

# Using the Educational Video Library

Teacher Edition



**The Humboldt Schools.**  
*Motivating achievement since 1906.*

Created by the HUSD Information Services Department

Version 1 - 1/26/12

## Purpose of this Guide

This guide is intended to walk you through the use of the Educational Video Library (EVL). The Educational Video Library is a resource that allows you to stream YouTube videos in your classroom. This is accomplished by creating a custom library that is filtered by the district content filter.

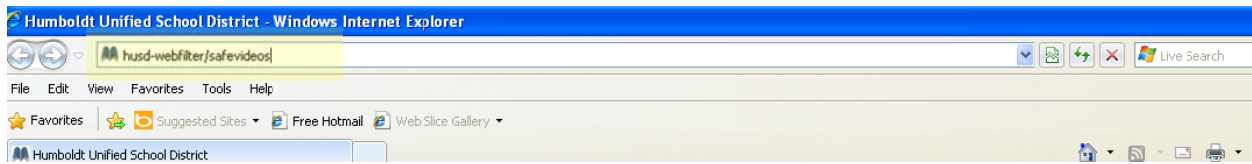
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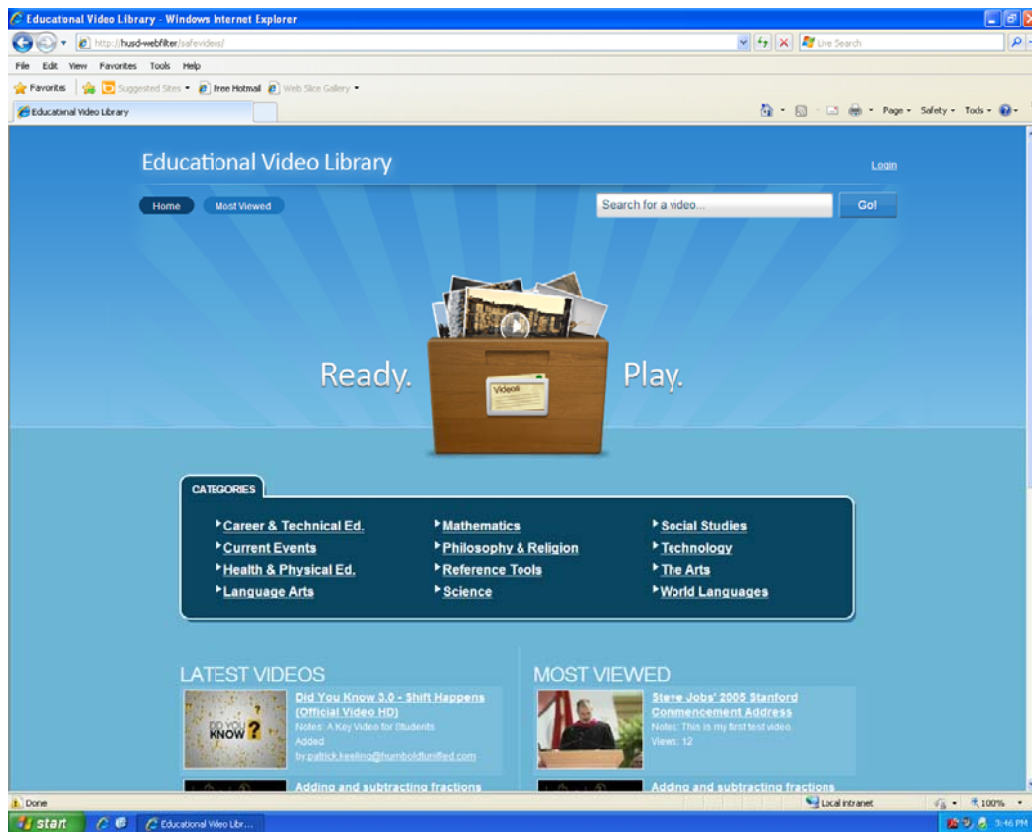
## Accessing the EVL

In order to access the Educational Video Library you must be on a computer within the HUSD network (at one of our schools).

