

HOW TO SEARCH BY KEYWORD

To search by keyword, locate the **Search by Keyword...** field which is always at the top of your Home Page or Library.

- 1) Quick Keyword Search – Located on the Teacher View Home Page
This option is a quick and easy way to begin searches right from the home page
- 2) Library Keyword Search – Located on the Library page
This option allows for a more in-depth search, including application of search filters if desired

QUICK KEYWORD SEARCH

STEP ONE

To perform a **Quick Keyword Search** from the Teacher View Home Page, first locate the **Search by Keyword...** field.



STEP TWO

Click once inside the field and type a search term. Press the "Enter" key or click the **magnifying glass** to perform the search. Or, click the **X** to clear the search.

Quick Keyword Search results are returned in list form under the Library section.



For a more refined Keyword search, eMediaVA can look for for several terms at once. Search results vary depending on how the keywords are entered:

- Using quotation marks around search terms, as in **"water cycle,"** searches for the exact phrase.

"water cycle"  

- Searching for the same phrase without quotation marks searches for both terms independently. Use **water cycle** without quotation marks to search for assets that have either **water** OR **cycle** as a Keyword.

water cycle  

- Use **water and cycle** to search for assets that have BOTH **water** AND **cycle** as Keywords.

water and cycle  

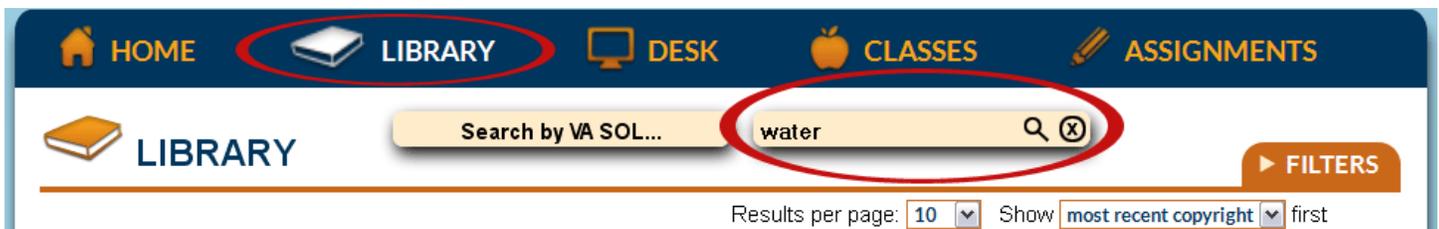
LIBRARY KEYWORD SEARCH

STEP ONE

To perform a **Library Keyword Search**, first navigate to the **Library** page under Teacher View.

STEP TWO

Locate the **Search by Keyword...** field. Click once inside the field and type a search term. Press the "Enter" key or click the **magnifying glass** to perform the search. Or, click the **X** icon to clear the search.



STEP THREE

Choose how many **Results per page** are displayed using the corresponding dropdown menu. Options include:

Results per page: 

STEP FOUR

Search results can be sorted by the criteria in the **Show** _____ **first** dropdown menu. Options include:

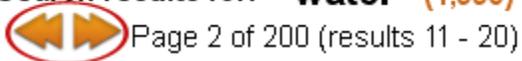


STEP FIVE

Library Keyword Search results are returned in list form. The results summary is displayed at the top of this list and includes:

- How many learning objects were located that relate to your search term. In this case, the search for the keyword "water" returned 1,995 results.
- How many pages of results are available to browse – 200 pages total.
- What results are currently being displayed. This example shows results 11 through 20 are visible.
- Click the **Next Arrow** or **Back Arrow** to browse through the pages of search results.

Search results for: **"water"** (1,995)



HOW TO SEARCH BY VA SOL

There are two locations from which to initiate a search by VA SOL:

- 1) The Teacher View Home Page – This option is a quick and easy way to begin searches right from the home page
- 2) Library – This option allows for searching from any page in the Library section

STEP ONE

To begin from the Teacher View Home Page or from the Library, simply click on the **Search by VA SOL** button.



STEP TWO

The VA SOL Search can be performed on three levels:
 Subject → Grade level within that subject → Specific standard

The broadest search available is by subject. Click on the SOL subject, like **English**, to perform a search for learning objects with any English SOL assigned to it.

