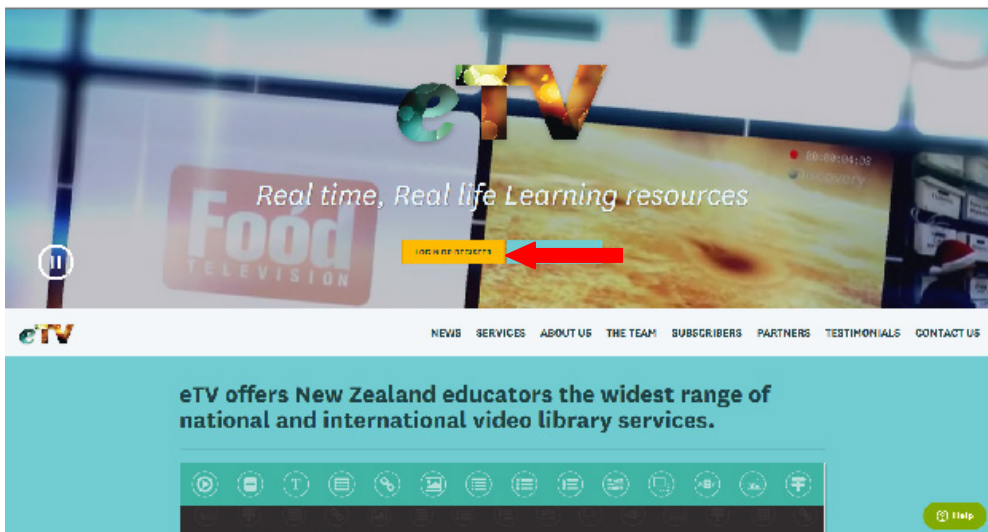


eTV Staff Guide

eTV can be found on the EIT Library and Learning Services website on the Library Databases page, or you can go directly to www.etv.org.nz

General use of eTV

1. Go to www.etv.org.nz and choose 'Login or Register'.



2. If you have not used eTV before choose click 'Register Now'.

Login / Register

1. Enter your email address.

If your institution uses Single Sign On, then after entering your School/Institution issued email address, you will be redirected to that login page.

Email* :

Password* :

LOGIN

FORGOT MY PASSWORD

Need a Login?

You may be able to get a login automatically to eTV.

REGISTER NOW



Want more information?

974 8000 ext 6045

twist@eit.ac.nz

3. Enter your information. Make sure to select 'Eastern Institute of Technology' as the institute name and check that you are a staff member. The email address will be your username.

Self registration

Institution name:*
Eastern Institute of Technology

Select:*
☒ Staff
☐ Student

Email Address
@eit.ac.nz

Please enter the first part of your email address only.

First Name:*
Enter your first name

Last Name:*
Enter your last name

Password:*
password

Confirm Password:*
confirm your password

REGISTER

You will need to create a unique eTV account. This is not the same as your EIT network account.

Once you have filled out the form click 'Register'.

4. eTV will send an email to your staff email account. The email will contain a link, click it to activate your eTV account.



Thank you for registering with eTV.

An email has been sent to

Please check your inbox and click on the link to activate your eTV account.

You must activate your eTV account within 24 hours or you will need to register again.

5. Login.

Login / Register

1. Enter your email address.

If your institution uses Single Sign On, then after entering your School/Institution issued email address, you will be redirected to that login page.

Email* :

Password* :

2. Enter your password.

LOGIN

WORD

Need a Login?

You may be able to get a login automatically to eTV.