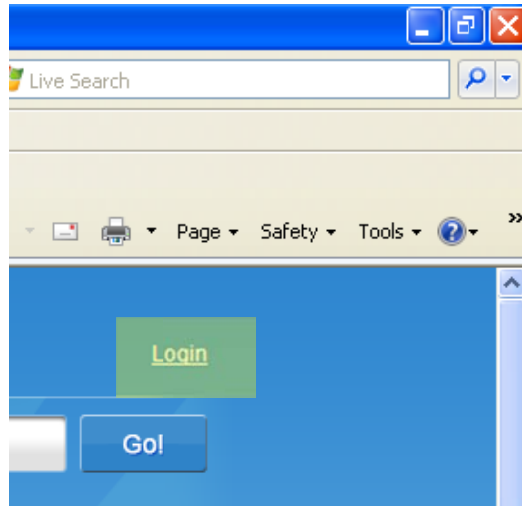
1. Open your browser (Internet Explorer).
2. In the address bar type husd-webfilter/safevideos (highlighted below) and press enter.



3. You will be presented with the home page to the EVL. If you want to submit a video or channel you will need to log in to the EVL. If you want to search or play back a video please continue to page 9.

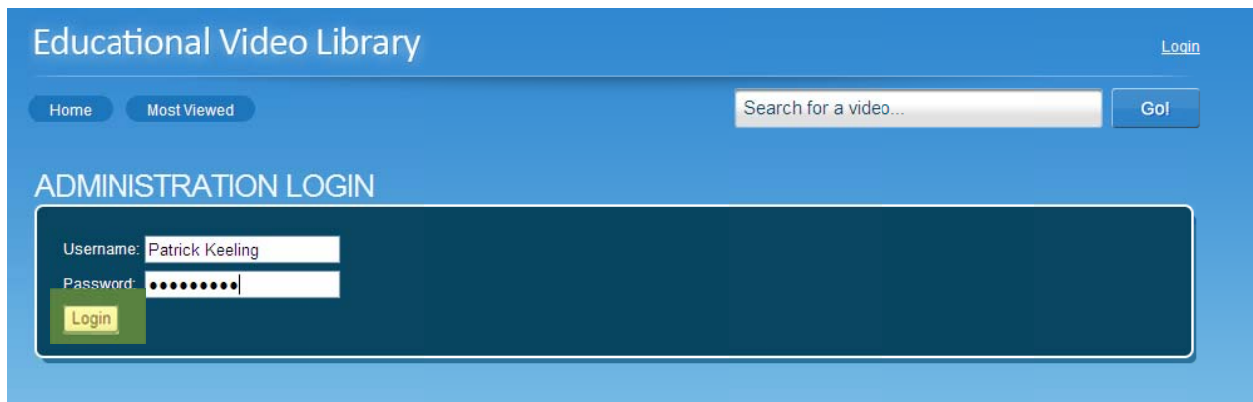


4. To log in, click the Login link (highlighted below) in the upper right hand corner of the EVL.



5. In order to log in you must enter the same user name and password that you use to log in to your HUSD email and HUSD computer, as shown below. Once you have filled in your User Name and Password, click the Login button (highlighted below) below the User Name and Password fields.

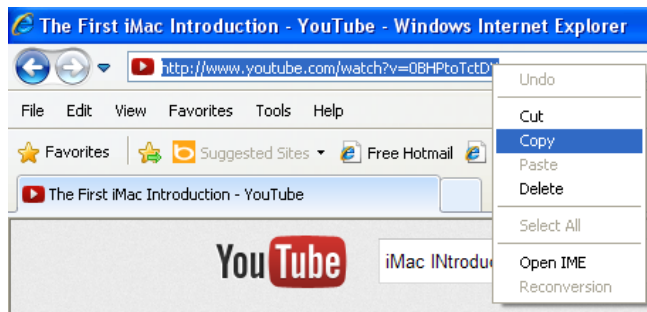
Note: By default only certified staff members (teachers) have access to submit content to the EVL, if you are not a certified staff member / teacher and need access to submit videos please email the helpdesk at [helpdesk@humboldtunified.com](mailto:helpdesk@humboldtunified.com).



## Getting a YouTube video to Submit

Once you have logged in to the EVL you can submit a video for approval. To do so you must first have the URL of a YouTube video that you want to submit. Unfortunately, HUSD does not allow access to YouTube on the district network, you will have to collect URL's to the videos you want when you are not on the HUSD network.

1. On a computer that is not on the HUSD network, go to YouTube.com and find the video that you would like to submit.
2. You will now need to copy the URL of that video, to do so highlight all text in the Address Bar of your browser, right click, and select Copy.