Or, click on the **arrow** to narrow the search to the grade level within that subject.

Note that the option to **cancel** is available at the top of the list at any time.



STEP THREE

Click on the grade level, like **English K**, to perform a search for all learning objects with that subject and grade-level SOL assigned to it.

Or, click the **arrow** to choose from a list of specific standards.

Notice that there is also a **Back** arrow available to return to the subject list.

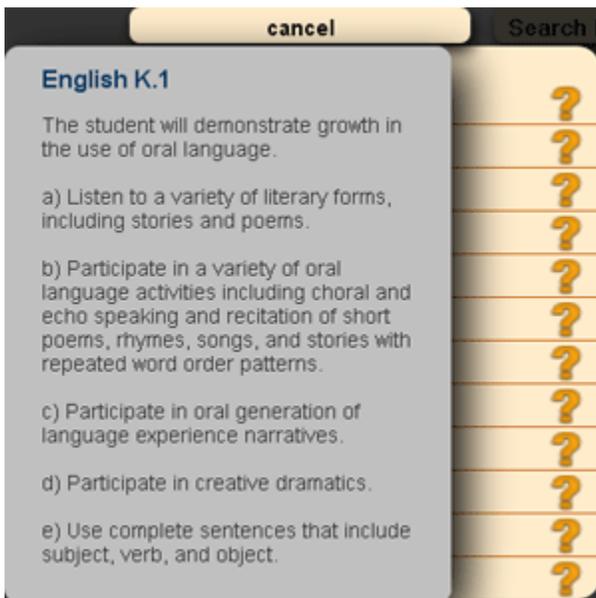


STEP FOUR

(Right) Click on the specific standard, like **English K.1**, to perform a search for all learning objects with that specific SOL assigned to it. (Below) The Virginia Department of Education description for that SOL is available by hovering over the **question mark**.

Notice that there is a **Back** arrow to return to the subject grade-level list.

All VA SOL search results display in the **Library** section of the **Teacher View**.



STEP FIVE

Combine VA SOL searches and Keyword searches to refine results even further. Once the VA SOL search has been completed, simply type in a term in the **Search by Keyword...** field at the top of the Library results page and click the **magnifying glass**.

Inversely, a Keyword search may be performed followed by a VA SOL search.



STEP SIX

Once a VA SOL search has been performed, all subsequent searches will be limited to whatever SOL subject, grade-level, or standard was chosen. To clear the SOL criterion, click the **X** next to the standard.



HOW TO APPLY SEARCH FILTERS

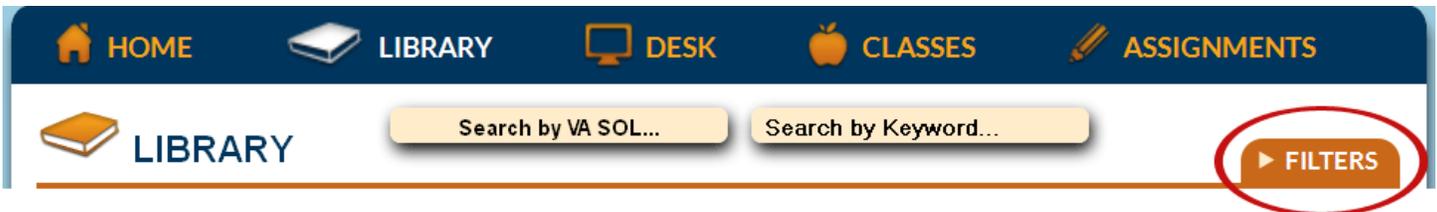
Filters allow for a more refined Keyword Search by narrowing search results based on:

- Subject
- Media Type
- Grade Range

Filters can be applied and modified before or after a Keyword Search has been performed.