REGISTER NOW

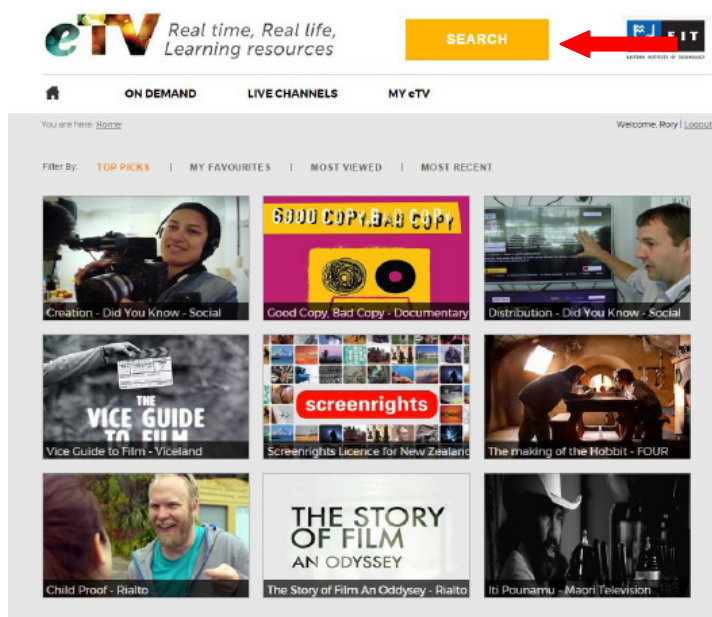


Want more information?

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Now you have access to eTV.



6. To search the eTV database click the search button. Enter the title of the programme you are looking for.

Search keywords

SEARCH NOW

You can use the search filters to refine you search results. If you find a video you want to be able to find again easily, save it to your 'My Favourites'.

Optional search filters

SUBJECTS

SOURCES

CATEGORIES

ACE LEVELS

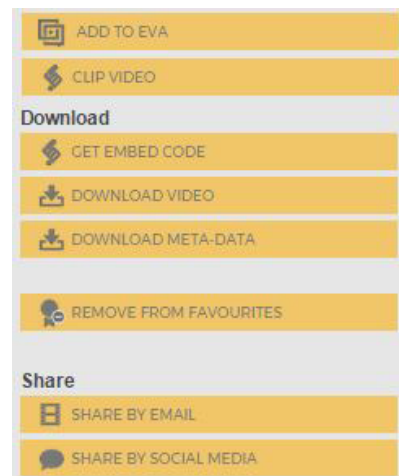
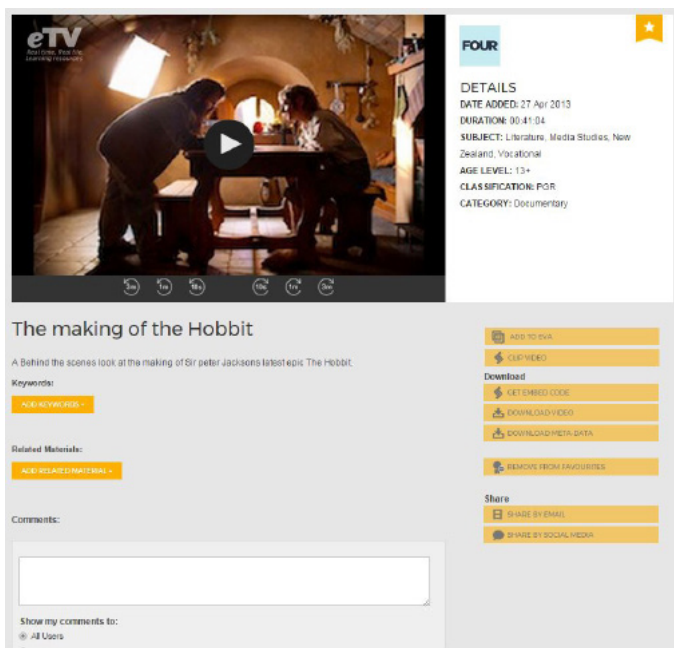
Select Subjects