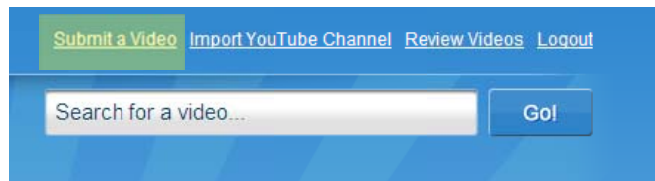
3. You will now want to paste this text into an email and send it to your HUSD email account. This will allow you to copy the URL from your HUSD email account into the EVL to be submitted.

## Submitting a Video to the EVL

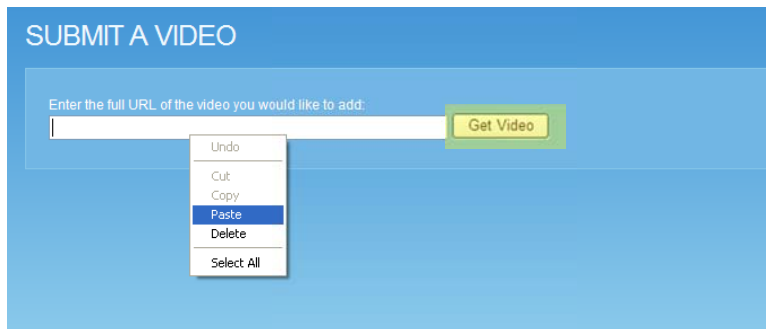
Once you have logged on to the EVL you can submit a video for approval.

**Note: Please be careful, the videos that you submit, once approved, are available to all students / staff. Also, your name and email address will be tagged and displayed with each video that you submit.**

1. Click the Submit a Video link (highlighted below).



2. Copy the URL that you sent yourself via email for the YouTube video into the submission box and click Get Video (highlighted below).




- Once the EVL has connected to YouTube and imported the video you will have the opportunity to fill out some information about the video, place it into an educational category and recommend a grade range for the video. It is recommended that you check the “Notify me when video is approved” box. Always be sure to use your HUSD email address. Once all fields are filled in, click the Submit Video button (highlighted below). The EVL will send you an email once your video has been either approved or denied. Once the video has been approved you will be able to play it from the EVL.

## SUBMIT A VIDEO

Enter the full URL of the video you would like to add:

**Thumbnail Preview:**



**Title:**

**Category:**

**Grade Range:**  
 to

**Tags:** (Tags are keywords used to help people find your video. Separate them with a comma)  
  
Click to add suggested tags: [apple](#), [mac](#), [macintosh](#), [steve jobs](#), [bill gates](#), [computer](#), [microsoft](#), [windows](#), [osx](#), [ipod](#), [ibook](#), [imac](#), [power](#)

**Notes:**

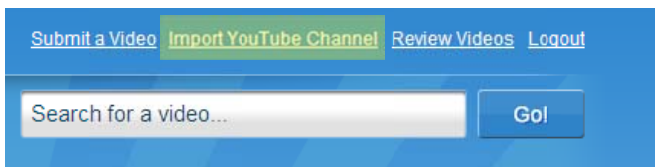
**Your Email Address:**

**Notify me when video is approved.**

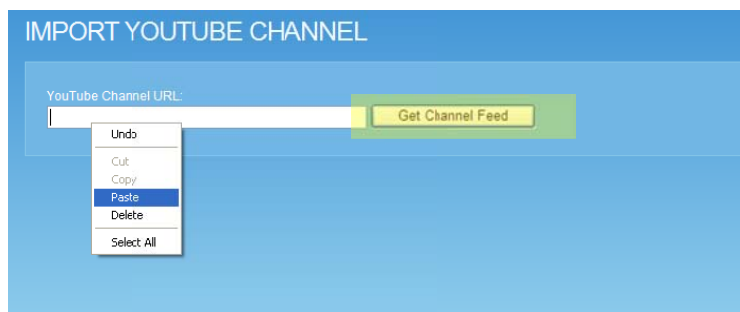
## Importing a YouTube channel

Some videos on YouTube belong to a Channel, in this case you can request that the entire channel be approved, that way all current videos that belong to that channel will available without having to be submitted individually.

1. Click Import YouTube Channel (highlighted below) in the upper right hand corner of the EVL.



2. Use the same instructions for getting a video URL to get the URL of a YouTube channel. Be sure the URL that you send yourself is to the channel, not one of the videos on the channel.
3. Paste the URL into the submission box and click Get Channel Feed (highlighted below).