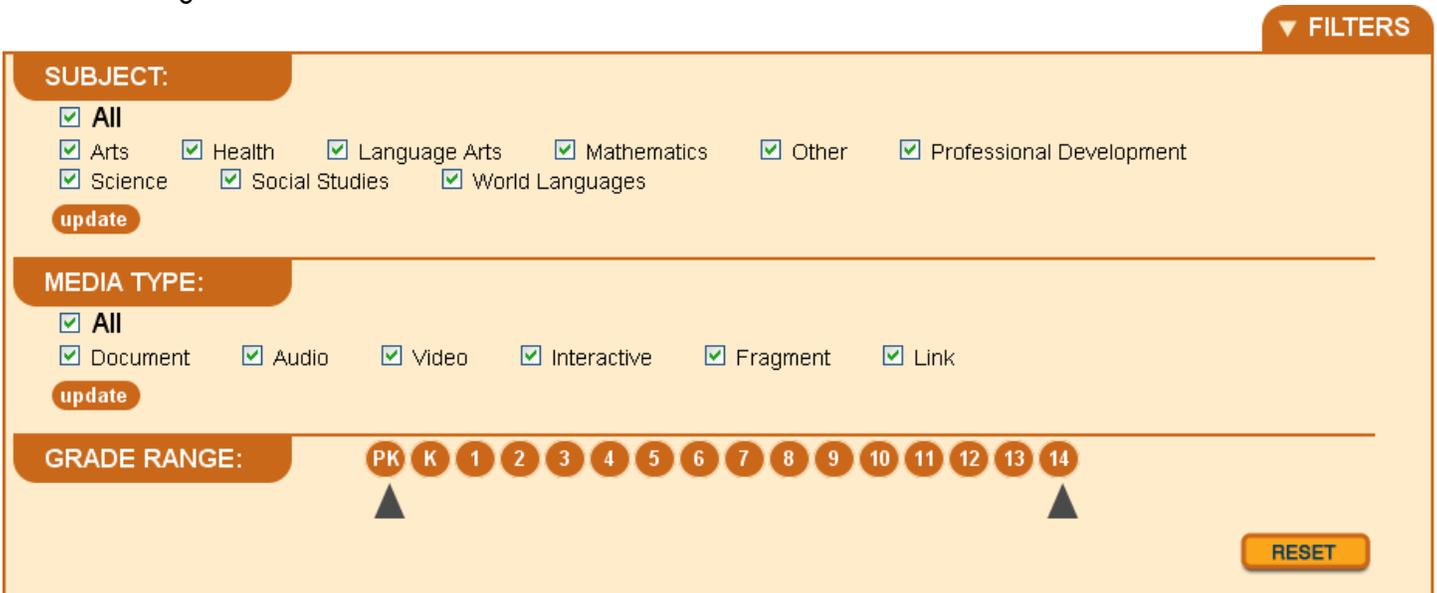
STEP ONE

To apply filters to a Keyword Search, first navigate to the **Library** under **Teacher View**. Then click on the **Filters Tab arrow**.



STEP TWO

Use the checkboxes to enable or disable **Subject** and **Media Type** filters, and use the **Grade Range** slider to indicate what grade levels to include or exclude from the search.



Click the **update** button beneath the **Subject** and **Media Type** sections to apply the filters to your search results.



Click the **Reset** button in the lower-right-hand corner to restore the default settings.



HOW TO CREATE A NEW PLAYLIST

Use Playlists to bookmark similar learning objects together in groups for future use. Playlists appear under the **Library** and **Desk** sections of **Teacher View**. They are also used to create **Assignments**.

STEP ONE

To create a new Playlist, drag and drop the desired learning object into the **New Playlist** box in the right-hand column.

Search results for: "water cycle" (2,199)

▶ Page 1 of 220 (results 1 - 10)



Transcript

This short video segment from IdahoPTV's *D4K* explains the how the water cycle works.

Science xml

HIDE SHOW

▼ New Playlist

drag here to create playlist

STEP TWO

eMediaVA will prompt you to name the new playlist. Click **OK** to create the playlist or **X** to cancel.

New Playlist

Name: Water Cycle

OK

The new playlist appears in the right-hand column. All subsequent Playlists created will appear in the right-hand column as well.



STEP THREE

Continue to add learning objects to the playlist by dragging and dropping.

