1) SUMMARY OF FEATURES & FUNCTIONS

<table>
<thead>
<tr>
<th><strong>Access:</strong></th>
<th>Via the Foundation Year Library Subject Guide, Under Databases: <a href="http://otago.libguides.com/Language_and_Foundation">http://otago.libguides.com/Language_and_Foundation</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Multidisciplinary content (international and NZ content). Recordings from NZ free to air TV and some subscription channels. Recordings from TV can be requested. Includes live streaming of some international channels. May include advertisements, depends on original channel. Recordings can be downloaded to your computer and edited.</td>
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</tbody>
</table>
| **Search options:** | • Keyword search and refine using filters.  
• Select a channel then search within it. |
| **Updated:** | Daily but there may be a delay in requested recordings becoming available. |
| **Usage rights:** | Recordings can be viewed and downloaded under the terms and conditions of the Scree rights Licensing Scheme https://www.screenrights.org/content-users/apply-for-a-licence/new-zealand |
| **Transcripts:** | Not available |
| **User account:** | All users must log in to search content and use eTV. Students must register. |
| **Streaming:** | Live TV with an 11 hour rewind feature. |
| **Editing:** | Can make a list of ‘Favourite’ videos, but this list cannot be shared  
Can make clips that can be embedded elsewhere (e.g. Blackboard but they cannot be saved in eTV or shared via email. |
| **Student access:** | Students may login and access specified content. They can view but not edit or download content. |
| **Platforms:** | Access on any device, from any location |
| **Browsers:** | eTV recommends Safari 4, Firefox 5 and above, Google Chrome 1 and above. |
| **Help available:** | Links to ‘Guide videos’ at the foot of the front page.  
Links to ‘Guide videos’ are available under ‘My eTV’ |
2) HOW TO CREATE AN ACCOUNT & LOG IN

You need to login to view material. First-time users must register first before they can login.

To create a new account and sign in:

1. Open eTV
2. Click ‘Login or Register’
3. First-time users:
   a. click ‘Register now’
   b. complete the form
   c. click ‘Register’
Registerd users:
1. enter your University of Otago email in the login email box – eTV will recognise you are from Otago and will redirect you to the Otago login page where you need to enter your university username and password.

3) BROWSE / SEARCH eTV

Browse by:
1. Most recent or most viewed recordings
2. Click On Demand to browse by recording by channel or curriculum collection

Search eTV:
1. Click ‘Search’
2. Enter your search terms
3. Apply filters to your search to refine it (optional)
4. Click ‘Search now’

4) HOW TO SET UP EMAIL ALERTS

eTV can send you a weekly email alert to let you know when new material on your topic is added to its collection.

To set up and email alert:
1. Login to eTV
2. Click ‘Email Alerts’
3. Fill in the form – e.g. add keyword(s), select a subject(s), select a TV channel, select a curriculum collection, select an age level.
4. Click ‘Email me when a programme that matches this criteria is added to eTV’
5) HOW TO REQUEST VIDEOS

All NZ Freeview and International Channels are recorded 24/7 and held for 13 days. Requests for programmes to be kept may be made up to 2 weeks after the broadcast. Please note, Sky channels require 1 working days’ notice for requests.

To request content be kept:

1. Login to eTV
2. Click ‘On Demand’
3. Click ‘Request Recording’
4. Fill in the form and click ‘Submit’

Programme guides are available on the ‘Request a Recording’ webpage. Use them to help you identify the video you wish to request.

Note: some content cannot be recorded, due to Digital Rights Management

6) HOW TO CLIP A VIDEO

Demo example: The Art of Recovery (2016)

To make a basic video clip:

1. Log into eTV
2. Locate the video you wish to clip
3. Click ‘Clip video’ – a clip video area will appear beneath the video
4. Click the play button on the video and when you reach the point in the video that you want to start your clip from click ‘the ‘IN’ arrow – the running time of this point in the video will appear in the time box beneath ‘IN’
5. Click the play button on the video again and when you reach the point in the video that you want to stop your clip from click ‘the ‘OUT’ arrow – the running time of this point in the video will appear in the time box beneath ‘OUT’
6. To preview the clip, click ‘preview clipped video’
7. To embed the clip in Blackboard, click ‘Get Clipped Embed Code’.