4. You will now be able to see the list of videos that will be available on this channel, and categorize the channel by content area and recommend a grade range for the channel content. Please be sure to enter your email address and check the “Notify me when these videos are approved” box, then click Import Videos (highlighted below). You will be notified by email once your videos have been approved.

**IMPORT YOUTUBE CHANNEL**

Videos in the deepskyvideos channel:

1. Inside the Isaac Newton Telescope - Deep Sky Videos
2. M15 - Globular Cluster - Deep Sky Videos
3. M1 - Crab Nebula - Deep Sky Videos
4. Messier Objects - Deep Sky Videos
5. PREVIEW: Telescope Timelapse (La Palma)
6. PREVIEW: Satellites (Deep Sky Videos preview)
7. PREVIEW: Early Filming

Select a category for these videos:  
Science

Grade Range:  
7 to 12

Your Email Address:  
patrick.keeling@humboldtunified.com

Notify me when these videos are approved.

**Import Videos** or Cancel

## Searching For and Playing Back Videos on the EVL

Remember you do not need to log in to the EVL to search for and play videos. Also, all students can search for and play videos without logging in to the EVL.

1. You have three main options to find content:
  - A. If you want to search by keyword, enter a keyword(s) in the search box, in the upper right hand corner of the screen and click Go!. You will see below that I have searched for Steve Jobs.
  - B. If you want to search by category, click on of the categories, about half way down the screen.
  - C. Newest / Most Viewed videos are displayed at the bottom.

Educational Video Library

Submit a Video Import YouTube Channel Review Videos Logout

Home Most Viewed

Steve Jobs Go!

Ready. Play.

Videos

CATEGORIES

- ▶ [Career & Technical Ed.](#)
- ▶ [Current Events](#)
- ▶ [Health & Physical Ed.](#)
- ▶ [Language Arts](#)
- ▶ [Mathematics](#)
- ▶ [Philosophy & Religion](#)
- ▶ [Reference Tools](#)
- ▶ [Science](#)
- ▶ [Social Studies](#)
- ▶ [Technology](#)
- ▶ [The Arts](#)
- ▶ [World Languages](#)

LATEST VIDEOS

[Did You Know 3.0 - Shift Happens \(Official Video HD\)](#)  
Notes: A Key Video for Students  
Added by [patrick.keeling@humboldtunified.com](mailto:patrick.keeling@humboldtunified.com)

MOST VIEWED

[Steve Jobs' 2005 Stanford Commencement Address](#)  
Notes: This is my first test video.  
Views: 12

2. Once you find a video that you like, click the title to that video and a screen similar to the one below will appear. From here you can play / pause the video, at the very right hand bottom corner of the video box is a button that you can click to make the video full screen (highlighted below). You can also view the video details such as total views and who submitted the video.

The screenshot shows a web interface for an Educational Video Library. At the top, there's a blue header with the text "Educational Video Library" and navigation links: "Submit a Video", "Import YouTube Channel", "Review Videos", and "Logout". Below the header, there are two buttons: "Home" and "Most Viewed". A search bar with the placeholder "Search for a video..." and a "Go!" button is also present. The main content area features a video player titled "Steve Jobs' 2005 Stanford Commencement Address" by StanfordUniversity. The video player shows a large red "S" with a green tree in the center. The video player controls at the bottom show a progress bar at 00:05 / 15:04, a volume icon, and a resolution of 360p. A yellow highlight is placed over the full screen button in the bottom right corner of the video player. To the right of the video player is a "Video Details" section with the following information: Category: [Career & Technical Ed.](#), Tags: [steve jobs](#), Views: 13, Added by: [patrick.keeling@humboldtunited.com](mailto:patrick.keeling@humboldtunited.com) on Tuesday, January 17, 2012, and Notes: This is my first test video. At the bottom left of the video player, there are links for "Edit Video Details" and "Flag this video as inappropriate".

## Flagging a Video as Inappropriate

If you see a video in the EVL that you believe should not be allowed, you may flag it as inappropriate. Once flagged inappropriate the video will continue to be viewable by all teachers / students, however an email alert will be sent to the EVL administrator to review the video.

1. Click the Flag this video as inappropriate link below the video (highlighted below).