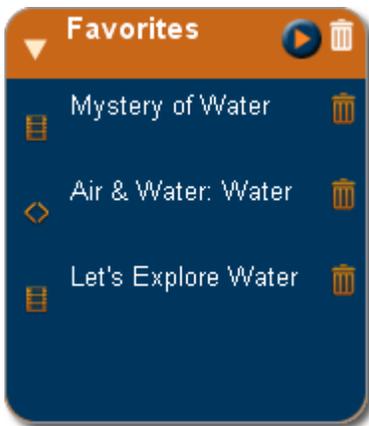
Using the **Playlist Box**, it is also possible to:

- Play the entire list in order
- Delete the entire playlist
- Delete single learning objects from the playlist



If a **lock** is present in place of the **trashcan**, the playlist is linked to an assignment, and no changes may be made until the assignment has been released.

Use the **Show/Hide** toggle button to expand or minimize all of your playlists at once.



The **Favorites** playlist has the same attributes as any other playlist except that:

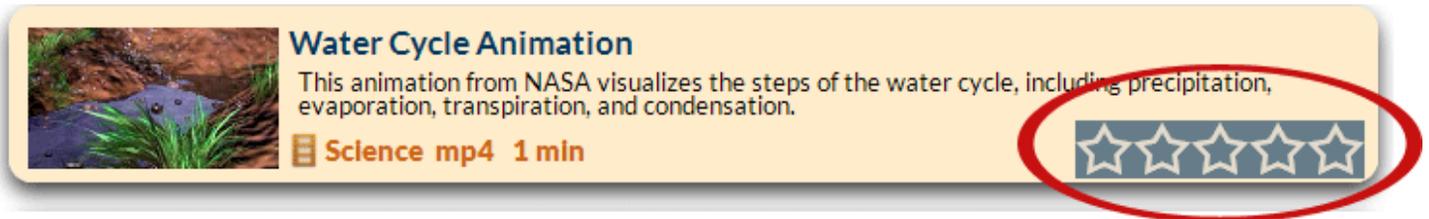
- 1) It cannot be used to create an **Assignment**
- 2) It cannot be deleted from the system.

The **trashcan** next to the **Favorites** title will clear the playlist of all learning objects. It will not delete the Favorites playlist.

HOW TO RATE A LEARNING OBJECT

Learning Objects may only be rated after being viewed. The **star rating box** will appear after the learning object has been accessed, and has five choices:

- 1 Star – Really Didn't Like It
- 2 Stars – Didn't Like It
- 3 Stars – Liked It
- 4 Stars – Really Liked It
- 5 Stars – Loved It



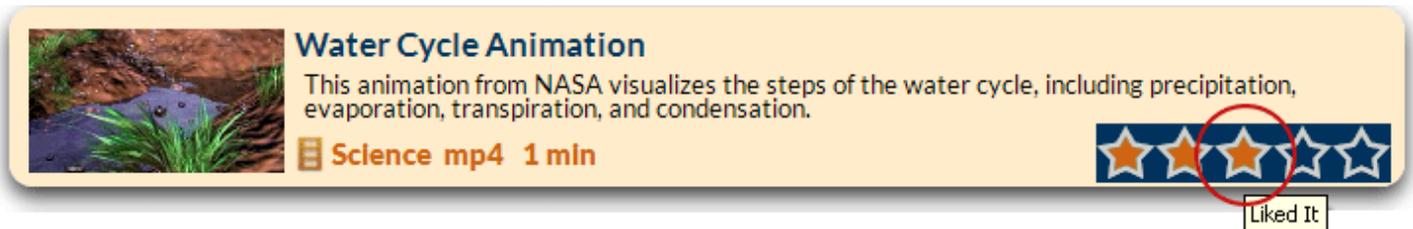
Water Cycle Animation
This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

Science mp4 1 min

★ ★ ★ ★ ★

STEP ONE

Once the **star rating box** appears, click on the star that best reflects the quality of the learning object.