You may select multiple selections at the same time

<input type="checkbox"/> Advertising/Marketing	<input type="checkbox"/> English	<input type="checkbox"/> Natural History
<input type="checkbox"/> Agriculture & Horticulture	<input type="checkbox"/> ESOL	<input type="checkbox"/> New Zealand
<input type="checkbox"/> Anthropology	<input type="checkbox"/> Food Science	<input type="checkbox"/> News
<input type="checkbox"/> Archaeology	<input type="checkbox"/> French	<input type="checkbox"/> Pacifica
<input type="checkbox"/> Architecture	<input type="checkbox"/> Geography	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Art	<input type="checkbox"/> German	<input type="checkbox"/> Photography
<input type="checkbox"/> Asian Studies	<input type="checkbox"/> Health	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Astronomy	<input type="checkbox"/> History	<input type="checkbox"/> Physics
<input type="checkbox"/> Biology	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Political Studies
<input type="checkbox"/> Business	<input type="checkbox"/> Italian	<input type="checkbox"/> Psychology
<input type="checkbox"/> Careers	<input type="checkbox"/> Japanese	<input type="checkbox"/> Religion & Theology
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Korean	<input type="checkbox"/> Science
<input type="checkbox"/> Chinese	<input type="checkbox"/> Languages	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Classical Studies	<input type="checkbox"/> Law	<input type="checkbox"/> Sociology
<input type="checkbox"/> Criminology	<input type="checkbox"/> Leadership	<input type="checkbox"/> Spanish
<input type="checkbox"/> Dance	<input type="checkbox"/> Learning Support	<input type="checkbox"/> Special Needs
<input type="checkbox"/> Design	<input type="checkbox"/> Literacy	<input type="checkbox"/> Sport
<input type="checkbox"/> Drama	<input type="checkbox"/> Literature	<input type="checkbox"/> Teaching
<input type="checkbox"/> Ecology & Environment	<input type="checkbox"/> Maori	<input type="checkbox"/> Technology
<input type="checkbox"/> Economics	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Travel & Tourism
<input type="checkbox"/> Education & Teaching	<input type="checkbox"/> Media Studies	<input type="checkbox"/> Vocational
<input type="checkbox"/> Engineering	<input type="checkbox"/> Music	

Inserting a video into you EIT online course

1. Once you have found the episode you want to share with your students, click on 'Get embed code'.



2. Highlight the text using your mouse. Right click on the text and click 'Copy'. (or you can save to text or html file but this is not as easy).

DOWNLOAD EMBEDDING CODE

```
<iframe width='640' height='365' src='https://www.etv.org.nz/embed.php?m=single&id=54281&lib=0&starttime=0&endtime=0' frameborder='0' webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
```

SAVE TO TEXT FILE

SAVE TO HTM FILE

Please copy the link above and paste into your learning management tool or web application. Alternatively please use the buttons above to download the link in a TXT or HTML file format.

3. When you click "Get clipped video embed code" read through the text and agree.

DOWNLOAD EMBEDDING CODE

eTV Embedding Code Agreement

PLEASE READ THIS AGREEMENT ("LICENCE") CAREFULLY BEFORE EMBEDDING THIS VIDEO ON ANOTHER WEBSITE. BY USING THE VIDEO FROM eTV, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENCE.

Permitted Licence Uses and Restrictions

Videos using the Embedding Code from TV Recordings, Curriculum Collections and the eTV Library may only be displayed on websites which are accessible by your educational establishment's Staff or Students only.

Videos from your institution's Private Library may only be displayed on a webpage that is available to persons who are staff or students of your educational establishment, unless all Rights have been cleared for other persons outside your educational establishment to view the video.

Programmes embedded from TV Recordings and Curriculum Collections are governed by your Screenrights Licence. Your rights under the Screenrights Licence may terminate if you fail to comply with any term(s) of the Screenrights Licence. Upon the termination of your Screenrights Licence you shall cease all use of the video.

Controlling Law

This Licence will be governed by and construed in accordance with the laws of New Zealand.

Your eTV Account Coordinator will be notified automatically about any embedding code taken for a video from your institution's Private Library.

