_5-31.html)

### WHYY

#### Radio Times on TV with Marty Moss-Coane

Station 9/12/2007

WHYY-FM's "Radio Times," one of the most respected weekday interview programs on regional radio is now a television program -- "Radio Times on TV with Marty Moss-Coane." You can listen to the show online at the companion Web site.

<http://www.whyy.org/tv12/radiotimestv.html>

*Free Educational Content From PBS! An Outstanding Resource.*

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**PBS BLOGS**

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Media Infusion

Mathematical Problem Solving: A Journey toward Meaning

Online

K-2 / 3-5 / 6-8 / 9-12

Elementary school math teacher Cindy Newton offers up numerous multimedia resources that will help students go beyond simple memorization and understand the real-world applications of math  
<http://www.pbs.org/teachers/mediainfusion>

Learning.now with Andy Carvin

Olivia's Letters

Online

3-5 / 6-8 / 9-12

News coverage about a middle school student victimized by online and offline bullying has prompt a grassroots solidarity campaign. She's received over 1,400 letters of support so far and it's serving as a teachable moment that no school should ignore.

[http://www.pbs.org/teachers/learning.now/2007/06/olivias\\_letters\\_1.html](http://www.pbs.org/teachers/learning.now/2007/06/olivias_letters_1.html)

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**PBS PARENTS**

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What are Teens and Tweens Doing Online?

Online

PreK / K-2

Anastasia Goldstein, author of "Totally Wired: What Teens and Tweens are REALLY Doing Online" is taking your questions on the online habits of tweens and teens.

<http://www.pbs.org/parents/experts/>

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Sign up to receive PBS Teachers Newsletter, the PBS weekly online newsletter for educators, via e-mail at <http://www.pbs.org/teachers/preferences/>

If you would like to be removed from the PBS Teachers Newsletter mailing, please visit your profile area on PBS Teachers, <http://www.pbs.org/teachers/preferences/>, or send an e-mail to [teacherpreviews@pbs.org](mailto:teacherpreviews@pbs.org) and in the body of the message type "unsub" (without quotes).

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