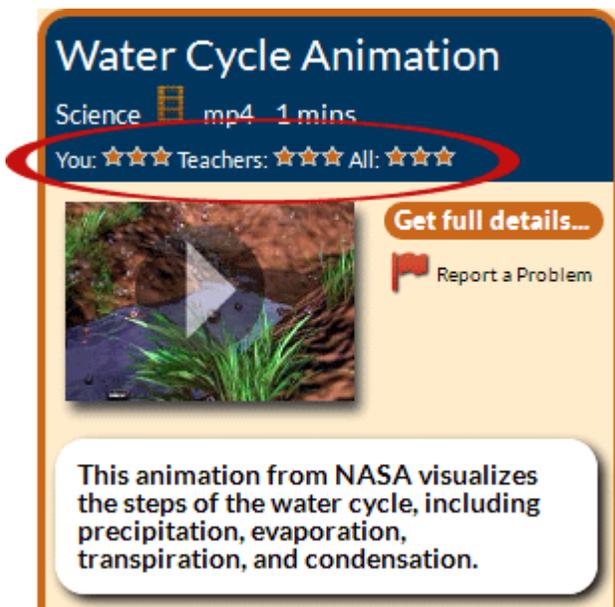
Water Cycle Animation
This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

Science mp4 1 min

★ ★ ★ ★ ★

Liked It

Your rating appears alongside others' ratings in the learning object details view.



Water Cycle Animation
Science mp4 1 mins

You: ★ ★ ★ Teachers: ★ ★ ★ All: ★ ★ ★

Get full details...
Report a Problem

This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

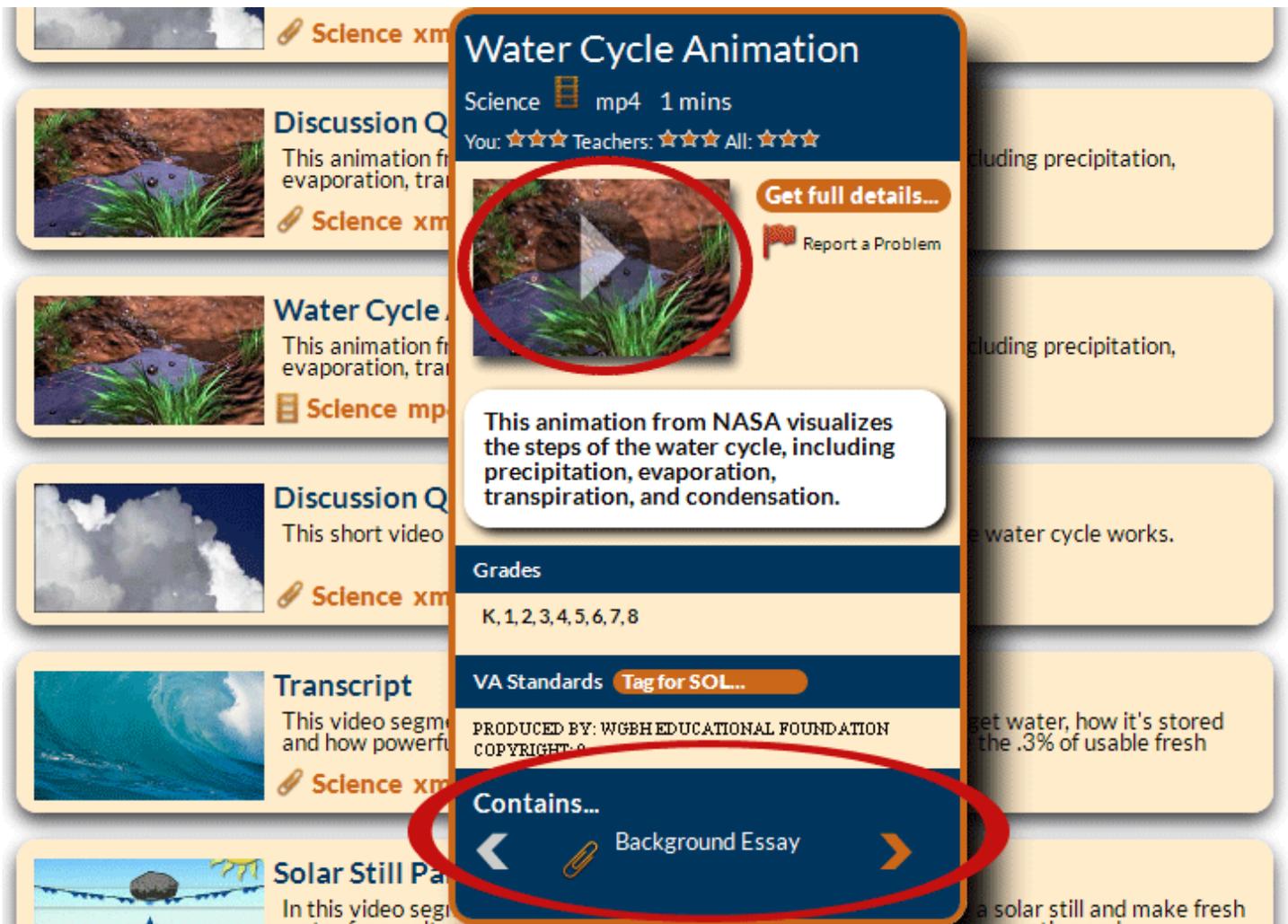
HOW TO VIEW, DOWNLOAD & REPORT A LEARNING OBJECT