I Agree ☐

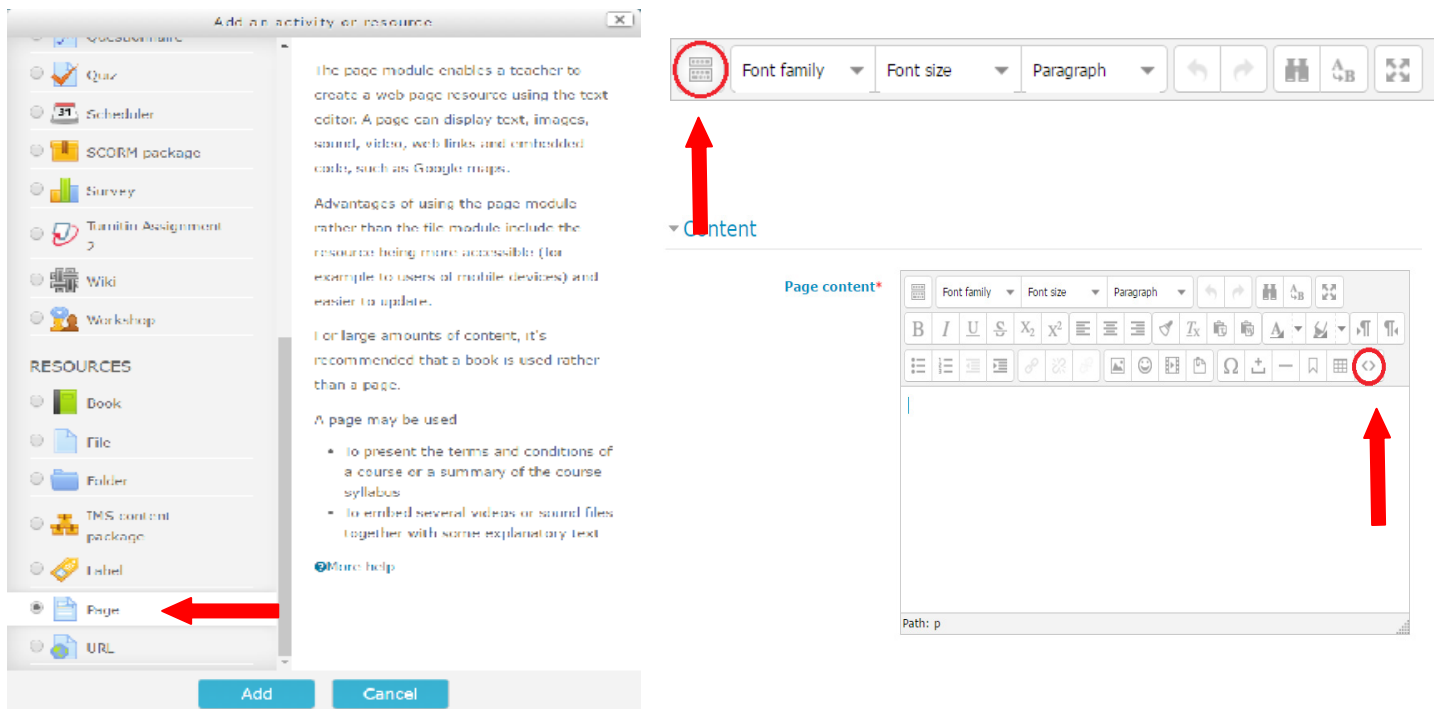


Want more information?

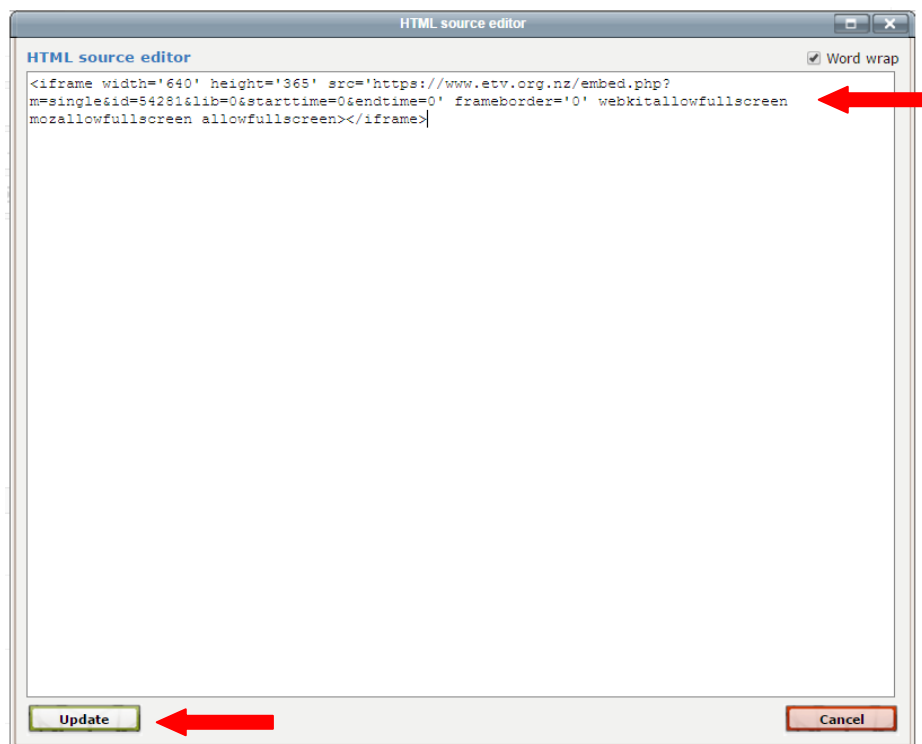
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- Log into EIT Online and browse to your course. Make a new 'Page' resource.
- Give the resource a name and scroll down to 'Page Content'. Click on the toggle button and then the 'HTML' <> button.



