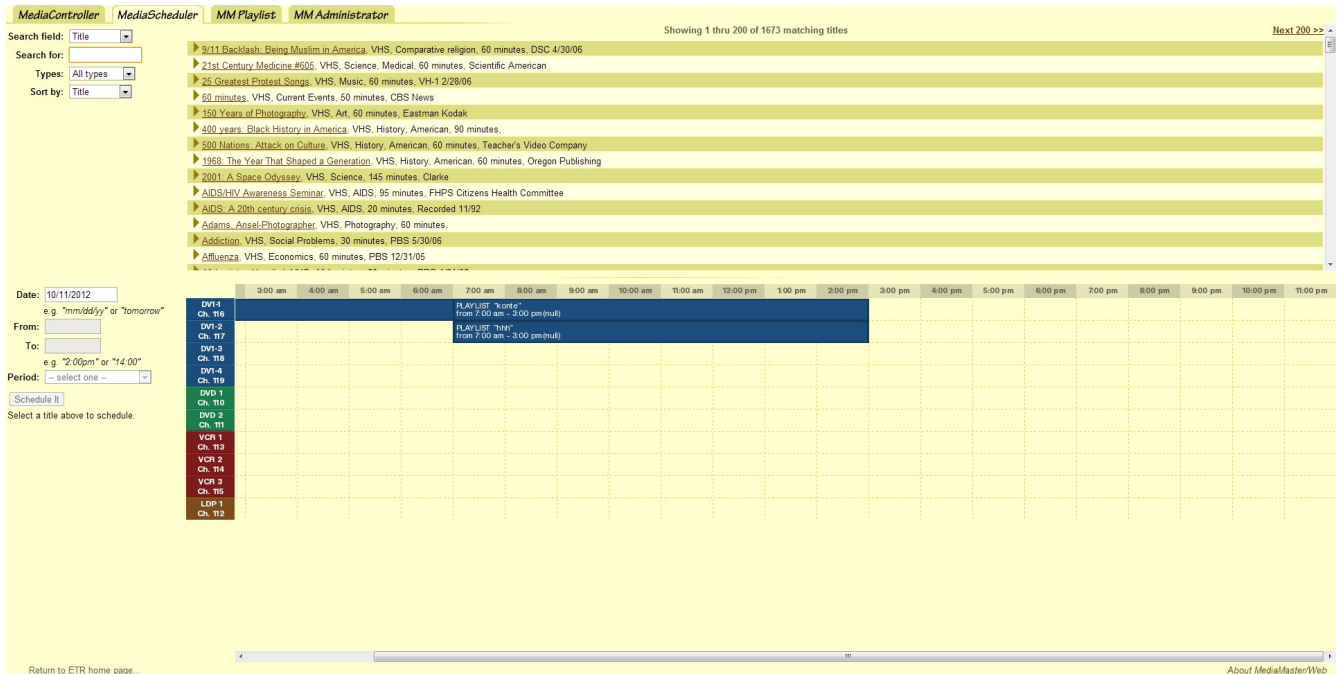


The Media Scheduler is where users can organize and schedule their videos.



Using this page, if multiple teachers want to show the same video they can all share one source instead of taking up multiple tuners or DVD/VCR/BluRay players. Also, teachers can reserve the player and tuners for a specific time, so other teachers can't take them and leave the class lesson disrupted. The scheduler is visible to all users.

Let's look at how to add items to the scheduler.

First, Click on the title you wish to use. For this example we will use "Addiction".

- ▶ AIDS: A 20th century crisis, VHS, AIDS, 20 minutes, Recorded 11/92
- ▶ Adams, Ansel-Photographer, VHS, Photography, 60 minutes,
- ▶ Addiction, VHS, Social Problems, 30 minutes, PBS 5/30/06
- ▶ Affluenza, VHS, Economics, 60 minutes, PBS 12/31/05

Next, we must select where to add the video on the scheduler. This is achieved in this section of the scheduler.

Notice after clicking on "Addiction", scheduler added a *Title:* and placed Addiction there. First, the user selects the date. When clicking on the date, a small calendar appears to select your date from. Next, the user can either input a manual time or select which period they wish to show it during.

Title: Addiction

Date: 10/11/2012
e.g. "mm/dd/yy" or "tomorrow"

From:

To:
e.g. "2:00pm" or "14:00"

Period: -- select one --