

Uploading Content to SAFARI Montage

All teachers and staff members have the ability to upload videos and other digital content to SAFARI Montage to share with students and colleagues, or to archive for future use. Follow these steps to upload content and then share it with your school or the district.

1. From the SAFARI Montage Dashboard screen, click on the pink **Creation Station Upload** icon.
2. If a Copyright Notice pops up, agree to it. (You should only upload content that you have created yourself or for which you have proper licensing or fair use rights. See the district [Copyright Guidelines](#) and the [Copyright F.A.Q.](#) for more information.)
3. Click the **[Browse/Upload File]** button, then drag your file into the dotted-line box from another window, or click somewhere within the box to open a new window and browse to the file you wish to upload.
4. Please note that SAFARI Montage allows you to upload the following file formats:

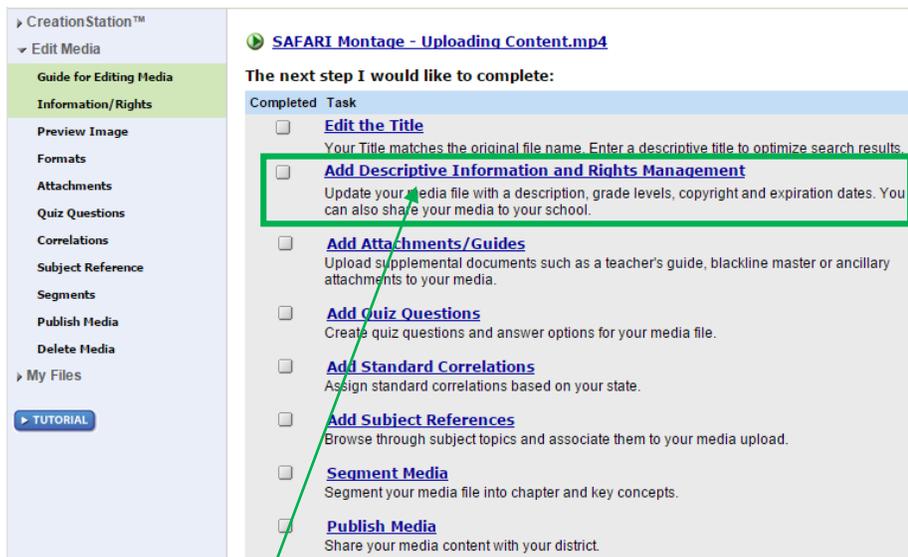


Valid File Formats

Video: MOV, MP4, WMV, FLV, F4V, MPG, M4V (w/o DRM)
 Audio: MP3, M4A
 Image: JPG, BMP, GIF, PNG
 Interactive: SWF, NMO, CSP, KML, KMZ, CSESSION
 Document: TXT, RTF, PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, ODT, SDW, ODS, SDC, ODG, ODF, SDD, SDP, ODP
 iWork 09: KEY, PAGES, NUMBERS
 eBooks: EPUB, LIT, IBOOKS, MOBI
 Whiteboard: FLP, FLIPCHART, NBK, NOTEBOOK, XBK, AS3A, GWB, BNK, TST, YAR, IWB, TMB

Note: When uploading MOV (QuickTime) use the Sorenson 3 video codec.

5. Depending upon the size of your file, the upload process may take a few seconds. Once it is finished, you will be taken to the “Guide for Editing Media” screen, which provides several options for adding metadata and settings for your content.



6. Choose the **Add Descriptive Information and Rights Management** option from this screen to make the most essential setting changes for your content. **Descriptive Information** and **Rights Management** can be edited on separate subtabs of this screen.



7. Refine the **Title**. → Title:

8. Add a **Description**.
Include in it any relevant keywords students or teachers might use when searching this content.

Media Type: H.264 [2.17 mbps]
Running Time: 7 min 2 sec
Media Format: 2.17 mbps (Uploaded File: Student Poetry Reading 20150429.mp4)
 1280x720, 1.84 mbps (Uploaded File: Student Poetry Reading 20150429.mp4)
 1280x720, 2.41 mbps (Uploaded File: Student Poetry Reading 20150429.mp4)
 640x360, 385 kbps (Uploaded File: Student Poetry Reading 20150429.mp4)

which use for

9. Set a **Grade Range** **Copyright** year.

Descriptive Information | **Rights Management** | Licensed Media

Description: Students from Mr. West's 4th Period English 11 class read and perform their poems.
 Keywords: compositions, creative writing, spoken word, poetry.

characters max: 2,000

Grade Range: to

Publisher:

Copyright:

Multi-language: English Spanish

and

10. Click on the **Rights Management** subtab to set sharing rights.

11. Check this box if you wish your video to be **Downloadable**, rather than streamed only. (Some file types, such as documents, must be downloadable.)

12. Check the **Share** box to make this item accessible to users (students and teachers) in your school.

Descriptive Information | **Rights Management** | Licensed Media

Expiration: Never Expires: **Month:** **Day:** **Year:**
 --- OR ---

Downloadable: (Others may save this media to their personal computers.)

Embed Links: [Permanent Links | QR Codes](#)

Home Access: [Permissions](#) Administrators and the content creator have full access by default.

Share: [Permissions](#) Administrators and the content creator have full access by default. (Allow others in your school to view this item.)

13. Click **Save and Continue** to apply these settings (as well as your descriptive information on the prior subtab.

14. From the **Guide for Editing Media** screen, choose any additional desired options, such as attaching files or links, assigning standards or subject references, segmenting, etc.

15. To share your content with the entire district, choose the **Publish Media** option. This will place the file into a submission queue for district-wide sharing. The file will usually be published within 24 hours of your submission.

[Publish Media](#)
 Share your media content with your district.

16. You can quickly access your uploaded content in the future by clicking the **My Files** icon on the Dashboard screen. You can view the content, edit any of the metadata or change sharing rights at any time, obtain permanent links to post on a web page or in an email or document, etc.