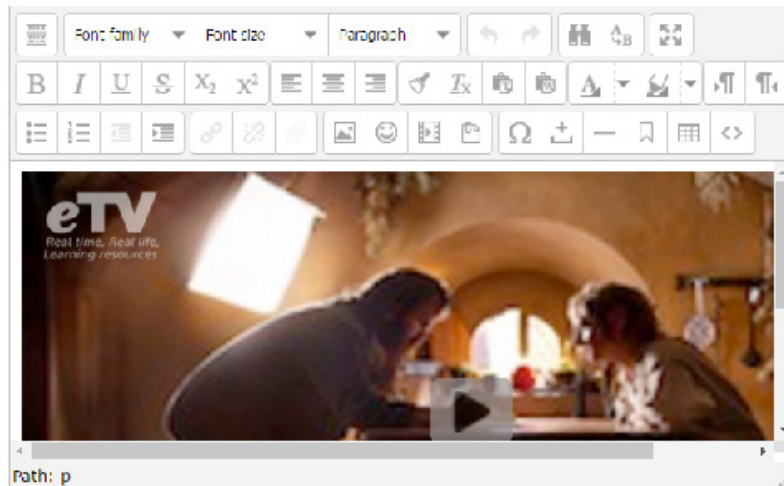
- A popup will appear. Right click and click 'Paste'. This will paste your embedded text into the page.



6. The video will appear within the new resource.

▼ Content

Page content*



7. Click 'Save and return to course'.
Your eTV episode will have embedded into your course.

A screenshot of a form titled 'Common module settings'. It contains a 'Visible' dropdown menu set to 'Show', an 'ID number' field with a question mark icon, and three buttons at the bottom: 'Save and return to course', 'Save and display', and 'Cancel'. A red arrow points to the 'Save and return to course' button.

Try clicking onto the course and see if it plays (if it doesn't, see troubleshooting).

Sharing a clip of a video on your EIT online course

1. On the video you want to select a clip from, click on 'CLIP VIDEO'.



2. Set the IN and OUT times (at the start and end of the section you want to clip out).



Preview the clipped video to make sure you have selected the right IN and OUT times.

3. When you click "Get clipped video embed code" read through the text and agree.

DOWNLOAD EMBEDDING CODE

eTV Embedding Code Agreement

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I Agree ☐

4. Highlight the text using your mouse. Right click on the text and click 'Copy'.

DOWNLOAD EMBEDDING CODE

```
<iframe width='640' height='365' src='https://www.etv.org.nz/embed.php?m=single&id=54281&lib=0&starttime=0&endtime=0' frameborder='0' webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
```

SAVE TO TEXT FILE SAVE TO HTM FILE

Please copy the link above and paste into your learning management tool or web application. Alternatively please use the buttons above to download the link in a TXT or HTML file format.

