Instructor Guide

Engage your students with a multi-media approach to learning without taking away from valuable classroom time.

This guide provides you with the tools to create an online lesson using movie content.

For programming suggestions, please visit our website:
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Website Login

- Access your customized webpage using the URL in the email from your Digital Campus Representative.
- Enter your **User Name** (Figure 1)
- Enter your **Password**
- Click the **Login** button

The custom-designed Digital Campus webpage contains everything you need to build your lesson (Figure 2):

![Webpage Screenshot](image)

- **View Content**
- **Links for the Course Management System**
- **Content Available**
- **Saved Lessons**
Select Content

To sort the movies by title, select **Title A-Z or Z-A** (Figure 3a).

- To see additional titles available, click the `<` or `>` symbol (Figure 3b).
- For title details such as year, length and rating, hold the mouse over the title (Figure 3c).

![Figure 3](image_url)

- To view content, click the **image** and scroll to the top of the webpage. Click the **Watch Now** button (Figure 4).

![Figure 4](image_url)
Create a Lesson

- Log in and click the Create Lesson button for a selected movie.

- Enter the information about the course (Figure 5):
  - Course name (maximum characters is 50)
  - Course title (maximum characters is 256)
  - Lesson description (maximum characters is 256)

- Click the Save tab. You will receive a message that the lesson has been saved. Click OK.

- You may now perform any of the following options to build your lesson:
  - View content
  - Upload lesson attachments
  - Create lesson objectives
  - Create timeline objectives

Manage the Lesson (Figure 6)

Cancel the most recent change by clicking the Cancel tab.
Delete the current lesson by clicking the Delete tab.
To return to the content list, click the Back tab.
For answers to common questions, click the Help tab or call your Swank Representative.
View Content *(Optional)*

- Click the **Play** button in the center of the screen (Figure 7).
- Use the controls under the screen to pause the movie or adjust the volume or screen size.

![Figure 7](image)
Lesson Attachments *(Optional)*

Use this feature to attach a document for student reference. The file may be any file type that is 100mb or smaller.

- Click the **Upload** tab (Figure 8).
- Click the **Browse** button.

![Figure 8](image)

- Locate the file to attach and click the **Open** button.
- You will receive a message "Upload Done" (Figure 9). Click the **Browse** button to add a second attachment or select **Cancel** to remove the attachment.

![Figure 9](image)

- Click the **Save** tab at the top of the page.
- To view a list of all attachments, click the **Attachments** tab (Figure 10).

![Figure 10](image)

- To remove an attachment, click the ![delete](image) symbol next to the file name of the attachment you wish to delete (Figure 10).
- To edit an attachment’s title, double-click on the **title** and enter the new title.
Create Lesson Objectives *(Optional)*

Lesson objectives may be easily added to the course to focus students’ learning.

- Click the ▲ arrow to open the objective text box (Figure 11).
- Enter the text of the objective in the space provided.

![Create New Lesson Objective](image1)

- Click the Add button.
- Repeat the first two steps until all of the objectives have been entered.
- Click the Save tab at the top of the page.

Modify Lesson Objectives

- Click the green arrows to sort the order of the objectives (Figure 12).

![Lesson Objectives (click to edit)](image2)

- Click the Save tab at the top of the page.
Create Timeline Objectives *(Optional)*

Focus your students on a particular timeframe by specifying a timeline objective. While the student is viewing the content, the timeline objective will be highlighted for the duration of time specified.

- Click the ▲ arrow to open the text box (Figure 13). The end time of the movie selected is predetermined.
- Enter the text of the objective.

![Timeline Objectives (click to edit)](image)

- Select the **beginning and end times** of the timeframe for this objective. You may enter the time by clicking on the number or using the arrow keys to increase/decrease the time. If you are unsure of the scene time, click and drag the timeline markers (Figure 14). The timeframe selected may be viewed in the screen to the left of the objectives by clicking the **Play** button.
- Click the Add button (Figure 14).

![End marker](image)

- Repeat these steps to add timeline objectives as needed.
- Click the **Save** tab at the top of the page.
Modify Timeline Objectives

Edit the Objective

- To edit an objective, double-click on the objective in the list and enter your changes (Figure 15).

![Timeline Objectives (click to edit)](Figure 15)

- Click the Save tab at the top of the page.

Change the Timeline

- To adjust times, click on the objective and enter the changes in the space provided below the objective (Figure 16).

![Timeline Objectives (click to edit)](Figure 16)

- Click the Save tab at the top of the page.

Delete an Objective

- To delete an objective, click the symbol next to the tile of the objective to delete (Figure 17).

![Timeline Objectives (click to edit)](Figure 17)

- Click the Save tab at the top of the page.
Share a Lesson

Once you have created a lesson, you may review it and share the URL with your students.

- At the main screen, scroll down to the **My Lessons** section (Figure 18).

- Locate the lesson you want to share by sorting the titles (A-Z, title, course number, date, etc.) and scrolling by clicking the `<` or `>` symbol.

- Click on the image of the lesson (Figure 19). The webpage will substitute your lesson in the top of the screen above the Available Content (Figure 19).

- To see the lesson as a student (Figure 21), copy the URL and paste the link into your Web browser. To share the lesson with students, copy and paste the link into your Course Management System. If you have your own webpage or Blackboard system, you may copy the Embed link which is HTML-based.