VIEWING A LEARNING OBJECT

STEP ONE

To view a learning object, first hover over its summary box in the **Library** to see the **expanded summary**. Then, click the learning object thumbnail. Once the learning object has displayed in the lightbox view, click anywhere outside of the learning object box to return to the Library.

Note the expanded summary view also includes related learning objects beneath the **Contains...** area. Click the right and left arrows to see each related learning object.



STEP TWO

A learning object may also be viewed from the **full details** box. Click on **Get full details...** to open this view.

[Get full details...](#)

Then, click on the learning object to view it.

Water Cycle Animation
Science mp4 1 mins 320x240

Grades
K, 1, 2, 3, 4, 5, 6, 7, 8

VA Standards [Tag for SOL...](#)

Permitted Use
View Only
FUNDING: NATIONAL SCIENCE FOUNDATION

This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

The water cycle is Earth's natural mechanism for transporting and recycling water between the surface and the atmosphere. Through the processes of condensation, precipitation, infiltration, runoff, transpiration, and evaporation, water continuously travels from the atmosphere to the ground and back again. In this animation from NASA, observe the steps of the water cycle.

Note that you can change the size of video and SWF playback using the **Make bigger** and **Make smaller** buttons.



Click the **Close** button to return to the Library.



DOWNLOADING A LEARNING OBJECT

STEP ONE

(Below Left) To download a learning object, first hover over its summary box in the **Library** to see the **expanded summary**. Then, right click on the **Download** link and choose **Save As...** to save the asset on your computer.

(Below Right) The **Download** link is also available by clicking on **Get full details...** Look under the **Permitted Use** area.

Most downloadable video objects are in .mp4 format.

Song: Dare to Care
Science mp4 2 mins

[Get full details...](#)

Download
Right Click, "Save as..."

Report a Problem

Slim Goodbody and the kids present students with some easy, everyday ways to protect the Earth.

Song: Dare to Care
Science mp4 2 mins 640x480

Grades
3, 4, 5

VA Standards [Tag for SOL...](#)

- Science 3.7
- Science 3.8
- Science 3.9
- Science 3.11
- Science 4.5
- Science 4.8