5. See steps 3 - 7 of the last section of this document to see how to insert this into your EIT online course.

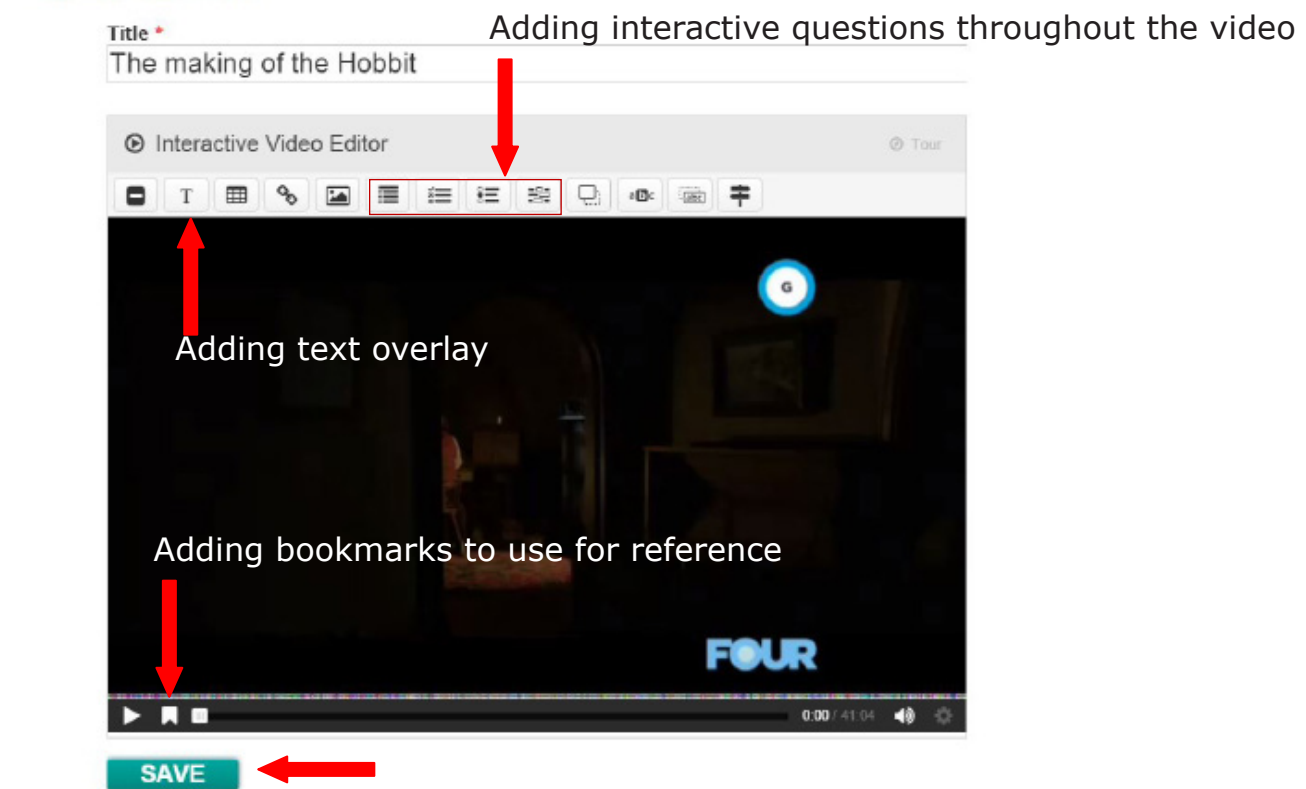
Adding clip to EVA to allow editing (adding text or image overlay)

1. Click on the 'ADD TO EVA' button.



2. You will arrive on this page which will allow you to alter the video in many ways.

Create EVA



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4. Once you have edited the video click the SAVE button, your edited video should appear in 'My EVAs' shortly after (takes a moment to process).

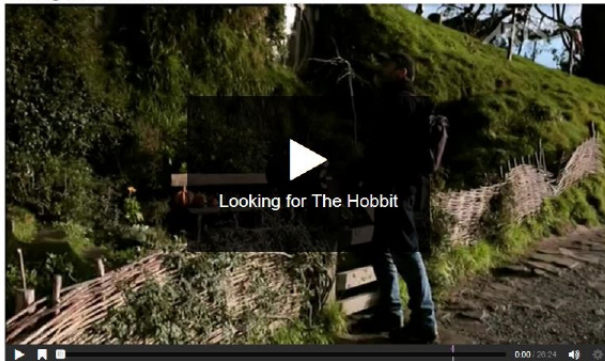
MY EVAs

	Title	Created	Updated		
	Looking for The Hobbit	10 Mar 2017 10:41 AM	10 Mar 2017 10:43 AM	EDIT	DELETE
	The making of the Hobbit	2 Mar 2017 3:34 PM	2 Mar 2017 3:34 PM	EDIT	DELETE
	The making of the Hobbit	2 Mar 2017 2:10 PM	-	EDIT	DELETE
	The making of the Hobbit	2 Mar 2017 12:14 PM	2 Mar 2017 12:14 PM	EDIT	DELETE

When clicking on your EVA video you will see the page below. You can continue to edit your EVA or delete it.

VIEW EVA

Looking for The Hobbit



[EDIT](#) [DELETE](#)

HTML embed code

```
<iframe src="//eva.e-cast.co.nz/embed.php?id=25vrgkPy7N8"
  frameborder="0" allowfullscreen="allowfullscreen"></iframe>
<script src="//eva.e-cast.co.nz/embed-resizer.js"></script>
```

Direct link

<https://eva.e-cast.co.nz/?action=display-eva&id=25vrgkPy7N8>

On the eTV home page, under EVA, there is a more indepth guide on how to use all of the EVA tools.

EVA

GO TO EVA

HOW TO USE



ABOUT EVA



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Using EVA to edit a video (adding text or image overlay)

5. Highlight the 'HTML embed code' text and right click then choose "copy".

VIEW EVA

The making of the Hobbit



EDIT DELETE

HTML embed code

```
<iframe src="//eva-e-cast.co.nz/embed.php?id=Djw9TkhQtoUR"
frameborder="0" allowfullscreen="allowfullscreen"></iframe>
<script src="//eva-e-cast.co.nz/embed-javascript"></script>
```



Direct link

```
https://eva-e-cast.co.nz/?action=display-eve&id=Djw9TkhQtoUR
```

You can also just copy the direct link but this will not display the edited video directly on the page but just show a link that will redirect students.

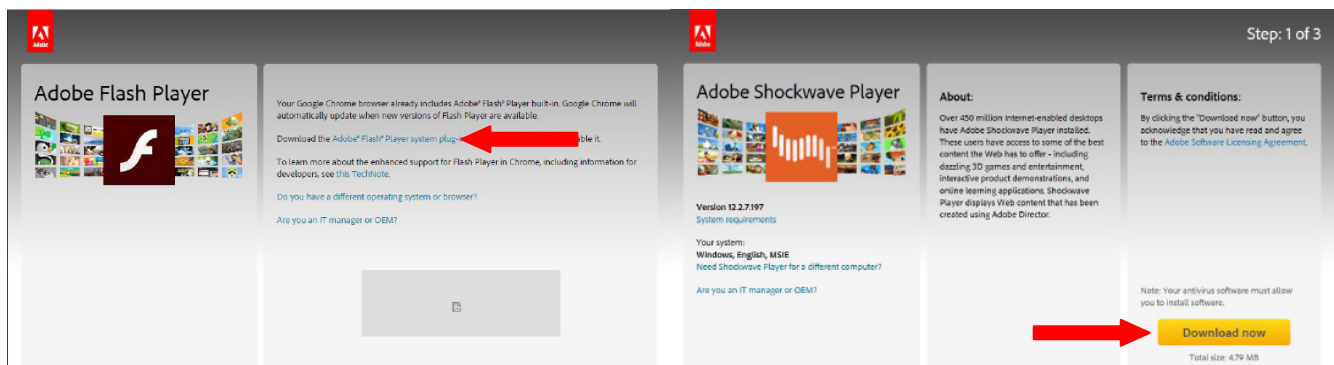
6. See step 3 - 7 of the '**Inserting a video into your EIT online course**' section of this document to see how to insert/embed this into your EIT online course.

eTV Troubleshooting

eTV works on the following internet browsers:

- Safari version 4 and up
- Internet Explorer version 8 and up
- Firefox version 5 and up
- Google Chrome 13

1. Make sure you have a current version of Adobe Flash Player and Shockwave Player. These are free software products that allow videos to run properly (such as eTV) from a internet browser.
Go to <http://www.adobe.com/> to download these.



2. You also need to make sure both Javascript and Cookies are enabled in your browser. These are located under Tools > Internet Options > Security. Where these settings are located depends on the internet browser you use.

Visit <http://www.etv.org.nz/eTV4Help/> for further help



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