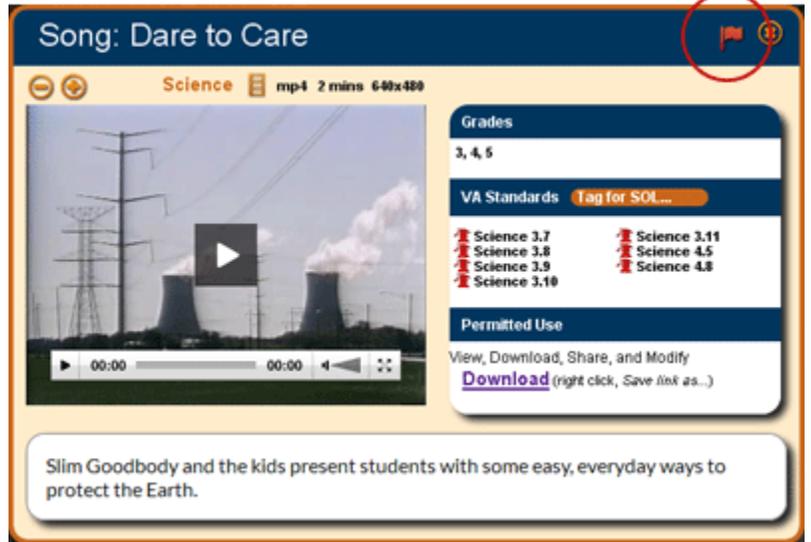
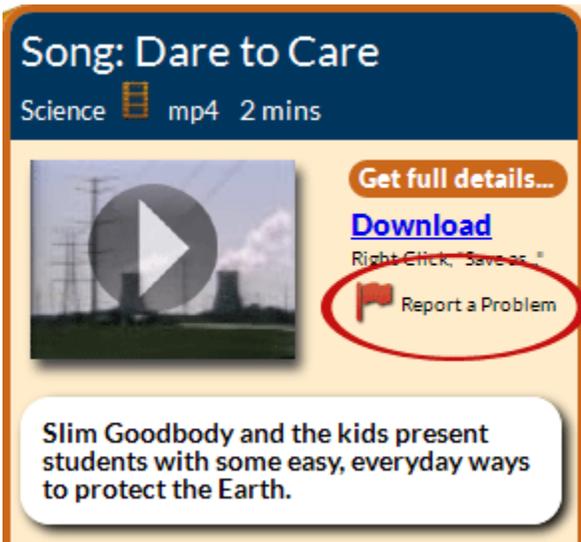
Permitted Use
View, Download, Share, and Modify
[Download](#) (right click, Save file as...)

Slim Goodbody and the kids present students with some easy, everyday ways to protect the Earth.

REPORTING A PROBLEM

STEP ONE

If a problem with a learning object's functionality, information or appropriateness arises, it can be reported by clicking on the **red flag** in either the **expanded summary** window or the **Get full details...** view.



STEP TWO

Complete the **Red Flag!** form, and click **Send** to send the report or choose **X** to cancel.

The system administrator will review all flagged learning objects.

This screenshot shows the 'Red Flag!' form. It has a title bar with a close button (X). The form contains the following elements:

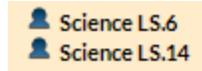
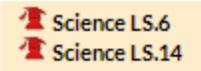
- Section: Report a problem with this learning object
- Radio buttons for: Not Working, Not Correct, Inappropriate
- Text input field labeled 'Note:'
- 'SEND' button

HOW TO TAG A LEARNING OBJECT WITH AN SOL

Learning objects can be tagged with SOLs from different sources. The color of the icon that accompanies the SOL tag indicates the source:

Expert-tagged SOLs appear in **red**.

Teacher-tagged SOLs appear in **blue**.



STEP ONE

To tag a learning object with an SOL, click **Tag for SOL...** in the **expanded summary** view or the **full details** view.

Water Cycle Animation
 Science mp4 1 mins
 You: ★★ Teachers: ★★ All: ★★

[Get full details...](#)
[Report a Problem](#)

This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

Grades
 K, 1, 2, 3, 4, 5, 6, 7, 8

VA Standards [Tag for SOL...](#)

PRODUCED BY: WGBH EDUCATIONAL FOUNDATION
 COPYRIGHT: 0

Contains...
 Background Essay

Water Cycle Animation

Science mp4 1 mins 320x240

Grades
 K, 1, 2, 3, 4, 5, 6, 7, 8

VA Standards [Tag for SOL...](#)

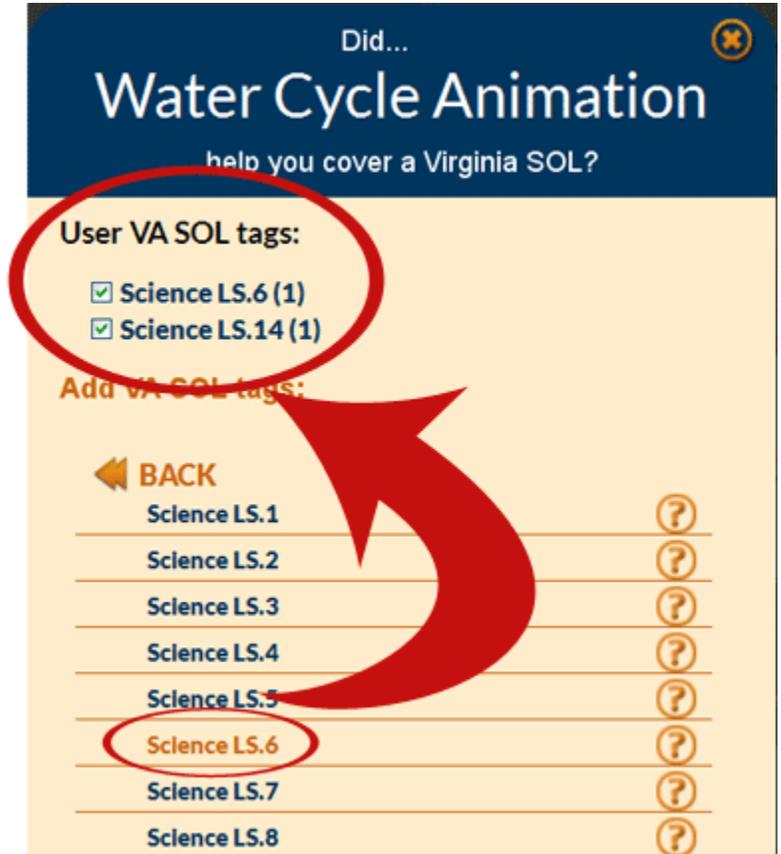
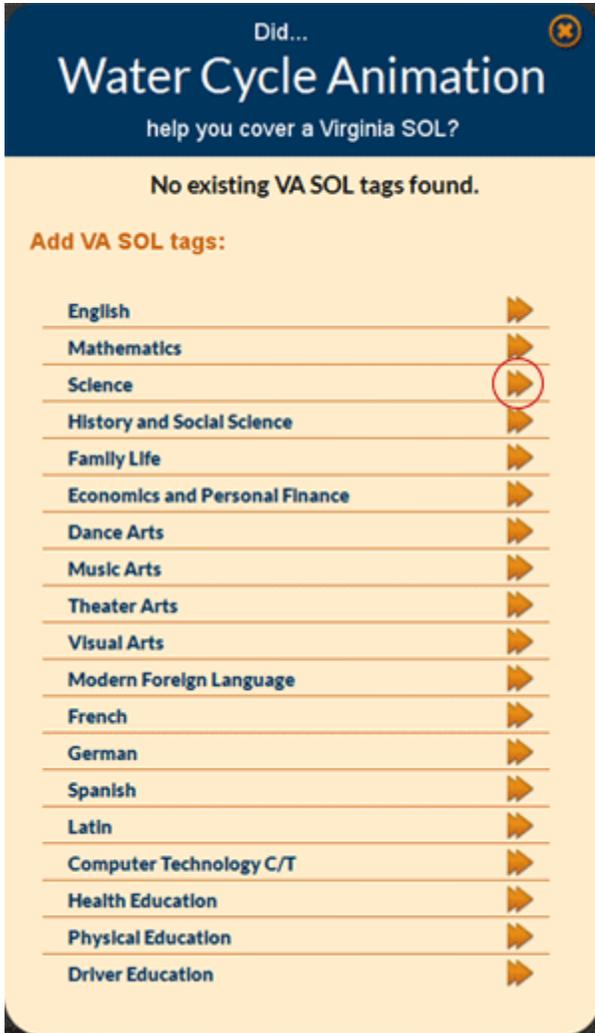
Permitted Use
 View Only
 FUNDING: NATIONAL SCIENCE FOUNDATION

This animation from NASA visualizes the steps of the water cycle, including precipitation, evaporation, transpiration, and condensation.

The water cycle is Earth's natural mechanism for transporting and recycling water between the surface and the atmosphere. Through the processes of condensation, precipitation, infiltration, runoff, transpiration, and evaporation, water continuously travels from the atmosphere to the ground and back again. In this animation from NASA, observe the steps of the water cycle.

STEP TWO

Choose the SOL using the **arrows** to navigate to individual standards. Click on the standard name to tag the learning object. All tagged SOLs appear at the top of the tagging box.



Once all of the appropriate SOLs have been chosen, click the **X** button to save the tags.



The tags now appear in both the **expanded summary** and **full details** views.